



LETTER AGREEMENT NO. 02-26-PGE



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
925-933-6060

STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

June 25, 2002

Local Union No. 1245
International Brotherhood
of Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

The joint committee (Lineman 2000 Committee) established in Letter Agreement 00-15 to review and modify the Apprentice Lineman Training Program has completed its review and update to the program. Letter Agreement R1-00-69 established a phased-in program to immediately begin implementation of changes as they were developed. Attached are the recommendations from the committee for the revised program in its entirety.

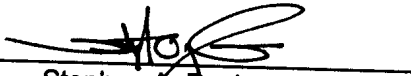
The revised Apprentice Lineman Training Program is 42-months long. However, an apprentice with six months of previous PG&E electric-line department experience may receive six months credit in the first step of the program. Complete details of the new program are provided in the attached administrative procedures manual.

The Joint Apprenticeship and Training Committee has reviewed the proposed program and recommends it for approval.

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

Very truly yours,

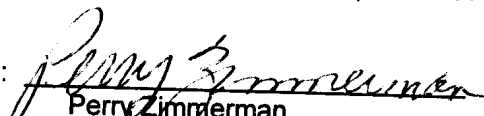
PACIFIC GAS & ELECTRIC COMPANY

By: 
Stephen A. Rayburn
Director and Chief Negotiator

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

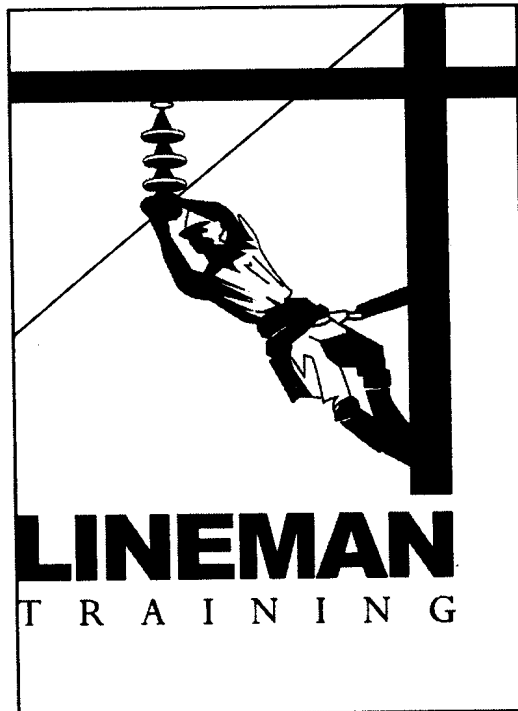
LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

July 5, 2002

By: 
Perry Zimmerman
Business Manager

PG&E APPRENTICE LINEMAN TRAINING

**ADMINISTRATIVE
PROCEDURES MANUAL**



May 20, 2002



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Electric Company***

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Electric Construction School
Learning Services

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FILLING AN APPRENTICE POSITION

Procedures

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

Eligibility for apprenticeship All candidates for a apprentice lineman position must meet the following requirements:

- Pass the Physical Pre-employment Test
- Pass the Arithmetic Computation Test (ACT).
- Aptitude Screening Test (page 61).
- Successfully complete the Basic Climbing course.

Recommended orientation An apprentice training coordinator should meet individually with each apprentice candidate and provide a detailed orientation. The orientation will include:

- Nature of work, job hazards and working conditions.
- Need to travel during apprenticeship.
- Requirements contained in apprenticeship master program agreement.
- Training methodology and responsibilities.
- Methods for obtaining assistance with training or performance issues.
- Testing, promotions and pay.
- Resolution of conflicts or disputes.
- Consequences for failure to complete the apprentice program satisfactorily.

Processing the apprenticeship agreement Upon entering the apprenticeship, the apprentice training coordinator will assist the new apprentice to complete the state apprenticeship agreement. The apprentice training coordinator will provide a copy of the signed agreement to the apprentice and will then forward the agreement to Industrial Relations (IR) for their action.

Continued on next page

Procedures, Continued

Processing the apprenticeship agreement (continued)

Industrial Relations will forward all completed apprenticeship agreements to the state's apprenticeship board. When the form is returned by the state, IR will forward the completed apprenticeship agreement to the secretary of the Electric Construction School at the Livermore Learning Center for filing in the apprentice's personnel file and will also send a copy of the returned form to the apprentice.

Veterans benefits

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

After apprenticeship is complete

At the completion of the apprenticeship, the supervisor will notify the secretary of the Electric Construction School, Livermore Learning Center, that the training is complete. The secretary of the Electric Construction School, Livermore Learning Center, will notify the Industrial Relations department of the completion of training.

The Industrial Relations department will then notify the State of California that the training is complete. The state will return the Certificate of Completion of Apprenticeship that will be forwarded for presentation to the new journeyman lineman.

GENERAL GUIDELINES

General Information

Objective

The need for trained and qualified employees to accomplish the duties of a journeyman lineman in a manner consistent with the company's safety, construction, and performance standards has resulted in this program that coordinates extensive on-the-job experience with related school and academic training. This systematic acquisition of knowledge and skills allows the employees in training to attain necessary self-confidence, and provides the employees with the correct and safe methods of performing the company's work.

Master agreement is primary

The master apprenticeship agreement applies to all portions of the training program. Unless modified by agreement of the parties, the contents of the master apprenticeship agreement take precedence over all other agreements and understandings.

Apprenticeship duration

The apprentice lineman program is 42 months long. Apprentices who have had more than 6 months of relevant experience in the PG&E electric line department are awarded credit for 6 months of time in the first step of the program.

Training for activities not available at local headquarters

Learning Services will make available reports that show the completion of on-the-job training (OJT) requirements as well as OJT requirements that remain. Supervisors will use these reports, along with their forecast of work, to plan and schedule suitable apprentice training.

If the forecast work does not support the required training needs and if reasonable efforts to make the needed work available are not successful, the supervisor will contact the apprentice training coordinator in a timely fashion and will arrange to have the apprentice assigned to work that will facilitate needed training.

Continued on next page

General Information, Continued

Entry into apprenticeship by regular employee

A regular employee will not be eligible to enter the apprentice lineman classification until the employee passes *all* of the following requirements:

- The Physical Pre-employment Test.
 - The ACT (Arithmetic Computation Test).
 - Aptitude Screening Test (page 61).
 - The Basic Climbing course at the Livermore Training Center.
-

Entry into apprenticeship by new employee

A new employee (one that has not yet achieved regular employee status) may be hired into the apprentice lineman classification. To retain the apprentice lineman classification, the new employee must pass *all* of the following requirements prior to achieving regular employee status:

- The Physical Pre-employment Test.
- The ACT (Arithmetic Computation Test).
- Aptitude Screening Test (page 61).
- The Basic Climbing course at the Livermore Training Center.

