Orange Water and Sewer Authority
OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

MEMORANDUM

TO: **Human Resources Committee**
Jody Eimers, Human Resources Chair
Yinka Ayankoya
Robert Morgan
John Morris
Ray DuBose, Ex-Officio

FROM: Stephanie S. Glasgow, Director of Human Resources and Safety

THROUGH: Todd Taylor, P.E., Executive Director

DATE: August 19, 2020

SUBJECT: **Virtual Human Resource (HR) Committee Meeting**
Wednesday, August 26, 2020, 5:00 p.m.

Purpose

OWASA's Human Resources Committee will review OWASA's current efforts to expose young people to careers in the water industry and consider the merits of adding an apprenticeship program, with an emphasis on expanding career opportunities for underrepresented groups.

Agenda

1. Call to order (Jody Eimers, Chair)

2. Overview of Current Career Exposure Efforts (Stephanie Glasgow, Director of Human Resources and Safety)
    a. Recruitment Efforts and Strategies (Attachment #1)
    b. Orange County Living Wage Employer Certification (Attachment #2)
    c. Chapel Hill-Carrboro City Schools
    d. Youth, People and Citizen Academies
    e. Empowerment Program - Career Explorers (Attachment #3)
    f. Internships
    g. National Caucus on Black Aging
    h. Various Career Fairs and Activities

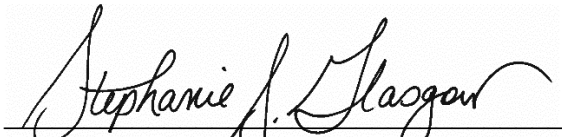
3. Discuss Potential Career Development Opportunities (Stephanie Glasgow, Director of Human Resources and Safety)
    a. Defining Apprenticeships and Internships
    b. Potential Apprenticeship Programs
        i. Water/Wastewater Treatment Plant Operators
        ii. Maintenance Mechanics
        iii. Utility Mechanics
        iv. Construction Inspectors
        v. Others
    c. Other Opportunities

4. Potential Next Steps (Stephanie Glasgow, Director of Human Resources and Safety)
    a. Explore Potential Partnerships
        i. North Carolina Rural Water Association (Attachments #4 and #5)
    b. Develop Water/Wastewater Treatment Plant Operator Program
        i. Job Descriptions (Staff)
        ii. Schedule of Classification and Compensation (Board)
        iii. Program Requirements (Staff)
            1. Revise Trainee Program in Human Resource Policy (Attachment #6)
            2. Brand New Program
        iv. Budget Request Approval (Board)
        v. Recruitment Plan (Staff)

5. Discussion (Jody Eimers, Chair)

6. Summarize Key Action Items (Todd Taylor, Executive Director)

7. Adjourn (Jody Eimers, Chair)



Stephanie S. Glasgow, MESH, MPM, PHR, SHRM-CP
Director of Human Resources and Safety

Attachments
#1 Recruitment Efforts and Strategies
#2 Orange County Living Wage Employer Certification
#3 Empowerment Program
#4 North Carolina Rural Water Apprenticeship Program
#5 North Carolina Rural Water Commitment to Diversity
#6 Human Resource Policy on Trainee Program

Recruiting Efforts & Strategies Form

Position Title: Click or tap here to enter text.

Position Open Date: Click or tap to enter a date.

Position Close Date: Click or tap to enter a date.

Requisition Number: Click or tap to enter a date.

Notes:

All employment opportunities are:

- Posted on OWASA website
- Emailed to all employees
- Posted in all buildings
- Posted to NC Department of Commerce – www.ncworks.gov
- Mailed or emailed to the following organizations as part of our diversity outreach:

Diversity Efforts

Email or U.S. Mail

Alamance County	Alamance County Veterans Services Centro la Comunidado Graham Public Library May Memorial Library Mebane Public Library National Caucus and Center on Black Aging, Inc. North Park Library Southern Alamance Family Empowerment Vocational Rehabilitation – Burlington Women's Resource Center Work First -- Burlington
Chatham County	Central Piedmont Community Action -- Pittsboro Chatham Community Library Chatham Outreach Alliance Inc. El Vinculo Hispano St. Julia Catholic Church Work First Program Wren Memorial Library
Cumberland County	Heavy Equipment College of North Carolina
Durham County	Catholic Charities Dress for Success Durham Literacy Council Durham Community Food Pantry Durham County Library • East Regional • North Regional • South Regional • Southwest Regional • Stanford L. Warren Branch Durham County Veterans Services El Centro Hispano Food Bank CENC at Durham LGBTQ Center MakerLab National Coalition on Black Aging NC Works Career Center Step Up Ministries Triangle Residential Options for Substance Abusers, Inc. (TROSA) Urban Ministries of Durham Vocational Rehabilitation Office Work First – Durham
Guilford County	American Language Academy Guilford County Veteran's Services

