



**Pacific Gas and
Electric Company.**

LETTER AGREEMENT NO. 05-25-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
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INTERNATIONAL BROTHERHOOD OF
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STEPHEN A. RAYBURN,
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN,
BUSINESS MANAGER

May 23, 2005

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

Dear Mr. Zimmerman:

The Joint Company and Union Apprenticeship Committee proposes to implement a Transmission-Line Apprentice Lineman position and training program. The establishment of a Transmission Apprentice Lineman classification in Letter Agreement 05-16-PGE will use the Lineman 2000 curriculum as the core training requirements and add additional transmission-specific training as defined within the T-Line Apprentice Lineman Administrative Procedures Manual. The additional requirements will include additional on-the-job and centralized training focusing on maintenance and repair of steel towers, advanced transmission energized work procedures, transmission rigging, transmission grounding, transmission framing, helicopter techniques, barehanding, and specialized equipment operations.

The Division Master Apprenticeship Agreement, the attached T-Line Apprentice Lineman Administrative Procedures Manual and any supporting Letters of Agreement will be the foundational documents for the apprentice program.

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

By: _____

Perry Zimmerman
Business Manager

6-1, 2005

**T-LINE APPRENTICE LINEMAN
TRAINING PROGRAM**

**ADMINISTRATIVE
PROCEDURES MANUAL**



DRAFT - May 17, 2005



IMPORTANT – Text added. New text is highlighted in yellow.
Major revision on pages 2,3, and 46, 47.
Text recommended for deletion is shown in blue [redacted].

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Electric Construction School
Learning Services**

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05.doc**



**LETTER AGREEMENT
NO. 02-26-PGE**



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STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

**RESERVED FOR THE LETTER OF AGREEMENT
THAT IMPLEMENTS THESE ADMINISTRATIVE
PROCEDURES**

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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 an apprentice lineman position must meet the following requirements: { XE "Apprenticeship:Prerequisites" } { XE "Prerequisites:Apprenticeship" } { XE "Tests:ACT (Arithmetic Computation Test)" } { XE "Tests:Physical Pre-employment Test" } { XE "Tests:Aptitude Screening Test" } { XE "Physical Assessment" }

- Pass the Physical Pre-employment Test { XE "Physical Pre-employment Test" }
- Pass the Arithmetic Computation Test (ACT). { XE "Arithmetic Computation Test" }
- Assessment for Lineworker Progression { XE "Assesment for Lineworker Progression" } (described on page 88).
- Successfully complete the Basic Climbing { XE "Basic Climbing:Prerequisite for Apprenticeship" } course.

Recommended orientation An apprentice training coordinator should meet individually with each apprentice candidate and provide a detailed orientation. The orientation { XE "Orientation for Apprentice Candidate" } { XE "Apprentice:Orientation to Program" } will include:

- Nature of work, job hazards and working conditions.
- Need to travel { XE "Travel:Frequent Travel for Training" } { XE "Work:Frequent Travel for Training" } { XE "Training:Frequent Travel for Training" } frequently and work away from home 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{ XE "State Apprenticeship Agreement:Initial Completion of Form" }. The apprentice training coordinator will provide a copy of the signed agreement to the apprentice and will then forward the agreement to Industrial Relations{ XE "Industrial Relations" } (IR) for their action.

Continued on next page

Procedures, Continued

Processing the apprenticeship agreement

Upon entering the apprenticeship, the apprentice training coordinator (or designated representative) will assist the new apprentice to complete the state apprenticeship agreement{ XE "State Apprenticeship Agreement:Initial Completion of Form" }. The apprentice training coordinator will provide a copy of the signed agreement to the apprentice and will then forward the agreement to Industrial Relations{ XE "Industrial Relations" } (IR) for their action. Lineman 2000 apprentices (with more than 6 months experience as an apprentice) who bid into this program need not complete the state apprenticeship agreement because they will not receive a state certificate.

Timely signature and processing are important. The State rejects apprentice agreements if they are received in Sacramento more than 30 days after the apprenticeship begins. In this case, the apprenticeship will continue but, upon completion, the new journeyman will receive a joint PG&E/IBEW Local 1245 certificate of completion, not a certificate from the State. { XE "Certificate:State Completion of Apprenticeship" }{ XE "Certificate:PG&E/IBEW Completion of Apprenticeship" }{ XE "30 Days:Time to Get Signed Agreement to State" }

Actions by Industrial Relations

Industrial Relations{ XE "Industrial Relations" } will forward all completed apprenticeship agreements to the state's apprenticeship board. When the form is returned by the state{ XE "State Apprenticeship Agreement:Accepted by 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 veteran's{ XE "Veterans Benefits" } benefits counselor.

**After
apprenticeship
is complete/
terminated**

At the completion or termination of the apprenticeship, { XE "Termination:Of Apprenticeship - Supervisor Notifications" }the supervisor will notify the { XE "Supervisor:Notify School Apprenticeship is Complete" }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{ XE "Industrial Relations" } department of the completion of training.

The Industrial Relations{ XE "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{ XE "Certificate - Completion of Apprenticeship" } that will be forwarded for presentation to the new journeyman lineman.

Continued on next page

Procedures, Continued

Certificates of completion

The company will apply to the State of California for approval of this apprenticeship program. Employees who enroll into this program prior to formal approval by the State will not receive "Certificate of Completion of Apprenticeship."

