



**Pacific Gas and  
Electric Company™**

# LETTER AGREEMENT NO. 17-04-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
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INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
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VACAVILLE, CALIFORNIA 95696  
707.452.2700

TOM DALZELL  
BUSINESS MANAGER

March 7, 2017

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 recently reviewed and updated the Apprentice Lineman Training Program.

The recommendations were presented to the Joint Apprenticeship Training Committee (JATC) for review, and received approval to proceed in recommending the revised Apprentice Lineman Training Program for Company and Union approval.

This letter amends Letter of Agreement 12-13-PGE.

The attached revised program will replace the existing Apprentice Lineman Training Program.

The proposed changes are outlined below and are also contained in the attached Apprentice Lineman Administrative Procedures Manual.

### Apprentices Affected by this Agreement

All current and future Apprentices in the Apprentice Lineman program will be impacted by this Letter of Agreement and the revised Apprentice Administrative Procedures Manual until/unless these agreements are modified.

Transition impact:

- Apprentice Linemen who were on active action plans as discussed and agreed upon at the JATC meeting held on February 10, 2017.
  - If the Apprentice successfully completes the requirements of said action plan, the action plan will be expunged from the Apprentice's record.
  - If the Apprentice does not successfully complete the requirements of said action plan, the requirements contained in this Letter of Agreement and the revised Apprentice Administrative Procedures Manual will apply.

- Apprentice Linemen who were not on active action plans as discussed and agreed upon at the JATC meeting held on February 10, 2017.
  - Will have any/all previous action plans expunged from their official Apprentice records.
  - Will not have any previous Action Plans counted as an Action Plan of record for the purposes of supporting a decision of failure to progress

Training Requirements Requiring Travel

Title 200 Apprentices assigned to Title 300 shall work within the Title 200 Section of the Agreement during the assignment, including Title 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. However, the parties agree to apply the provisions of Section 301.9(d) Special Assignment – Field Employees, to Title 300 Apprentice Linemen moved in conjunction with this program, and such training assignments will be considered a special temporary assignment in accordance with Section 301.9(d) of the IBEW Physical Agreement, without regard to the length of the temporary assignment.

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

The Union is in agreement.

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

March 8<sup>th</sup>, 2017

By:   
Tom Dalzell  
Business Manager

# Apprentice Lineman (T200 & T300)

## ADMINISTRATIVE PROCEDURES MANUAL



**Version 4.4 January 5, 2017**

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Electric Distribution Operations and PG&E Academy

## Document Identification Sheet

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**Document Title** Administrative Procedures for Line of Progression Apprentice Lineman Training Program for Electric Distribution Operations.

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**Abstract** This document outlines the administrative procedures in support of both implementation and sustainment of the Apprentice Lineman Program.

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**Keywords** Apprentice, Journeyman , Supervisor, Training Coordinator, Crew Foreman, Local Review Committee

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**Contact Person** Title Field Training Manager

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**Document Approval** The present edition of this document has been approved by the following management authorities:

Name	Barry Anderson
Department	Electric Distribution
Title	Vice President

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<b>Document Status and Type Status Category Classification</b>	Working Draft	_____
	Proposed Issue	_____
	Approved	X
	Released Issue	4.4


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## Document Identification Sheet, Continued

### Document Revision History

Each time revisions are made to this document, please fill out the Revision History table.

Date	Revision#	Name	Change Details
3/6/15	4.0	Marissa Campa	Transferred language to template.
5/8/15	4.0	Erica Markham	Minor edits, added LOA language. This language will be removed once the LOA is approved. Added Decision letter MAY-15-48 in hidden text.
5/13/15	4.1	Erica Markham	Corrected error in date of "Program Transition Plan" section
6/23/15	4.2	Erica Markham	Changed Coaching & Mentoring to "Coaching and Communication". Edited Step 5 permitted activities
6/29/15	4.3	Erica Markham	Added Jerry Cooper requested edits to Step 8 permitted activities.
1/5/17	4.4	Kathy Ledbetter	Added agreed upon verbiage in "Training Requirements Requiring Travel"
3/15/17	4.4	Marissa Campa	Updated location of Standards of Achievement

### Document Approval History

Stakeholder Role	Name
California State Representative	Sheila Zuvich, DAS
JATC, Chair	Dan Amour, PG&E
JATC, Secretary	Bob Gerstle, IBEW
JATC Member	Shawna Rodriguez, PG&E
JATC Member	Joe Minkstein, PG&E
JATC Member	Roberto Balisteri, IBEW
JATC Member	Kyle Whitman, IBEW
JATC Member	Dave Sankey, IBEW
JATC Member	Richard White, PG&E

## JATC Decision Letter

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### APPRENTICESHIP COMMITTEE

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(925) 270-2523  
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VACAVILLE, CALIFORNIA 95696  
(707) 462-2700  
BOB GERSTLE, SECRETARY

- DECISION
- LETTER DECISION

Apprentice Committee Case # JIAN-17-05

The Joint Apprenticeship Training Committee reviewed the Apprentice Lineman & Lineman GC Administrative Procedures Manual. Based on the information submitted and reviewed by the Committee, the JATC approves the content of the Administrative Procedures Manual effective January 13, 2017.

The following JATC member were present at this meeting: Marissa Campa, PG&E; Bob Gerstle, JATC Secretary; Shawna Rodriguez, PG&E; Alicia Collins, PG&E; Rick White, PG&E; Roberto Balestreri, IBEW; Kyle Whitman, IBEW; David Sankey, IBEW.

  
\_\_\_\_\_  
DAN AMOUR, Chairman  
Joint Apprenticeship & Training Committee

1/13/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
BOB GERSTLE, Secretary  
Joint Apprenticeship & Training Committee

1/13/17  
\_\_\_\_\_  
Date

cc: Field Training Coordinator

## Letter of Agreement

---



### LETTER AGREEMENT NO. 17-04-PGE



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LABOR RELATIONS  
375 N. WIGET LANE  
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BUSINESS MANAGER

March 7, 2017

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International Brotherhood of  
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The attached revised program will replace the existing Apprentice Lineman Training Program.

The proposed changes are outlined below and are also contained in the attached Apprentice Lineman Administrative Procedures Manual.

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Mr. Tom Dalzell

- 2 -

March 7, 2017  
LA 17-04-PGE

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

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By: 

Robert Joga  
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The Union is in agreement.

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

By: 

Tom Dalzell  
Business Manager

March 8th, 2017



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## General Information

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**Purpose**

The *Administrative Procedures Manual* is a supporting document for the Apprentice Lineman Training Program and complies with both the Letter of Agreement (LOA) included in the beginning of this manual, and the Master Apprenticeship Agreement (MAA).

The apprentice training program is designed to support the apprentice's successful completion of the program. 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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**Apprenticeship Duration**

The Apprentice Lineman Training Program is 48 months long, divided into eight steps that coincide with the step progression of the classification.

- Each step is six months long.
  - Each step provides a wage increase.
- 

**Apprenticeship Eligibility**

All candidates for an Apprentice Lineman position must meet the following requirements:

- Successful completion of the Pre-Apprentice Lineman program.
    - See LA 10-50 for Pre-Apprentice requirements.
  - Possession of Class "A" driver's License.
  - Pass applicable tests/test batteries as agreed-to by the Company and the Union for existing represented employees, which may include existing tests (e.g., Physical Test Battery, Industrial Skills Test, etc.) or new tests deemed appropriate.
  - Possess a high school diploma or General Education Diploma (GED).
  - Complete the State of California apprentice agreement.
  - Qualify on the Physical Test Battery (PTB) and Industrial Skills Test (IST).
  - Qualify on the Apprentice Lineman Progression (ALP) assessment.
  - Qualify on the Company-administered Post-Offer Physical Assessment (POPA).
  - Qualified on the Work Orientation Inventory (WOI).
- 

*Continued on next page*

## General Information, Continued

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### **The MAA, LOA & CBA**

The [Master Apprenticeship Agreement](#) (MAA) provides governance to all apprenticeship programs pursuant to Title 109.

The Letter of Agreement (LOA) is a negotiated agreement to establish the guidelines for a specific training program.

This document does **not** replace the Master Apprenticeship Agreement (MAA) or the [Collective Bargaining Agreement](#) (CBA); it works in conjunction with each to provide the program specific administrative procedures.

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### **Division of Apprenticeship Standards**

Under the registration of the State of California's Division of Apprenticeship Standards (DAS), PG&Es apprenticeship programs are regulated to ensure they meet the high standards necessary for preparing apprentices for the future, and to have a highly trained workforce ready to meet PG&Es needs today and tomorrow.

