



West Virginia Division of Highways Policy: **Transportation Worker Apprenticeship Program**

Issued by the Commissioner of Highways

Policy No: DOH 3.7

Issue Date: 01/01/2015

Revised: 07/22/2022

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1.0 PURPOSE

To establish a uniform policy to be applied and utilized in the placement and advancement of employees in the West Virginia Transportation Worker Apprenticeship Program. The tiers within the program constitute the hourly pay schedule for Transportation Worker classification series. This policy supports the existing criteria for tier progression and provides guidelines related to all aspects of the program.

2.0 SCOPE

This policy applies to all employees in the Transportation Worker Apprenticeship Program, consisting of those in the Transportation Worker classification series. Personnel responsible for administering the program are required to comply with this policy.

3.0 DEFINITIONS

- 3.1 **Advisory-Council:** A formal group of appointed individuals whose purpose is to oversee and guide the program in its functions, including the application of policies and procedures.
- 3.2 **Alcohol and Drug Testing:** Refer to the Department of Transportation (DOT), Substance Abuse Policy, [DOT 3.15](#).
- 3.3 **Allocation:** The assignment of a position to a class by the Division of Human Resources of the Department of Transportation based on the duties performed and responsibilities assigned.
- 3.4 **Appeal:** A request made to an agency head or the Division to reconsider a decision.
- 3.5 **Appointing Authority:** The Commissioner of the Division of Highways (DOH).
- 3.6 **Apprenticeship:** On-the-job training combined with related instruction in which Transportation Workers learn the practical and theoretical aspects of their occupation.
- 3.7 **Apprenticeship Program:** The DOH program for the training and advancement of employees in the Transportation Worker classification series.
- 3.8 **Business Necessity:** The reason or cause for any of a variety of personnel actions based upon the condition of the Department, in whole or in part, or a specific program component which may include, but is not limited to, lack of funds or work; abolishment of positions; material changes in mission, duties or organization; loss of budgeted, allocated or available positions; reinstatement of eligible employees returning from military duty or temporary total disability; reinstatement of an employee in compliance with a legal order; and for recall of

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employees previously laid off.

- 3.9 **Classification:** One or more positions sufficiently similar in duties, training, experience, and responsibilities, as determined by specifications, that the same title, the same qualifications, and the same schedule of compensation and benefits may be equitably applied to each position in the class.
- 3.10 **Classification Series:** A grouping of two or more classes having the same kind of work with ascending levels of difficulty and complexity.
- 3.11 **Classification Specification:** The official description of a class of positions for the purpose of describing the nature of work, providing examples of work performed, and identifying the knowledge, skills, and abilities, required while stating the generally accepted minimum qualifications required for employment.
- 3.12 **Classified Employee:** An employee who occupies a position allocated to a class in the classified service of the CCCP or the West Virginia Division of Personnel classified service.
- 3.13 **Classified Service:** Those positions which satisfy the definitions for "class" and "classify" and which are covered under the CCCP merit system standards or the West Virginia Division of Personnel classified service.
- 3.14 **Compensation Plan:** The official schedule of pay rates for each class of positions and the pay policies used in the DOH Classification and Compensation Career Plan.
- 3.15 **Compensation Range:** The approved minimum and maximum salary established for a class.
- 3.16 **Demotion:** A change in the status of an employee from a position in one class to a position in a lower job class as measured by compensation range, minimum qualifications, or duties, or a reduction in an employee's pay to a lower rate in the compensation range assigned to the class.
- 3.17 **Demotion with Prejudice:** A disciplinary action resulting in the reduction in pay and a change in job class to a lower job class.
- 3.18 **Demotion without Prejudice:** A reduction in pay and a change in job class to a lower job class due to business necessity or as a result of an employee being selected for a vacant, posted position for which he or she applied.
- 3.19 **Effective Date:** As relates to this policy, the date of approval on which related personnel transactions officially take effect, such as tier advancements.
- 3.20 **FLSA:** Fair Labor Standards Act.
- 3.21 **FLSA Non-Exempt Employee:** Those employees whose work is regulated by the FLSA minimum wage, overtime, and record keeping provisions.
- 3.22 **Pay Schedule for Apprenticeship Program:** The rate of pay determined by the

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tier placement of an hourly employee within the Apprenticeship Program, when appointing, promoting, demoting, or reallocating the employee.

