



HUMAN RESOURCES DEPARTMENT  
LABOR RELATIONS DIVISION

GERI HAMBY  
DIRECTOR

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January 7, 2013

Mr. William S. Haley, Business Manager  
Plumbers and Pipefitters, Local 447  
5841 Newman Court  
Sacramento, CA 95819

**Re: Agreement Regarding Apprenticeship Program**

Dear Mr. Haley:

This is to confirm the agreement of the City of Sacramento (City) and the Plumbers and Pipefitters, Local 447 (Union) regarding the re-establishment of the Apprenticeship Program (Program) for the career classification of Utilities Field Services Serviceworker. Specifically, it is agreed, as follows:

1. Candidates for the Program shall be required to complete the following steps before being deemed eligible for selection into the Program.
  - a. The candidate shall be required to take and successfully pass a test administered by Plumbers and Pipefitters, Local 447. The candidate shall then provide written verification of a passing grade to the City of Sacramento's Employment and Classification.
  - b. The candidate shall complete an employment application and be required to pass a test administered by the City of Sacramento.
  - c. The candidate shall be placed on an "eligible list," which shall be used for selection by management into the Program as a Utilities Field Services Serviceworker Apprentice (Apprentice).
  - d. Apprentices shall be the City's employees; therefore, the City shall have sole discretion to hire and fire.
2. The length of the Program is for a period of twenty-four (24) months. Upon selection into the Program, the Apprentice must actively participate in all phases of the Program, as defined by in the Apprentice Agreement, until its

completion. The twenty-four month period will also serve as the probationary period for the Apprentice classification.

3. Should an Apprentice be laid off from the Program, s/he will be placed back on the "eligible list." An Apprentice who is laid off, and subsequently hired back into the Program within two (2) years of his/her layoff, and who has completed the Union's educational training, shall not be required to repeat the Union's educational training component.
4. Upon successful completion of the Program, an Apprentice shall be flexed into the career classification of Utilities Field Services Serviceworker, without having to serve any additional probationary period.
5. The step increase progression for the Apprentice is as follows:

Upon Appointment:	Step 1
At Six (6) Months:	Step 2
At Twelve (12) Months:	Step 3
At Eighteen (18) Months:	Step 4

An Apprentice who is at a step lower than top step may be advanced to any higher step in the salary range at any time.

Upon successful completion of the Program and appointment to the classification of Utilities Field Services Serviceworker, the employee shall advance to any salary step of the Utilities Field Services Serviceworker classification, as determined by the department head or designee.

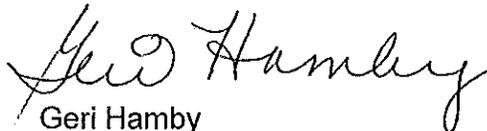
Salary step advancement while working in the Apprentice position or salary step placement at the time the Apprentice is flexed to the Utilities Field Services Serviceworker position is at the sole discretion of the department head or designee, and shall not be subject to the grievance and arbitration procedure outlined in the labor agreement.

6. For each Apprentice in the Program, the City and Union shall establish a Joint Apprenticeship Team (Team) consisting of a Union representative, the Field Services Manager, or designee, and the Apprentice. The Team shall meet at least every six (6) months to discuss the following topics:
  - a. The Apprentice's grades, attendance, and progress in the educational aspects of the Program.
  - b. The Apprentice's attendance, failure to complete job assignments or other deficiencies, progress, areas of compliance/satisfactory work performance in the employment aspects of the Program.

- c. Other topics as determined by the Team.
7. Apprentices are subject to the Agency Shop provision in Section 4.2 of the Memorandum of Understanding between the City and the Union.
  8. The City shall not be required to pay the Union or the Pipetrades Trust Fund for any costs associated with the Program.
  9. This Agreement may be terminated by either the City or the Union with thirty (30) days written notice to the other party.
  10. This Agreement applies to Utilities Field Services Serviceworker Apprentices hired on or after December 1, 2011.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,



Gerri Hamby  
Director of Human Resources

AGREED TO:



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William S. Haley, Business Manager  
Plumbers and Pipefitters, Local 447

Approved as to form:



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Brett M. Witter  
Supervising Deputy City Attorney

cc: Michael Malone  
Craig Robinson  
Rob Jack  
Bill Roberts