

# **Apprentice Line Worker**

## **ADMINISTRATIVE PROCEDURES MANUAL**



**Version 2.0 March 1, 2012**

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Electric D&O and PG&E Academy

## DOCUMENT IDENTIFICATION SHEET

### DOCUMENT DESCRIPTION

#### Document Title

Administrative Procedures for Line of Progression Apprentice Training Program for Electric D&O

#### Abstract

This document outlines the administrative procedures in support of both implementation and sustainment of the Apprentice Line Worker Program.

#### Keywords

Apprentice, Journeyman Line Worker, Crew Foreman, Transmission Line Worker

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The present edition of this document has been approved by the following management authorities.

#### AUTHORITY NAME AND SIGNATURE DATE

TBD

SVP Geisha Williams



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LETTER AGREEMENT  
NO. 12-13-PGE



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TOM DALZELL  
BUSINESS MANAGER

March 7, 2012

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

Dear Mr. Dalzell:

The Company and Union established a joint subcommittee of the Joint Apprenticeship and Training Committee (JATC) to review the Apprentice Lineman Training Program. The recommendations of the subcommittee were presented to the JATC for review, and received approval to proceed in recommending the revised Apprentice Lineman Training Program for Company and Union approval. The proposed changes are outlined below and are also contained in the attached Apprentice Lineman Administrative Procedures Manual.

This letter amends LA 02-26-PGE, R1-00-69-PGE, 03-11-PGE, and LA R1-01-41-PGE.

The attached revised program will replace the existing Apprentice Lineman Training Program. All Apprentice Lineman entering the Apprentice Lineman Training Program on or after March 1, 2012, will be subject to the provisions of the new program. Incumbent Apprentice Lineman in the current Apprentice Lineman Training Program will continue under the provisions of the Lineman 2000 Apprentice Lineman Training Program until completion of their apprenticeship.

In addition to the provisions outlined in the attached Apprentice Lineman Administrative Procedures Manual, the following changes are proposed to the program:

Modify Training Program

Increase the Apprentice Lineman Training Program from the current 42-month program (LA 02-26) to a 48-month program, in accordance with the attached. The purpose of increasing the program duration is to allow sufficient time for additional training and the attainment of experience to reinforce said training. L2000 Apprentice Line Worker training provided seven weeks of formal centralized training; under the new Apprentice Line Worker Training Program, Apprentices would receive between 24 and 32 weeks of formal centralized training.

# Apprentice Line Worker

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## Movement of Apprentices for Training

The Company and Union have expressed interest in reviewing the provisions of Letters of Agreement LA R1-01-41-PGE and LA 05-17-PGE, and agree to meet as soon as practicable on these interests. In the interim, the parties agree to modify LA R1-01-41-PGE as provided in the attached Administrative Procedures Manual concerning notification of training assignments only. The JATC will be notified of all temporary movement of apprentices for training assignments by way of monthly reports and will be responsible for monitoring and tracking these assignments. No other provisions of LA R1-01-41-PGE are modified by this agreement or the Administrative Procedures Manual.

Tom Dalzell

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LA 12-13-PGE  
March 7, 2012

## Wages:

Each of the eight steps of the Apprentice Training Program has specific training requirements and a specific wage rate. The advancement to the next wage progression step is a promotion that must be earned, based on the requirements outlined in the attached Apprentice Lineman Administrative Procedures Manual.

The wages are as follows:

SAP Code 50449466      PS Code xxxx T200 Apprentice Lineman (On or after 3/1/2012)

Start	32.21
End 6 mo	33.18
End 1 Yr	34.17
End 18 Mo	35.20
End 2 Yr	36.25
End 30	37.34
End 3 Yr	38.46
End 42 Mo	39.61

SAP Code 50449467      PS Code xxxx T300 Apprentice Lineman – GC (On or after 3/1/2012)

Start	33.82
End 6 mo	34.83
End 1 Yr	35.88
End 18 Mo	36.96
End 2 Yr	38.06
End 30	39.21
End 3 Yr	40.38
End 42 Mo	41.59

SAP Code 50449468      PS Code xxxx T300 Apprentice Lineman – GC Helicopter (Temp Use Only)  
(On or after 3/1/2012)

Start	38.21
-------	-------

End 6 mo	39.36
End 1 Yr	40.54
End 18 Mo	41.75
End 2 Yr	43.01
End 30	44.30
End 3 Yr	45.62
End 42 Mo	46.99

Tom Dalzell

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LA 12-13-PGE  
March 7, 2012

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

\_\_\_\_\_, 2012

By: \_\_\_\_\_  
Tom Dalzell  
Business Manager

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# Apprentice Line Work Administrative Procedures Manual

## Introduction

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**Purpose**            The Administrative Procedures Manual is the primary document for the Line Worker Apprenticeship (ALW) Program and supports the Letter of Agreement (LOA).

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## Administrative Procedures

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**Introduction**      Occupying an apprentice position involves a number of required steps. Each action must be completed in turn so that the process continues in an orderly fashion, and all contractual obligations are fulfilled.

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**Eligibility for Apprenticeship**      All candidates for an apprentice line worker position must meet the following requirements, completed as part of Pre-apprentice Line Worker (PALW) program:

- Pass the Physical Pre-employment Test (PTB).
  - Pass the Industrial Skills Test (IST).
  - Pass the Work Orientation Inventory (WOI).
  - Pass the Assessment for Line Worker Progression (ALP).
  - Pass the Physical Medical Screen.
  - Possess a current California Class "A" Driver's License.
  - Possess a High School Diploma or General Education Diploma (GED).
  - Successfully complete the Pre-apprentice Line Worker (PALW) training program.
  - Complete the State of California apprentice agreement.
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## Administrative Procedures, Continued

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### **Required ALW Orientation**

There are Apprentice Line Worker (ALW) program orientation requirements that must be completed prior to beginning the ALW program. The successful candidate will:

- Complete the required ALW Orientation Web-based Training (WBT).
- Contact the field training coordinator or immediate supervisor with any questions about the ALW program.

A field training coordinator or Livermore Academy Technical Instructor will meet individually with each apprentice candidate to provide a detailed orientation to the ALW program. The orientation will include:

- The nature of the work, job hazards, and working conditions.
  - The need for travel during the apprenticeship.
  - The requirements documented in the Master Apprenticeship Agreement.
  - Training methodology.
  - Roles and responsibilities.
  - Methods for obtaining assistance with training or performance issues.
  - Testing, promotions, and pay.
  - The process for resolving conflicts or disputes.
  - The consequences for failure to complete the apprentice program satisfactorily.
- 

### **Processing the Apprenticeship Agreement**

Prior to entering the apprenticeship, the field training coordinator or the instructors will assist the new apprentice in completing the state apprenticeship agreement. PG&E will provide a copy of the signed agreement to the apprentice and will then forward the agreement to Labor Relations (LR) two weeks before the official transition date for their action. Labor Relations will forward all completed apprenticeship agreements to the State of California Apprenticeship Board. When the form has been returned by the state, LR will forward the completed apprenticeship agreement to the Electric Construction School at the Livermore Training Center for filing in the apprentice's personnel file.

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### **Veterans Benefits**

Successful progress through the apprenticeship program may entitle certain veterans to benefits from the Veterans Administration. Apprentices who believe they may be eligible are encouraged to consult with a veteran's benefits counselor.

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## Administrative Procedures, Continued

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**Resources** Instructors, field training coordinators, crew personnel, and supervisors are available to answer your questions. There are additional resources available to you, including the Technical Information Library and Training Center resources. This information is provided to help you increase the knowledge and skills you must possess to be fully competent in your Apprentice and Line Worker positions.

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**After the Apprenticeship Is Complete** At the completion of the apprenticeship, the field training coordinator will notify PG&E Academy Operations. A representative of PG&E Academy will notify Labor Relations, field training coordinators, and supervisors that the training is complete. Labor Relations will notify the State of California that the training is complete. The state will return the Certificate of Completion of Apprenticeship to PG&E, and the certificate will be forwarded for presentation to the new journeyman line worker.

