

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
PUBLIC EMPLOYEES LOCAL 71
representing the
LABOR, TRADES and CRAFTS UNIT

DOT&PF Survey Apprenticeship Program

19-LL-019

Recognizing the need for a training/apprenticeship program for the Survey career path and to give new or current employees opportunities to gain experience and qualification for career advancement, the parties hereby enter into the following training agreement to be used for the Department of Transportation & Public Facilities. No provisions of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced herein are modified by this agreement.

1. The Survey, Sub-Journey Entry/Trainee I, WG58 classification will be used as the entry/trainee level for this Apprenticeship Program, followed by Survey, Sub-Journey II, WG56 of the series as the final level of the training program.
2. During this Apprenticeship Program the trainee will not be considered by seniority for promotion to vacant positions in the duty station or "daily upgrades" for pay purposes.
3. Administration of this Apprenticeship Program will be by the respective region Design & Engineering Services Land Surveyor Manager.
4. The Apprenticeship Program will be in two (2) phases within a maximum of one (1) year. However, each phase of the training program may be extended up to two months, as necessary by the administrator of the program. The trainee is scheduled to work at each level for six (6) months, and must receive a performance rating of mid-acceptable or higher on an evaluation report, before being eligible to advance to the next level.
5. Entry into this Apprenticeship Program will require a high school diploma or equivalency and a valid Alaska driver's license. Preference will be given to applicants with formal technical training in a related field. Applicants will be recruited and selected for referral by Local 71. Upon request from the Employer, Local 71 will provide the State with three (3) candidates for each position and the State will select one of them. The primary consideration for selection will be based on their overall performance in the technical training program, if applicable, including academics, rather than experience. In the event that none of the candidates are accepted, Local 71 will provide additional candidates for consideration.
6. Upon successful completion of the requirements outlined in the Survey Sub-Journey I/II training plan, recommendations for advancement will be prepared by the Land Surveyor Manager and forwarded through the respective region Pre-Construction Engineer to the Department Human Resource office, either recommending advancement to the next level, continued training at the current level, or termination of the employee from the training program.

7. Upon receipt of recommendation for advancement to the next level Department Human Resource staff will advance the incumbent to the next higher wage group/level in the series effective the first day of the pay period following receipt of the recommendation. Department Human Resource staff will notify the Land Surveyor Manager when the reclassification of the position has been approved. The full duties of the higher wage group/level will not be assigned to the trainee until approval has been received from Department Human Resource staff.
8. Once the trainee has completed six months of satisfactory service at the WG56 level, and received a performance evaluation with a mid-acceptable or higher rating in all areas (including the training evaluation worksheet) and has passed any applicable examinations, Article 13.07 is waived and the trainee will obtain permanent status as a Survey Sub-Journey II WG56.
9. In the event that the trainee is unable to satisfactorily complete the Apprenticeship Program, the trainee shall have rights under Article 13.07.D of the agreement, if applicable, with duty station seniority accruing from the first day of employment. However, a trainee who fails to successfully complete probation at the WG56 level will not be returned to a position in the Survey Sub-Journey Entry/Trainee I job classification.
10. Any trainee appointed to this Apprenticeship Program must agree to its terms in writing by signing a copy of the agreement upon hiring.

This agreement supersedes LOA 17-LL-044. This agreement is effective July 1, 2018 and remains in effect through June 30, 2021, except that it may be canceled by either party with fifteen calendar (15) days written notice. This agreement is entered into solely to address the specific circumstances of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

/*Signature on File*/

Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

Date

7/9/18

FOR PUBLIC EMPLOYEES Local 71:

/*Signature on File*/

Dennis Moen
Business Manager

Date

Jordan Adams

7-3-18

Trainee's signature

Date