Pacific Gas and Electric Company

LETTER AGREEMENT NO. 05-51-PGE

IBEW

PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
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STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
(707) 452-2700

PERRY ZIMMERMAN
BUSINESS MANAGER

October 6, 2005

Mr. Perry Zimmerman, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Zimmerman:

The Company and Union established a joint subcommittee of the Joint Apprenticeship and Training Committee (JATC) to critically evaluate, review and update the Corrosion Mechanic Training Program. The recommendations of the subcommittee were presented to the JATC for review. The JATC recommended the revised Corrosion Mechanic Training Program for Company and Union approval. The proposed changes are contained in the attached Administrative Procedures Manual.

The Company proposes to adopt the recommendation of the JATC and the attached revised Corrosion Mechanic Training Program.

The following is the JATC's recommended curriculum in chronological order:

- Communicate the formal requirements and expectations to the candidate
- 2 weeks or less (minimum times for specific tasks are specified) ride-a-long before attending the corrosion school
- Take and complete four Cathodic Protection CBT Modules prior to class
- 2-week training class
- 6 weeks or less (minimum times for specific tasks are specified) ride-a-long after attending the corrosion school
- Approximately 6 months after the first class session, 1-week formal follow-up training covering advanced procedures

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: _____
Stephen A. Rayburn
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

Oct 24, 2005

By: _____
Perry Zimmerman
Business Manager

PG&E CORROSION MECHANIC TRAINING PROGRAM

ADMINISTRATIVE PROCEDURES MANUAL

August 12, 2005

Pacific Gas and Electric Company

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Corrosion Mechanic Training Program

OVERVIEW

Introduction	These administrative procedures govern the Corrosion Mechanic program (last updated in 1996). It is a two-week training program that trains and prepares the employee for the position of a Corrosion Mechanic. This program has established a formal requirements and expectations. This formal training is coupled with on the job training requirements.
Objective	The need for trained and fully qualified employees to accomplish the duties specified in the Corrosion Mechanic definition in a manner consistent with Company's Standards of Construction, Safety and Performance has resulted in this program which co-ordinates extensive on-the-job, shop and related academic training. The systematic acquisition of knowledge and skill offers the employee in training the vehicle to attain self-confidence, assuredness and satisfaction in his work, and the correct and safe method of performing Company's work.

FILLING A CORROSION MECHANIC POSITION

PROCEDURES

Introduction

Filling a corrosion mechanic position involves a number of required steps. Each action must be completed in turn so the process continues in an orderly fashion and all contractual obligations are fulfilled.

Eligibility for training period

All candidates for a corrosion mechanic position must meet the following requirements prior to bid evaluation:

- Pass the Physical Pre-employment Test
- Pass the Arithmetic Computation Test (ACT)
- Pass the DOT drug test if not already covered by DOT regulations

Recommended orientation

The Gas T&D School representative shall meet with each candidate and the supervisor to review the training program. Candidate will be provided a detailed orientation at least 21 calendar days prior to the beginning of the two week training class. The orientation will include:

- Nature of work, job hazards, work expectations, and working conditions.
- Need to travel during the training period.
- Requirements of the training program
- Training methodology and responsibilities.
- Obtaining assistance concerning training or performance issues.
- Testing, promotions, and pay.
- Resolution of issues
- Consequences of failure to satisfactorily complete the corrosion mechanic training program.
- DOT Operator Qualification Corrosion sub-tasks.
- CBT modules.
- Field Training and Exposure (~2 week and ~6 week ride-a-long).
- Corrosion Mechanic Assignment Chart

A Corrosion Manual will be issued if the candidate is interested in the position after the orientation.

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Veterans benefits	Successful progress through training may entitle certain veterans to benefits from the Veterans Administration. Prospective corrosion mechanics that believe they may be eligible are encouraged to consult with a veteran's benefits counselor.

GENERAL GUIDELINES

GENERAL INFORMATION

Objective	To train and qualify employees to accomplish the duties of a corrosion mechanic in a manner consistent with the company's safety and construction standards and provide the employees with the correct and safe methods of performing the company's work.
Duration	The Corrosion Mechanic program is designed to be completed within one year. The actual timing of an employee's attendance at classes depends on the schedule at the Gas T&D School, and the employee's completion of required field orientations. It is the employee's responsibility to complete prerequisites in time to attend scheduled classes.
Entry into training period by regular & new employee	The purpose of the Corrosion Mechanic program is to provide training in the duties performed by corrosion mechanics. The trainee must complete the Corrosion Mechanic Training Program and receive a passing grade of 70% on each test module of the initial two-week training session and successfully complete each JPM. A one week training session covering more advanced material and techniques will be provided for the trainee within 3-12 months of after completing the two-week class. Each trainee must complete the field training and exposure (ride-along) prior to attending this training session.