If the new employee does not pass all of the above listed requirements within 6 months of the hire date, the employee:

- Will be removed from the apprentice lineman classification.
 - May be terminated.
-

Mandatory self-study

Training modules contain mandatory self-study requirements that apprentices must complete on their own time.

Workload management

Apprentices will ensure that voluntary overtime does not interfere with any of the following activities:

- Mandatory self-study activities and preparation for formal classes.
 - Formal schools held at the Livermore Training Center.
 - Training assignments in the field (following live line and rubber glove classes).
 - Field training assignments that are necessary because training is not available at the local headquarters.
-

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General Information, Continued

Workload management (continued)

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

Appropriate work assignments

The work assignments in each period of the apprenticeship will afford an apprentice the necessary opportunity to obtain basic knowledge of the equipment and the proper procedures to be used. Work assignments also will allow an apprentice the necessary opportunity to practice essential skills and thereby gain confidence in personal ability to do the work. Work assignments will increase in complexity and responsibility as the apprentice attains increased knowledge and capability.

It must be remembered that the primary purpose of apprentice work is training. For that reason, work assignments will concentrate on the development of new skills and knowledge and repetitive, production-type work that offers little or no learning activity is to be minimized.

OJT training requirements

The on-the-job (OJT) training requirements for the apprenticeship are contained within the *On-the-Job Personal Training Record* booklet. The requirements and procedures contained in the booklet are a part of these administrative rules and are mandatory.

Continued on next page

General Information, Continued

Training duties normally follow On-the-Job Personal Training Record

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 Personal Training Record* for the current wage step or for previous steps.

If the nature of the work in the headquarters offers a unique opportunity for training in necessary skills that is out of the normal sequence, and if both the immediate supervisor and the apprentice agree that the apprentice is ready for such training, these special training events may be completed out of the normal sequence. The apprentice and the immediate supervisor must give due consideration for the need for safety, the apprentice's skills and the nature of the work to be undertaken.

Live line and rubber glove OJT activities are prohibited until after the apprentice has passed both the appropriate school and the two-week field training associated with that school.

Apprentices working without direct supervision

An apprentice may be assigned to work without direct supervision as part of a crew only after such 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.

Temporary upgrade to crew foreman is prohibited

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

Notification of classes

An apprentice scheduled to attend any of the formal courses at the Livermore Training Facility will be given notice of such schedule as soon as practicable by the immediate supervisor. Each course at Livermore requires mandatory self-study and preparation by the apprentice before the class.

Apprentices who receive less than 10 working day notice of centralized training may decline the training without prejudice and will rescheduled for training in their normal training sequence. If they accept, all mandatory self-study assignments must be completed as directed in the course modules.

Continued on next page

General Information, Continued

Failure to meet standards

Failure to meet the standards of achievement contained in the apprenticeship program will be cause for removal from the classification according to the procedures listed in the Master Apprenticeship Agreement.

Training Requirements

Safe training is mandatory

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

Training is divided into 6 steps

During the apprenticeship, the apprentice will be offered job training divided into six periods that coincide with the wage steps of the classification. The first step is 12 months long and the remaining 5 steps are each 6 months long. See "Apprenticeship Duration" on page 3 for advance placement into the first step.

Plan relevant training early in period

As early as practicable in each wage step of the apprenticeship, supervisors will assign apprentices to work relevant to the on-the-job training activities for that wage step as listed in the *On-the-Job Personal Training Record* booklet.

Training hours do not include travel time

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

Sequencing training

These guidelines specify those training periods in which an apprentice will receive related academic or class training. The type of on-the-job training activities contained in the *On-the-Job Personal Training Record* will apply insofar as such duties and procedures are performed by a journeyman at an apprentice's headquarters.

If the apprentice's supervisor anticipates the recommended on-the-job training will not be available because of lack of related work, the supervisor will notify the apprentice training coordinator to determine if relevant training is available in other areas.

All training requirements specified in the apprentice lineman program must be completed prior to the achievement of journeyman lineman status.

Continued on next page

Training Requirements, Continued

When training is not available locally

If required training is not available, or not likely to become available in the local headquarters, the company may make temporary training assignments for designated tasks with a specific duration for apprentice linemen in electric T&D departments. Training assignments away from the apprentice's designated headquarters will be as short as practical consistent with training requirements. Local training is defined as training within the service territory of the apprentice's designated headquarters or within 50 miles of the apprentice's designated headquarters.

Training assignments of more than 50 miles will be made only if:

1. The apprentice volunteers for the assignment or,
 2. The training assignment (work) is not available or cannot reasonably be made available within 50 miles.
-

Title 200 and 300 training assignments

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

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

Work schedules and supervision

Apprentices will assume the schedule of the crew at the temporary headquarters. The company and union will continue to monitor the mileage limitation and agree to meet and discuss it further should it impact operations. To facilitate a consistent and timely notification process, the notification form, see page 49, will be used.

During the training assignment, functional supervision of the apprentice will be assumed by the receiving supervisor.

Continued on next page

Training Requirements, Continued

Specifying training requirements

The specific training task and duration will be identified in writing and communicated to the apprentice and union business representative at least 48 hours prior to the assignment. The Joint Apprenticeship & Training Committee will also be notified of all assignments and will be responsible for monitoring and tracking these assignments.

Repeating a formal school

If an apprentice fails a formal course, either at the Livermore school or a 2-week field training course, the course may be retaken as described below:

- Depending upon the reasons for the failure, the staff at the school may require that the apprentice retake the course.
- The apprentice may request to retake the course.
- Any single course may be retaken only one time.
- No more than 3 courses may be repeated during the apprenticeship.

Disputes

Any dispute regarding these assignments will be subject to the grievance procedure (Title 102) with the option of expedited referral to the Joint Apprenticeship and Training Committee for a recommendation of settlement, after the timely filing of a grievance.

Wage Progression

Introduction

Each of the 6 steps of the apprenticeship has unique training requirements and specific pay rate. As apprentices progress through the program they gain skills and knowledge and thereby become more productive on the job. This increase in the value of their work results in a corresponding increase in pay.

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

Requirements for promotion

Promotion to the **next** step in the apprenticeship requires the completion of all of the following items. Promotions:Requirements For

- Required time in the current step (12 months for Step 1*, 6 months for all other steps).
- All formal training at Livermore specified for the apprentices' **current** step.
- All field training (live line and rubber glove) with a certified field trainer that are specified for the apprentice's **current** step.
- Passing the wage progression test specified for the apprentice's **current** step.
- OJT training events listed in the *On-the-Job Personal Training Record* for the present *and* all previous steps are completed as specified by the table below. See examples on following page.