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**What Happens If You Are Not Successful?** Apprentice Line Workers who do not successfully complete the Apprentice program described herein, will be removed in accordance with collective bargaining agreement.

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**Next Steps** The Line of Progression (LOP) is the career path, defined by both Company and Union, that you will follow if you are successful at each stage of the apprenticeship. The career path is as follows:

Job Category	Duration
Pre-apprentice Line Worker (PALW)	12 months
Apprentice Line Worker (ALW)	48 months
Journeyman	

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## General Information

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**Objective** PG&E expects you, as an apprentice, to accomplish the duties assigned to you in a manner that is consistent with the company's safety, construction, and performance standards. This includes completing all training requirements that are assigned to you by your supervisor or program administrator during the apprentice program or as you move forward within the line of progression.

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**The Master Agreement**

The Master Apprenticeship Agreement (MAA) applies to all portions of the training program unless modified by the parties by Letter of Agreement (LOA) and associated administrative program guidelines.

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**Apprenticeship Duration**

The Apprentice Line Worker program is 48 months long.

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**Training for Activities Not Available at Local Headquarters**

PG&E Academy will make reports available to field training coordinators, electric M&C supervisors, superintendents, and apprentice line workers that show the completion of on-the-job training (OJT) requirements as well as OJT and OJE (on-the-job experience) requirements that remain. Apprentices will primarily work with supervisors and field training coordinators, using these reports and the forecast of work, to plan and schedule suitable apprentice training. If the forecasted work does not support the required training needs and reasonable efforts to make the needed work available are not successful, the supervisor will contact the field training coordinator in a timely fashion to arrange to have the apprentice assigned to work that will facilitate needed training and experience. For example, transmission OJT and OJE will most likely be outside of Bay Area region. Apprentices should expect to spend some time away from their headquarters to complete all training requirements.

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**Mandatory Self-study**

Both in-class and field training modules contain mandatory self-study assignments that apprentices must complete on their own time.

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**Recommended Self-study**

Additional evening work—or homework—during formal training is recommended for review and reinforcement of knowledge learned during the day, in addition to the mandatory self-study noted above.

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## General Information, Continued

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### Workload Management

Supervisors and apprentices are required to ensure that mandatory and voluntary overtime does not interfere with any of the following activities:

- Mandatory self-study activities and preparation for formal schools.
- Formal schools.
- Training assignments in the field
- Field training assignments that are necessary because training is not available at the local headquarters.

Consistent with the need to maintain continuity of service and with the efficient cooperation of their workgroups, supervisors will manage mandatory and voluntary apprentice overtime to minimize any adverse impact on apprentice self-study and preparation for training classes.

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### Appropriate Work Assignments

The work assignments in each period of the apprenticeship will provide apprentices with opportunities to obtain basic knowledge of equipment and procedures. Work assignments will also allow apprentices the opportunities to practice essential skills and gain confidence in their ability to do the work. Work assignments will increase in complexity and responsibility as the apprentice attains increased knowledge and capability. It must be remembered that the primary purpose of apprentice work is training. For that reason, work assignments will concentrate on the development of new skills and knowledge.

*Repetitive, production-type work that offers little or no learning activity is to be minimized.*

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### OJT, OJE and JPM Training Documentation

The on-the-job (OJT) training and on-the-job (OJE) experience requirements for the apprenticeship are documented in the *Field Guide for Apprentice Line Workers*. The requirements and procedures contained in the *Field Guide* are a part of these administrative rules and are mandatory.

Apprentices are responsible for maintaining and managing all OJE, OJT, and Job Performance Measures (JPM) documentation during their apprenticeship. The apprentice is expected to ensure that all electronic records and hard copy books match. Failure to accurately document OJE, OJT, and JPM will be subject to investigation.

*If it is determined that records have been intentionally falsified, candidates will be subject to review and may be subject to discipline and or discharge.*

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## General Information, Continued

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### **OJE and OJT Linked to Wage Steps**

As a general practice, assignments of duties and work procedures in any period of training will concentrate on those specified in the *Field Guide* for the current wage step or for previous steps. If the nature of the work in the headquarters offers a unique opportunity for training in necessary skills that is out of the normal sequence, and if both the immediate supervisor and the apprentice agree that the apprentice is ready for such training, these special training events may be completed out of the normal sequence. The apprentice and the immediate supervisor must give due consideration to the need for safety, the apprentice's skills, and the nature of the work.

***Live line and rubber glove OJT and OJE activities are explicitly prohibited until after the apprentice has passed each respective formal training at the Livermore Training Center School.***

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### **Supervision Requirements**

***California Code of Regulations (CCR), Title 8, §210, "Working Conditions":***

*"Apprentices shall work under and with competent journeymen and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards."*

The spirit of the language above is to ensure that apprentices are not performing work without oversight and that they are getting the necessary supervision and training to learn the proper work procedures and perform the work safely.

An apprentice may be assigned to work without direct supervision as part of a crew only after the apprentice 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 as stipulated by definition in Utility Bulletin: TD-2355B-001 Publication Date: 07/12/2011 Rev: 1.

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### **Assignment to Higher Classifications**

An apprentice will not be temporarily assigned to a higher classification.

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## **General Information, Continued**

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**Notification of Classes**

Formal training classes for apprentices are scheduled by PG&E Academy and a confirmation email notification will be sent out to the apprentice, the supervisor, clerks, and field training coordinators.

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**Pre-requisites**

Each formal school held at the training facilities requires mandatory, pre-requisite preparation by the apprentice before the class begins. Pre-preparation materials may include web-based training, review of video-based content, reading, and exercises completed on-line or on paper. The apprentice must complete all pre-requisites as required by and within the prescribed timelines identified in the program. If it is determined that an apprentice has not completed the required mandatory, pre-requisite preparation prior to a formal school, the apprentice may not be allowed to participate in the formal school, which will result in a failure for that school.

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## General Information, Continued

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### Failure to Meet Standards

In addition to obtaining and proving competency of the required knowledge and physical skills, Apprentice Linemen will be evaluated on their safety performance, attitude and behaviors associated with PG&E Values through critical core evaluations with Crew Foreman, Journeymen Lineman, Supervisors, and Local Review committees.

- All evaluations of the Apprentice Lineman shall be fair and objective.

If it is determined that an Apprentice;

- Does not consistently demonstrate the ability to make sound decisions within their progression
- Has failed to demonstrate the work ethic and positive attitude required
- Has knowingly disregarded safety rules or work procedures
- Has failed to meet the standards of achievement within the prescribed time period

This information will be presented to the Local Review Committee for review and a recommendation of either corrective action or forward the case to the JATC for review and a final decision.

Examples of standards and expectations are listed but not limited to the below:

- Attend formal training
- Complete pre-requisite training requirements
- Successfully passes tests, skill checks, training courses and wage progression test within prescribed time requirements
- Report OJE and JPMs on time
- Maintain accurate records
- Report to work on time
- Pass Local Review Committee Reviews

Apprentice Line Workers who do not meet the standards of achievement described within the administrative guidelines and MAA will be removed in accordance with collective bargaining agreement

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## Training Requirements

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**Achieving Competency**

It is essential that uniform and safe practices be followed during the apprenticeship; therefore, assignments of duties and work procedures will conform to those provided for each wage step in these guidelines. The amount of time or units of work shown in the *Field Guide* are considered sufficient to permit an apprentice to develop competency in the specified duties and work procedures; however, such time or work units should not be considered inflexible.

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**ALW Divided into 8 Steps**

During the apprenticeship, the apprenticeship training is divided into eight periods that coincide with the wage steps of the classification. Each step is six months long.

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**OJE and OJT by Wage Step**

As early as practicable in each wage step of the apprenticeship, supervisors will assign an apprentice to work that is relevant to the on-the-job training and experience activities for that wage step described in the *Field Guide*.

---

**Travel Time**

Hours shown for training (contained in the *Field Guide*) exclude any travel time needed to reach the place where the training is to be given. However, the training hours do include the time needed to prepare and maintain tools and equipment.

Hours shown for experience (in the *Field Guide*) include any travel time needed to reach the place where the work experience is provided.