	Latino Community Coalition of Guilford
	NC African Services Coalition
	NC A & T University – Office of Career Services
Lee County	Central Carolina Community College
	Johnston-Lee-Harnett Community Action
	Lee County Veterans Services
	NC Works Career Center of Lee County
Orange County	A.L. Stanback Middle School
	American Language Academy
	Arc of Orange County
	Asian Oriental Market
	Cameron Park Elementary
	Carolina Asia Center - UNC-CH
	Carrboro Branch Library
	Carrboro Elementary School
	Carrboro High School
	Cedar Ridge High School
	Central Elementary
	Chamber of Commerce – Chapel Hill/Carrboro
	Chamber of Commerce -- Hillsborough
	Chapel Hill High School
	Chapel Hill Public Library
	CHICLE Language Institute
	Club Nova
	Compass Center for Women and Families
	Culbreth Middle School
	C.W. Stanford Middle School
	Davis Library
	East Chapel Hill High School
	Efland-Cheeks Global Elementary
	El Centro Hispano -- Carrboro
	Emerson Waldorf School
	EmPOWERment, Inc.
	Ephesus Elementary School
	Estes Hills Elementary
	Everything English Academy
	Faith ID Network of Orange County
	First Baptist Church, Chapel Hill
	Foushee, Ms. Barbara
	Frank Porter Graham Elementary
	Glenwood Elementary School
	Goloka Community School
	Grady A. Brown Elementary
	Gravelly Hill Middle School
	Health Sciences Library, UNC-CH
	Hillsborough Elementary
	Information & Library Science Library
	Interdenominational Ministerial Alliance
	Inter-Faith Council for Social Service
	Jose Jr. Mexican Store
	Kathrine R. Everett Law Library

	Kehillah Synagogue
	Kenan Science Library
	Little Burma Asian Market
	McDougle Elementary
	McDougle Middle School
	Mikyin's Asian Market
	Morris Grove Elementary
	NAACP – Chapel Hill/Carrboro
	Neesee's Hair Salon
	New Hope Elementary
	NC Works Career Center of Orange County
	Northside Elementary
	Orange Congregations in Mission
	Orange County Department of Social Services
	Orange County Literacy Council
	Orange County Public Library (Cybrary)
	Orange County Public Library (Main)
	Orange Enterprises
	Orange High School
	Orange Literacy
	Partnership Academy
	Pathways Elementary School
	Phillips Middle School
	Phoenix Academy High School
	Rashkis Elementary School
	Refugee Support Center
	Robert B. House Undergraduate Library
	Rogers Eubanks Neighborhood Association
	Rosetta Stone
	Science Library Annex
	Scroggs Elementary School
	Seawell Elementary
	Senior Corps of Retired Executives (SCORE)
	Sloane Art Library - Hanes Art Center
	Smith Middle School
	Sonya Haynes Stone Center for Black Culture and History
	Southern Folklife Collection, UNC-Chapel Hill
	St. Paul's AME Church
	St. Thomas More Catholic School
	Stephanies's African Hair Braiding
	Stone Center Library for Black Culture & History
	Student Coalition for Action in Literacy Education
	Table
	Tienda Hispana La Nueva Guadalupana LLC Mini Mart
	Tienda Mexicana La Guadalupana
	Triangle Disability Awareness Council
	Urban Fringe
	Vocational Rehabilitation, Inc.
	Weaver Street Market – Carrboro, Chapel Hill, and Hillsborough
	Wilson Library
Person County	Lunsford, Robert Roy, III
	Person County Public Library