OJT Completion Rates Required For Wage Progression						
Promotion torequires the completion of the OJT training events at the rates shown below:					
	Step 1 OJT Items	Step 2 OJT Items	Step 3 OJT Items	Step 4 OJT Items	Step 5 OJT Items	Step 6 OJT Items
Step 2	80%					
Step 3	90%	80%				
Step 4	98%	90%	80%			
Step 5	100%	98%	90%	80%		
Step 6	100%	100%	98%	90%	80%	
J/UAJ**	100%	100%	100%	100%	100%	100%

*6 months of credit is given to apprentices with 6 months of relevant experience in the PG&E Electric Line department, see page 3.

**J/UAJ = Journeyman or Unassigned Journeyman

Continued on next page

Wage Progression, Continued

OJT completion examples

Example 1

A first step apprentice has completed 90% of the step 1 OJT requirements and wishes to enter the second wage step. The table on the previous page indicates that the apprentice must have completed 80% of the OJT items listed for the first step in the On-the-Job Personal Training Record. OJT items for steps 2 through 6 *may* have been completed, if the training opportunity was present and if the apprentice mastered the skill or task, but only the items in step 1 count toward the mandatory 80% requirement. This apprentice may proceed to the second step provided all other requirements are completed.

Example 2

A second step apprentice wishes to enter the third wage step. The apprentice has completed 88% of the OJT items listed for step 1 and 85% of the items for step 2. Can this apprentice proceed to the third step?

No, he cannot. Although the required 80% completion rate for the second step items has been achieved, the apprentice has **not** completed sufficient OJT tasks for the first step. The standards of achievement require completing at least 90% of the items in step 1 as well as completing at least of 80% of the items for step 2. Wage progression cannot occur until the 90% accomplishment rate for step 1 is achieved.

Failure to progress on time

Apprentices who are due to progress to the next higher wage step in the wage progression and who do not meet the established standards of achievement will be:

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

Continued on next page

Wage Progression, Continued

Wage progression after a delay

If, during the 3-month period described above, the apprentice meets the established standards of achievement, the apprentice will receive the next higher wage rate effective on the date the standards are met.

The apprentice will not be eligible for further progression in the wage rate until 6 months have elapsed since the date the apprentice received the wage increase and until the standards of achievement of the next wage step are met.

Failure to advance from 1st step

If an apprentice is attempting to meet the standards of achievement established to progress from the first to the second step of the wage progression fails to meet the established standards as provided above, the employee will, after such 3 months additional period of time, be removed from the classification and demoted in accordance with Title 206 of the Agreement (union contract).

Failure to advance from 2nd or higher step

If an apprentice who is attempting to meet the standards of achievement established to progress from other than the first step of the wage progression fails to meet the established standards within the allotted time (including the 3 months extension), the apprentice's progression will be reviewed by a subcommittee consisting of con company and on union member of the Apprenticeship Committee. Action of this subcommittee will be limited to the determination of the further extension of time, which is believed to be required to meet the standards of achievement.

If and additional extension is granted and the apprentice still fails to meet the prescribed standards of achievement to receive the next wage step in the wage progression in the period of time determined by the above subcommittee, the employee will be removed from the classification and demoted in accordance with Title 206 of the Agreement (union contract).

No early promotion during apprenticeship

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

Continued on next page

Wage Progression, Continued

Accelerated placement

At the supervisor's request and with the concurrence of the IBEW business representative, persons with advanced skills (i.e., previous experience in the trade, military or civilian training, etc.) may be evaluated by the JATC together with the Electric Construction School. If the evaluation shows that the skill and knowledge displayed warrant accelerated placement, the person may enter the apprenticeship at the appropriate step determined by agreement between the JATC and the Electric Construction School.

To ensure that all apprentices have demonstrated the required skill and knowledge needed for the apprenticeship, persons entering with advanced placement must take and pass all the end-of-course tests that are included in the formal classes that they bypass. They must also pass all wage progression tests from the wage steps they bypass. For future wage progression, they must also comply with the OJT Completion Rates Required For Wage Progression chart on page 11.

All testing specified above must be complete within 170 days from date of hire or date of entry into the program, whichever is earlier. At the concurrence of the company and the union, this interval may be adjusted by the JATC.

Promotion to lineman (completion of apprenticeship)

All requirements contained in these administrative procedures (i.e., formal schools, wage progression tests, OJT requirements, etc.) must be successfully completed before an apprentice may be promoted to journeyman lineman.

While in their 6th wage step, apprentices who have successfully completed all the requirements contained in these administrative procedures may be offered, and may choose to accept, a bid to lineman. **Apprentices are reminded that 6th wage step OJT requirements may be completed before entering the 6th wage step. Apprentices who desire early promotion to lineman should also schedule their final wage progression test as early as possible in the 6th wage step.**

Testing Policy

Purpose of testing	The purpose of testing is to permit apprentices to display their mastery of required skill and knowledge. Apprentices must pass the tests that are a part of the formal schools as well as the wage progression tests.
Test content	The tests will be based on the learning objectives and the content of the formal courses and upon the technical material (standards, guidelines, manuals, documents, etc.) that are a part of the linemans' craft.
Testing is cumulative	Tests, including wage progression tests, will cover the content of the course(s) contained in the present step as well as topics covered in previous courses.
Wage progression tests	<p>Wage progression tests have two components:</p> <ol style="list-style-type: none">1. Closed book knowledge testing (for example: recall and application of rules, procedures, practices, problem solving, etc.)2. Open book knowledge application (for example: problem solving, research of technical data and specifications, determination of part numbers, spacing, sizes, etc.) <p>All tests have a time limit.</p>
Testing location and timing	<p>All tests are given at the Livermore Learning Center.</p> <p>Formal course tests are administered during the formal school as part of the regular curriculum.</p> <p>Wage progression tests and retests for formal schools are given once a month (per published schedule) and must be requested and scheduled in advance. Apprentices may take the wage progression test at any time during the current step but are urged not to test until after they have completed the formal courses required for their current step. Failure to pass wage progression tests may lead to removal from the apprenticeship.</p>

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Testing Policy, Continued

Testing location and timing (continued)

Ideally, a wage progression test would be scheduled for the 4th or 5th month of a wage step. This would permit the test to be rescheduled (due to illness, for example) to the 5th or 6th month if required and thereby avoid a delay in wage progression.

Early in the wage step, the apprentice should select a test date and submit the request for testing using the procedure outlined below. When the test date has been established, the apprentice should plan a study program that ensures the apprentice will be fully prepared to test on the scheduled date.

