

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

DOT&PF Materials Laboratory Technician Apprenticeship Program

19-LL-020

Recognizing the need for a training/apprenticeship program for the Materials Laboratory Technician 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 Regional Materials Laboratories. No provisions of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced herein are modified by this agreement.

1. The Materials Laboratory Technician Sub Journey I WG59 classification will be used as the entry/trainee level for this Apprenticeship Program. Upon appointment, trainees are expected to progress through the Materials Laboratory Technician job classification series, with the Materials Laboratory Technician Journey WG53 as the final level. However, if a candidate meets the minimum qualifications per Addendum 1 they may be eligible to enter the Program above the entry level as applicable.
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 Department of Transportation & Public Facilities, Regional Materials Laboratory supervisors.
4. The Apprenticeship Program will be in five (5) levels within a five (5) year period. However, the complete Apprenticeship Program and any phases of it may be shortened or extended as necessary by the administrator identified in paragraph 3.
5. Entry into this Apprenticeship Program will require a high school diploma or equivalency and a valid Alaska driver license. Preference will be given to applicants with a minimum of six (6) months of 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 three (3) candidates for consideration for appointment into the Program. The primary consideration for selection will be based on their overall anticipated 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. Possession of competencies alone will not automatically advance an incumbent; rather, the trainee will advance through each level of the apprenticeship program in accordance with Addendum 1. All incumbents, at all levels, will be expected to be proficient in, and perform any duties of any lower level while preparing for higher level competencies.

7. Within thirty (30) days of successfully completing the requirements of the current level, as provided in Addendum 1, including completion of any required testing, a recommendation for advancement will be prepared by the Regional Materials Laboratory Lead. A performance evaluation report will be prepared and approved by the Regional Materials Laboratory Supervisor, either recommending advancement to the next level, continued employment at the current level, or termination of the employee from the Program. If the recommendation is for continued employment at the current level, the incumbent's probationary period will be extended an additional two (2) months.
8. Once the trainee has completed one (1) year of satisfactory service at the WG53 level and meets the minimum qualifications provided in Addendum 1, Article 13.07 will be waived and the trainee will obtain permanent status as a Materials Laboratory Technician Journey. At that time the employee is considered to have successfully completed the Apprenticeship Program and may compete for openings at a higher level of the Materials Laboratory Technician job classifications series in accordance with Article 22.02.
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.
10. Any trainee appointed to this Apprenticeship Program must agree to its terms in writing by signing a copy of the agreement upon hire.

This agreement superseded LOA 17-LL-045. 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

FOR PUBLIC EMPLOYEES Local 71

/*Signature on File*/

/*Signature on File*/

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

Dennis Moen
Business Manager

Jordan Adams

7/9/18
Date

7-3-18
Date

Trainee's Signature

Date

DOT&PF Materials Laboratory Apprenticeship Program
Addendum 1 to LOA 19-LL-020

Materials Laboratory Technician Sub-Journey I – Wage Grade 59

LTC Referral: High school diploma or the equivalent and an Alaska driver's license. Preference will be given to applicants with a minimum of six (6) months of formal technical training in a related field.

Materials Laboratory Technician Sub-Journey II – Wage Grade 57

Minimum Qualifications: Possession of core competencies for the job class level and certification in at least two (2) Western Alliance for Quality Transportation Construction (WAQTC) modules.

Materials Laboratory Technician Sub-Journey III – Wage Grade 56

Minimum Qualifications: Possession of core competencies for the job class level, certification in all WAQTC modules, and meets National Institute for Certification in Engineering Technologies (NICET) Level I in all modules.

Materials Laboratory Technician Sub-Journey IV – Wage Grade 54

Minimum Qualifications: Possession of core competencies for the job class level, certification in all WAQTC modules, meets NICET Level I in all modules, and meets NICET Level II in at least one (1) module.

Materials Laboratory Technician Journey – Wage Grade 53

Minimum Qualifications: Possession of core competencies for the job class level, certification in all WAQTC modules, and meets NICET Level II in all modules.