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### **Apprentice Program Management & Compliance**

PG&E [Apprentice Program Management & Compliance](#) (APMC) is a support function to all apprentice programs. This team works directly with the JATC, California State DAS, Veteran Affairs, and apprentice program sub-committees. APMC is responsible for record management for compliance purposes.

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### **Apprentice Subcommittee**

The subcommittee consists of at least 6 subject matter experts (SMEs) for this apprenticeship training program, half of which are IBEW members, and half that are not. This group works in collaboration to ensure the program design.

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*Continued on next page*



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## General Information, Continued

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### Joint Apprenticeship and Training Committee

The Joint Apprenticeship and Training Committee (JATC) is governed by Title 109 of the Company and IBEW Physical Agreement and in accordance with the California Labor Code, and the California Code of Regulations—California Apprenticeship Council.

The functions of the Committee consist of matters relating to the entrance requirements of employees for apprenticeship training and the discussion and analysis of such subjects as methods of grading, related training, means of progression, etc.

The Committee is also responsible for overseeing training progression, case management, program governance, performance, evaluation and processes. The JATC headquarters office, under the direction of the Chairperson, is required to provide the following services:

- Annual certification of training programs.
  - Maintenance of on-the-job progress reports.
  - Maintenance of related instruction records.
  - Enrollment of veterans.
  - Certification of veterans' monthly attendance.
  - Submit and maintain our company-wide DAS Program Standards.
- 

### Additional Supporting Roles

This apprentice program is heavily dependent on OJT. The role of the s in the field, including the Journeyman, Crew Foreman, and Supervisor, is crucial to the success of this program. It is essential that these individuals take responsibility for their role as explained in the "Roles and Responsibilities" section of this document.

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### Veterans Benefits

Apprenticeship programs may entitle certain veterans to education benefits from the Veterans Administration. Apprentices who believe they may be eligible are encouraged to consult with a Veteran Education Benefits Counselor at <http://www.benefits.va.gov/gibill/index.asp>.

Apprentices are encouraged to take [APMC-0001WBT](#) in MyLearning. This training is designed to inform the apprentice about the VA education benefits application and monthly certification processes.

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### Resources

Supplemental information is provided to help apprentices increase the knowledge and skills required to be fully competent in an apprentice and journeyman position.

Training Coordinator, Supervisors, Technical Instructors, and Journeyman are available to answer apprentice questions.

Additional resources include the [Technical Information Library](#) (TIL) and the PG&E Academy.

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## Administrative Procedures

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### Safety First

It is essential that uniform and safe practices be followed during the apprenticeship; therefore, assignments of duties and work procedures will conform to those assigned to each step in this manual.

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### Apprenticeship Agreement (DAS-1 Form)

Within 10 calendar days of beginning the apprenticeship, the Training Coordinator, Supervisor or Manager will assist the new apprentice in completing the state apprenticeship agreement (DAS-1 Form).

The Training Coordinator will provide a copy of the signed agreement to the apprentice and will then forward the original document to Apprentice Program Management Compliance (APMC) for their action.

APMC will notify the Training Coordinator and employee once a copy of the approved agreement is returned by the state. The original agreement will remain with the state.

---

### Apprentice Orientation Requirements

The required Apprentice Orientation must be completed within the first 10 days of the apprenticeship with the Supervisor, Manager or Training Coordinator.

The Apprentice Orientation will include:

- Complete the [State of California DAS Apprentice Agreement](#).
  - Review and provide a copy of this [Administrative Procedures Manual](#).
    - Roles and responsibilities.
    - The nature of the work, job hazards, and working conditions.
    - The possibility of travel during the apprenticeship.
    - Training methodology.
    - Testing, promotions, and pay.
    - Methods for obtaining assistance with training or performance concerns.
    - The consequences for failure to complete the apprentice program satisfactorily.
    - The process for resolving conflicts or disputes.
  - Review and provide a copy of the [Master Apprenticeship Agreement \(MAA\)](#).
  - Review available resources:
    - [IBEW website](#),
    - [PGE HR intranet site](#),
    - [IBEW PHYSICAL WAGES EXHIBIT X](#)
- 

*Continued on next page*

## Administrative Procedures, 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:

- Formal training.
- Mandatory self-study activities and preparation for formal training.
- Training assignments in the field and practice time.
- 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.

---

### **Field Training Record**

The *Field Training Record* is the primary document used to record and track apprentice training activities.

Apprentices are responsible for maintaining and managing all documentation during the apprenticeship in the *Field Training Record*. The requirements and procedures contained in the *Field Training Record* are a part of these administrative rules and are mandatory.

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## Apprentice Supervision

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### **Working Conditions per CCR, Title 8**

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 on-the-job training 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.

Supporting Document: *MAA Section F.2 Training of Apprentices*

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### **Required Supervision**

Refer to the Master Apprenticeship Agreement ([MAA](#)); [section F.2](#) for specific guidelines for required supervision.

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## Apprentice Role and Responsibilities

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**Safety First!**

The apprentice must learn and observe the safety policies and procedures applicable to the tasks being performed. Safety is a condition of employment. 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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**Standards of Achievement**

Apprentices are responsible for their own success. Apprentices must meet all established Standards of Achievement as defined in the Appendix at the end of this document.

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**Program Duties**

The Apprentice is expected to do the following:

- Proactively seek guidance for knowledge/skill development.
  - Meet with the Supervisor every six weeks to review their progress.
  - Complete all required tasks under the observation of a Journeyman, and ensure that the Journeyman documents the completion appropriately.
  - Track OJT, OJE, OJE-TR and JPM in the *On-the-Job Training Record* and input required information into MyLearning. Maintain all required documentation.
  - Complete all self-study tasks as assigned.
  - Prepare for the next step progression test (SPT).
  - Meet with your foreman and field mentor on a bi-weekly basis to review your progress (OJE and Critical Core Attitudes and Behaviors)
  - Immediately escalate any concerns about the work and its applicability to the required tasks to a Journeyman , Supervisor, and/or the Training Coordinator.
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## Apprentice Role and Responsibilities, Continued

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**Documenting  
Task  
Completion**

The Apprentice is responsible for tracking their performance of the required activities in the *On-the-Job Training Record*. The apprentice must document OJT, OJE, OJE-TR, and JPM activities as they occur and post hours worked in each OJE category (“bucket”) of work in MyLearning. The apprentice is responsible for obtaining appropriate sign off on these activities. Omissions and errors in training records may cause delays in step progression.

If an OJE report is not received via MyLearning 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).

Failure to accurately document training will be subject to investigation. If it is determined that records have been intentionally falsified, apprentices will be subject to review and may be subject to discipline and or discharge.

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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## Apprentice Role and Responsibilities, Continued

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**Critical Core Attitudes and Behaviors**

Apprentices are responsible for upholding [PG&E's Vision and Values](#) in addition to displaying the following critical core attitudes and behaviors at all times:

- Demonstrate a positive and professional work attitude at all times.
- Actively participate in safety tailboards.
- Accept performance feedback in a positive spirit.
- Ask for guidance and assistance when needed.
- Provide support to other employees.
- Consistently attend all training opportunities.
- Practice learned skills to build competency and efficiency.
- Correctly interpret and apply work procedures and standards.
- Demonstrate the acquisition and retention of skills and knowledge.
- Strengthen competency in personal, worksite, and public safety.
- Work to always stay busy, be on task, and correctly finish all assigned tasks.
- Follow directions given by Supervisors and Journeyman s.
- Consistently demonstrate the ability to make sound decisions throughout the duration of the program.

Apprentice performance on the core attitudes and behaviors is formally documented during the apprentice performance review. Results are informally discussed throughout the apprenticeship, and reviewed quarterly.

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**Apprentice Accountability**

Apprentices will assume responsibility and accountability for tasks they complete.

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**Correcting Errors in Training Records**

Apprentices are required to check their training records on a monthly basis to ensure accuracy and must notify the Training Coordinator promptly if they find an error.

Links to the on-line records can be found on MyLearning or SharePoint.

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## Apprentice Role and Responsibilities, Continued

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### **Maintenance and Use of Books and Reference Materials**

The school loans each apprentice physical and electronic books and reference materials to support formal learning, self-study, and practice.

The apprentice is required to maintain current materials (updated with the latest revisions), keep them in good condition, and return them upon request.

It is important to maintain manuals and all reference materials since all step progression tests (SPT's) may 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*.

*All books and reference materials, including electronic documents, are confidential.*

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## Journeyman 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 Journeyman when the apprentice is performing tasks that need supervision as defined in the “Apprentice Supervision” section of this manual.

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**Duties**

The Journeyman will receive support and guidance from the Training Coordinator and Supervisor, including how to effectively coach an apprentice.