Examples of acceptable travel time include traveling to and from the job site or any location on Company business. This does not mean, however, that one can arrive at training locations late or leave training early as part of their normal day. Training assignments must be completed in their entirety.

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## Training Requirements, Continued

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### Sequencing Training

These guidelines specify those training periods in which an apprentice will receive related academic or class training. The type of on-the-job training and experience activities contained in the *Field Guide* will apply if such duties and procedures are performed by a journeyman at an apprentice's headquarters. If the apprentice's supervisor anticipates the recommended on-the-job training will not be available because of a lack of related work, the supervisor will notify the field training coordinator to determine if relevant training is available in other areas.

***All training requirements specified in the Apprentice Line Worker program must be completed prior to the achievement of journeyman line worker status.***

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### Ensuring Opportunities for OJE

An apprentice line worker may be required to travel to any part of the system at any time to work on electric facilities. This requirement provides experience working on facilities throughout PG&E's service territory and familiarizes the apprentice with the nuances of working on different facilities in different geographical areas. It is important that the apprentice be assigned on a regular basis to different areas to gain as much local knowledge as possible over the course of the four-year apprenticeship.

The specific training, experience, and duration of training assignments are to be reported to the JATC on a monthly basis for review. The Local Review Committee is responsible for monitoring and tracking these assignments to ensure Apprentices are receiving the required experience.

The specific training task and duration will be communicated to the Apprentice with as much advance notice as practicable but no less than 48 hours prior to the assignment.

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### Work Schedules and Supervision

Apprentices will assume the schedule of their working crews. The Company and union will continue to monitor the mileage limitations and agree to meet and discuss it further should it impact operations. To facilitate a consistent and timely notification process, use the notification form during all training assignments. Functional supervision of the apprentice is assumed by the receiving supervisor.

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### Title 200 and 300 Training Assignments

The company may assign Title 200 apprentices to Title 300 crews and Title 300 apprentices to Title 200 crews for training purposes. These assignments will not be made to avoid the payment of overtime to the regular crewmembers or to rectify staffing deficiencies.

Title 200 apprentices assigned to Title 300 shall work within the Title 200 section of the agreement during the assignment, including Titles 201 (Expenses) and Title 203 (Inclement Weather Practice). Title 300 apprentices assigned to a Title 200 crew will continue to be paid at the Title 300 wage rate and will continue to fall under the Title 300 working conditions.

**Failure to Advance**

If an apprentice fails any knowledge or skill assessments given during an ALW course, that apprentice will be released back to his or her respective headquarters and will be rescheduled for the next training opportunity available. During that time, the apprentice will complete the time in step and then will be frozen in step until such time as the course to be repeated is made available. The apprentice will be required to retake the entire course.

During such time that an apprentice is waiting for the next available course that exceeds 90 days, the Local Review Committee will work with other stakeholders to determine if there are any other alternative training solutions that can expedite the apprentices training requirements. The recommendation will then be submitted to JATC for approval.

A course is defined as a series of units taught as a block. A unit is a series of modules.

**Number of Course Retakes Permitted**

- One course retake per year.
- No more than two retakes during the 48 months of the ALW program.

<b>Time</b>	<b>Number of Course Retakes Permitted</b>
<b>Year</b>	1
<b>Program</b>	2

Failure to successfully complete all apprentice training courses, including passing all knowledge and skill assessments, demonstrates a failure to meet the established standards of achievement.

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**Disputes**

Any dispute should be resolved by the Local Review Committee (LRC). Any dispute regarding these assignments not resolved by the Local Review Committee will be subject to the grievance procedure (Title 102) with the option of expedited referral to the Joint Apprenticeship and Training Committee (JATC) for a recommendation of settlement, after the timely filing of a grievance.

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## Wage Progression

### Requirements for Promotion

Each of the eight steps of the apprenticeship program has unique training requirements and a specific pay rate. As apprentices progress through the program, they gain skills and knowledge and thereby become more productive on the job. This increase in the value of their work results in a corresponding increase in pay.

*The advancement to the next wage step is a promotion that must be earned.*

Promotion to the next step in the apprenticeship requires the completion of all of the following items.

- Required time in the current step (six months per step)
- Successful completion of all formal training at Livermore specified for the apprentices' current step.
- Completion of all OJE and OJT activities that are specified for the apprentice's current step to include all OJE and OJT SRA correctly entered as complete and recorded in MyLearning.
- Passing the wage progression (knowledge, and skills) test specified for the apprentice's current step.

### Wage Scales— T200

Wage scales are broken down as follows:

Each of the eight steps of the Apprentice Training Program has specific training requirements and a specific wage rate. The advancement to the next wage progression step is a promotion that must be earned, based on the requirements outlined in the attached Apprentice Lineman Administrative Procedures Manual.

Wage increments will be prescribed for this program is as follows:

Step	Rate
Start	\$32.21
End 6 mo.	\$33.18
End 1 yr.	\$34.17
End 18 mo.	\$35.20
End 2 yrs.	\$36.25
End 30 mo.	\$37.34
End 3 yrs.	\$38.46
End 42 mo.	\$39.61

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## Wage Progression, Continued

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**Wage Scales—** Wage scales are broken down as follows:  
**T300**

Each of the eight steps of the Apprentice Training Program has specific training requirements and a specific wage rate. The advancement to the next wage progression step is a promotion that must be earned, based on the requirements outlined in the attached Apprentice Lineman Administrative Procedures Manual.

Wage increments will be prescribed for this program is as follows:

<b>Step</b>	<b>Rate</b>
Start	\$33.82
End 6 mo.	\$34.83
End 1 yr.	\$35.88
End 18 mo.	\$36.96
End 2 yrs.	\$38.06
End 30 mo.	\$39.21
End 3 yrs.	\$40.38
End 42 mo.	\$41.59

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## Wage Progression, Continued

**Failure to Progress for not Meeting Other Requirements**

Apprentices who are due to progress to the next higher wage step in the wage progression and who have not met established standards of achievement as defined below:

- Required time in the current step (six months per step).
- Completion of all OJE and OJT activities that are specified for the apprentice's current step to include all OJE and OJT SRA correctly entered as complete and recorded in MyLearning.

Will be:

- Notified in writing of inadequate performance prior to the date the apprentice is scheduled to receive the next higher wage step (a copy of the written notification will be furnished to the Union Business Representative).
- Held in the present wage step.
- Allowed a maximum of 3 months to meet the established standards of achievement for the wage step at which they are being held.

**Number of 90-day Extensions Permitted**

Level	Number of 90-day Extensions Permitted
Year	1
Program	2

These extensions are not guaranteed; the expectation is for the Apprentice to progress within the established program timeline.

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## Wage Progression, Continued

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**Wage Progression after a Delay**

If, during the three-month period described above, the apprentice meets the established standards of achievement, the apprentice will receive the next higher wage rate effective on the date the standards are met. The apprentice will not be eligible for further progression in the wage rate until six months have elapsed from the date the apprentice received the wage increase and until the standards of achievement of the next wage step are met.

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**Effective Dates**

Each training step or phase begins on the day of the promotion from the previous step. Extra time spent in any step will not count as time in the subsequent step.

Examples:

1. An employee enters the apprenticeship program on January 1. Because of illness, all training events and proficiency checks are not completed until August 1 of the same year. The promotion to Step 2 is effective on August 1 and the six months of Step 2 will run through March 1 of the following year.

2. An employee enters the apprenticeship program on March 1. Because of poor performance, the JATC requires an additional 30 days of training to be added to the first step. After passing the wage progression test, promotion to Step 2 will be delayed until October 1.

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**Extended Absences**

Extended absences from the workplace detract from training effectiveness and are detrimental to the apprentice. The rules that describe the treatment of absences are found in sections 204.2 and 304.1 of the collective bargaining agreement (union contract). Apprentice Decision 86-26 also reinforces these provisions for employees who suffer an industrial injury. Section 204.2 states in part:

"The 'Wage Progression' of an employee who is absent on leave of absence without pay for more than ten consecutive workdays will be delayed by a period of time equivalent to such leave of absence. The 'Wage Progression' of an employee in a beginning or other negotiated training classification who is absent for more than 25 consecutive workdays because of an industrial injury as defined in Section 108.1 or for an illness or disability and is receiving sick leave pay as provided in Section 112.1, will be delayed by the period in excess of the 25 consecutive workdays."

