



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
www.greenfieldin.org
Phone: (317) 477-4350

11 February 2025

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

Re: Resignation

Mayor and Board Members,

Mr. Bryce Kirstein has submitted his letter of resignation from employment with the Water Utility. His last day of employment is 14 February 2025. As per our Apprenticeship Training payback agreement with Mr. Kirstein, he will repay the utility a sum of \$476.00 for training expenses paid for up this point. This amount will less his remaining Compensation and Vacation time.

I request the Board approve the resignation as presented. I welcome any questions the Board may have on this matter.

Respectfully Submitted,

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

Charles Gill
Manager
Water Utility

cc: Mitch Ripley, Human Resources Director
Lori Elmore, Clerk-Treasurer

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17 January 2025

Bryce Kirstein

Re: Apprenticeship training repayment

Mr. Kirstein,

We wish to express our regret of your decision to voluntarily resign your employment with the City of Greenfield Water Utility.

As part of the Apprenticeship Training Payback agreement executed on 03 January 2024, you are responsible to pay the utility back the following training course expenses:

Basic Water Works Enrolled:	1/24/24	Cost: \$ 225.00
Math Basics Enrolled:	9/26/24	Cost: \$ 125.00
Excavation Training Enrolled:	2/28/24	Cost: \$ 210.00
Sub-Total reimbursement:		\$ 560.00
Length of employment: 17 months		x 85%
Total due the Utility for training		\$ 476.00

This amount will be deducted from your final paycheck due to you on: 21 February 2025. If you have any questions on this decision, please contact the Utility Manager.

We wish you well on your future endeavors.

Respectfully,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Mitch Ripley, Human Resources Director
Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer
Susan Dillman, Deputy Clerk-Treasurer



Apprentice Water Operator Agreement

BRUCE KIRSTEIN, an applicant for employment as an Apprentice Operator with the City of Greenfield Water Utility department agrees to the following departmental requirements:

1. The City of Greenfield, Indiana ("City") has established a qualification standard for the position of Apprentice Water Distribution and Water Plant Operator ("Apprentice Operator") in the Water Utility department. That qualification standard requires that within three and half year (3.5) years from date of employment, the Apprentice Operator must complete all class work, book work, and training requirements necessary to be promoted to the position of Journeyman Operator. Failure to do so may be grounds for separation of employment from the City.
2. The City agrees to pay for the following:
 - a. All expenses associated with outfitting the Apprentice Operator.
 - b. All expenses associated with the 3.5 years of training classes, and books necessary to become a Journeyman Operator.
 - c. Any travel expenses related to the training classes outside regular scheduled work.
3. In the event the applicant voluntarily resigns his/her employment as an Apprentice Operator, or causes termination by his/her conduct anytime during the first five years of employment, the Apprentice Operator will repay the amount of the expenses of the training and equipment provided during the first five years of employment as set out below.



- a. In the event that the employee does not take all actions necessary to complete the ninety (90) day probationary period he/she will be required to turn in all clothing/PPE and will reimburse the City 100% of training and equipment and related expenses provided by the department to date.
- b. Within the first twelve (12) months but after the ninety (90) working day probationary period the apprentice will reimburse the City 100% of training and equipment expenses provided by the department to date.
- c. Within the second twelve (12) months of employment the apprentice will reimburse the City 85% of training and equipment expenses provided by the department to date.
- d. Within the third twelve (12) months of employment the apprentice will reimburse the City 70% of training and equipment expenses provided by the department to date.
- e. Within the fourth twelve (12) months of employment the apprentice will reimburse the City 60% of training and equipment expenses provided by the department to date.
- f. Before the completion of the fifth twelve (12) months of employment the apprentice will reimburse the City 50% of the total training and equipment expenses provided by the department to date.



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4. The hourly pay for an Apprentice Operator will be based on a graduated scale. As the Apprentice Operator ascends up each level towards journey worker he/she will receive an increase in pay.
5. This agreement shall not be construed as a guarantee or a contract of employment for any period of time whatsoever but relates solely to the mandatory qualification standard the applicant must meet to be considered for and as a condition of continued employment as Apprentice Operator for the City of Greenfield.
6. The City Water Utility Department will maintain an accurate accounting of training and equipment expenses related to each apprentice Operator.
7. The City will seek all legal means necessary to recoup the expenses upon separation of employment.
8. This agreement shall become effective on and after the date on which it is last executed by a party hereto.

Agreed to this the 3 day of January, 2024

Applicant: Bryce Kirstein

Department Head

Bryce Kirstein
Signature

[Signature]
Signature

Bryce Kirstein
Printed Name

Charles Grace
Printed Name

Jan 3, 2024
Date

3 JAN 24
Date

Dear Charles Gill, I am writing to you that I have decided to resign from my position water operations assistant. My last day will be Friday February 14, 2025. Thank you for the opportunity to be a part of Greenfield Water Department.