	Piedmont Community College Workforce Development
	Word of Life Food Pantry
	Vocational Rehabilitation Office – Roxboro
Wake County	Community Voicemail
	Cornerstone Center
	Dress for Success
	El Pueblo, Inc.
	Hispanic Chamber of Commerce
	Hope Center at Pullen
	LGBT Center
	NC National Guard Education & Employment Center (NCNGEEC)
	NC Society of Hispanic Professionals
	Passage Home
	Shaw University - Student Affairs Office
	Veteran Services Regional Office
	Weaver Street Market – Raleigh
Other	Faneuil Company
	NC Department of HHS – Division of the Blind
	Pivot Ministry

Online Advertising and Job Boards

General Job Boards

- ☐ American Society of Civil Engineers
- ☐ American Water Works Association (AWWA)
- ☐ Capital Associated Industries (CAI)
- ☐ CareerBuilder
- ☐ Clean Water Careers (NACWA)
- ☐ Craigslist
- ☐ Diversity Employers
- ☐ Glassdoor
- ☐ Government Jobs.com
- ☐ Indeed
- ☐ LinkedIn
- ☐ Local Government Hispanic Network
- ☐ Monster
- ☐ National Forum for Black Public Administrators
- ☐ National Society of Black Engineers
- ☐ National Society of Professional Engineers
- ☐ North Carolina Water Environment Association (NC-AWWA-WEA)
- ☐ North Carolina League of Municipalities
- ☐ North Carolina Rural Water Association (NCRWA)
- ☐ Orange County Living Wage
- ☐ Society of Hispanic Professional Engineers
- ☐ Society of Women Engineers
- ☐ SOG Human Resources Listserv

- ☐ Virginia Municipal League
- ☐ Water District Jobs
- ☐ Water Environment Federation (WEF)
- ☐ Water Resources Research Institute (WRRI) News Listserv
- ☐ Work in the Triangle -- Triangle Tuesdays
- ☐ ZipRecruiter
- ☐ Other: Click or tap here to enter text.

Academic Job Boards/Institutions

- ☐ Bennett College
- ☐ Central Piedmont Community College
- ☐ College Central Network* -- National network of colleges and universities, including:
  - Alamance Community College
  - Barton College
  - Durham Technical Community College
  - Guildford Technical Community College
  - Methodist University
  - Nash Community College
  - North Carolina Wesleyan
  - Saint Augustine's University
  - South Piedmont Community College
  - University of Mount Olive
  - William Pence University
  - Wake Technical Community College
- ☐ Duke University
- ☐ Edgecombe Community College
- ☐ Handshake* -- National network of colleges and universities, including:
  - Eastern Carolina University
  - Elizabeth City State University
  - Fayetteville State University
  - Johnson C. Smith University
  - Meredith College
  - North Carolina A & T University
  - North Carolina Central University
  - UNC Chapel Hill
  - UNC Greensboro
- ☐ HBCU Career Center
- ☐ HBCU Careers
- ☐ HBCU Connect* -- Network of websites focused on African Americans, including:
  - BlackInAmerica.com
  - BlackWomenConnect.com
  - AfricanAmericanCareers.com
  - HBCU.com
  - HBCUNetwork.com
- ☐ MyFutureNC
- ☐ NC Society of Hispanic Professionals

- ☐ North Carolina Wesleyan
- ☐ One Stop Symplicity* -- National network of colleges and universities, including:
  - Campbell University
  - Duke University Sanford School of Public Policy
  - North Carolina State University
  - UNC Charlotte
- ☐ Piedmont Community College
- ☐ Shaw University
- ☐ Southwestern Community College
- ☐ UNC Department of Environmental Sciences and Engineering -- Mike Aitken
- ☐ UNC General Alumni Association
- ☐ Urban League of Central Carolina
- ☐ Winston Salem State University
- ☐ Western Carolina University
- ☐ Young Black Leadership Alliance
- ☐ Other: Click or tap here to enter text.

*These job boards represent multiple universities

Other

- ☐ Radio Advertisement
  - 102.1 JAMZ
  - La Ley
- ☐ OWASA Facebook Page
- ☐ Special Recruitment Mailing (certified operators, etc.):

Newspapers

North Carolina Newspapers

- ☐ Burlington Times-News
- ☐ Carolina Peacemaker
- ☐ Carolina Times
- ☐ Chatham Record
- ☐ Durham Herald-Sun
- ☐ Greater Diversity
- ☐ Greensboro Daily News
- ☐ News and Observer, Raleigh
- ☐ News and Observer, Charlotte
- ☐ News of Orange
- ☐ Person County
- ☐ Que Pasa Media – Piedmont, Triangle and Charlotte
- ☐ Other: Click or tap here to enter text.

