Vocational Training Program

- Plant Utility Maintenance Person
- Systems Utility Maintenance Person
- Plant Maintenance Electrician
- Instrument Technician

Assuring Clean Water for a Greater Cleveland
The purpose of the Vocational Training Program is to provide opportunities for advancement into vocational job classifications for those employees who desire to develop their skills and abilities in the operation and maintenance of the Northeast Ohio Regional Sewer District’s collection and treatment system.

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Introduction

The Vocational Training Program provides employees the opportunity to qualify for job classifications that perform the operation and maintenance of our primary services, the collection and treatment of wastewater.

The training program is designed to provide a constant supply of qualified job candidates so you decide when to start the program. Employees also have the choice of attending classes at multiple local schools that offer the required coursework. Your individual initiative will determine your rate of progress through the program. The initial coursework is taken on your personal time, but provided you qualify, the cost of the coursework can be reimbursed through the Tuition Assistance Program. In certain circumstances, the schools offer deferred payment options where you can offset the tuition payment until after you complete the course. As you progress through the program and complete specific milestones, you may be eligible to complete some of the coursework during scheduled work time.

There are five separate tracks that you can choose to pursue. They include:

1. Plant Utility Maintenance Person
2. System Utility Maintenance Person
3. Plant Maintenance Electrician
4. Instrument Technician
5. Wastewater Plant Operator

Each of the maintenance tracks (#s 1 to 4) has standard curriculum that you will need to complete before you qualify to bid on the position. The curriculum consists of coursework available through Lorain County Community College, Cuyahoga Community College, Lakeland Community College, Stark Technical College, and Polaris Career Center. Because none of these schools offer all of the required courses, you may need to attend courses at more than one school. For example, the chart on the following page contains the course name and the associated course number for those schools that offer those courses that are requirements for the plant utility maintenance person classification. If you find a course within the curriculum that is available at a school not listed here, you will need to get confirmation from Human Resources that the course meets program requirements.

The Wastewater Plant Operator (#5) track requires that you bid, qualify and accept an open position. However, it is structured such that you can begin learning prior to entering into the classification.

To help you choose the appropriate vocational track to pursue, Human Resources offers various assessment instruments. These assessments can identify your existing knowledge and aptitude in the labor disciplines. There are also assessments that can measure your learning skills to determine your readiness to begin the coursework. After you complete the assessments, a representative can provide feedback and discuss the area of interest and fit. Even though these assessments are optional, they are strongly recommended for those individuals who are interested in pursuing vocational training.
## PUMP Course Equivalents
**Lorain County, Lakeland, Cuyahoga County, and Stark Technical Community Colleges**