Scheduling a test

Follow the procedure shown below:

1. Apprentice will submit (to the immediate supervisor) a written request for a test date. See request form on page 51.	This request must be at least 21 days in advance of the desired test date to permit the supervisor time to adjust work schedules and decrease the impact on the local productivity.
2. Supervisor reviews request.	Supervisor ensures that necessary prerequisites for test are met.
3. Within 48 hours of receipt, the supervisor forwards the request to the Lineman School at Livermore.	Requests received on time will be approved by the supervisor unless apprentice's absence will have significant negative impact on service reliability or efficient operation of the headquarters. If the request is disapproved, the supervisor will contact the school so that appropriate arrangements may be considered.
4. Lineman School notifies supervisor and the apprentice of scheduled test date	Correct information on the form is essential to ensure timely notification. Errors that cause delays are the responsibility of the apprentice.
5. Within 48 hours of notification of test date by the school, the supervisor confirms the test date with the apprentice.	NOTE Failure to appear for a scheduled test will result in a delay (approximately 30 days) until the next regularly scheduled test day and may delay wage progression.

Continued on next page

Testing Policy, Continued

Photo ID required

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

Mandatory, emergency work and testing

Apprentices who miss a test due to mandatory, emergency work necessary to preserve safety or continuity of service may be scheduled for a special test day. Apprentices must contact the team lead of the Electric Construction School with all relevant facts and request a special test day.

Late arrival on test day

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

Illness

Apprentices who miss a test (or leave a test before completion) due to illness will be rescheduled for the next regular test date.

Cheating

Wage progression testing is 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. Retesting will be permitted only as described below. Persons found cheating will be subject to disciplinary action up to and including removal from the apprenticeship.

Failure to meet standards

Apprentices who do not meet the required standards of achievement (i.e., fail a test) will be provided the opportunity to retest as shown below:

Type of Test	Number of Retests Permitted
Formal School – End of Course	1 retest per course Total of 3 course retests during the apprenticeship
Wage Progression	1 retest per wage step Total of 3 wage progression retests during the apprenticeship

Continued on next page

Testing Policy, Continued

Retesting

Apprentices may not retest until the next regularly scheduled test date. This delay is to permit self-study and preparation to retest. All retests will be scheduled for a regular test day at the Livermore Training Facility.

APPRENTICE RESPONSIBILITIES

The Role of the Apprentice

Safety first The apprentice must learn and observe the safety rules and procedures applicable to the tasks being performed. Safety is a condition of employment and shortcuts or deviations from approved practices will not be tolerated.

Apprentice as adult learner Throughout the apprenticeship, the apprentice will be considered an adult learner. This means that the apprentice will be treated with the consideration and respect given to adults and will be responsible for the outcome of the apprenticeship.

Responsibility for learning and fulfilling program requirements The apprentice must take charge of personal learning. The apprentice must understand and comply with all the policies and procedures of the apprenticeship program. The apprentice must also understand the performance objectives and standards that are required to demonstrate required job proficiency. The apprentice must identify problems with learning and progression and must request assistance should problems occur during the apprenticeship.

Apprentice takes active role The apprentice must take an active role in the learning process, must identify and track all needed learning activity specified in the apprenticeship program, and must monitor and document personal progress throughout the program to ensure acceptable progress. When engaged in training in the field, the apprentice must be able to state the specific training requirements (as listed in the On-the-Job Personal Training Record that are being learned during the day's work.

Requirement for OJT Except where otherwise specified, the apprentice will be trained on the job by being assigned to work with a qualified journeyman lineman.

Weekly FAX reports Each Friday, the apprentice will submit (by FAX) a summary report of field OJT events completed during the week. This report, see page 55, will be submitted according to the instructions contained in the On-the-Job Personal Training booklet.

Continued on next page

The Role of the Apprentice, Continued

Resolving problems and requesting assistance

If a problem or issue arises, the apprentice will first attempt to resolve the problem or issue at the local headquarters. If the problem cannot be resolved satisfactorily, the apprentice will contact the field training coordinator for the area and request assistance.

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 school in Livermore. Written submissions should be on the Apprentice Lineman Report/Request form (see page 59).

CREW FOREMAN RESPONSIBILITIES

The Role of the Crew Foreman

Safety first

The crew foreman will ensure a safe work environment for the apprentice. The foreman will insist that the apprentice observes all safety practices and procedures. The foremen will ensure the apprentice is always supervised by a qualified worker when the apprentice is performing work for which the apprentice has not yet been trained.

Monitor the apprentice's progress

The foreman will use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.

Actively participate in training

The foreman will actively teach and demonstrate relevant skills. The instruction will include what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated and the means to do the work safely and efficiently.

Model the desired performance

The foreman will teach and will practice acceptable work procedures. The foreman will be a role model and will demonstrate the work practices that are expected of the apprentice. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.

Assign challenging work

The foreman will assign meaningful, challenging work to the apprentice that is appropriate for the level of training needed. The foreman will consult the apprentice's training record frequently and will seek to assign work that will provide the skills to be learned during that training step.

Document OJT accomplishments

When the apprentice satisfactorily completes a task listed in the apprentice's *On-the-Job Personal Training Record* book, the foreman will initial and date the entry in the book. Only journeyman linemen or other qualified persons may sign off (initial and date) these requirements. Apprentices may not make sign-off entries in this book.

Continued on next page

The Role of the Crew Foreman, Continued

**Document and
report progress
and problems**

As needed, the foreman will complete periodic reports documenting the apprentice's performance. The foreman will use the Journeyman Lineman Observations sheet, page 57.

One copy will be given to each of the following:

- The apprentice.
 - The supervisor.
 - The Electric Construction School (submit by FAX, phone number is listed on the form).
-

JOURNEYMAN LINEMAN RESPONSIBILITIES

The Role of the Journeyman Lineman

Safety first

The journeyman will ensure a safe work environment for the apprentice. The journeyman will insist that the apprentice observes all safety practices and procedures. The journeyman will ensure the apprentice is always supervised by a qualified worker when the apprentice is performing work for which the apprentice has not yet been trained.

Monitor the apprentice's progress

The journeyman will use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress. The journeyman will notify the foreman of any problems that need to be resolved.

Actively participate in training

The journeyman is the key component in the successful training of apprentices. The requirement to take an active training role has long been established by precedent and by contract. The journeyman will actively teach and demonstrate relevant skills. The instruction will include what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated and the means to do the work safely and efficiently.

Model the desired performance

The journeyman will teach and will practice acceptable work procedures. The journeyman will be a role model that will use the work practices that are expected of the apprentice. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.