Following program approval by the State, the State of California will award "Certificate of Completion of Apprenticeship" only to persons in the program who enroll after the date of approval and who fulfill all the formal requirements of the apprenticeship as stated in this document. These requirements include formal classes, OJT, testing and time in the program. Early exit from the program without the completion of all requirements, either for failure to meet the standards of achievement or for personal reasons, will cause the forfeiture of the state certificate.

For example, a 6th year apprentice who takes a job as a journeyman before leaving the program before completing 24 months of training will not receive the state certificate. Likewise, an apprentice who begins this program but leaves to complete the Lineman 2000 program will receive a journeyman certificate but will not receive the state certificate. An apprentice who begins the Lineman 2000 program (with more than 6 months experience as an apprentice) will not receive a state certificate.

Persons who achieve journeyman status but do not receive the state certificate will receive a joint certificate of journeyman status from PG&E and IBEW Local Union 1249.

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{ XE "Master Agreement:Primary Document" } 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{ XE "42 Month Apprenticeship" }{ XE "Apprenticeship:Duration of Program" } long.
Credit for previous non-apprentice experience	Apprentices who have had more than 6 months of relevant experience in the PG&E electric line department are awarded time-in-step credit for that time (up to a maximum of 6 months) in the first step of the program. { XE "Apprenticeship:06 Months Credit in Step 1" }{ XE "06 Months:Credit in Step 1" } (The maximum number of months of credit for the apprentice is 6 months.)
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{ XE "Training:Supervisors Forecast Work to Plan Training" }, to plan and schedule suitable apprentice training. If the forecast work does not support the required training needs and if reasonable efforts to make { XE "Training:When Local Work Does Not Support Needed Training" }{ XE "Training:Not Available Locally" }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{ XE "Regular Employee:Entrance into Apprenticeship" }{ XE "Apprenticeship:Entrance by 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{ XE "Physical Pre-employment Test" }.
 - The ACT (Arithmetic Computation Test).
 - Assessment for Lineworker Progression{ XE "Assesment for Lineworker Progression" } (described on page 88).
 - The Basic Climbing course at the Livermore Training Center.
-

Entry into apprenticeship by new employee

A new employee{ XE "New Employee:Entrance into Apprenticeship" }{ XE "Apprenticeship:Entrance by 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{ XE "Physical Pre-employment Test" }.
- The ACT (Arithmetic Computation Test){ XE "ACT (Arithmetic Computation Test)" }
- Assessment for Lineworker Progression{ XE "Assesment for Lineworker Progression" } (described on page 88).
- The Basic Climbing course at the Livermore Training Center.

If the new employee{ XE "New Employee:Failure to Meet Apprenticeship Requirements" } does not pass all of the above listed requirements within 6 months{ XE "06 Months:New Employee Time Limit" } of the hire date, the employee:{ XE "Termination:Of new Employee" }

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

Mandatory self-study

Training modules contain mandatory self-study { XE "Apprenticeship:Self-study Requirement" }{ XE "Self-study Requirement" } requirements that apprentices must complete on their own time.

**Workload
management**

Apprentices will ensure that { XE "Voluntary OvertimeCannot Interfere with Training" }{ XE "Overtime:Voluntary" }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.

Continued on next page

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 { XE "Mandatory Overtime" } { XE "Overtime:Mandatory" } mandatory apprentice overtime to minimize any adverse impact on apprentice self-study and preparation for Livermore training classes. { XE "Supervisor:Minimize Effect of Overtime on Training" }

Appropriate work assignments

The { XE "Apprenticeship:Work Assignments" } { XE "Work:Work Assignments for OJT" } 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 { XE "Apprenticeship:Training is Primary Purpose" } { XE "Training:Primary Purpose of Apprenticeship" } 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 { XE "OJT (On-the-Job-Training):Essential Part of Apprenticeship" } { XE "OJT (On-the-Job-Training):Requirements in 'On-the-Job Personal Training Record' Book" } requirements for the apprenticeship are contained within the *On-the-Job Personal Training Record* { XE "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.

Light/limited duty

Apprentice lineman training is active, strenuous physical work. For that reason, apprentices who are restricted to light duty/limited duty activities may **not**:

- Attend formal schools, including field training. { XE "Light Duty" } { XE "Limited Duty" } { XE "Duty - Light/Limited" } { XE "Light Duty:Formal Schools Prohibited" } { XE "Limited Duty:Formal Schools Prohibited" } { XE "School:Prohibited for Light/Limited Duty" }
- Perform OJT or receive credit for OJT activities during the light duty/limited duty period. { XE "Light Duty:No OJT Permitted" } { XE "Limited Duty:No OJT Permitted" }

With the written concurrence of the local supervisor, wage progression will be permitted during the light duty/limited duty period. { XE "Tests:Light Duty" } { XE "OJT (On-the-Job-Training):Light Duty Excludes OJT" } { XE "School:Light Duty Excludes Schools" } { XE "OJT:Not Permitted Light/Limited Duty" }

Continued on next page

General Information, Continued

Direct supervision (by journeyman lineman) For the purposes of this manual, "direct supervision{ XE "Direct Supervision" }" means that the journeyman lineman working with the apprentice must be in close physical proximity{ XE "Close Physical Proximity" } to the apprentice and must be in a position to observe the apprentice's work in detail and to physically intervene, if necessary, to maintain a safe working environment.

