

Incumbent Apprenticeship Participants, Program Summary & Selection Process

SECTION I: PARTICIPANTS

A. ELIGIBILITY

Employees must have had no prior disciplinary action and all satisfactory performance reviews, where applicable, in order to be eligible for the program. Additionally, a letter of approval or endorsement from their current department head as well as an additional letter of recommendation from the employee's current supervisor will be required as support to their application.

In addition to above-mentioned requirements, the following eligibility components must be met:

Status: Permanent civil service status or 1,040 hours worked in probationary part-time or temporary status.

Experience: One year as a San Joaquin County Employee in good standing based on your last performance appraisal.

Education: Must be eligible to enroll in and maintain good academic standing and attendance in the San Joaquin Delta College certificate program for Information Technology as outlined in the apprenticeship agreement offer.

i. PROGRAM PARTICIPANTS

San Joaquin County will open the apprenticeship opportunity to all eligible employees regardless of full-time or part-time status. There will be an opportunity to support two staff members during the initial year of the program.

Both full-time and part-time staff will need clearance from their supervisors for schedule adjustments that will support their time in class. Eligible employees will have permanent civil service status or have 1,040 hours worked in probationary, part-time, or temporary status position.

SECTION II: PROGRAM SUMMARY

In order to encourage and support the various County Departments that may be impacted by staff participation, the apprenticeship program will allow staff to remain in their current job classification and complete the majority of their normal responsibilities during the first year of the program.

Departments that are affected by the program will receive funding to help support the loss of the 8-hours from a full-time participant in year one (1) during the in-class paid time off. These funds will be added to the department budget in the amount of 8-hours times the step salary for the employee participant. In year two (2), departments will be credited half of the employee's salary by ISD and only be charged 20 hours for the hours worked by the employee in that classification and division. The full

amount of the employees benefits from their staff will still be covered by the original division but with the interdivisional transfer from ISD, the affected division will have the budget ability to hire a part-time staff to support the 20 hours of vacancy in the Incumbent Apprentices absence. In year three (3) of the program, the full salary of the employee will be credited to the department by ISD and that salary may be used to bring in support for the vacancy of the staff member during the final year of the program.

Employees will remain in their regular classification through all three years of the program but will be given supplemental pay on top of their salary in the instances where the approved apprentice salary is higher than that of the participant's current salary grade. The supplemental pay will be attached to those hours worked in the on-the-job portion of the apprenticeship program.

In year one, full time staff will operate on a 40 hour a week schedule with 32-hours a week in their regularly scheduled classification and 8-hours a week of paid in-class education time. If the amount of time required for staff to attend courses exceeds 8-hours a week, these hours for the additional time will be unpaid. If the amount of in class hours per week does not reach 8-hours, the employee is required to report to work for the hours not used. Part-time staff will not be paid to attend classes and will remain in their current classification through the first year.

After the first year of successful completion of the first 12 units of course work required to obtain the certificate program, full-time staff will operate under a 40 hour work week defined as; 20-hours a week in their regularly scheduled classification resuming their normal duties and schedule in their current position at their current classification step, 12-hours a week on the job training schedule shadowing a journey level or higher staff member in ISD and receive up to 8 paid hours a week to attend class. The 12-hours of on-the-job training will receive the apprenticeship supplemental pay in addition to regular wages. If the amount of time required for staff to attend courses exceeds 8-hours a week, these hours for the additional time will be unpaid. If the amount of in class hours per week does not reach 8-hours, the employee is required to report to work for the hours not used within the ISD classification hours.

Upon successful completion of the first 12 units of course work towards the certificate program, part-time staff will move into the ISD department apprenticeship role for 20 hours of their normal part-time hours per week. If a part-time staff works more than 20 hours, the remaining hours of their shift will be spent in their regular classification division at their regular salary. The hours spent in ISD will be compensated with the supplemental pay attached to their regular wages. Part-time staff will not be paid to attend classes.

In year three (3) of the program, after 24 units of coursework has been successfully completed, both full-time and part-time staff would shift their regularly scheduled hours 100% into the new apprenticeship duties within ISD. Full-time staff would still receive up to 8 paid hours per week to attend classes. These 8 hours are not paid as a supplement. If the amount of time required for staff to attend courses exceeds 8-hours a week, these hours for the additional time will be unpaid. If the amount of in class hours per week does not reach 8-hours, the employee is required to report to work for the hours not used within the ISD classification hours. Part-time staff will not be paid to attend classes.

Under this program and in partnership with San Joaquin Delta College, all tuition costs associated with the Apprenticeship program for both full-time and part-time staff will be waived. Additionally, staff can request a reimbursement for expenses incurred from books and reference materials in accordance with San Joaquin County's Education Reimbursement Policy.

Abiding by our Civil Service Rules, at the end of the 3-year program, staff who have gone through the Apprenticeship program will be eligible for the opportunity to compete for vacancies within the division.

SECTION III: SELECTION PROCESS

A. PROMOTION OF APPRENTICESHIP POSITIONS

Applicants who meet the minimum qualifications will be invited to participate in a selection process

that may include either a written or oral exam dependent on the applicant pool.

B. REQUIRED DOCUMENTATION FOR APPLICATION SUBMISSION

In order to apply for the Apprenticeship program, an incumbent employee must submit the following documentation.

- a. Information Systems Specialist Apprentice Application Form.
- b. Written approval or endorsement from the employee's current direct supervisor.
 - 1) Submission of at least 2 letters of recommendation from county employees, one of which must be from a current supervisor.

C. ADDITIONAL EMPLOYMENT AGREEMENTS AND EMPLOYEE STATUS

Failure to Complete the Apprenticeship Program:

- Return to previous role and classification with Apprenticeship supplemental pay ending.
- Failure to receive reimbursement through the County's Educational Reimbursement Program.
- Ineligibility to participate in further apprenticeship programs.