

# HR Templates, Policies & Job Descriptions

the paperwork, already done.

Adaptable human-resources materials: sample job description, policies for minors in the workplace, wage progression, and evaluation forms.



**Tehama County CTE Coalition** · Job Training Center · in partnership with Expect More Tehama

Developed through the California Jobs First Catalyst Grant — Youth Apprenticeship Project, Industrial Maintenance Pilot

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# HR Templates, Policies & Job Descriptions

## THE PAPERWORK, ALREADY DONE.

Adapt-and-go human resources materials for hosting youth apprentices. Items in [brackets] are fill-ins. Editable versions of every template are in the program's Google Shared Drive.

### 1. Sample Job Description – Youth Apprentice, Industrial Maintenance

**Position:** Industrial Maintenance Technician — Youth Registered Apprentice

**Reports to:** [Maintenance Supervisor] · **Mentor:** [Journey-level technician name]

**Status:** Part-time, non-exempt (school-year schedule per work permit) · **Wage:** per registered progression schedule, starting at [\$XX.XX]/hr

**Purpose:** Learn the Industrial Maintenance Technician trade through paid, supervised on-the-job training combined with related technical instruction, progressing through a state-registered competency framework.

**Essential duties (progressive, per training plan):**

- Complete safety training and follow all site safety procedures, including LOTO and PPE requirements
- Assist with preventive maintenance inspections, lubrication, and equipment servicing
- Learn troubleshooting of mechanical, electrical, hydraulic, and pneumatic systems under mentor supervision
- Maintain accurate training logs and work-order documentation
- Attend related technical instruction and maintain satisfactory school standing

**Requirements:** Enrolled high school junior/senior (16+) in [County]; valid work permit; parent/guardian consent; reliable attendance; interest in mechanical/electrical work. No prior experience required.

**Physical/work environment:** Industrial setting; standing, lifting to [40] lbs with training; PPE provided. Tasks restricted for minors are excluded until age 18 per the attached checklist.

### 2. Policy: Work Permits & Hours for Student Apprentices

- A valid work permit, issued by the student's school, must be on file before the first paid hour and renewed each school year.
- During school weeks, apprentices work within state daily/weekly hour caps for 16–17-year-olds; schedules are set jointly with the school each term.

- School attendance and academic standing take precedence; the coordinator is notified of any conflict before schedule changes are made.
- Hour caps lift at age 18 or graduation, whichever the registered standards specify.

### 3. Policy: Prohibited & Restricted Tasks for Apprentices Under 18

Until an apprentice turns 18, the following apply (summary — verify against current federal/state orders):

| CATEGORY                                                                         | RULE FOR UNDER-18 APPRENTICES                                                                                     |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Designated hazardous power equipment (e.g., certain saws, shears, power presses) | <b>Prohibited</b> — sequenced into post-18 training phases                                                        |
| Welding, cutting, and brazing operations                                         | <b>Restricted</b> — only within recognized student-learner/apprentice exemptions, under direct mentor supervision |
| Forklifts and powered industrial trucks                                          | <b>Prohibited</b> to operate; may observe from safe distance                                                      |
| Work at height, confined spaces                                                  | <b>Prohibited</b> until 18 and trained                                                                            |
| Electrical work on energized systems                                             | <b>Prohibited</b> ; de-energized training tasks per mentor and LOTO only                                          |
| General maintenance, PM tasks, hand tools, instrumentation observation           | <b>Permitted</b> with site safety training and supervision                                                        |

#### Keep this current

Child labor regulations change. The program coordinator supplies an updated task checklist each program year; the employer's safety officer signs it.

### 4. Template: Wage Progression Notice

Dear [Apprentice name],

Congratulations — effective [date], you have completed [milestone, e.g., 1,000 OJT hours and Block C core competencies] and advance to **Step [3]** of the wage schedule: **[\$XX.XX]/hour** ([62]% of journey rate).

Your next milestone is [milestone], with advancement to Step [4] at [\$XX.XX]/hour. Your mentor [name] and coordinator [name] reviewed your competency log on [date].

[Supervisor signature] · [Date]

## 5. Template: Quarterly Performance & Competency Evaluation

| AREA                                | RATING (1–4) | MENTOR COMMENTS |
|-------------------------------------|--------------|-----------------|
| Safety practices and judgment       |              |                 |
| Reliability and attendance          |              |                 |
| Skill progression vs. training plan |              |                 |
| Documentation and communication     |              |                 |
| Teamwork and professionalism        |              |                 |
| Initiative and problem-solving      |              |                 |

Rating scale: 1 = needs significant support · 2 = developing · 3 = meets expectations for phase · 4 = exceeds expectations

Mentor signature / date

Apprentice signature / date

Program coordinator / date

## 6. Template: Host Employer Agreement (Key Terms Outline)

- **Parties & term:** [Employer], [Program sponsor], apprentice cohort [year]; term through apprenticeship completion or earlier termination per Section [X].
- **Wages & schedule:** Employer pays the registered wage progression; schedule coordinated with [school district] within minor hour limits.
- **Training:** Employer delivers OJT per the registered training plan with a named journey-level mentor; quarterly competency sign-offs.
- **Safety & compliance:** Employer maintains site safety, work permits, minor task restrictions, and workers' compensation coverage.
- **Program support:** Sponsor provides candidate screening, mentor orientation, coordination, and issue mediation.
- **Separation:** Probationary period of [90] days; either party may end placement with notice to the coordinator; school and family are informed before action.
- **Data & media:** Employer shares training records with the sponsor; photo/media releases handled per Document 06.

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