

Charles Gill  
Water Utility Manager  
451 Meek Street  
Greenfield, Indiana 46140



Mayor Chuck Fewell  
Board of Works and Public Safety  
10 South State St.  
Greenfield, IN 46140

Re: Recommendation of Apprentice Advancement

November 26, 2019

Mayor and Board Members,

At the last Board of Works meeting I recommended Mr. Horn to be advanced to Distribution Operator B at the pay rate of \$26.96 beginning with December 14, 2019. Due to a clerical error, this rate was recorded incorrectly for the new salary ordinance. The correct pay rate for this apprentice training level in the 2020 Ordinance is \$26.10.

I request the Board approve the rate of pay correction as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule. If approved the salary change would be effective on the start of the pay period beginning **December 14, 2019**.

NAME	DATE HIRED	YRS SRV.	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Tim Horn	3/20/2017	2.92	Distribution Operator B / <b>\$26.96</b>	Distribution Operator B / <b>\$26.10</b>

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue horizontal line.

Charles Gill  
Water Utility Manger

cc: Mike Fruth, Utility Director  
Mitch Ripley, Human Resource Director  
Lori Elmore, Clerk-Treasurer



**WATER DISTRIBUTION OPERATOR**

**APPRENTICE NAME: TIM HORN**

**APPRENTICESHIP HOURS SUMMARY**

LEAK DETECTION, HYDRANT AND METER MAINTENANCE-----	2076.00 HOURS
CONSTRUCTION INSPECTION-----	143.50 HOURS
TECHNOLOGY -----	185.00 HOURS
EXCAVATION-----	239.00 HOURS
WATER TOWERS AND PLANT OPERATIONS -----	19.50 HOURS
EQUIPMENT MAINTENANCE -----	107.50 HOURS
HEALTH & SAFETY -----	100.00 HOURS
TEAMWORK AND PUBLIC INTERACTION -----	130.50 HOURS
LEADERSHIP AND MANAGEMENT -----	0.00 HOURS

PREVIOUS OJT HOURS TOTAL: 3003.00

ACCURED OJT HOURS TOTAL: 4159.50

TOTAL OJT REQUIRED: 6000 HOURS



**WATER DISTRIBUTION OPERATOR**

**APPRENTICE NAME: TIM HORN**

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES----- 192.00 HOURS

PREVIOUS OJL HOURS TOTAL: 204.05

ACCURED OJL HOURS TOTAL: 396.05

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.0