



Utility Worker Pre-Apprenticeship Program Manual



www.princewilliamwater.org
703.335.7950

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**PRINCE WILLIAM WATER
PRE-APPRENTICESHIP**

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SECTION 1 – Overview

Introduction

The Prince William Water Pre-Apprenticeship Program is a paid, 9-week Utility Worker Program designed to equip qualified participants with the foundational knowledge, technical skills, and hands-on experience essential for success in water and wastewater operations.

Through a blend of On-the-Job Training (OJT) and Related Instruction (RI), the program provides comprehensive exposure to utility systems, safety practices, and industry standard work processes, preparing individuals for entry-level employment or advancement into a full registered apprenticeship within the water utility sector.

Upon completion of the pre-apprenticeship program, participants will have gained valuable industry knowledge and practical experience, positioning them for successful careers in a growing field.

SECTION 2 – Pre-Apprenticeship Program Information

Participants must complete **100 hours** of RI courses and **222.5 hours** of OJT for a total of 322.5 hours, which will be taught through Prince William Water and approved partners.

SECTION 3 – Program Qualifications

To be eligible for the program, applicants must meet the following criteria:

1. Must be at least 18 years old by the program start date. Proof of age will be required.
2. All required forms must be completed prior to enrollment.
3. Possess a valid driver's license or another legal proof of identification.
4. Applicants must attend a general tour of Prince William Water's facilities before enrolling in the Pre-Apprenticeship Program.
5. Final selection for the program will be determined through an interview process conducted by a panel of Prince William Water Management members.
6. Commitment to attend all scheduled sessions and adhere to safety protocols.
7. Upon acceptance, applicants must complete a Pre-Apprenticeship Agreement, which requires a signature from the participant.
8. Participants must successfully pass a background check in accordance with Prince William Water Policy.
9. To train at Prince William Water facilities, applicants must comply with drug and alcohol testing policies.

SECTION 4 – Attendance Requirements

Participants must maintain satisfactory attendance throughout the nine-week program.

Attendance Policy

Consistent attendance is crucial for successful completion of the Pre-Apprenticeship Program. In-person attendance in both RI courses and OJT is required to receive a certificate of completion.

For consideration for any future opportunities at Prince William Water, the completion of this program will be taken into account.

Absence Guidelines

- **Excused Absences:** Permitted for approved personal reasons or work-related emergencies. Participants must notify their **manager/trainer** before their scheduled shift and also inform the **Program Manager via text at xxx-xxx-xxxx**
- **Unexcused Absences:** Intended for unexpected illness. Arriving late or leaving early from RI courses will be recorded as unexcused hours. Any missed RI hours should be made up if possible.

Making Up Missed Hours

Due to the structure and length of this program, flexibility for making up missed hours is very limited. Participants must submit a written explanation and any supporting documentation to Human Resources for review. If make-up hours are approved, and a trainer is available, HR and the trainer will schedule the make-up time and confirm completion once the hours have been fulfilled. Extended absences from OJT will be evaluated on a case-by-case basis.

Definition of Satisfactory Attendance

To meet this requirement, participants must:

- Attend at least 90% of all scheduled program hours
- Arrive on time for all sessions
- Provide notice in advance for any absence or late arrival
- Make up missed work when applicable
- Not exceed:
 - 3 unexcused absences total
 - 5 late arrivals or early departures

Excused Absences Include

- Illness (self or dependent)
- Medical appointments
- Court appointments

- Pre-approved personal matters
- Emergencies
- Documentation may be requested when appropriate

Unexcused Absences Include

- No-call / no-show
- Leaving early without approval
- Repeated tardiness without explanation
- Absences not communicated in advance

Successful Completion

Participants who meet both the academic and attendance requirements will receive:

- A Certificate of Completion
- Eligibility for next-step opportunities (apprenticeships, interviews, or employment pathways, depending on program design)
- Recognition at the program's closing event

Failure to meet attendance requirements may result in disciplinary action or removal from the program. In some cases, an action plan may be developed to help the participant remain in the program. Each case will be reviewed individually.

Participants are required to attend OJT during scheduled hours. Excessive absences during these scheduled times will be reported to the program manager and may affect the participant's grade, course credit, and program participation.

Record-Keeping

All participants must track their training hours using the ADP portal. Instructions will be provided during the first day of orientation. These records will be used to keep track of your hours and payment processing.

SECTION 5 – Schedule of Projected Participant Wages

Participants will be paid a pre-tax wage of \$18.84 per hour worked every 2 weeks. Participants will receive payment for all program hours attended, including training sessions, workshops, and any authorized work-based learning activities.

