



Pacific Gas and Electric Company.

LETTER AGREEMENT NO. 05-38-PGE

IBEW



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STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

October 19, 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 Company and Union established a joint subcommittee of the Joint Training and Apprenticeship Committee (JATC) to review and update the Apprentice Cable Splicer Training Program. The recommendations of the subcommittee were presented to the JATC for review, and received approval to proceed in recommending the revised Apprentice Cable Splicer Training Program for Company and Union approval. The proposed changes are contained in the attached Administrative Procedures Manual.

The Company proposes that, upon signature of this letter of agreement, the following items be implemented immediately:

- The attached revised program will replace the existing Apprentice Cable Splicer Training Program.
- All persons in the cable splicer apprenticeship must complete all the requirements contained in the attached Administrative Procedures Manual.

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

Nov 15, 2005

By: _____


Perry Zimmerman
Business Manager

LETTER AGREEMENT NO. 05-38-PGE

APPRENTICE CABLE SPLICER TRAINING

ADMINISTRATIVE PROCEDURES MANUAL



**CABLE
SPLICER**

T r a i n i n g



August 22, 2005

**Electric Construction School
Learning Services**

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FILLING AN APPRENTICE POSITION

PROCEDURES

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

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

- Pass the Physical Pre-employment Test
- Pass the Arithmetic Computation Test (ACT).

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

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

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

Continued on next page

Procedures, Continued

Processing the apprenticeship agreement (continued)

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

Veterans benefits

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

After apprenticeship is complete

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

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

GENERAL GUIDELINES

GENERAL INFORMATION

Objective	The need for trained and qualified employees to accomplish the duties of a journeyman cable splicer in a manner consistent with the company's safety, construction, and performance standards has resulted in this program that coordinates extensive on-the-job experience with related school and academic training. This systematic acquisition of knowledge and skills allows the employees in training to attain necessary self-confidence, and provides the employees with the correct and safe methods of performing the company's work.
Master agreement is primary	The master apprenticeship agreement applies to all portions of the training program. Unless modified by agreement of the parties, the contents of the master apprenticeship agreement take precedence over all other agreements and understandings.
Apprenticeship duration	The apprentice cable splicer program is 42 months long. Apprentices who have had more than 1 month of relevant experience in the PG&E electric line department are awarded credit for that time (up to a maximum of 6 months) in the first step of the program.
Training for activities not available at local headquarters	<p>Learning Services will make available reports that show the completion of on-the-job training (OJT) requirements as well as OJT requirements that remain. Supervisors will use these reports, along with their forecast of work, to plan and schedule suitable apprentice training. Reports are available on the PG&E intranet at http://wwwhr/learningcentral/cablesplicers/ .</p> <p>If the forecast work does not support the required training needs and if reasonable efforts to make the needed work available are not successful, the supervisor will contact the apprentice training coordinator in a timely fashion and will arrange to have the apprentice assigned to work that will facilitate needed training.</p>

Continued on next page

General Information, Continued

Entry into apprenticeship by regular employee

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

- The Physical Pre-employment Test.
- The ACT (Arithmetic Computation Test).

Entry into apprenticeship by new employee

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

- The Physical Pre-employment Test.
- The ACT (Arithmetic Computation Test).
- Work Aptitude Assessment (development of this assessment is pending).

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

- Will be removed from the apprentice cable splicer classification.
- May be terminated.

Mandatory self-study

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

Workload management

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

- Mandatory self-study activities and preparation for formal classes.
- Formal schools held at the Livermore Training Center.
- Training assignments in the field.
- Field training assignments that are necessary because training is not available at the local headquarters.
- Self-preparation for wage progression tests.

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 mandatory apprentice overtime to minimize any adverse impact on apprentice self-study and preparation for Livermore training classes and wage progression testing.

Appropriate work assignments

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

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

OJT training requirements

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

Direct supervision (by journeyman cable splicer)

For the purposes of this manual, "direct supervision" means that the cable splicer working with the apprentice must be in 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.

