



**Pacific Gas and  
Electric Company.**

# LETTER AGREEMENT NO. 05-48-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
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STEPHEN A. RAYBURN  
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PERRY ZIMMERMAN  
BUSINESS MANAGER

September 30, 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 Apprenticeship and Training Committee (JATC) to review and update the Apprentice Fitter Training Program which was last updated in 1969. The recommendations of the subcommittee were presented to the JATC for review. The JATC recommended the revised Apprentice Fitter Training Program for Company and Union approval. The proposed changes are contained in the attached Administrative Procedures Manual.

Recommended changes to the program include:

- An additional week of advanced classroom training
- Increased frequency of welding and classroom testing at 6 month intervals
- An updated tracking system for monitoring training completion
- Recommendation to establish an Apprentice Fitter Coordinator position
- Addition of arc welding training

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

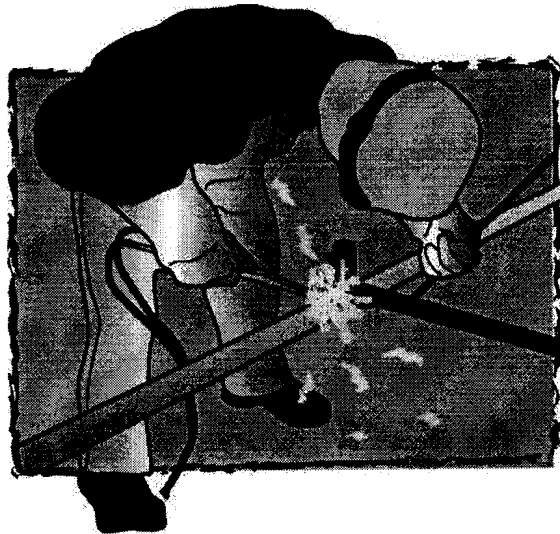
Oct 24, 2005

By: \_\_\_\_\_

  
Perry Zimmerman  
Business Manager

# PG&E APPRENTICE FITTER TRAINING PROGRAM

# ADMINISTRATIVE PROCEDURES MANUAL



August 12, 2005



*Pacific Gas and  
Electric Company*

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# Apprentice Fitter Training Program

## Overview

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### Introduction

These administrative procedures govern the apprentice fitter apprenticeship (last updated in 1969) which is a sub-set of the master apprenticeship agreement (last revised on 1-1-84). It is a 36-month apprenticeship that trains and prepares the employee for the position of journeyman fitter. Inclusive in this program is intensive training in oxygen/acetylene and arc welding skills. The training curriculum consists of 9 weeks of training at the Gas T&D School. This formal training is coupled with on the job training requirements between formal schools. The program also contains frequent testing and assessment of the student's progress and development.

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### Objective

The need for trained and fully qualified employees to accomplish the duties specified in the journeyman Fitter definition in a manner consistent with Company's Standards of Construction, Safety and Performance has resulted in this program which co-ordinates extensive on-the-job, shop and related academic training. The systematic acquisition of knowledge and skill offers the employee in training the vehicle to attain self-confidence, assuredness and satisfaction in his work, and the correct and safe method of performing Company's work.

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# Filling an Apprenticeship Position

## Procedures

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**Introduction** Filling an apprenticeship 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.

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**Eligibility for apprenticeship** All candidates for an apprenticeship fitter position **must** meet the following requirements:

- Pass the Arithmetic Computation Test (ACT)
- Have a pre-bid on file or be currently eligible to bid on an apprenticeship.
- Successfully complete the apprenticeship fitter on-line orientation.

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**Apprenticeship Fitter On-line orientation** The apprenticeship fitter on-line orientation module will provide an orientation to potential candidates on details and requirements of the fitter's job. The orientation will include:

- An overview the nature of work required, job hazards and working conditions
- The requirements contained in the Apprenticeship Fitter Training Program
- A review of safety requirements

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**Orientation meeting** Before any apprenticeship candidate attends the Primary Oxygen/Acetylene Welding class, a meeting should be held with the supervisor, a Learning Services representative, the training coordinator and if possible the apprenticeship's crew foreman/journeyman. This will allow full disclosure of program details and expectations and responsibilities of all parties before the apprenticeship candidate starts the primary school.

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**Option to enter apprenticeship** Upon completion of the on-line orientation, apprenticeship candidates will have the option of choosing for themselves if they wish to enter the program. If they elect to participate, the candidate should notify their supervisor one working day after completing the orientation. This action will coincide with the apprenticeship candidate formally accepting the bid.

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## Procedures, Continued

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### **Pre-Apprenticeship Sequence of Events**

To officially enter an apprenticeship (accepting a bid), the following events must take place:

1. Candidates must fulfill all requirements for 'Eligibility for apprenticeship' as stated on page 2.
2. After completing the on-line and field orientation, the candidate decides to accept or decline bid. Each candidate has one working day following the orientation meeting to elect to enter the apprenticeship.
3. To enter apprenticeship – candidates notify their supervisor of bid acceptance (preferable method is in writing, but verbal notification is acceptable).
4. Supervisor notifies Human Resources who forwards an 'Acknowledgement' form.
5. The Gas T&D School receives notice of new apprentice via 'Acknowledgement' form from Human Resources.
6. Learning Services requests additional information from supervisor on new apprentice. This information will enable the Gas T&D School to initiate the official 'Apprentice Agreement' paperwork with the State of California.
7. Supervisor initiates a payroll change tag for the apprentice. A copy must be sent to the Gas T&D School. Supervisor should schedule the student into the next upcoming Primary Oxygen/Acetylene Welding class.
8. Learning Services prepares the official 'Apprentice Agreement' paperwork and arranges with the new apprentice to sign this agreement.
9. Learning Services forwards original 'Apprentice Agreement' to the Joint Apprenticeship Training Committee (JATC) and keeps a copy in San Ramon.

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### **Processing the apprenticeship agreement**

Industrial Relations will forward all completed apprenticeship agreements to the state's apprenticeship board. When the agreement is returned by the state, IR will forward the completed apprenticeship agreement to the Gas T&D School in San Ramon for filing in the apprentice's personnel file. A copy of the returned agreement is provided to the apprentice.

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## Procedures, Continued

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### **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 benefits counselor.