- 3.23 **Permanent Employee:** Any classified employee who has completed the probationary period prescribed for the job class, or any classified-exempt employee who was hired to fill a position for an unlimited period of time, notwithstanding the agency's right to terminate the employee for cause for a classified exempt employee, at the will and pleasure of the agency head.
- 3.24 **Positive:** The result reported by a Medical Review Officer when a specimen contains a prohibited drug or drug metabolite equal to or greater than the established cutoff concentrations.
- 3.25 **Promotion:** A change in the status of an employee from a position in one class to a vacant position in another class of higher rank as measured by salary range or increased level of duties, responsibilities, or both.
- 3.26 **Quorum:** 50% of advisory council.
- 3.27 **Reallocation:** Reassignment of a position by the Human Resources Division from one class to a different class on the basis of a change in the kind or level of duties or a combination of both, assigned to the position, or to address a misalignment of title and duties.
- 3.28 **Reemployment:** For purposes of this policy, reemployment constitutes the return of an employee to regular full-time employment status within the Transportation Worker classification series covered by the program after separation for a period of time.
- 3.29 **Sub-area of Assignment:** One of the classification designations recognized by the Division of Highways based upon specific duties assigned to a position including: Buildings and Trades, Bridge Maintenance Worker, Core Driller, Traffic Control, Auto Body Repair, Equipment Operator, Mechanic, or Welder.
- 3.30 **Tier:** A level or grade within the structured hourly pay schedule specific to each classification within the Transportation Workers classification series.
- 3.31 **Tier Advancement:** A discretionary advancement from one tier to the next within a classification that is included in the Apprenticeship Program.
- 3.32 **Tier Demotion:** Downward movement in tier within the tier system resulting in a reduction in hourly pay.
- 3.33 **Tier Placement:** Initial designation in a tier within the tier system upon entry specific to a classification within the Transportation Worker Apprenticeship Program.
- 3.34 **Tier System:** A structured hourly pay schedule wherein each level of pay is associated with a particular classification and qualifications.

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- 3.35 **Transfer Appointment:** Appointment of an employee in the Apprenticeship Program to a position in the Salaried Classified Service, or vice versa.

4.0 PROGRAM DESCRIPTION & ACCREDITATION

The West Virginia Transportation Worker Apprenticeship Program was officially established January 1, 2015, through the approval of State Personnel Board Proposal #2664, amended under State Personnel Board Proposal #2699, and again under State Personnel Board Proposal #2899. It was designed to meet the changing needs of the DOH by developing and maintaining a strong, highly skilled, and effective workforce. Through a combination of on-the-job training and formal instruction, program participants can expand their skill sets in a variety of trades-related fields, depending on the specific needs in their areas of assignment, while earning certifications and licensures in the process. As employees gain proficiency, they are awarded opportunities for consideration of tier advancement based upon satisfaction of established criteria. The hallmark of the program is its flexibility in meeting the unique needs of each District and Division within the DOH, as well as each individual employee.

5.0 POLICY

- 5.1 **Tier Placements** were grandfathered into appropriate tiers in March, April, October, and November of 2015. This grandfathering was a one-time occurrence to accommodate the existing workforce at the time.
- A. All new hires or existing state employees transferring into the program will be placed in the lowest tier associated with their classification. Reemployment will be handled per subsection 5.3.
 - B. Employees within the salaried classified service who apply and are accepted for a position in the Apprenticeship Program will be placed at Tier 1 for the given classification.
 - C. The rules for promotion, reallocation, and demotion that apply to classification changes in the salaried classified service do not apply to movements from the salaried service to the hourly service.
- 5.2 **Reemployment**
- A. **Reemployment within Three Years**
 - 1. Participants in the Transportation Worker Apprenticeship Program who separate from employment and return to full-time status in the same classification within the Transportation Worker series will be placed in the same tier that they occupied upon separation, if they return within a three year period after the effective date of separation.
 - 2. Reemployment of a former employee in a lower classification within a three year period will be at the tier for which the employee is

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qualified. Reemployment at a higher classification level will be at Tier 1.

3. Any time in the apprenticeship program earned prior to leaving employment will be credited toward subsequent tier advancements unless reemployment occurs beyond the specified timeframe of three years.

B. **Reemployment After More than Three Years**

Reemployed employees who formerly participated in the program but returned to employment after the three year timeframe; employees who formerly participated in the program, accepted a position or classification not covered by the program, but returned to the program after the three year timeframe; and reemployed employees who are new to the program will be placed in Tier 1 of their respective classification.