Continued on next page

General Information, Continued

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

As a general practice, assignments of duties and work procedures in any period of training should concentrate on those specified (in the *Personal On-the-Job Training Record* for the current wage step or for previous steps.

If the nature of the work in the headquarters offers a unique opportunity for training in necessary skills that is out of the normal OJT 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 sequence listed in the *Personal On-the-Job 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.

Apprentices working without direct supervision

An apprentice may be assigned to work without direct supervision as part of a crew only after such apprentice has been instructed and trained in the duties or work procedures required, has performed such work under direct supervision, and is capable of performing such work safely.

Temporary upgrade to crew foreman is prohibited

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

Notification of classes

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

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

Continued on next page

General Information, Continued

Failure to meet standards

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

TRAINING REQUIREMENTS

Safe training is mandatory

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

Training is divided into 6 steps

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

Plan relevant training early in period

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

Training hours do not include travel time

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

Sequencing training

These guidelines specify the training periods in which an apprentice will receive related academic or class training.

The apprentice's supervisor will check forecast workload and compare it to the required OJT. If the supervisor cannot plan to provide the required OJT 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 cable splicer program must be completed prior to the achievement of journeyman cable splicer status.

Continued on next page

Training Requirements, Continued

When training is not available locally

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

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

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

Title 200 and 300 training assignments

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

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

Work schedules and supervision

Apprentices will assume the schedule of the crew at the temporary headquarters. The company and union will continue to monitor the mileage limitation and agree to meet and discuss it further should it impact operations. To facilitate a consistent and timely notification process, the notification form, see page 47, will be used.

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

Continued on next page

Training Requirements, Continued

Specifying training requirements

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

Repeating a formal school

If an apprentice fails a formal school, the school 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 school.
 - The apprentice may request to retake the school.
 - Any single school may be retaken only one time.
 - No more than 3 schools may be repeated during the apprenticeship.
-

Disputes

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

WAGE PROGRESSION

Introduction

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

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

Requirements for promotion

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

- Required time in the current step (12 months for Step 1*, 6 months for all other steps).
- Passing all formal schools as specified for the apprentices' **current** step.
- Passing the wage progression test specified for the apprentice's **current** step.
- Completion of OJT training events listed in the *Personal On-the-Job Training Record* for the present *and* all previous steps are completed as specified by the table below. See examples on following page.

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

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

**J/UAJ = Journeyman or Unassigned Journeyman

Continued on next page

Wage Progression, Continued

OJT completion examples

Example 1

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

Example 2

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

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

Failure to progress on time

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

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

Continued on next page

Wage Progression, Continued

Wage progression after a delay

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

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

Failure to advance from 1st step

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

Failure to advance from 2nd or higher step

If an apprentice who is attempting to meet the standards of achievement established to progress from other than the first step of the wage progression fails to meet the established standards within the allotted time (including the 3 months extension), the apprentice's progression will be reviewed by a subcommittee consisting of 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.

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

No early promotion during apprenticeship

During the apprenticeship, there are no provisions for early advancement to the next wage step. All the testing, formal schools, OJT and required time in step must be completed as specified.

Continued on next page

Wage Progression, Continued

Accelerated placement

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

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

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

Promotion to cable splicer (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 cable splicer.

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 cable splicer. **Apprentices are reminded that 6th wage step OJT requirements may be completed before leaving the 6th wage step. Apprentices who desire early promotion to cable splicer should also schedule their final wage progression test as early as possible in the 6th wage step.**

TESTING POLICY

Purpose of testing

The purpose of testing is to permit apprentices to display their mastery of required skill and knowledge. Apprentices must pass the tests that are a part of the formal schools as well as the wage progression tests. Test schedules, locations and test administration policies may be changed by the Team Lead of the Livermore school.

Test content

The tests will be based on the learning objectives and the content of the formal schools and upon the technical material (standards, guidelines, manuals, documents, etc.) that are a part of the cable splicers' craft.

