

SIDE LETTER BETWEEN
THE CITY AND COUNTY OF SAN FRANCISCO
AND
MACHINISTS UNION, LOCAL 1414
INTERNATIONAL ASSOCIATION OF MACHINISTS
& AEROSPACE WORKERS
MACHINISTS AUTOMOTIVE TRADES DISTRICT LODGE 190
REGARDING APPENDIX D APPRENTICESHIP PROGRAM

WHEREAS, the current Memorandum of Understanding between the City and County of San Francisco (City) and the Machinists Union, Local 1414 International Association of Machinists & Aerospace Workers Machinists Automotive Trade District Lodge 190 (Union) effective July 1, 2024 through June 30, 2027 (“the MOU”) includes Appendix D Automotive and Maintenance Machinist Apprenticeship Program San Francisco Joint Apprenticeship Committee: Policies & Expectations (“Appendix D Apprenticeship Program”).

WHEREAS the parties agreed that after entering into the MOU, the parties would continue to negotiate the Appendix D Apprenticeship Program.

WHEREAS, on September 20, 2024, and September 23, 2024, representatives from the City, Department of Human Resources (DHR), and the Union met and discussed modifying the current Appendix D Apprenticeship Program.

WHEREAS the City and Union agreed to modify the Automotive Machinist, Maintenance Machinist, and Heavy Duty Mechanic/Automotive Machinist apprenticeship programs by amending the Appendix D Apprenticeship Program.

NOW THEREFORE, the City and Union agree to amend Appendix D Apprenticeship Program as follows:

1. The City and Union agree that any references to the San Francisco Municipal Transportation Agency (SFMTA) contained in the Appendix D Apprenticeship Program shall be deemed inapplicable, as a separate and distinct memorandum of understanding governs matters related to SFMTA.
2. The City and Union agree to eliminate the department-to-department rotations.
3. If a division identifies a need for a Local 1414 apprenticeship position, but cannot internally meet the minimum work processes, the hiring department must coordinate an

internal rotation to include additional worksites so that the apprentices receive the necessary training.

4. The San Francisco International Airport (AIR), the Office of the City Administrator (ADM), and the San Francisco Public Utilities Commission (PUC) have identified a need for a 7301 | 7302 Heavy Duty Mechanic/Automotive Machinist I & II apprenticeship. DHR Class and Compensation team have created job specifications for the newly created apprenticeship classifications.
5. The City and Union agree to amend Article I, II, III, and V from Attachment U in Appendix D Apprenticeship Program of the MOU, with the following language:

Article I Term of Apprenticeship: The total term of the apprenticeship shall be 8000 work training hours, a minimum of 144 classroom hours per year, and completion of 4 National Institute for Metalworking Skills (NIMS). The apprenticeship shall be completed within four years (4) years.

Article II Wage Schedule:

Period	Work Training Hours
1 st Period	1-1000 hours
2 nd Period	1001-2000 hours
3 rd Period	2001-3000 hours
4 th Period	3001-4000 hours
5 th Period	4001-5000 hours
6 th Period	5001-6000 hours
7 th Period	6001-7000 hours
8 th Period	7001-8000 hours

Advancement Schedule: To advance from one period to the next the apprentice shall have met the following requirements:

- shall have satisfactorily completed the required on-the-job work hours; and
- shall have satisfactorily completed the required related and supplemental instruction course hours; and
- shall have completed at least one National Institute for Metalworking Skills (NIMS) credential per year.

Article III Work Training:

Work Processes/Work Training	Work Training Hours
A. Preliminary – assisting to acquire names and uses of hand tools, auxiliary machine tools and precision measurements	300
B. Drill press – sensitive, heavy duty and redial	500
C. Engine lathe – bench, small and heavy floor type	1000

D. Turret machine	400
E. Band saw	400
F. Tool crib – making, sharpening and cleaning tools	300
G. Milling machine – universal and vertical	1000
H. Grinders – horizontal and vertical	700
I. Boring mills – horizontal and vertical	300
J. Common machines – power saw and shear, etc.	700
K. Erection – bench and floor work assembly plus rebuilds	500
L. Template – table layout	400
M. Heat treatment and metallurgy	500
N. Slotter and keyseater	300
O. Computer work	200
P. CNC machine work	500
Q. Miscellaneous	0
Total Hours	8000

Article V Certification:

National Institute for Metalworking Skills (NIMS) Credentials Requirement:

