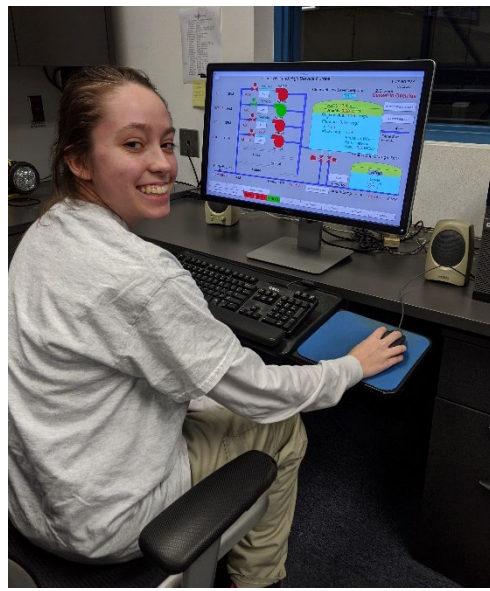




WESTERN VIRGINIA WATER AUTHORITY

Registered Apprenticeship Program for High School Students



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**WESTERN VIRGINIA WATER AUTHORITY
HIGH SCHOOL APPRENTICESHIP**

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HIGH SCHOOL APPRENTICESHIP**

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WESTERN VIRGINIA WATER AUTHORITY
HIGH SCHOOL APPRENTICESHIP
for
Water/Wastewater Technician

“SAFETY is ALWAYS the FIRST PRIORITY & MUST be PRACTICED at ALL TIMES”

SECTION 1 – Overview

Introduction

The Western Virginia Water Authority is offering a High School Apprenticeship Program that is an exploratory water and wastewater career program titled **Water/Wastewater Technician**. Students are able to explore multiple disciplines within the water and wastewater workforce and chose an area to focus the majority of their apprenticeship training of interest. The program offers comprehensive On-The-Job Training (OJT) for students beginning their high school year as a junior and/or senior continuing beyond graduation. The student is paid by the Water Authority for all OJT training.

The program also offers academic related instructions (RI) taught in high school during the junior and/or senior year. The Water Authority will teach additional job related courses as a supplement to the required RI courses which complement the OJT training experience.

Both wastewater and water operators are licensed professions and students can earn their Class IV Operator license during the apprenticeship program and go on to achieve the highest level of licensing in their field, if they chose to focus their OJT within those disciplines.

Once the student completes their apprenticeship, they will have earned valuable knowledge and hands-on experience to enter the workforce in a growing career. Although college degrees are of value, they are not required for these positions. The Water Authority encourages their employees to continue their formal education and enhance their job skills by offering tuition reimbursement and continuing educational bonus programs.

SECTION 2 – Apprenticeship Program Information

Required Hours as a rising Junior of age 16:

First Year as a junior in High School including summer 40 hours per week

On-the-Job Training: 975 hours (Minimum 55 hours monthly while a student)
Related Instructions: 140 hours

Second Year as a senior in High School

On-the-Job Training: 975 hours (Minimum 55 hours monthly while a student)
Related Instructions: 140 hours

Third Year as an Adult Apprenticeship (full time)

On-the-Job Training: 2,050 hours (Minimum)

Total OJT Hours: 4,000 hours
Total RI Hours: 280 hours

Required Hours as a rising Senior:

First Year as a senior in High School

On-the-Job Training: 975 hours (Minimum 55 hours monthly while a student)
Related Instructions: 280 hours

Second Year as an Adult Apprenticeship (full time)

On-the-Job Training: 2,080 hours (Minimum)

Third Year as an Adult Apprenticeship (full time)

On-the-Job Training: 945 hours (Minimum)

Total OJT Hours: 4,000 hours
Total RI Hours: 280 hours

OJT Record Keeping

Students must record all qualified on-the-job training hours on the monthly OJT Record Sheet. The OJT topic letter designation, e.g., A., in the corresponding designated column and designated day's date. Their primary trainer will review their work as either meeting expectation or not meeting expectations and will add comments to support their review. Additional comments from the trainer can be attached to the Record Sheet if needed.

The primary trainer will sign the Record Sheet and date. The Apprentice will also sign and date the Record Sheet and discuss any performance issues with their primary trainer. The primary trainer is responsible for forwarding a copy of the completed monthly OJT Record Sheet for each apprentice to Human Resources contact person each month.