Training duties normally follow On-the-Job Personal Training Record{ XE "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*{ XE "On-the-Job Personal Training Record" } for the current wage step or for previous steps.

On-the-Job Personal Training Record{ XE "On-the-Job Personal Training Record" } 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 { XE "Training:Out-of-Sequence OJT" }{ XE "OJT:Out-of-Sequence OJT" }sequence listed in the *On-the-Job Personal Training Record*. 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 { XE "Live Line:OJT Prohibitions" }{ XE "Rubber Glove:OJT Prohibitions" }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.{ XE "Apprentice:Working Without Direct Supervision" }{ XE "Supervision of Apprentice:When Direct Supervision is Not Required" }

Temporary upgrade to crew foreman is prohibited An apprentice will not be temporarily assigned to a higher classification{ XE "Apprentice:Temporary Upgrade" }{ XE "Upgrade Apprentice - Temporary:Temporary Upgrade" }.

Continued on next page

General Information, Continued

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. { XE "Apprenticeship:Notification of Classes" } { XE "Notification of Classes" } { XE "10 Day Notice of Classes" } { XE "Apprenticeship:Declining a Class Without Prejudice" } { XE "Class - Declining Due to Insufficient Notice" } { XE "Supervisor:Notifying Apprentice of 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. { XE "School:Declining Without Prejudice" }

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. { XE "Apprenticeship:Failure to Meet Standards" } { XE "Removal from Apprenticeship" } { XE "Failure:Does not Meet Standards" }

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. { XE "Apprenticeship:Safety is Mandatory" }{ XE "Safety is Mandatory" }

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 { XE "12 Months: Duration of Step 1" } 12 months long and the remaining 5 steps are each 6 months long. See "Apprenticeship Duration" on page 6 for advance placement into the first step. { XE "06 Steps of Apprenticeship" }{ XE "Apprenticeship:06 Steps" }{ XE "Apprenticeship:Duration of Steps" }{ XE "Duration of Apprenticeship Steps" }

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*{ XE "*On-the-Job Personal Training Record*" } booklet. { XE "Apprenticeship:Planning Work Relevant for Training" }{ XE "Planning Work Relevant for Training" }

Training hours do not include travel time

Hours shown for training (contained in the *On-the-Job Personal Training Record*{ XE "*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. { XE "Travel Time Excluded from Training" }{ XE "Training:Travel Time is Excluded" }{ XE "Training:Training Hours Defined" }{ XE "Hours for Training Defined" }{ XE "Time:Training Time Defined" }

**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*{ XE "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 transmission lineman program must be completed prior to the achievement of journeyman lineman status. { XE "Training:Sequencing Training" }{ XE "Sequencing Training" }{ XE "Training:When Local Training is not Available" }{ XE "Training:All Requirements Must Be Completed" }

Continued on next page

Training Requirements, Continued

When training is not available locally or in the transmission department

If required training is not available locally, the company may make temporary training assignments for designated tasks with a specific duration for apprentice transmission linemen in electric T&D departments. Training is defined as training within the service territory. { XE "Training:Moving Apprentices for Training" }{ XE "50 Mile Limit - Defines Local Training" }{ XE "Moving Apprentice for Training" }{ XE "OJT:Not Available at Headquarters" }{ XE "Training:OJT Not Available at Headquarters" }

Title 200 training assignments

The company may assign Title 200 apprentices to Title 300 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.{ XE "Training:Rules for Out of Headquarters Training" }{ XE "Training:Title 200 working with Title 300" }{ XE "Training:Title 300 working with Title 200" }{ XE "Title 300:Training with Title 200" }{ XE "Title 200:Training with Title 300" }{ XE "Title 300:Working Conditions" }

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).

~~Training:Inclement Weather Practice" }{ XE "Inclement Weather Practice"~~

Work schedules and supervision

Apprentices will assume the schedule of the crew at the temporary headquarters. To facilitate a consistent and timely notification process, the notification form, see page 75, will be used.{ XE "Training:Work Schedule" }{ XE "Training:Functional Supervision" }{ XE "Training:Supervision" }{ XE "Supervisor:Functional Responsibility and Authority" }{ XE "Forms:Notification of Training Assignment" }{ XE "Training:Notification of Training Assignment" }{ XE "Work:Schedule for OJT" }

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

Repeating a formal school

If an apprentice fails a formal course, either at the Livermore school or a 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. { XE "Failure:Repeating Formal Training" } { XE "Apprenticeship:Repeating Formal Training" } { XE "03 Courses (Maximum) May be Retaken" } { XE "01 Time Retake/Class Maximum" }
-

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. { XE "Dispute Resolution" } { XE "Resolving Disputes" } { XE "Problems - Resolving Disputes" }

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.{ XE "Promotions:Must be Earned" }{ XE "Earning Promotion" }{ XE "Wage Progression – Must be Earned" }

Requirements for promotion

Promotion to the next step in the apprenticeship requires the completion of all of the following items. { XE "Apprenticeship:Promotion Requirements" } { XE "Promotions:Requirements For" }{ XE "OJT (On-the-Job Training):Required Completion Rates" }{ XE "06 Months:Credit for Relevant Experience" }

- Required time in the current step (12 months for Step 1*, 6 months for all other steps).{ XE "12 Months:Duration of Step 1" }
- 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*{ XE "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: { XE "80% OJT Completion for Promotion" }{ XE "90% OJT Completion for Promotion" }{ XE "98% OJT Completion for Promotion" }					
	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%

* A maximum of 6 months of credit in Step 1 may be given to apprentices with relevant experience in the PG&E Electric Line department, see page 6.

