

PACIFIC GAS AND ELECTRIC COMPANY

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May 27, 1975

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. L. L. Mitchell, Business Manager

Gentlemen:

San Francisco Division L.I.C. has raised the question of whether or not it is proper to send underground classifications next lower to Apprentice Cable Splicer to the Climbing School at Kettleman since the school is listed as a Standard of Achievement for the 0-6 month step of Apprentice Cable Splicer.

Company believes it to be in the best interest of the employee to determine whether or not he can climb before becoming an apprentice. If he should attend the school and fail, it would cause the loss of one of his two attempts at apprenticeship under paragraph H of the Master Apprenticeship Agreement.

For this reason, Company proposes to amend the Training Guidelines for Apprentice Cable Splicer by deleting the reference to the Climbing School as a Standard of Achievement under paragraph B.1, second paragraph, and the reference under A. Academic Assignment, No. 3 of the Schedule for Training.

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 Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *William Wright*
Manager of Industrial Relations

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

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

July 3, _____, 1975

By *L. L. Mitchell*

A. General Guidelines

1. It is intended that assignment of the specified hours of training on the job for each period of the apprenticeship will be made to the apprentice as early in the period as is practicable.
2. Hours shown on the Schedule exclude any travel time needed to reach the place where training is to be given; however, such hours include time needed to prepare tools and equipment.
3. Except where otherwise specified, apprentices shall be trained by assignment to work with qualified journeymen.
4. In accordance with the attached Schedule, progressive work experience will be provided throughout the first four periods of the apprenticeship. This portion of the Training Program will cover all phases of Underground Systems and related phases of Overhead work up to and including termination of the Conductor, but will exclude the installation of energized primary lead wires (Jumpers).
5. Assignments during the last or fifth period will be made for the purpose of rounding out the apprentice's experience so as to become proficient as a journeyman.
6. Upon entering each new wage step and period of training, the work assignments in the period shall be such that the apprentice will gain the basic knowledge and confidence in himself, the equipment and the procedure being used. More complex assignments shall be made progressively as the apprentice gains in knowledge and capability.
7. Assignments of duties and work procedures in any period of training shall be confined to those specified for the period or of a prior period.
8. During the first year, an apprentice shall not be assigned to work on any circuit energized in excess of 750 volts.
9. As an apprentice, he may be assigned to work without direct supervision as part of a crew only after he has been instructed and trained in the duties or work procedures required, has performed such work under direct supervision, and is capable of performing such work safely.
10. Except in emergency circumstances, an apprentice shall not be temporarily assigned to a classification above Cable Splicer. If assigned to such classification, the apprentice shall not be given the responsibility for duties or work assignments beyond his current step of training.
11. He may also be assigned to perform certain of the duties of any of the classifications in the Transmission and Distribution Department when he has attained a wage rate equal to or greater than the wage rate of such classification that performs these duties.

GUIDELINES FOR THE
APPRENTICE CABLE SPLICER TRAINING PROGRAM

I. Objective of the Apprentice Cable Splicer Training Program

The need for trained and fully qualified employees to accomplish the duties specified in the journeyman cable splicer definition in a manner consistent with Company's Standards of Construction, Safety, and Performance has resulted in this program which coordinates extensive on-the-job 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.

II. Training

During the 30 months of the apprenticeship, the apprentice will be offered job training divided into five time periods which coincide with the wage steps of the classification. In order that uniform and safe practices will be followed in the training period, assignment of duties and work procedures shall be provided in each of the wage steps as outlined in these guidelines and the attached Schedule. The amounts of time or units of work as indicated in the Schedule are believed sufficient to permit the apprentice to develop proficiency in such duty or work procedures, but should not be considered as inflexible, dependent on the demonstrated ability of each individual apprentice.

The attached Schedule also specifies those training periods in which the apprentice shall receive related academic or class training.

On-the-job training in the duties, and amount of such training, as specified in the Schedule shall apply to the extent that such duties are performed by journeymen where the apprentice is headquartered. In the event such duty is not performed by journeymen at his headquarters, and therefore not available in the training of an apprentice, it shall be noted in his work record. However, his progression through the apprenticeship or to journeyman or to higher classifications shall not be deterred for this reason.

