DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION HAWAII
HUMAN RESOURCES OFFICE
850 TICONDEROGA STREET, SUITE 110
PEARL HARBOR, HI 96860-5101

IN REPLY REFER TO
12300
Ser N13.1
August 1, 2011

APPRENTICE 2012

Name:
Address:

Dear Applicant,

You have recently accepted employment with Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY&IMF). As such, you must acknowledge certain requirements associated with the position you accepted and PHNSY&IMF employment practices and requirements. Accordingly, please complete the bottom portion of this notice.

Nadine E. Bayne
NADINE E. BAYNE
Director

EMPLOYMENT AGREEMENT

I, _____ having been selected for a position/appointment to the
(Name of employee)
position of _____ at the Pearl Harbor Naval Shipyard
(Title, Series, Grade)
and Intermediate Maintenance Facility (PHNSY & IMF) will initial each paragraph below to indicate that I have read, understand and will abide by the terms of this agreement for the duration of my employment at PHNSY&IMF. As a condition of continued employment, I am expected to comply with the following job related requirements. My employment with PHNSY&IMF may be terminated if I fail to comply with any of the terms described below.

_____1. **Security Clearance** – I must be able to obtain and maintain a security clearance. If I fail to obtain and maintain a security clearance, my employment with the PHNSY&IMF will be terminated. I understand my employment with PHNSY&IMF may be terminated during my probationary period or my removal from the Federal service proposed once I have passed my probationary period if I fail to obtain and maintain a security clearance.

_____2. **Radiological Work** – Any FWS employee or waterfront support employee may be required to obtain radiological qualifications. Waterfront support positions may include, but are not limited to, Physical Science Technician, Engineer, Engineering Technician, Safety Specialist, and Industrial Hygienist. I must satisfactorily complete the prescribed radiological courses and maintain radiological qualifications during my employment with PHNSY&IMF. I understand

my employment with PHNSY&IMF may be terminated during my probationary period or my removal from the Federal service proposed once I have passed my probationary period if I fail to maintain radiological qualifications and fail to pass three written, practical or oral radiological examinations, including makeup examinations, each calendar year.

_____3. **Nuclear Worker** – Any FWS employee or waterfront support employee may be trained to be a nuclear qualified worker. It is a condition of employment to satisfactorily complete basic and refresher training in the prescribed nuclear courses. Every nuclear qualified worker must maintain nuclear qualifications. I understand my employment with PHNSY&IMF may be terminated during my probationary period or my removal from the Federal service proposed once I have passed my probationary period if I fail to maintain nuclear qualifications and fail to pass three written, practical or oral nuclear examinations, including makeup examinations, each calendar year.

_____4. **Medical Surveillance** – In accordance with Occupational Safety and Health and Radiation Health program requirements, I may be required to participate in an ongoing medical surveillance program. In order to ensure a healthy workforce, PHNSY&IMF maintains and enforces personnel protection programs consistent with applicable regulatory policies. These programs may include engineering controls, training, work procedures, use of personal protective equipment and medical surveillance. The medical surveillance program involves periodic medical evaluations, which consist of various laboratory and/or clinical tests and may involve a physical examination by the Shipyard Clinic provider. If I fail to meet the physical requirements, my employment with the PHNSY&IMF may be terminated.

_____5. **Confined Spaces** – The majority of the shipyard's workforce assists with the repair of submarines. Any Federal Wage System (FWS) employee or waterfront support employee must be capable of performing work on submarines and in tight, enclosed or partially enclosed confined spaces. If I am unable to perform duties on submarines and in tight, enclosed or partially enclosed confined spaces, my employment with PHNSY&IMF may be terminated.

_____6. **Qualifications and Certification** – I will be expected to attain a variety of skills and knowledge, some of which will require testing and certification. I am expected to put forth my best effort to acquire these skills and knowledge and obtain the certifications required by my assignments. Failure to obtain and maintain the certifications required in my position or work assignments may result in my removal from employment with PHNSY&IMF.

_____7. **Drugs and Alcohol** – Drug or alcohol use on duty contributes to poor quality work, accidents, and injuries. Alcohol abuse or illegal use of drugs is unacceptable on or off duty. I may be required to be tested for drugs or alcohol while employed at the PHNSY&IMF for a number of reasons. If testing reveals the presence of drugs or alcohol in my system, I will likely face some form of disciplinary action that could ultimately lead to termination of my employment.

_____8. **Travel and Off-Station Work** – Some PHNSY&IMF work may be performed at remote sites. Such remote work requires travel ranging from overnight to several days to as long as six months or more. While the PHNSY&IMF seeks to use volunteers first, it is often necessary to assign employees to travel for duty involuntarily. When directed to perform work off-station I must do so and I may not return from such travel without permission. While on

travel, I will be personally liable for inappropriate travel expenditures and unauthorized use of the government travel card.

_____9. **Hazardous Materials** – Because the PHNSY&IMF is an industrial facility, I will be required to work with hazardous materials that may require special training and certifications in order to perform related work. I must successfully complete any required related training and maintain my eligibility to perform such work.

_____10. **Abuse Free Environment** – I must treat all PHNSY&IMF employees with dignity and respect. PHNSY&IMF policy forbids physical or verbal abuse of fellow employees, threats of violence or other behavior that creates a discriminatory or otherwise hostile work environment.

_____11. **Tools** – FWS workers may be required to purchase certain tools to practice their trades. If I am required to obtain tools, I will do so within three months of my appointment

_____12. **Safety and Environmental Compliance** – All employees must rigorously comply with safety and environmental requirements and avoid behavior that creates hazards to themselves or others, or affects the air, soil or water upon or around which we function. In addition, I have an obligation to report any potentially unsafe or environmentally hazardous situation to my supervisor and/or the PHNSY&IMF Safety and Environmental Office.

_____13. **Overtime** – The PHNSY&IMF policy has been to use the least amount of overtime necessary to accomplish work. There are times when employees may be required to work overtime, in some cases for extended periods. The PHNSY&IMF will seek to use volunteers first, but that is not always possible, thus I can be required to work such overtime unless excused by my supervisor.

_____14. **Shifts** – The PHNSY&IMF has many operations that require the performance of work around the clock (days, swing shift, or graveyard shift). The PHNSY&IMF will attempt to provide reasonable notice prior changing shift assignments, when possible. However, employees may be assigned to any shift where their services are required.

_____15. In addition to the above requirements, if any of the aforementioned program requirements are modified by the Department of the Navy, or by PHNSY&IMF regulations, those new requirements will also be binding on me.

ACKNOWLEDGEMENT: I hereby acknowledge that I understand and agree to all the conditions and requirements of the PHNSY&IMF and have received a copy of the conditions and requirements.

_____ _____

Signature/Date HRO Signature/Date

Copy to:
Shop Admin Office
Apprentice Program