<table>
<thead>
<tr>
<th>Course</th>
<th>LCCC</th>
<th>Pre-req</th>
<th>LCC</th>
<th>Tri-C</th>
<th>Stark</th>
<th>Pre-Req</th>
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<tbody>
<tr>
<td>Basic Algebra</td>
<td>MTHM 033</td>
<td>MTHM 022</td>
<td>MATH 0800 or MATH 0890</td>
<td>MATH-0950</td>
<td>MTH101</td>
<td>CAL103</td>
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<tr>
<td>Principles of Technology</td>
<td>TECN 126</td>
<td></td>
<td>MECT 1000</td>
<td></td>
<td>ETD121</td>
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<td>Fluid Power</td>
<td>TECN 121</td>
<td>MTHM 121</td>
<td>CIMN 2390</td>
<td></td>
<td>MET222</td>
<td>MET124</td>
</tr>
<tr>
<td>Millwright Tools</td>
<td>MWRT 111</td>
<td>MTHM 033</td>
<td>CIMN 0950</td>
<td>ATMW-1320</td>
<td>AIT122</td>
<td></td>
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<tr>
<td>Pneumatic Systems</td>
<td>AETC 132</td>
<td>TECN 121</td>
<td></td>
<td></td>
<td>MST134</td>
<td>MTH101</td>
</tr>
<tr>
<td>Electricity for Non-Electricians</td>
<td>ELCT 193</td>
<td></td>
<td>CIMN 0970</td>
<td></td>
<td>MET121</td>
<td></td>
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<tr>
<td>Hydraulic Circuits</td>
<td>AETC 222</td>
<td>TECN 121</td>
<td></td>
<td>ATPT-1650 or ATMW-1330 or ATBL-1320</td>
<td>MST134</td>
<td>MTH101</td>
</tr>
<tr>
<td>Blueprint Reading</td>
<td>TECN 115</td>
<td></td>
<td>CIMN 1005</td>
<td></td>
<td>MST121</td>
<td></td>
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<tr>
<td>Pump Rebuilding</td>
<td>MWRT 211</td>
<td>MWRT 111</td>
<td></td>
<td></td>
<td>MST221</td>
<td></td>
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<tr>
<td>Mechanical Power Transmission</td>
<td>MWRT 211</td>
<td></td>
<td></td>
<td></td>
<td>MST221</td>
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<tr>
<td>Fluid Power Control</td>
<td>TECN 211</td>
<td>AETC 132, AETC 222, ELCT 111</td>
<td>CIMN 2390</td>
<td></td>
<td>MST134</td>
<td>MTH101</td>
</tr>
<tr>
<td>Basic Arc and Gas Welding</td>
<td>WTEC 116 &amp; WTEC 216</td>
<td></td>
<td>CIMN 2450 &amp; CIMN 2550</td>
<td>ATCT-1390, or ATGL-1630 or ATIW-1600 or ATMW-1490 or ATCM-1390</td>
<td>MST127/M ST128</td>
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</tr>
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<td>Machining and Manufacturing Proc.</td>
<td>TECN 131</td>
<td>TECN 115</td>
<td>CIMN 1110</td>
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<td>MET225</td>
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<td>Metallurgy</td>
<td>CAMM 115</td>
<td></td>
<td>CIMN 1210</td>
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<td>MET123</td>
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<td>Piping for Steam Systems</td>
<td>AETC 131</td>
<td></td>
<td></td>
<td></td>
<td>MST126</td>
<td>MTH101</td>
</tr>
<tr>
<td>Plant Layout and Equipment</td>
<td>MWRT 114</td>
<td>MTHM 033</td>
<td>NUET 1200</td>
<td></td>
<td>IET226</td>
<td>IET125</td>
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<tr>
<td>Industrial Safety</td>
<td>TECH 125</td>
<td></td>
<td>NUET 1210</td>
<td></td>
<td>ENV228</td>
<td>ENV121</td>
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<tr>
<td>System Troubleshooting</td>
<td>AETC 221</td>
<td>TECN 121 &amp; ELCT 111</td>
<td></td>
<td>EST221</td>
<td>EET120/EE T262</td>
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</table>
Wage Rate Progression Example

Your progression through the program is rewarded through various incentives. The following graph depicts the progression of an individual in the Maintenance Worker classification who is working through the training program toward a PUMP classification. These incentives are further detailed in the specific vocation section. The incentives in the graph use the pay rates for 2007 and 2008. Note that employees will only be paid milestone incentives for one training track.

* Using 2008 wage rates as an example, the $1.08 increase in hourly wage is 25% of difference between 2008 current PUMP and UMP wage $24.20 - $19.88
Plant Utility Maintenance Person (PUMP)

Job Responsibilities

The Plant Utility Maintenance Person performs skilled work in the following three areas:
1. Maintenance of mechanical, electrical and electronic equipment at wastewater treatment plants and pump stations;
2. Repair and fabrication of equipment by use of welding equipment;
3. Maintaining and repairing piping, fixtures and equipment for gas and fuel systems.

Milestones

The chart below lists the curriculum for all employees who wish to pursue the PUMP classification. It also lists the steps you take to become a PUMP. The curriculum is structured using milestones because completion of the milestone may result in changes to your pay rate and qualification to change job classification. Milestones 1 and 2 are classes only, while 3 and 4 are classes and on the job training.