RI Record Keeping

Students must record all qualified related instruction hours on the monthly RI Record Sheet. The RI topic letter designation, e.g., A., in the corresponding designated column and designated day's date. Their instructor will review their work as either meeting expectation or not meeting expectations and will add comments to support their review. Additional comments from the instructor can be attached to the Record Sheet if needed.

The instructor will sign the Record Sheet and date. The Apprentice will also sign and date the Record Sheet and discuss any performance issues with their instructor. The instructor is responsible for forwarding a copy of the completed Record Sheet for each apprentice to the Water Authority's Human Resource contact person each month.

RI Course Program

Required Related Instructional courses will total 280 hours. Courses will be taught at the high school using the general studies and CTE courses. Additional supplemental related courses will be taught by the Water Authority using approved Sacramento State courses in Operations of Wastewater Treatment Plants Volume I & II, Water Treatment Plant Operation I & II and Water Distribution. The supplemental courses are not a required RI course.

Attendance Policy

It is critical to minimize absences throughout the Apprenticeship Program. Good attendance is required in both Related Instruction and OJT to meet certification requirements. One issue the Water Authority looks at in determining full-time employment is attendance. Apprentices are expected to attend every class and every on-the-job training session unless they have a personal or work-related emergency arise. Absences are recorded as Excused (E), Unexcused (U) or Other (O).

Excused absences are for approved personal reasons or work-related emergencies and will require a written note verifying the absence and given to the trainer and/or instructor. The trainer must forward the note to the Water Authority's Human Resources contact person.

Unexcused absences are intended to be used for unexpected illness. Being late or leaving early from a RI course will be recorded as unexcused hours. Missed RI hours should be made up if possible.

Examples of absences identified as (O) Other are extra curriculum activities such as sports, band practice, HS sponsored clubs, scouts, etc.

All absences for OJT sessions **must** be made up and the apprentice will be required to submit a written explanation along with documentation to their trainer who will forward to the Human Resource contact person. The primary trainer will schedule and assure all missed time is made up and verify by signing the OJT Record sheet. Extended absences from OJT will be evaluated on an individual basis.

Exceeding allowable unexcused hours or failure to make up OJT hours will result in disciplinary action, probation or removal from the program. An action plan may be developed to avoid removal from the program. These cases will be reviewed on an individual basis.

Time students have scheduled on a school schedule for OJT, attendance at the Water Authority's facilities is required. Excessive absences during school scheduled time will be reported to the Schools and will effect grade, credit and participation in the program.

SECTION 3 – Program Qualifications

Applicant shall be enrolled at a minimal as a junior in high school and be at least 16 years of age at the time of entry into the program. An age certificate will be required for proof of age.

1. Applicant must be working toward completion a high school diploma.
2. If the applicant leaves school, their apprenticeship program will be cancelled.
3. Applicant must complete all required forms prior to enrolling in the program.
4. Applicant shall have attended a general tour of the Western Virginia Water Authority's facilities prior to enrolling into the Apprenticeship program.
5. The Water Authority will work with the parent(s)/guardians who are interested in participating in the general tours and discussing the benefits of the Apprenticeship program. The Water Authority feels it is essential for the applicant and parent(s)/guardian to fully understand the program and the applicant's commitment to the program.
6. Applicant must complete a Roanoke County Public Schools Registered Apprenticeship Agreement upon acceptance which requires signature by Apprentice, Parent/Guardian, Employer and School Principal.
7. Applicant shall have and maintain at least a GPA of a "C" throughout the term of the Apprenticeship and have satisfactory attendance.
8. Prior to enrolling in the program, the applicant shall have at least one year without any disciplinary actions from their school or from public law enforcement.
9. Applicant shall have adequate transportation to attend the on-the-job training at the Water Authority facilities.
10. Applicants shall pass a medical physical to ensure they are fit for the program based on applicable job descriptions of a: Utility Construction Tech I, Water/Wastewater Operator Trainee, and Water Distribution Operator Trainee.
11. In order to train in the Water Authority facilities, applicants will be subject to drug and alcohol testing as outlined in the Water Authority's *Employee Handbook*.
12. Final selection of applicants to enter the program will occur after an interview process from a panel of Water Authority management members and selected high school officials.