**J/UAJ = Journeyman or Unassigned Journeyman

Table 1 OJT Completion Rates Required For Wage Progression

In addition, an apprentice may not be promoted to the next wage step while on a corrective action plan for a work performance deficiency{ XE "Promotions:Delay Caused by Corrective Action Plan" }.{ XE "Corrective Action Plan:Prevents Wage Progression" }

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{ XE "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{ XE "Business Representative" }
 - 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.{ XE "Failure:To Progress on Time" }{ XE "Failure:To Meet Standards of Achievement" }{ XE "Hold in Present Wage Step" }{ XE "03 Month Hold to Meet Standards of Achievement" }
-

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. { XE "Advancement After Delay" }

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. { XE "06 Months:Minimum Time Required in Wage Step" }

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).{ XE "Failure:Removal for Failure to Progress From First Step" }{ XE "Removal for Failure to Progress from First Step" }

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 one company and one 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. { XE "Failure:To Progress from 2nd or Higher Step" }

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{ XE "Title 206" } of the Agreement (union contract).{ XE "Extended Time in Step" }{ XE "Time:Extra Time in Step" }

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. { XE "Promotions:Early Promotion Restriction" }{ XE "Early Promotion Restriction" }

Continued on next page

Wage Progression, Continued

Accelerated placement

At the supervisor's request and with the concurrence of the IBEW business representative{ XE "Business Representative" }, persons with advanced skills (i.e., previous experience in the trade, military or civilian training, etc.) may be evaluated by the JATC{ XE "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. { XE "Apprenticeship:Accelerated Placement" }{ XE "Accelerated Placement:Reasons For" }{ XE "Accelerated Placement:Testing Not Waived" }{ XE "Joint Apprenticeship Training Committee" \t "See JATC" }

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 Error! Bookmark not defined..

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{ XE "JATC" }.{ XE "Tests:Accelerated Placement - Testing Time Limits" }

Failure to
complete
the
requirements

A person who fails to complete the requirements of the apprenticeship within the specified time period shall be considered to have failed the apprenticeship and shall be required to re-apply for admission to the apprenticeship program.

**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. { XE "Promotion to Lineman - All Requirements Must Be Met" } { XE "Apprenticeship:Requirements for Promotion" } { XE "Apprenticeship:Early Bidding to 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 leaving the 6th wage step and achieving journeyman lineman status. 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. { XE "Tests:Purpose of 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 lineman's' craft. { XE "Tests:Test Content" }

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. { XE "Tests:Test Contents are Cumulative" } { XE "Cumulative Testing" }

Wage progression tests

Wage progression tests have two components:

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.)

All tests have a time limit. { XE "Tests:Closed Book" } { XE "Tests:Open Book" } { XE "Open Book Testing" } { XE "Closed Book Testing" } { XE "Tests:Time Limits" } { XE "Time:Limits for Tests" }

Testing location and timing All tests are given at the Livermore Learning Center.

Formal course tests are administered during the formal school as part of the regular curriculum.

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 for the current 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. { XE "Tests:Test Location" } { XE "Tests:Test Schedule" } { XE "Schedule for Testing" }

Continued on next page

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. { XE "Tests:Submitting Request for Testing" }

Scheduling a test

Follow the procedure shown below:

<p>1. Apprentice will submit (to the immediate supervisor) a written request for a test date. See request form on page 78.</p>	<p>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. { XE "21 Days Minimum Time to Request Test" } { XE "Supervisor:Requirements for Apprentice Testing" } { XE "Tests:Apprentice Requests Testing" }</p>
<p>2. Supervisor reviews request.</p>	<p>Supervisor ensures that necessary prerequisites for test are met. { XE "Tests:Supervisor Verifies Prerequisites Met" }</p>
<p>3. Within 48 hours of receipt, the supervisor forwards the request to the Lineman School at Livermore.</p>	<p>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. { XE "48 Hours:Time Limit for Forwarding Test Request" } { XE "Tests:48 Hour Limit for Forwarding Test Request" }</p> <p>If the request is disapproved, the supervisor will contact the school so that appropriate arrangements may be considered. { XE "Tests:Disapproving Request for Testing" }</p>

<p>4. Lineman School notifies supervisor and the apprentice of scheduled test date</p>	<p>Correct information on the form is essential to ensure timely notification. Errors that cause delays are the responsibility of the apprentice. { XE "Tests:Errors in Requesting Test" }</p>
<p>5. Within 48 hours of notification of test date by the school, the supervisor confirms the test date with the apprentice. { XE "48 Hours:Maximum Time to Notify Apprentice of Test Date Approval" }</p>	<p style="text-align: center;">NOTE</p> <p>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. { XE "30 Days Approximate Time Between Scheduled Wage Progression Test Days" } { XE "30 Days:Normal Time Between Wage Progression Tests" }</p>

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. { XE "Tests:Valid Photo ID Needed" }{ XE "Photo ID Needed for Testing" }

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.{ XE "Tests:Excuse due to Mandatory Overtime" }{ XE "Overtime:Excuse from Testing" }

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.{ XE "Tests:Late Arrivals Cannot Test" }{ XE "Late Arrival for Testingt" }