Plant Utility Maintenance Person (PUMP) Curriculum

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>Complete 5 classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 2</td>
<td>Complete 4 classes</td>
</tr>
<tr>
<td>Milestone 3</td>
<td>Complete 5 classes &amp; OJT</td>
</tr>
<tr>
<td>Milestone 4</td>
<td>Complete 4 classes &amp; OJT</td>
</tr>
</tbody>
</table>

Coursework Considerations

Not all courses are offered each semester or grading period. The sequence by which you attend class for each milestone is your choice. One consideration is the prerequisite coursework that you must take to be eligible for registering for some of the classes. In Milestone 1 for example, you could take the Metallurgy or the Basic Algebra course first, however, you would not be able to take Principles of Technology or Millwright Tools without first satisfying the prerequisites.
Milestone 1 and 2 Incentives

Milestone 1 and 2 coursework is completed on personal time with no time limitation or change in job classification. Employees who are eligible to receive tuition assistance can be reimbursed for their coursework provided they follow the Tuition Assistance Program procedures. (see page 17) Employees who successfully complete the courses in Milestones 1 and 2 will receive a $.50 per hour increase in their hourly pay rate. Note that employees will only be paid milestone incentives for one training track.

Declaring Your Vocation

After completing Milestone 1 and 2, employees who are pursuing the Plant Utility Maintenance Person classification are required to complete a declaration of vocation form. The form used to make this declaration can be found in the forms section of this document. The declaration requires that you decide which of the vocational labor classifications (Plant Utility Maintenance Person, Systems Utility Maintenance Person, Electrician, or Instrument Technician) for which you are training and intend to enter. Upon receipt of your declaration form and verification of completed course work, you will begin receiving your Milestone 2 incentive, an increase in your hourly rate of $.50 per hour. Once you make your declaration and are awarded the UMP-Plant Utility Maintenance Person classification, you cannot bid into other UMP vocations.

UMP-PUMP Incentives

The intermediate position between your current classification and the PUMP classification is known as the Utility Maintenance Person-Plant Utility Maintenance Person or UMP-PUMP. The incentive for entering the UMP-PUMP classification is receipt of the prevailing UMP-PUMP pay rate. Because you will be entering a separate classification, you will not continue to receive the $.50 per hour incentive. Another incentive is the opportunity to continue with some of the Milestone 3 coursework and on-the-job training during your scheduled workday. You will continue to take some of the coursework on personal time. You must complete the Milestone 3 coursework within two years after entering the UMP-PUMP classification.

Milestones 3 and 4 Incentives

After you complete the Milestone 3 coursework and demonstrate your ability to perform the on-the-job training skills, you will receive a pay increase equal to 25 percent of the difference between the current UMP rate and the PUMP rate. Upon completing Milestone 4 and demonstrating your ability to perform on-the-job training skills, you will receive an additional pay increase equal to 25 percent of the difference between the current UMP rate and the PUMP rate. You must also complete Milestone 4 coursework within two years after receiving Milestone 3 incentives. As in Milestone 3, you can attend some of the classes and on-the-job training at no loss of pay during Milestone 4.

After successfully completing all Milestones, you must bid on the PUMP classification, qualify and be awarded the position to receive the full PUMP classification pay scale.
Systems Utility Maintenance Person (SUMP)

Job Responsibilities

The Systems Utility Maintenance Person is responsible for maintenance of mechanical, electrical and electronic equipment at pump stations, and combined sewer overflow control facilities.

Milestones

The chart below shows an example of the curriculum for all employees who wish to pursue the System Utility Maintenance Person classification. It also lists the steps you take to become a SUMP. The curriculum is structured using milestones because completion of the milestone may result in changes to your pay rate and qualification to change job classification. Milestones 1 and 2 are classes only, while 3 and 4 are classes and on the job training.

System Utility Maintenance Person Curriculum

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>Complete 4 classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 2</td>
<td>Complete 3 classes</td>
</tr>
<tr>
<td>Milestone 3</td>
<td>Complete 3 classes &amp; OJT</td>
</tr>
<tr>
<td>Milestone 4</td>
<td>Complete 4 classes &amp; OJT</td>
</tr>
</tbody>
</table>

Bid on SUMP classification

Bid on UMP-SUMP classification

Declare Your Vocation

Electrical Control & Troubleshooting of Fluid Power
Pneumatics
Workcell Interfacing
Hydraulics
Pump Rebuilding
Network Interfacing & Systems Integration
Automated Systems Troubleshooting

Coursework Considerations

Not all courses will be offered each semester or grading period. The sequence by which you attend class for each milestone is your choice. One consideration is the prerequisite coursework that you must take to be eligible for registering for some of the classes. In Milestone 1 for example, you could take the Algebra or the Network Interfacing & Systems Integration course first, however, you would not be able to take the Industrial Electricity without first satisfying the prerequisites.
Milestone 1 and 2 Incentive

Milestone 1 and 2 coursework is completed on personal time with no time limitation or change in job classification. Employees who are eligible to receive tuition assistance can be reimbursed for their coursework provided they follow the Tuition Assistance Program procedures. (see page 17) Employees who successfully complete the courses in Milestones 1 and 2 will receive a $.50 per hour increase in their hourly pay rate. Note that employees will only be paid milestone incentives for one training track.