Payment Details

- **Pay Schedule:** Participants are paid bi-weekly on the organization's standard payroll cycle.
- **Payment Method:** All payments are made through direct deposit. Participants must provide valid banking information during onboarding.

- **Pay Statements:** Digital pay stubs will be available through the ADP Workforce Now portal each pay period.
- **Tax Forms:** Participants will receive a W-2 or 1099, depending on program classification, at the end of the calendar year.

*Important Notes

- **Participants may not work more than 37.5 hours per week, and they are expected to follow assigned schedules, stay within the weekly hour limit, and report any anticipated conflicts in advance.**
- Only hours that are accurately recorded and approved will be paid.
- Participants are responsible for ensuring their personal information in ADP is accurate and up to date.

2026 Pay Dates and Holidays Schedules

Note here that June 19th and July 3rd are holidays

June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

Pay Period Date	Timesheet Submission Date	Paydays
June 6 - June 19	June 18, 2026	June 26, 2026
June 20 - July 3	July 2, 2026	July 10, 2026
July 4 - July 17	July 17, 2026	July 24, 2026
July 18 - July 31	July 31, 2026	August 7, 2026
August 1 - August 14	August 14, 2026	August 21, 2026

SECTION 6 – HR and Program Orientation

During the session, participants will receive an overview of program requirements and complete the necessary documentation to participate. Additionally, the orientation will include HR-related information and introduce company policies and procedures to ensure participants understand workplace expectations.

Section 7 - Pre-Apprenticeship Program Completion Requirements

To successfully complete the Utility Worker Pre-Apprenticeship Program, participants must meet both academic performance and attendance requirements. These standards ensure that all participants are prepared, reliable, and ready for next-step opportunities.

Performance Requirement

Participants must maintain a minimum grade of “C” or better across all program modules in order to graduate from the program.

How Performance Will Be Evaluated

Within this program, a “C” represents satisfactory progress and will be determined using the following criteria:

Evaluation Components

Grade	Score Range	Description
A – Meet Expectations	100–90	Participant demonstrates strong mastery of academic and hands on learning; work is accurate, thorough, and well organized; applies concepts independently; consistently participates and stays prepared. Punctual with one or fewer absences; works exceptionally well as a team player; wears the uniform properly. Adheres to all safety standards and consistently uses required PPE during safety sensitive activities; maintains a 90% or higher passing grade on all quizzes.
B –Approach Expectations	89–80	Participants show solid understanding of academic and hands on learning with minor errors; work meets expectations and is generally organized; apply concepts with minimal guidance; participates regularly and is usually prepared. Maintains good attendance with few absences; collaborates effectively with peers. Wears the uniform correctly most of the time; follows safety standards and uses PPE with occasional reminders; maintains an 80–89% quiz average.
C – Satisfactory	79–70	Participant demonstrates basic understanding of academic and hands on learning, but with noticeable gaps; work may be incomplete or contain errors; requires more guidance to apply concepts; participation and preparedness are inconsistent. Attendance issues may be present; teamwork skills are developing. Uniform compliance inconsistent; needs reminders to follow safety standards or wear PPE; maintains a 70–79% quiz average.

Evaluations occur every week. If a participant receives an unsatisfactory rating, an action plan will be developed. Two consecutive weeks of poor performance may result in the removal from the program.

SECTION 8 – Safety Training & Workers' Compensation

Safety Always means, “I make safety a top priority for myself, my coworkers, our customers, and the community.”

Prince William Water’s designated trainers are responsible for ensuring that participants receive all necessary safety instructions before performing any tasks requiring specialized precautions or personal protective equipment (PPE).

During the second week of the program, participants will complete the self-paced ClickSafety OSHA 10-Hour course through the Learning Management Systems (LMS) portal. The course provides a clear, accessible overview of workplace safety hazards, OSHA construction standards, and key regulations to help learners successfully pass the training.

Upon completion, participants will receive:

- A certificate showing a passing score of at least 70%
- One (1) Continuing Education Unit (CEU) from an accredited IACET provider
- A valid DOL/OSHA 10-Hour Card, mailed within approximately two weeks

To earn the certificate and OSHA card, participants must spend at least 10.25 hours completing the online course and supplemental materials, pass all required checkpoints, and submit the final course evaluation.

ClickSafety records all scores and submits the necessary documentation to the U.S. Department of Labor. Once the completion card is signed, it is mailed directly to the participant.