Out of State Newspapers

- ☐ Atlanta Journal-Constitution Georgia
- ☐ Baltimore Sun Maryland

- ☐ Hampton Roads Messenger Virginia
- ☐ Savannah Morning News Georgia
- ☐ Spartanburg Herald-Journal South Carolina
- ☐ Other: Click or tap here to enter text.

Other Recruitment Efforts:

Dr. Mohamed Seif
Chair, Department of Mechanical and Civil Engineering and Construction Management
Alabama A & M University
Mohamed.seif@aamu.edu

Dr. Alton B. Johnson
Dean, College of Engineering, Science, Technology and Agriculture
Central State University
ajohnson@centralstate.edu

Dr. Lisa Spainhour, Department Chair
Chair & Professor, Civil & Environmental Engineering
Florida A & M University – Florida State University
spainhour@eng.famu.fsu.edu

Dr. Joyce T. Shirazi
Dean, School of Engineering and Technology
Hampton University (VA)
Joyce.shirazi@hampton.edu

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Professor and Chair, Civil & Environmental Engineering
Howard University (DC)
kljones@howard.edu

Farshad Amini, PhD, PE, FASCE
Professor & Chair, Department of Civil & Environmental Engineering
Jackson State University (MS)
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Dr. Craig Scott
Interim Dean, School of Engineering
Morgan State University (MD)
craig.scott@morgan.edu

Robin N. Coger, PhD
Dean, College of Engineering
North Carolina A & T University
rncoger@ncat.edu

Mohamed F. Chouikha, PhD
Prairie View A & M University
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Dr. Alex Hak-Chul Shin, PE
Professor and Interim Chair, College of Sciences & Engineering
Southern University and A & M College (LA)
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Tennessee State University (TN)
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Dr. Heshmat Aglan
Dean, College of Engineering
Tuskegee University (AL)
haglan@tuskegee.edu

Dr. Paul Cotae
Director, SEAS Research Center and Director, PhD Program
University of the District of Columbia
pcotae@udc.edu

Alamance Community College

Roland Roberts	Roland.Roberts@alamancecc.edu	Mechatronics Learning
Richard Sondles	Richard.Sondles@alamancecc.edu	Mechatronics Learning
Michael Covington	Michael.Covington@alamancecc.edu	Welding Technology
Michael Holt	Mike.Holt@alamancecc.edu	Welding Technology
William Crabtree	William.Crabtree@alamancecc.edu	Automotive Systems Technology
William Hunter	Marc.Hunter@alamancecc.edu	Automotive Systems Technology
Rodney Barber	Rodney.Barber@alamancecc.edu	Air Conditioning, Heating & Refrigeration
Bentley Pagura	Bently.Pagura@alamancecc.edu	Air Conditioning, Heating & Refrigeration
Gary Saunders	Gary.Saunders@alamancecc.edu	Workforce Development

Wake Technical Community College

Beth Ihnatolya	cihnatolya@waketech.edu	Civil Engineering
Su Leone	srleone@waketech.edu	Instructional Program Director
Gerry Egan	gwegan@waketech.edu	Automotive Systems Technology
Kenny Betancourt	kmbetancourt@waketech.edu	Automotive Systems Technology
Mike Storey	mjstorey@waketech.edu	Applied Engineering & Technology

Paige Kearns	jpkearns@waketech.edu	Construction Equipment Systems Technology
Dennis Blake	dwblake@waketech.edu	Applied Engineering & Technology
Richard Jarmon	rtjarmon@waketech.edu	Applied Engineering & Technology