It is the sole responsibility of each apprentice to secure their own benefits if they are eligible to receive them.

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### **After apprenticeship is complete**

At the completion of the apprenticeship (36 months), each participant must pass a welding test conducted at the Gas T&D School. The following will then take place:

1. Apprentice OJT validation. All required OJT must be completed per the schedule on page 13.
  2. Learning Services will notify the apprentice's headquarters that the apprentice has met all program requirements. The apprentice's home department or HR department will cut the payroll change tag.
  3. Learning Services will notify the JATC of apprenticeship completion. Industrial Relations will notify the state that the training is complete. The state will return the Certificate of Apprenticeship Completion that will be forwarded for presentation to the new gas fitter.
-

# General Guidelines

## General Information

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**Objective** The need for trained and qualified employees to accomplish the duties of a fitter 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 safe and correct methods of performing the company's work.

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**Master Apprenticeship agreement is primary** The master apprenticeship agreement applies to all portions of the training program. Unless modified by letter of agreement of the parties, the contents of the master apprenticeship agreement take precedence over all other agreements and understandings. These administrative procedures do not change or modify the Master Apprenticeship Agreement.

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**Apprenticeship duration** The apprentice gas fitter program is 36 months long. It consists of four formal schools (Primary, Secondary, Tertiary and Final), on-the-job training (OJT) and proficiency tests at 6-month intervals.

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**Training for activities not available at local headquarters** Learning Services will make available reports that show the completion of on-the-job training (OJT) requirements as well as OJT requirements that remain. Supervisors will use these reports, along with their forecast of work, to plan and schedule suitable OJT apprentice training at their headquarters.

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. This may require temporarily reassigning the apprentice to a work location or yard other than his or her own.

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

- Self-study and preparation to attend classes at the Gas T&D School.
- Formal schools held at the Gas T&D School.
- On-the-Job training assignments in the field
- Out-of-area field training assignments that are necessary because training is not available at the local headquarters.

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## General Information, Continued

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### 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, preparation and attendance at the Gas T&D School.

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### Appropriate work assignments

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

It must be remembered that the primary purpose of apprentice work is training. For that reason, work assignments concentrate on the development of new skills and knowledge.

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### OJT training requirements

The on-the-job (OJT) training requirements for the apprenticeship are contained within the *On-the-Job Personal Training Record* booklet (see tab 1). The requirements and procedures contained in the booklet are a part of these administrative rules and are mandatory.

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### Sequence of OJT

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* (see tab 1) for the current wage step or for previous steps.

If a unique opportunity for training occurs out of the normal sequence, and if both the immediate supervisor and the apprentice agree that the apprentice is ready for such training, this training may be completed out of the sequence listed in the *On-the-Job Personal Training Record*. The apprentice and the immediate supervisor must give due consideration for the safety needs, the apprentice's skills and the nature of the work to be undertaken.

Live or hot gas line welding activities are prohibited until completion of the Secondary School (3rd wage step).

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## General Information, Continued

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**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 trained in the duties or work procedures required, has performed such work under direct supervision, and is capable of performing such work safely.

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**Temporary upgrade to Gas crew foreman is prohibited**

The apprentice shall not be given the responsibility for duties or work assignments beyond his current step of training. An apprentice will not be temporarily assigned to the higher classifications of Gas Crew Foreman or Gas Mechanic.

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**Working alone**

The apprentice may be assigned to perform certain duties of the classification of fieldperson as part of his/her training and experience. Such assignments shall be limited to work processes on which prior instruction has been received and for which the apprentice is qualified through the operator qualification program. Also, such assignments shall be for the purpose of developing and demonstrating proficiency. It is not intended such assignments be made merely to avoid use of a journeyman or fieldperson and shall not be made to the extent that the apprentice is in jeopardy of failing to attain goals set forth in the schedule.

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**Notification of classes**

An apprentice scheduled to attend any formal course will be given notice of such schedule as soon as practicable by the immediate supervisor.

After completion of each course, the apprentice will be notified of dates for upcoming proficiency testing or formal schools for the next 12-month period.

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**Failure to meet standards of achievement**

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.

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# Training Requirements

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**Emphasis on Safety – from the Code of Safe Practices**

- Each apprentice shall know the rules that apply to the work being performed before conducting the work. Apprentices who do not understand or who have questions about the rules shall contact their supervisor.
  - Each apprentice shall be thoroughly familiar with the equipment or system they have been assigned to work on and with applicable approved procedures and practices, which shall be strictly followed.
  - If an apprentice identifies an unsafe condition, the apprentice shall report the hazard to their supervisor. In situations where they have been trained to do so, they shall control the hazard.
  - Apprentices shall not work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the apprentice or others to injury.
- 

**Wage Progression**

During the apprenticeship, the apprentice will be offered job training divided into six periods that coincide with the wage steps of the classification. Each step is approximately 6 months long. See the Wage Step Schedule below:

### Wage Step Schedule

<b>Step</b>	<b>Duration</b>	<b>Must Complete to Advance To Next Step</b>
1	0 - 6 months	6 Month Proficiency Test
2	6 - 12 months	Secondary School
3	12 - 18 months	18 Month Proficiency Test
4	18 - 24 months	Tertiary School
5	24 - 30 months	Final School (all required OJT hours must be complete)
6	30 - 36 months	36 Month Proficiency Test

At program completion (36 months), apprentice fitter becomes an unassigned fitter.

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**Relevant training**

As early as practicable in each wage step of the apprenticeship, supervisors will assign apprentices to work relevant to the on-the-job training activities for that wage step as listed in the *On-the-Job Personal Training Record* booklet (see Tab 1).

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**OJT hours do not include travel time**

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

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## Training Requirements, Continued

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**When required  
OJT is not  
available locally**

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 OJT is available in other areas.

The company may make temporary OJT training assignments for designated tasks with a specific duration for each apprentice within the gas department. OJT 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. OJT assignments of more than 50 miles will be made only if the OJT assignment (work) is not available or cannot reasonably be made available within 50 miles.

**All training requirements specified in the Apprentice Fitter Program must be completed prior to the achievement of fitter status.**

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**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.

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## Training Requirements, Continued

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**Out of area  
work schedules  
and supervision**

Apprentices will comply with 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 in Attachment 1 will be used.