SECTION 4 – Schedule of Projected Apprentice Wages for OJT

Water/Wastewater Technician (Program minimum requirement: 4,000 OJT hours)

First Year as a **Junior** in High School

Month	Year	Total Hours	Hourly Rate	Total Wage
		OJT per Month		for Month
July	2019	160	\$ 10.00	\$ 1,600.00
August	2019	160	\$ 10.00	\$ 1,600.00
September	2019	55	\$ 10.00	\$ 550.00
October	2019	55	\$ 11.00	\$ 605.00
November	2019	55	\$ 11.00	\$ 605.00
December	2019	55	\$ 11.00	\$ 605.00
January	2020	55	\$ 11.00	\$ 605.00
February	2020	55	\$ 11.00	\$ 605.00
March	2020	55	\$ 11.00	\$ 605.00
April	2020	55	\$ 11.00	\$ 605.00
May	2020	55	\$ 11.00	\$ 605.00
June	2020	160	\$ 11.00	\$ 1,760.00
Total:		975	Total: \$	10,350.00

Notes: 1- Summer OJT hours projected at 40 hrs. per week, 160 hrs monthly

2- While in School there is a monthly minimal of 55 hrs monthly, average of 15 hrs weekly 3-
Starting wage of \$10, after 90 days \$11.

Second Year as a **Senior** in High School

Month	Year	Total Hours	Hourly Rate	Total Wage
		OJT per Month		for Month
July	2020	160	\$ 11.50	\$ 1,840.00
August	2020	160	\$ 11.50	\$ 1,840.00
September	2020	55	\$ 11.50	\$ 632.50
October	2020	55	\$ 11.50	\$ 632.50
November	2020	55	\$ 11.50	\$ 632.50
December	2020	55	\$ 11.50	\$ 632.50
January	2021	55	\$ 11.50	\$ 632.50
February	2021	55	\$ 11.50	\$ 632.50
March	2021	55	\$ 11.50	\$ 632.50
April	2021	55	\$ 11.50	\$ 632.50
May	2021	55	\$ 11.50	\$ 632.50
June	2021	160	\$ 13.00	\$ 2,080.00
Total:		975	Total: \$	11,452.50

Notes: 1- Summer OJT hours projected at 40 hrs. per week, 160 hrs monthly

2- While in School there is a monthly minimal of 55 hrs monthly, average of 15 hrs weekly 3-
July starts new fiscal year, anticipated annual increase

Wastewater and Water Treatment Operator Apprenticeship Graduation from High School

At the beginning of third year and after graduation, the apprentice may continue the apprenticeship, but as a registered adult apprentice. Hourly rate will be increased to minimum of grade 4 as a Trainee position of Utility Tech I position.

Third Year as a Full-Time Adult Apprentice

Month	Year	Total Hours		Total Wage for Month
		OJT per Month	Hourly Rate	
July	2021	170	\$ 13.39	\$ 2,276.30
August	2021	170	\$ 13.39	\$ 2,276.30
September	2021	170	\$ 13.39	\$ 2,276.30
October	2021	170	\$ 13.39	\$ 2,276.30
November	2021	170	\$ 13.39	\$ 2,276.30
December	2021	170	\$ 13.39	\$ 2,276.30
January	2022	170	\$ 13.39	\$ 2,276.30
February	2022	170	\$ 13.39	\$ 2,276.30
March	2022	170	\$ 13.39	\$ 2,276.30
April	2022	170	\$ 13.39	\$ 2,276.30
May	2022	175	\$ 13.39	\$ 2,343.25
June	2022	175	\$ 13.39	\$ 2,343.25
Total:		2050	Total: \$	27,449.50

Notes: 1- OJT hours as an Adult projected at 40 hrs. per week, 165 hrs monthly

2- Anticipated starting wage within Grade 4 \$13.39 per hour

Summary for Wastewater and Water Treatment Operator Apprentice Program:

	OJT Hours	Wages
• First Year.....	975	\$10,350
• Second Year.....	975	\$11,453
• Third Year (as a full-time adult apprentice)...	2,050	\$27,450

Total OJT Hours: 4,000 **Total wages over 3 years: \$49,253**

* OJT will vary depending on high school schedule. A monthly minimal of 55 hours is required which is a weekly average of 15 hours per week used during high school attendance and 40 hours per week outside high school during summer and after graduation as an adult apprentice.

