

**Board Report**

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**File #:** 2015-0454, **File Type:** Agreement**Agenda Number:** 31.

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**SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE  
JUNE 18, 2015****SUBJECT: ATU/MANAGEMENT JOINT APPRENTICESHIP COMMITTEE PROGRAM****ACTION: AUTHORIZE MEMORANDUM OF UNDERSTANDING WITH LOS ANGELES TRADE-TECHNICAL COLLEGE****RECOMMENDATION**

AUTHORIZED ON CONSENT CALENDAR the Chief Executive Officer to execute a Memorandum of Understanding with the Los Angeles Trade Technical College for FY16 - FY18 to provide continuation services in support of the **Rail Technical Training and Rail Apprentice Programs**, for up to \$500,000 each year for a total value of \$1,500,000 to support Rail Technical Training for Metro's workforce.

**ISSUE**

Trained technical personnel are needed to operate Metro's rail lines. With the growth of the rail system, and the anticipated loss of personnel through retirements and attrition over the next several years, it is important that Metro partner with a technical community college to prepare our current and future workforce to meet Metro's needs.

**DISCUSSION**

On April 18, 2013, the Metro Board approved an MOU with LATTC to work with Metro management to develop and deliver a rail technical training pilot program. This agency-focused, job specific training has been provided to incumbent workers in Rail Fleet Services and Wayside Systems. Given the scope and pace of the planned expansion in rail operations, and with an increasing number of Rail Operations employees reaching eligibility for retirement, we can no longer rely on the past practice of incrementally filling and training for rail maintenance positions with employees from bus operations.

This MOU will authorize Metro to continue and strengthen the pilot program developed through Metro's partnership with LATTC. The partnership will develop and deliver a standardized training curriculum responsive to the requirements specified by management in Rail Operations.

ATU Local 1277 and Metro management previously agreed upon a Rail Apprentice Program called the Joint Apprenticeship Committee (JAC) Program (Attachment A). The pilot program was used to

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give more structure and a standardized curriculum to JAC participants (Attachment B). Continuation of this program under the new MOU would provide a more clearly defined career pathway for current Metro employees, as well as future new hires interested in technical careers in rail maintenance.

In addition to providing training to incumbent workers through the JAC program, Metro management and the ATU are discussing how Metro might provide pathways to apprenticeship opportunities for veterans and young adults from under-represented communities. This training would focus on the disciplines listed below:

**Job Title**

Rail Vehicle Maintenance Specialist  
Rail Signal Inspector  
Rail Traction Power Inspector  
Rail Track Inspector  
Rail Electronic Communications Inspector

In addition to its current work with Metro, LATTC is working to develop and offer a two-year degree in rail technology using virtual technology and on-line learning strategies supporting flexibility in apprenticeship training. This could provide a pipeline of well-trained potential employees who could be hired for rail technical positions.

**DETERMINATION OF SAFETY IMPACT**

Approval of this item will result in a positive impact on safety. Training personnel in the most up-to-date rail practices will ensure the safety of our patrons and employees.

**FINANCIAL IMPACT**

Funding of \$200,000 for the MOU is included in the FY16 budget in cost center 2041 - Office of Strategic Workforce Planning, project 300040 (Rail Operations Management and Administration). Additional funding as needed will come from various maintenance cost centers in project 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations), 300055 (Gold Line Operations), and 300066 (Expo Line Operations).

Since this is a multi-year MOU, the cost center manager and Executive Director will ensure that program funds are budgeted in future fiscal years.

**Impact to Budget**

The funding for this action will come from Enterprise Operating funds. No other sources of funds were considered for this activity because these funds are earmarked for rail operations. This project is part of Metro's on-going staff training program.

**ALTERNATIVES CONSIDERED**

The Board could reject the proposed program and address the individual elements of the program on an ad hoc basis as issues are identified. However, this is not recommended because Metro risks not

having sufficient personnel with the technical skills needed to support our rail system, and further widens the skills gap areas for technical expertise. In addition, not to continue the program could be a lost opportunity for the residents of Los Angeles County for job creation and careers in transportation.

### **NEXT STEPS**

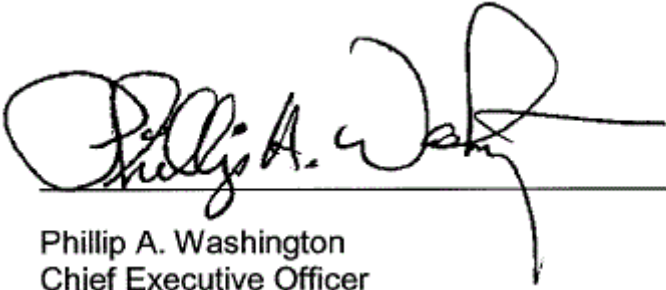
Upon approval, staff will execute an MOU with LATTC to continue with the JAC program as well as other opportunities to further develop incumbent workers' skill and knowledge, and a possible degree program in rail systems technology.

### **ATTACHMENTS**

- A. ATU and LACMTA 2013 - 2017 Agreement - Article 8 Section G - Rail Apprentice Programs
- B. JAC Program Newsletter
- C. Metro Rail Operations Incumbent Worker Training Program Outline - Facilitated by LATTC

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Phillip A. Washington  
Chief Executive Officer

## **SECTION G – RAIL APPRENTICE PROGRAMS**

**This section replaces Side Letter #97-03 – Joint Apprenticeship Committee (JAC).**

The Authority has established a rail training program for employees in the ATU bargaining unit who desire to avail themselves of possible advancement to a higher classification in rail.

