17 April 2023

Mayor Chuck Fewell

Board of Works and Public Safety

10 South State St.

Greenfield, IN 46140

Re: Recommendation of Apprentice Advancement

Mayor and Board Members,

We have one of our apprentices that has completed the requirements for advancement in our Apprenticeship Program. Each apprentice is required to complete a minimum of 1000 hours of on the job training (OJT) to advance. Apprentices also must complete 144 hours of on the job learning (OJL) per year. Distribution Operators must also obtain their CDL Class B license. The Apprenticeship Committee for the Water Utility has recommended Mr. Dyer for advancement.

I request the Board approve the promotion as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule for Budget Year 2023 as approved by the Common Council 26 October 2022. If approved the salary change would be effective on the start of the pay period beginning **27 May 2023**.

NAME DATE YRS CURRENT PROPOSED

 HIRED SRV. TITLE/SALARY TITLE/SALARY

Curtis Dyer 7/6/2021\* 2.75\* **Distribution Operator B / $ 29.71 Distribution Operator A/ $ 31.26**

\* Hire date and time in service are for the Water Utility only. Employee has been employed with the City of Greenfield over seven years. This employment history and training credits were evaluated for transfer into the Water Utility Apprenticeship Program. I welcome any questions the Board may have on this request.

Respectfully Submitted,



Charles Gill

Manager

Greenfield Water Utility

cc: Jane Webb, Utility Coordinator

 Lori Elmore, Clerk-Treasurer

**WATER DISTRIBUTION OPERATOR**

**APPRENTICE NAME: CURTIS DYER**

APPRENTICESHIP HOURS SUMMARY

LEAK DETECTION, HYDRANT AND METER MAINTENANCE------- 50.0 HOURS

CONSTRUCTION INSPECTION------------------------------------------------ 0.00 HOURS

TECHNOLOGY ------------------------------------------------------------------- 3.00 HOURS

EXCAVATION-------------------------------------------------------------------- 1361.50 HOURS

WATER TOWERS AND PLANT OPERATIONS -------------------------- 14.00 HOURS

EQUIPMENT MAINTENANCE ------------------------------------------------ 131.00 HOURS

HEALTH & SAFETY ------------------------------------------------------------- 61.50 HOURS

TEAMWORK AND PUBLIC INTERACTION ------------------------------ 601.50 HOURS

LEADERSHIP AND MANAGEMENT -------------------------------------- 7.00 HOURS

 PREVIOUS OJT HOURS TOTAL: 5025.00

 ACCURED OJT HOURS TOTAL: 6008.55

 TOTAL OJT REQUIRED: 6000 HOURS

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES----------------------------------------------------------------- 35 HOURS

HEALTH & SAFETY---------------------------------------------------------------- 31.75 HOURS

 PREVIOUS OJL HOURS TOTAL: 117.00

 ACCURED OJL HOURS TOTAL: 184.15

 TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00