

891 APPRENTICES

Education Code Section

88083. The commission may classify as apprentice positions certain positions where the principal requirement is that of learning to perform efficiently, by study and practice, specific duties concerning which a definite plan of systematic instruction and special supervision has been approved pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the designated trade.

The apprenticeship training plan adopted by the governing board of the community college district shall be approved by the California Apprenticeship Council for building and construction trades or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades.

No assignment to any position classified as an apprentice position shall be allowed to continue beyond the predetermined apprenticeship period approved by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades, except that the community college district's joint apprenticeship committee may approve retention of an employee as an apprentice up to six months beyond the predetermined apprentice period.

The selection of eligible persons shall be made in accordance with their position on employment lists established by competitive or qualifying examinations.

Section 88033 shall be applicable to apprentice positions. However, relative age may be considered as a factor in the ranking of candidates for apprentice positions.

Credit for prior training in a regularly indentured apprenticeship program shall be given to qualified candidates.

In all cases of apprenticeship probationary periods, the standards of duration and qualifications shall be fixed by the commission insofar as they do not exceed the maximum standards set up by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades. Termination for cause may be prescribed for any apprentice who fails to attain the predetermined standards of apprenticeship or for causes as prescribed by the rules of the commission.

The commission shall recommend to the governing board a graduated scale of compensation rates for the various levels of apprentices, taking into consideration the percentage relationship to the districts' journeyman wage of the trade as provided in the statement of policies of the California Apprenticeship Council.

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The commission may determine that promotional examinations shall be held for entrance into various levels of apprentice positions and entrance into journeyman positions in a skilled trade.

- A. With the exceptions described below, the provisions of Personnel Commission Rules shall be applicable to all apprentices.
- B. The Personnel Commission shall recommend to the Board of Trustees the rates for the various apprentice classes.
- C. The initial examination for each apprentice class shall be promotional for all permanent employees and shall test for entrance into the various levels of each apprentice class. "Promotional" as used in this rule shall be defined as providing an opportunity for advancement, and the apprentice program shall be considered as providing this opportunity. Subsequent examinations for each apprentice class shall be open.
- D. In order to be found qualified for an apprentice class, applicants shall present evidence to the Personnel Commission staff of satisfactory completion of aptitude tests for the craft or trade involved. The Joint Apprenticeship Committee shall designate the agencies approved to administer the aptitude tests.
- E. A permanent employee in the classified service who is assigned to an apprentice position shall, if the rate of the step of the schedule they have attained in their previous class is higher than the apprentice rate, continue to receive the current rate of that step of the schedule until such time as the apprentice rate equals or exceeds that rate, provided that no employee in an apprentice class shall be paid more than the maximum rate of the range for the apprentice class.
- F. An employee who has completed probationary hours of employment and related instruction as prescribed in the apprenticeship program standards shall become a permanent employee in the apprentice class. However, an employee in an apprentice class must meet the time requirements of other Personnel Commission Rules to be eligible for the rights and benefits accorded permanent classified employees.
- G. Eligibles selected for appointment to an apprentice position who have had prior training and instruction shall be rated in at the appropriate level of the apprentice class by the Division of Human Resources upon the recommendation of the Joint Apprenticeship Committee or the craft committee in the particular trade. The craft committees shall maintain records of the objective bases for rating in an apprentice above the first step of the pay range.
- H. Except as provided in Paragraph K., below, Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES, is not applicable to apprentices. Eligibles who are appointed to apprentice positions shall advance to subsequent steps as prescribed by the Joint Apprenticeship Committee or the craft committee.
- I. The Joint Apprenticeship Committee or the craft committee in the particular trade may, during an apprentice's period of apprenticeship, withhold one step advance due to unsuccessful completion of

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required job processes and/or related instruction, or grant one extra step advance for demonstrated exceptional proficiency in learning the required job processes. The Division of Human Resources shall be notified of the action by the craft committee or Joint Apprenticeship Committee at least one payroll period prior to the pay period of the step advancement. The craft committee shall maintain records of the objective bases for withholding a step advancement or granting an extra step advancement.

- J. The Joint Apprenticeship Committee shall enforce discipline in those cases where an apprentice does not meet work processes or related instruction standards as established by the Joint Apprenticeship Committee. In all other cases of discipline, the Personnel Commission Rules shall be applicable.
- K. An apprentice may be promoted to a journey-level class under the following conditions and procedures:
1. The field of competition for a journey-level examination in which a qualified apprentice competes shall be promotional for the apprentice.
 2. An apprentice shall be eligible to take an examination for the related journey-level class during the last six months of his apprentice program.
 3. When there is an established eligibility list for the related journey-level class, a promotional examination may be administered to an apprentice in the last six months of their apprentice program under conditions and techniques sufficiently similar to those which produced the existing list to insure its competitive character. When a promotional eligibility list results from such an examination, the list shall be merged and/or certification shall be made in accordance with Rule 681, MERGING OF ELIGIBILITY LISTS.
 4. No apprentice can be appointed from an eligibility list to a journey-level position until they successfully complete their apprentice program with the District. An apprentice without previous experience in the classified service who is appointed to other than the appropriate journey-level class shall be treated as a new employee for salary allocation and step-advancement purposes.
 5. Step advancement for apprentices who promote to the appropriate journey-level class shall be in accordance with Paragraph A.4. of Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES.
- L. The Joint Apprenticeship Committee may retain an employee as an apprentice for up to six months beyond the predetermined apprentice period.