Declaring Your Vocation

After completing Milestone 1 and 2, employees who are pursuing the System Utility Maintenance Person classification are required to complete a declaration of vocation form. The form used to make this declaration can be found in the forms section of this document. The declaration requires that you decide which of the vocational labor classifications (Plant Utility Maintenance Person, Systems Utility Maintenance Person, Electrician, or Instrument Technician) for which you are training and intend to enter. Upon receipt of your declaration form and verification of completed coursework, you will begin receiving your Milestone 2 incentive, an increase in your hourly rate of $.50 per hour. Once you make your declaration and are awarded the UMP-System Utility Maintenance Person classification, you cannot bid into other UMP vocations.

UMP-SUMP Incentives

The intermediate position between your current classification and the SUMP classification is known as the Utility Maintenance Person-System Utility Maintenance Person or UMPSUMP. The incentive for entering the UMP-SUMP classification is receipt of the prevailing UMP-SUMP pay rate. Because you will be entering a separate classification, you will not continue to receive the $.50 per hour incentive. Another incentive is the opportunity to continue with some of the Milestone 3 coursework and on-the-job training during your scheduled workday. You will continue to take some of the coursework on personal time. You must complete the Milestone 3 coursework within two years after entering the UMP-SUMP classification.

Milestones 3 and 4 Incentives

After you complete the Milestone 3 coursework and demonstrate your ability to perform the on-the-job training skills, you will receive a pay increase equal to 25 percent of the difference between the current UMP rate and the SUMP rate. Upon completing Milestone 4 and demonstrating your ability to perform on-the-job training skills, you will receive an additional pay increase equal to 25 percent of the difference between the current UMP rate and the SUMP rate. You must also complete Milestone 4 coursework within two years after receiving Milestone 3 incentives. As in Milestone 3, you can attend some of the classes and on-the-job training at no loss of pay during Milestone 4.

After successfully completing all Milestones, you must bid on the SUMP classification, qualify and be awarded the position to receive the full SUMP classification pay scale.
# Plant Maintenance Electrician

## Job Responsibilities

The Plant Maintenance Electrician is responsible for maintaining electrical wiring, fixtures, apparatus, and control equipment.

## Milestones

The chart below lists the steps you take and shows the curriculum for all employees who wish to pursue the Plant Maintenance Electrician classification. The curriculum is structured using milestones because completion of the milestone may result in changes to your pay rate and qualification to change job classification. Milestones 1 and 2 are classes only, while 3 and 4 are classes and on the job training.

### Plant Maintenance Electrician Curriculum

<table>
<thead>
<tr>
<th>Milestone 1</th>
<th>Complete 6 classes</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

### Milestone 2

Complete 6 classes

### Milestone 3

Complete 6 classes & OJT

### Milestone 4

Complete 6 classes & OJT

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## Coursework Considerations

Not all courses are offered each semester or grading period. The sequence by which you attend class for each milestone is your choice. One consideration is the prerequisite coursework that you must take to be eligible for registering for some of the classes. In Milestone 1 for example, you may need to take the Direct Current Fundamentals before you are able to take the DC Generators, Motors, and Motor Controls course.
Milestone 1 and 2 Incentives

Milestone 1 and 2 coursework is completed on personal time with no time limitation or change in job classification. Employees who are eligible to receive tuition assistance can be reimbursed for their coursework provided they follow the Tuition Assistance Program procedures. (see page 17) Employees who successfully complete the courses in Milestones 1 and 2 will receive a $.50 per hour increase in their hourly pay rate. Note that employees will only be paid milestone incentives for one training track.