Testing is cumulative

Tests, including wage progression tests, will cover the content of the school(s) contained in the present step as well as topics covered in previous schools.

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.

Testing location and timing

All tests are given at the Livermore Learning Center or other locations designated by the Team Lead of the Livermore school.

Formal school 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 at any time during the current step but are **advised not to test until after they have completed the formal schools required for their current step**. Failure to pass wage progression tests may lead to removal from the apprenticeship.

Continued on next page

Testing Policy, Continued

Testing location and timing (continued)

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

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

Scheduling a test Submit test requests as indicated below.

1. Apprentice will submit (to the immediate supervisor) a written request for a test date. See request form on page 49.	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. NOTE If the apprentice, the supervisor and the school agree, the 21-day minimum time for the request may be waived.
2. Supervisor reviews request.	Supervisor ensures that necessary prerequisites for test are met.
3. Within 48 hours of receipt, the supervisor forwards the request to the Cable splicer School at Livermore.	Requests received on time will be approved by the supervisor unless apprentice's absence will have significant negative impact on service reliability or efficient operation of the headquarters. If the supervisor disapproves the request, the supervisor will contact the school so that appropriate arrangements may be considered.
4. Cable splicer school notifies supervisor and the apprentice of scheduled test date	Correct information on the form is essential to ensure timely notification. Errors that cause delays are the responsibility of the apprentice.
5. Within 48 hours of notification of test date by the school, the supervisor confirms the test date with the apprentice.	NOTE Failure to appear for a scheduled test will result in a delay (approximately 30 days) until the next regularly scheduled test day and may delay wage progression.

Continued on next page

Testing Policy, Continued

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

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

Late arrival on test day Apprentices who arrive late for wage progression testing will not be admitted and will be rescheduled for the next available test date.

Illness Apprentices who miss a test due to illness will be rescheduled for the next regular test date.

All tests will be scored Once an apprentice begins a test, the test will be scored. An apprentice who does not complete the test will receive a score equal to the number of correct answers provided.

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

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

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

Continued on next page

Testing Policy, Continued

Testing at commercial testing facilities

Tests may be delivered at commercial testing facilities. These approved testing locations will provide and monitor tests for a fee.

The following procedures apply for tests delivered at commercial testing facilities:

- PG&E will pay for authorized tests and retests.
 - The apprentice must schedule his own tests via the vendor (test center).
 - If the apprentice cannot test at the scheduled time, the apprentice must contact the test center and cancel/reschedule the test. The test center will charge the full test fee if the scheduled test is not canceled within the test center rules (adequate notice, correct identification, etc.).
 - Except for unusual circumstances (mandatory, emergency overtime work, etc.) PG&E will not pay for additional tests required because an apprentice did not appear at the right place and at the right time to take a scheduled test.
-

Scheduling a retest

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

APPRENTICE RESPONSIBILITIES

THE ROLE OF THE APPRENTICE

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

Apprentice as adult learner Throughout the apprenticeship, the apprentice will be considered an adult learner. This means that the apprentice will be treated with the consideration and respect given to adults and will be responsible for the outcome of the apprenticeship. The apprentice has the responsibility to ensure that all program requirements are met.

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

Apprentice takes active role The apprentice must take an active role in the learning process, must identify and track all needed learning activity specified in the apprenticeship program, and must monitor and report 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 Personal On-the-Job Training Record that are being learned during the day's work.

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

Continued on next page

The Role of the Apprentice, Continued

Weekly OJT reports

No later than Friday of each week, the apprentice will submit by web page (<http://wwwhr/learningcentral/cablesplacers/>) a summary report of all OJT events completed/signed off during the 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 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.

You 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.

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/splicer>. Errors in your online training records may cause delays in wage progression.

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:

- *OM&C Manual*
- *Overhead and Underground Electric Construction Standards*
- *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.

Continued on next page

The Role of the Apprentice, Continued

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://www.whr/learningcentral/cablesplacers/>. Omissions and errors in online training records may cause delays in wage progression.