- 5.3 **Tier Advancements** are NOT automatic and are subject to the discretion of the appointing authority. Employees must meet all qualifications and criteria necessary to advance through the tiered pay scale.

A. **Eligibility**

There are three interrelated criteria that will be assessed for advancement: time in the tier (towards which overtime hours do not count), training, certifications, licensures, and proficiency ratings for duties assigned to the position (which must be of an appropriate level for the tier into which the employee is being advanced). The minimum criteria specific to each classification are as follows.

1. **Transportation Worker 1 Equipment Operator**

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 1 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, providing equipment maintenance, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-

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B CDL, attending mandatory training, maintaining equipment maintenance, demonstrating proficiencies in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of the last tier advancement.

2. Transportation Worker 1 Laborer

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 1 classification specification. While in Tier One, will be required to attend mandatory training, and provide equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, a valid driver's license, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, a valid driver's license, attending mandatory training, maintaining equipment, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

3. Transportation Worker 1 Mechanic

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 1 classification specification. While in Tier One, may be required to obtain a Class-B CDL, attend mandatory training, and maintain equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, a valid driver's license, may be required to obtain a Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, may be required to obtain Class-B CDL, attending mandatory training,

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maintaining equipment, demonstrating proficiencies in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

4. Transportation Worker 2 Auto Body Repair

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.
- d. **Tier Four:** Requirements of Tier Three, maintaining Class-B CDL plus obtaining and maintaining one DOH welding certification or one ASE certification, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

5. Transportation Worker 2 Bridge Maintenance

- a. **Tier One:** A valid driver's license other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment maintenance.

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- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.
- d. **Tier Four:** Requirements of Tier Three and Class-A CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

6. Transportation Worker 2 Building and Trades

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, equipment maintenance, adequate progression towards proficiencies in designated areas as assigned by supervisors, by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of the last tier advancement.

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- d. **Tier Four:** Requirements of Tier Three, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of the last tier advancement.

7. **Transportation Worker 2 Equipment Operator**

- a. **Tier One:** Maintaining Class-B CDL and other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, equipment maintenance, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.
- d. **Tier Four:** Requirements of Tier Three and Class-A CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

8. **Transportation Worker 2 Mechanic**

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B

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CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.

- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, equipment maintenance, demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.
- d. **Tier Four:** Requirements of Tier Three, maintaining Class-A CDL, or Class-B CDL plus obtaining and maintaining one ASE certification, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of the last tier advancement.

9. Transportation Worker 2 Traffic Control

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 2 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment maintenance.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 800 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment demonstrating proficiencies in designated areas of work as deemed necessary by supervisors, and a minimum of 2100 hours completed in apprenticeship program within a minimum of a 10-month time period from

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the effective date of the last tier advancement.

- d. **Tier Four:** Requirements of Tier Three, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work as deemed necessary by supervisors, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement.

10. Transportation Worker 3 Auto Body Repair

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 3 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL plus obtaining and maintaining one DOH welding certification or one ASE certification attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL plus obtaining and maintaining two DOH welding certifications or two ASE certifications, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

11. Transportation Worker 3 Bridge Maintenance

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 3 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One and maintaining

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Class-A CDL, or Class-B CDL and one specialized certification, licensure, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement. May be required to mentor other employees.

- c. **Tier Three:** Requirements of Tier Two, maintaining Class-A CDL and a specialized certification/licensure, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

12. Transportation Worker 3 Building and Trades

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 3 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

13. Transportation Worker 3 Equipment Operator

- a. **Tier One:** Maintenance of Class-B CDL and other requirements as stipulated by the Transportation Worker 3

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classification specification. While in Tier One, will be required to obtain and maintain Class-A CDL within six months of date of hire or completion of probationary period, attend mandatory training, and maintain equipment.

- b. **Tier Two:** Requirements of Tier One, maintaining Class-A CDL and one specialized certification, licensure, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-A CDL and a specialized certification, licensure attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.
- d. **Tier Four:** Transportation Worker 3 Crew Chiefs attain tier placement through the mechanisms of reallocation, promotion, or competitive register, and must meet all requirements for such as stipulated by the Transportation Worker Apprenticeship Advisory Council.

14. Transportation Worker 3 Mechanic

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 3 classification specification. While in Tier One, will be required to obtain a CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One and Class-A CDL, or Class-B CDL plus obtaining and maintaining two ASE certifications, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement. May be required to mentor other employees.