The Journeyman is expected to do the following:

- 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 Training Program.
    - Include instructions in what is to be done, how it is to be done, and the reasons for doing the work in a specific manner.
    - Review 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.
    - Lead by example.
    - “Do as I say, not as I do” is NOT acceptable.
  - Meet with the assigned apprentice every six weeks to review their progress.
  - Use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.
  - Notify the Crew Foreman, Supervisor or Training Coordinator of issues that need to be resolved.
- 

**Reporting  
Performance  
and Behaviors**

The Journeyman is expected to impart their knowledge to all apprentices and provide constructive feedback, and document the apprentice's performance and behaviors using the *Critical Core/ OJE/ 90 Day Review Form*.

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*Continued on next page*

## Journeyman Role and Responsibilities, Continued

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**Documenting  
Task  
Completion**

Journeyman are required to fulfill the documentation requirements for their role.

When the apprentice satisfactorily completes OJT, OJE, OJE-TR or JPM tasks listed in the apprentice's *On-the-Job Training Record*, two qualified persons must initial and date the entry. Only Crew Foremen, Journeyman, Training Coordinator, and Supervisor may sign-off (initial and date) these requirements. Apprentices may not make sign-off entries.

It is expected that when signing off on a task, he or she has the concurrence of the others in the yard, and they are all in agreement about the apprentice's performance on the task.

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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 Journeyman when the apprentice is performing tasks that need supervision as defined in the “Apprentice Supervision” section of this manual.

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**Program Duties**

The Crew Foreman is expected to do the following:

- Assign meaningful and challenging work to the apprentice that is appropriate for the current step.
    - Consult the apprentice’s OJT and OJE records.
    - Review the feedback from previous 90 Day reviews.
  - 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.
    - Explain the reasons for doing the work in a specific manner.
    - Explain anticipated hazards and appropriate mitigation.
    - Provide 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.
    - Lead by example.
    - “Do as I say, not as I do” is NOT acceptable
- 

**Documenting  
Task  
Completion**

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

When the apprentice satisfactorily completes an OJT, OJE, OJE-TR or JPM tasks listed in the apprentice’s *On-the-Job Training Record*, two qualified persons must initial and date the entry in the book. Only Crew Foremen, Journeyman, Training Coordinator, and Supervisor 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 or she 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.

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## Crew Foreman Role and Responsibilities, Continued

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### Reporting Performance and Behaviors

The Crew Foreman should complete a report documenting the apprentice's performance and behaviors in the *Critical Core Report*.

To complete the form, the Crew Foreman rates the apprentice's performance in several categories. Space is provided for narrative comments about the apprentice's performance.

The Crew Foreman should discuss these ratings with the apprentice. The Crew Foreman should provide feedback by identifying specific areas where the apprentice may be excelling and specific areas where the apprentice is not meeting expectations, as appropriate.

If, during these calibration discussions, it is determined that the apprentice is not meeting expectations, the Crew Foreman should provide feedback indicating what actions are required to meet or exceed expectations.

If an apprentice receives ratings below "meeting expectations" for two consecutive reviews, the Crew Foreman will notify the apprentice's immediate Supervisor.

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

- Demonstrating a positive and professional attitude at all times.
- Actively willing to participate in tailboards.
- Working to always stay busy, be on task, and correctly finish all assigned tasks.
- Demonstrating the acquisition and retention of skills and knowledge.
- Demonstrating the ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).

The Crew Foreman should also respond to surveys that are occasionally sent out to provide feedback on the apprentice's performance.

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## Supervisor Role and Responsibilities

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### Safety First!

The Supervisor ensures a safe work environment for the apprentice, and requires the apprentice observe all safety practices and procedures. The Supervisor ensures that the apprentice is always supervised by a qualified Journeyman when the apprentice is performing tasks that need supervision as defined in the “Apprentice Supervision” section of this manual.

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### Supervisor Accountability

Supervisors must confirm an apprentice’s training and qualifications prior to assigning tasks without direct supervision. Supervisors are responsibility for assigning appropriate tasks.

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### Program Duties

Supervisors will work with the Training Coordinator, and the forecast of work, to plan and schedule suitable apprentice training. As early as practical in each step of the apprenticeship the Supervisor coordinates OJT and OJE for each apprentice that is relevant to the on-the-job training (OJT) activities for that step as described in the *On-the-Job Training Record* with the forecast workload. The Supervisor identifies work opportunities that are needed in each step and are suitable for apprentice training.

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 Training Coordinator has an up-to-date knowledge of suitable work available for apprentice training.

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### Documenting Task Completion

The Supervisor and Training Coordinator are responsible for monitoring and tracking training assignments to ensure apprentices are receiving the required training and experience.

The apprentice is expected to have required training completed and documented before the next scheduled step progression test (SPT).

If an apprentice fails to document OJT, the Supervisor will review the standards of achievement with the apprentice, and then record the discussion and failure to document OJT, in the 90 Day Performance Review.

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### Record Retention

The Supervisor, in collaboration with the Training Coordinator, maintains necessary records on each apprentice to ensure that each apprentice has the opportunity to meet the standards of achievement set forth in these guidelines and in the MAA.

The Supervisor is required to submit necessary documents to APMC and the Training Coordinator, as defined in the “Record Retention” section of this manual.

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## Supervisor Role and Responsibilities, Continued

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### Monitoring Performance and Behaviors

PG&E leaders (Supervisors, Superintendent, Local Labor Relations Specialist, and Local Human Resource Advisor) are expected to regulate apprentice's attitude, behavior and attendance at the local level. It is the responsibility of the Supervisor to ensure that the apprentice's performance is reviewed by the LRC before each step progression date.

The supervisor will:

- Meet with the apprentice every 90 days to review their progress (OJT, Formal Training, and Critical Core Attitudes and Behaviors).
- The Supervisor, Crew Foreman/ Leader, Training Coordinator and Journeyman, rate the apprentice's performance.
- The Supervisor tracks and monitors the apprentice's accomplishments through frequent discussions with the Crew Foreman, Training Coordinator and Journeyman, in addition to field observations of the apprentice's performance.

The Supervisor will evaluate each apprentice on his/her safety performance, attitude and behaviors associated with [PG&E Vision & Values](#) through the LRC. The LRC form and *Critical Core Report* are used to record specific training accomplishments and/or issues during the 90 day period. Performance ratings are discussed with the apprentice prior to the LRC meeting, including critical core behaviors. All evaluations of the apprentice must be fair and objective.

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

- Demonstrating a positive and professional attitude at all times.
- Actively willing to participate in tailboards.
- Working to always stay busy, be on task, and correctly finish all assigned tasks.
- Demonstrating the acquisition and retention of skills and knowledge.
- Demonstrating the ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).

The Training Coordinator and Supervisor will make corrective action recommendations for deficiencies or if necessary, the Supervisor and Training Coordinator will create an Action Plan in accordance with the outline listed in the "Advancement Procedures" section of this document.

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## Supervisor Role and Responsibilities, Continued

### Supervisor Apprentice Critical Core Calibrations

Every six weeks, the supervisor conducts a formal interview with the apprentice and will document the apprentice's performance on the critical core attitudes and behaviors on the appropriate form.

The supervisor discusses with the foreman and/or field mentor the apprentice's progress before meeting with the apprentice.

The supervisor is responsible for ensuring the Critical Core Report documentation is complete and has been correctly filled out by the apprentice, and the foreman or line worker, and documenting the apprentice's performance during the calibration meetings.

The supervisor completes the appropriate form and indicates the level of performance he/she believes the apprentice is performing at by circling the respective rating and discussing these ratings with the apprentice during the calibration meeting.

### Critical Core Feedback Documentation

The supervisor provides 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 determined that 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 an apprentice has received ratings below "meeting expectations" for two reviews (four weeks) or more, they will notify their supervisor and the field 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, is on task, and correctly finishing all assigned tasks.
- 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.

Copies of the Critical Core Reports will be made and given to each of the following:

- Stored/filed with the supervisor in the supervisors in local Apprentice file.
- The Local Review Committee at LRC meetings.

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

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### **Action Plans**

If an apprentice fails to meet the standards of achievement, as defined in the “Advancement Procedures” section of this manual, the Supervisor, in conjunction with the Training Coordinator, co-develops Action Plans based on the feedback provided during the 90 Day Review/LRC meeting, and monitors the apprentice’s progress, as defined in the “Advancement Procedures” section of this manual.

The Supervisor will communicate and document the requirements of the Action Plan with the apprentice. The supervisor will arrange work assignments and necessary training to ensure the apprentice is given the opportunity to successfully complete the Action Plan in a timely manner.

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## Training Coordinator Role and Responsibilities

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**Safety First!** The Training Coordinator insists that the apprentice observe all safety practices and procedures.