Resolving problems and requesting assistance

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

The apprentice may, if desired, report a problem or an issue and may request assistance by submitting a written report of the problem or issue to the school in Livermore. Written submissions should be on the Apprentice Cable splicer Report/Request form (see page 55).

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 ensure that the apprentice observes all safety practices and procedures. The foremen will ensure the apprentice is always supervised by a qualified worker when the apprentice is performing work for which the apprentice has not yet been trained.
Monitor the apprentice's progress	The foreman will use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.
Actively participate in training	The foreman will actively teach and demonstrate relevant skills. The instruction will include what is to be done, how it is to be done, the reasons for doing the work in a specific manner, the hazards and problems to be anticipated and the means to do the work safely and efficiently.
Model the desired performance	The foreman will teach and will practice acceptable work procedures. The foreman will be a role model and will demonstrate the work practices that are expected of the apprentice. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.
Assign challenging work	The foreman will assign meaningful, challenging work to the apprentice that is appropriate for the level of training needed. The foreman will consult the apprentice's training record frequently and will seek to assign work that will provide the skills to be learned during that training step.
Document OJT accomplishments	When the apprentice satisfactorily completes a task listed in the apprentice's <i>Personal On-the-Job Training Record</i> book, the foreman will initial and date the entry in the book. Only journeyman cable splicers or other qualified persons may sign off (initial and date) these requirements. <i>Apprentices will not make sign-off entries in this book.</i>

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 Cable Splicer Observations sheet, page 53.

One copy of the completed form 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).

In addition, the supervisor may require the foreman to provide written comments that document the apprentice's activities during each 90-day performance review period. For more information about performance reviews, see page 38.

JOURNEYMAN CABLE SPLICER RESPONSIBILITIES

THE ROLE OF THE JOURNEYMAN CABLE SPLICER

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

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

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

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

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

Continued on next page

The Role of the Journeyman Cable Splicer, Continued

Document and report progress and problems

As needed, the cable splicer is encouraged to submit reports documenting the apprentice's performance. The foreman will use the Journeyman Cable Splicer Observations sheet, page 53.

One copy of the completed form 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).
-

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. For each apprentice, Learning Services will provide an online report of OJT items that must be completed. This report will assist the supervisor in identifying the required work needed to complete the remaining OJT requirements.

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.

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

Monitor accomplishments

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

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

Maintain records

Every 90 days, the supervisor will conduct a formal interview with the apprentice and will complete an "Apprentice Cable splicer Performance Review Sheet." The supervisor may require the foreman to provide written comments that document the apprentice's activities during this period. See page 38 for instructions. .

Continued on next page

The Role of the Supervisor, Continued

**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 problems, 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.

**Implement
corrective
action plans**

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

APPRENTICE TRAINING COORDINATOR'S ROLES & RESPONSIBILITIES

THE ROLE OF THE APPRENTICE TRAINING COORDINATOR

- Qualifications** The apprentice training coordinator will be a highly qualified journeyman cable splicer or lineman with at least 5 years experience as a journeyman in the PG&E Electric Department. The apprentice training coordinator will:
- Have documentation of current first aid and CPR training.
 - Be able to operate line trucks and boom trucks.
 - Be an expert in PG&E's safe work practices.
 - Be an expert on PG&E construction standards.
 - Be able to communicate well orally and in writing.
 - Be able to teach effectively.

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

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

Monitor progress The apprentice training coordinator monitors the progress of all apprentices by reviewing written and electronic records, conducting telephone interviews and by visiting local headquarters and 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 three months.

