



LETTER AGREEMENT NO. 16-04-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT
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ROBERT JOGA
SR. DIRECTOR AND CHIEF NEGOTIATOR

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

TOM DALZELL
BUSINESS MANAGER

January 22, 2016

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:

Pursuant to Section 109.2 of the Physical Collective Bargaining Agreement (CBA) and the Master Apprenticeship Agreement (MAA), the Company and Union established a joint training subcommittee to establish the **Apprentice Fitter-Arc Training Program**. On August 14, 2015, the JATC approved the Administrative Procedures Manual and training curriculum in AC Decision AUG-15-60.

The Master Apprenticeship Agreement (MAA) requires the Joint Apprenticeship and Training Committee (JATC) to establish an Administrative Procedures Manual for each apprenticeship training program.

The Company and Union have agreed that the Administrative Procedures Manual shall consist of specific standards for all apprenticeship training programs. Variations within the program are represented below:

- Eligibility requirements for internal PG&E employees through job bidding.
- Length of apprenticeship training program.
- Successful completion of the training program.
- Failure to progress in the training program, (failure to meet the Standards of Achievement).
- Wage step progression structure.
- Other special provisions that may be applicable.

For each newly indentured apprentice, advancement to the next step requires successful completion of the Standards of Achievement as specified in the jointly agreed to Administrative Procedures Manual. The protocol for progression and failure to advance will be consistent with the specifics as identified in this agreement and in the Administrative Procedures Manual.

In no event shall the Administrative Procedures Manual supersede this letter of agreement or the Master Apprenticeship Agreement. Typographic errors and omissions or minor edits to the Administrative Procedures Manual that have no material effect shall be made and reported to the JATC.

The JATC has agreed that the curriculum and associated qualifications can be updated by the sub-committee as needed, to ensure the program reflects current work practices and procedures. These JATC-approved updates will be documented and captured in an Apprentice Committee (AC) letter.

Eligibility for Apprenticeship through Job bidding

- Pass the Physical Test Battery and Industrial Skills Test or new tests by Company and Union agreement.
- Meet Eligibility requirements pursuant to [LA 14-35](#).

Wage Rates

Apprentice wages per step are defined in the most recent [Exhibit X](#) of the [Collective Bargaining Agreement](#), located on the [Labor Relations Intranet webpage](#).

Specifics for the Apprentice Fitter-Arc Training Program Will Include the Following:

1) Length of Training Program

- The duration of this program is 36 months, divided into six, six-month steps with step and wage progressions every six months. Step and wage progressions are contingent upon successful completion of program requirements per step.

2) Successful Completion of the Training Program

- The apprentice will become a Journeyman Fitter-Arc upon successful completion of all the Standards of Achievement, including the length in program. No temporary upgrades, advanced placement, or early promotion permitted.

3) Apprentice Roles, Responsibilities, and Standards of Achievement

In order to be eligible to progress to the next step, the apprentice must meet the Standards of Achievement as defined below.

- Satisfy the required time in each step (six months per step); and
- Successfully complete all on-the-job (OJT) training for each step ; and
- Successfully complete all formal training specified for each step, to include all relevant qualifications; and
- Successfully complete the Step Progression Test (SPT) specified for each step; and
- Continually display positive attitude and behaviors; and
- Continually comply with safety rules and work procedures; and
- Satisfy the Apprentice Roles and Responsibilities as defined in the Administrative Procedures Manual.

4) Failure to Progress

If an apprentice does not meet the Standards of Achievement, and/or fails to follow the Apprentice Roles and Responsibilities as defined in the Apprentice Administrative Procedures Manual, he or she will be placed on an Action Plan. The Action Plan will:

- Begin on the day a deficiency is presented to the Apprentice and Supervisor by the Apprentice Coordinator, and be scheduled to end no later than 90 consecutive days unless special provisions have been approved by the JATC.
- End on the day the Action Plan requirements are fulfilled.

All Action Plans must be submitted to the JATC for review and approval. The JATC has the final authority to:

- Approve / extend an Action Plan.
- Remove an apprentice from the program.

Time Period	Number of Action Plans Permitted	Subject to JATC Removal If:
First Step - Sixth Step (0 mo – 36 mo)	Up to two total Action Plans during the entire program, six steps.	If there is a need for a 3 rd Action Plan at any point in time during the eight-step program, the apprentice is subject to removal by the JATC.

If an apprentice has exhausted his or her allotment of Action Plans, the apprentice will have their apprentice training program suspended by the Apprentice Fitter-Arc program leader/LRC committee members pending review by the JATC. All apprentice removals are subject to review and approval by the JATC.

The JATC will rely on PG&E leaders (Supervisors) to use the Positive Discipline (PD) process to address apprentices' attitude, behavior and attendance.

5) Program Transition Plan

- Refer to Letter Agreements [13-81](#) and [14-22](#) for transition of incumbent Apprentice Fitters.

This proposed agreement has been reviewed by Senior Assistant Business Manager Joe Osterlund.

If you agree, 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: 
 Robert Joga
 Senior Director and Chief Negotiator

The Union is in agreement.

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

February 1, 2016

By: 
 Tom Dalzell
 Business Manager