



12 December 2023

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

Re: Apprenticeship Program Buy Back

I am requesting the approval of the attached buyback agreement for our Water Operator Apprenticeship Program. While uncommon in the Water Utility, there is the possibility of an apprentice not completing the program and or choosing to leave employment prior to or just after completing the program. This buy back agreement is already in place in the Electric Utility, and our Apprenticeship Training Committee and Administration staff have reviewed and recommended to advance the agreement to the Human Resources Director for review and recommendation to advance the agreement to the Board of Public Works and Safety for adoption.

I request the Board of Public Works approve this agreement for use in our apprenticeship program to be put in place with new hire apprentices after the date of adoption of the agreement.

I would welcome any question that the board may have.

Respectfully Submitted,

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

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Mitch Ripley, Human Resource Director
Lori Elmore, Clerk-Treasurer



Apprentice Water Operator Agreement

_____, 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 a prorated amount of the expenses of the training and equipment provided during the first five years of employment.



At any point of voluntary resignation or termination, the employee will be required to return all City of Greenfield labeled uniform items and all PPE items purchased for the employee.

- 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.

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 _____ day of _____; 20_____

Applicant:

Department Head

Signature

Signature

Printed Name

Printed Name



GREENFIELD WATER UTILITY

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

Date

Date