Continued on next page

The Role of the Apprentice Training Coordinator, Continued

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

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

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

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

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

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

CURRICULUM AND SCHEDULE

SCHOOL SEQUENCING

Visual display of requirements

The school sequence display shows the schools that must be completed during the apprenticeship. It provides a visual display of the sequence of events. **School names appear in bold type.**

Off-the-Street Hire (less than 6 months experience in PG&E electric line department)						
Time	Month	Month	Month	Month	Month	Month
	1-12	13-18	19-24	25-30	31-36	37-42
Pre-hire screening	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HR Pre-hiring tests Cable splicer Screen	ACT Test Introduction to Splicer's Workplace OJT	Beginning Lead School OJT	Underground Fundamentals OJT	Intermediate Lead School OJT	Advanced Lead School OJT	OJT
Job Bid or Transfer (less than 6 months experience in PG&E electric line department)						
Time	Month	Month	Month	Month	Month	Month
	1-12	13-18	19-24	25-30	31-36	37-42
Pre-Transfer Qualification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ACT Test Cable splicer Screen	Introduction to Splicer's Workplace OJT	Beginning Lead School OJT	Underground Fundamentals OJT	Intermediate Lead School OJT	Advanced Lead School OJT	OJT
Job Bid or Transfer (6 months or more experience in PG&E electric line department)						
Time	Month	Month	Month	Month	Month	Month
	1-6	7-12	13-18	19-24	25-30	31-36
Pre-Transfer Qualification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ACT Test Cable splicer Screen	Introduction to Splicer's Workplace OJT	Beginning Lead School OJT	Underground Fundamentals OJT	Intermediate Lead School OJT	Advanced Lead School OJT	OJT

Sequence of Apprentice Cable Splicer Schools

WAGE STEP 1 ACTIVITIES

General activities

The apprentice will gain knowledge of underground work by participation in such work and by participation in related above ground cable termination work.

The apprentice shall become familiar with construction standards, general orders, bulletins, and regulations applicable to the work that he performs

Working on or near energized lines or equipment

For the first 12 months of the apprenticeship, will not work on cables or devices that are energized more than 300 volts, or work in areas where contact can be made with unprotected cable or devices energized more than 300 volts.

Using technical references

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

Contact with the public

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

Operating aerial lifts

An apprentice will be trained in the duties of a cable splicer, to the extent 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.

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.

**Grounding
circuits**

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

WAGE STEP 3 ACTIVITIES

**Continue to
perform
previous duties**

The apprentice will continue to perform the duties specified for prior periods. The apprentice may work without direct supervision as part of a crew on energized circuits below 300 volts. .

**Underground
switching**

Under direct supervision of a journeyman qualified to perform the switching, the apprentice may perform underground switching. When working with a journeyman, he shall learn the use of rubber gloves, protective equipment, grounds and tools as appropriate for underground and related head work.

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.

Using hot tools and coverup

The apprentice will gain proficiency in operating procedures and the use of hot line tools, equipment, and rubber protective equipment on underground and related overhead work when accompanied by a journeyman.

WAGE STEP 5 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.

WAGE STEP 6 ACTIVITIES

**Continue to
perform
previous duties**

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

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

TRAINING RECORDS, REPORTS AND DOCUMENTATION

TRAINING RECORDS

Apprentice maintains personal records

Each apprentice will maintain an individual *Personal On-the-Job Training Record*. Entries will be made by supervising linemen, foremen, supervisors, apprentice training coordinator or other authorized persons. *Apprentices may not make sign-off entries in this book.*

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 this manual.

Every 90 days, the supervisor will interview each apprentice and will complete a training accomplishment record. Copies of the record will be FAXed to the Electric Construction School for review and filing.

Livermore Training Center

The Electric Construction School will maintain the records of all written and performance checks.

Access to training records

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

APPRENTICE QUARTERLY PERFORMANCE REVIEWS

Purpose

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

Performance Review Sheet

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

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

- Work activity for the quarter.
- 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 51 for sample review sheet.