If in the course of his apprenticeship or as journeyman such duty later becomes available, he shall receive on-the-job training as may be required to attain expected journeyman proficiency. If, after a reasonable opportunity, he fails to attain such proficiency, his bids for progression to higher classifications may be subject to the provisions of Section 205.11 of the Agreement.

Those certain duties of these classifications to which he may be assigned shall be limited to those duties within his current or prior training for which he is qualified and which are within the duties normally performed by a journeyman in the course of his work. Further, such assignments shall include as a purpose, the development of the apprentice's proficiency and self-confidence to perform such work as journeyman, and shall not be made to the extent that the apprentice is in jeopardy of failing to attain goals set forth in the attached Schedule.

12. The duties and work procedures listed on the attached Schedule are for the purpose of training and do not supplant previously agreed-to Job Definitions.
13. Notices
 - (a) An apprentice who is scheduled to attend any of the centralized training programs shall be given notice of such assignments as early as possible by Division Supervision through his immediate Supervisor.
 - (b) At their request, Union's Representatives or their designates will be informed by Division representatives of Company's intentions in scheduling individuals to attend centralized training sessions.
 - (c) When the roster is available, Company shall notify the Union's Apprenticeship Committee of the apprentices attending centralized training school.
 - (d) When an apprentice attending a centralized training school is not maintaining an acceptable level of work, notice shall be given to the Union's Apprenticeship Committee. Such notice shall also be given in the event he fails the school or if he is dropped from the school by Company.
 - (e) If an apprentice does not maintain an acceptable on-the-job work level, notice shall be given to Union's Business Representative or his designate.

B. Guidelines for Training Periods

1. 0 to 6 Months' Step

During this period the apprentice shall be trained in the duties of a Cable Splicer as outlined in the 0 to 6 months' period on the attached Schedule.

He shall gain general knowledge of underground work by participation in such work and by participation in related cable termination work on poles. He may work on underground circuits and devices energized below 750 volts where he has direct journeyman supervision. In conjunction with pole riser work, he may use aerial lift equipment when he has been properly trained and instructed in the use of such equipment. Such work will not be performed in such position that the apprentice may bring himself or the equipment into a position where he encroaches on the contact area or into the safe working distance with respect to the primary voltage.

He shall become familiar with construction standards, general orders, bulletins, and regulations applicable to the work that he performs. He shall become capable of handling public contacts with respect to the obtaining of clearances, his obligation to the general public regarding safety practices, and the respect for customer's property rights.

As early as possible in this training period, he shall be assigned to the Basic Electricity Course for the training in electricity and transformers.

- (a) An agreed-upon test will be given at the close of the school; and should an apprentice fail to receive a passing score, he shall be given notice in writing of the areas which caused his failure.
- (b) After such failure, he shall be allowed to retake the test upon his request any time after one month's time from his failure. He shall be allowed two additional retests, spaced at least one month apart.
- (c) He shall complete the course and pass the agreed-upon test not later than the end of his ninth month of training, regardless of the number of retests that he has requested. His failure to meet this standard of achievement will be cause for his removal from the classification in accordance with Paragraph G 6 of the Master Apprenticeship Agreement.
- (d) His progression to the second step of the apprentice classification shall be in accordance with Paragraphs G 3 and 4 of the Master Apprenticeship Agreement.

2. 7 to 12 Months' Step

He shall continue to perform functions of the prior period and, in addition, shall learn the duties outlined in the 6-12 months' period on the attached Schedule. He shall continue his work on circuits and devices energized below 750 volts where he has direct journeyman supervision.

As early as possible in this training period, he shall be assigned to the Basic Cable Splicing Course. This may be deferred to the 13-18 months' period if there are insufficient (6 or less) apprentices at this step systemwide to justify conducting the course.

