

STATE OF MAINE

Inter-Departmental Memorandum Date August 3, 1982

To Department Heads/Personnel Officers Dept. _____

From David W. Bustin, Commissioner Dept. Personnel

Subject APPRENTICE/TRAINEE PROGRAM

Attached is a copy of the newly issued Personnel Bulletin 8.10A which modifies the guidelines for administering the State Trainee Program.

In the past we have used the raw scores on written examinations as the final score in trainee classes. This practice is discontinued to bring the scoring procedure in line with the procedures used in other classes.

Please continue to use the form attached to Personnel Bulletin 8.10 to promulgate trainee agreements.

DWB:mg

Attachment

STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 2, 1982

PERSONNEL BULLETIN 8.10A

TO: Agency/Department Heads/Personnel Officers

SUBJECT: Apprentice/Trainee Program

REFERENCE: Personnel Memorandum 26-78
Apprentice/Trainee Program Policy and Procedures dated
December 7, 1979

This memorandum supersedes all previous policy and procedures for processing apprentice/trainee classifications.

Intent: The intent of this memorandum is to provide the means of continuing the Apprentice/Trainee Program within the Department of Personnel.

Eligibility of Classifications: The Commissioner shall determine which classifications are appropriate for using this program. Requests for use of the program will be judged according to the following criteria:

- (a) Whether names are available on the eligible register for the classification.
- (b) Whether continuous problems exist in recruiting qualified individuals.
- (c) Whether the requesting agency(s) has developed a workable training program.

Pay Range Assignment of Trainee Classification: The Commissioner of Personnel shall determine the pay range assignment for each Trainee Program.

Eligibility of Participants: All individuals who apply for this program will be placed on the eligibility list by order of final score.

Eligibility Lists: The Department of Personnel will maintain eligibility lists for each classification having an approved Apprentice/Trainee Program. The names on the list shall be maintained by the order of the score on the examination.

Certification: Certification shall be made to fill a vacancy after the agency has submitted a REQUISITION FOR EMPLOYEE (PER 15) and the position is cleared for filling. The agency can request that only the names of its own employees who have status be certified from the Trainee Register even though there are names on the Class Register by requesting a Trainee Certification. If the agency does not request a Trainee Certification, we will provide the names from the regular class register.

If there are not enough names to complete a certification from the regular class register, we will add names from the Trainee Register until the certification is complete. If there are no names on the Class Register, we will certify from the Trainee Register, unless the agency specifically requests us not to. In that instance, the certification would be held pending recruiting activities. Trainees certified will be coded as /TE/ on the certification for easy identification. They will also be coded /H/ if their score is equal to or higher than the passing point for the regular Class Register.

Selection for Trainees: The hiring authority, after receiving the names certified, must interview all those certified except trainees. If the hiring authority decides to interview one trainee, then all the trainees on the certification must be interviewed. If a trainee is selected, the certification must be completed and signed and returned to the Department of Personnel along with a Personnel Form 2 (Turnaround) and a signed copy of the agreement with the department and the trainee. If other than a trainee is selected, normal procedures apply. The Personnel Department will build a personnel file on the individual.

Training Program: The trainee selected must be placed in a Training Program which minimally consists of timetables, goals, objectives and benchmarks of achievement. The trainee must be given a copy or an outline of the program. This program will normally consist of at least 6 months, but cannot exceed 12 months. The trainee shall be given equal opportunity in all phases of training without discrimination because of race, color, religion, sex, or national origin.

Benefits While Training: Trainees shall be afforded vacation, sick leave, and holiday benefits, may subscribe to a State supported health insurance program, and will contribute to retirement on the same basis as a regular State employee. Seniority for all trainees shall be credited for the training period after the regular appointment is made. Promotional rights are not allowed until the program is successfully completed and a regular appointment is made. Time spent in the Trainee Program is not to be counted toward completion of probation.

Completion of Training: The supervisor shall determine when the trainee has completed the prescribed components of the Training Program in the acceptable manner. The trainee shall be notified in writing.

Extension of Training: The supervisor may extend the scheduled training session up to 90 days, but the total training period cannot exceed 12 months.

Dismissal: The supervisor may dismiss a trainee for unsatisfactory progress at any time following the middle of the scheduled training period. The supervisor may dismiss a trainee at any time for unacceptable behavior or work practices not related to the Training Program.

Resignation: The trainee may elect to resign at any time by providing the supervisor written notice of intent not later than two weeks prior to the intended departure date.

Cancellation: If, for any reason the Training Program is cancelled or revoked, the supervisor will notify the trainee not later than two weeks in advance of such cancellation or revocation.

Dismissal of Former State Employee: A former State employee dismissed, or failing training and/or examination has only open competitive register rights by virtue of having entered into the Training Program and reemployment rights to their former classification. No seniority points are accumulated during this period.

Examination for Permanent Employment: Once the trainee has received notice of successful completion of the Training Program, he/she must notify the Personnel Department by forwarding a copy of the notice. The Department of Personnel will use the application on file for the trainee class and change the title to the correct title.

The Department of Personnel will expedite processing including test scheduling. Trainees whose score can be converted to a passing score will not have to retake the examination providing the same examination is used for the trainee and journeyman classes.

Scores will be mailed to the trainee and the agency must develop an internal procedure for having the trainee notify them of successful completion of the examination.

If necessary, the trainee may retake the examination within 30 days providing this does not exceed the 12 months of the training period.

Placement in Permanent Status: Once the supervisor is notified by the trainee that the examination has been completed successfully, the supervisor must initiate the Personnel Form 2 to make a regular appointment. The top of the form must be clearly marked "Trainee." The Personnel Department will process this as a non-competitive appointment.

Compensation: State employees with status may elect to take a trainee appointment. If the current salary of the employee is less than Step A of the trainee classification, then placement will be at Step A. If the current salary is more than Step A of the trainee classification, then the 5% rule on voluntary demotions applies. If this employee receives a regular appointment after successfully completing the Training Program, compute the new salary considering the grade and step of the employee before taking the voluntary demotion. Non-state employees will be placed at Step A of the assigned salary range.

Probationary Period: All trainees receiving a regular appointment at the end of training must serve a regular probationary period. The anniversary date is the date of the regular appointment.


DAVID W. BUSTIN
COMMISSIONER