Document OJT accomplishments

When the apprentice satisfactorily completes a task listed in the apprentice's *On-the-Job Personal Training Record* book, the journeyman lineman will, after consultation with the foreman, initial and date the entry in the book. Only journeyman linemen or other qualified persons may sign off (initial and date) these requirements. Apprentices may not make sign-off entries in this book.

Continued on next page

The Role of the Journeyman Lineman, Continued

**Document and
report progress
and problems**

As needed, the lineman is encouraged to submit reports documenting the apprentice's performance. The foreman will use the Journeyman Lineman Observations sheet, page 57.

One copy will be given to each of the following:

- The apprentice.
 - The supervisor.
 - The Electric Construction School (submit by FAX, phone number is listed on the form).
-

FIELD TRAINER RESPONSIBILITIES

The Role of the Field Trainer

Deliver training	The field trainer will teach live line and rubber glove work methods in the field while conducting training on actual work assignments. This training activity adds the realism of actual field conditions while simultaneously completing essential work.
Evaluate and certify proficiency	The field trainer will conduct periodic formal evaluations of the apprentice's skills as they relate to the live line and rubber glove procedures. The intent of these evaluations is to verify the basic-skills competency.
Document activities	The field trainers will complete training reports and evaluation documents describing the training activities and the evaluations they conduct. These records will be forwarded to the apprentice training coordinator for review and filing.

SUPERVISOR RESPONSIBILITIES

The Role of the Supervisor

Schedule activities

The supervisor will coordinate training with forecast workload. The supervisor will identify work opportunities that are needed in each step and are suitable for apprentice training.

Maintain reservoir of work

The supervisor will identify work opportunities that are appropriate for apprentice training activities. Suitable work be reserved for apprentice training consistent with good business practices and the requirements for safety, protection of resources and continuity of service.

The supervisor will ensure that the apprentice training coordinator has an up to date knowledge of suitable work available for apprentice training.

Monitor accomplishments

The supervisor will monitor the apprentice's accomplishment by frequent discussions with the apprentice's foreman, by field observations of the apprentice's performance and by frequent discussions with the linemen who are working with the apprentice.

The supervisor will use reports made available by Learning Services to track and monitor apprentice performance.

Maintain records

Every 90 days, the supervisor will conduct a formal interview with the apprentice and will complete an "Apprentice Lineman Performance Review Sheet." See page 41 for instructions.

Co-develop corrective action plans

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

Continued on next page

The Role of the Supervisor, Continued

**Implement
corrective
action plans**

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

APPRENTICE TRAINING COORDINATOR'S ROLES & RESPONSIBILITIES

The Role of the Apprentice Training Coordinator

Qualifications

The apprentice training coordinator will be a highly qualified journeyman lineman with at least 5 years experience as a PG&E journeyman lineman.

The apprentice training coordinator will:

- Have documentation of current first aid and CPR training.
- Be able to perform pole-top rescue.
- Be able to perform bucket rescue.
- Be able to operate line trucks and boom trucks.
- Be an expert in PG&E's safe work practices.
- Be an expert on PG&E construction standards.
- Be able to communicate well orally and in writing.
- Be able to teach effectively.

The Team Lead at the Electric Construction School may modify these items.

Manage training process

The apprentice training coordinator will monitor and support the overall apprentice training program for the assigned geographic area. The apprentice training coordinator will monitor and track all phases of the apprentice training program and will identify and correct conditions or situations that interfere with the efficient training and timely progression of all apprentices. Specific requirements are explained below.

Monitor progress

The apprentice training coordinator monitors the progress of all apprentices by reviewing written and electronic records, conducting telephone interviews and by visiting field-training sites for personal observations of training activities. The apprentice training coordinator will conduct private, face-to-face interviews with each assigned apprentice at intervals not to exceed six weeks.

Suggest timing and sequence of training events

The apprentice training coordinator will monitor apprentice training accomplishment and remaining training requirements. The apprentice training coordinator will maintain an up to date listing of field work suitable for apprentice training and will coordinate with the apprentice's supervisor to suggest appropriate work assignments to ensure efficient timing and sequencing of training events.

Continued on next page

The Role of the Apprentice Training Coordinator, Continued

Support individuals

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

Maintain records and data base

The apprentice training coordinator will collect, verify, input and update apprentice and supervisor information maintained in the electronic database maintained at the Livermore school.

Co-develop corrective action plans

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

Conduct formal evaluations

As required, the apprentice training coordinator will perform formal evaluations of apprentice performance during field visits. The apprentice training coordinator will also monitor and report on the performance of the field trainers during field visits.

Suggest improvements

The apprentice training coordinator will suggest changes and revisions to the training program when appropriate.

CURRICULUM AND SCHEDULE

Course Sequencing

Visual display The course sequence display shows the courses that must be completed of requirements during the apprenticeship. It provides a visual display of the sequence of events.

Off-the-Street Hire (less than 6 months experience in PG&E electric line department)						
Time	Month					
	Pre-hire screening	Step 1	Step 2	Step 3	Step 4	Step 5
HR Pre-hiring tests Lineman Suitability Screen (new)	Basic Climbing Advanced Climbing OJT	Overhead Fundamentals OJT	Live Line and Structured LL Field Practice	Rubber Glove and Structured RG Field Practice Advanced Techniques	Underground Fundamentals OJT	Makeup training, journeyman field practice
1-12	13-18	19-24	25-30	31-36	37-42	
Month	Month	Month	Month	Month	Month	Month
Time	Month					
Pre-Transfer Qualification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ACT Test Lineman Suitability Screen (new) Basic Climbing	OJT Advanced Climbing	Overhead Fundamentals OJT	Live Line and Structured LL Field Practice	Rubber Glove and Structured RG Field Practice Advanced Techniques	Underground Fundamentals OJT	Makeup training, journeyman field practice
1-12	13-18	19-24	25-30	31-36	37-42	
Month	Month	Month	Month	Month	Month	Month
Time	Month					
Pre-Transfer Qualification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ACT Test Lineman Suitability Screen (new) Basic Climbing	OJT Advanced Climbing	Overhead Fundamentals OJT	Live Line and Structured LL Field Practice	Rubber Glove and Structured RG Field Practice Advanced Techniques	Underground Fundamentals OJT	Makeup training, journeyman field practice
1-6	7-12	13-18	19-24	25-30	31-36	
Month	Month	Month	Month	Month	Month	Month
Time	Month					
Pre-Transfer Qualification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ACT Test Lineman Suitability Screen (new) Basic Climbing	Advanced Climbing OJT	Overhead Fundamentals OJT	Live Line and Structured LL Field Practice	Rubber Glove and Structured RG Field Practice Advanced Techniques	Underground Fundamentals OJT	Makeup training, journeyman field practice
1-6	7-12	13-18	19-24	25-30	31-36	
Month	Month	Month	Month	Month	Month	Month
Time	Month					

Sequence of Apprentice Lineman Schools

Wage Step 1 Activities

Mastering climbing tools

Every apprentice will learn the use of climbing tools in the performance of line construction work.