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Entry into training period by regular & new employee

A regular or new employee will not be eligible to enter the Corrosion Mechanic Training Program until the employee passes all of the following requirements:

- All of the pre-class field exposure within 3 months of the scheduled class
- Corrosion CBT – on-line modules
  - Corrosion Basics
  - Causes of Corrosion
  - Environmental Control
  - Cathodic Protection
- Two-week ride-a-long prior to School
  - Satisfy all prerequisites on Corrosion Mechanic Assignment Chart

Additionally, if the **new employee** (does not pass all of the above listed requirements within 6 months of the hire date, the employee:

- Will be removed from the corrosion mechanic classification
- May be terminated

Corrosion Manual

The trainee is strongly advised to read the "Corrosion Manual" (Green Book) before attending the first class. It is available through the Technical Information Library, via the company intranet. You'll find it under the heading "Manuals".

Notification of classes

A trainee scheduled to attend the Corrosion Mechanic training courses will be given notice of such schedule as soon as practicable by their immediate supervisor. Some courses may require mandatory self-study and preparation by the trainee before the class.

Trainees who receive notice less than 21 calendar days prior to the two-week class may decline the training without prejudice. If they accept, all mandatory self-study assignments must be completed as directed in the course modules.

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CBT description

Four on-line modules are available via the company intranet and should be completed by the employee before attending the first class. They are accessed through Learning Central on the company intranet web-site.

The path is as follows :
PGE@Work (main web page), PG&E Organizations, Human Resources, Training, Find Classes, Web-based classes, GAS_-0170, or through this link:
http://wwwhr/learningcentral/CBT/corintro.htm

Each module contains subject matter related to various corrosion topics. There are questions that the student must answer and completion of each module is recorded to the company's training database.

The four modules are:

- Corrosion Basics - This module covers the theory behind the corrosion process. It defines corrosion, explains a corrosion cell and covers the electrical circuit theory necessary to understand how corrosion affects the gas distribution system.
- Causes of Corrosion - Covers the causes of corrosion, the galvanic series and relationships between metals and how environmental factors affect corrosion.
- Environmental Controls – covers how insulation and isolation are used to passively protect piping systems from corrosion.
- Cathodic Protection – covers impressed current cathodic protection systems -- when they're called for, conditions that may affect their performance and all their major components.

Field qualification

Two field qualification sessions are required during the training program. The format of each session is similar. The first session consists of a two week "ride-along" period, which must occur before the trainee attends the first class. During the two weeks ride along with an experienced corrosion mechanic, the trainee is shown as many of the equipment and operations on the Corrosion Mechanic assignment chart. A sample of the Corrosion Mechanic assignment chart is shown on page 11 and 12. The assignment chart must be completed and sent to the Gas T&D School or brought to class in Livermore on the first day.

Continued on next page

Field qualification list – 2 week ride-along

Corrosion Mechanic Assignment Chart With Minimum Assigned Hours Prior to Reporting to School

Activity	Initials: / Date:	Training/Exposure Time Log 1	2	3	4	5	6	7	8	9	10	Total Hours	Comments
First Aid & Accident Prevention													
Record Keeping													
Rectifier Maintenance													
P/S Readings													
Hardwire Spanning													
PCM													
Troubleshooting													
Digital Multi-meter													
Interrupter													
Tinker/Rasor													
Vibroground – discuss –													
Pipe Coating Materials													
Review design calculations													
Discuss installations													
Discuss Shunts													
Locating Contacts													
Discuss Ohms Law													
Corrosion Manual – Appen."D"													
On-line Corrosion modules													
On-line Atmospheric Corrosion modules													

Employee Signature		**Date**	
Signature of Mechanic		**Date**	
Supervisor's Signature		**Date**	

2nd ride-along

After the first class, the corrosion mechanic reports back to headquarters. Before attending the advanced class, the 2nd field qualification must be completed. This qualification will take a longer time to complete, as it is expected that the corrosion mechanic will actually perform all the tasks on the list, rather than observing or helping.

