



LETTER AGREEMENT NO. 14-23-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
375 N. WIGET LANE
SUITE 130
WALNUT CREEK, CA 94598
925.974.4401

STEPHEN RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
707.452.2700

TOM DALZELL
BUSINESS MANAGER

April 29, 2014

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

Dear Mr. Dalzell:

The Joint Apprenticeship and Training Committee (JATC) approved the establishment of a joint Company and IBEW General Construction Gas Apprentice Welder subcommittee to update the GC Apprentice Welder Training Program. The Committee has concluded its work and presented the updated training program which includes an updated Administrative Procedures Manual which has been reviewed and approved by the JATC.

With approval, the updated training program and administrative procedures manual will cancel and supersede the program outlined in Letter of Agreement 02-36. The JATC recommends and approves the revised program to replace the existing program.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: _____

Stephen A. Rayburn For

Stephen A. Rayburn
Director and Chief Negotiator

The Union is in agreement.

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

By: _____

Tom Dalzell

Tom Dalzell
Business Manager

May 8

_____, 2014

**General Construction
Gas
Apprentice
Welder Program (AWP)
ADMINISTRATIVE PROCEDURES MANUAL**



Version 1.0 March 2014



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DOCUMENT DESCRIPTION

Document Title

Administrative Procedures for Apprentice Training Program for GC Gas

Abstract

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

Keywords

Apprentice, Journeyman Welder, Crew Foreman (Welding Foreman), Local Review Committee (LRC), Supervisor, and AW Training Coordinator

CONTACT PERSON: Richard White Superintendent

Co. 925-866-5449 Mobile 510-384-3928

Department: Gas Construction

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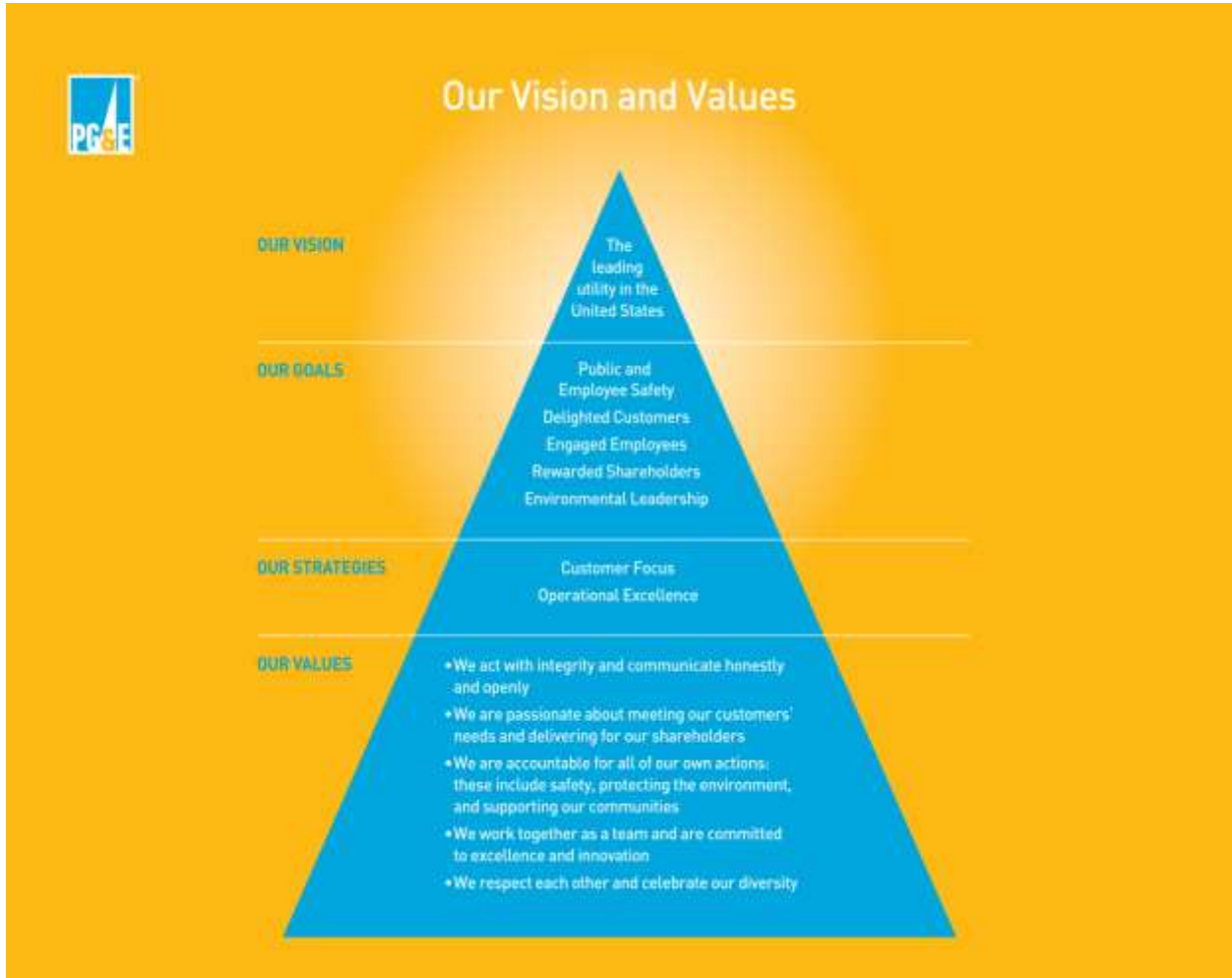
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AUTHORITY NAME AND SIGNATURE DATE

Pacific Gas and Electric Vision and Values

Vision and Values

We must always apply our vision and values when conducting our work. Safety, accountability, and integrity, along with the quality of our work, are significant enablers for achieving our goal of becoming the nation's leading utility.