Working on or near energized lines or equipment

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

PERMITTED

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

PROHIBITED

- Making connections that pick up load (other than the charging current of the conductors).
 - Opening connections that drop load (other than the charging current of the conductors). The apprentice is prohibited from opening connections to a meter where a meter is turning (drawing load).
-

Continued on next page

Wage Step 1 Activities, Continued

Working with non-lead cable

An apprentice may be assigned to work with line crews on non-lead underground cables, but will not work on cables or devices that are energized more than 600 volts, or work in areas where contact can be made with unprotected cable or devices energized more than 600 volts.

Using technical references

An apprentice will become familiar with safety rules, construction standards, guidelines, general orders, and regulations applicable to the work the apprentice performs.

Contact with the public

An apprentice will become capable of handling public contacts regarding clearances, become aware of company's obligation to the general public regarding safety practices, and learn and practice proper respect for the customer and the customer's property rights.

Operating aerial lifts

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

Completing Advanced Climbing course

As early as possible in the first step, the supervisor will schedule the apprentice to attend the Advanced Climbing course conducted at the Livermore Training Center.

The course will contain a written final exam and a skills (performance) test. The rules for testing and retesting are contained in the "Testing Policy" section that begins on page 15.

An apprentice who does not pass the Advanced Climbing course will be eliminated from the apprenticeship.

Wage Step 2 Activities

Continue to perform previous duties

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

Attend Overhead Fundamentals course

As early as possible in this training period, the supervisor will schedule the apprentice will attend the Overhead Fundamentals course at the Livermore Training Center.

The course will contain a written final exam and a skills (performance) test. The rules for testing and retesting are contained in the "Testing Policy" section that begins on page 15.

Grounding circuits

After passing the Overhead Fundamentals course, apprentices may be assigned by the immediate supervisor to test and install grounds on a de-energized circuit. Such activity will be performed under close supervision of a journeyman.

Wage Step 3 Activities

Continue to perform previous duties

An apprentice will continue to perform the duties specified for previous wage steps and, in addition, will learn the duties outlined on the section.

Live line work

Apprentices will **not** perform live line work until they have successfully completed both the 5 day school at Livermore and the 10 days of field instruction and practice delivered by a certified live line instructor.

Working with a journeyman, the apprentice will continue to learn all skills connected with the use of live line protective equipment and live line tools for work on energized primaries.

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

Live line Fundamentals course

As early as possible in this training period, the supervisor will schedule the apprentice to attend the Live Line Fundamentals course at the Livermore Training Center. As soon as practical after completing the one week school at Livermore, the apprentice will be assigned to a field instruction crew under the direction of a certified live line field trainer and complete a minimum of 80 hours of live line work methods training under actual field conditions.

The course will contain a written final exam and a skills (performance) test. The rules for testing and retesting are contained in the "Testing Policy" section that begins on page 15.

Upon successful completion of both the Livermore school and field portions of live line training an apprentice will be deemed qualified in basic live line work methods on energized primary and secondary conductors.

NOTE

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

Continued on next page

Wage Step 3 Activities, Continued

Failure of a field evaluation or performance exercise

If an apprentice fails to achieve a satisfactory evaluation at the school or during the field training portion of the formalized training, the apprentice will be notified, in writing, of the reasons for the rating, and a copy of the notification will be sent to the apprentice's training headquarters.

Upon such notification of failure, the supervisor will develop and implement a performance improvement plan that specifies additional special training in those areas that caused the failure to attain a satisfactory evaluation at the school, or field portion of the training. This additional training may consist of formal classes at the Livermore Training Facility, special work or training assignments, and additional practice as required for the apprentice to attain a satisfactory evaluation for the live line work methods portion of the apprenticeship training.

Wage Step 4 Activities

Continue to perform previous duties

An apprentice will continue to perform the functions and duties specified for prior wage steps and, in addition, will learn the duties outlined in this section. An apprentice will gain proficiency in the use of live line tools and equipment and rubber glove work methods on all types of construction while accompanied by a journeyman.

Rubber Glove Fundamentals course

Apprentices cannot perform rubber glove work until they have completed **both** the 5-day Rubber Glove Fundamentals course at Livermore and the 10 days of field instruction and practice delivered by a certified rubber glove instructor. As early as possible in this training period the supervisor will schedule the apprentice to attend the Rubber Glove Fundamentals course at Livermore.

The course will contain a written final exam and a skills (performance) test. The rules for testing and retesting are contained in the "Testing Policy" section that begins on page 15.

As soon as practical after attending the Rubber Glove Fundamentals course an apprentice will be assigned to a field instruction crew under the direction of a certified rubber glove field trainer and complete a minimum of 80 hours of training on actual field work.

Qualification for rubber glove work methods

Apprentices will **not** perform rubber glove work until they have successfully completed both the 5-day school at Livermore and the 10 days of field instruction and practice delivered by a certified rubber glove instructor.

Upon satisfactory completion of the Rubber Glove Fundamentals course and the 80-hour field training, the apprentice will be issued a certificate and be qualified in basic rubber glove work methods. At least one hundred and sixty (160) hours of on-the-job training must be completed to reach full proficiency.

When performing rubber glove work, apprentices must **always** work under the direct supervision of a rubber glove certified journeyman lineman.

Continued on next page

Wage Step 4 Activities, Continued

Failure of a field evaluation or performance exercise

If an apprentice fails to achieve a satisfactory evaluation at the school or during the field training portion of the formalized training, the apprentice will be notified, in writing, of the reasons for the rating, and a copy of the notification will be sent to the apprentice's training headquarters.

Upon such notification of failure, the apprentice training coordinator will develop and implement a performance improvement plan that specifies additional special training in those areas that caused the failure to attain a satisfactory evaluation at the school, or field portion of the training. This additional training may consist of formal classes at the Livermore Training Facility, special work or training assignments, and additional practice as required for the apprentice to attain a satisfactory evaluation for the rubber glove work methods portion of the apprenticeship training.

Advanced Lineman Techniques course

Both Advanced Lineman Techniques and Rubber Glove Fundamentals must be completed by the end of the fourth wage step.

The apprentice and the immediate supervisor must schedule training activities carefully to ensure that this course is completed in the fourth step and failure to complete this course does not delay wage progression.

NOTE

Following the completion of the Live Line Fundamentals school, Rubber Glove Fundamentals and Advanced Lineman Techniques may be taken in any sequence.