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## Wage Progression, Continued

**Failure to Advance because of Failure of a Wage Progression Test**

If an apprentice fails to meet the standards of achievement related to wage progression requirements, he or she may be provided:

- One 90-day extension period in one program year.
- Two non-consecutive 90-day extension periods during the 48-month apprenticeship program.

Number of 90-day extensions permitted **with one retest per extension.**

Level	Number of 90-day Extensions Permitted
Per Year 12 Month period	1
Per Program 48 Month Period	2, non-consecutive

These extensions are not guaranteed, the expectation is for the Apprentice to progress within the established program timeline.

If an apprentice is attempting to meet the standards of achievement to progress from any step of the wage progression and fails to meet the established standards as provided above, he or she may be removed from the classification and demoted in accordance with Title 206 of the Agreement (union contract).

**Early Promotion**

During the apprenticeship, there are no provisions for early advancement to the next wage step. Both the training time and the training events must be completed as specified.

**Completion of Apprenticeship**

All requirements contained in these administrative procedures (i.e., formal schools, wage progression tests, OJT/OJE requirements, etc.) must be successfully completed before an apprentice may be promoted to journeyman line worker. While in their 8th wage step, apprentices who have successfully completed all the requirements contained in these administrative procedures may be offered, and may choose to accept, a bid to line worker. The bid, however, will remain pending until completion of time and program requirements.

## Assessment Policy

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**Purpose of Assessments**

The purpose of assessment is to permit apprentices to display their mastery of required skills and knowledge. Apprentices must pass all assessments that are a part of the formal schools as well as the wage progression tests.

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**Assessment Content**

The assessments are based on the stated learning and performance objectives and the content of technical material (standards, guidelines, manuals, documents, etc.) that are a part of the line workers' craft.

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**Cumulative Assessments**

All assessments, including wage progression tests, will cover the content of the course(s) contained in the present step as well as topics covered in previous courses, OJT, OJE, and self-study.

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**Wage Progression Tests**

Wage progression tests have three components:

1. Closed book knowledge assessments (for example, recall and application of rules, procedures, practices, problem-solving, knowledge of theory, etc.).
2. Open book knowledge application (for example, research of technical data and specifications, determination of part numbers, spacing, sizes, etc.) The apprentice will use the assigned reference manuals during the wage progression testing. Failure to maintain the manuals with the most current updates may lead to a failure of the test and *will not be excused*.
3. Skill assessments (demonstrating the correct application of work procedures, Human Performance Tools and situational awareness, and safe work habits.

All assessments have a time limit.

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## Assessment Policy, Continued

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**Assessment Location and Timing**

All assessments are given at PG&E Testing and Training Centers. Course assessments are administered during the formal school as part of the regular curriculum.

Wage progression tests and reassessments for formal schools are given bi-monthly (per published schedule) and must be requested and scheduled in advance. Apprentices will take the wage progression test after they have completed the formal training requirements and OJE and OJT required for the current steps or as scheduled for their step date by Academy Operations.

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**Test Schedule**

Assessments are scheduled in advance for all apprentices. You will receive a notification from Academy Operations informing you of your test dates.

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**Photo ID Required**

The apprentice must present a valid photo ID (driver's license or company ID card) for admission to the test.

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**Mandatory, Emergency Work**

Apprentices who miss a test because of mandatory, emergency work necessary to preserve safety or continuity of service may be scheduled for a special test day. Apprentices must contact their field training coordinator with all relevant facts and request a special test day.

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**Late Arrival on Test Day**

Apprentices who arrive late for a wage progression test will not be admitted and will be rescheduled for the next regular test date.

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**Illness**

Apprentices who miss a test (or leave a test before completion) for an excused reason such as illness will be rescheduled for the next regular test date.

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## **Assessment Policy, Continued**

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### **Cheating**

Wage progression tests are an individual effort and only authorized aids or references are permitted. Apprentices found cheating during any test will receive a failing grade for the test. Persons found cheating will be subject to disciplinary action up to and including removal from the apprenticeship and termination.

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### **Retesting Following a Delay**

Apprentices may not retest until the next regularly scheduled test date. This delay is to permit self-study and preparation to retest. All reassessments will be scheduled for a regular test day at a PG&E Testing and Training Center. If the test date is beyond their wage progression date, the apprentice will be held in step until successful completion of the wage progression standards for achievement at that step.

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## Apprentice Role and Responsibilities

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### **Safety First!**

The apprentice must learn and observe the safety rules and procedures applicable to the tasks being performed. Safety is a condition of employment, and shortcuts, deviations from approved practices, or failure to observe all safety requirements will not be tolerated and are cause for termination.

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### **Core Attitudes and Behaviors**

Apprentices are at all times responsible for upholding PG&E's vision and values. In addition, apprentices are expected to display the following critical core attitudes and behaviors at all times:

- Compliance with all applicable safety rules and work procedures at all times.
- Consistent attendance at all times.
- Supporting other line workers and instructors.
- Practicing learned skills independently to build competency and efficiency.
- Demonstrating a positive work attitude.
- Accepting performance feedback in a positive spirit.
- Asking for guidance and assistance when needed.
- Showing up on time and being fully prepared to engage and participate in formal schools held at the Training Centers, and on-the-job training and experience requirements assigned in the field
- Must continuously and successfully demonstrate critical core competencies

Apprentice performance on the critical core behaviors is documented by the ECF and Lineman every two weeks in the *Field Guide for Apprentice Line Workers*, by the FLS every six weeks using the Critical Core feedback document in the Apprentice Field Guide , and by the LRC quarterly using the Critical Core feedback document in the Apprentice Field Guide. .

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## Apprentice Role and Responsibilities, Continued

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### **Program Requirements**

The ALW Field Training program is designed to support the successful completion of the program. The apprentice tracks the performance of the required activities in the *Field Guide for Apprentice Line Workers*.

You are responsible for your success. This means that you must:

- Meet with your Foreman and Linemen on a bi-weekly basis to review your critical core progress.
- Meet with your Supervisor every six weeks to review your critical core progress.
- Maintain the required documentation, and upload required information regularly into SAP.
- Complete all required tasks under the observation of the field mentor, and ensure that the field mentor documents your completion appropriately.
- Escalate any concerns you have about the work you are doing and its applicability to the required tasks to your field mentor, supervisor, and the field training coordinator immediately.
- Complete all self-study tasks as assigned.
- Prepare for the next wage progression test (knowledge and skill assessments). The skill assessment tests your ability to perform, safely and correctly, the tasks you have been practicing in the field (this is why it is so important that you speak up if you are not getting the opportunities you need to practice the assigned tasks). The knowledge assessment tests your knowledge of the information foundational to the tasks that you are performing.

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## Apprentice Role and Responsibilities, Continued

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### **Weekly OJT/OJE Reporting**

The apprentice must document OJE activities in the *Field Guide* as they occur, and post hours worked in each category (“bucket”) of work in MyLearning.

OJT activities are also documented in the *Field Guide*. The supervisor signs off on these activities in the *Field Guide* then forwards to their field training coordinator who will enter a completion record into MyLearning.

If an OJE report is not received by midnight on Monday, the report is considered late/missing. Late/missing reports must be submitted as soon as possible to document the activity for the missing week. If no OJE is completed during the week, the report must include the appropriate letter code and explanation for the lack of training completion(s).

You may report planned future no-training events (e.g., vacation, military duty, etc.) in advance (i.e., with dates in the future). You may not report OJE completions in advance.

Instances of failure to report on time will be reviewed by the Local Review Committee (LRC). The LRC will provide a documented verbal warning for the first offense and all remaining offenses will be documented in a formal action plan, which, if not remedied, may result in removal from the apprentice program.

There may be no more than eight unexcused late reports in the apprenticeship. If you accumulate more than eight unexcused late reports in the apprenticeship, you may be removed from the program..