Illness

Apprentices who miss a test (or leave a test before completion) due to illness will be rescheduled for the next regular test date.{ XE "Tests:Illness and Testing" }{ XE "Illness and Testing" }

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.{ XE "Tests:Cheating" }{ XE "Cheating" }

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:{ XE "Tests:Rules for Retesting" }{ XE "Failure:Rules for Retesting" }{ XE "03 Retest Rule:For Schools" }{ XE "03 Retest Rule:For Wage Progression" }

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
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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. { XE "Tests:Mandatory Delay in Retesting" }

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. { XE "Safety:Apprentice Role" }

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. { XE "Apprentice:Adult Learner" } { XE "Adult Learner" }

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. { XE "Apprentice: Responsible for Learning" }

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) { XE "On-the-Job Personal Training Record" } that are being learned during the day's work. { XE "Apprentice:Must Take Active Role" }

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. { XE "Apprenticeship:OJT (On-the-Job Training)" }

Continued on next page

The Role of the Apprentice, Continued

Weekly FAX reports

No later than Friday of each week, the apprentice will submit (by web page or by FAX) a summary report of all OJT events completed/signed off during the week. { XE "Weekly OJT Report is Required" } { XE "OJT:Report Required Every Week" } Ideally this report will be submitted on the Friday of the week in which the OJT was signed off. If a report is not received by midnight on Friday, the report is considered late/missing. Late/missing { XE "OJT:Report Late/Missing" } reports must be submitted as-soon-as-possible to document the activity for the missing week. If no OJT is completed during the week, the report will include the appropriate letter code and explanation for the lack of training completions. { XE "Apprentice:Weekly OJT Report" } { XE "Report:Weekly OJT" } { XE "Report:OJT Late/Missing" }

Apprentices may report planned future no-training events (i.e., vacation, military duty, etc.) in advance (e.g., with dates in the future). You may not report OJT completions in advance. { XE "OJT:Report Future Dates" } { XE "Report:Future Dates" }

The online web page is the preferred method of submitting the OJT completion report. A link to the web page for OJT reports can be found on the PG&E intranet at <http://wwwhr/lineman/>. { XE "OJT:Report Web Page" } { XE "Web Page - OJT Report:Report Web Page" } { XE "Report:OJT by Web" }

When online submission is not feasible, apprentices may submit weekly reports by FAX (see page 82 for example of FAX report). FAX submissions require a special form. Contact a training coordinator to obtain the necessary form.

Correcting errors in training records

Apprentices should check their online training records from time-to-time and must notify the school promptly if they find an error. A monthly review of records is suggested. Links to the online records can be found on the PG&E intranet at <http://wwwhr/lineman/>. Omissions and errors in an individual's online training records may cause delays in wage progression. { XE "Training Record Errors" } { XE "OJT:Correcting Record Errors" } { XE "Training:Correcting OJT Errors" } { XE "OJT:Correcting OJT Record Errors" } { XE "OJT:Checking OJT Records" } { XE "Records:Checking OJT Records" } { XE "Apprentice:Must Check OJT Records" }

Maintenance and use of books and documents

In addition to training modules, the school loans each apprentice books and reference documents to support self-study and practice. These books and documents include some or all of the following items: { XE "Books - Issued to Students" } { XE "Manuals - Issued to Students" }

- *OM&C Manual* { XE "*OM&C Manual*" }
- *Overhead and Underground Electric Construction Standards* { XE "*Construction Standards*" } { XE "*Underground Electric Construction Standards*" } { XE "*Overhead Electric Construction Standards*" }
- *Lineman's and Cableman's Handbook* { XE "*Lineman's and Cableman's Handbook*" }.

The student will keep these materials clean, current (updated with latest changes), in good repair and will return them upon request. { XE "Books:Keep Clean and Current" }

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. { XE "Apprenticeship:Resolving Problems" } { XE "Resolving Problems" } { XE "Problems - Resolving" }

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 86). { XE "Reports:Apprentice Voluntary Report of Problems" }

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. { XE "Safety:Crew Foreman Role" } { XE "Crew Foreman:Safety Role" }
Monitor the apprentice's progress	The foreman will use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress. { XE "Crew Foreman:Monitor Apprentice Progress" } { XE "Monitor Apprentice 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. { XE "Crew Foreman:Actively Participate in Training" }
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. { XE "Crew Foreman:Model Desired Performance" }
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. { XE "Crew Foreman:Assign Challenging Work" }

**Document OJT
accomplish-
ments**

When the apprentice satisfactorily completes a task listed in the apprentice's *On-the-Job Personal Training Record* { XE "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. { XE "Crew Foreman:Document OJT Accomplishments" }

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 84.

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).{ XE "Reports:Crew Foreman Reports Required" }{ XE "Crew Foreman:Required Reports" }
-

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. { XE "Journeyman Lineman:Safety" } { XE "Safety:Journeyman Lineman Role" }
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. { XE "Journeyman Lineman:Monitor Apprentice Progress" }
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. { XE "Journeyman Lineman:Actively Participate in Training" }
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. { XE "Journeyman Lineman:Model Desired Performance" }
Document OJT accomplishments	When the apprentice satisfactorily completes a task listed in the apprentice's <i>On-the-Job Personal Training Record</i> { XE "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. { XE "Journeyman Lineman:Document OJT" }

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 84.