Wage Step 5 Activities

Continue to perform previous duties

An apprentice will continue to work as outlined in the guidelines for the previous wage steps, and will continue to practice live-line and rubber glove work methods on all types of construction while working with a journeyman or top step apprentice lineman.

NOTE

- Live line work by apprentices always requires the direct supervision of a journeyman lineman.
- Rubber glove work by apprentices always requires the direct supervision of a rubber glove certified journeyman lineman.

Underground Fundamentals course

The apprentice will attend the Underground Fundamentals course during the fifth step. Following this course, the apprentice should be assigned to work on underground equipment so that personal skills may be improved.

The course will contain a written final exam and a skills (performance) test. The rules for testing and retesting are contained in the "Testing Policy" section that begins on page 15.

Wage Step 6 Activities

**Continue to
perform
previous duties**

An apprentice will be allowed to perform any work normally performed by a journeyman, under the direction of a journeyman, as required by the job.

Apprentices will write, submit and hold clearances under the supervision of a journeyman.

NOTE

- Live line work by apprentices always requires the direct supervision of a journeyman lineman.
 - Rubber glove work by apprentices always requires the direct supervision of a rubber glove certified journeyman lineman.
-

TRAINING RECORDS, REPORTS AND DOCUMENTATION

Training Records

Apprentice maintains personal records

Each apprentice will maintain an individual *On-the-Job Personal Training Record*. Entries will be made by supervising linemen, foremen, supervisors, apprentice training coordinator or other authorized persons.

Supervisor's records

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

Every 90 days, the supervisor will interview each apprentice and will complete a training accomplishment record. Copies of the record will be forwarded to the apprentice training coordinator for review.

Livermore Training Center

The Livermore Training Center will maintain the records of all written and performance checks.

Access to training records

Such records will always be available during the apprenticeship for review by the apprentice training coordinator, the immediate supervisor, or higher level of supervision, the apprentice, and representatives of union.

Apprentice Quarterly Performance Reviews

Purpose

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

Performance Review Sheet

Performance reviews are completed at 90-day intervals that begin on the day that the worker is awarded the apprentice classification.

The performance review sheet is used to record specific training accomplishments and problems during the 90-day period. It records:

- Work activity for the quarter.
- Training requirements completed.
- Planned work activity for the next quarter.
- Planned training requirements to be completed.
- Areas where improvement was noted.
- Areas requiring improvement.
- The improvement plan (developed by the supervisor and the apprentice training coordinator).

Supervisors will FAX the completed performance review to the Livermore Training Center and will ensure that they arrive no later than 10 days after the scheduled review date. See page 53 for sample review sheet.

PROMOTIONS AND PAY

Promotion Requirements

Promotion is earned by increasing performance

The apprentice training plan includes provisions for promotions and increased pay every six months. To qualify for promotion and increased pay, the apprentice must do **all** of the following:

- Attend and pass the schools required for that step.
 - Complete and document all required training activity.
 - Pass all required skill or proficiency tests.
 - Pass the wage progression test for that step.
 - Complete at least 6 months in the step.
-

Effective dates

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

Examples

1. An employee enters the apprenticeship program on January 1. Due to illness, all training events and proficiency checks are not completed until August 1 of the same year. The promotion to Step 2 is effective on August 1 and the six months of Step 2 will run through March 1 of the next year.
 2. An employee enters the apprenticeship program on March 1. Because of poor performance, the JATC requires an additional 30 days of training to be added to the first step. After passing the wage progression test, promotion to Step 2 will be delayed until October 1.
-

Continued on next page

Promotion Requirements, Continued

**Time that does
not count
toward
apprenticeship**

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

Section 204.2 states in part:

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

RESOLVING CONFLICTS

The Appeal Process

Informal resolution first

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

Formal appeals

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

Extensions, retesting, etc.

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

PROGRAM PHASE IN

Transition Plan

Introduction

At the date this agreement is adopted, the apprentice lineman plan will contain a mixture of apprentices. Many have completed only courses from the old program. Others have had a mixture of the old program and some of the new material. Still others have had only the new material. The transition plan is intended to phase in the requirements of this agreement while ensuring that no apprentice is adversely affected by requirements over which they had no knowledge or control.

Apprentices *not* affected by this agreement

Apprentices who are in the 5th or 6th wage step on the date this agreement is adopted will continue their apprenticeship under the rules that were in effect when they entered their apprenticeship.

Apprentices who are affected by this agreement

All new apprentices and those now in wage steps 1 through 4 are covered by this agreement and by the transition plan as shown below:

ACADEMIC REQUIREMENTS	
Category	Transition Rules
New apprentice (receives bid on or after the date this agreement is approved)	All requirements of this agreement apply.
All apprentices in the program on the date this agreement is approved.	All course work (formal schools) and OJT requirements for present and future steps apply.

Continued on next page

Transition Plan, Continued

Apprentices who are affected by this agreement (continued)

WAGE PROGRESSION TESTING REQUIREMENTS	
Apprentices in Wage Step when agreement signed	Wage progression testing will begin at the end of Wage Step (i.e., must test to be promoted from this step)
1	2
2	3
3	4
4	5

ATTACHMENTS

Attachment 1: Notification of Training Assignment Form

Attachment 2: Request for Testing Form

Attachment 3: Apprentice Lineman Performance Review Sheet

Attachment 4: Apprentice Weekly FAX Report

Attachment 5: Journeyman Lineman Observations Report Form

Attachment 6: Apprentice Lineman Report/Request Form

Attachment 7: LA R1-01-52 PGE: Requirement for Aptitude Screening Test

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Attachment 1 Notification of Training Assignment

**UTILITY OPERATIONS
Notification of Training Assignment**

IBEW Union Business Representative: _____ Date: _____

The following: T200 or T300 employees:

Employee Name(s)	Step in Apprenticeship Program	Current Headquarters	Current Work Days/Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sending Supervisor: _____ LAN ID: _____ Company Phone No. _____

PROPOSED

Will be Assigned to: T200 or T300 employees:

Temporary Headquarters: _____

Work days/Work Hours: _____

Receiving Supervisor: _____ LAN ID: _____ Company Phone No. _____

Training Assignment Start Date: _____
Training Assignment End Date: _____

Specific Training to be accomplished:

-
-
-

Guidelines to be followed:

- Training to develop required technical skills/experience not available at work location.
- Training assignment restricted to 50 miles or less from work location unless work is not available or cannot reasonably be made available within 50 miles.
- Training assignments to be kept as short as practical, consistent with training requirements.
- Notify apprentice and Business Representative at least 48 hours prior to assignment start date.