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

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**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 Training Committee for a recommendation of settlement, after the timely filing of a grievance.

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# Wage Progression

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**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.

**Note**

**The advancement to the next wage step is a promotion that must be earned by successfully completing wage step assessments.**

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**Time in 1<sup>st</sup> Step** Upon acceptance of an apprenticeship bid and two weeks prior to attending the primary school, each apprentice starts at the 1<sup>st</sup> wage step. Although they are scheduled immediately for attendance in the next Primary Oxygen/Acetylene Welding class 1, this class may not take place for some time. Thus they remain in their 1<sup>st</sup> step until they have attended the Primary Oxygen/Acetylene Welding class and they successfully complete the 6-month proficiency evaluation and pass the 6-month written proficiency test. This test takes place between the Primary Oxygen/Acetylene Welding class and Secondary school. The amount of time in the 1<sup>st</sup> step will be a minimum of 6 months and may be longer due to the conditions stated above.

**Note**

A **non-traditional employee** will report to their new headquarters 6-months prior to attending the primary school and must remain in the 1<sup>st</sup> wage step for 12 months.

The Gas T&D School will make every effort to accommodate student training needs and schedule classes in a timely manner.

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

- a. **Time:** Required time in the current step (a minimum of 6 months for each step).
  - b. **Formal Training:** All formal training (either Primary, Secondary, Tertiary or Final school) at the Gas T&D School specified for the apprentices' **current** step.
  - c. **Testing:** Passing the wage progression test associated with each formal school or completion of the 6-month interval job proficiency evaluation, and passing a 6-month written proficiency test, specified for the apprentice's **current** step.
  - d. **OJT:** OJT training events listed in the *On-the-Job Personal Training Record* (see tab 1) for the present *and* all previous steps are to be completed as specified by the table below. See examples on following page.
- 

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## Wage Progression, Continued

### OJT Completion Rates

OJT Completion Rates Required For Wage Progression						
	...requires the completion of the OJT training events per the schedule below:					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Required Hours/Step	320	340	400	440	480	0
Cum Hours	320	680	1080	1520	2000	2000
Percent of Total	80%	85%	90%	95%	100%	

### Completion of OJT – A balanced approach

Each apprentice should work to achieve a balance of experience within all OJT topics and sub-topics. This will ensure a well-rounded education in all facets of a particular training topic. The Gas T&D training coordinator will work with the apprentice to achieve this balanced approach. For example, the bulk of completed OJT hours should not reside in only 2 or 3 topics or sub-topics.

### OJT completion examples

#### Example 1

A first step apprentice has completed 288 hours 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 256 hours of the OJT hours listed for the first step in the On-the-Job Personal Training Record. OJT hours 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 256 hours 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 256 hours of the OJT hours listed for step 1 and 544 hours of the hours for step 2. Can this apprentice proceed to the third step?

No, he cannot. Although the required 256 hours completion rate for the first step items has been achieved, the apprentice has **not** completed sufficient OJT tasks for the second step. The standards of achievement require completing at least 256 hours of the items in step 1 as well as completing at least of 578 accumulated hours of the items for step 2. Wage progression cannot occur until the 578 hours accomplishment rate for step 2 is achieved.

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## Wage Progression, Continued

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### Completion of OJT Prior to Attending a Formal School

Students not “on track” with their OJT progress, will not be allowed to take the “45 Day Entrance Test” for their upcoming school and will be re-scheduled to attend a different school in the future. Wage progression will be suspended until completion of their next scheduled school (and subsequent wage progression testing in the school). See ‘Failure to progress on time’ below.

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### Completion of OJT Prior to taking 6 Month Interval Proficiency Tests

Apprentices shall meet the minimum OJT requirements as set forth in the ‘**OJT Completion Rates Required For Wage Progression**’ before taking their scheduled 6-month interval proficiency test.

The student will be allowed 2 additional months beyond their regularly scheduled proficiency test date to meet OJT minimum requirements. If this standard is met, they will be scheduled for the next proficiency test. If OJT requirements are not met during this additional time (2 months) the student will be removed from the program subject to JATC review.

Wage progression will be delayed until the written proficiency test is passed.

---

### 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 (see requirements for promotion above) 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 the JATC), and
- Held in the present wage step, and
- Not be allowed to attend their next scheduled school or take their next scheduled proficiency test until ‘OJT Completion Rates Required For Wage Progression’ are met for their current wage step. The student will be allowed 2 additional months beyond their next regularly scheduled school or proficiency test to meet OJT minimum requirements. If this standard is met, they will be scheduled for the next available Gas School or test. If OJT requirements are not met during this additional time (2 months) the student will be removed from the program, subject to JATC review.

In the event an apprentice fails any test, they may be subject to the ‘30-day retest’ guidelines. ‘30-day retest’ guidelines are found on page 22.

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*Continued on next page*

## Wage Progression, Continued

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### **Wage progression after a 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 their last wage increase and until the standards of achievement for the next step are met.

If, during the 2-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.

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### **Failure to advance to next step**

If an apprentice is attempting to meet the standards of achievement established to progress from the one step to another of the wage progression and fails to meet the established standards as provided above, the employee will, after such 2 months additional period of time, be removed from the classification and demoted in accordance with Title 206 of the Agreement (union contract).

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### **Written notification of wage progression**

Upon completion of successful wage progression testing for each apprentice, Learning Services will notify the apprentice's headquarters payroll department. This communication must be in writing. This will allow timely processing of the payroll change tag **by the apprentice's home department.**

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### **Accelerated placement**

At the supervisor's request and with the concurrence of a union representative, apprentice candidates with advanced welding skills (i.e., previous experience in the trade, military or civilian training, etc.) shall have those skills evaluated by the JATC together with the Gas T&D 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 Gas T&D School.

To ensure that all apprentices have demonstrated the required skill and knowledge needed for the apprenticeship, persons entering with advanced placement must attend all classroom training and pass all the end-of-course tests that are included in the formal classes. They must also pass all wage progression tests from the wage steps they bypass.

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*Continued on next page*

## Wage Progression, Continued

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**Promotion to  
Unassigned  
Fitter  
(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 unassigned fitter.

While in their 6th wage step (at the completion of 30 months), apprentices who have successfully completed all the requirements contained in these administrative procedures may (if offered), accept a bid to fitter.