Declaring Your Vocation

After completing Milestone 1 and 2, employees who are pursuing the Plant Maintenance Electrician classification are required to complete a declaration of vocation form. The form used to make this declaration can be found in the forms section of this document. The declaration requires that you decide which of the vocational labor classifications (Plant Utility Maintenance Person, Systems Utility Maintenance Person, Electrician, or Instrument Technician) for which you are training and intend to enter. Upon receipt of your declaration form and verification of completed course work, you will begin receiving your Milestone 2 incentive, an increase in your hourly rate of $.50 per hour. Once you make your declaration and are awarded the UMP- Plant Maintenance Electrician classification, you cannot bid into other UMP vocations.

UMP-Plant Maintenance Electrician Incentives

The intermediate position between your current classification and the Plant Maintenance Electrician classification is known as the Utility Maintenance Person- Plant Maintenance Electrician or UMP- Plant Maintenance Electrician. The incentive for entering the UMP- Plant Maintenance Electrician classification is receipt of the prevailing UMP- Plant Maintenance Electrician pay rate. Because you will be entering a separate classification, you will not continue to receive the $.50 per hour incentive. Another incentive is the opportunity to continue with some of the Milestone 3 coursework and on-the-job training during your scheduled workday. You will continue to take some of the coursework on personal time. You must complete the Milestone 3 coursework within two years after entering the UMP- Plant Maintenance Electrician classification.

Milestones 3 and 4 Incentives

After you complete the Milestone 3 coursework and demonstrate your ability to perform the on-the-job training skills, you will receive a pay increase equal to 25 percent of the difference between the current UMP rate and the Plant Maintenance Electrician rate. Upon completing Milestone 4 and demonstrating your ability to perform on-the-job training skills, you will receive an additional pay increase equal to 25 percent of the difference between the current UMP rate and the Plant Maintenance Electrician rate. You must also complete Milestone 4 coursework within two years after receiving Milestone 3 incentives. As in Milestone 3, you can attend some of the classes and on-the-job training at no loss of pay during Milestone 4.

After successfully completing all Milestones, you must bid on the Plant Maintenance Electrician classification, qualify and be awarded the position to receive the full Plant Maintenance Electrician classification pay scale.
Instrument Technician

Job Responsibilities

The Instrument Technician is responsible for performing highly skilled work in the installation, maintenance and repair of electronic, pneumatic, hydraulic, electrical, mechanical and other recording, telemetering and instrumentation devices and equipment.

Milestones

The chart below lists the curriculum for all employees who wish to pursue the Instrument Technician classification. It also lists the steps you take to become a Instrument Technician. The curriculum is structured using milestones because completion of the milestone may result in changes to your pay rate and qualification to change job classification. Milestones 1 and 2 are classes only, while 3 and 4 are classes and on the job training.

Instrument Technician Curriculum

- Electrical Math I, II, III
- Industrial Electronics Fundamentals I, II
- Industrial Programmable Logic Controllers I, II
- Industrial Programmable Logic Controllers III
- Fundamentals of Fluid Power

- Complete 5 classes & OJT
- Complete 5 classes & OJT
- Complete 5 classes

Coursework Considerations

Not all courses will be offered each semester or grading period. The sequence by which you attend class for each milestone is your choice. One consideration is the prerequisite coursework that you must take to be eligible for registering for some of the classes. In Milestone 1 for example, you would need to take the Electrical Math courses before the Industrial Electronics I course.
**Milestone 1 and 2 Incentives**

Milestone 1 and 2 coursework is completed on personal time with no time limitation or change in job classification. Employees who are eligible to receive tuition assistance can be reimbursed for their coursework provided they follow the Tuition Assistance Program procedures. (see page 17) Employees who successfully complete the courses in Milestones 1 and 2 will receive a $.50 per hour increase in their hourly pay rate. Note that employees will only be paid milestone incentives for one training track.

**Declaring Your Vocation**

After completing Milestone 1 and 2, employees who are pursuing the Instrument Technician classification are required to complete a declaration of vocation form. The form used to make this declaration can be found in the forms section of this document. The declaration requires that you decide which of the vocational labor classifications (Plant Utility Maintenance Person, Systems Utility Maintenance Person, Electrician, or Instrument Technician) for which you are training and intend to enter. Upon receipt of your declaration form and verification of completed coursework, you will begin receiving your Milestone 2 incentive, an increase in your hourly rate of $.50 per hour. Once you make your declaration and are awarded the UMP - Instrument Technician classification, you cannot bid into other UMP vocations.