PROMOTIONS AND PAY

PROMOTION REQUIREMENTS

Promotion is earned by increasing performance

The apprentice training plan includes provisions for periodic promotions and pay increases. 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 OJT activity.
 - Pass all required skill or proficiency tests.
 - Pass the wage progression test for that step.
 - Complete at least 6 months in the step.
-

Effective dates

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

Examples

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

Continued on next page

Promotion Requirements, Continued

**Time that does
not count
toward
apprenticeship**

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

Section 204.2 states in part:

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

RESOLVING CONFLICTS

THE APPEAL PROCESS

Informal resolution first

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

Formal appeals

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

Extensions, retesting, etc.

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

PROGRAM PHASE IN

TRANSITION PLAN

Introduction

At the date this agreement is adopted, the apprentice cable splicer plan will contain a mixture of apprentices. Many have completed only schools from the old program. Others have had a mixture of the old program and some of the new material. Still others have had only the new material. The transition plan is intended to phase in the requirements of this agreement while ensuring that apprentices are not adversely affected by requirements over which they had no knowledge or control.

New apprentices

All persons who achieve apprentice cable splicer status effective the day following the adoption of these administrative procedures will comply with **all** the requirements contained herein.

Persons who are apprentices when these procedures are adopted

All persons who were apprentice cable splicers on the date these administrative procedures were adopted are covered by the transition requirements shown below:

Category	All current apprentices...
Schools	<ul style="list-style-type: none">• Must attend all schools listed on page 30 before they become journeymen. Wage progression will not be delayed if schools are not offered but journeyman status will not be awarded until the apprentice completes all formal schools and OJT required by the new program.• Must pass all schools.• May repeat a school no more than 1 time.• May take the end-of-course test for any school no more than 2 times.• May repeat no more than 3 schools.
OJT	<ul style="list-style-type: none">• Must complete all OJT before achieving journeyman status.• Must complete all OJT by the scheduled end of their apprenticeship or by December 31, 2006, whichever is later.• May request extra time from JATC to complete OJT. If extra time is granted, journeyman status will be delayed until training is completed.

Continued on next page

Transition Plan, Continued

Persons who are apprentices when these procedures are adopted (continued)

Category	All current apprentices...
Wage Progression Tests	<ul style="list-style-type: none">• Are exempt from wage progression testing.• Anyone who terminates his present apprenticeship and subsequently begins a later apprenticeship will be considered as a new apprentice and will complete all wage progression testing.
Wage Progression	<ul style="list-style-type: none">• Will receive wage progression to the next higher apprentice step provided they have passed all formal schools they have taken in their current wage step.• Must successfully complete (pass) any failed formal school before they earn wage progression at the scheduled time. The number of retests and course repeats are listed above.

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Attachments

Attachment 1: Notification of Training Assignment Form

Attachment 2: Request for Testing Form

Attachment 3: Apprentice Cable splicer Performance Review Sheet

Attachment 4: Journeyman Cable Splicer Observations Report Form

Attachment 5: Apprentice Cable splicer Report/Request Form

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Attachment 1 Notification of Training Assignment

**UTILITY OPERATIONS
Notification of Training Assignment**

IBEW Union Business Representative: _____ Date: _____

The following: T200 or T300 employees:

Employee Name(s)	Step in 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)

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Attachment 2 Request for Testing

Request to Schedule Apprentice Cable Splicer Testing

Date: _____

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

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

Please schedule me for testing as indicated below.

Desired Test Date: _____

Desired Test;

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

Other test (specify) _____

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

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

Approved / Disapproved (Supervisor's Signature) _____

(Apprentice's Signature) _____

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

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***Pacific Gas and
Electric Company***

APPRENTICE CABLE SPLICER 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:

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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JOURNEYMAN CABLE SPLICER OBSERVATIONS

APPR. NAME: _____ HEADQUARTERS: _____

DATE: _____ WAGE STEP: _____

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

Work activity observed:

Areas of improvement noted:

Areas requiring improvement:

Cable splicer: _____

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

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APPRENTICE CABLE SPLICER REPORT/REQUEST

APPR. NAME: _____ HEADQUARTERS: _____

DATE: _____ WAGE STEP: _____

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

What is the issue or problem?

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

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

Signature: _____

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