

# Board of County Commissioners

## Leon County, Florida

### Policy No. 16-8

Title:	Leon Works Junior Apprenticeship Program
Date Adopted:	July 11, 2017
Effective Date:	July 11, 2017
Reference:	N/A
Policy Superseded:	Policy No. 16-8, "Leon Works Junior Apprenticeship Program," adopted November 22, 2016

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It shall be the Policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 16-8 entitled "Leon Works Junior Apprenticeship Program" is hereby amended, and a new revised policy adopted in its place, to wit:

#### **1. PURPOSE**

The purpose of this policy is to define the structure of Leon County's Leon Works Junior Apprenticeship Program, which aims to address the projected unmet local market for middle-skill jobs by providing opportunities for Leon County Schools' students to gain hands-on experience in the workplace and by supporting local existing academic programs in skilled career fields such as fleet management, building maintenance/construction, computer technology, graphic design, public safety, and other fields that require more than a high school diploma but less than a four-year degree.

The Leon Works Junior Apprenticeship Program operates in collaboration with Leon County Schools to recruit eligible students enrolled in Career & Technical Education (CTE) courses and programs. The Program also follows Leon County Schools' guidelines for students participating in and receiving academic credit for off-campus On-the-Job Training (OJT). Leon County may also partner with CareerSource Capital Region (CareerSource) to employ Junior Apprentices through their Dynamic Futures Program. These students will work in a Leon County department while receiving wages and job readiness training from CareerSource.

#### **2. ADMINISTRATION**

The Leon County Human Resources department will be responsible for the coordination of the Leon Works Junior Apprenticeship Program and its compliance with all state and federal employment laws, Leon County Schools' Policies, Leon County Board of County

Commissioners Policies, and the Workforce Innovation and Opportunity Act when applicable,.

### **3. DEFINITIONS**

“Middle-Skill Jobs” are those positions that require more than a high school diploma, but less than a four-year college degree.

"Junior Apprentice" is a participant in the Leon Works Junior Apprenticeship Program and may be a temporary Other Personal Services (OPS) employee of Leon County Government or employee of CareerSource through their Dynamic Futures Program.

“Career & Technical Education” is a course or program that prepares students to earn an industry-recognized certification or licensure.

### **4. STUDENT PARTICIPATION**

A. **Program Length:** The established timeframe for participation in the Leon Works Junior Apprenticeship may range from one semester (18 weeks) to an entire academic year (36 weeks).

#### **B. Student Application Requirements**

1. Must be a junior or senior at a Leon County School’s high school. Eligibility for certain potentially hazardous positions, such as a Junior Apprenticeship with Fleet Management in the Department of Public Works, may be limited to students age 18 and over. An exception may be made if a student is currently enrolled in a vocational training program, such as that offered by Lively Technical Institute (F.S. 450.161).
2. Must be enrolled in a Career & Technical Education (CTE) course or program that aligns with the Junior Apprenticeship position being filled.
3. Must be able to work 10-15 hours per week during normal Leon County Government business hours (Monday through Friday, 8am to 5pm) for the entire length of the Leon Works Junior Apprenticeship Program. An exception may be granted for Junior Apprenticeship positions with Leon County EMS, which may include occasional ambulance ride-alongs during weekend hours.
4. Must meet Leon County Schools’ requirements for participating in OJT:
  - a. 2.5 Minimum GPA
  - b. No more than five (5) absences per nine (9) weeks
  - c. Able to provide their own transportation to work and to job interviews

5. Must meet eligibility requirements for in-school youth as defined in the Workforce Innovation and Opportunity Act, Public Law 113-128 if employed by CareerSource through their Dynamic Futures Program.

**C. Student Selection Process**

1. Each Leon County Schools' high school will verify the eligibility of their students to participate and will submit to Leon County Government no more than five (5) student applications for a Junior Apprenticeship position.
2. Leon County staff will review submitted student applications and conduct in-person interviews with top candidates.
3. At least one student from each Leon County Schools' high school will be selected to participate in the Leon Works Junior Apprenticeship Program.

**D. Junior Apprentice Responsibilities**

1. Upon hiring, complete orientation training with Leon County Human Resources and Dynamic Futures job readiness training with CareerSource when applicable.
2. Shadow, assist, and perform specific job requirements as designated by a Leon County staff member in a middle-skill career field for 10-15 hours per week during normal Leon County Government business hours.
3. Complete any associated requirements of Leon County Schools to earn elective academic credit for participation in the Leon Works Junior Apprenticeship Program.
4. Adhere to the Leon County Board of County Commissioners Human Resources Policies and Procedures.

**E. Program Incentives**

1. Hourly minimum wage as defined by federal and state law.
2. Elective academic credit toward a high school diploma.

*Revised July 11, 2017*