Apprentices shall complete at least four (4) of the following prescribed National Institute for Metalworking Skills (NIMS) Credentials:

Machining Level I Skills Standard	Manual Milling Skills I
Drill Press Skills I	Measurement, Materials & Safety
Grinding Skills I	Turning Operations: Turning Between Centers
Job Planning, Benchwork & Layout	Turning Operations: Turning Chucking Skill

6. The City and Union agree to adopt the following language for the Heavy Duty Mechanic/Automotive Machinist Apprenticeship Program:

Term of Apprenticeship: The total term of the apprenticeship shall be 8000 work training hours and a minimum of 144 classroom hours per year, and completion of four Automotive Service Excellence (ASE) Certifications. The apprenticeship shall be completed within four years (4) years.

Step	Work Training Hours
7301 Heavy Duty Mechanic/Automotive Machinist Apprentice I	
Step 1	1-1000 hours
Step 2	1001-2000 hours
Step 3	2001-3000 hours
Step 4	3001-4000 hours
7302 Heavy Duty Mechanic/Automotive Machinist Apprentice II	
Step 1	4001-5000 hours
Step 2	5001-6000 hours
Step 3	6001-7000 hours
Step 4	7001-8000 hours

Advancement Schedule: To advance from one period to the next the apprentice shall have met the following requirements:

- Shall have satisfactorily completed the required on-the-job work hours; and
- Shall have satisfactorily completed the required related and supplemental instruction course hours; and
- Shall have completed at least one Automotive Service Excellence (ASE) certification per year.

Journeyman Wage: Wage rate is defined by the current MOU between the IAM&AW District 190, Local 1414 (Union) and the City based on the journey classification 7323 Heavy Duty Mechanic/Automotive Machinist.

Work Training: The City shall ensure that all apprentices are under the direct supervision of a qualified journey person or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials, and processes as they come into use.

The City shall train each apprentice in first aid, safe working practices and the identification of occupational health and safety hazards. The City shall train each apprentice in the identification of illegal discrimination and sexual harassment.

The major work processes in which apprentices will be trained (not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each work process are as follows:

Work Processes/Work Training	Work Training Hours
A. Springs, frames, and front axles	500
B. Wheels, tires, and steering gears	500
C. Brakes, rear axles, and U-joints	1000
D. Clutches, transmissions and power take-offs	1000
E. Cooling, lubrication, and fuel systems	750
F. Engines, including gas, diesel, and LPG	1750
G. Electrical systems	1000
H. Tune-up and testing equipment	500
I. Metal fabrication including machine shop and welding	1000
J. Miscellaneous	500
Total Hours	8000

ASE Certifications Requirement: Apprentices shall complete at least four (4) of the following prescribed Automotive Service Excellence (ASE) Certifications:

T1 – Gasoline Engine T5 – Steering and Suspension

T2 – Diesel Engine
T3 – Drive Train
T4 – Brake

T6 – Electrical Systems
T7 – Heating, Ventilation, and Air Conditioning
T8 – Preventive Maintenance Inspection

Ratio: The City may employ one (1) apprentice when at least one (1) journeyman is regularly employed, and one (1) additional apprentice for every five (5) additional journeymen employed.

7. The City and Union agree that any Related Supplemental Instruction (RSI) courses, National Institute for Metalworking Skills (NIMS) credentials, or Automotive Service Excellence (ASE) certifications, whether listed or not, may be approved, modified, added, or removed by the Joint Apprenticeship Committee (JAC) at any time during the term of the MOU.
8. The City and Union agree to meet once per year to discuss and evaluate the modified apprenticeship program.
9. The City and Union agree that if there is a conflict between the existing language in the Appendix D Apprenticeship Program and this side letter, the language in this side letter prevails. However, where either of these documents is in conflict with the MOU, the MOU shall prevail.
10. Nothing in this side letter shall be interpreted to supersede the MOU or Charter Section 10.104. Exclusions from Civil Service Appointment.

For the City and County of San
Francisco

For the Machinists Union, Local 1414
International Association of Machinists and
Aerospace Workers Machinists Automotive
Trades District Lodge 190



2/11/26

Carol Isen
Director of Human Resources

Date

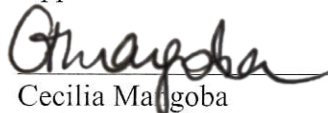


2/4/2026

Pedro J. Mendez
Area Director

Date

Approved as to Form



2/18/2026

Cecilia Magoba
Chief Labor Attorney

Date