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).{ XE "Journeyman Lineman:Optional Lineman's Observations Form" }{ XE "Forms:Optional Lineman's Observations 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. { XE "Field Trainer:Safety" }
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. { XE "Field Trainer:Evaluate Performance" }
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. { XE "Field Trainer:Document Activities" }

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. { XE "Supervisor:Schedule Training Activities" }

Maintain reservoir of work

The supervisor will identify work opportunities that are appropriate for apprentice training activities. Suitable work should be reserved for apprentice training consistent with good business practices and the requirements for safety, protection of resources and continuity of service. { XE "Supervisor:Reserve Work Suitable for Apprentice Training" }

The supervisor will ensure that the apprentice training coordinator has an up to date knowledge of suitable work available for apprentice on-the-job training. { XE "Supervisor:Notify Coordinator of Work Suitable for OJT" }

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. { XE "Supervisor:Track Apprentice Training Accomplishments" }

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 64 for instructions for FAX form or use online report when it becomes available. { XE "Supervisor:Conduct and Document Performance Review" } { XE "Forms:Conduct and Document Performance Review" }

**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. { XE "Supervisor:Develop Corrective Action Plans" }

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. { XE "Supervisor:Implement Corrective Action Plans" }

Apprentice Training Coordinator's Roles & Responsibilities

The Role of the Apprentice Training Coordinator

Qualifications	<p>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:</p> <ul style="list-style-type: none">• 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. <p>The Team Lead at the Electric Construction School may modify these items. { XE "Apprentice Training Coordinator:Qualifications" }</p>
Manage training process	<p>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. { XE "Apprentice Training Coordinator:Role in Managing Training Process" }</p>
Monitor progress	<p>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. { XE "Apprentice Training Coordinator:Monitoring Training Progress" }</p>
Suggest timing and sequence of training events	<p>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. { XE "Apprentice Training Coordinator:Maintaining List of Field Work" }</p>

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. { XE "Apprentice Training Coordinator:Supporting other Personnel" }
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. { XE "Apprentice Training Coordinator:Maintaining Records" }
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. { XE "Apprentice Training Coordinator:Assist with Corrective Action Plans" }
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. { XE "Apprentice Training Coordinator:Conduct Formal Evaluations" }
Suggest improvements	The apprentice training coordinator will suggest changes and revisions to the training program when appropriate. { XE "Apprentice Training Coordinator:Recommend Improvements to Program" }

Curriculum and Schedule

Course Sequencing

Visual display of requirements

The course sequence display shows the courses that must be completed during the apprenticeship. It provides a visual display of the sequence of events. Course names appear in bold type. { XE "Apprenticeship:Course Sequence" }

Comment [1]: Change after Title training curriculum established.

Off-the-Street Hire (less than 6 months experience in PG&E electric line department)						
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
Job Bid or Transfer (less than 6 months experience in PG&E electric line department)						
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
Job Bid or Transfer (6 months or more experience in PG&E electric line department)						
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7
1	2	3	4	5	6	7

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. { XE "Apprenticeship:Learning to Climb" } { XE "Apprenticeship:Climbing Proficiency" } { XE "Climbing Tools - Learning to Use" }

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: { XE "Step 1:Working Near Energized Lines/Equipment" } { XE "Apprenticeship:Working Near Energized Lines/Equipment" } { XE "Step 1:Permitted Activities" } { XE "Step 1:Prohibited Activities" } { XE "Working Primary:Step 1" } { XE "Working Secondary:Step 1" }

PERMITTED

- Work on lines of any voltage not connected to existing circuits. { XE "Step 1:Working on Lines Not Connected to Circuits" } { XE "Deenergized Lines - Step 1" }
- 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. { XE "Step 1:Working on Grounded Lines" } { XE "Grounded Lines - Step 1" }
- Work on energized secondary circuits where an apprentice has direct journeyman guidance and where: { XE "Step 1:Working on Secondary" } { XE "Secondary Work - Step 1:Working on Secondary" }
 - 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.** { XE "Step 1:Use of Aerial Lifts" } { XE "Use of Aerial Lift Use in Step 1" }
 - 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. { XE "Step 1:Cannot Pick Up Load" }
 - 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. { XE "Step 1:Energize Unloaded Secondary Conductors" } { XE "Energizing Unloaded Secondary - Step 1" }

PROHIBITED

- Making connections that pick up load (other than the charging current of the conductors).
- Opening connections that drop load (other than the charging current of the conductors). The apprentice is prohibited from opening connections to a meter where a meter is turning (drawing load). { XE "Step 1:Cannot Open Connections to Turning Meter" }

Continued on next page

PROHIBITED, 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. { XE "Step 1:Work on Non-lead Cable" }{ XE "Non-lead Cable - Work in Step 1" }

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. { XE "Step 1:Learning Technical References" }

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.{ XE "Step 1:Contact with the Public" }

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.** { XE "Step 1:Use of Aerial Lifts" }{ XE "Use of Aerial Lift Use in Step 1" }{ XE "Step 1:Avoiding Contact Area" }

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. { XE "Step 1:Attending Advanced Climbing" }

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 25.