Continued on next page

Field qualification list – post training ride-along (#1 of three sheets)

Corrosion Mechanic Assignment Chart With Minimum Assigned Hours
After 2 Week School for Weeks 1 & 2

Activity	Initials: / Date:	Training/Exposure Time Log 1	2	3	4	5	6	7	8	9	10	Total Hours YTD	Skills Assessment (M-Meets N-Needs Improvement)	Comments
First Aid & Accident Prevention														
Record Keeping														
Rectifier Maintenance														
P/S Readings														
Hardwire Spanning														
PCM														
Troubleshooting														
Digital Multi-meter														
Interrupter														
Tinker/Rasor														
Vibroground														
Pipe Coating Materials														
Calculations														
Installations														
Shunts														
Locating Contacts														
Math Calculations														
Ohms Law														
Spanning Contacts														

Employee Signature		**Date**	
Signature of Mechanic		**Date**	
Supervisor's Signature		**Date**	
Corrosion Specialist		**Date**	

TRAINING REQUIREMENTS

Safe training is mandatory

It is essential that uniform and safe practices be followed during training period.

Training hours do not include travel time

Hours for training, exclude any travel time needed to reach the Gas T&D school where training is to be given. However, the training hours do include time needed to discuss the associated roles and responsibilities and to prepare and maintain any associated tools and equipment.

Item	Time frame	Description
ACT	Before attending first school	Arithmetic Computation Test
DOT drug test	Before attending first school	Drug Testing
Orientation	ASAP after someone enters the classification	Discussion between new CM, supervisor and Learning Services rep. Explanation of training program, requirements and responsibilities
On-line learning modules	Before attending first school	On-line modules for Corrosion Basics, Causes of Corrosion, Environmental Methods of Corrosion Control, Cathodic Protection, Atmospheric corrosion and Mapping.
2 week ride-along	Before attending first school	New CM in field with experienced CM. Orientation to routine tasks, scope of job, basic equipment and tools.
2 week school	Within first 3 months	At Livermore, includes review of theory, Pipe-to-Soil, Rectifiers Maintenance, Troubleshooting, Current Spanning, PCM/Tinker and pipe wrapping.
Field qualification	Start the checklist no more than 2 weeks after the 1st school & complete it within 6 mo.	Ride along with experienced CM/specialist. Specific list of tasks to perform. May or may not be time based.
Advanced School	Between 6 – 12 months	Includes Re-survey process and documentation, anode installation and remote monitoring information.

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Repeating a formal school

Trainees unable to pass all subject modules will be afforded a retest on any modules they did not successfully pass within 3 months after the initial failure without any additional formal training. This will be done at the Gas T&D school convenience. An employee will be allowed one such re-test.

If the candidate was not given adequate field training and exposure prior to the two-week and the candidate fails the two-week class and is still interested in the position, the bid will be reserved until the candidate completes the Field Training and Exposure and takes the two-week class.

If the candidate is to attend the two week class prior to completing the Field Training and Exposure then the current supervisor, the prospective supervisor, the candidate, and Gas T&D school must be informed of the situation and approve the variance.

A trainee who has not successfully completed the Corrosion Mechanic Training Program will not be considered for attendance.

Disputes

Any dispute regarding these assignments may be referred to the Local Investigating Committee as provided for in Section 102.8, provided that the time limits referred to in Section 102.6 are observed.

Assistance

Any corrosion mechanic who is having difficulty performing the work or is unable to meet check-off requirements can receive assistance from:

- The corrosion specialist
- The supervisor, who can request assistance from local resources or from other areas if the expertise is not available locally
- HR-Learning Services
- Shop Steward

TESTING POLICY

Purpose of testing	The purpose of testing is to permit trainee to display their mastery of required skill and knowledge. Trainees must pass the tests that are a part of the formal school training program and meet DOT OQ requirements.
Test content	The tests will be based on the learning objectives and the content of the formal courses and upon the technical material (JPM, standards, guidelines, manuals, documents, and so forth) that are a part of the corrosion mechanics' craft.
Testing location and timing	All tests are given at the Livermore Learning Center. Formal course tests are administered during the formal school as part of the regular curriculum.
Retest	A trainee who attains a score of less than 70% on a module or fails a JPM will receive additional training and may request a retest before leaving the school.
Illness	Trainees who miss a test (or leave a test before completion) due to illness will be rescheduled as soon as possible.
Cheating	Testing is an individual effort and only authorized aids or references are permitted. Trainees found cheating during any test will receive a failing grade for the test. Retesting will be permitted only as described above.