At program completion, each apprentice will automatically receive unassigned fitter status.

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# Testing Policy

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**Purpose of testing** The purpose of testing is to permit apprentices to display their mastery of required skill and knowledge. Apprentices must pass scheduled wage progression tests in order to stay on track and receive wage progression adjustments and be scheduled for their next formal school.

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**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 apprentices' craft.

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**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.

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**Wage progression testing** Wage progression tests are administered during formal schools and in coordination with 6-month interval proficiency tests. See 'Types of Testing' on next page.

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*Continued on next page*

## Testing Policy, Continued

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### Types of Testing

Tests will be administered during the following events:

- a. **Formal School - 45-day pre-entrance tests.** These are administered 45 days prior attending a formal school (except for Primary School). An apprentice must pass this test before being allowed to attend the upcoming school. If they fail this test they are subject to 30 day retesting. This will allow them the opportunity to pass this test, attend their upcoming school and stay on track.
  - b. **Formal Schools** (Primary, Secondary, Tertiary and Final)
  - c. **6-Month Interval Proficiency Tests.** These take place approximately 6 months after each formal school, between formal schools. The purpose is to assess apprentice progress. They will consist of written and practical welding tests. There are three of these tests during the 36-month apprenticeship:
    1. 6 Month Test - Between the Primary and Secondary School  
Type of test = Written and practical test (visual only, non pass-fail)
    2. 18 month Test - Between Secondary and Tertiary Schools  
Type of test = Written and practical test (visual only, non pass-fail)
    3. 36 month Test – End of program  
Type of test = Practical welding test (visual only, non pass-fail)
- 

### Types of Wage Progression Tests

Wage progression tests will be administered at each formal school and at 6 month intervals between formal schools (these are referred to as 6 month interval proficiency tests).

Testing consists of two components:

1. Written Tests consisting of:
  - a. Closed book knowledge testing (for example: recall and application of rules, procedures, practices, problem solving, etc.)
  - b. Open book knowledge application (for example: problem solving, research of technical data and specifications, determination of part numbers, spacing, sizes, etc.)
2. Practical welding skill tests.

All tests have a time limit.

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*Continued on next page*

## Testing Policy, Continued

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**Wage  
Progression  
Tests**

<b>Wage Progression Test #</b>	<b>Name of Test</b>	<b>Passing of Test allows the following Advancement</b>	<b>Timeline</b>
1	Primary School Test	Student is already in Step 1	Start
2	6 Mo. Proficiency Test	From Step 1 to Step 2	6 months
3	Secondary School Test	From Step 2 to Step 3	1 year
4	18 Mo. Proficiency Test	From Step 3 to Step 4	18 months
5	Tertiary School Test	From Step 4 to Step 5	2 years
6	Final School Test	From Step 5 to Step 6	30 months
7	36 Mo. Proficiency Test	Program Completion	36 months

---

# Testing Schedule

**Testing Schedule** Wage progression testing takes place approximately every 6 months either in a formal gas school or during 6-month interval proficiency tests.  
The following testing schedule will be followed:

Step	Mo	School	Wage Progression Test	Students Tested
1	1	<b>PRIMARY SCHOOL</b>		
		Weeks 1 & 2: Oxygen Acetylene (OA) Welding	Stand. Achievement Test 1 (SAT1)	All
		Week 3: Classroom Training-Gas Construction	'PRI' Written Test	All
2	6	<b>6 Month Proficiency Evaluation (PE)</b>	<b>SAT 1 &amp; 6 Mo Written PT</b>	<b>All</b>
3	12	<b>SECONDARY SCHOOL</b>		
		Entrance Test (45 days prior to school)	SAT 1	All
		Week 1 & 2: Oxygen Acetylene Welding	SAT 2	All
		Week 3: Classroom Training	'SEC' Written Test	All
4	18	<b>18 Month Proficiency Evaluation (PE)</b>	<b>Modified SAT 2 &amp; 18 Mo Written PT</b>	<b>All</b>
5	24	<b>TERTIARY SCHOOL</b>		
		Entrance Test (45 days prior to school)	SAT 2	All
		Week 1: Intro to Arc Welding Shop Class	Arc Welding Assessment	All
		Week 2: Classroom Training	'TER' Written Test	All
		Decision Time: Those choosing to become Arc Fitters, continue with Week 3. OA Fitters return to yard		
		Week 3: Arc Welding Shop Class	SAT – Arc 1	Arc Fitters
6	30	<b>FINAL SCHOOL</b>		
		Entrance Test (45 days prior to school)	SAT 2	All
		Week 1 & 2: Arc Welding Shop Class	SAT – Arc 1	Arc Fitters
		Week 3 Classroom Training	SAT – Arc 2	Arc Fitters
			'FIN' Written Test	All
7	36	<b>PROGRAM COMPLETION</b>		
		<b>36 Month Proficiency Evaluation (PE)</b>	<b>OA Weld Test (D-30 Ann Qual Test)</b> <b>Arc Destructive Test</b>	<b>All</b> <b>Arc Fitters</b>

*Continued on next page*

## Testing Schedule, Continued

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**Scheduling the 6 month interval proficiency evaluation** The training coordinator will notify the apprentice's supervisor and schedule a test date. Apprentice is expected to prepare for and be ready to take test on the scheduled date.

---

**Testing location** **Formal School Tests:** All formal school tests are given at the Gas T&D School. These are administered during the formal school as part of the regular curriculum.

**6 Month Interval Proficiency Evaluation:** These will be administered in the field at the apprentice's work location (or other suitable pre-determined location).

---

**Responsibility for taking 6 month Interval proficiency evaluation** Apprentices have the primary responsibility to prepare for their 6-month interval proficiency evaluation (or wage progression test). Failure to pass a test will prevent wage progression.

Reasonable accommodations will be made by the Gas T&D School to schedule time for this testing. Personal issues such as family emergencies or other personal commitments will be considered in scheduling of tests.

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**Advance Notice of Test Dates** The Gas T&D School will make available to each apprentice a schedule of upcoming test dates for their 36 month apprenticeship. This will happen during the orientation meeting. This will allow the apprentice ample time to prepare for and be available for all required testing.

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

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**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 Gas T&D School with all relevant facts and request a special test day.