SECTION 4 – Schedule of Projected Apprentice Wages for OJT

Water/Wastewater Technician (Program minimum requirement: 4,000 OJT hours)

First Year as a Senior in High School

Month	Year	Total Hours	Total Wage	
		OJT per Month	Hourly Rate	for Month
July	2019	160	\$ 10.00	\$ 1,600.00
August	2019	160	\$ 10.00	\$ 1,600.00
September	2019	55	\$ 10.00	\$ 550.00
October	2019	55	\$ 11.00	\$ 605.00
November	2019	55	\$ 11.00	\$ 605.00
December	2019	55	\$ 11.00	\$ 605.00
January	2020	55	\$ 11.00	\$ 605.00
February	2020	55	\$ 11.00	\$ 605.00
March	2020	55	\$ 11.00	\$ 605.00
April	2020	55	\$ 11.00	\$ 605.00
May	2020	55	\$ 11.00	\$ 605.00
June	2020	160	\$ 13.00	\$ 2,080.00
Total:		975	Total: \$	10,670.00

Notes: 1- Summer OJT hours projected at 40 hrs. per week, 160 hrs monthly

2- While in School there is a monthly minimal of 55 hrs monthly, average of 15 hrs weekly

3- July starts new fiscal year, anticipated annual increase

Graduation from High School

At the beginning of second year and after graduation, the apprentice may continue the apprenticeship, but as a registered adult apprentice.

Second Year as a **Full-Time Adult Apprentice**

Month	Year	Total Hours		Total Wage for Month
		OJT per Month	Hourly Rate	
July	2020	170	\$ 13.39	\$ 2,276.30
August	2020	170	\$ 13.39	\$ 2,276.30
September	2020	170	\$ 13.39	\$ 2,276.30
October	2020	170	\$ 13.39	\$ 2,276.30
November	2020	170	\$ 13.39	\$ 2,276.30
December	2020	170	\$ 13.39	\$ 2,276.30
January	2021	170	\$ 13.39	\$ 2,276.30
February	2021	170	\$ 13.39	\$ 2,276.30
March	2021	170	\$ 13.39	\$ 2,276.30
April	2021	170	\$ 13.39	\$ 2,276.30
May	2021	175	\$ 13.39	\$ 2,343.25
June	2021	175	\$ 13.39	\$ 2,343.25

Total: 2050 Total: \$ 27,449.50

Notes: 1- OJT hours as an Adult projected at 40 hrs. per week, 165 hrs monthly
 2- Anticipated starting wage within Grade 4 \$13.39 per hour

Third Year as a **Full-Time Adult Apprentice**

Month	Year	Total Hours		Total Wage for Month
		OJT per Month	Hourly Rate	
July	2021	170	\$ 13.59	\$ 2,310.30
August	2021	170	\$ 13.59	\$ 2,310.30
September	2021	170	\$ 13.59	\$ 2,310.30
October	2021	170	\$ 13.59	\$ 2,310.30
November	2021	170	\$ 13.59	\$ 2,310.30
December	2021	125	\$ 13.59	\$ 1,698.75

Total: 975 Total: \$ 13,250.25

Notes: 1- OJT hours as an Adult projected at 40 hrs. per week, 165 hrs monthly
 2- Anticipated starting wage within Grade 4 \$13.39 per hour

Summary for Wastewater and Water Treatment Operator Apprentice Program:

	OJT Hours	Wages
• First Year.....	975	\$10,670
• Second Year(as a full-time adult apprentice)...	2,050	\$27,450
• Third Year (as a full-time adult apprentice)...	975	\$13,250

Total OJT Hours:	4,000	Total wages less than 3 years: \$51,370
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* OJT will vary depending on high school schedule. A monthly minimal of 55 hours is required which is a weekly average of 15 hours per week used during high school attendance and 40 hours per week outside high school during summer and after graduation as an adult apprentice.

SECTION 5 – HR and Apprentice Orientation

Primary Location
 Coulter Office Building
 601 South Jefferson Street, Suite 220
 Roanoke, VA 24011
 (540) 853-5700 (Main Office)

“SAFETY is ALWAYS the FIRST PRIORITY & MUST BE PRACTICED at ALL TIMES”

Name	Title	Phone No.	E-Mail
Neil Norris	Assistant Director of HR	540-283-2957	neil.norris@westernvawater.org
Ragena Jordan	HR Manager	540-283-2954	ragena.jordan@westernvawater.org
Michelle Blessard	HR Specialist	540-283-2952	michelle.dooley@westernvawater.org
Ioana Kwei-Tagoe	Risk/Safety Coordinator	540-283-2964	ioana.kwei-tagoe@westernvawater.org

Orientation & Human Resources

Required Hours

First Day.....	4
Welcome to the Authority	
Overview of the Apprenticeship Program	
Review of Water Authority Policies	
Payroll Procedures	
HR Training on Specific Topics	
Training on ESS, TS, TOR	
Tour of Coulter Office and Introductions	
 First Day.....	 4
Basic Safety Training (Common to all 3 Work Sites)	
1. Emergency evacuation	
2. Bloodborne pathogen	
3. Workers’ compensation process	
4. Confined space	
5. Personal Protection Equipment (PPE)	
6. Fleet safety	
 Total Required RI Hours.....	 8

The required hours will be added in OJT Training Hours as “HR and Apprentice Orientation” and will be split between Wastewater and Water.