THE ROLE OF THE TRAINEE

Safety first	The trainee must learn and observe the safety rules and procedures applicable to the tasks being performed. Safety is a condition of employment and shortcuts or deviations from approved practices will not be tolerated.
Trainee as adult learner	Throughout the training period, the trainee will be considered an adult learner. This means that the trainee will be treated with the consideration and respect given to adults and will be responsible for the outcome of the training.
Responsibility for learning and fulfilling program requirements	The trainee must take charge of personal learning. The trainee must understand and comply with all the policies and procedures of training period program. The trainee must also understand the performance objectives and standards that are required to demonstrate required job proficiency. The trainee must identify problems with learning and progression and may request assistance should problems occur during training.
Resolving problems and requesting assistance while at school	If a problem or issue arises during classes, the trainee will first attempt to contact the corrosion instructor and request assistance for resolution. If the problem cannot be resolved satisfactorily, the trainee may contact his headquarters for assistance. The trainee may, if desired, report a problem or an issue and may request assistance by submitting a written report of the problem or issue to the school in Livermore.
Resolving problems and requesting assistance while in the field	Any corrosion mechanic who is having difficulty performing the work or is unable to meet check-off requirements can receive assistance from: • The corrosion specialist • The supervisor, who can request assistance from local resources or from other areas if the expertise is not available locally • HR-Learning Services • Shop Steward

THE ROLE OF THE SUPERVISOR

Safety first	The supervisor will ensure a safe work environment for the new corrosion mechanic. The supervisor will insist that the new corrosion mechanic observes all safety practices and procedures. The supervisor will ensure the new corrosion mechanic is always accompanied by a qualified employee when performing work for which the new corrosion mechanic is not qualified.
Monitor the new corrosion mechanic's progress	The supervisor will use personal observation and conversations with other knowledgeable workers to monitor the new corrosion mechanic's progress.
Actively participate in training	The supervisor is a key component in the successful training of the corrosion mechanic. The requirement to take an active training role has long been established by precedent and by contract. The supervisor will actively teach and/or monitor the development of the new corrosion mechanic. The instruction will include what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated, and the means to do the work safely and efficiently.
Supervisor responsibility	The supervisor will practice acceptable work procedures. The supervisor will be a role model that will use the work practices that are expected of the new corrosion mechanic. The supervisor will also review with the new corrosion mechanic all required training before attending school to ensure new corrosion mechanic has met all prerequisites, including the two-week ride-along. The supervisor shall ensure that the Post-training Field qualification requirement is satisfied within six months of completion of the Two Week Class. Failure to complete this step will result in the failure to advance to the next pay step of the corrosion mechanic.

THE ROLE OF THE INSTRUCTOR

Safety first	The instructor will ensure a safe training environment for the corrosion mechanic. The instructor will insist that the corrosion mechanic observes all safety practices and procedures. The instructor will ensure the corrosion mechanic is always supervised while performing new training activities.
Monitor the corrosion mechanic's progress	The instructor will use personal observation and conversations with the student to monitor the corrosion mechanic's progress through the course.
Direct the training	The instructor will actively teach and demonstrate relevant skills. The instructor will include what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated, and the means to do the work safely and efficiently.
Model the desired performance	The instructor will teach and will practice acceptable work procedures. The instructor will be a role model and will demonstrate the work practices that are expected of the corrosion mechanic. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.
Conduct realistic evaluations	The instructor will evaluate each student against a fair and reasonable set of agreed upon standards. The instructor will communicate expectations at the beginning of the class and make sure that each student understands the criteria for successful course completion.
Document and report progress and problems	As needed, the instructor will complete periodic reports documenting the corrosion mechanic's performance.

THE ROLE OF THE CORROSION SPECIALIST

Safety first	The corrosion specialist will insist that the new corrosion mechanic observes all safety practices and procedures.
Monitor the corrosion mechanic's progress	The specialist will use personal observation and conversations with other knowledgeable workers to monitor the corrosion mechanic's progress.
Actively participate in training	The specialist will actively teach and demonstrate relevant skills. While assisting the corrosion mechanic, the specialist will cover what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated, and the means to do the work safely and efficiently.
Model the desired performance	The specialist will teach and will practice acceptable work procedures. The specialist will be a role model and will demonstrate the work practices that are expected of the corrosion mechanic. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.
Document OJT accomplishments	When the corrosion mechanic satisfactorily completes a task listed in the corrosion mechanic's *On-the-Job Personal Training Record* book, the specialist will initial and date the entry in the book. Only supervisors or other qualified persons may sign off (initial and date) these requirements. Corrosion mechanics may not make sign-off entries in this book.
Document and report progress and problems	As needed, the specialist will complete periodic reports documenting the corrosion mechanic's performance. The specialist will use the Corrosion Mechanic Observations sheet. One copy will be given to each of the following: • The corrosion mechanic. • The supervisor. • The Gas T&D School (submit by FAX, phone number is listed on the form).

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