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### **Resolving Problems and Requesting Assistance**

If a problem or issue arises, the apprentice will first attempt to resolve the problem or issue at the local headquarters. If the problem cannot be resolved satisfactorily, the apprentice will contact the field mentor, supervisor, and field training coordinator immediately and work with them to resolve these issues in a timely fashion.

The apprentice may, if desired, report a problem or an issue and may request assistance by submitting a written report of the problem or issue to PG&E Academy. Written submissions should be on the Apprentice Line Worker Report/Request form (see page 52 for an example).

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## Apprentice Role and Responsibilities, Continued

### **Correcting Errors in Training Records**

Apprentices are required to check their on-line training records to ensure accuracy and must notify PG&E Academy promptly if they find an error. A monthly review of records is required. Links to the on-line records can be found on the PG&E intranet at MyLearning. Omissions and errors in on-line training records may cause delays in wage progression.

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### **Maintenance and Use of Books and Documents**

The Electric Construction School loans each apprentice books and reference documents to support self-study and practice. These books and documents include some or all of the following items:

- Electric M&C Manual
- Overhead and Underground Electric Construction Standards
- Code of Safe Practices
- Protective Grounding Manual
- Safety and Human Performance Fundamentals Handbook

The apprentice is required to keep these materials clean, current (updated with the latest revisions), and in good repair, and returns them upon request.

It is important to maintain manuals and all reference materials since all wage progression assessments require access to these materials. Failure to maintain the manuals with the most current updates may lead to a failure of the test and *will not be excused*.

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## Crew Foreman Role and Responsibilities

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**Safety First!** The crew foreman ensures a safe work environment for the apprentice, insisting that the apprentice observes all safety practices and procedures. He or she ensures that the apprentice is always supervised by a qualified line worker when the apprentice is performing tasks that need supervision as defined by the Apprentice Program.

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**Program Duties** The foreman is expected to do the following:

- Use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.
- Actively teach and demonstrate relevant skills in accordance with work procedures taught in the Apprentice Program.
  - The foreman includes instructions in what is to be done, how it is to be done, the reasons for doing the work in a specific manner, anticipated hazards and appropriate mitigation, and the means for doing the work safely and efficiently.
- Act as a role model for the apprentice, demonstrating correct work procedures and best practices at all times.
  - The foreman leads by example.
  - “Do as I say, not as I do” is not acceptable.
- Assign meaningful and challenging work to the apprentice that is appropriate for the level of training needed for the current step.
  - The foreman consults the apprentice's training and experience records and feedback from the LRC frequently.
  - He or she assigns work that provides opportunities for the apprentice to gain experience and achieve competency in critical apprentice work areas.

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## Crew Foreman Role and Responsibilities, Continued

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**Documentation** Foremen are required to fulfill the documentation requirements for their role.

When the apprentice satisfactorily completes an OJT or JPM task listed in the apprentice's *Field Guide*, two qualified persons must initial and date the entry in the book. Only crew foremen, journeyman line workers, field training coordinators, and field trainers may sign off (initial and date) these requirements. Apprentices may not make sign-off entries in this book.

It is expected that when the crew foreman signs off on a task he has the concurrence of the other crew foremen in the yard, and they are all in agreement about the apprentice's performance on the task. (Troublemakers may sign off for tasks related to the restoration services portion of the program.)

Important note: Additional validation of satisfactory completion of OJT and OJE requirements is obtained during the wage progression test.

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## Crew Foreman Role and Responsibilities, Continued

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### Reporting Progress and Problems

At a minimum of every two weeks, the foreman and/or lineman must complete a report documenting the apprentice's performance and behaviors in the *Field Guide*—the Critical Core Weekly Report (see page 53 for an example). The foreman and journeyman should also respond to surveys sent out on occasion to provide feedback on the apprentice's performance.

The Foreman/Lineman will print his name and indicate the level of performance he/she believes the Apprentice is performing at by circling the respective rating and discussing these ratings with the Apprentice.

The Crew Foreman/Lineman shall provide feedback identifying specific areas where the Apprentice may be excelling and/or specific areas where the Apprentice is not meeting expectations.

If during these calibration discussions it is identified the Apprentice is not meeting expectations the Foreman/Lineman will provide feedback indicating what actions are required to meet or exceed expectations.

If a Apprentice receives ratings below meeting expectations for two consecutive reviews the Foreman/Lineman will notify their Supervisor.

Examples of items related to meeting or not meeting expectations may include but are not limited to:

- Demonstrating a positive and professional attitude at all times.
- Willing and active participation in Tailboards.
- Working to always stay busy, be on task, and correctly finishing all assigned task.
- The acquisition, retention and demonstration of skills, and knowledge
- Demonstrated ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc)

One copy is given to each of the following:

- The Supervisor
  - The Field Training Coordinator
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## Journeyman Line Worker Role and Responsibilities

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**Safety First!** The journeyman ensures a safe work environment for the apprentice, insisting that the apprentice observe all safety practices and procedures. He or she ensures that the apprentice is always supervised by a qualified line worker when the apprentice is performing tasks that need supervision as defined by the Apprentice Program.

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**Program Duties** The journeyman line worker is expected to do the following:

- Use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.
- Notify the crew foreman of issues that need to be resolved.
- Take an active training role, as established by precedent and contract.
  - Actively teach and demonstrate relevant skills in accordance with work procedures taught in the Apprentice Program.
  - Includes instructions in what is to be done, how it is to be done, the reasons for doing the work in a specific manner, anticipated hazards and appropriate mitigation, and the means for doing the work safely and efficiently.
- Act as a role model for the apprentice, demonstrating correct work procedures and best practices at all times.
  - The journeyman line worker leads by example.
  - “Do as I say, not as I do” is not acceptable.

**Documenting Task Completion** When the apprentice satisfactorily completes a task listed in the apprentice's *Field Guide*, the journeyman line worker will, after consultation with the foreman, initial and date the entry in the manual. Only journeyman linemen or other qualified persons may sign off (initial and date) these requirements.

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**Reporting Progress and Problems** As needed, the line worker is encouraged to complete a report documenting the apprentice's performance and behaviors in the *Field Guide*— the Critical Core Weekly Report (see page 53 for an example).

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## Supervisor Role and Responsibilities

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**Scheduling  
Activities**

The supervisor coordinates training with the forecast workload. The supervisor identifies work opportunities that are needed in each step and are suitable for apprentice training.

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**Maintaining a  
Reservoir of  
Work**

The supervisor identifies work opportunities that are appropriate for apprentice training activities. Suitable work is reserved for apprentice training consistent with good business practices and the requirements for safety, protection of resources, and continuity of service. The supervisor ensures that the field training coordinator has an up-to-date knowledge of suitable work available for apprentice training.

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**Monitoring  
Progress**

The supervisor monitors the apprentice's accomplishments through frequent discussions with the apprentice's Foreman, and Lineman in addition to field observations of the apprentice's performance. The supervisor uses reports to track and monitor apprentice performance.

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## Supervisor Role and Responsibilities, Continued

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### **Maintaining Records**

Each supervisor, in collaboration with the field training coordinator, will maintain necessary records on each apprentice to assure that each apprentice has the opportunity to meet the standards of achievement set forth in these guidelines.

Every 6 weeks, the supervisor will conduct a formal interview with the apprentice and will complete the Critical Core Weekly Report (see page 53 for an example).

The Supervisor will discuss with the Foreman and/or Linemen the Apprentices progress before meeting with the Apprentice.

The Supervisor is responsible for ensuring the Critical Core Weekly report documentation is and has been correctly filled out by the Apprentice, and the Foreman or Lineman and self, documenting the Apprentice's performance during these calibration meetings.

The Supervisor will print his name and indicate the level of performance he/she believes the Apprentice is performing at by circling the respective rating and discussing these ratings with the Apprentice.

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## Supervisor Role and Responsibilities, Continued

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### Meeting Expectations

The Supervisor will provide feedback identifying specific areas where the Apprentice may be excelling and / or specific areas where the Apprentice is not meeting expectations.

If during these calibration discussions it is identified the Apprentice is not meeting expectations the Supervisor will provide feedback indicating what actions are required to meet or exceed expectations.