Durham Technical Community College

Henry B. Concubierta	concubiertah@durhamtech.edu	Building & Skilled Trades
Adam R. Foster	fostera@durhamtech.edu	Welding Technology
Christine Kelly-Kleese	kellykleesec@durhamtech.edu	Student Engagement, Development & Support
Jaclyn A. Krohn	krohnj@durhamtech.edu	Center for Community & Workforce Engagement
Betty A. Lyons	lyonsb@durhamtech.edu	College & Career Readiness
Dexter Loius Morgan	morgand@durhamtech.edu	Industrial Systems Technology
Russell O. Pratt	prattr@durhamtech.edu	Industrial Systems Technology
Herman W. Taylor	taylorh@durhamtech.edu	Automotive Systems Technology
Brandon D. Wesley	wesleyb@durhamtech.edu	Industrial & Construction Trades
Charlene Creech West	westc@durhamtech.edu	Building & Skilled Trades
Robert E. Wilson	wilsonr@durhamtech.edu	Automotive Systems Technology
Wallace Wilson	wilsonw@durhamtech.edu	Electrical, Building & Skilled Trades
Patricia Wren	wrenp@durhamtech.edu	Building & Skilled Trades

Johnston Community College

Maxie Kirby	wmkirby@johnstoncc.edu	Industrial Systems Technology

Fayetteville Technical Community College

Cathy Christianson	christic@faytechcc.edu	Civil Engineering & Geomatics
Brian Oldham	oldhamb@faytechcc.edu	Automotive Systems Technology
Justin Hawkes	hawkesj@faytechcc.edu	AC/Heat/Refrigeration
Beymer Bevill	bevillb@faytechcc.edu	Electronics Engineering

Carolina Equipment Training

Charlie Gray	cgraycta@gmail.com	Instructor

Wake Tech – Heavy Equipment Program

Paige Kearns	jpkearns@waketech.edu	Instructional Department Head
Jared McDonough	jmmcdonough@waketech.edu	Instructor
Tamika Green	tvgreen@waketech.edu	Instructor

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ORANGE COUNTY LIVING WAGE
FAIRNESS | DIGNITY | PROSPERITY

September 29, 2015

Ms. Stephanie S. Glasgow
Orange Water And Sewer Authority
400 Jones Ferry Road
Carrboro, NC 27510

Dear Ms. Glasgow,

Orange County Living Wage is pleased to inform you that OWASA's application for Orange County Living Wage Certification has been formally approved. We hope you take great pride in the ability to provide a living wage to all of your staff. Congratulations on your award.

Thank you for your support of the program and for assisting in our efforts to create a just and sustainable local economy that works for all in Orange County. Through the program we provide incentives for paying a living wage and we reward and recognize Orange County employers that do pay their workers a living wage. In addition, we connect consumers to employers that provide a living wage and we encourage those consumers to become customers, patients, or clients of those employers.

Enclosed is your certificate showing that your organization is a certified Orange County Living Wage Employer for 2015 – 2016. You may wish to have the certificate framed and displayed in your offices. As an Orange County Living Wage Certified Employer, you will also be provided an array of benefits as they are developed and become available. We are currently building these out and will provide them to you soon. These are identified below:

Our "Living Wage Employer" decal: we encourage you to post the decal prominently in your window or on your door.

Our "Orange County Living Wage" car magnet: car magnets will be provided to employers and their employees who request them. Displaying these on their vehicles will help to promote awareness throughout the area.

Tools for promoting your business or non-profit as Living Wage Certified: in addition to the decal, we will offer a variety of promotional materials. For retail businesses, we can provide you with decal stickers for your product labels. Employers will be able to proudly display our logo on their website, shirts, printed materials, and products as a way of distinguishing themselves from their competition.

Listing in our online directories: your certified business or non-profit will be included in our online directory with full contact information and a link to your website.

Social Network Presence: we will regularly promote our program and employers on Twitter and Facebook. Be sure to connect with us there too.

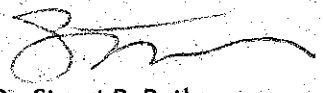
Again, thank you for being involved with Orange County Living Wage. We are excited to provide these benefits to your business or non-profit and we look forward to expanding the range of benefits available to you through the Certification Program.

This program has grown largely due to word-of-mouth, referrals and grass roots organizing. Therefore, if you know of any employers that would be interested in becoming Living Wage Certified, we would sincerely appreciate their contact information. We appreciate your help with this campaign.

If you have any comments about how we might improve this program, or if you would like to serve in a volunteer capacity, please let us know.

Again, we applaud your business or non-profit for providing all employees a fair wage that allows them to support themselves in our community. Thank you for helping create a truly sustainable local economy in Orange County.