Reference materials: **LOA R1-01-41**
IBEW Contract Sections 201, 203 and T300.

cc: **IBEW Business Representative**
Joint Apprenticeship Training Committee/Industrial Relations

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Attachment 2 Request for Testing

Request to Schedule Apprentice Lineman Testing

Date: _____

Apprentice Name: _____ Last 4 of SSN: _____
LAN ID: _____

Supervisor's Name: _____ Phone Number: _____
Supervisor's LAN ID: _____ Headquarters: _____

Please schedule me for testing as indicated below.

Desired Test Date: _____

Desired Test;

- Wage Progression Test #1 (From Step 1 to Step 2)
- Wage Progression Test #2 (From Step 2 to Step 3)
- Wage Progression Test #3 (From Step 3 to Step 4)
- Wage Progression Test #4 (From Step 4 to Step 5)
- Wage Progression Test #5 (From Step 5 to Step 6)
- Wage Progression Test #6 (From Step 6 to Journeyman)

- Other test (specify) _____

Please send conformation to my supervisor and to me as indicated below (choose one option for each person).

Reply to Apprentice	Reply to Supervisor
<input type="checkbox"/> Reply by E-mail to (LAN ID) _____	<input type="checkbox"/> Reply by E-mail to (LAN ID) _____
<input type="checkbox"/> Reply by FAX (FAX number) _____	<input type="checkbox"/> Reply by FAX (FAX number) _____
<input type="checkbox"/> Mail to (Name) _____	<input type="checkbox"/> Mail to (Name) _____
(Street Address) _____	(Street Address) _____
(City) _____	(City) _____
(State) _____	(State) _____
(Zip) _____	(Zip) _____

Approved / Disapproved (Supervisor's Signature) _____

(Apprentice's Signature) _____

FAX request to 8 477-2507 or (925) 606-2507 immediately. If the supervisor does not get e-mail or FAX conformation of your test date within 3 working days, immediately call 8 477-2530 or (925) 606-2530. Failure to receive prompt conformation may result in a significant delay in testing.

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APPRENTICE LINEMAN PERFORMANCE REVIEW SHEET

NAME: _____

HEADQUARTERS: _____

DATE: _____

WAGE STEP: _____

IMPORTANT NOTE: To be certified for any skill or task, all work must be performed safely, must conform to the applicable standards and specifications, and must minimize customer outage and inconvenience.

Work activity for this period:

Training requirements completed:

Planned work activity for next period:

Planned training requirements to be completed:

Areas of improvement noted:

Areas requiring improvement:

Improvement plan:

Apprentice: _____

Supervisor: _____

FAX completed report to (925) 606-2503 or 8 466-2503 within 10 days of scheduled review date.

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Attachment 4 Apprentice Weekly FAX Report

Do Not Send Cover Sheet
Feed This End In To Fax Machine



APPRENTICE LINEMAN TRAINING WEEKLY ACTIVITY REPORT

DATE OF THE FRIDAY OF WEEK BEING REPORTED

MONTH DAY YEAR

- -

STEP

FIRST NAME

LAST NAME

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER

WHEN

FAX your training report at the end of every week. It must be received no later than 5:00 PM on Tuesday of the next week.

HOW



Write clearly
 Stay inside the boxes
 Upper case letters only

A	B	C	D	E	F	G	H	I
0	9	2	0	1	9	9	9	

WHERE

FAX to the Livermore Training Center
 8 477-2551
 (925) 606-2551

Enter The Number of Each Training Item Accomplished During The Week Being Reported

<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>

EXAMPLE

Report completing "Perform Pole Top Rescue" by entering numbers in boxes as shown below:

0	1	-	1	.	0	4
---	---	---	---	---	---	---

<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>

IMPORTANT

If no training item was completed this week, you must indicate the reason by filling in the **ONE** bubble that best explains the reason for no training.

- Sick
- Military Duty
- Rotational Assignment
- Vacation
- Light/Restricted duty
- Emergency / Storm Damage
- In School
- Other (Explain) _____
- No Work Suitable for training was available this week (Note: 2 signatures required for this response)

Apprentice: _____ Foreman: _____

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Attachment 5 Journeyman Lineman Observations Sheet



**Pacific Gas and
Electric Company**

JOURNEYMAN LINEMAN OBSERVATIONS

APPR. NAME: _____ HEADQUARTERS: _____

DATE: _____ WAGE STEP: _____

IMPORTANT NOTE: To be certified for any skill or task, all work must be performed safely, must conform to the applicable standards and specifications, and must minimize customer outage and inconvenience.

Work activity observed:

Areas of improvement noted:

Areas requiring improvement:

Lineman: _____

Provide one copy to apprentice's supervisor and FAX one copy to (925) 606-2503 or 8 466-2503.

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**Pacific Gas and
Electric Company**

APPRENTICE LINEMAN REPORT/REQUEST

APPR. NAME: _____ HEADQUARTERS: _____

DATE: _____ WAGE STEP: _____

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

What is the issue or problem?

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

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

Signature: _____

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LETTER AGREEMENT NO. R1-01-52-PGE



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
925-933-6060

STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

January 30, 2002

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

The joint Company-Union Lineman 2000 Committee and Physical Assessment 94-53 Committee recommend an aptitude screening test be used to screen all candidates entering the Apprentice Lineman classification. The primary purpose of the aptitude screening test is to ensure employee safety and prevent unnecessary injuries by making sure that employees placed into the Apprentice Lineman classification have the physical ability to perform the job duties.

Prior to being awarded an Apprentice Lineman position, all new hire candidates and bidders will be required to satisfactorily perform the attached job related tasks.

Regular employees will be given an opportunity for one retest no sooner than six months after taking their first test.

Either party may cancel this agreement by providing written notification to the other party. The effective date of cancellation will be December 31 of the current year.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: s/Stephen A. Rayburn
Stephen A. Rayburn
Director and Chief Negotiator

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

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

CIO

February 8, 2002

By: s/Perry Zimmerman
Perry Zimmerman
Business Manager

Item	Possible Action
Ability to climb to height on wooden pole	On a stepped 45' pole, utilizing fall protection, candidates shall ascend and descend the pole meeting the required criteria.
Ability to work at height from aerial lift	Place candidate in harness and fall restraint system within aerial lift. Raise lift to maximum height. Require candidate to obtain insulator raised by hand line, reach out and mount (screw onto pin) on crossarm.
Adequate upper body strength	While belted to pole (standing on ground) require candidate to lift crossarm and attach to pole.
Ability to follow directions	Evaluator reads directions for task from script. Require candidate to perform steps in sequence as directed. Task must be completed correctly within required time.
General overall strength	Require candidate to raise and lower crossarm with attachments (approximately 70 pounds) to work height (35feet) using hand line attached to pole within allotted time limit.

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