SECTION 6 – OJT – Water/Wastewater Technician

“SAFETY is ALWAYS the FIRST PRIORITY & MUST BE PRACTICED at ALL TIMES”

The Water/Wastewater Technician Apprenticeship is a three-year program requiring a total of 4,000 hours of On-The-Job Training (OJT).

The program starts for students beginning their junior or senior year of high school. It is anticipated that the RI classroom portion will be completed already within their school time or senior year of high school. During their junior and/or senior year they will also be training in the OJT portion. The time after graduation and during the summer will be spent working forty hours a week to fulfill the 4,000 hour OJT requirement.

Water/Wastewater Technician: 4,000 OJT hrs. 280 RI hrs.
Students will learn a variety of skills essential for a career in Water and Wastewater Industry.

The student will be able to explore four disciplines Water Distribution, Water, Wastewater and Field Operations and chose where they would like to focus their final OJT hours to complete to Water/Wastewater Technician Apprenticeship. A minimal of 100 hours is required of the four disciplines (A, B, C & D). Hours less than the 500 will be added to the choice of discipline

OJT SUBJECT/DISCIPLINE DESCRIPTION	HOURS
A. Distribution Operator I Trainee	500
B. Water Operator Trainee	500
C. Wastewater Operator Trainee	500
D. Field Operations Utility Construction Tech I	500
E. Administration (HR and Finance)	40
F. Customer Service and Billing Representative	80
G. Engineering Technician	80
H. Choice of Discipline (Distribution, Water, Wastewater or Field Ops)	1,800
Total Hours	4,000

Section 7 - Related Instruction – Water/Wastewater Technician

	Class Hours per Course
A. Mathematics	
1) Algebra I.....	140
2) Geometry	140
1) Or-Computer Mathematics.....	<u>140</u>
Total Class Hours:	280
 B. Career Courses	
1) Sacramento State water/wastewater self-study courses (provided by WVWA)....	270
2) OSHA 10.....	10
3) Work-force readiness training.....	<u>10</u>
Total Class Hours:	280

C. Science	
1) Earth Science I	140
2) Biology I.....	<u>140</u>
	Total Class Hours: 280

D. Communication	
1) Writing, Speaking, Listening, Media Library.....	<u>140</u>
	Total Class Hours: 280

Additional Electives (Optional, not required for certification. Courses beneficial in utility careers)

- Building Trades I
- Building Trades II
- Earth Science II
- Biology II
- Drafting
- GIS
- Engineering
- Chemistry

SECTION 8 – Safety Training & Workers Compensation

“SAFETY is ALWAYS the FIRST PRIORITY & MUST BE PRACTICED at ALL TIMES”

Safety Training

The Western Virginia Water Authority’s assigned Trainers and Primary Trainers are responsible to assure the apprentices are trained in all appropriate safety issues, precautions and personal protective equipment (PPE) related to their OJT prior to the apprentice performing any task or duties that require this training.

Safety training will be conducted by the Water Authority’s Safety and Risk Management department. Both instructors have their 10 hour and 30 hour OSHA training certifications and conduct safety training on a regular basis throughout the Water Authority facilities. All training

is documented and signed by the trainee and trainer. The training will meet the Virginia Occupational Safety & Health Standards for General Industry and the Construction Industry pursuant to the Federal Occupational Safety & Health Act.

Workers' Compensation Process

All apprentices will be trained on the reporting procedures if an on-the-job injury occurs. The apprentices will be covered under the Water Authority's Workers' Compensation insurance with the same provisions as an employee. Currently, the Water Authority is insured by the Virginia Municipal League otherwise known as VML.