If a Supervisor is notified of or identifies that a Apprentice has received ratings below meeting expectations for two reviews or more they will notify their Supervisor and Training Coordinator.

Examples of items related to meeting or not meeting expectations may include but are not limited to:

- Demonstrating a positive and professional attitude at all times.
- Willing and active participation in Tailboards.
- Working to always stay busy, be on task, and correctly finishing all assigned task.
- The acquisition, retention and demonstration of skills, and knowledge
- Demonstrated ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc)

Demonstrated willingness to share knowledge with others where needed One copy will be given to each of the following:

- Stored/Filed with the Supervisor
- The Local Review Committee at LRC meetings
- The Field Training Coordinator

In addition to this formal process, the supervisor must also submit an ad hoc completion in SAP to document OJT completion as the apprentice completes the different OJT activities.

Every 90 days, the supervisor conducts a formal interview with the apprentice and completes an apprentice review document. Note: At some point in 2012, this process may transfer into an on-line version.

One copy of the report is given to each of the following:

- The Area Field Training Coordinator
- The Electric Construction School (Livermore).

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## **Supervisor Role and Responsibilities, Continued**

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### **Developing Corrective Action Plans**

The supervisor, in cooperation with the field training coordinator, will prepare a corrective action plan to address any significant training deficiency, including those items that have the potential to delay the timely progression of the apprentice. Corrective action plans will identify the specific problem, specify the additional training and/or practice needed, establish a timeline for completion, and identify the measures to be used to ensure the corrective action has been successful.

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### **Implementing Corrective Action Plans**

The supervisor, in conjunction with the field training coordinator, will arrange work assignments and any necessary training to ensure the apprentice is given the opportunity to complete the corrective action plan in a timely manner.

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## Field Training Coordinator Role and Responsibilities

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**Managing the Training Process**

The field training coordinator and Local Review Committee monitor and support the overall ALW training program for their assigned geographic area. The field training coordinator monitors and tracks all phases of the ALW training program and identifies and corrects conditions or situations that interfere with the efficient training and timely progression of all apprentices.

The training coordinator is the day-to-day resource for the administration of the apprentice field training.

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**Monitoring Progress**

The field training coordinator and Local Review Committee monitor the progress of all apprentices by reviewing written and electronic records, conducting telephone interviews, and by visiting field-training sites for personal observations of training activities. The field training coordinator or a member of the Local Review Committee should conduct a private interview with each assigned apprentice at intervals not to exceed 90 days.

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**Identifying OJE Opportunities**

The field training coordinator coordinates with the apprentice's supervisor to suggest appropriate work assignments to ensure efficient timing and sequencing of OJE.

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**Supporting Role**

As necessary, the field training coordinator provides training resources, guidance, and advice and facilitates access to technical experts to support all persons who have a role in the apprentice training process.

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**Maintaining Records**

While PG&E Academy Operations collects, verifies, inputs, and updates apprentice and supervisor information maintained in SAP, the field training coordinators assist in verification and may input/update information.

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## Field Training Coordinator Role and Responsibilities, Continued

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**Developing  
Corrective  
Action Plans**

In conjunction with the apprentice's supervisor, the field training coordinator co-develops corrective action plans that are timely and efficient in the resolution of training deficiencies.

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**Conducting  
Formal  
Evaluations**

As required, the field training coordinator performs formal evaluations of apprentice performance during field visits. The field training coordinator also monitors and reports on the performance of field mentors and field trainers during field visits.

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**Suggesting  
Improvements**

The field training coordinator suggests changes and revisions to the training program when appropriate

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## Local Review Committee Role and Responsibilities

**Purpose** The Local Review Committee (LRC) provides consistent evaluation of apprentice performance, factoring in all aspects of the program requirements. They provide guidance and counsel to the apprentice on their performance. As needed, they make recommendations about advancing an apprentice or removing him or her from the program .

**Monitoring and Reviewing Progress** The LRC reviews the following items in support of their decision-making.

- Wage Progression Test results.
- Formal training results.
- Apprentice Line Worker Critical Core Weekly Report.
- *Field Guide* documentation.

In addition, the LRC is expected to meet with the apprentice to review his or her progress every 90 days (Quarterly Performance Review).

**LRC Composition** The LRC is composed of the following:

Role	Attendance
Superintendent	Required
Supervisor	Required
Field Training Coordinator	Preferred, but not required
Crew Foreman/Journeyman	Representation by either a Foreman on Journeyman is required
Local business rep, or any designee union member familiar with the ALW program	Required

**The area Superintendent is responsible for scheduling and facilitating the LRC meetings as necessary.**

**Structure and Requirements** *The LRC is responsible for assessing the apprentice assigned to the committee during the entire four-year period of the apprentice program.*

*The Local Review Committee is responsible for monitoring apprentice training assignments outside of the local area to ensure apprentices are receiving the required training and experience.*

*It is the responsibility of the apprentice's Supervisor to ensure that each apprentice's performance is reviewed by the LRC before the wage progression date.*

## Local Review Committee Role and Responsibilities, Continued

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**Authority and  
Decision  
Making**

The LRC has the authority for the following:

- The committee may approve wage progression if the apprentice has successfully completed all formal training, passed the wage progression test, completed and properly reported all OJE requirements, and earned a sustained favorable apprentice review.
  - The committee will develop a recommendation to remove an apprentice from the program based on formal training performance, wage progression tests performance; OJE performance, apprentice review reports, and any other information made available that will support decision-making for apprentice progression.
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**Assessment  
Tools/Structure**

The LRC will assess performance using the measures described above. In addition, a clearly defined process to manage the assessment process will be developed for the LRC to ensure consistency in the assessment and review process.

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**Critical  
Success  
Requirements**

The LRC needs to maintain objectivity in its reviews and recommendations. It is important that the apprentices understand the power of the review committee and the importance of consistently performing to the best of their ability through the entire apprentice program.

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**Removal  
Process**

If a decision is made to recommend for removal, the case will be referred to JATC for final decision and removal from the program.

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## ALW Course Sequence

**Visual Display of Requirements**

The graphic below shows the courses that must be completed during the apprenticeship. It provides a visual display of the sequence of events.

PALW Program completed; Promotion to ALW			
	Wage Step	Duration	ALW Course
Year 1	1	Months 1 - 6	ALW-0001 Overhead Distribution
	2	Months 7 - 12	ALW-0002 Underground Distribution
Year 2	3	Months 13 - 18	ALW-0003 Transmission
	4	Months 19 - 24	ALW-0004 Live Line & Rubber Glove Work to 5kV
Year 3	5	Months 25 - 30	ALW-0005 Advanced Overhead, Live Line, & Rubber Glove Work to 21kV
	6	Months 31 - 36	ALW-0006 Advanced Underground
Year 4	7	Months 37 - 42	ALW-0007 Coaching and Mentoring
	8	Months 43 - 48	ALW-0008 Restoration

ALW Course Sequence

## Training Activities

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### Introduction

The goal of the ALW program is the development of the skills and knowledge that represent the safe and effective performance of all line work tasks. Each course in the ALW program is designed to provide training for apprentices in the foundational knowledge and skills leading to competency in all identified tasks.

The activities are listed below by wage step, with prohibited activities indicated, as appropriate.

---

### Working Conditions per CCR, Title 8

As noted earlier, the *California Code of Regulations (CCR)*, Title 8, §210, "Working Conditions" says:

*"Apprentices shall work under and with competent journeymen and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards."*

The spirit of the language above is to ensure that apprentices are not performing work without oversight and that they are getting the necessary supervision and training to learn the proper work procedures and perform the work safely.

An apprentice may be assigned to work without direct supervision as part of a crew only after the apprentice 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 as stipulated by definition in Utility Bulletin: TD-2355B-001 Publication Date: 07/12/2011 Rev: 1.

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### Direct Supervision

Tasks with the potential to cause harm or injury to the apprentice, co-workers, or the public or damage to property must be performed under the **direct supervision** of a Qualified Electrical Worker (QEW).

Direct supervision means that the QEW must be close enough to the apprentice performing the task to intervene physically to prevent such harm or injury or damage to property.

