

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

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LAWS AND RULES

(Reissue) September 17, 1965

891 APPRENTICES

Education Code 45263

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 by the California Apprenticeship Council for the designated trade.

The apprenticeship training plan adopted by the governing board of the school district must be approved by the California Apprenticeship Council.

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 the designated trade, except that the school district's joint apprenticeship committee may approve retention of an employee as an apprentice up to six months beyond the predetermined apprentice period.

Selection of eligibles shall be made in accordance with their position on employment lists established by competitive or qualifying examinations.

The provisions of Section 45134 shall be applicable to apprentice positions, provided that 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. 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 district's journeyman wage of the trade as provided in the statement of policies of the California Apprenticeship Council.

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.

CHANGE:

Editorial changes. No change in text.

Remove: September 17, 1965, page 1 of 3. Add: (Reissue) September 17, 1965, page 1 of 3.

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LAWS AND RULES

March 4, 1987

- A. Except where superseded by provisions of an applicable labor contract and as provided below, the Personnel Commission rules apply to apprentices.
- B. An employee who has completed the tryout or probationary hours of employment and related instructions as prescribed in the Apprenticeship Standards for the class shall become a permanent employee in the apprentice class. However, an apprentice must meet the time requirements of other Personnel Commission Rules to be eligible for the rights and benefits accorded permanent classified employees.
- C. All appointed eligibles will begin at Step 1 of the apprentice salary range, except that appointees who have had prior training and instruction shall be rated in at the appropriate step of the salary range upon the recommendation of the Joint Apprenticeship Committee or the craft committee in the particular trade. The craft committee shall maintain records of the objective bases for rating in an apprentice above the first step of the pay range.
- D. 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 are applicable.
- E. An apprentice may be promoted to a journeyman-level class under the following conditions and procedures:
  - 1. The field of competition for a journeyman-level examination in which a qualified apprentice competes shall be promotional for the apprentice.
  - 2. An apprentice may take an examination for the related journeyman-level class during the last six months of apprenticeship.
  - 3. Even when there is an eligibility list for the related journeyman-level class, a promotional examination may be administered to an apprentice during the last six months of apprenticeship. 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.
  - 4. No apprentice can be appointed from a promotional eligibility list to a journeyman-level position until the apprenticeship program has been completed. An apprentice without previous experience in the Classified Service who is appointed to other than the appropriate journeyman-level class shall be treated as a new employee for salary allocation.

CHANGE:

Rule amended to bring into conformance with collective bargaining agreements and minor editorial changes.

Remove: (Reissue) January 10, 1983, page 2 of 2. Add: March 4, 1987, page 2 of 2.

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LAWS AND RULES

April 29, 1992

- F. The Joint Apprenticeship Committee may retain an employee as an apprentice for up to six months beyond the predetermined apprentice period.
- G. If an employee has completed the apprenticeship program as determined by the California Apprenticeship Council and the District Joint Apprenticeship Committee and cannot be given a regular assignment in an appropriate journey-level class, the employee may either voluntarily resign or be terminated from employment as if he or she had requested a voluntary resignation. The employee shall be granted all rights and privileges given a laid-off employee with the exception of reinstatement in the apprentice class.

CHANGE:

New Paragraph G. added to provide clarification of employment procedures regarding persons who have completed an apprenticeship program but cannot be given a regular journey-level assignment.

Remove: December 7, 1987, page 3 of 3. Add: April 29, 1992, page 3 of 3.

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