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**Program Duties** The Training Coordinator is the-day-to-day resource for the administration of the apprentice training program.

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

The Training Coordinator provides support and guidance to Journeyman s, including how to effectively coach an apprentice.

The Training Coordinator suggests changes and revisions to the training program as appropriate.

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**Managing the Training Process** The Training Coordinator and the Local Review Committee monitor and support the overall apprentice program for their assigned geographic area. The Training Coordinator monitors and tracks all phases of the apprentice program and identifies and corrects conditions or situations that interfere with the efficient training and timely progression of all apprentices.

The Training Coordinator communicates with the apprentice's Supervisor and Journeyman to confirm the apprentice is assigned appropriate work, and sequencing of OJT, OJE, OJE-TR and JPM.

The Supervisor, Journeyman, and Training Coordinator are responsible for monitoring and tracking these assignments to ensure apprentices are receiving the required training and experience. If specific training, experience, and duration of training assignments are not available at an apprentice's headquarters, these must be reported to the JATC on a monthly basis for review.

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**Field Visits** It is the Training Coordinator's responsibility to meet with the apprentices in their training program as often as possible, but at least once every 90 days.

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**Formal Evaluations** As required, the Training Coordinator performs formal evaluations of apprentice's performance during field visits. The Training Coordinator also monitors and reports on the performance of Journeyman and other trainers during field visits.

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**Monitoring  
Performance  
and Behaviors**

It is the responsibility of the Training Coordinator to ensure that the apprentice's performance is reviewed by the LRC before each step progression date.

The Training Coordinator will:

- Meet with the apprentice every 90 days to review their progress (OJT, Formal Training, and Critical Core Attitudes and Behaviors).
- Review the apprentice's accomplishments through frequent discussions with the Supervisor and Journeyman, during field visits.

The Supervisor, Journeyman and Training Coordinator will evaluate each apprentice on his/her safety performance, attitude and behaviors associated with [PG&E Vision & Values](#) through the LRC. The LRC form and *Critical Core Report* are used to record specific training accomplishments and/or issues during the 90 day period. Performance ratings are discussed with the apprentice prior to the LRC meeting, including critical core behaviors. All evaluations of the apprentice must be fair and objective.

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

- Demonstrating a positive and professional attitude at all times.
- Actively willing to participate in tailboards.
- Working to always stay busy, be on task, and correctly finish all assigned tasks.
- Demonstrating the acquisition and retention of skills and knowledge.

The Training Coordinator and Supervisor will make corrective action recommendations for deficiencies or if necessary, the Supervisor and Training Coordinator will create an Action Plan in accordance with the outline listed in the "Advancement Procedures" section of this document.

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## Training Coordinator Role and Responsibilities, Continued

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**Action Plans** In conjunction with the apprentice's immediate Supervisor, the Training Coordinator co-develops Action Plans based on the feedback provided during the 90 Day Review/LRC meeting, and monitors the apprentice's progress, as defined in the "Advancement Procedures" section of this manual.

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**JATC Program Report-out** Training Coordinators are required to provide periodic detailed reports of the program.

Training Coordinators are required to attend (a minimum of) one JATC meeting per year, in which he or she will provide a program update report. APMC will coordinate the meeting date with the Training Coordinator.

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**Record Retention** The Training Coordinator is responsible for submitting required records to the Apprentice Program Management Compliance (APMC) team including:

- Apprentice Orientation Rreceipt
- Signed Apprentice Agreement (DAS-1 Form)
- On-the-Job Training (OJT)
- 90-Day Performance Review Forms / LRC Forms (s)
- Proposed Action Plan(s)

Records must be submitted with the following information and in the following format:

- Apprentice first name, apprentice last name, name of record, MM.DD.YY
- Examples:
  - John Smith Orientation Receipt 03.16.15
  - Mary Anderson 90 Day Review 10.05.15

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**After the Apprenticeship Is Complete** At the completion of the apprenticeship, the Training Coordinator will notify APMC via email that the employee has met all requirements of the apprentice training program.

APMC will forward the original State Certificate and card to the Training Coordinator for presentation to the new Journeyman.

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## Superintendent Role and Responsibilities

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**Program Duties** The Superintendent will monitor apprentice's accomplishments through frequent discussions with the apprentice's Supervisor and Training Coordinator.

These discussions should take place on a quarterly basis at a minimum and are in addition to participation in the LRC's review activities.

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**Local Review Committee** The Superintendent is responsible for scheduling and facilitating the LRC meetings.

These quarterly meetings are mandatory and will be enforced at the Director level.

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## Harassment Policy

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### **Zero Tolerance Harassment Policy**

PG&E is committed to maintaining a work environment that respects individual differences. Apprentices are expected to behave 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.

Apprentices must comply with applicable federal, state, and local statutes prohibiting conduct that could reasonably be construed as sexual in nature, 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 prevention, 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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## Travel

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### Training Requirements Requiring Travel

Apprentices may be required to travel to different parts of the service territory for training purposes. This requirement provides the apprentice with experience and opportunity to become familiar with working on facilities in different geographical areas throughout PG&E's service territory. When an apprentice is required to travel the appropriate provisions of Title 201 shall apply.

Training assignment may be at headquarters deemed necessary by the Company, however, the company will consider assignments as close to the employee's regular headquarters or residence as practicable. Employees will assume the schedule of the crew at the temporary headquarters. For extreme cases of hardship the Company and Union will consider on a case-by-case basis, an employee's request to delay a training assignment. Such request shall be made to the local Business Representative and Supervisor who will refer to the request to the JATC for review and approval.

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. However, the parties agree to apply the provisions of Section 301.9 (d) Special Assignment – Field Employees, to T300 Apprentice Linemen moved in conjunction with this program, and such training assignments will be considered a special temporary assignment in accordance with Section 301.9(d) of the IBEW Physical Agreement, without regard to the length of the temporary assignment.

In addition, if the forecasted work at an apprentices headquarters does not support the required training needs and reasonable efforts to make the needed work available are not successful, or if the apprentice's Supervisor anticipates that the required OJT will not be available because of a lack of related work, the Supervisor will notify the Training Coordinator in a timely fashion to arrange to have the apprentice assigned to work in a different area to gain the needed training and experience.

The specific training task and duration will be communicated to the apprentice with as much advance notice as practicable, **no less than 48 hours before the assignment is scheduled to begin.**

The Supervisor and Training Coordinator are responsible for monitoring and tracking these assignments to ensure apprentices are receiving the required training and experience.

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## Travel, Continued

### **Title 200 and 300 Training Assignments**

When applicable and for training purposes only, the Company may:

- Assign Title 200 apprentices to Title 300 crews, however Title 200 apprentices must work within the Title 200 section of the agreement during the assignment, including Titles 201 (Expenses) and Title 203 (Inclement Weather Practice).
- Assign Title 300 apprentices to Title 200 crews; however Title 300 apprentice will continue to be paid at the Title 300 wage rate and will continue to fall under the Title 300 working conditions.

These assignments will not be made to avoid the payment of overtime to the regular crew members or to rectify staffing deficiencies.

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### **JATC Oversight**

All assignments that require an apprentice to travel from their regularly assigned headquarters shall be reported to the Joint Apprenticeship Training Committee (JATC) on a monthly basis for review.

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## Travel, Continued

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### Travel Time

Hours documented in the *On-the-Job Training Record* for **On-The-Job Training (OJT) 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.

Example: If it takes you three hours to reach the job and you perform two hours performing the OJT/OJE and then you drive three hours back, you can only record the two hours for OJT/OJE. The hours driven are not counted towards the OJE hours required.

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### Work Schedules and Supervision

When an apprentice travels for training purposes, the Apprentice will assume the work schedule assigned by the receiving supervisor consistent with existing schedules at the headquarters. Functional supervision of the apprentice is assumed by the receiving supervisor. Such changes will not result in the reduction of regular work hours in the work week.

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## Training

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**Overview** The apprentice program is a combination of formal training and on-the-job training (OJT).

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**Formal Training Overview** Formal training for apprentices refers to the mandatory courses, classes or schools for the apprenticeship.

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**Availability of Formal Training** The opportunity to “make-up” a missed formal training class may be delayed. For this reason, apprentices must make every effort to maintain the expected progression and not fall behind.

- Employees will not schedule vacation during pre-scheduled training activities classes.
- Apprentices who are unable to attend formal training, must contact their Training Coordinator and Supervisor with all relevant facts.

If training is not offered until after the next scheduled step date, the JATC must be notified.

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**Mandatory Prerequisites** Formal training often requires mandatory prerequisite preparation by the apprentice before the class begins. Prerequisite materials may include web-based training (WBT), review of video-based content, reading, and exercises completed on-line or on paper. The apprentice must complete all prerequisites as required by and within the prescribed timelines identified in the program.