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- c. **Tier Three:** Requirements of Tier Two and Class-A CDL plus obtaining and maintaining two ASE certifications, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

15. Transportation Worker 3 Traffic Control

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 3 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

16. Transportation Worker 4 Core Driller

- a. **Tier One:** Maintain Class-A CDL and other requirements as stipulated by the Transportation Worker 4 classification specification. While in Tier One, attend mandatory training and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-A CDL attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month period from the

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effective date of placement. May be required to mentor other employees.

- c. **Tier Three:** Requirements of Tier Two, maintaining Class-A CDL, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work, and a minimum of 4000 hours completed in apprenticeship program within a minimum of a 10-month period from the effective date of the last tier advancement. May be required to mentor other employees.

17. Transportation Worker 4 Equipment Operator

- a. **Tier One:** Class-B CDL and other requirements as stipulated by the Transportation Worker 4 classification specification. While in Tier One, will be required to obtain Class-A CDL within six months of hire or prior to completion of probationary period, attend mandatory training, maintain equipment maintenance,
- b. **Tier Two:** Requirements of Tier One, maintaining Class-A CDL and obtaining one (1) DOH certification or specialized certification – based upon Agency need outside the posting requirement for the job position, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-A CDL and obtaining one additional certification or specialized certification – based upon Agency need outside the posting requirement or two out of four crane certifications, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work and a minimum of 4000 hours.
- d. **Tier Three:** Transportation Worker 4 Crew Chiefs attain tier placement through the mechanisms of reallocation, promotion, or competitive register, and must meet all requirements for such as stipulated by the Transportation Worker Apprenticeship Advisory Council.

18. Transportation Worker 4 Mechanic

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 4 classification

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specification. While in Tier One, will be required to obtain Class-A CDL within six months of hire or completion of probationary period plus obtain and maintain three ASE certifications, attend mandatory training, and maintain equipment maintenance.

- b. **Tier Two:** Requirements of Tier One, maintaining Class-A CDL plus obtaining and maintaining four ASE certifications, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-A CDL plus obtaining and maintaining five ASE certifications, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of work and a minimum of 4000 hours, Will be required to mentor other employees.

19. Transportation Worker 4 Welder

- a. **Tier One:** A valid driver's license and other requirements as stipulated by the Transportation Worker 4 classification specification. While in Tier One, will be required to obtain Class-B CDL within six months of hire or prior to completion of probationary period, attend mandatory training, and maintain equipment.
- b. **Tier Two:** Requirements of Tier One, maintaining Class-B CDL plus one DOH certification or equipment specialized certification or welding certification or ASE certification, attending mandatory training, maintaining equipment, adequate progression towards proficiencies in designated areas as assigned by supervisors, demonstrating initiative to perform tasks as assigned by supervisors, and a minimum of 1700 hours completed in apprenticeship program within a minimum of a 10-month time period from the effective date of placement. May be required to mentor other employees.
- c. **Tier Three:** Requirements of Tier Two, maintaining Class-B CDL plus two of the following Equipment specialized certification or additional welding certification, or ASE certification, attending mandatory training, maintaining equipment, demonstrating mastery in designated areas of

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work and a minimum of 4000 hours.

B. **Hourly Pay Plan**

Under this program, employees at various levels of apprenticeship must be paid the same hourly rate. The Agency may adjust the hourly pay schedule that applies to the Transportation Worker Apprenticeship Program. The adjustment of employee pay without adjustment of the schedule would result in new employees being paid at a lesser rate than existing employees and would put DOH in violation of the signed agreement with the U.S. Department of Labor.

C. **Hourly Pay Schedule**

The hourly pay schedule for the Transportation Workers classification series shall be maintained by the Human Resources Division and may be located on the [DOH's Intranet](#).

D. **Review Process**

After a minimum 10 months from the effective date of the most recent placement or advancement, Tier Advancement Forms may be submitted for each employee participating in the program to the Human Resources Division for review. After being evaluated for eligibility by internal staff, the Assistant Director or Director of the Human Resources Division or designee will approve or disapprove advancement.