SECTION 9 – Policies and Procedures

Program Policy Changes

The Western Virginia Water Authority reserves the right to amend, add or delete topics in this *Apprenticeship Program Manual*. The apprentices, trainers, parent(s)/guardian and any approving agency will be notified of these changes with their effective dates by the Human Resource department. Copies of the changes will be given to the apprentice who is responsible for inserting the changes into their personal copy of the *Apprenticeship Program Manual*. The apprentice is responsible for keeping their *Apprenticeship Program Manual* up to date with the most current changes.

SECTION 10 – Program Responsibilities

Responsibilities of the Apprentice

It is the responsibility of the apprentice to be punctual to classes and OJT training sessions. To follow ALL safety standards and wear the proper personal protective equipment (PPE) at ALL times when performing safety sensitive activities. To follow all polices and rules of the Western Virginia Water Authority and to pursue the training with diligence at all times. To always strive to be the very best in the trade of Wastewater and Water.

Responsibilities of the Apprentice Trainer and Primary Trainer

The Water Authority will appoint trainers to each apprentice and will maintain a ratio of one-to-one training throughout the program. Trainers should have thorough knowledge and experience in the subject matter they will be training. Trainers should have excellent communication skills and the ability to pass along their job related experiences and knowledge to the apprentice. Although the apprentice may have several trainers during their on-the job training, the Water Authority will designate a Primary Trainer for each apprentice.

The Primary Trainer is responsible for completing the monthly OJT Record Sheet for their assigned apprentice and assuring compliance of the required OJT hours for the subject matter they are training.

Example: If the required OJT hours for Operations are 300 hours, the Primary Trainer would be responsible for the apprentice receiving the full 300 hours of training.

Hours exceeding the 300 would not count towards the apprentice's Certification.

The Trainers and Primary Trainers are also responsible to assure the apprentice has been trained in all appropriate safety issues, precautions and personal protective equipment (PPE) related to their OJT prior to the apprentice performing any task or duties that require this training.

Responsibilities of Human Resources

The responsibilities of Human Resources are as follows:

1. To assure the Apprenticeship Program is being followed by apprentices, trainers and primary trainers.
2. To assure the apprenticeship program maintains compliance with all federal, state, local requirements and registration agency at all times.
3. To assure all safety training has been completed prior to the apprentice beginning any job related task or duties.
4. To visit the school where RI training will be conducted and meet with the principal and instructors to review the program.
5. To enroll students into the program and give presentations to educate the students about the program.
6. To meet with parent(s)/guardians of interested students to discuss the program and emphasize the commitment by the student.
7. Schedule tours of the facilities with students and parent(s)/guardians.
8. To assure all documentation is complete and forwarded to all appropriate agencies concerning enrollment.
9. To maintain all required apprentice records throughout the program concerning the OJT and RI hours.
10. To notify the registration agency when the apprentice has completed the requirements of the program and requests the issuance of certifications.
11. To notify the registration agency of terminations and cancellations of apprenticeship agreements.
12. To amend the program as necessary and coordinate the amendments with the apprentices and appropriate agencies.
13. To listen to any complaints by the apprentice and follow up on resolving the issues.

SECTION 11 – Standards of Apprenticeship

Definitions

1. “Instructor” shall mean a qualified and approved individual who teaches the related instructional courses either under a high school curriculum program or through the Water Authority’s training program.

2. “Apprentice” shall mean a high school junior or senior at least 16 years of age who has met the qualifications as described in this program and is covered by a written agreement with the Western Virginia Water Authority and is registered with the Virginia Apprenticeship Council.

3. “Trainer” shall mean an individual who is qualified and approved in the field of Wastewater Treatment, Water Production and Distribution and instructs the apprentices in their OJT courses. Apprentices may have several trainers throughout the program. The Trainer is responsible for assuring all safety training has been completed and all personal protective equipment is worn prior to having the Apprentice enter any area or performs a task that requires safety training and PPE.

4. “Primary Trainer” shall mean the Trainer who works closely with the apprentice in assuring the OJT hours are recorded correctly, schedules the OJT weekly training, mentors and gives guidance to the apprentice throughout the program. The Primary Trainer is also responsible for assuring all safety training has been completed and all personal protective equipment is worn prior to having the apprentice enter any area or performs a task that requires safety training and PPE.

5. “Approval Agency” or “Registration Agency” shall mean the Virginia Apprenticeship Council, which is recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor.

6. “Apprenticeship Agreement” shall mean a written agreement between the Western Virginia Water Authority and the apprentice and approved by and registered with the Virginia Apprenticeship Council.

7. “Employer” shall mean the Western Virginia Water Authority located in Roanoke, Virginia.

