

## MEMORANDUM OF AGREEMENT

In the Matter of  
STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION (DOT),  
DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS), OFFICE OF LABOR RELATIONS (OLR)  
And  
CONNECTICUT EMPLOYEES UNION INDEPENDENT (CEUI) LOCAL 511,

### Transportation Maintenance Registered Apprenticeship Program

This Memorandum of Agreement (MOA) is between the State of Connecticut, the Connecticut Department of Transportation (DOT), the Department of Administrative Services (DAS), the Office of Labor Relations (OLR), and the Connecticut Employees Union Independent (CEUI) Local 511. The above listed parties agree to the following:

The parties agree to establish a Transportation Maintenance Registered Apprenticeship Program, with The Connecticut Department of Labor, Office of Apprenticeship Training as a workforce development program. The program is designed to be one year (minimum) in length and consists of approximately 2,044 hours of on the job and classroom training. The purpose of this program is to provide employment opportunities to candidates who do not currently possess commercial driver's licenses (CDL), creating a pool of trained candidates who can be hired into permanent positions at the DOT and thus address recruitment and retention issues. Upon successful completion of the structured registered apprenticeship program, registered apprentices shall become eligible and available to immediately fill the target Transportation Maintainer 2 position(s) within their geographic residential range.

1. Employees hired into the Transportation Maintenance Registered Apprenticeship Program shall not attain permanent status as state employees until completion of said program and successful completion of the required promotional working test period in the Transportation Maintainer 2 position. DOT NP-2 bargaining unit registered apprentices shall be classified as a Transportation Maintenance Registered Apprentice 1. They shall be entitled to benefits as outlined below:
  - a) Being enrolled in the State Retirement system; receiving pension credit, being eligible for holiday time off and/or holiday pay from date of hire;
  - b) Eligibility for Health Insurance coverage, beginning the first of the month after initial hire;
  - c) Options to enroll in Group Life Insurance under Section 5-257(a) of the Connecticut General Statutes and/or enrollment in a state authorized 457 deferred compensation plan;
  - d) Accrued leave benefits per NP-2 existing contract language.

- e) A Transportation Maintenance Registered Apprentice 1 or 2 can utilize accrued vacation time and personal leave time upon completing six months of employment, subject to contractual rules regarding approval of time off and agency rules regarding mandatory Snow & Ice requirements during the winter season. Registered apprentices classified as a Transportation Maintenance Registered Apprentice 1 or a Transportation Maintenance Registered Apprentice 2 are designated as employees having a snow and ice control or removal assignment or related assignment, as outlined in Article 49 and Article 50 of the CEUI NP-2 contract.
  - f) As such, they are required by the Department of Transportation to work outside the home during period other bargaining unit employees are paid but relieved from work due to a closing.
  - g) Employees assigned as Transportation Maintenance Registered Apprentices 1 or 2 shall be entitled to compensatory time as outlined in Article 18 Section 12 of the NP-2 contract.
2. Registered Apprentice Program participants are subject to compliance with all provisions of the Connecticut DOT Alcohol and Drug Testing Policy.
- a) Selected Transportation Maintenance Registered Apprentice candidates shall be required to successfully take and pass a controlled substance/alcohol test as part of their physical pre-employment hiring process. Failure to pass, fully participate or comply with the pre-employment drug and alcohol test shall result in the withdrawal of any conditional hiring offer made by the agency.
  - b) Transportation Maintenance Registered Apprentices shall be enrolled in the DOT Random Drug and Alcohol Testing Program, administered by the Agency's third party administrator, upon hire.
  - c) A positive test for drugs, or alcohol test of .02 or above, during the registered apprentices working test period, will result in removal of the registered apprentice from the registered apprenticeship program and termination of employment.
  - d) A positive test result as noted above in Section 2c shall be considered as sufficient grounds to disqualify the registered apprentice from employment in a DOT safety sensitive position and functions for a period of not less than three (3) years.
  - e) Registered Apprentices who were formerly permanent state employees and test positive for drugs or alcohol as outlined in Section 2c above; will be terminated from the registered apprentice program and may be subject to appropriate disciplinary action prior to exercising their applicable rights under Section 7 of this Memorandum of Agreement.
3. In accordance with registered apprenticeship requirements concerning wage progression for registered apprentices, the parties agree to the following:

a) A new job specification titled Transportation Maintenance Registered Apprentice 1 (see attached) will be utilized for employees hired as Transportation Maintenance Registered Apprentices.