Sincerely,



Dr. Stuart B. Bethune
Orange County Living Wage

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BONNER LEADERS PROGRAM
A program of the Campus Y at UNC-CH

Career Explorers at OWASA

This blog was written by EmpPOWERment Faculty and Staff, including Bella Hernandez, a rising Sophomore in the Bonner Leaders Program at the Campus Y. Bella works at EmPOWERment as a Bonner; she is working with EmPOWERment this summer through the Bonner NC Summer of Service internship.

This week EmPOWERment, Inc. would like to recognize the great work that the Orange Water and Sewer Authority (OWASA) has done in our community! This summer OWASA has graciously accepted five of our Career Explorers from our youth employment program, offering these young people full time employment for the summer. OWASA has encouraged these students to participate in future sessions of Career Explorers, offering them the possibility to rejoin their staff the following summer!

We at EmPOWERment, Inc. see our partnership with OWASA as a real success story allowing us to expand employment opportunities for the youth in our community. This summer we placed two students, Tierra Perry and Jada Young, in the Customer Service department. These two young ladies worked alongside Angie Smith, Billing Supervisor, building upon their knowledge of working in a professional business environment. This fall Jada Young and Tierra Perry will be incoming freshman at North Carolina Central University and East Carolina University respectively.

OWASA was also able to re-employ our past Career Explorer participant, Brian James, at the Cane Creek Reservoir. There were two new faces in the Sewer Collection and Water Distribution departments, Jalen Riggsbee and Martez Farrington. This was an excellent opportunity for our program participants to work outside as opposed to the traditional office environment. This fall Brian James will be completing his senior year at Winston-Salem State University and complete his final year as a Career Explorer this summer.

We wish our Career Explorers all the best as we draw closer to the new school year! EmPOWERment, Inc. would like to give a special thanks to Kelly Belcher, Randy Horton, Johnny Riley and Angie Smith for all of their support and care they have given to our Career Explorers Program!

EmPOWERment, Inc. offices are located at the Midway Business Center off of Franklin St. at 109 N. Graham Street across from Al's Burgers. For further information about our youth employment program, please visit our website (www.empowermentinc-nc.org) or give us a call at (919) 967-8779.

Be on the lookout for our Career Explorer Applications in early May of 2017 for our next summer session!

Community Partner Profile

The Orange Water and Sewer Authority (OWASA) is a public, non-profit agency providing drinking water, sanitary sewer and reclaimed water services to the Carrboro-Chapel Hill community including the University of North Carolina at Chapel Hill. OWASA is owned by the community in the same way that the community owns local public schools, parks, fire stations, etc. OWASA is governed by a 9-member Board of Directors appointed by the elected boards of Chapel Hill, Carrboro and Orange County. OWASA serves about 82,000 people.

At the Jones Ferry Road Water Treatment Plant in Carrboro, OWASA treats an average of 7.1 million gallons per day of drinking water. OWASA has received national awards for excellence in drinking water treatment. OWASA has three reservoirs: The Cane Creek Reservoir (the community's primary water source), University Lake and the Stone Quarry Reservoir.

At the Mason Farm Wastewater Treatment Plant (WWTP) near Finley Golf Course in southeast Chapel Hill, OWASA treats an average of 8.6 million gallons per day. In the last five years, OWASA has met all standards for wastewater treatment. Most of OWASA's treated wastewater is recycled by releasing it to Morgan Creek, a tributary of Jordan Lake. Jordan Lake is a water source for several communities in the Triangle region.

Some of OWASA's treated wastewater is used for non-drinking purposes to reduce the amount of water drawn from OWASA's lakes. The University and UNC Healthcare use an average of 0.7 million gallons per day of this "reclaimed" water for irrigation, make-up water in cooling systems, flushing toilets in non-residential buildings, etc.

OWASA encourages customers to conserve water as a key part of managing the community's water resources. Water conservation:

- helps the community prepare for future droughts,
- defers the need for and substantial cost of expanding system capacities,
- reduces customers' OWASA bills and energy costs for heating water, and
- reduces greenhouse gas emissions related to energy use in treating and pumping water and wastewater.

OWASA's offices are at 400 Jones Ferry Road in Carrboro. OWASA's website (www.owasa.org) includes information on laboratory testing of drinking water and treated wastewater, conservation, lake recreation, etc. OWASA can be contacted by e-mail to info@owasa.org and at any time of day by telephone (919-968-4421).