An apprentice who does not pass the Advanced Climbing course will be eliminated from the apprenticeship.{ XE "Failure:Elimination for Failing Advanced Climbing" }

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. { XE "Step 2:Drop or Pick Up Secondary Loads" } { XE "Step 2:Continuing to Perform Previous Duties" } { XE "Working Primary:Step 2" } { XE "Working Secondary:Step 2" }

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. { XE "Step 2:Overhead Fundamentals Course" }

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 25. { XE "Step 2:Wage Progression Test" }

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. { XE "Step 2:Grounding" } { XE "Grounding in Step 2" }

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. { XE "Step 3: Continuing to Perform Previous Duties " }

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. { XE "Step 3:Performing Live Line Work" } { XE "Live Line Work - Step 3:Performing Live Line Work" } { XE "Working Primary:Step 3" }

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 w{ XE "Energized Secondary Work - Step 3" }ithout 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. { XE "Step 3:Working on Energized Secondary" } { XE "Step 3:Refusing Transformers" }

**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. { XE "Step 3:Live Line Field Training" }{ XE "Live Line:Field Training" }

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 25.

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.{ XE "Live Line Work:Supervision by Journeyman Required" }

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. { XE "Step 3:Failure to Perform to Standards" }{ XE "Step 3:Corrective Action Plan" }

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. { XE "Step 4:Rubber Glove Work" } { XE "Step 4:Continue to Perform Previous Duties" } { XE "Working Primary:Step 4" }

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. { XE "Step 4:Rubber Glove Course" } { XE "Rubber Glove:Qualification in Step 4" }

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 25.

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. { XE "Step 4:Rubber Glove Field Training" }

**Qualification
for rubber
glove work
methods**

Apprentices will not perform rubber glove work until they have been instructed in the appropriate rubber glove work procedures. For rubber glove work above 5 kV, apprentices must 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. { XE "Step 4:Rubber Glove Work Requires Journeyman Supervision" } { XE "Rubber Glove:Rubber Glove Work Requires Journeyman Supervision" }

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 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 rubber glove work methods portion of the apprenticeship training. { XE "Step 4:Failure to Meet Performance Standards" }

Advanced Lineman Techniques course

Both Advanced Lineman Techniques and Rubber Glove Fundamentals must be completed by the end of the fourth wage step. { XE "Step 4:Live Line and Rubber Glove Fundamentals Must be Complete" }

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. { XE "Step 5:Continue to Perform Previous Duties" } { XE "Working Primary:Step 5" }

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. { XE "Step 5:Underground Fundamentals Course" }

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 25.

Comment [12]: Dan, is this possible with the schedule?

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. { XE "Step 6:Continue to Perform Previous Duties" }{ XE "Step 6:Submit and Hold Clearances" }{ XE "Clearances - Step 6" }{ XE "Working Primary:Step 6" }

Comment [13]: Dan, where will remaining formal training fit in?

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*{ XE "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. { XE "Records:Supervisor's Records" }

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. { XE "90 Day Interval for Performance Review" } { XE "Records:90 Day Interval for Performance Review" }

Livermore Training Center

The Livermore Training Center will maintain the records of all written and performance checks. { XE "Records:Records Kept by Livermore Training Center" }

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. { XE "Records:Access to Records" }

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. { XE "Reports:Quarterly Apprentice Review" }

Performance Review Sheet Performance reviews are completed at 90-day intervals that begin on the day that the worker is awarded the apprentice classification. { XE "Records:90 Day Interval for Performance Review" }

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.
- OJT requirements completed.
- Planned work activity for the next quarter.
- Planned OJT 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 **Error! Bookmark not defined.** for sample review sheet. { XE "Forms:Quarterly Performance Review" }

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. { XE "Promotions:General Requirements" }
-

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 February 1 of the next year.
 2. An employee enters the apprenticeship program on March 1. Because of poor performance, the JATC { XE "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. { XE "Promotions:Effective Dates" } { XE "Effective Date for Promotion" }
-

Understanding Exhibit X to the collective bargaining agreement

The information contained in Exhibit X{ XE "Wages:Understanding Exhibit X" }{ XE "Exhibit X" }{ XE "Pay Rates" }, *Schedule of Wage Rates of Agreement Applicable to Operation, Maintenance and Construction Employees* may be misleading. The language in Exhibit X was written at a time when the apprenticeship was considered to be 36 months long, when pay increases were automatic and depended only on time spent in the apprenticeship.

This apprenticeship is 42 months long. It requires that wage increases must be earned{ XE "Wages:Auto. Wage Prog. Eliminated" }{ XE "Automatic Wage Progression Eliminated" } and that wage increases occur when the apprentice moves up from one wage step to the next. The specific requirements for wage step progression are contained in the "Requirements for Promotion" topic located on page 19.

Table 2 (below) contains information to be used when interpreting the "Progression" dates given in Exhibit X.

Continued on next page

Promotion Requirements, Continued

Understanding Exhibit X to the collective bargaining agreement, continued

If currently in wage step...	...then the wage rate is given in Exhibit X on the line (under the heading "Progression") that is labeled...
1	Start{ XE "Step 1:Pay Rate" }
2	End 6 Mo{ XE "Step 2:Pay Rate" }
3	End 1 Yr{ XE "Step 3:Pay Rate" }
4	End 18 Mo{ XE "Step 4:Pay Rate" }
5	End 2 Yr{ XE "Step 5:Pay Rate" }
6	End 30 mo{ XE "Step 6:Pay Rate" }

Table 2 Associating Wage Steps with Language in Exhibit X

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. { XE "Promotions:Time That Does Not Count for Promotion" } { XE "Time:Not Counted for Promotion" }

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. { XE "Resolving Conflicts:First Steps" } { XE "Conflicts" \t "See Resolving Conflicts" }
Formal appeals	If problems or conflicts cannot be resolved at the local level, one or more parties may appeal to the JATC { XE "JATC" } for resolution of the issue. The JATC will investigate, as required, and will reach a determination on the issue in contention. { XE "Resolving Conflicts:Formal Appeals" }
Extensions, retesting, etc.	The JATC { XE "JATC" } has final authority over changes in program content, sequence, extensions of schedules, retesting, deviations, adjustments or other serious issues. { XE "Resolving Conflicts:Extensions, Retesting, etc." }

Continued on next page

Transition Plan, Continued

Training
example

The examples below are intended to clarify the rules which can be found on page 10.