If it is determined that an apprentice has not completed the mandatory prerequisite preparation before attending a formal training, the apprentice will not be allowed to participate in the formal training, resulting in a failure for that portion of formal training.

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**Mandatory Self-study** Both in-class and field training modules may contain mandatory self-study assignments (homework) that apprentices must complete on their own time.

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**Recommended Self-study** In addition to the mandatory self-study assignments, apprentices may receive additional assignments that are not mandatory, but strongly recommended as they provide additional reinforcement of the knowledge learned. Apprentices are expected to complete recommended self-study assignments in their own time.

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## Training, Continued

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### **Appropriate Work Assignments**

The primary purpose of apprentice work is training. For that reason, work assignments will concentrate on the development of new skills and knowledge.

The work assignments in each step of the apprenticeship will provide apprentices with opportunities to obtain basic knowledge of equipment and procedures. Work assignments will also allow apprentices opportunity 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.

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

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### **Performing OJT, OJE-TR, OJT, and JPM Out of Sequence**

As a general practice, assignments of duties and work procedures in any period of training will concentrate on those specified in the *On-the-Job Training Record* for the current 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 Training Coordinator agree that the apprentice is ready for such training, these special training events may be completed out of the normal sequence.

The Training Coordinator and the immediate Supervisor must give due consideration to the need for safety, the apprentice's skills, and the nature of the work.

Out of sequence training may never contradict the restrictions on the apprentices current step Skills and Abilities guide.

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### **Documenting OJT, OJE-TR, OJT, and JPM**

Apprentices are responsible for maintaining and managing all OJT, OJE, OJE-TR, and Job Performance Measures (JPM) documentation during their apprenticeship in the *On-the-Job Training Record*. The requirements and procedures contained in the *On-the-Job Training Record* are a part of these administrative rules and are mandatory.

They must sign off on these activities. Omissions and errors in training records may cause delays in step progression.

Failure to accurately document training will be subject to investigation. If it is determined that records have been intentionally falsified, employees will be subject to review and may be subject to discipline and or discharge.

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## Assessment Procedures

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**Purpose of Assessments** The purpose of assessments is to provide apprentices an opportunity to display their mastery of required skills and knowledge. Apprentices must pass all assessments that are a part of formal training, as well as the step progression tests (SPT).

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**Assessment Timing** Assessments are scheduled in advance for all apprentices (course assessments are administered during formal training as part of the regular curriculum).

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**Late Arrival on SPT Day** Apprentices who arrive late for a step progression test (SPT) will not be admitted and will be rescheduled for the next regular test date.

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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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**Cheating** Assessments 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/or termination.

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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 craft.

SPTs are cumulative and will cover the content of the course(s) contained in the present step as well as topics covered in previous steps.

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**Course Failure & Remediation** If an apprentice fails to successfully pass a formal training course, that apprentice will be:

- Placed on a 90-Day Action Plan as explained in the "Advancement Procedures" section of this document; and
  - Released back to his or her respective headquarters; and
  - Rescheduled for the next training opportunity available; and
  - The apprentice may be required to retake the entire course.
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*Continued on next page*

## Assessment Procedures, Continued

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### Step Progression Test Eligibility

Apprentices must complete the following requirements to be eligible to take each Step Progression Test (SPT):

- Successful completion of all formal training specified for the apprentices' current step; and
  - All Self-study requirements; and
  - Completion of all OJT, OJE, and JPM activities that are specified for the current step.
- 

### Step Progression Tests (SPTs)

Step progression tests can have multiple components. Examples include:

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

All assessments have a time limit.

The apprentice will complete all components of the Step Progression Test prior to being informed of the results in any part of the test.

---

### Step Progression Test Failure & Remediation

If an apprentice fails to successfully pass any component of a step progression test (SPT), that apprentice will be:

- Placed on a 90-Day Action Plan as explained in the "Advancement Procedures" section of this document.

If the apprentice fails only the knowledge component of the SPT that apprentice will be:

- Required to wait a minimum of 30 calendar days to retake the Knowledge assessment either at the PG&E Academy Training Center or in the field delivered by a field training coordinator. The re-test will be scheduled between the field training coordinator, HR Academy, and the apprentice's supervisor.

If the apprentice fails the skill component or both the knowledge and skills portion of the SPT that apprentice will be:

- Required to wait a minimum of 30 calendar days to re-test and may not retest until the next regularly scheduled test date at a PG&E Testing and Training Center. The apprentice will be held in step until successful completion of the step progression standards for achievement at that step.
-

## Advancement Procedures

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**PG&E  
Expectations**

PG&E expects an apprentice to accomplish the duties assigned in a manner that is consistent with the Company’s safety, construction, and performance standards. This includes completing all program training requirements assigned by the Supervisor during the apprentice program.

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**Early Program  
Advancement**

During the apprenticeship, there are no provisions for early advancement to the next step. Both the training time and the training events must be completed as specified. Under no circumstance will an apprentice be temporarily upgraded to a higher classification or assigned to perform work outside the scope of the apprenticeship training program and guidelines, as defined in “Appendix B” of this manual.

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**Advancement  
Requirements**

Each step 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 and results in a corresponding wage increase. Every time an apprentice promotes to a new step, they are awarded a wage increase that begins on the first day of the new step.

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

Promotion to the next step in the apprenticeship requires the apprentice meet the Standards of Achievement.

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**Standards of  
Achievement**

Apprentices are responsible for their own success. Apprentices must meet all established Standards of Achievement as defined in the Appendix at the end of this document.

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*Continued on next page*

## Advancement Procedures, Continued

### 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 problem is identified, and be scheduled to end on the 90<sup>th</sup>, consecutive day;
- End on the day the Action Plan requirements are fulfilled, regardless if 90 days have elapsed.

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	If there is a need for a:
<ul style="list-style-type: none"> <li>• First Step</li> <li>• (0 mo – 6 mo)</li> </ul>	1 Action Plan during the first step	2 <sup>nd</sup> Action Plan in the first step, the apprentice is subject to be removed by the JATC.
<ul style="list-style-type: none"> <li>• First Step - Eighth Step</li> <li>• (0 mo – 48 mo)</li> </ul>	Up to 2, total Action Plans during the entire program, 8 steps.	3 <sup>rd</sup> Action Plan at any point in time during the eight step program, the apprentice is subject to be removed by the JATC.

If an apprentice has exhausted his or her allotment of Action Plans, the LRC must petition to remove the apprentice from the program. All apprentice removals are subject to review and approval by the JATC.

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

## Advancement Procedures, Continued

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### Failure to Meet Standards of Achievement

Per the MAA section F.4:

“An apprentice who is due to progress to the employee’s next higher wage step in the wage progression and who does not meet the established Standards of Achievement shall:

- a. be notified of inadequate performance in writing prior to the date the apprentice is scheduled to receive the next higher wage step,
- b. be held in the apprentice’s present wage step, and
- c. be allowed a maximum of three months to meet the established Standards of Achievement for the wage step at which the apprentice is being held.
- d. A copy of the written notification shall be furnished to the Union Business Representative.”

If an apprentice does not meet the established Standards of Achievement, he or she will be placed on an Action Plan, contingent with the language in this manual.

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### Step Progression after an Action Plan

If, during the Action Plan period, the apprentice meets the established standards of achievement, the Action Plan will end effective on the date the standards are met. If the Action Plan ends on a date beyond the apprentice’s original step date, all future step dates will be calculated from the new step date.

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 step are met per the language in this section and the MAA.

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### Step Progression After Leave of Absence

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 and 304.1 state 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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## Advancement Procedures, Continued

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### Examples of Step Progression After a Delay

Extra time spent in any step (such as an action plan or leave of absence) can potentially delay the next step date.

Examples of step progression after a delay:

1. An employee enters Step 1 of the apprenticeship program, on December 1. Step 2 should begin in 6 months' time on June 1, but because of an unpaid leave of absence, the apprentices step date has been moved to August 1 of the same year.
2. The employee is now eligible to promote to Step 2 on August 1. All future step dates are progressed 6 months from this date, therefore pushing out the end date.
3. An employee enters Step 1 of the apprenticeship program on June 1. Step 2 should begin in 6 months' time on December 1, but because of poor performance, the apprentice is put on a 90-day action plan. The apprentice cannot progress to Step 2 until such a time that they successfully complete the action plan (which may take less than 90 days).
4. The employee completes the action plan on January 1 creating a 31 day delay. The apprentice is now eligible to move into Step 2 on January 1. All future step dates are progressed 6 months from this date, therefore pushing out the end date.