b) Registered Apprentices must successfully complete at least 26 weeks of on the job and classroom training as a Transportation Maintenance Registered Apprentice 1, have an evaluation rating of good or better, and possess/attain a valid Commercial Driver's License with the tank endorsement, and a valid Medical Examiner's Card (MEC), to be eligible for progression placement as outlined in the Transportation Maintenance Registered Apprentice 2 job specification.

4. Initial hires into this program, who are not current permanent state employees shall be hired into the FM 14, Step 1 salary grade of the Transportation Maintenance Registered Apprentice 1 job specification.
5. Current permanent state employees hired into the registered apprenticeship program shall be placed into the appropriate salary step, within salary grade FM14, utilizing the DAS, Determining Salary Upon Change in Class Manual.
6. The DAS, Determining Salary Upon Change in Class Manual shall be utilized for progression to the Transportation Maintenance Registered Apprentice 2 job specification (see attached) in salary group FM 15.
7. Permanent state employees hired into the registered apprenticeship program, who do not successfully complete the program or who are dropped from their respective registered apprenticeship position/fail the respective working test period may be afforded the following accordingly:
  - a) If an employee fails the working test period, within the same agency, the employee must be returned to his/her previous position without any loss of benefits or seniority. If that is not possible, the employee shall be appointed to a vacancy within a reasonable distance (normally within fifteen (15) miles and with similar duties as the position held prior to promotion/demotion/transfer) and shall have first preference for transfer to a position at the same location and shift at which he/she worked prior to promotion/demotion/transfer. Failure of an employee during the working test period shall not be subject to the grievance procedure.
  - b) If an employee fails the working test period at DOT, having come from another agency, the employee shall be returned to the position he/she last held in the agency from which he/she transferred without loss of benefits or seniority. If that is not possible, the employee shall be appointed to a vacancy within a reasonable distance (normally within fifteen (15) miles and with similar duties as the position held prior to promotion/demotion/transfer) and shall have first preference for transfer to a position at the same location and shift at which he/she worked prior to promotion/demotion/transfer. Failure of an employee during the working test period shall not be subject to the grievance procedure.

- c) Permanent status state employees hired into the registered apprenticeship program, who were members of an executive branch/classified service bargaining unit, other than NP-2, are treated in accordance with any provisions in their former applicable bargaining unit contract, pertaining to permanent employees and promotional/working test periods served in a different bargaining unit.
  - d) Absent specific language in their previous bargaining unit contract as cited in 7 (c) above, permanent employees appointed to the Transportation Maintenance Registered Apprentice program shall have rights in accordance with C.G.S 5-228(e). Specifically, any other appointee who was employed in the classified service prior to his or her appointment and who is dropped or separated from the position to which he or she was appointed during such working test period or at the conclusion thereof, shall be restored to a vacancy in the same class, or a vacancy in a comparable class or a vacancy in any other position the employee is qualified to fill, in the agency in which he or she had been employed prior to his or her appointment, or shall have his or her name placed on a reemployment list. Failure of working test period reemployment rights are for 2 years in accordance with regulation Section 5-241-1 (1). Refer to: CGS §5-228 (e) and Section 5-241-1 (1) in absence of applicable collective bargaining agreement language.
  - e) NP-2 Contract Article 11 Section 3, (b) further provides, failure of an employee during a promotional working test period shall not be subject to the grievance procedure, applies to individuals who voluntary promote, transfer, or demote into the apprenticeship program from a permanent state appointment. In applying this provision, the parties recognize that all Transportation Maintenance Registered Apprentices serve a one year (minimum) working test period concurrent to their training program. If requested, an employee who does not successfully complete the promotional working test period/Registered Apprenticeship Program shall be entitled to a conference with the Agency Head or designee to discuss the reasons for such failure.
  - f) A registered apprentice may have their working test/registered apprenticeship period extended in accordance with DAS General Letter No. 31.
8. Non-permanent state employees hired into registered apprenticeship positions who do not successfully complete this program, and are dropped from their position, are subject to the provisions of Article 11, Section Three (a) of the NP-2 Contract. Their dismissal dropped or separated shall not be subject to the grievance procedure. However, if requested, an employee who does not successfully complete the initial Working Test Period/registered apprenticeship program shall be entitled to a conference with the Agency Head or designee, the JATC, and the State Apprenticeship Director to discuss the reasons for such failure.
9. The parties agree to the following regarding the filling of Transportation Maintenance Registered Apprentice positions that are posted and authorized to fill;