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**Illness** Apprentices who miss a test (or leave a test before completion) due to illness will be rescheduled. The Gas T&D School should be contacted to reschedule. A rescheduled date should take place as soon as possible.

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## Testing Schedule, Continued

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**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. Persons found cheating will be subject to disciplinary action up to and including removal from the apprenticeship.

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**Failure of a test** If an apprentice fails to pass either a formal school test or a 6 month written proficiency test, 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 headquarters.

Upon such notification of failure, the training coordinator will develop and implement a performance improvement plan that specifies additional special training in those areas that caused the failure to attain a passing grade. This additional training may consist of special work or training assignments, and additional practice as required for the apprentice to attain a satisfactory evaluation.

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**Failure to pass test on 1<sup>st</sup> attempt** If a student fails an initial test (either written or practical) they are given an immediate retest.

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**Retest Policy** Re-testing for specific tests is treated as follows:

### **Welding Tests:**

Welding tests consist of various skill exercises. Each exercise must receive a passing grade in order to pass the test. Any failed skill exercise is subject to the 2 for 1 retest policy and the retest must take place *on that same day*.

**2 for 1 Retest Policy:** *If any skill exercise failed, the student must successfully pass 2 exercises for each failed exercise.*

If the student fails any 2 for 1 re-test, they have failed the initial welding test and must re-take the entire test as governed by the 30 Day Retest Policy (see below).

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*Continued on next page*

## Testing Schedule, Continued

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### Retest Policy - continued

At the 30-day retest, the same standard applies as on the original test. All welding skill exercises must be retaken and receive a passing grade. Any failed exercise is subject to the 2 for 1 retest policy. Students have just one opportunity to pass a 2 for 1 retest at this juncture. Failure to receive a passing grade will be cause for removal from the classification.

### Written Tests:

If a student fails a written test, the student will retest the same day. Failure of the second test is governed by the 30 Day Retest Policy (see below).

At the 30-day retest, the student has one opportunity to pass the test. Failure to receive a passing grade will be cause for removal from the classification.

---

### 30 Day Retest Policy

Upon test failure:

- a. Student will return to their work headquarters for 30 calendar days of special training on those matters which caused test failure. This training may consist of special work or training assignments, as required.
- b. Written notification of the need to test will be made to student, supervisor and the union by the Gas T&D School.
- c. The student will be notified of the retest date within 2 weeks of the failure date.
- d. Student will receive feedback from either the training coordinator or the Gas T&D School as to performance deficiencies that must be rectified before retesting.

### Note

In some cases, retesting may delay wage progression advancement. Retests will be scheduled at the Gas T&D School.

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# Apprentice Responsibilities

## The Role of the Apprentice

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**Safety first** The apprentice must learn and observe the safety rules, guidelines 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.

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**Apprentice's responsibility** It is expected that each apprentice will gain additional knowledge by:

- Completing study guides,
- Performing light reading
- Performing other "self-paced" learning

The apprentice must:

- Understand and comply with all the policies and procedures of the apprenticeship program.
- Understand the performance objectives and standards that are required to demonstrate required job proficiency.
- Identify problems with learning and progression and must request assistance should problems occur during the apprenticeship.

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**Requirement for OJT** Except where otherwise specified, the apprentice will be trained on the job by being assigned to work with a qualified journeyman or crew leader who holds the journeyman rate. The apprentice must take an active role in the learning process, must identify and track all needed learning activity specified in the apprenticeship program, and must monitor and document personal progress throughout the program to ensure acceptable progress. When engaged in training in the field, the apprentice must be able to state the specific training requirements (as listed in the On-the-Job Personal Training Record) that are being learned during the day's work.

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**Weekly OJT reports** Once a week, the apprentice will submit a summary report of field OJT events completed during the week to the Gas T&D school (via FAX# 925-866-7687). This report (attachment #2), will be submitted according to the instructions contained in the On-the-Job Personal Training booklet.

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## The Role of the Apprentice, Continued

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**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 training coordinator, the Gas T&D School and/or the union 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 Gas T&D School. Written submissions shall be on the Apprentice Fitter Report/Request form (see attachment 4).

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# Crew Foreman/Journeyman Responsibilities

## The Role of the Crew Foreman/Journeyman

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**Safety first** The crew foreman/journeyman will ensure a safe work environment for the apprentice. He/she will insist that the apprentice observes all safety practices and procedures. The foremen/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.

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**Monitor the apprentice's progress** The foreman/journeyman will use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress. He/she should also actively monitor OJT progress reports and make available all required OJT to allow the apprentice to progress on schedule, prepare for upcoming testing and receive wage progression advancements.

---

**Actively participate in training** The foreman/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 foreman/journeyman 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/journeyman will assign meaningful, challenging work to the apprentice that is appropriate for the level of training needed. He/she will consult the apprentice's OJT record frequently and will seek to assign work that will provide the skills to be learned during that training step.

---

**Document OJT accomplishments** The journeyman shall review, initial and date the apprentice's weekly OJT input form. In addition to the weekly input form, each apprentice should track their own OJT progress in their *On-the-Job Personal Training Record* (see tab 1).

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## The Role of the Crew Foreman/Journeyman, Continued

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**Document and report progress and problems to training coordinator**

The journeyman will communicate any concerns regarding the apprentice's performance to the apprentice fitter training coordinator. The journeyman will use the Apprentice Fitter Observations Report Form (attachment 3). All communication should be in writing via company email. The following should be notified (CC copy) in all correspondence:

- Apprentice
  - The supervisor
  - Gas T&D School
  - JATC
  - IBEW
-

# Supervisor Responsibilities

## The Role of the Supervisor

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**Schedule activities**

The supervisor has ultimate responsibility in enabling apprentice's to obtain on the job training. He/she will work with the crew foreman/journeyman to coordinate OJT training with forecast workload. The supervisor will identify work opportunities that are needed in each step and are suitable for apprentice training.

---

**Maintain reservoir of work**

The supervisor will identify work opportunities that are appropriate for apprentice training activities. Suitable work will 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 accomplishments by frequent discussions with the apprentice's crew foreman/journeyman and by field observations of the apprentice's performance.

The supervisor will use reports made available by the Gas T&D School to track and monitor apprentice performance.