Training opportunities will be offered as a vacancy occurs in the following classifications: Maintenance Specialist, Traction Power Inspector, Track Inspector and Signal Inspector. Other classifications covered by Article 43 may be added by mutual consent of the parties. The program will be offered to all employees qualified as agreed to by the Authority and ATU. The employee will be considered qualified for the training after he/she successfully completes twenty four (24) units of electrical or electronics at an accredited college or trade school for those rail maintenance position as listed in Article 43 that require electrical qualifications. Eligibility lists will be established by the JAC for each applicable classification. Vacancies will be filled from the appropriate eligibility list.

For the position of Track Inspector, employee must have at least two (2) years' experience as a Laborer/Service Attendant, be physically fit and prepared to work outside in adverse weather conditions. Track Inspector applicants must demonstrate the adequate ability to perform basic math, (including decimals and fractions), to read and follow work instructions, to comprehend mechanical systems and to lift and move objects up to one hundred (100) pounds.

Entrance into the program will be by seniority order among applicants who meet minimum program criteria established by the JAC for the particular training. The JAC will have sole authority to determine applicant qualifications for the program. All applicants that meet the qualifications for the rail positions covered above, will be assigned to training in ATU seniority order. These positions will include substantial in the field training in the form of working with other qualified employees in the classification. Qualified applicants will be placed on a qualified candidate pool list for a period of twelve (12) months from the date of his/her acceptance. Applicants must have a good work record for the last one (1) year which will include good attendance and punctuality, and a good driving record as confirmed by the D.M.V. The JAC will determine the length of any training program.

Employees may be disqualified from the program if they are not demonstrating proficiency in the position during the training program. Such disqualification would be subject to the grievance procedure but not to the arbitration procedure. Trainees will receive a written evaluation by the Instructor or Supervisor, at least every two (2) months. Evaluations are not subject to grievance or arbitration. Employees in a training program will be paid the rate of pay for the classification for which they are being trained.

The present Joint Apprenticeship Committee will continue. The JAC will be composed of three members appointed by the LACMTA Chief Executive Officer and three (3) members appointed by the ATU President. If any committee member is unable or unwilling to serve he will be replaced. As to the LACMTA appointees, the LACMTA CEO or designee will name their replacements. As to the ATU appointees, the President of ATU Local 1277 or designee will name their replacements.

**RAIL FLEET SERVICES  
JOINT APPRENTICESHIP COMMITTEE (JAC)  
COMMUNICATION BRIEF - GRADUATION PROGRAM  
MARCH 20, 2015**



**RAIL FLEET SERVICES**  
**Joint Apprenticeship Committee (JAC)**  
**Program Overview and Graduation Program**  
**March 20, 2015**

Metro, has established a Rail Technical Training Program to provide agency-focused, job-specific training in support of the Rail Expansion program. Given the scope and pace of the planned expansion in Rail Operations, we can no longer rely on the past practice of incrementally filling new rail maintenance positions with “just-in-time” training of current Metro bus maintenance employees. As part of this program, working in conjunction with the Amalgamated Transit Union Local 1277, Metro has instituted a rail apprentice program to provide a career pathway for current Metro employees, as well as future new hires, interested in a career in rail maintenance.

The pilot program course delivery began on August 18, 2014 and ended on March 20, 2015. It was the first ATU/Management Joint Apprenticeship Committee (JAC) training course, which included 12 ATU members including 1 one female ATU member. The program to partner with LATTC was Board-approved in April 2013, with a charter to design, develop, and deliver standardized training curriculum responsive to the requirements specified by management in Rail Operations.

To date, LATTC has trained 300 ATU incumbent workers participating in the Rail Technical Training Program in what for them was essentially a refresher course on technical aspects of working in the rail maintenance field. Additionally, as discussed above, a first cohort of 12 non-technical Metro employees completed

the introductory classroom training offered under the JAC program to qualify them for Rail Fleet Services Maintenance positions. They are now in the next phase of their training pipeline to become journeymen maintainers, receiving on-the-job training at Metro's Blue Line and Green Line Divisions on the requirements of maintaining vehicles specific to each line. Cohorts in succeeding Rail Technical Training classroom instruction will include Wayside Systems, as well as Rail Fleet Services.

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**RAIL FLEET SERVICES**  
**Joint Apprenticeship Committee (JAC)**  
**JAC PROGRAM SCHEDULE**  
**2014 - 2015**

**INCUMBENT WORKER TRAINING MODULES:**

Module I	General Rail Safety
Module II	Measuring Devices & Tools
Module III	Technical Writing
Module IV	Schematic Training
Module V	Logic Schematics
Module VI	Microprocessor Functions
Module VII	Basic & Beginner Computer Software Training
Evaluation	Assessment & Participant Feedback

**JAC TRAINING MODULES:**

Module 1	Rail Safety
Module 2	Shop Tools
Module 3	Electrical Theory and Concepts
Module 4	Mechanical Systems
Module 5	Electronic Principles
Module 6	Advanced Diagnostic Equipment
Module 7	Car Monitoring & Communications

