



451 Meek Street: Greenfield, Indiana 46140
www.greenfieldin.org
Phone 317-477-4350 Fax 317-477-4351

November 27, 2018

Mayor Chuck Fewell
Board of Works & Public Safety
10 South State Street
Greenfield, IN 46140

Re: Journey Worker Designation

Mayor and Board Members,

Mr. Scott Burelison has successfully completed his final milestone of our Water Apprenticeship Program.

Between January 2016 and November 2018, a total of 6024 hours of On-The-Job Training (OJT) was completed by this apprenticeship employee. In tracking this OJT time, each hour of his workday were listed in one of nine categories that carry various time requirements. Some are less than 50- hours while others are over 1,000-hours for the entire program. These weekly training logs are submitted to his immediate supervisor for review and if approved they are then entered in our computer tracking system.

The OJT hours are separate from the On-The-Job-Learning (OJL) annual requirements of 144 hours. These hours are offered by several of our utility's vendors, the Greenfield Fire Department, the Indiana Rural Water Association, the American Water Work Association and others. The entire program requires the completion of 432 hours of OJL to be eligible to be designated a Journey Worker. As recognition for his 20 years of experience in the water field as a certified Water treatment and Distribution operator, Mr. Burelison was granted 2362 hours of on the job learning. The remaining 3638 hours were acquired with Greenfield in conferences and onsite training.

As part of the program requirements, the apprentice worker also passed a skills test witnessed by their immediate supervisor. This skills test was approved by the apprentice review committee, and Utility Manager. These skills tests are associated with an apprentice's knowledge and experience level, providing proof that they are retaining the proper work habits shown on the job by more experienced Water Filtration Operators.

6000-Hour Apprenticeship Wage Progression

Final Apprenticeship totals

NAME	OJT HOURS	OJL HOURS
Scott Burelison	6024.0	497.0

It is my recommendation to promote Mr. Burelison to the position of Plant Operator at the hourly rate of \$28.93 effective December 1, 2018. I would like to officially recognize this professional as a Journey Worker Water Treatment Plant Operator.

Respectfully Submitted,



Charles Gill
Water Utility Manager