Note that, throughout the term of the apprenticeship, apprentices may perform live-line work and rubber glove work above 600 volts only under the direct supervision of the QEW.

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*Continued on next page*

## **Training Activities,** Continued

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**Supervision** Other tasks, those with little potential for risk or injury, can be performed under the supervision of the QEW.

Supervision means that the QEW must be nearby, within earshot, and able to see the apprentice.

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## Wage Step 1 Activities

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### Attend the Overhead Fundamentals Course

As early as possible in the first step, PG&E Academy will schedule the apprentice to attend the Overhead Distribution course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

---

### Wage Step 1—Overhead Distribution

When the apprentice has completed all requirements for Wage Step 1, he or she will be able to:

- Perform overhead energized work to 600 volts.
- 

### Permitted Tasks during Wage Step 1

Working on an energized conductor under the direct supervision of a QEW.

The apprentice will gain the general knowledge of line crew work by participation in all work that is performed on the ground and by participation in work performed in elevated positions where such work can be performed safely in the following situations, within the guidelines shown below:

#### PERMITTED

- Work on lines of any voltage not connected to existing circuits.
  - Work on lines of any voltage that are de-energized and grounded. The apprentice may test and ground for installation of personal grounds **after** protective grounds have been installed by others.
  - Work on energized **secondary** circuits up to 600 volts, under the direct supervision of a QEW, where:
    - The apprentice performs such work from **below** the secondary level on poles where energized primary is on the same pole. This rule includes work done from an aerial lift. **The use of aerial lifts by first step apprentices is highly discouraged.**
    - Such work only energizes the secondary conductors and does not pick up load (other than charging current on the secondary). For example, the apprentice may make connections energizing a service drop to a meter where the customer's main circuit breaker is open.
    - Such work only de-energizes unloaded secondary conductors. For example, the apprentice may open connections de-energizing a service drop to a meter where the customer's main circuit breaker is open.
- 

*Continued on next page*

## Wage Step 1 Activities, Continued

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### Prohibited Tasks during Wage Step 1

#### PROHIBITED

- Making connections that pick up load (other than the charging current of the conductors).
  - Opening connections that drop load (other than the charging current of the conductors). The apprentice is prohibited from opening connections to a meter where a meter is turning (drawing load).
  - An apprentice may be assigned to work with line crews on non-lead underground cables, but will not work on cables or devices that are energized more than 600 volts, or work in areas where contact can be made with unprotected cable or devices energized more than 600 volts.
- 

### Operating Aerial Lifts

An apprentice will be trained in the duties of a line worker, to the extent indicated for the 0-6 month period on the attached schedule. In conjunction with such work, such apprentice may use aerial lift equipment when properly trained and instructed in the use of such equipment and when accompanied by a journeyman. Such work will not be performed in positions that allow the apprentice, or the equipment being used, to encroach into the contact area or the safe working distance of primary voltage.

**The use of aerial lifts by first step apprentices is highly discouraged.**

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## Wage Step 2 Activities

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### Continue to Perform Previous Duties

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice the tasks described below. An apprentice will continue to work on energized secondary circuits under the same conditions as specified in wage step one. Additionally, an apprentice may be assigned to pick up or drop **secondary** loads while being directly supervised by a QEW.

---

### Attend the Underground Distribution Course

As early as possible in the second step, PG&E Academy will schedule the apprentice to attend the Underground Distribution course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

---

### Wage Step 2—Underground Distribution

When the apprentice has completed all requirements for Wage Step 2, he or she will be able to:

- Perform de-energized underground work at all voltages.
  - Operate some energized underground equipment under the direct supervision of a QEW.
- 

### Wage Step 2 Permitted Tasks

After passing the Underground Distribution course, apprentices may be assigned by the immediate supervisor to assist the journeyman in testing and installing grounds on a de energized circuit. Such activity will be performed under the direct supervision of a QEW.

In addition, apprentices can work on energized **secondary** circuits up to 600 volts, under the direct supervision of a QEW.

Apprentices can perform certain underground tasks on energized primaries under the direct supervision of a QEW (assist in phasing across test points; assist in switching and grounding tasks).

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*Continued on next page*

## Wage Step 2 Activities, Continued

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### Wage Step 2 Prohibited Tasks

#### PROHIBITED

- Removing, installing, or operating fused disconnects in a pad-mounted heavy (PMH).
  - Replacing fuses.
  - Operating energized load break elbows or non-gang-operated devices.
-

## Wage Step 3 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Transmission Course**

As early as possible in the third step, PG&E Academy will schedule the apprentice to attend the Transmission course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

---

**Wage Step 3—Transmission**

When the apprentice has completed all requirements for Wage Step 3, he or she will be able to:

- Perform overhead tasks at transmission on de-energized circuits and,
  - Utilize live line work procedures for energized transmission voltages for which they have been trained. (e.g. 44-70kv).
- 

**Transmission Restrictions**

Live line work by apprentices always requires the direct supervision of a QEW.

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## Wage Step 4 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Live-line (All Voltages) and Rubber Glove Work to 5kV Course**

Apprentices will only perform work in energized circuits utilizing rubber glove and live line work procedures for which they have been trained.

PG&E Academy will schedule the apprentice to attend Hot Stick and Rubber Glove Work to 5kV course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

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**Live-line (All Voltages) and Rubber Glove Work to 5kV Restrictions**

Apprentices will **not** perform live line work until they have successfully completed the school at Livermore. Working under the direct supervision of a QEW, the apprentice will continue to learn all skills connected with the use of live line protective equipment and live line tools for work on energized primaries.

An apprentice may work without direct supervision as part of a crew on energized secondaries and, as part of the crew, may perform minor switching, (such as opening or closing and refusing of transformer cutouts) by using live line tools.

Apprentices cannot perform rubber glove work until they have completed the school at Livermore.

Live line work by apprentices always requires the direct supervision of a QEW.

Rubber glove work above 600 volts by apprentices always requires the direct supervision of a QEW.

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*Continued on next page*

## Wage Step 4 Activities, Continued

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### Wage Step 4— Live-line (All Voltages) and Rubber Glove Work to 5kV

When the apprentice has completed all requirements for Wage Step 4, he or she will be able to:

- Perform live-line work using a hot stick (all voltages).
  - Perform rubber glove work to 5kV under the direct supervision of a QEW.
- 

### Completing Live-line (All Voltages) and Rubber Glove Work to 5kV Course

**Both** hot stick and rubber glove requirements must be completed by the end of the fourth wage step.

***The apprentice and the immediate supervisor must schedule OJE training activities carefully to ensure that the Apprentice reinforces and continues to develop the necessary skills to perform these tasks as trained.***

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### Wage Step 4 Permitted Tasks

Upon completion of Wage Step 4, apprentices will be able to open and close disconnects and perform other basic switching operations (including operating gang-operated switched, reclosers, and associated equipment) under the supervision of the QEW.

Apprentices can perform live-line work under the direct supervision of a QEW.

Apprentices can perform rubber glove work to 5kV under the direct supervision of a QEW.

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### Wage Step 4 Prohibited Tasks

#### **PROHIBITED**

- Apprentices cannot perform rubber glove work on voltages exceeding 5kV.
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## Wage Step 5 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Advanced Overhead, and Rubber Glove Work to 21kV Course**

As early as possible in the fifth step, PG&E Academy will schedule the apprentice to attend the Advanced Overhead, Live Line, and Rubber Glove to 21kV course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

---

**Wage Step 5—Advanced Overhead, and Rubber Glove Work to 21kV**

When the apprentice has completed all requirements for Wage Step 5, he or she will be able to:

- Perform rubber glove work to 21kV, utilizing the principles of insulate and isolate.
- 

**Wage Step 5 Permitted Tasks**

Apprentices can perform rubber glove work to 21kV under the direct supervision of a QEW.

Apprentices can perform live-line work under the direct supervision of a QEW.