- (a) Agreed-upon tests will be given at the conclusion of the school; and if he failed to receive a passing score, the apprentice shall be notified in writing of the reasons for his failing.
- (b) His retesting opportunities shall be in accordance with the Schedule outlined in Paragraph 1 of these guidelines. In the event of failure to meet either the academic or on-the-job standards of achievement, his progression shall be in accordance with Paragraphs G 4, 5, and 6 of the Master Apprenticeship Agreement.

3. 13 to 18 Months' Step

He shall continue to perform the duties specified for prior periods and, in addition, learn the duties outlined on the Schedule for the 13-18 months' period of his apprenticeship. He shall be assigned to the Basic Apprentice Cable Splicing Course if not started during the preceding period. He may work without direct supervision as part of a crew on energized circuits below 750 volts. As part of a crew with direct supervision, he may perform underground switching. When working with a journeyman, he shall learn the use of rubber gloves, protective equipment, grounds and hot tools as appropriate for underground and related overhead work.

- (a) If the apprentice fails to achieve a satisfactory rating in this period, he shall be notified in writing as to the reasons for his failure. The apprentice will be given special training on those matters which caused his failure to attain a satisfactory rating. This training may consist of special work or training assignments, as required.
- (b) Upon the employee's request, but not more frequently than once a month, he may request a reevaluation of his attainment with respect to those matters which caused his failure. He shall be allowed three such reevaluations for this purpose.
- (c) The progression of an apprentice who fails to attain a satisfactory rating in this period of training will be governed by Paragraphs G 4, 5, and 6 of the Master Apprenticeship Agreement.

4. 19 to 24 Months' Step

The apprentice shall continue to work as provided in the prior periods and, in addition, will learn the duties outlined on the

attached Schedule for the 19-24 months' period. He shall gain proficiency in operating procedures and the use of hot line tools, equipment, and rubber protective equipment on underground and related overhead work when accompanied by a journeyman.

5. 25 to 30 Months' Step

He shall continue the work of the previous periods and shall continue to learn underground and related overhead work methods.

C. Records

1. It shall be the responsibility of each apprentice to maintain his own records in collaboration with each Operating Foreman, Foreman, or Subforeman to whom he is assigned. Upon completion, each periodic record shall be submitted to the General Foreman or District Superintendent.
2. It shall be the responsibility of each General Foreman or District Superintendent to keep necessary files of records on each apprentice and to ascertain that each apprentice has a reasonable opportunity of meeting the Standards of Achievement set forth in these guidelines.
3. Such records shall at all times be available during the apprenticeship for review by supervisors, the employee, and representatives of Union.
4. In addition to and precedent to these guidelines, the provisions of the Master Apprenticeship Agreement are applicable.

