



July 14, 2020

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

Re: Andy Troxell Apprenticeship Progression Plan

Andy Troxell transferred to the wastewater department from the water department in June of 2019 as a Junior Operator I. In December of 2019, Andy asked if it would be possible to transfer to the Collection System staff as he was more comfortable with that work. After discussing this with Mitch Ripley and Scott Evans, it was decided to allow the transfer on a 90 day probationary status. Andy performed well during the 90 day probationary period and has been working full time with the collection system staff.

Andy is also participating in the Utility's Apprenticeship Program, so we developed a plan to transfer his hours in order keep him on pace to complete the program. When he transferred from the water department, Andy had around 5000 apprenticeship hours and was granted credit for half of those hours. In the time he worked at the WWTP, he accumulated just over 800 hours and has been granted credit for 395 hours towards the Collection System program. The remaining hours of apprenticeship will be completed following the guidelines of the Collection System Pipefitter apprenticeship program and the steps detailed below:

	<u>Title</u>	<u>Pay Rate</u>
1. Current:	Junior Operator I	\$ 26.97
2. Transfer/1000 Hour:	Junior Pipefitter II	\$ 27.57
3. 2000 Hour:	Pipefitter I	\$ 28.31
4. 3000 Hour:	Pipefitter I	\$ 29.04

Andy has completed his first 1000 hours with the Collection System and is eligible for the full pay of the Junior Pipefitter II position.

At this time, I am requesting that Andy's title be changed from Junior Operator I to Junior Pipefitter II at a pay rate of \$ 27.57/hour. This change will be effective with the pay period beginning July 11, 2020.

*Wastewater Utility*  
809 South State Street: Greenfield, Indiana 46140  
wwtp@greenfieldin.org  
Phone 317-477-4360 Fax 317-477-4361



Please let me know if there are any questions or if any other information is needed regarding this request.

Best Regards,

A handwritten signature in black ink, appearing to read "Nicholas Dezelan".

Nicholas Dezelan, CHMM, ASP  
Wastewater Utility Manager

cc: Michael Fruth, Utility Director  
Mitch Ripley, HR Director

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