---

**Document and report progress and problems to training coordinator**

The supervisor will communicate any concerns regarding the apprentice's performance to the apprentice training coordinator. The supervisor will use the Apprentice Fitter Observations Report Form (attachment 3). All communication should be in writing via company email. The following should be notified (CC copy) in all correspondence:

- The apprentice
  - Journeyman
  - JATC
  - IBEW
  - Gas T&D School
- 

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## The Role of the Supervisor, Continued

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**Co-develop  
action plans**

The supervisor, in cooperation with the apprentice training coordinator, will prepare an action plan to address any significant training deficiency, including those items that have the potential to delay the timely progression of the apprentice. 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 action has been successful. Such plans may include specialized training at the Gas T&D School, the apprentice's headquarters or other headquarters.

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**Implement  
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 action plan in a timely manner.

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**Maintain  
records**

Every 90 days, the supervisor will conduct a formal interview with the apprentice and will complete an "Apprentice Fitter Performance Review Sheet." See attachment 1.

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**Operator  
Qualification  
Status**

During the apprenticeship and before completion, supervisors are expected to "Operator Qualify" apprentices on all required operator qualification tasks.

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# Apprentice Training Coordinator's Roles & Responsibilities

## Training Coordinator Roles and Responsibilities

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<b>Qualification</b>	<p>The training coordinator is a management position which has a minimum of 5 years journeyman experience. At a minimum they will:</p> <ul style="list-style-type: none"><li>◆ Have documentation of current illness and injury prevention program training.</li><li>◆ Have held an oxygen and acetylene welding qualification (min &lt; 20% SMYS)</li><li>◆ Have held an arc welding qualification (min &lt; 20% SMYS)</li><li>◆ Have a consistent record of applying safe work practices</li><li>◆ Have demonstrated knowledge of PG&amp;E gas construction standards</li><li>◆ Be able to communicate well in writing and speaking</li><li>◆ Demonstrate their ability to teach</li><li>◆ Have basic computer skills</li></ul>
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<b>Manage OJT training process</b>	<p>The apprentice training coordinator will monitor and support the overall apprentice-training program; especially each apprentice's OJT. This position will monitor and track all phases of the program and identify and correct conditions or situations that interfere with the efficient training and timely progression of all apprentices. Specific requirements are explained below.</p>
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<b>Monitor progress</b>	<p>The apprentice training coordinator monitors the progress of all apprentices by written and electronic records, conducting telephone interviews and by visiting field training sites for personal observations of training activities. The training coordinator will conduct private, face-to-face interviews with each assigned apprentice at intervals not to exceed to six months during the 36-month apprenticeship. They will perform the following during face to face interviews:</p> <ul style="list-style-type: none"><li>● Review OJT records</li><li>● Discuss any problems or training issues.</li><li>● Co-develop actions plans.</li><li>● Conduct and evaluate 6-month interval oxygen and acetylene welding proficiency assessments.</li><li>● Review apprentice progress with Supervisor and Journeyman</li><li>● Document apprentice progress, site visit, OJT records, and any problems discussed. Conduct formal and informal evaluations as needed</li><li>● Communicate concerns or needs with Gas T&amp;D School</li></ul>
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## Training Coordinator Roles and Responsibilities, Continued

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**Support individual**

As necessary, the apprentice training coordinator or the Gas T&D School will provide hands on training, training resources, guidance, and advice. They will also 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, coordinate input and update apprentices and supervisor training related information. They will also track all correspondence associated with apprentice progress and development.

---

**Co-develop corrective action plans**

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

---

**Suggest improvements**

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

---

**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.

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# Curriculum and Schedule

## Course Sequencing

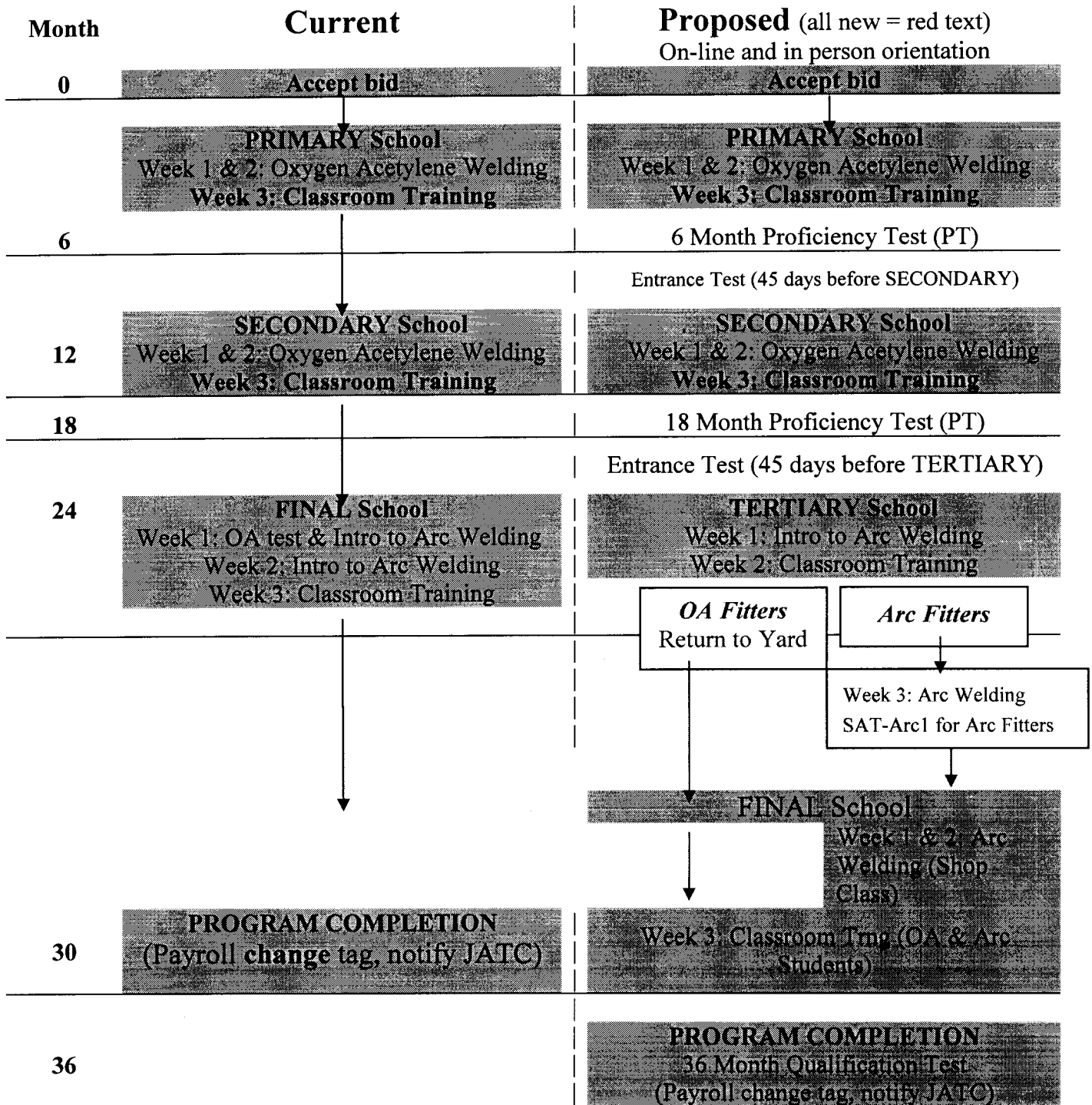
**Visual display of requirements**     The sequence chart below shows the courses and other training activities that must be completed during the apprenticeship.