**UMP- Instrument Technician Incentives**

The intermediate position between your current classification and the Instrument Technician classification is known as the Utility Maintenance Person- Instrument Technician. The incentive for entering the UMP- Instrument Technician classification is receipt of the prevailing UMP-Instrument Technician pay rate. Because you will be entering a separate classification, you will not continue to receive the $.50 per hour incentive. Another incentive is the opportunity to continue with some of the Milestone 3 coursework and on-the-job training during your scheduled workday. You will continue to take some of the coursework on personal time. You must complete the Milestone 3 coursework within two years after entering the UMP- Instrument Technician classification.

**Milestones 3 and 4 Incentives**

After you complete the Milestone 3 coursework and demonstrate your ability to perform the on-the-job training skills, you will receive a pay increase equal to 25 percent of the difference between the current UMP rate and the Instrument Technician rate. Upon completing Milestone 4 and demonstrating your ability to perform on-the-job training skills, you will receive an additional pay increase equal to 25 percent of the difference between the current UMP rate and the Instrument Technician rate. You must also complete Milestone 4 coursework within two years after receiving Milestone 3 incentives. As in Milestone 3, you can attend some of the classes and on-the-job training at no loss of pay during Milestone 4.

After successfully completing all Milestones, you must bid on the Instrument Technician classification, qualify and be awarded the position to receive the classification pay scale.
Maintenance Program Withdrawal

If at any time you choose to withdraw from the program, consider the following:

- You are responsible for the cost of any classes you are attending while using tuition assistance.
- You will forfeit any incentives that you have acquired.
- You must wait three years before re-entering the program and will need to declare in writing the vocation you wish to pursue to be considered for future eligibility.
- Promotion to the UMP classification is considered program re-entry.
- Employees in Milestones 3 and 4 who withdraw from the program may exercise their bumping rights.

Employees will be considered withdrawn from the program should any of the following occur:

- Does not bid into or accept promotion into UMP classification leading to specific vocation
- Does not bid into or accept promotion into the posted declared vocation when eligible.
- Does not satisfactorily complete milestones
- Receives a less than competent annual performance evaluation
- Does not continue to actively attend scheduled classes. Actively attend is defined as attending at least one course each semester and receiving an average grade of “C” or better in all courses.

Tuition Assistance Program

Eligible employees can receive annual assistance in the form of reimbursed tuition costs. The Tuition Assistance Program policy on page 17 contains a description of the program. Some of the schools offer the option of deferring payment for the courses until completion of the course provided you are eligible for employer paid tuition reimbursement.
Wastewater Plant Operator

Job Responsibilities

The Wastewater Plant Operator (WPO) is responsible for performing diversified duties and skilled work in the operation of physical, chemical and biological treatment processes and pump stations.

Program Entry

Employees who desire to become a Wastewater Plant Operator must first bid on an open position then be awarded the classification. An individual who successfully enters into the program is considered to be “in-training” until completing all training, skill and license requirements. Motivated individuals may complete some of the requirements prior to entering into the classification thus improving their qualifications and opportunity to advance.

The WPO training program has qualification levels known as tiers. Each tier contains specific requirements that determine an individual’s standing in relation to other candidates. The tier structure and the associated qualifications are as follows:

Tier 1 – Lateral Transfer

Tier 2 – Internal candidate (2798 member) with
Ohio EPA Class II (or higher) wastewater works certification and
Achieved required Basic Skills Assessment levels

Tier 3 – External candidate with
Ohio EPA Class II (or higher) wastewater works certification and
Achieved required Basic Skills Assessment levels

Tier 4 – Internal candidate (2798 member) with
Ohio EPA wastewater certification, including Operator-in-Training and
Achieved required levels of Basic Skills Assessment
or
Completed one or more of the following self-study courses;
  Education Direct System
  Technical Publishing Company
  Operator Training Committee of Ohio
  California State Wastewater Course and
Achieved required levels of Basic Skills Assessment

Tier 5 – Internal candidate (2798 member) who
Achieved required Basic Skills Assessment levels

Tier 6 – External candidate who
Achieved required Basic Skills Assessment levels
**Wastewater Plant Operator (WPO) Training, Skill, and Certification Requirements**

