

DATE: September 11, 2019
RE: IT Apprentice FAQ's for Human Resources Administrative Processes

IT APPRENTICE FREQUENTLY ASKED QUESTIONS

- 1. Q: Is there a classification for the IT Apprentice?**
A: Yes, DAS – Office of Talent Management has created an IT Apprentice classification. It can be found on the classification specification PDF library and the Online Navigation Database. The class code is 69910. The project employee appointment will be used for the IT Apprentice classification. All positions are unclassified.
- 2. Q: Is the IT Apprentice a full-time position?**
A: Yes. Per the Letter of Agreement, the IT Apprentice classification is a full time temporary unclassified position. The duration of the position is for a maximum of two (2) years. The intent of the position is developmental in nature. As such full-time employment is intended to allow sufficient time for the learning process.
- 3. Q: Is the agency required to post the IT Apprentice positions?**
A: Yes, the Letter of Agreement requires IT Apprentice positions to be posted for a minimum of ten (10) days. The posting should include the anticipated start and end date of the IT Apprentice position.
- 4. Q: Do IT Apprentice participants have benefits?**
A: Yes, all participants in the IT Apprentice program is eligible for health, dental, vision, and paid leave benefits including holidays, vacation, sick, and personal leave. However, they will not be eligible for disability benefits. New hires will be eligible for benefits as identified by letter of agreement. State of Ohio employees currently in an OCSEA covered classification who are selected for an IT Apprentice position maintains any benefits in which they are enrolled including longevity. Permanent exempt State of Ohio employees selected for the IT Apprentice position will maintain leave and health benefits but must be enrolled in dental, vision, and group life insurance benefits covered by the OCSEA collective bargaining agreement.

- 5. Q: How do I process the ePAR for IT Apprentice positions?**
A: Agencies should create Project Employee appointment type positions in OAKS Position Management. Select K: Project in the Appointment Type field on the Position Attributes tab in Position Management. These positions are also unclassified. Your agency should also attach a copy of the agreement to each ePAR to document why the employee is being paid at step 1 through the duration of their appointment to the position. For assistance in this process please contact your State Services Analyst.
- 6. Q: Does the IT Apprentice require a pre-employment drug test?**
A: No. However, these positions will trigger a drug block since they are unclassified. Please reach out to the Drug Free Workplace email account at DAS.HRD.DRUG.FREE.WORKPLACE@das.ohio.gov to request a drug test override. The request should include the candidate's Name, EMP ID and Position Number and explain that this is an unclassified bargaining unit project employee position prior to submitting the ePAR.
- 7. Q: What is the compensation for the IT Apprentice?**
A: The IT Apprentice is assigned to OCSEA Pay Grade 29. Per the LOA the pay is compensated at Step 1 of Pay Grade 29. There is no wage progression for the duration of the IT Apprentice program.
- 8. Q: What is the process for selection of IT Apprentice?**
A: IT Apprentice positions must be posted for a minimum of ten (10) days per the letter of agreement. Agencies should develop a selection instrument to be administered as part of the selection process.
- 9. Q: How do I process staff out of the IT Apprentice position when the staff completes the program?**
A: The IT Apprentice position will end per the agreement. Participants in the IT Apprenticeship LOA should be terminated using action reason termination/unclassified separation. Comments should be added noting that the reason for termination is due to the completion of the program. Or if other conditions apply those conditions of termination should be noted in the comments.
- 10. Q: Do IT Apprentices serve a probationary period?**
A: No, all IT Apprentice positions are in the unclassified service as a Project Employee Appointment type. Should an IT Apprentice be placed into a permanent position they would serve an initial 1 year probationary period.

11. Q: Are IT Apprentices eligible for overtime?

A: Yes, the IT Apprentice is overtime eligible. However, apprentices should only work overtime as a result of learning situations. Allowing IT Apprentices to flex their schedule is encouraged when possible.

12. Q: Are IT Apprentices required to have performance reviews?

A: IT apprentices are required, as part of the mentoring program, to receive formalized feedback every three (3) months. Contact the Office of Talent Management for more information on this process.

13. Q: Are exempt State of Ohio employees participating in the IT Apprentice program entitled to return to their previous classified position?

A: Yes. As applicable pursuant to Ohio Revised Code 123:1-5 – 03. Please contact your labor relations office to address each specific case.