Apprenticeship Goals

The goal is to have students complete their apprenticeship program in three years and be knowledgeable in four career disciplines, Wastewater Treatment, Water Treatment, Water Distribution and Field Operations. If chosen discipline of Wastewater and Water Treatment students will be encouraged to sit for their Class 4 Wastewater and/or Water Treatment operators' license during the program or at the Apprenticeship programs' conclusion once the student becomes eligible to sit for the Certification Exam based on DPOR regulations.

Probationary Period

The probationary period for the Apprenticeship Program will be six months. During this time, either party may cancel the agreement with written notice to the apprentice, the Western Virginia Water Authority's Human Resource department and all appropriate registering agencies. The written notice must include detailed reasons for such actions.

Program Integrity and Honor Code

Prior to admission into the Apprenticeship Program, all selected students will be required to sign an Honor Code. The Honor Code shows the student the seriousness of the program and the commitment to the program's integrity. Any violations of the program will be met with disciplinary actions in a timely manner. The Honor Code form is found in Section 13 under Forms.

Protecting the integrity of the Apprenticeship Program is the responsibility of every apprentice, instructor, trainer and the employer. Areas of concern would be the academic courses, the OJT training and the recording of OJT and RI hours. All allegations of dishonesty will be reviewed by the instructor, trainer or Human Resources whichever is appropriate. An investigation will be conducted to gather information, documentation, statements and any other evidence.

Once the investigation is complete, and if it is proven dishonesty occurred, a meeting will be held with the apprentice, Human Resources, the appropriate staff and parent(s)/guardian. The results of the investigation will be discussed and appropriate disciplinary action will be taken. The maximum penalty for dishonesty will be the removal from the Apprenticeship Program. Human Resources will review each incident on a case-by-case basis and assure disciplinary action is administered consistently and fairly.

Probation

The apprentice will be placed on probation for a period of nine weeks and will be applied throughout the quarter for the following infractions:

1. Unsatisfactory conduct or attendance in either classroom or OJT;
2. Violations of safety regulations;
3. Violation of the honor code;
4. Two consecutive months of unsatisfactory work performance as indicated on the monthly Record sheet;
5. Cumulative grade point average below "C";
6. Single failing grade of "F" in a quarter;
7. Demonstrated history on unsatisfactory grades;
8. Two "D's" in the same quarter;
9. Any grade below "C" while on probation (another probation period will be applied).
10. Failure to report to OJT during scheduled school time.
11. OJT hours under the monthly minimal 55 hours.

Merit increases will not be given to any apprentice that is on probation at the time increases go into effect. Merit increase dates will be extended the length of the probation period.

Removal from Program

The apprentice will be removed from the program for any of the following infraction:

1. Continual unsatisfactory conduct or attendance in either classroom or OJT;
2. Continual failure to report to OJT during scheduled school time to work;
3. Continual violations of safety regulations;
4. Failure of a drug/alcohol test as administered by the Water Authority;
5. Gross misconduct/violation of the honor code;
6. Cumulative grade point average below "C" in a quarter following two consecutive probations;
7. Continual demonstrated history of unsatisfactory grades;
8. Two consecutive failing grades "Fs" in the same course;
9. Any failing grade "F" while on probation;
10. Any grade below "C" in a quarter immediately following two consecutive probations.
11. Continual OJT under monthly minimal 55 hours.

Apprentice Evaluations

The apprentice will be evaluated on a monthly basis using the OJT and RI Record sheet

and by their trainer, primary trainer or instructor. If at any time an apprentice receives a monthly rating of unsatisfactory work performance, the area(s) of concern must be addressed immediately. An action plan must be documented, covered with the apprentice, copied and sent to Human Resources.

Human Resources must follow up with the appropriate staff and apprentice during the following month to receive progress reports. Two consecutive months of unsatisfactory work performance will result in the applicant being put on probation.