- a) If there are 8 or more Transportation Maintenance Registered Apprentice positions authorized to fill and posted at one time the parties agree that 25% of positions will be filled with qualified NP-2 employees.
  - b) If the number of authorized posted positions are greater than 8 and not wholly divisible by four the parties agree that if the math results in a partial number of .5 or greater, the round up method will be utilized to determine the number of positions (ex: 15 positions posted. 15 divided by 4=3.75 positions. This would result in 4 positions being filled with current permanent NP-2 bargaining unit applicants).
  - c) If there are fewer than 8 positions posted: The parties will meet and discuss the number of positions that will be filled with qualified NP-2 employees.
10. Employees classified as Transportation Maintenance Registered Apprentice 1 or 2 shall be eligible for the safety shoe allowance in accordance with Article 19, Section 6 and Article 20, Section 3 of the NP-2 Contract.
  11. Employees who successfully complete the Transportation Maintenance Registered Apprenticeship program shall, when requested of CTDOL/OAT, be issued a certificate recognizing their completion of the registered apprenticeship program by the CTDOL/OAT and shall have first preference for hire into permanent, Office of Policy and Management (OPM) approved DOT Transportation Maintainer 2 vacancies within 20 miles of their residence for maintenance garages, or within 30 miles of their residence for specialty garages. The posting requirements in Article 14 Section 2 of the NP-2 contract shall not be applicable to the placement of registered apprentices, who successfully complete the Transportation Maintenance Registered Apprenticeship program, into Department of Transportation vacancies. The parties agree that the working test period for newly hired Transportation Maintainer 2 candidates, who successfully complete the Transportation Maintenance Registered Apprenticeship program shall be four (4) months. Upon completion of this four (4) month working test period as a Transportation Maintainer 2, seniority will be calculated in accordance with Article 12 of the NP-2 Contract.
  12. Certified completion of the Transportation Maintenance Registered Apprenticeship Program shall provide full qualifying experience to fill existing DOT Transportation Maintainer 2 positions, absent standard reference and background checks.
  13. Registered Apprentices who successfully complete the requirements of the program and are unable to be placed in a permanent DOT Transportation Maintainer 2 vacancy due to lack of approved vacancies in the geographic range of their residence, shall be granted applicable reemployment rights and/or applicable SEBAC rights to future approved vacancies after the contractual reemployment and transfer rights of permanent NP-2 employees are completed:
    - a) Such qualified registered apprentices shall be placed on a list maintained by the Commissioner of the Department of Transportation, or their designee, and be granted