All Wastewater Plant Operators must possess or obtain Class II Ohio EPA wastewater works certification. All WPOs must also successfully complete four separate parts of the classification training program. This includes 1. Basic Skill Assessment 2. Education Direct Learning Systems self-study course 3. Technical Publishing Company self-study course 4. On-the-Job Training of the operational units specific to each plant. A brief description of these items follows:

1. **Basic Skill Assessment**
   
   Any candidate who applies for the Wastewater Plant Operator classification must complete the Basic Skill Assessment. The assessment results must meet the entrance criteria levels set forth for the WPO classification. The sections and entrance criteria levels for the Basic Skill Assessment are shown below:
   
   - Applied Math – Level 4
   - Applied Technology – Level 3
   - Locating Information – Level 3
   - Reading for Information – Level 3

   Employees hired or promoted into a Wastewater Plant Operator position must fulfill the following obligations:

2. **Education Direct Learning Systems**
   
   Education Direct Learning Systems is a self-study program. Employees must attain a 70% or higher score on each unit. The course consists of the following 18 titles:
   
   - Fractions, Percents, Proportions, & Angles
   - Metric System
   - Formulas
   - Introduction to Algebra
   - Algebra: Linear Equations
   - Practical Geometry and Trigonometry
   - Measuring Lengths and Distances
   - Bulk Measurement
   - Energy, Force and Power
   - Fluid Measurement
   - Elements of Chemistry
   - Sanitary Chemistry
   - Sanitary Bacteriology
   - Physics I
   - Physics II
   - Heat I
   - Heat II
   - Introduction to Print Reading

3. **TPC Training Systems**
   
   TPC Training Systems is a self-study program. Employees must attain a 75% or higher score on each unit. The course consists of the following 21 titles:
   
   - Selecting and Using Lubricants
   - Understanding the Operation of Pumps
   - Piping Systems
   - Understanding Basic Hydraulics
   - Understanding Basic Pneumatics
   - Understanding Basic Electricity and Electronics
   - Introduction to Computers
   - Input/Output Devices I
   - How Computers Function
   - Introduction to Process Control
   - Foundations of Measurement Instrumentation
   - Pressure Measurement
   - Flow Measurement
   - Level Measurement
   - Temperature Measurement
   - Analytical Measurement
   - Final Control Elements
   - Working With Controllers
   - How Control Loops Operate
   - Computers in Process Control
   - Examining Energy Conservation Basics
4. On The Job Training

Each plant has processes that the WPO hired at that location will learn to operate under the guidance of plant management. The processes consist of both the wastewater and the solids processing for which the WPO at each plant must demonstrate operating proficiency. The appropriate manager for each process will evaluate and verify that the individual has the ability to operate the facility.

Ohio EPA Wastewater Treatment Plant Operator Class II Certification

Wastewater Plant Operators must either possess or obtain Ohio EPA Wastewater Treatment Plant Operator Class II Certification. An individual who needs to obtain Class II Certification has 36 months from the date of hire to become a certified operator. During the first twelve months as WPO, an individual must attempt an appropriate examination (Class I or II) and score a minimum of 25 percent on the exam. During the second twelve months as WPO, an individual must make a second attempt at the examination and score a minimum of 50 percent on the exam. Before reaching the end of the 36 months from the date of hire, a WPO must pass the exam and obtain Class II Certification. Failure to meet these requirements will result in removal from the WPO classification.

The following courses are suggested methods to learn wastewater treatment plant operation and help prepare for the examination.

1) California State University Field Study Program for the Operation of Wastewater Treatment Plants Volumes I, II and Advanced Waste Treatment

   The California course is self-study program and consists of Vol. 1 (10 units), Vol. 2 (9 units) and the Advanced Waste Treatment course (9 units). A minimum score of 70% is required to pass each unit exam.

2) Operator Training Committee of Ohio Wastewater I Classroom or Correspondence Courses

   The Operator Training Committee of Ohio Wastewater I classroom course is twenty weeks long and meets for 3 hours each week. A minimum score of 70% is required for successful completion. This course is also offered as a correspondence course
The Northeast Ohio Regional Sewer District encourages its employees to increase their knowledge and expand their skills which in turn enhances their qualifications, increases their opportunities and prepares them for greater challenges in the workplace.

The District will provide tuition assistance to any eligible employee who is taking a course that fulfills the following requirements.