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## Wage Step 6 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Advanced Underground Course**

As early as possible in the sixth step, PG&E Academy will schedule the apprentice to attend the Advanced Underground course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

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**Wage Step 6—Advanced Underground**

When the apprentice has completed all requirements for Wage Step 6, he or she will be able to:

- Operate underground equipment.
- 

**Wage Step 6 Permitted Activities**

Apprentices can perform any work normally performed by a journeyman, under the direction of a QEW, as required by the job. Apprentices can write, submit and hold clearances under the direct supervision of a QEW.

Apprentices can perform rubber glove work to 21kV under the direct supervision of a QEW.

Apprentices can perform live-line work under the direct supervision of a QEW.

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## Wage Step 7 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Coaching and Mentoring Course**

As early as possible in the seventh step, PG&E Academy will schedule the apprentice to attend the Coaching and Mentoring course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

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**Wage Step 7— Coaching and Mentoring**

When the apprentice has completed all requirements for Wage Step 7, he or she will be able to:

- Develop the skills required for effective coaching and mentoring of pre-apprentices and apprentices.
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**Wage Step 7 Permitted Activities**

These tasks do not require the direct supervision of a QEW.

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## Wage Step 8 Activities

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**Continue to Perform Previous Duties**

An apprentice will continue to perform the functions and duties of the previous wage step and, in addition, will practice to competency the tasks described below.

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**Attend the Advanced Line Restoration Course**

As early as possible in the eighth step, PG&E Academy will schedule the apprentice to attend the Advanced Line Restoration course at the Livermore Training Center. The course will contain a written final exam (knowledge assessment) and a skills (performance) assessment. The rules for testing and retesting are contained in the "Assessment Policy" section that begins on page 15.

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**Wage Step 8—Advanced Line Restoration**

When the apprentice has completed all requirements for Wage Step 8, he or she will be able to:

- Perform restoration tasks under the supervision of a QEW.
- 

**Wage Step 8 Permitted Activities**

Apprentices can perform rubber glove work to 21kV under the direct supervision of a QEW.

Apprentices can perform live-line work under the direct supervision of a QEW.

Apprentices can perform restoration work, with the exception of the above tasks, under the supervision of a QEW.

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## Permanent Training Record

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**Apprentice** Each apprentice maintains an individual *Field Guide*. Entries will be made by the apprentice, supervising linemen, foremen, supervisors, the field training coordinator, and other authorized persons.

In addition, the apprentice maintains on-line records in MyLearning.

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**Supervisor** Each supervisor, in collaboration with the field training coordinator, maintains the necessary records on each apprentice.

Every 90 days, the supervisor interviews each apprentice for the 90-day review. Copies of the review are forwarded to the field training coordinator for review. The review should be entered no later than 10 days after the scheduled review date. (Note: this may become electronic in 2012 and the paper version may be discontinued.)

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**PG&E Academy** PG&E Academy maintains copies of all Apprentice records, including records of all knowledge and performance assessments, and the wage progression test outcomes.

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**Access to the Training Record** Training records are always available during the apprenticeship for review by the field training coordinator, the immediate supervisor, or higher level of supervision, the apprentice, and representatives of the union.

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## Apprentice Quarterly Performance Reviews

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### **Purpose**

Apprentice quarterly performance reviews are very important. They document the successful progression of the apprentice through the training program. They serve as written explanations for the demonstrated skills and abilities acquired by the apprentice and of the additional work responsibilities that are expected of the apprentice. In addition, the reports explain and justify any additional training or personnel actions that are required in the case of an apprentice who does not meet the required standards of performance.

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### **Performance Review Sheet**

Performance reviews are completed at 90-day intervals. The interval begins on the day that the worker is awarded the apprentice classification. The Performance Review Sheet is used to record specific training accomplishments and problems during the 90-day period. It records:

- Work activity for the quarter.
  - Training requirements completed.
  - Planned work activity for the next quarter.
  - Planned training requirements to be completed.
  - Areas where improvement has been noted.
  - Areas requiring improvement.
  - The improvement plan (developed by the supervisor and the field training coordinator).
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## Resolving Conflicts—the Appeals Process

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**Informal  
Resolution  
First**

Problems and conflicts concerning apprentice training should be resolved at the lowest possible level. Participants are expected to work together in good faith to reach consensus in achieving a fair resolution to the problem.

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**Formal Appeals**

If problems or conflicts cannot be resolved at the local level, one or more parties may appeal to the JATC for resolution of the issue. The JATC will investigate, as required, and will reach a determination on the issue under review.

If the issue cannot be resolved by the JATC, the issue may be escalated to the California Department of Apprenticeship Standards.

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**Changes**

The JATC has final authority over changes in program content, sequence, extensions of schedules, retesting, deviations, adjustments, and other serious issues.

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## Program Phase-in/Transition Plan

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### **Introduction**

On the date this agreement is adopted, the apprentice line worker program will contain a mixture of apprentices.

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### **Apprentices Not Affected by This Agreement**

Apprentices who are currently in the Lineman 2000 program will not be impacted by this program.

Based on the development cycle of the new apprenticeship program, L2000 apprentices will be a least a year ahead of the new curriculum. Therefore, a transition would require stepping L2000 apprentices back to align with the new program.

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## Achieving a Harassment-free Workplace

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### Standards

PG&E is committed to maintaining a work environment that respects individual differences. Conduct yourself in a professional manner and treat others with respect, fairness, and dignity. PG&E does not tolerate harassment or discrimination, including behavior, comments, jokes, slurs, e-mail messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment. Harassment and discrimination also can occur in the form of bullying, initiation activities, or workplace hazing, which can be humiliating, degrading, or cause emotional or physical harm. No forms of harassment or discrimination are tolerated, regardless of the employee's willingness to participate, and such conduct can result in termination.

You must comply with applicable federal, state, and local statutes prohibiting conduct that could reasonably be construed as sexual in nature<sup>1</sup>, or discrimination or harassment based on race, color, religion, age, sex, pregnancy, physical or mental disability, national origin, ancestry, medical condition, veteran status, marital status, sexual orientation, gender identity, genetic information, or any other non-job-related factor. This applies to all employment practices, including advancement, disciplinary decisions, benefits, training, and general workplace conduct.

Further, officers and other supervisors are expected to be familiar with PG&E's standards on harassment and discrimination and with relevant federal, state, and local laws. Supervisors who fail to take action, engage in harassment, or permit harassment to occur not only expose PG&E to liability, they also expose themselves to personal liability. Employees can be held personally liable for engaging in harassment.

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## Appendix

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### **Appendix Documents**

The Appendix provides examples of the following two documents:

1. Apprentice Line Worker Report/Request Form.
  2. Critical Core Weekly Report.
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## Apprentice Line Worker Report/Request Form

Apprentice  
Name (Print  
clearly)

Headquarters:

Date:

Wage Step:

In all cases, attempt to resolve issues/problems at your headquarters. If the issue cannot be satisfactorily resolved at your headquarters, you may document the situation and request assistance by faxing this form to the Electric Construction School in Livermore (8-477-2507 or 925-606-2507).

What is the issue or problem?

What steps have you taken to resolve the issue or problem?

What action do you think is necessary? How can we help you?

Signature

# Critical Core Weekly Report

1 = Does Not Meet      2 = Meets      3 = Exceeds

<b>Supervisor Name (Print clearly)</b>							<b>Week of:</b>
<b>ALW Name (Print clearly)</b>							
<b>Critical Core Behavior</b>	<b>ALW</b>			<b>Supervisor/ECF</b>			<b>Comments/Examples</b>
	1	2	3	1	2	3	
	Does not meet	Meets	Exceeds	Does not meet	Meets	Exceeds	
1. ALW consistently demonstrates a positive work attitude, including being receptive to performance feedback.							
2. ALW proactively asks for assistance and guidance when needed.							
3. ALW follows directions, completing all tasks as directed by supervisors, foremen, and journeymen.							
4. ALW interprets and follows work procedures and standards correctly.							
5. ALW properly identifies and uses tools and materials.							
6. ALW continues to demonstrate and build competency in ensuring personal safety.							
7. ALW continues to strengthen and build competency in ensuring worksite safety.							
8. ALW continues to strengthen and build competency in ensuring public safety.							
9. ALW consistently demonstrates the ability to make sound decisions within their progression.							