1. **Submissions:** Each program participant employee is responsible for keeping track of timeframes for their eligibility and for maintaining records of training/certification histories, and for requesting review for tier advancement.
2. **Review Process:** Each District or Division will create and make available an official form, separate from the tier advancement forms, which is to be filled out by program participants and submitted to local human resources personnel to initiate the review process. Supervisors of Transportation Workers and District and Division human resources personnel are responsible to ensure that tier advancement forms are completed correctly and submitted to the Human Resources Division in a timely manner by establishing and following a formal process of tracking and submissions.
3. **Notifications:** District and Division personnel are responsible for ensuring that all program participants have been made aware of the final approval or disapproval of submitted tier transactions in writing and keeping records of such.
 - **Performance Improvement Plans:** If an employee is denied tier advancement based upon inadequate proficiency ratings, supervisors are encouraged to place the employee on a

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performance improvement plan with clearly established performance expectations and goals to improve the quality of the employee's work within a specified period. At the end of that period, if proficiencies have been improved, another tier advancement form may be submitted for review. Each District or Division is responsible for establishing a standardized and formal process related to performance improvement.

5.4 CDL Exemption Waivers

CDL Exemption Waivers have previously been granted for certain positions. Existing waivers will be honored for these positions until the current incumbent changes classifications or organizations. At the time of vacancy, the waivers will become null and void. All new employees will be expected to meet the CDL requirements associated with the specific tiers within their classification series to move through the structured pay scale.

5.5 Drug and Alcohol Testing

All participants in the Transportation Worker Apprenticeship Programs will be subject to Pre-Employment drug testing as a condition of employment. Current employees are subject to Policy [DOT 3.15](#), Substance Abuse.

5.6 Promotions, Reallocations, Demotions with Prejudice, Demotions Without Prejudice, and Lateral Changes in Sub- Area of Assignment

- A. All employees who are promoted, whether tenured program participants or those new to the program, will be placed in Tier 1 of their new corresponding classification.
 - 1. Upon promotion, the hourly rate of the employee will be raised to the Tier 1 rate for the new classification. This is the case regardless of the tier occupied by the employee in their current classification.
 - 2. No additional pay increases above the tier rate may be granted when an hourly employee is promoted.
- B. Some Transportation Workers may be eligible for reallocation if warranted by a change in the duties assigned to their position.
 - 1. Upon reallocation, the hourly rate of the employee will be raised to the Tier 1 rate for the new classification. This is the case regardless of the tier occupied by the employee in their current classification.
 - 2. No additional pay increases above the tier rate may be granted when an hourly employee is reallocated.
- C. For employees who are being demoted in class or tier, whether it be with or without prejudice, within the Transportation Workers classification series, a tier advancement form must be completed and

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submitted for review prior to submission of the transaction to effectuate the personnel action. A determination will be made pertaining to the most appropriate placement based upon tenure and qualifications.

1. The hourly rate of an employee being demoted without prejudice will be set at the tier for which he or she qualifies according to the Apprenticeship Program requirements for such tier.
 2. The hourly rate of an employee being demoted with prejudice may be set at a tier approved by the Commissioner, provided the employee qualifies for that tier and it is no higher than the tier previously held by the employee within the lower classification.
- D. A tier advancement form is also required when employees make lateral class changes in their sub-areas of assignment. Any tenure earned within the sub-area of assignment to which they are changing will be evaluated for appropriate placement within a tier along with their qualifications by the Program Coordinator and affirmed by the Assistant Director or Director of the Human Resources Division or designee.

5.7 Temporary Upgrade of Transportation Workers

- A. Hourly employees classified in the Transportation Worker series shall be temporarily upgraded in pay when required to perform duties of a higher-level classification within the series for at least one hour. Refer to Policy [DOH 3.12](#), Temporary Upgrade for Transportation Workers, for detailed information.
- B. In all cases, employees being temporarily upgraded will be paid at the Tier 1 rate for the higher classification, regardless of the employee's tier level in their regular classification.
- C. Temporary upgrade of an employee is limited to 1,000 hours in a calendar year. Exceptions to this limitation may be made by the Commissioner when deemed necessary for the efficient operation of the given organizational unit.

5.8 Failure to Maintain Certifications and Licensures

Employees who fail to maintain certifications and licensures, such as CDLs, which affect their eligibility for tier status are subject to demotion in tier to a level appropriate for qualifications, as well as disciplinary action up to and including dismissal. In extenuating circumstances, which may be evaluated on a case-by-case basis by the Appointing Authority, employees may be granted a six-month timeframe in which to reacquire certification or licensure. Accommodations may be made in situations which fall under the umbrella of the Americans with Disabilities Act.