Workers' Compensation Process

Participants will receive training on how to report workplace injuries. They will be covered under Prince William Water’s Compensation insurance, which provides the same protection as that offered to regular employees. Prince William Water is currently insured by VRSA.

SECTION 9 – Policies and Procedures

Program Policy Changes

Prince William Water reserves the right to amend, add, or remove topics in this Pre-Apprenticeship Program Manual. The Human Resources department will notify participants, trainers, parent(s)/guardian(s), and any approving agency of changes and their effective dates. Participants are responsible for inserting updates into their personal copy of the manual and ensuring it remains current.

SECTION 10 – Participant Responsibilities

- Punctuality in attending classes and on-the-job training (OJT) sessions.
- Adhering to all safety standards and always wearing the proper personal protective equipment (PPE) during safety-sensitive activities.
- Participants are required to wear their uniforms daily for the duration of the program. Washers and Dryers are available onsite [Spittle and Mooney] free of cost for use of the participants.

Below are some policies we want to highlight for your awareness. Please follow all applicable policies, and when in doubt, don't hesitate to ask.

Equal Employment Opportunity and Anti-Harassment Policies

- Prince William Water is an equal-opportunity employer. Employment practices at Prince William Water will be implemented and administered without regard to race, color, national origin, sex, pregnancy, childbirth or related medical conditions, religious beliefs, age, disability, sexual orientation, gender identity, veteran status, marital status or any other basis protected by federal, state, or local fair employment practice laws. Prince William Water applies this practice to all terms and conditions of employment, including, but not limited to, hiring, placement, and performance management and employee development, which include promotion, termination, leave of absence, compensation, and training.

Illegal Harassment (Including Sexual Harassment)

- All employees are entitled to be treated with dignity and respect. Prince William Water is therefore committed to providing a work environment free from harassment, intimidation, and coercion based on or related to race, color, national origin, sex, pregnancy, childbirth or related medical conditions, religious beliefs, age, disability, sexual orientation, gender identity, marital status, veteran status or any other classification protected by applicable law. Such behavior is inconsistent with our philosophy of mutual respect for all employees and will not be tolerated.

Code of Ethics and Related Matters

- Employees of Prince William Water will conduct themselves in an honest, forthright, fair, considerate and trustworthy manner to demonstrate professionalism and ethical business practices. Violation of this policy may result in disciplinary action for employees up to and including termination.
 - At no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, vendors, contractors or consultants which might influence or appear to influence decisions.
 - Protect Prince William Water's assets and ensure their efficient use. All Prince William Water assets should be used only for legitimate business.

purposes. Theft, carelessness and resources knowingly purchased, consumed or discarded unnecessarily (waste) negatively impact Prince William Water's operations.

Standards Of Conduct

- Prince William Water maintains a zero-tolerance policy for workplace violence. This includes any behavior that causes physical harm, threats or aggressive actions that create fear, intentional damage to company or employee property, possession of weapons on company premises, acts tied to unlawful harassment, and retaliation against anyone who reports concerns in good faith. The policy applies to employees, customers, contractors, the public, and anyone on Prince William Water property.
- Be responsible and accountable for our actions to the public and each other for providing service and value by demonstrating stewardship of the public's health and safety, the public's funds, our natural environment and our workforce resources.
- Employees are not permitted to possess, transfer, or use firearms contrary to Virginia law and other dangerous weapons while on Prince William Water premises (or while off Prince William Water's premises while on duty).
- PW Water office buildings and facilities may be equipped with access control devices as reasonable control measures to promote the protection and security of PW Water staff and assets. Only authorized personnel are allowed to access buildings, facilities, or rooms that are protected with access control devices. All personnel, including contractors, consultants, vendors, visitors and customers must display a PW Water issued badge while in Access Controlled Areas. Access Controlled Areas will typically be controlled using electronic proximity card readers; however, some doors or gates are secured using a traditional key and lock or keypad.
- Prince William Water is committed to the safety and well-being of its employees and the public. Prince William Water intends to maintain a safe and healthy workplace for its employees, free from drug and alcohol abuse, to protect the public while providing the highest quality of service. The use of alcohol, drugs, or the misuse of prescription drugs is not acceptable in the workplace. Such behavior seriously affects job performance and can create a danger to the public and coworkers.

Information Technology Acceptable Use

- Prince William Water IT resources are intended for business use; you are encouraged to limit the use of these IT resources for non-business and personal matters.
- All IT resources are continuously monitored by the IT Department to prevent cyberattacks, misuse and irregular activity. This includes all items created, received, or transmitted on, to, or from PW Water's IT resources.
- You are responsible for the physical security of your IT devices once they are issued to you. Ensure they are not left unattended in public and are properly secured and locked when not in use. You are required to report the loss or theft of your IT devices to the IT Help Desk immediately.