---

### Self-Removal

Self-removal has significant consequences. An apprentice shall notify the Training Coordinator if they wish to self-remove from the apprenticeship training program. The Training Coordinator must ask the apprentice to complete the "Self-removal" form. This request will be forwarded to the JATC (Joint Apprenticeship Training Committee) for review and the final decision per the MAA and CBA.

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### Becoming a Journeyman

All requirements contained in these administrative procedures (i.e., time in step, formal training, step progression tests, OJT etc.) must be successfully completed before an apprentice may be promoted to Journeyman.

At the completion of the apprenticeship, the Training Coordinator will notify APMC via email that the employee has met all requirements of the apprentice training program.

APMC will forward the original State Certificate and card to the Training Coordinator for presentation to the new Journeyman. APMC will retain a copy of the certificate.

**Please Note:** The LOB is responsible for submitting the personnel change request (PCR) to move the employee to the Journey classification.

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## Performance Reviews

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**Purpose**

Apprentice performance reviews are very important because they:

- Document the successful progression of the apprentice through the training program.
  - 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.
  - 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 achievement.
- 

**Evaluation Process**

In addition to obtaining and proving competency of the required knowledge and physical skills, apprentices will be evaluated on their safety performance, and their attitude and behaviors associated with PG&E values through critical core attitudes and behaviors evaluations with the crew foreman/crew leaders, journeymen, supervisors, training coordinators, and Local Review Committees.

All evaluations of apprentices must be fair and objective.

If it is determined that an apprentice:

- Does not consistently demonstrate the ability to make sound decisions within their progression; and/or
- Has failed to demonstrate the work ethic and positive attitude required; and/or
- Has knowingly disregarded safety rules or work procedures; and/or
- Failed to maintain accurate records; and/or
- Fails to report to work on time; and/or
- Fails to pass Local Review Committee reviews

This information will be presented to the Local Review Committee (LRC) for review, and a recommendation will be made for either corrective action or the forwarding of the case to the Joint Apprenticeship and Training Committee (JATC) for review and a final decision.

Apprentices who do not meet the standards of achievement described within the administrative guidelines to include those listed above and/or the Master Apprenticeship Agreement may be removed in accordance with the collective bargaining agreement.

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*Continued on next page*

## Performance Reviews, Continued

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### **90-Day Performance Review**

Performance reviews are completed at 90 day (quarterly) intervals. The interval begins on the day that the employee is awarded the apprentice classification. The 90-day apprentice performance review form is used to record specific training accomplishments and problems during the 90 day period.

It reviews the apprentice's performance related to the Standards of Achievement:

- Required time in the each step (six months per step); and
- Accurate completion and recording of On-the-Job Training (OJT) specified for each step; and
- Successful completion of all formal training specified for each step; and
- Successful completion of the Step Progression Test (SPT) specified for each step; and
- Continuous display of positive attitude and behaviors.
- Action Plan details and update, if applicable.
  - Areas where improvement has been noted.
- Work activity for the quarter.
- Planned work activity for the next quarter.
- Planned training requirements to be completed.

The review should be submitted to APMC no later than 10 days after the scheduled review date.

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*Continued on next page*

## Performance Reviews, Continued

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### **Attitudes and Behaviors**

Apprentices must consistently demonstrate the ability to make sound decisions throughout their progression in the program. Apprentice performance on the critical core attitudes and behaviors is formally documented at 90day (quarterly) intervals. Results are informally discussed throughout the apprenticeship, and reviewed by the LRC quarterly.

It records:

- Apprentice work attitude.
- Actively participate in safety tailboards.
- Acceptance of performance feedback in a positive spirit.
- Requests for guidance and assistance when needed.
- Providing support to other employees and instructors.
- Consistently attend all training opportunities.
- Practice of learned skills independently to build competency and efficiency.
- Correct interpretation and application of work procedures and standards.
- Demonstrated acquisition and retention of skills and knowledge.
- Competency in personal, worksite, and public safety.
- Working to always stay busy, be on task, and correctly finish all assigned tasks.
- Motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).
- Following directions given by Supervisors, Crew Foreman/ Leader, and Journeyman.

The review should be submitted electronically to APMC no later than 10 days after the scheduled review date.

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## Local Review Committee

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**Purpose** The Local Review Committee (LRC) provides consistent evaluation of apprentice performance, factoring in all aspects of the program requirements. The committee meets on a quarterly basis to provide guidance and counsel to apprentices on their performance and ensure apprentices are receiving the required training and experience. As needed, they make recommendations about advancing an apprentice, recommending an action plan, or removing them from the program.

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**LRC Composition**

The LRC is composed of the following:

Role	Attendance
Superintendent	Required
Supervisor	Required
Training Coordinator	Required
Crew Foreman /Journeyman	Representation by either a Crew Foreman or Journeyman is recommended Required
Local business representative, or any designee union member familiar with the Apprentice Training Program	Preferred, but not required

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

---

**Authority and Decision Making**

The LRC has the authority for the following:

- The committee may approve progression if the apprentice has successfully completed all formal training, passed the step progression test, completed and properly reported all OJT 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, step progression test performance; OJT performance, apprentice review reports, and any other information made available that will support decision-making for apprentice progression, and the final decision is subject to approval of the JATC.
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## Local Review Committee, Continued

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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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**Monitoring and  
Reviewing  
Progress**

The LRC reviews the following items in support of their decision-making:

- Step Progression Test (SPT) results.
- Formal training results.
- Apprentice Critical Core Reports.
  - Brought by the apprentice's Supervisor.
- Local Review Committee documentation.
  - Brought by the apprentice's Supervisor.

The LRC is expected to review the apprentice's progress every 90 days (quarterly).

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**Removal  
Process**

If an apprentice is recommend for removal, the case will be referred to the JATC for the final decision and the removal from the apprentice program, in accordance with the MAA, CBA, and Apprentice Administrative Procedures Manual.

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**Providing  
Documentation**

The Local Review Committee (LRC) is responsible for providing copies of all LRC related documentation to both the Training Coordinator and Apprentice Program Management Compliance (APMC).

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## Resolving Conflicts

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### **Informal Resolution First**

Problems and conflicts concerning apprentice training should be resolved at the lowest possible level. If a problem or issue arises, the apprentice will first attempt to resolve the problem or issue at the local headquarters. The apprentice will contact their Journeyman, Crew Foreman, Supervisor, and/or Training Coordinator immediately, and work with them to resolve these issues in a timely fashion. Participants are expected to work together in good faith to reach consensus in achieving a fair resolution to the problem.

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 the Line of Business (LOB).

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### **Disputes**

Disputes should be resolved by the Supervisor and Training Coordinator. Any dispute not resolved by the Supervisor and Training Coordinator will be subject to the grievance procedure (Title 102) with the option of expedited referral to the JATC for a recommendation of settlement, after the timely filing of a grievance.

Refer to the MAA for more information on disputes and grievances:

- T200: J “General”
  - T300: G “General”
- 

### **The Appeals Process**

If problems or conflicts cannot be resolved at the local level, one or more parties may submit a formal appeal to the Apprentice Program Management Compliance (APMC) who will forward the issue to the Joint Apprenticeship Training Committee (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 Division of Apprenticeship Standards; however, the JATC is the final governing body.

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## Record Retention

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**Permanent  
Training  
Record**

PG&E is required to maintain certain records for compliance purposes.

An apprentice training record contains the following records:

- Application into program (Job Award / Offer Letter).
- Apprentice Orientation Receipt (Administrative Procedures Manual and Master Apprentice Agreement (MAA) Rules and Regulation).
- Executed Apprentice Agreement (DAS-1 Form).
- On-the-Job Training (OJT) / On-the-Job Experience (OJE).
- 90-Day Performance Reviews.
- Local Review Committee (LRC) evaluations.
- Transcript of completed formal training classes.
- Copies of all completed exams.
- Action Plan(s).
- JATC decisions pertaining to the apprentice, (if applicable).
- Communications that impact wages.
- DAS trade certificate and card for apprentice program completion.

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**Access to the  
Training  
Record**

The Training Coordinator, immediate Supervisor or higher level of supervision, Apprentice, and representatives of the Union, may review an apprentices training record upon request. Records are also available to regulatory agencies upon request.

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## Program Transition Plan

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### Introduction

When an apprentice program is revised, it is inevitable that there will be apprentices who began the program under the original plan, and apprentices who are new to the program, beginning under the revised program.

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### Apprentices Affected by This Agreement

All current and future Apprentices in the Apprentice Lineman program will be impacted by this Letter Agreement and the revised Apprentice Administrative Procedures Manual until/unless these agreements are modified.