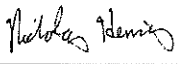
- rights to future permanent DOT Transportation Maintainer 2 vacancies within the geographic location of their current residence, provided they have maintained their required licenses and/or certification. Placement into DOT Transportation Maintainer 2 vacancies shall be based on the date they successfully completed their apprenticeship;
- b) If date of completion of the registered apprenticeship is exactly the same for registered apprentices, then length of prior permanent state service in the NP-2 bargaining unit shall be utilized as the initial tiebreaker;
  - c) If 13 (a) and 13 (b) above are equal, length of previous permanent state service, shall be utilized as the next tiebreaking method;
  - d) If 13 (a), 10 (b) and 13 (c) are equal then the employee with the lowest employee number shall be the method utilized for determination of placement into an existing permanent vacancy within the geographic location range of the registered apprentices.
14. The parties agree that registered apprentices who receive a certificate, upon request of and issued by the CTDOL/OAT recognizing their completion of the program and cannot immediately be placed in an approved DOT vacancy will maintain their seniority rights under Article 12 upon completion of their working test period as a Transportation Maintainer 2, provided they are hired within one (1 year) of a break in service.
  15. The parties agree that a Joint Apprenticeship & Training Committee (JATC) shall be established. The Committee will consist of two (2) representatives of the DOT, one (1) representative of DAS, one (1) representative from OPM, four (4) representatives from CEUI. The JATC shall schedule regular meetings, at least, on a quarterly basis including the state Director of Apprenticeship, or designee, for purposes of technical assistance.
  16. The parties agree to adhere to the processes and procedures outlined by Work Process Schedule and Related Instruction Outline and all supporting documentation approved by the Department of Labor Office of Apprenticeship Training, CEUI, DAS, OLR and the DOT.
  17. The DOT shall notify the union, the state Apprenticeship Director, and the JATC of the confirmed dates of hires for new registered apprentices. Newly hired Transportation Maintenance Registered Apprentice 1's shall be released from work, if they so desire, for one (1) hour without loss of pay, to attend a Union orientation, in accordance with Article 6, Section 13 of the NP-2 Contract; management shall not be present during the Union's orientation. If the DOT chooses, the above referenced orientation may be combined with a new hire orientation conducted by DOT. In such case, DOT will provide CEUI with seven (7) days' notice of the time and location of such orientation.
  18. Employees hired into the Transportation Maintenance Registered Apprentice 1 classification will be required to be registered as an apprentice with the CTDOL Department of Labor Office of Apprenticeship Training. The DOT shall be responsible for submitting the required paperwork and sponsor fee required by the DOL Office of Apprenticeship Training. The

employer and registered apprentice shall be required to pay the required apprenticeship fee as required by CT. General Statutes 31-51(d)-1 et seq. and C.G. S 31-22 (m) et seq.

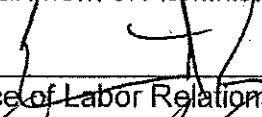
- 19. Employees hired into the Transportation Maintenance Registered Apprentice 1 classification will be required to possess/attain a Commercial Driver's License Permit (CLP) with a tanker endorsement, valid Medical Examiners Card (MEC) prior to beginning their employment as a Transportation Maintenance Registered Apprentice 1.
- 20. The JATC maintains the ability to review personnel actions taken regarding registered apprenticeship program employees and may make recommendations, as a committee, to the Commissioner of DOT, CEUI, and the State Apprenticeship Director regarding issues they review or changes they seek to the program.
- 21. The DOT retains management rights concerning final decisions made on employee personnel actions.
- 22. This agreement is specific to the DOT and is limited to its operations. It shall not serve as precedent in any pending or future dispute, issue, or situation between the parties and shall not be offered as evidence in any proceeding, except to enforce its terms.
- 23. The JATC reserves the right to discontinue, at any time, the registered apprenticeship program set forth herein. The JATC will notify the Connecticut Department of Labor, Office of Apprenticeship and Training (CTDOL, OAT), within 45 days and in writing, of any decision to suspend or cancel the program.

  
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 Department of Transportation (DOT)

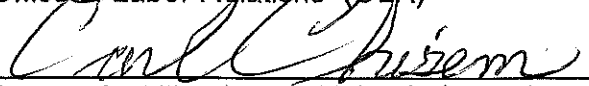
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 Department of Administrative Services (DAS)

June 20, 2024  
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 Date

  
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 Office of Labor Relations (OLR)

6/13/24  
 Date

  
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 Connecticut Employees Union Independent (CEUI)

7/3/24  
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