- Your actions on IT resources have a direct impact on the cybersecurity of the organization. Use caution when clicking on links and opening attachments in emails, navigating to unknown websites, or sharing sensitive information. Intentional or irresponsible attempt(s) to compromise PW Water’s cybersecurity may result in disciplinary actions.
- Each user of PW Water’s resources/systems is personally liable for all communications and information he or she publishes online. You are encouraged to contact the IT Help Desk for assistance with IT issues or requests, including new software and hardware requests. The IT Department must authorize, install, and remove all software and hardware on PW Water IT resources. You are required to report any unexpected or unusual activity observed on PW Water IT resources immediately to the IT Help Desk.

Approach training with diligence and strive for excellence during the program.

SECTION 11 – Standards of Pre-Apprenticeship

Definitions

- **Instructor:** A qualified individual who teaches related instructional courses.
- **Participant:** An individual who is at least 18 years old.
- **Trainer:** A qualified individual providing on the job training to participants in Field Operations, Wastewater Treatment and Water Distribution.
- **Pre-Apprenticeship Agreement:** A formal agreement between Prince William Water and the participant.
- **Owner:** Prince William Water, Woodbridge, Virginia.

Program Goals

The program is designed to prepare participants for careers in Utility Operations, Wastewater Treatment, Field Operations, and overall Career Readiness over the course of nine weeks.

Program Integrity and Honor Code

Before admission, participants must sign an Honor Code, demonstrating commitment to program integrity. Violations will result in disciplinary action, up to removal from the program. Allegations of dishonesty will be investigated and handled by Human Resources.

Removal from Program

Grounds for removal include repeated misconduct, attendance issues, safety violations, failing grades, or failure of drug/alcohol tests.

Equal Employment Opportunity Pledge

Participant selection and employment are non-discriminatory on the basis of race, color, national origin, sex, pregnancy, childbirth or related medical conditions, religious beliefs, age, disability, sexual orientation, gender identity, veteran status, marital status or any other basis protected by federal, state, or local fair employment practice laws.

Certificate of Completion

Upon successful completion of the program, Prince William Water will issue a Certificate of Completion.

SECTION 12 – Work Restrictions

1. Participants must be physically capable of performing tasks related to the pre-apprenticeship program.
2. Participants cannot engage in hazardous activities unless supervised and directed by a PW Water employee.
3. Prohibited equipment for participants under 18 includes power-driven saws, shears, chain saws, woodchippers, and abrasive cutting discs.
4. Participants aged 18+ may operate vehicles under specific safety conditions, including training completion and vehicle restrictions.



HONOR CODE

As a participant of the Pre-Apprenticeship Program for Prince William Water, I aspire to be honest and forthright in my endeavors. I desire to preserve the reputation of the Pre-Apprenticeship Program by promoting and maintaining integrity. I realize the responsibility for upholding the Honor Code rests on every participant.

Therefore, as a member of this program, I will refrain from any form of dishonesty in producing my work. I will consistently conduct myself in a manner worthy of respect and will give the same to others.

Participant Name: _____

Participant Signature: _____

Date: _____



PROGRAM AGREEMENT

Prince William Water’s Pre-Apprenticeship Program Agreement establishes the shared expectations between Prince William Water and the participant. The program is designed to provide meaningful work experience in Operations Management, Wastewater Treatment, and Workplace Readiness, giving participants the foundational skills, hands-on experience, and industry knowledge needed to pursue entry-level opportunities in the water utility sector. Participants must return all uniform items provided by Prince William Water once the program ends.

Prince William Water commits to offering structured training, real-world learning experiences, mentorship, and career guidance, as well as support in exploring employment pathways such as apprenticeships and full-time utility careers. Participants agree to engage fully in all training activities, demonstrate professionalism and curiosity, and maintain regular communication with program staff regarding progress, challenges, and support needs. Throughout and after the program, participants will have access to job placement resources and continued guidance to help them take the next steps in their career journey.

By signing this agreement and participating in the program, you are taking an important step toward building a strong and rewarding career in the water utility field. Prince William Water is committed to supporting your growth every step of the way, and we look forward to seeing your progress and accomplishments throughout the program.

Participant Name: _____

Participant Signature: _____

Date: _____

Prince William Water Representative Name: _____

Prince William Water Representative Signature: _____

Date: _____