Transition impact:

- Apprentice Lineman who were on active action plans as discussed and agreed upon at the JATC meeting held on Feb 10<sup>th</sup>, 2017.
  - If the Apprentice successfully completes the requirements of said action plan the action plan will be expunged from the Apprentices record.
  - If the Apprentice does not successfully complete the requirements of said action plan the requirements contained in the revised Apprentice Administrative Procedures Manual will apply.
- Apprentice Lineman who were not on active action plans as discussed and agreed upon at the JATC meeting held on Feb 10<sup>th</sup>, 2017.
  - Will have any/all previous action plans expunged from their official Apprentice records

Will not have any previous Action Plans counted as an Action Plan of record for the purposes of supporting a decision of failure to progress.

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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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## Appendix

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### Appendix Documents

The Appendix provides a copy of the following forms for the apprentice to use, as needed:

- Appendix A - Training activities and Competencies
  - Appendix B - Examples from *Critical Core Report*.
  - Apprentice Lineman Report/Request Form
  - OJE Weekly Work Hours Summary Report
  - Appendix B - Examples from *Critical Core Report*
- 

### Standards of Achievement

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

- Satisfy the required time in the each step (six months per step); and
  - Accurately complete and record Self-Reported Activities (SRA's) specified 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.
-

## AL Program Course Sequence

**Table of AL  
Training  
Program  
Requirements**

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

AL Program Course Sequence		
Step	Period	AL Course
1	Months 1 - 6	ALW-0001 Overhead Distribution
2	Months 7 - 12	ALW-0002 Underground Distribution
3	Months 13 - 18	ALW-0003 Transmission and Grounding
4	Months 19 - 24	ALW-0004 Live Line and Rubber Glove Work to 5kV
5	Months 25 - 30	ALW-0005 Overhead Distribution 2
6	Months 31 - 36	ALW-0006 Underground Distribution 2
7	Months 37 - 42	NA
8	Months 42 - 48	ALW-0008 Coaching and Communication

## Appendix A - Step 1 (Months 1–6)

### Attend the ALW-0001-Overhead Distribution Course

As early as possible in the first step, PG&E Academy will schedule the apprentice to attend the ALW-0001 Overhead Distribution 1 (OH1) 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 Procedures” section of this document.

### Step 1 Overhead Distribution to 600V

When the apprentice has completed all requirements for Step 1, he or she will be able to:  
Perform overhead energized work to 600 volts under the direct supervision of a journey-level QEW.

### Permitted Tasks during Step 1

Apprentices will not perform work on energized facilities until they have successfully completed the ALW-0001 Overhead Distribution course at the Livermore Electric School.

After completing the OH1 course, apprentices will be qualified to work on overhead facilities energized up to 600 volts.

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

#### **PERMITTED after the completion of Overhead Distribution:**

- Working on lines of any voltage **not connected to existing circuits**.
- Working on lines of any voltage that are de-energized and grounded.
- The performance of grounding observer duties during overhead work.
- The performance of rubber glove ground observer duties a three-person rubber glove crew.
- Applying safe grounding principles while installing personal grounds between bracket grounds and using live line tools to install personal grounds between bracket grounds
- Identifying relevant safety concerns, compliance standards, and GO 95 infractions common in overhead construction work.
- Effectively applying PG&E construction standards to correctly identify specific framing needs and build to the design.
- Using the job print to correctly build primary and secondary framing as a member of an overhead construction crew.
- Installing, pulling, and “making up” of down guys.

*Continued on next page*

## Appendix A - Step 1 Activities (Months 1–6), Continued

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### Permitted tasks during Step 1, continued

- Dead-ending wire on a crossarm or pole using the appropriate rigging.
- Framing poles according to PG&E overhead construction standards.
- Working on energized secondary circuits up to 600 volts, under the direct supervision of a journey-level QEW, where:
  - 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.

The apprentice may work above energized secondary on poles with energized primaries under the direct supervision of a journey-level QEW when the journey-level QEW has properly covered all primary conductors and primary connected equipment to assist with installation, removal, and repair of hardware or equipment.

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

---

### Step 1 Prohibited Tasks

#### 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 when 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 at more than 600 volts, or work in areas where contact can be made with unprotected cable or devices energized at more than 600 volts.

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### Operating Aerial Lifts

An apprentice will be trained in the duties of a lineman to the extent indicated for the 0-6 month period (Step 1) per the schedule given above. In conjunction with such work, the 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.

**However, the use of aerial lifts by first-step apprentices is highly discouraged.**

## Appendix A - Step 2 (Months 7–12)

### Continue to Perform Previous Duties

An apprentice will continue to perform the functions and duties of the previous 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 step one. Additionally, an apprentice may be assigned to pick up or drop **secondary** loads while being directly supervised by a journey-level QEW.

### ACS-0002 Underground Distribution

As early as possible in the second step, PG&E Academy will schedule the apprentice to attend the ALW-0002 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 Procedures" section of this document.

### Step 2 Underground Distribution

When the apprentice has completed all requirements for 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 journey-level QEW.

### Permitted Tasks during Step 2

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 journey-level QEW.

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

Apprentices can perform certain underground tasks on energized primaries under the direct supervision of a journey-level QEW (including assisting in phasing across test points, and assisting in switching and grounding tasks).

#### **PERMITTED after the completion of Underground Distribution:**

- Correctly selecting equipment, tools, and materials for a specific job packet.
- Applying voltage classes and cable sizes to work, as required.
- Identifying clearance instructions on an Application for Work.
- Maintaining a safe work zone at a work location as tasks and conditions change.
- Identifying asbestos installations and notifying the Person-in-Charge (PIC) or journeyman.

*Continued on next page*

## Appendix A - Step 2 Activities (Months 7–12), Continued

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**Permitted  
Tasks during  
Step 2  
continued**

- Performing underground system construction activities.
- Constructing a subsurface transformer.
- Constructing a 200-amp PM or SSF switch.
- Constructing a 600-amp switch.
- **Switching and Grounding Activities**
- Identifying underground clearance and sectionalizing points.
- Performing the functions of a grounding observer on underground jobs.
- Checking phasing for primary cables, under the direct supervision of a Qualified Electrical Worker (QEW).
  - Spiking a cable to prove it is de-energized.
  - Testing and proving conductors are de-energized using a capacitance cap test or direct line test before beginning work.
  - Completing a switching log.
  - Standing off de-energized and energized 200 amp separable connectors.
  - Operating a switch.
  - Applying protective grounds.
  - Removing protective grounds.
  - Standing off live-front terminations.

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

---

**Step 2  
Prohibited  
Tasks**

**PROHIBITED:**

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

## Appendix A - Step 3 (Months 13-18)

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### Continue to Perform Previous Duties

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

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### Attend the ALW-0003 Transmission and Grounding Course

As early as possible in the third step, PG&E Academy will schedule the apprentice to attend the ALW-0003 Transmission and Grounding 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 Procedures" section of this document.

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### Permitted Tasks during Step 3

#### **PERMITTED after completion of Transmission and Grounding:**

- Continuing to perform overhead tasks on de-energized transmission circuits.
- Performing transmission work with attention to the risks and safety hazards associated with rigging.

#### **Rigging Activities Apprentices Have Received Training on**

- Correctly selecting, inspecting, maintaining, and using ropes, wire ropes, slings, and chains associated with rigging.
- Properly using, caring for, and selecting common rigging components, including shackles, eye bolts, turnbuckles, hooks, swivels, wire pulling grips, hoists, and snatch blocks.
- Developing and implementing a rigging plan.
- Correctly sagging conductors.

#### **Grounding Activities Apprentices Have Received Training on-**

- Installing and removing protective grounds under the supervision of a QEW.
- Applying the fault duty requirements for grounding devices.
- Applying grounding principles and rules specific to grounding overhead voltages.
- Installing personal grounds under the supervision of a QEW.

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

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## Appendix A - Step 4 Activities (Months 19–24)

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**Continue to Perform Previous Duties**

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

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**Attend the ALW-0004 Rubber glove to 5kV and Hot Stick 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 the ALW-0004 Rubber Glove to 5kV and Hot Stick 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 Procedures” section of this document.

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**Rubber Glove to 5kV and Hot Stick Restrictions**

Apprentices will not perform live-line work until they have successfully completed the ALW-0004 Rubber Glove to 5kV and Hot Stick course at Livermore. Working under the direct supervision of a journey-level 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 secondary and, as part of the crew, may perform minor switching, (such as opening or closing and re-fusing of transformer cutouts) by using live-line tools.

Apprentices must not perform rubber glove work above 600V until they have completed the school at Livermore.