Example 1 - 6th Step Lineman 2000 apprentice bid into the program before any T-Line specific training is developed.
RESULT: Apprentice finishes training by completing all Lineman 2000 requirements and is promoted to journeyman. T-Line specific training provided to new journeyman after it becomes available.

Example 2 - 2nd Step Lineman 2000 apprentice bid into the program and new T-Line specific training is developed.
RESULT: Apprentice must complete all Lineman 2000 requirements for progression (and others that may be required) and then complete all T-Line requirements of this program.

Example 3 - 5th Step Lineman 2000 apprentice bid into the program and new T-Line specific training is developed.
RESULT: Apprentice may continue to complete all Lineman 2000 requirements for present and future needs. Apprentice may also be required to complete all T-Line training requirements (if such training exists) are completed.

Example 4 - 5th Step Lineman 2000 apprentice bid into the program and new T-Line specific training is developed.
RESULT: Apprentice may continue to complete all Lineman 2000 requirements for present and future needs. Apprentice may also be required to complete all T-Line training requirements (if such training exists) are completed.

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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{ XE "Forms:Notification of Training Assignment Form" }
Notification of Training Assignment

IBEW Union Business Representative: _____ Date: _____ { XE
"Business Representative" }

The following: T200 or T300 employees:

Employee Name(s)	Step in Apprentices 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
Electric Construction School, Livermore Learning Center (FAX 925-606-2507 or 8 477-2507){ XE
"Industrial Relations" }

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Attachment 2 Request for Testing



Request to Schedule Apprentice Lineman Testing

IMPORTANT NOTE: You must correct all errors and omissions on this form before a test can be scheduled. Use care when filling out form. The mistakes you make may delay your test date.

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 at the right.

Desired Test Date _____

Morning

Afternoon

Please provide the tests checked below:

Wage Progression Tests <i>(Check <u>all</u> that are requested)</i>	Closed Book	Open Book
Test #1 (From Step 1 to Step 2)	<input type="checkbox"/>	<input type="checkbox"/>
Test #2 (From Step 2 to Step 3)	<input type="checkbox"/>	<input type="checkbox"/>
Test #3 (From Step 3 to Step 4)	<input type="checkbox"/>	<input type="checkbox"/>
Test #4 (From Step 4 to Step 5)	<input type="checkbox"/>	<input type="checkbox"/>
Test #5 (From Step 5 to Step 6)	<input type="checkbox"/>	<input type="checkbox"/>
Test #6 (From Step 6 to Journeyman)	<input type="checkbox"/>	<input type="checkbox"/>

RETEST Closed Book	RETEST Open Book
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Other test (specify) _____

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

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

Approved / Disapproved (Supervisor's Signature) _____

(Apprentice's Signature) _____

FAX all requests 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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Attachment 3 Apprentice Lineman Performance Review Sheet



**Pacific Gas and
Electric Company**

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:

{ XE "Forms:Apprentice Lineman Performance Review Sheet" }

OJT requirements completed:

Planned work activity for next period:

Planned OJT requirements to be completed:

Areas of improvement noted:

Areas requiring improvement:

Improvement plan:

Apprentice: _____

Supervisor: _____

FAX completed report to (925) 606-2507 or 8 477-2507 within 10 days of scheduled review date.

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Attachment 4 Apprentice Lineman Performance Review Sheet

**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

- - 2 0 0

FIRST NAME

LAST NAME

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER

WHEN

Submit your training report every Friday by midnight. Reports received after midnight will be considered missing/late.

HOW

Write clearly
Stay inside the boxes
Upper case letters only

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

-

EXAMPLE

Report completing "Perform Pole"

EXAMPLE ONLY

DO NOT FAX COPIES OF THIS PAGE

-

-

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: _____

rev 03/25/02 MF Previous editions will not be used 3622343205

rev 03/25/02 MF Previous editions will not be used 3622343205

Attachment 4 Apprentice Weekly FAX Report

{ XE "Forms:Apprentice Weekly FAX Report" }

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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: { XE "Forms:Journeyman Lineman Observations Sheet" }

Areas of improvement noted:

Areas requiring improvement:

Lineman: _____

Provide one copy to apprentice's supervisor and FAX one copy to (925) 606-2507 or 8 477-2507.

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Attachment 6 Apprentice Lineman Report/Request Sheet



**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? { XE "Forms:Apprentice Lineman Report/Request Sheet" }

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



LETTER AGREEMENT NO. R1-01-52-PGE



{ XE "Aptitude Screening: Test Agreement - LA 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 94598
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

CIO

BROTHERHOOD OF ELECTRICAL WORKERS, AFL-

February 8, 2002

By: s/Perry Zimmerman
Perry Zimmerman
Business Manager

Attachment

L/A R1-01-52-IBEW
January 30, 2002

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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