I. Eligibility

A. Employee

Any full-time, regular, active employee with a satisfactory attendance record and one year of service, may receive tuition reimbursement for specific courses as described under Section B. Course(s) and Section C. Institutions

B. Course(s)

1. Relevance to Operation

   Selected course must fulfill one of the three requirements:

   a. enhance the employee’s current position or budget center function; or

   b. improve or enhance the employee's opportunity for advancement; or

   c. required by a degree or certificate program in a field of study both applicable to District operations and required in the job description.

2. Outcome

   Course must result in a grade, and programs in a certificate or degree. The acceptable course outcomes are as follows:

   a. Undergraduate - Grade of A, B, or C
   b. Graduate = Grade of A or B
   c. Courses taken on a Pass-Fail basis require "Pass"

C. Institutions
Institutions must meet State and/or Federal Accreditation Standards.

D. Reimbursable Expenses

Items eligible for reimbursement are limited to the following:

   a. Tuition
   b. Lab Fees
   c. Books

II. Request For Authorization Procedure

The request for authorization form is used to determine if the course fulfills the TAP requirements and therefore is eligible for reimbursement. A request for authorization does not obligate the employee to take the course, but serves the purpose of confirming that the employee can obtain reimbursement, provided that the employee fulfills the reimbursement requirements.

A. Request for Authorization Form

1. An employee who is enrolling in a course first must submit a request for authorization form with all pertinent information.

2. The Executive Director must authorize the request for authorization prior to the course starting date or the employee jeopardizes receipt of reimbursement.

B. Supervisor Discussion

1. Employee discusses the request with supervisor to ensure completeness and to assure that there is not a job or scheduling conflict.

2. The supervisor confirms the employee's attendance record is satisfactory, determines that there is no schedule conflict, signs the request, and forwards it to Employee Resources.

C. Assessment

1. Employee Resources representative reviews the request with regard to policy stipulations, employee’s written narrative, and any other relevant circumstances.

2. Employee Resources representative and employee discuss career opportunities, job-relatedness, and completes a written assessment of employee's career plan.
D. **Authorization**

1. Employee Resources representative certifies, by signature, that the request meets policy guidelines and that the course is career or job related.

3. Executive Director certifies, by signature, that the District will reimburse the class provided the employee fulfills the request for reimbursement requirements.

4. The approved request for authorization is returned to the employee, indicating the NEORSD commitment to reimburse the specified course(s).

E. **Change of Status**

If the employee drops the class after receiving authorization, the employee must notify Employee Resources. If the employee is taking another course, the employee must submit a new request for authorization immediately to be eligible for reimbursement.

**III. Reimbursement Contingencies**

A. **Limits**

Tuition and Book Reimbursement is limited to:

$5,100.00 per calendar year for eligible employees.

$6,270.00 per calendar year for eligible employees who are enrolled in a graduate school program.

Eligible employees can be reimbursed for books up to $125.00 per authorized course, to be included in the annual reimbursement limit.

B. **Time Attribute**

The limits are based on the time the class is taken and not the time reimbursement is made. If the class is scheduled to start at the end of one year and continues through the beginning of the following year, the reimbursement will be attributed to the year in which the majority of the class occurs.
IV. Request For Reimbursement Procedure

The request for reimbursement form is the method by which an employee requests payment for the course and is used to process the request.

A. Attachments

The employee must submit a complete request for reimbursement form to Employee Resources with the following:

a. approved request for authorization for the course;

b. original course grade;

c. original receipts or other proof of payment such as a financial statement indicating the cost and the payment received.

B. Time Limit

Requests for tuition reimbursement must be submitted within 45 days of course completion.

C. Books

If an employee is requesting reimbursement for books, the employee must include with the request for reimbursement form:

a. proof that the book is required for the course, such as a syllabus or course outline;

b. original receipts or proof of payment.

If the book is sold, the amount received for the book must be deducted from the amount requested for reimbursement.

D. Exceptions

Each section of tuition assistance policy is subject to exceptions for justified reasons, and each case is considered individually to determine if the employee is eligible for assistance.
E. IRS Code, Section 127

The Internal Revenue Code, Section 127, specifies requirements which tuition assistance programs must meet in order for employees to exclude from gross income amounts paid to them. Employees may receive up to $5,250.00 of educational assistance annually for undergraduate or graduate level courses without incurring any tax liability.