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

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

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## Appendix A - Step 4 Activities (Months 19–24), Continued

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<b>Step 4</b> <b>Live-line (All Voltages) and Rubber Glove Work to 5kV</b>	<p>When the apprentice has completed all requirements for Step 4, he or she will be able to:</p> <ul style="list-style-type: none"> <li>• Perform live-line work using a hot stick (all voltages).</li> <li>• Perform rubber glove work to 5kV under the direct supervision of a journey-level QEW.</li> </ul>
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<b>Completing the ALW-0004</b> <b>Rubber Glove to 5kV and Hot Stick Course</b>	<p><b>Both</b> hot stick and rubber glove requirements must be completed by the end of the fourth step.</p> <p>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.</p>
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<b>Permitted Tasks during Step 4</b>	<p><b>PERMITTED after completion of Rubber Glove to 5kV and Hot Stick:</b></p> <p>Upon completion of Step 4, apprentices will be able to open and close disconnects and perform other basic switching operations (including operating gang-operated switches, reclosers, and associated equipment) under the supervision of the journey-level QEW.</p> <p>Apprentices can perform live-line work under the direct supervision of a journey-level QEW.</p> <p>Apprentices can perform rubber glove work to 5kV under the direct supervision of a journey-level QEW.</p> <p>The apprentice may work above energized primary on poles under the direct supervision of a journey-level QEW when the journey-level QEW has properly covered and verified as properly covered all primary conductors and primary connected equipment to assist with installation, removal, and repair of hardware or equipment.</p> <p style="text-align: center;"><b><u>Rubber Glove Work Activities Apprentices Have Received Training on</u></b></p> <ul style="list-style-type: none"> <li>• Apply the appropriate work procedures when working with 300V to 5kV.</li> <li>• Select the tools and equipment used for installing rubber protective equipment.</li> <li>• Perform the following tasks while using correct rubber glove work methods and procedures:</li> </ul>
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*Continued on next page*

## Appendix A - Step 4 Activities (Months 19–24), Continued

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**Permitted  
Tasks during  
Step 4,  
continued**

- Install/remove rubber protective equipment.
- Replace ties (tangent pole) and connectors (DDE).
- Install rigging.
- Install a hot jumper on a double dead-end.
- Install fired wedge connectors.
- Replace an alley arm.
- Replace parts on a 4kV switch.
- Replace a broken cut out on a 4kV transformer.

***Hot Stick Work Activities Apprentices Have Received Training on-***

- Selecting, inspecting, and cleaning the appropriate hot stick(s), attachment(s), and tools necessary to meet job requirements.
- Preparing the job-site for the start of work.
- Safely and correctly performing the following tasks to established company methods, standards, and procedures using a hot stick:
  - Installing and removing rubber protective equipment.
  - Installing ties and connectors.
  - Using a Kearny gun or PG gun to remove connectors.
  - Installing an armor rod or line guard.
  - Installing fired wedge connectors.
  - Installing a steel arm sling.
  - Installing and removing a hot jumper.
  - Repairing a damaged conductor.
  - Changing out a double dead-end connector using a fired wedge gun.
  - Replacing a 4/12/21kV tangent arm.
  - Repairing a damaged conductor in a tension span.
  - Changing out a set of dead-end ceramic bells.
  - Replacing an alley arm.
  - Replacing a 2-pot transformer bank (Delta).
  - Installing a set of flying dead-end bells with fused cutouts underneath on a single phase tangent crossarm construction.

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

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## Appendix A - Step 4 Activities (Months 19–24), Continued

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**Prohibited  
Tasks during  
Step 4**

PROHIBITED:

Apprentices must not perform rubber glove work on voltages exceeding 5kV.

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## Appendix A - Step 5 Activities (Months 25–30)

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**Continue to Perform Previous Duties**

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

Apprentices will not perform energized, rubber globe work on facilities energized over 5kV until they have successfully completed the Advanced Overhead Distribution course.

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**Attend the ALW- 0005 Overhead Distribution 2 Course**

As early as possible in the fifth step, PG&E Academy will schedule the apprentice to attend the ALW-0005 Advanced 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 Procedures” section of this document.

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**Step 5 Advanced Overhead Distribution**

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

- Perform rubber glove work to 21kV, utilizing the principles of insulate and isolate.
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**Permitted Tasks during Step 5**

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

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

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

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## Appendix A - Step 6 Activities (Months 31-36)

**Continue to Perform Previous Duties**

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

**Attend the ALW-0006 Advanced Underground Distribution Course**

As early as possible in the sixth step, PG&E Academy will schedule the apprentice to attend the ALW-0006 Advanced 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 Procedures" section of this document.

**Step 6 Advanced Underground Distribution**

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

**Continue to Perform Previous Duties**

**PERMITTED after completion of Advanced Underground Distribution:**

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

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

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

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

## Appendix A - Step 7 Activities (Months 37-42)

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**Continue to Perform Previous Duties**

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

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**Step 7 Permitted Activities**

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

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

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

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## Appendix A - Step 8 Activities (Months 43-48)

### Continue to Perform Previous Duties

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

### Attend the ALW-0008 Coaching and Communication Course

As early as possible in the eight step, PG&E Academy will schedule the apprentice to attend the ALW-0008 Coaching and Communication course at the Livermore Training Center. The course will contain a written knowledge check.

### Step 8 Coaching and Communication

When the apprentice has completed all requirements for Step 8, he or she will be able to effectively coach and communicate with pre-apprentices and apprentices.

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

This course will contain a knowledge assessment but not a skills assessment.

### Step 8 Permitted Activities

#### **PERMITTED after completion of Coaching and Communication:**

Apprentices can perform rubber glove work to 21kV under the supervision of a journey-level QEW. Apprentices can perform live-line work under the supervision of a journey-level QEW.

Apprentices may work in their own individual insulated Ariel lift device (Bucket Truck) performing energized rubber glove and/or live line work with the following conditions-

- A minimum of one Journeyman Lineman, QEW, must also be working aloft in an insulated Ariel lift device (Bucket Truck) performing energized rubber glove and/or live line work on the same structure that the Apprentice is working on.
- All members of the crew to include the Apprentice must discuss and agree to performing energized rubber glove and/or live line work with the Apprentice working in their own individual insulated Ariel lift device (Bucket Truck).
- A qualified rubber glove observer must be present on the ground observing the work while the Apprentice is performing energized rubber glove and/or live line work with the Apprentice working in their own individual insulated Ariel lift device (Bucket Truck).
- Apprentices are not allowed to perform energized rubber glove work utilizing the two person rubber glove work method.

More information regarding permitted tasks can be found in the skills and abilities reference documents developed for each course.

## Appendix B – Field Training Record Example

### Field Training Record

<b>To be completed by the AL:</b>		
AL Name (Print clearly): _____	AL Signature: _____	1 <sup>st</sup> Week Ending: _____
_____	_____	2 <sup>nd</sup> Week Ending: _____
LAN ID: _____		
<b>To be completed by the Field Mentor, the PIC, and the ECF, as appropriate:</b>		
Mentor Name (Print clearly): _____	PIC/ECF Name (Print clearly): _____	PIC/ECF Name (Print clearly): _____
_____	_____	_____
Signature: _____	Signature: _____	Signature: _____
_____	_____	_____
LAN ID: _____	LAN ID: _____	LAN ID: _____

Course Code	Course	Hours		Detailed Bi-weekly Feedback (to be completed by the Field Mentor or PIC/ECF)	
		Wk	Wk		
		1	2	Does Well	Required Action/Needs Improvement
ALW-0201	OH Distribution				
ALW-0202	UG Distribution				
ALW-0203	Transmission				
ALW-0200	General Duties				
ALW-0212	Calibration				
ALW-0216*	Self-study				

To be completed by the AL and PIC/ECF 1 = Does Not Meet 2 = Meets 3 = Exceeds

Critical Core Attitudes & Behaviors	Assessment (Circle one)					
	AL			PIC/ECF		
1. AL consistently demonstrates a positive work attitude, including being receptive to performance feedback.	1	2	3	1	2	3
2. AL proactively asks for assistance and guidance when needed.	1	2	3	1	2	3
3. AL follows directions, completing all tasks as directed by supervisors, foremen, and journeymen.	1	2	3	1	2	3
4. AL interprets and follows work procedures and standards correctly.	1	2	3	1	2	3
5. AL properly identifies and uses tools and materials.	1	2	3	1	2	3
6. AL continues to demonstrate and build competency in ensuring personal safety.	1	2	3	1	2	3
7. AL continues to demonstrate and build competency in ensuring worksite safety.	1	2	3	1	2	3
8. AL continues to demonstrate and build competency in ensuring public safety.	1	2	3	1	2	3
9. AL consistently demonstrates the ability to make sound decisions within his/her progression.	1	2	3	1	2	3

*Continued on next page*



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## Appendix B – Field Training Record Example, continued

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**Critical Core  
Attitudes &  
Behaviors**

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Critical Core Attitudes & Behaviors	
AL Comments:	PIC/ECF Comments:

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