Courses						
Time	Month	Month	Month	Month	Month	Month
	1-6	6-12	12-18	18-24	24-30	30
Pre-Apprenticeship	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
- Pass ACT - On-line orientation - Field orientation	- 2 week welding  - 1 week classroom  - OJT	- OJT	- 2 week welding  - 1 week classroom  - OJT	- OJT	- 1 week arc welding  - 1 week classroom  - 1 week arc welding (optional)  - OJT	- 2 week arc welding (optional)  - 1 week classroom  - OJT

Sequence of Apprentice Fitter Schools



# Program Timeline



## Wage Step 1 Activities (0 – 6 Months)

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**Complete  
Primary OA  
School**

As early as possible in the first step, the supervisor will schedule the apprentice to attend the Primary Oxygen/Acetylene Welding class conducted at the Gas T&D School. This course will consist of 2 weeks of welding and one week of classroom training.

An apprentice who does not pass the Primary Oxygen/Acetylene Welding class will be dismissed from the apprenticeship. See test and re-test policy for details.

---

**Limits of  
Welding  
Activities**

Upon completion of the Primary Oxygen/Acetylene Welding class, the apprentice may perform any O/A welding activities except welding on pipes attached to hot or live systems.

---

**Complete On  
The Job  
Training**

Upon completion of the Primary Oxygen/Acetylene Welding class 1, an apprentice will return to work and complete the necessary on the job training (OJT) to reinforce fitter learning objectives. See OJT training topics in tab 1.

---

**Using technical  
references**

An apprentice will review and apply safety rules, construction standards, guidelines, general orders, and regulations applicable to the work the apprentice performs.

---

## Wage Step 2 Activities (6 – 12 Months)

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**6-Month  
Interval Job  
Proficiency  
Testing**

Approximately 6 months after completing the Primary School, the apprentice will take a 6-month proficiency evaluation and written test. The apprentice must be on schedule with required OJT. Successful completion of this test/evaluation will enable them to receive a wage progression increase (progress from wage step #1 to #2).

---

**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 wage step #2.

---

**Limits of  
Welding  
Activities**

Upon completion of the Primary Oxygen/Acetylene Welding class, the apprentice may perform any O/A welding activities except welding on pipes attached to hot or live systems.

---

**Continue On  
The Job  
Training**

Apprentice will continue to complete necessary OJT in preparation for their next scheduled formal school.

---

## Wage Step 3 Activities (12 – 18 Months)

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### **45-Day Entrance Test**

Prior to attending the upcoming Secondary School, each apprentice must pass a 45-Day Entrance Test before being allowed to attend. This window of time (45 days), allows the student adequate time to retest if needed. The apprentice must be on schedule with required OJT before being allowed to take this test.

---

### **Complete Secondary OA School**

Attend the Secondary OA School conducted at the Gas T&D School.

The course consists of a 2 week OA welding class with a performance test at the end and a one week classroom course with a written test at the end. An apprentice who does not pass the Secondary OA School will be dismissed from the apprenticeship. See test and re-test schedule.

---

### **Limits of Welding Activities**

Upon completion of the Secondary OA School, the apprentice will now be able to work on live or active gas mains under the direction of a journeyman.

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### **Complete On The Job Training**

Upon completion of the Secondary OA School, an apprentice will return to work and complete the necessary on the job training (OJT) to reinforce gas fitter learning objectives.

---

### **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 in the section.

---

## Wage Step 4 Activities (18 – 24 Months)

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**18-Month Job  
Proficiency  
Testing**

Approximately 6 months after completing the OA Secondary School, the apprentices take an 18-month job proficiency test. The apprentice must be on schedule with required OJT before being allowed to take this test. Successful completion of this test will enable them to receive a wage progression increase (progress from wage step #3 to #4). This test will consist of a written and practical welding test.

---

**Continue to  
perform  
previous duties**

An apprentice will continue to perform the functions and duties of the previous wage steps and, in addition, will learn the duties outlined in wage step #4.

---

**Continue On  
The Job  
Training**

Apprentice will continue to complete necessary OJT in preparation for their next scheduled formal school.

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## Wage Step 5 Activities (24 – 30 Months)

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**45-Day Entrance Test** Prior to attending the upcoming Tertiary School, each apprentice must pass a 45-Day Entrance Test before being allowed to attend. This window of time (45 days), allows the student adequate time to retest if needed. The apprentice must be on schedule with required OJT before being allowed to take this test.

---

**Complete Tertiary School** The course consists of a 1 week arc welding class with a proficiency test at the end and a one week classroom course with a written test at the end. An apprentice who does not pass the Tertiary classroom session will be dismissed from the apprenticeship.

Apprentices who pass the arc welding proficiency test have the option to pursue additional arc training and stay an additional week, following the classroom training. There will be an arc test at the end of this extra week.

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**Limits of Welding Activities** In addition to all previously specified work, the following applies to Arc welding in wage step 5:

- Arc welding is limited to welding on dead pipes that can be air tested. No 'hot' work is allowed. OA work is allowed without journeyman supervision.

