



Wastewater Utility

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August 13, 2019

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

Re: Apprentice Wage Progression
Jeff Leffel and Paul Hood

Mayor and Board Members,

Jeff Leffel and Paul Hood have successfully completed another milestone of our Wastewater Apprenticeship Program. Upon approval of the Board of Works, the apprenticeship workers are eligible for their next salary advancement as approved and listed in our Apprenticeship Program.

From the onset of their current 1000 hour period, a number of On-The-Job-Training (OJT) hours were completed by these apprenticeship employees. In tracking their OJT time, each hour of their workday was 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. Weekly training logs were submitted to their immediate supervisors for review and have been entered in our computer tracking system.

The OJT hours are separate from the On-The Job-Learning (OJL) annual requirements of 144-hours, which must be completed by the end of the year. These hours are offered by several vendors, the Greenfield Fire Department, the Indiana Water Environment Association and others. Paul and Jeff have done an excellent job in their prospective areas of training.

As part of the program's requirements, each apprentice worker must also pass skill tests witnessed by their immediate supervisor and the apprentice review committee. These skill tests are associated with an apprentice's knowledge and experience level, providing proof that they have learned and are retaining proper work habits.

Paul Hood is eligible for the 5000 hour wage progression, and Jeff Leffel is eligible for the 6000 hour wage progression and has completed the apprentice program.

The following wages are in accordance with our Apprenticeship Program for the Wastewater Utility. Section XI – Title 29 CFR 29.5(b) (5) and Section XII – Title 29 CFR 29.5(b) (12) and 30.4(c) (8) of the program are guidelines for the wage progressions of our apprentice workers.

I am requesting that the following changes be effective for the current pay period, which began August 10, 2019.

6000-Hour Apprenticeship Wage Progression

NAME	HOURS SEPT. 2017	CURRENT TITLE / SALARY	UPDATED TITLE / SALARY
Paul Hood	5021	Junior Pipefitter I = \$25.01	Junior Pipefitter II = \$26.48
Jeff Leffel	6244.25	Junior Operator I = \$25.87	Junior Operator II = \$27.42

Please let me know if there are any questions regarding these requests.

Best Regards,



Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

cc: Michael Fruth, Utility Director
Mitch Ripley, Human Resources Director