6.0 ADVISORY COUNCIL

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The Transportation Worker Apprenticeship Program Advisory Council was established effective January 1, 2015 and meets the core requirements established by the U.S. Department of Labor Office of Apprenticeship.

- 6.1 The Advisory Council is comprised of a minimum of five members and includes, but is not limited to, the Chair (the Director of the Human Resources Division or designee), the Transportation Worker Apprenticeship Program Coordinator, a member with experience related to maintenance engineering and a member with experience related to bridge engineering. Other subject matter experts will serve on an ad hoc basis as deemed necessary and will be selected for their qualifications and ability to make unique contributions. Acting as the designee of the Commissioner of DOH, the Director of the Human Resources Division or designee will appoint all members with the approval of each appointee's District or Division Director.
- 6.2 The Advisory Council will oversee and guide the program in its functions, including the development and application of policies and procedures. The Advisory Council is responsible for recommending any changes to the program and appeals of any determinations that may arise. For all decisions made, a quorum and majority vote of all members present, in person or through electronic medium, will be required. Final approval is granted by the Director of the Human Resources Division.
- 6.3 The Advisory Council will meet quarterly or as deemed necessary. Special meetings may be scheduled at the request of the Chair.

7.0 APPEALS

The Advisory Council makes the initial determination in appeals of determinations made on apprenticeship matters. Appeals of any program related determinations, such as tier advancement denials, must be made in writing and submitted to District or Division level personnel. Such requests will be reviewed by the District or Division Head and human resources personnel. They will make a recommendation and submit all information to the Director of the Human Resources Division in the Central Office. Notifications will be sent from the Central Human Resources Division Office to human resources staff within Districts and Divisions in advance of scheduled Advisory Council meetings to ensure that all necessary documentation is received prior to deadlines determined before each meeting. Appeal determinations will be sent from the Human Resources Division to human resources staff within Districts and Divisions for distribution to the employee, supervisor, and management.

8.0 ENFORCEMENT & AUTHORITY

Any employee found to have knowingly violated the requirements and standards set forth in this policy may be subject to disciplinary action, such as demotion in tier, up to and including dismissal. Disciplinary action will be administered by the employing agency and may be based upon recommendations of the West Virginia Department of Transportation (WVDOT).

9.0 RELEVANT MATERIALS/DOCUMENTS

The Transportation Worker Apprenticeship Advisory Council Members shall determine and prescribe all forms and documentation required by this policy. All forms are available on the

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Intranet.

9.1	DOH-TWP-01	TW Tier Advancement Form
9.2	DOH-TWP-02	TW1 Equipment Operator
9.3	DOH-TWP-03	TW1 Mechanic
9.4	DOH-TWP-04	TW1 Laborer
9.5	DOH-TWP-05	TW2 Equipment Operator
9.6	DOH-TWP-06	TW2 Auto Body Repair
9.7	DOH-TWP-07	TW2 Traffic Control
9.8	DOH-TWP-08	TW2 Mechanic
9.9	DOH-TWP-09	TW2 Bridge Maintenance Worker
9.10	DOH-TWP-10	TW2 Building and Trade
9.11	DOH-TWP-11	TW3 Equipment Operator
9.12	DOH-TWP-12	TW3 Auto Body Repair
9.13	DOH-TWP-13	TW3 Traffic Control
9.14	DOH-TWP-14	TW3 Building and Trade
9.15	DOH-TWP-15	TW3 Bridge Maintenance Worker
9.16	DOH-TWP-16	TW3 Mechanic
9.17	DOH-TWP-17	TW4 Equipment Operator
9.18	DOH-TWP-18	TW4 Welder
9.19	DOH-TWP-19	TW4 Core Driller
9.20	DOH-TWP-20	TW4 Mechanic

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10.0 CHANGE LOG

January 1, 2015 –

- West Virginia Transportation Worker Apprenticeship Program first established.

May 22, 2019 –

- Policy drafted by Human Resources Division.

May 31, 2019 –

- Policy formatted to make presentable for publishing.

February 1, 2021 through May 13, 2021–

- Policy reviewed, and wording revisited by DOH Personnel Division and policy and procedure team prior to publishing.

April 14, 2022 –

- Updated DOH Personnel Division to Human Resources Division.
- Updated Intranet links.

July 22, 2022 –

- Updated DOH Personnel Division to Human Resources Division.
- Updated Intranet links.

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Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.