Student Interview Process

The student interview process will adhere to the following process:

1. The school staff shall solicit students, who will be enrolled as a junior in the following school year, will meet the qualifications as outlined in Section 3 and who are interested in applying for the Apprenticeship Program;
2. The student must complete an Apprentice Action Form. The application is provided by the Virginia Department of Labor and Industry;
3. The applications shall be forwarded to the Water Authority's Human Resource department for review;
4. After the review, the Human Resource department will schedule interviews with the students and notify all appropriate interview panel members from the school and Water Authority;
5. The interview will be scheduled for no more than one hour. Students will be asked a series of open-ended questions from the Interview Questions and Scoring form which will be provided by the Water Authority;
6. The panel members will score the students based on their answers using the scoring system on the form;
7. Based on the final scoring, students will be selected to enroll in the Apprenticeship Program;
8. Human Resources will contact the students and begin forwarding their required apprenticeship forms to them with instructions to complete and return to Human Resources; and
9. Human Resources will be responsible for submitting all required forms to the registering agencies and coordinating facility tours, meetings with the Divisional trainers and developing OJT work schedules with the students.

Equal Employment Opportunity Pledge

The selection and employment of apprentices shall be without discrimination due to race, color, religion, national origin, sex or physical handicap which is unrelated to the person's qualification and ability to perform the job.

Certificate of Completion

After the apprentice has completed and met all of the requirements of the program, the Virginia Apprenticeship Council shall be requested to prepare a Certificate of Completion of Apprenticeship and be issued in the name of the apprentice.

Hours of Work

The Water Authority is committed to working with the apprentices on their OJT working hours. The program has been set up for OJT work hours to average 15 hours per week during the school year with a minimal of 55 hours per month for a total of 975 hours per school year counting 40 hour work week during summer time and other extended breaks. These hours are flexible. If the apprentice desires to participate in extracurricular school activities, as long as the minimal of 55 hours per month are met.

The apprentice should strive to maintain their 975 OJT hours in each of their junior and senior year. After graduation from high school, the third and possibly the fourth year will take 2,050 hours to complete their apprenticeship program.

The Division will work with the apprentice on their daily hours. The work schedule should be determined for no less than a week in advance. The apprentice should avoid missing time while on their OJT training program. Missed OJT time **must** be made up with the hours coordinated with the apprentice's primary trainer and the apprentice.

Any training hours in excess of 40 hours within the work week, shall be paid at 1.1/2 times the hourly.

SECTION 12 – Work Restrictions

1. Applicants shall be physically able to perform the work of the trade. Occupationally essential physical requirements are outlined in the job descriptions for each position.
2. Applicants shall be without working/physical restrictions in order to attend classroom and the on-the-job training portion of the program.
3. Apprentice 16 or 17 years old are not required to obtain “working papers’ or “work permits.”
4. Student apprenticeships must be employed in positions not considered hazardous or positions considered hazardous without a regulatory exception for apprentices and student learners.
5. The setting up, adjusting, repairing, oiling, cleaning or using of the following equipment is prohibited:
 - a. Power-driven circular saws;
 - b. Band saws;
 - c. Guillotine shears;
 - d. Chain saws;
 - e. Reciprocating saws;
 - f. Wood chippers; and
 - g. Abrasive cutting discs.
6. Apprentice who are 16 and 17 year old, have no restrictions on the number of hours worked in a day or the times of the day.
7. If an apprentice is at least 18 years of age, they may drive automobiles or trucks on public roadways if:
 - a. The automobile/truck does not exceed 6,000 pounds gross vehicle weight;
 - b. The vehicle is equipped with seat belts;
 - c. The Water Authority requires all drivers to wear seat belts;
 - d. The apprentice has at least 6 months driving experience;
 - e. The apprentice has completed VML Safe Driving on-line training; and
 - f. The driving is done during daylight hours.

8. The 18 year old apprentice has successfully completed a statewide driver education course, has no record of any moving violations at time of hire, has a state driver's license valid for the type of driving involved and the driving cannot involve:
 - a. The towing of vehicles;
 - b. Driving more than a thirty (30) mile radius of the apprentice place of employment;
 - c. Route deliveries or route sales;
 - d. The transportation for hire of property, goods or passengers;
 - e. Urgent, time sensitive deliveries;
 - f. More than two trips away from the primary place of employment in a single day to transport passengers, other than employees of the employer;
 - g. More than two trips away from the primary place of employment in any single day to deliver the employer's goods to a customer.
9. Apprentice ratio to trainer must always be one-to-one on all OJT training. The trainer must assure all required PPE is worn and proper safety training is performed at ALL times.
10. The apprentice is prohibited from handling, being in the same room or in the general area of any chemicals used, stored or discarded for either Water or Wastewater treatment.
11. Apprentice will be required to report to Human Resources any violation(s) of safety they are asked to perform, they observe or they feel needs to be reviewed.
12. If the schools are closed due to inclement weather, the student may not participate in OJT at the Water Authority facilities.