

STATE OF MAINE
DEPARTMENT OF PERSONNEL

September 29, 1978

PERSONNEL MEMORANDUM 26-78

TO: All Agency/Department Heads
SUBJECT: Apprenticeship/Trainee Program

As a means of filling long-term vacancies in certain support functions in State Government, an Apprenticeship/Trainee Program has been established within the Department of Personnel.

Positions available for appropriate Apprenticeship/Trainee referral will be identified by:

- A. No available names on a register (re-occurring)
- B. Agency request, in conjunction with the State Training Coordinator's office, Department of Personnel.
- C. A documented anticipation of need

Registers meeting any or all of the above will be considered CRITICAL.

PROCEDURE

The Commissioner of Personnel will/can designate certain registers as Critical. He/she may add or delete from this list of Critical Registers.

APPLICATION

- . An application form for State employment is completed and filed with the State Training Branch of the Department of Personnel.
- . If a career counseling session is necessary, it is provided for the applicant by a member of the State Training Branch or a State employee working in or supervising the occupation of interest to the applicant.
- . The Apprenticeship/Trainee applicant may be tested for appropriate aptitude. This will be the responsibility of the State Training Branch.

CERTIFICATION

The Certification Branch will maintain a register(s) of available Apprenticeship/Trainee applicants, and will, after consulting with the State Training Branch Coordinator, forward names of available Apprenticeship/Trainee applicants to requesting departments or agencies. The department or agency will set up the interview process.

- . If the requesting department or agency so indicates to the Certification Branch and the State Training Branch that an Apprentice/Trainee applicant is chosen, an Apprentice/Trainee Agreement will be signed. (see attached)

TRAINING

- . The requesting department or agency will be responsible for developing, providing and monitoring an on-the-job training program for the Apprentice/Trainee. The State Training Branch Coordinator will certify the training course as appropriate prior to signing of contract.
- . Length of training will be jointly agreed to by the requesting department or agency and the State Training Branch Coordinator. Successful completion of the program will occur in six (6) to twelve (12) months.
- . At the end of the training program, the Apprentice/Trainee will take the regular State Examination for the position he/she has been training for.
- . If he/she passes the State Examination, he/she will enter a regular six (6) month probationary period as a regular State employee of that classification.
- . If he/she fails the State Examination, he/she will remain on an Apprentice/Trainee status for at least an additional 90 days when he/she may be re-examined. The Apprentice/Trainee Program will not exceed twelve (12) months in total.

COMPENSATION

- . Compensation during the prescribed on-the-job training shall be at Step A of that range designated for the training application. (see attached)

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

If, for any reason this training program is cancelled or revoked, the sponsor will notify the trainee not later than two weeks in advance of such cancellation or revocation.

The sponsor agrees that the trainee shall be given equal opportunity in all phases of training without discrimination because of race, color, religion, sex, or national origin in accordance with the Maine State Plan for Equal Employment Opportunity.

In witness whereof, both parties to the agreement affix their signatures.

(Trainee/Apprentice)

(Sponsor's Authorized Signature)

(Address)

(Address)

Distribution:

- Original to sponsor
- 1st copy to Trainee/Apprentice
- 2nd copy to Personnel: Training Branch

APPRENTICE/TRAINEE PROGRAMAVAILABLE REGISTERS:

<u>CLASS TITLE</u>	<u>APPRENTICE/TRAINEE</u> <u>RANGE -- SALARY</u>	<u>REGULAR APPOINTMENT</u> <u>RANGE -- SALARY</u>
COMPUTER OPERATOR	7 Step A	14 Step A
DATA CONTROL CLERK	5 Step A	9 Step A
DATA CONTROL LIBRARIAN	7 Step A	14 Step A
DATA ENTRY OPERATOR	5 Step A	7 Step A