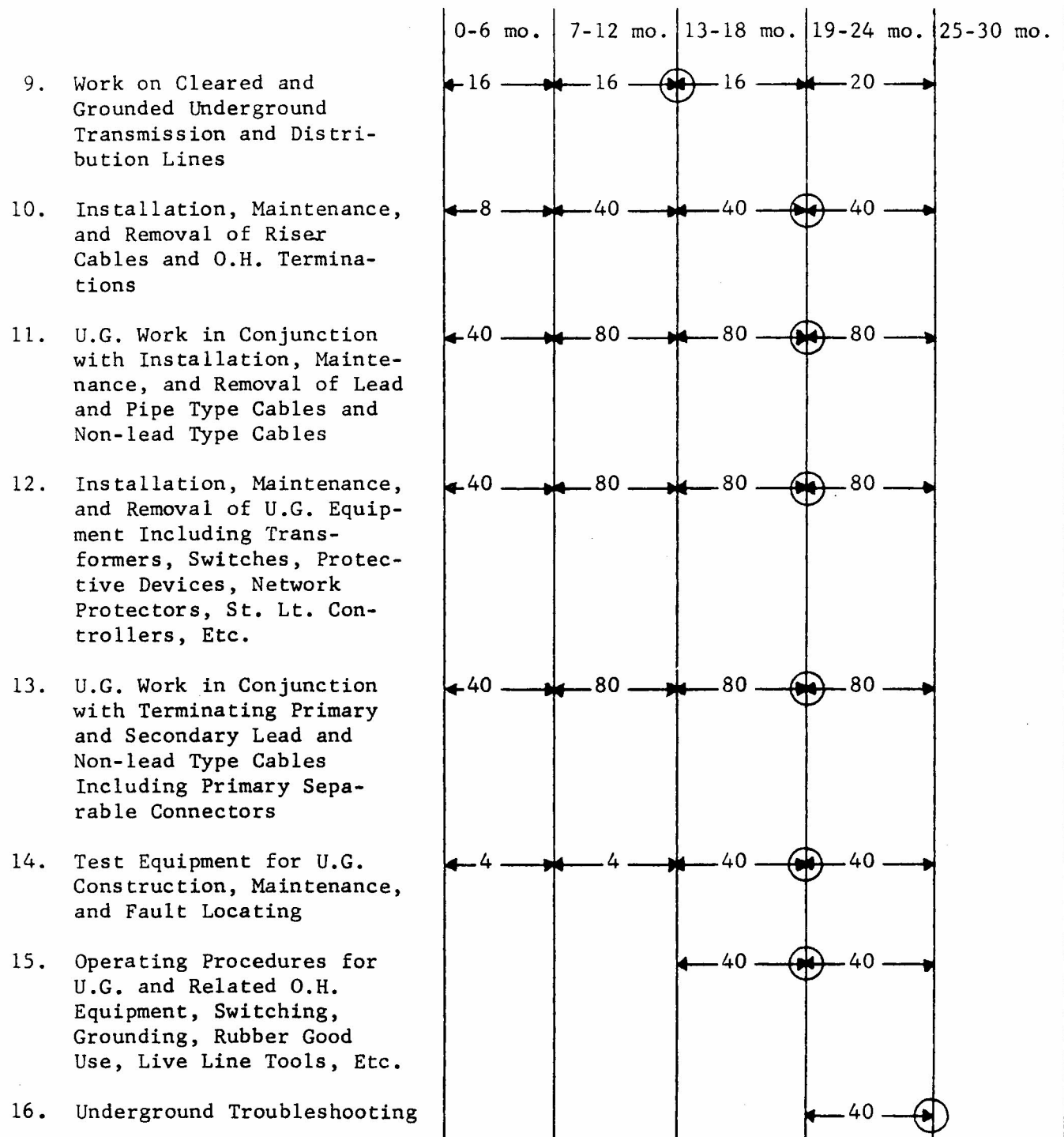
SCHEDULE

APPRENTICE CABLE SPLICER

	0-6 mo.	7-12 mo.	13-18 mo.	19-24 mo.	25-30 mo.
A. ACADEMIC ASSIGNMENT					
1. Basic Electricity Course	160 hr.				
2. Basic Lead Cable Splicing Course Will be All Lead		*120 hr.			
3. Non-lead Splicing School	40 hr.				
B. ON-THE-JOB TRAINING PROGRAM					
1. Safety, First Aid, Resuscitation, Testing for Gas	← 8 →	← 8 →	← 8 →	← 8 →	← 8 →
2. Job Procedures (WOs and GMs), Record Keeping, Accident Reports, Single Line Sketches, Etc.	← 40 →				
3. Nomenclature and Use of U.G. and Related O.H. Materials	← 24 →	← 16 →	← 8 →		
4. Use, Care and Operation of Underground Trucks, and Associated Equipment Including Aerial Lift Equipment	← 16 →	← 16 →			
5. Care and Use of Tools and Equipment	← 16 →	← 16 →	← 8 →	← 8 →	
6. Installation and Removal of U.G. Services (Primary and Secondary)	← 30 →	← 30 →		← 20 →	
7. Installation of Self-contained Single and Polyphase Meters		← 6 →		← 3 →	
8. Rules and Regulations Governing U.G. and Related O.H. Construction, G.O. 128, G.O. 95, U.G. Construction Stds., Line Construction Stds., Elect. Operating Bulletins, Etc.	← 24 →	← 24 →	← 24 →	← 24 →	

* May be deferred to the 13-18 mo. period.

Revised



GUIDE FOR USE OF SCHEDULE