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**Complete On The Job Training** Upon completion of the Tertiary OA School, an apprentice will return to work and complete the necessary on the job training (OJT) to reinforce gas fitter learning objectives. See OJT training topics in tab 1.

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**Continue to perform previous duties** An apprentice will continue to perform the functions and duties of the previous wage steps and, in addition, will learn the duties outlined in wage step #5.

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## Wage Step 6 Activities (30 – 36 Months)

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**OJT** The apprentice must complete all OJT hours (2000 hours), before being allowed to attend the final school.

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**Complete Final School** The course consists of 2 weeks of arc welding (with a performance test), for those becoming arc fitters, and a one week classroom course with a written test at the end for all the apprentices.

An apprentice who does not pass the final classroom session will be dismissed from the apprenticeship.

An apprentice arc fitter who does not pass the final arc welding test will remain as a fitter.

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**Obtain On The Job Training** Upon completion of the final school, an apprentice will return to work and continue to obtain the necessary on the job training to reinforce gas fitter learning objectives.

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**Continue to perform previous duties** An apprentice will continue to perform the functions and duties of the previous wage steps.

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**Limits of Welding Activities** Arc students who pass the under 20% SYMS arc welding qualification can now arc weld on live, hot systems within the limits of that qualification.

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## Program Completion (36 Months)

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**36-Month  
Qualification  
Test**

Each apprentice (both OA and arc fitters), will return to the Gas T&D School for one final performance Test. See test and re-test schedule.

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**Fitter Status**

Each OA apprentice will be awarded “Unassigned Fitter” status. Arc fitters will be awarded “unassigned fitter arc” status.

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**State  
Certificate**

Upon completion of successful testing, the Gas T&D School initiates the required paperwork with Industrial Relations to process the state apprenticeship certificates for each student.

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## Training Records, Reports and Documentation

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### **Apprentice maintains personal records**

Each apprentice will maintain his or her own individual *On-the-Job Personal Training Record* (see tab 1). This record will reflect each apprentice's personal history of completed OJT.

Apprentices are encouraged to keep a hard copy of all weekly OJT activity reports. They should also periodically review their own "OJT" tracking report to verify and monitor progress. See tab 1.

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### **Supervisor's records**

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

Every 90 days, the supervisor will interview each apprentice and will complete a training accomplishment record (see the 'Apprentice gas fitter Performance Review Sheet' in attachment 3). Copies of the record will be forwarded to the apprentice training coordinator for review and storage.

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### **San Ramon Training Center**

The San Ramon Training Center will maintain the records of all written, welding and performance tests.

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### **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 the union.

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# Apprentice Quarterly Performance Reviews

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**Purpose**                      Apprentice 90 day 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.

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**Performance Review Sheet**                      Performance reviews are completed at approximate 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 shall use the ‘Apprentice Gas Fitter Performance Review Sheet’ attachment 2.

Supervisors will FAX the completed performance review to the Gas T&D School. See attachment 2 for sample review sheet.

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# Promotions and Pay

## Promotion Requirements

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**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 (these are considered wage progression tests).
  - Complete at least 6 months of time 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.
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*Continued on next page*

## Promotion Requirements, Continued

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**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."

The apprentice's supervisor has the responsibility to notify the Gas T&D School when an apprentice experiences time that does not count toward their apprenticeship. This communication shall be done in writing.

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# Resolving Conflicts

## The Appeal Process

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**Informal resolution first**

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

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**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 make a decision on the issue.

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**Extensions, retesting, etc.**

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

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**Removal from Program**

Any apprentice who fails to meet program requirements and has been removed from the program has the right to petition the JATC.

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# Program Phase In

## Transition Plan

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**Introduction** At the date this agreement is adopted, the apprentice fitter classification will contain a mixture of apprentices at different wage steps. The transition plan is intended to implement the requirements of this agreement while ensuring that no apprentice is adversely affected by requirements over which they had no knowledge or control.

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**Apprentices *not* affected by this agreement** Employees who are apprentice fitters when this agreement is signed are exempt from these requirements and will continue to progress following the procedures in effect before this agreement is signed.

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**Apprentices who are affected by this agreement** Employees entering the apprentice fitter program on or after the effective date of these administrative procedures will comply with all the requirements contained herein.

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## **ATTACHMENTS**

- Attachment 1: Apprentice Fitter Performance Review Sheet
- Attachment 2: Apprentice Fitter Observations Report Form
- Attachment 3: Apprentice Fitter Report/Request Form



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## APPRENTICE FITTER PERFORMANCE REVIEW SHEET

**Instructions:** Every 90 days, the supervisor will conduct a formal interview with the apprentice and submit this sheet to Learning Services training Coordinator.

**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:**

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**OJT requirements completed:**

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**Planned work activity for next period:**

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**Planned OJT requirements to be completed:**

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**Areas of improvement noted:**

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**Areas requiring improvement:**

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**Improvement plan:**

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**Apprentice:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

FAX completed report to Learning Services training coordinator (925) 925-866-7687 within 10 days of scheduled review date. Send cc:IBEW



**Pacific Gas and  
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## APPRENTICE FITTER OBSERVATIONS

**Instructions:** This form is to be used by the apprentice's supervisor, crew foreman or assigned journeyman to report on specific training issues of concern to the Gas T&D School training coordinator.

**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:**

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**Areas of improvement noted:**

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**Areas requiring improvement:**

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**Training Coordinator Response/Feedback**      **Date:** \_\_\_\_\_

**Comments:**

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Distribution: Send to Gas T&D School training coordinator (FAX # 925-866-7687 and cc apprentice's supervisor.



**Pacific Gas and  
Electric Company**

## APPRENTICE FITTER REPORT/REQUEST

**Instructions:** The apprentice may, if desired, report a problem or an issue and may request assistance by submitting this written report of the problem or issue to the school in San Ramon.

**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) 866-7687

**What is the issue or problem?**

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

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

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Signature: \_\_\_\_\_

**Training Coordinator Response/Feedback**      **Date:** \_\_\_\_\_

**Comments and Action taken:**

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Training coordinator's response should be faxed back to the apprentice.

FAX completed report to Gas T&D School training coordinator at 925-866-7687. Training coordinator's response should be faxed back to the apprentice.

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