Overview of the North Carolina Rural Water Association Water/Wastewater Systems Operator Specialist Apprenticeship Program

Close to 50% of water and wastewater operations specialists will be retiring in the next 5 years taking industry knowledge with them. The next cohort of water industry workers will require more extensive on-the-job training and familiarity with a variety of tools and technologies. The NCRWA (North Carolina Rural Water Association) apprenticeship program will help apprentices acquire skills, experience, and certifications to prepare for a secure career in the water or wastewater industry to replenish an aging workforce. Apprentices are paid a competitive wage (minimum beginning wage is $12.00 per hour) including wage increase as the apprentice progresses. Upon completion the wage is a minimum of $20.00 per hour. Many utilities may begin and end at a higher wage.

Apprentices complete 2 years of on-the-job training with a qualified and experienced water or wastewater operator and also receive classroom instruction for certification. Moreover, our apprentices will be trained to meet the highest professional standards as a quality employee through our employability skills training. Apprentices are paid and receive benefits just as any other employee at that system.

Applicants must meet the minimum qualifications, complete an application, will take the TABE test to assess math and reading skills, interview, and, if accepted, be placed on a list to be paired with an industry employer. The ratio for apprentice and mentor is 1:1.

A few examples of what is involved in the apprentice's OJT for Water are:

A. **Tools, Equipment and Work Place Safety – 240 hours**
B. **Vehicles and Heavy Equipment - 400**
C. **System Operations & Maintenance – 400 hours**
D. **Quality Control – 1920 hours**
E. **Logistics, Reports and Supervision – 480 hours**

A few examples of classroom instruction: (not all-inclusive) Hours

First Aid	**8**
Confined Space	**4**
NCDOT Flagger Certification	**5**
Basic Math	**4**
Introduction to Soft Skills for Work	**6**
OSHA- General Industry	**10**
B-Surface *or* B-Well Certification School**	**34/32**
Environment 101	**7**

A few examples of employability training are: (not all inclusive)

NCRWA Understanding Work Ethic
NCRWA Employee Relations
NCRWA Intro to Public Relations
NCRWA Effective Communication
NCRWA Digital Literacy

Apprenticeships help new workers not simply find a "job" but secure a "career pathway," in the water and wastewater industry. The apprentice develops specialized skillsets that lead to longevity in a stable, essential career field. NCRWA will train and develop well-rounded and highly-trained professionals, and at the end of the 2-year program, the apprentice will earn an industry certification, have access and resources to earn the National Career Readiness Certificate (NCRC), and a be awarded certificates for completing the apprenticeship from the state of North Carolina and the Department of Labor.

The North Carolina Rural Water Association will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The North Carolina Rural Water Association will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

NCRWA Commitment to Diversity – Recruiting Underrepresented Populations in the Water Industry

The NCRWA will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.

A. The North Carolina Rural Water Association will identify appropriate State and Local agencies, organizations (to include those serving primarily minorities, women, and Veterans), and pre- and post-secondary educational institutions to disseminate information regarding the apprenticeship program. NCRWA will post information on Social Media (quarterly), the NCRWA web site, Tar Heel Pipeline Magazine, and as funding permits promote the Apprenticeship program in either print, radio, or TV media.

B. The North Carolina Rural Water Association will ensure that the equal opportunity policy is understood internally by posting policy on the web site, on print collaterals, and provide the written policy to the apprentices, mentors, and employers.

C. The North Carolina Rural Water Association will seek opportunities to work with organizations that serve minorities, women, and Veterans.

The NCRWA is committed to encourage participation of individuals who are underrepresented in the water industry. We have begun communication with the Urban League, TEAACH, Qué Pasa, the Society of Hispanic Professionals, the North Carolina Council of Churches, NCSLA, NC Women United, and FabFem. News of the apprenticeship has sparked both interest and excitement with the organizations. Many have enthusiastically requested we provide marketing information to post on their social media, web sites, in their newsletters.

OWASA Human Resource Policy

Section 11. Pay Plan

D. Trainee Designation and Provisions

Persons being considered for employment or promotion who do not meet all the requirements for the position may be employed or promoted with the condition they successfully complete a training program. A plan for training, including a time schedule, must be prepared by the Department Director and approved by the Executive Director. Such persons may be paid at a trainee salary which is below the minimum salary for the position. If the training is successfully completed, the employee shall be appointed to the position. Failure to successfully complete the training may result in termination.