



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
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Phone: (317) 477-4350

13 January 2026

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Recommendation of Apprentice Advancement

Mayor and Board Members,

We have one of our apprentices that has completed the requirements for advancement in our Apprenticeship Program. Each apprentice is required to complete a minimum of 1000 hours of On the Job training (OJT) to advance. Apprentices also must complete 144 hours of On the Job learning (OJL) per year. The Apprenticeship Committee for the Water Utility recommends Luke Laughlin for advancement.

I request the Board approve the advancement as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule for Budget Year 2026 as approved by the Common Council 19 November 2025. If approved the salary change would be effective on the start of the pay period beginning 17 January 2026.

NAME	DATE HIRED	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Luke Laughlin	04/01/2025	Distribution Operator F / \$ 28.12	Distribution Operator E / \$ 30.51

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Greenfield Water Utility

cc: Jane Webb, Utility Coordinator
 Lori Elmore, Clerk-Treasurer
 Mitch Ripley, Human Resources Director