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Apprentice Welder Administrative Procedures Manual

Introduction

Purpose

The *Administrative Procedures Manual* is the primary document for the General Construction (GC) Apprentice Welder Training Program as agreed to in the Letter of Agreement (LOA), the GC Master Apprenticeship Agreement (MAA) and the collective bargaining agreement.

The GC Apprentice Welder Program (AWP) is designed to provide the apprentice with the manipulative skills and technical knowledge to function fully and productively in the Welder classification.

Administrative Procedures

Introduction The successful occupant of an apprentice position must complete a number of required and sequential steps. Each action must be completed in turn so that the process continues in an orderly fashion, and all contractual obligations are fulfilled.

Eligibility for Apprenticeship All candidates for an apprentice welder position must meet the following requirements.

- Pass the Physical Test Battery (PTB).
- Pass the Industrial Skills Tests (IST).
- Complete the Temporary Permanent Upgrade Form (62-0680) and file it with the supervisor.

Required AW Orientation There are Apprentice Welder (AW) program orientation requirements that must be completed before the candidate can begin the AW program. The successful candidate will:

- Complete the State of California Apprentice Agreement.
- Have an active LAN ID and computer access.
- Contact the AW training coordinator or immediate supervisor with any questions about the AW program.
- Meet with the AW training coordinator and the supervisor to receive a detailed orientation to the AW program, The orientation will include:
 - The nature of the work, job hazards, and working conditions.
 - The need for travel during the apprenticeship.
 - The requirements documented in the Master Apprenticeship Agreement.
 - Training methodology.
 - Roles and responsibilities.
 - Methods for obtaining assistance with training or performance issues.
 - Testing, promotions, and pay.
 - The process for resolving conflicts or disputes.
 - The consequences for failure to complete the apprentice program satisfactorily.

Continued on next page

Administrative Procedures, Continued

Processing the Apprenticeship Agreement

Before entering the apprenticeship, the AW training coordinator will assist the new apprentice in completing the state apprentice agreement (DAS1 Form).

The AW training coordinator will provide a copy of the signed agreement to the apprentice and then forward the agreement to Human Resources/Apprentice Program Compliance department (HR/APC) before the official start date for their action. HR/APC forwards all completed apprenticeship agreements to the State of California Apprenticeship Board. When the form has been returned by the State, HR/APC will upload the completed apprentice agreement to the JATC SharePoint Site and notify the training coordinator to provide a copy to the apprentice. All individuals apprentice related documents shall be stored securely at the apprentice's central personnel file.

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.

Note: It is the sole responsibility of each apprentice to secure his/her own benefits if eligible to receive them.

Resources

AW training coordinators, supervisors and instructors are available to answer questions apprentices may have. There are additional resources available, including the Technical Information Library and Training Center resources. This information is provided to help apprentices increase the knowledge and skills needed to be fully competent in apprentice welder positions.

After the Apprenticeship Is Complete

At the completion of the apprenticeship, the AW training coordinator will notify HR/APC, Academy Gas Operations, the supervisor, and the Local Review Committee (LRC) that the training is complete. HR/APC will notify the State of California that the training is complete. The state will return the Certificate of Completion of Apprenticeship to PG&E, and the certificate will be forwarded for presentation to the new journeyman welder.

What Happens If You Are Not Successful

An apprentice welder who does not successfully complete the apprentice program described herein will be removed in accordance with the collective bargaining agreement.

Self-removal will need the Local Review Committee's review and recommendations.

Continued on next page

Administrative Procedures, Continued

Self-Removal

An apprentice may submit a "Request for Self-Removal Form" to the AW training coordinator. The LRC will review the completed form and will meet with the apprentice to discuss the decision to self-remove. Once the LRC has reviewed the request and given a recommendation, this case will be forwarded to the JATC (Joint Apprenticeship Training Committee) for the final decision.

Next Steps

The Line of Progression (LOP) is the career path defined by both the Company and the Union that you will follow if you are successful at each stage of the apprenticeship. The career path is identified below.

Job Category	Duration
Apprentice Welder (AW)	36 months
Welder	

General Information

Requirements PG&E expects you, as an apprentice, to accomplish the duties assigned to you in a manner that is consistent with the Company's safety, construction, and performance standards. This includes completing all training requirements that are assigned to you by your supervisor or training coordinators during the apprentice program.

The apprentice is responsible for the timeliness of the learning within the program standard schedule. It is the apprentice's responsibility to know the schedule, and to enroll and attend all classes and inform supervisor. The apprentice is to request weld testing, retesting, or classroom make-up tests through the AW training coordinator. The apprentice is to document all on-the-job training (OJT) hours and on-the-job experience (OJE) tasks as completed using the Program's approved methods (training cards and/or books).

The Master Agreement The Master Apprentice Agreement (MAA) applies to all portions in the training program unless modified by the parties by Letter of Agreement (LOA) and associated administrative program guidelines.

Apprenticeship Duration The Apprentice Welder program is 36 months in duration.

Training for Activities Not Available at Local Headquarters Apprentice Welder training coordinators will make reports available to General Construction Gas supervisors, superintendents, and apprentice welders documenting the completion of on-the-job training (OJT) requirements as well as on-the-job experience (OJE) requirements that remain. Apprentices will work primarily with supervisors and AW training coordinators, using these reports (90-Day Reviews) and the forecast of work, to plan and schedule suitable apprentice training opportunities.

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

For example, if you are performing Distribution work and need Transmission OJT and OJE, you will be assigned to transmission projects to gain the necessary experience to achieve proficiency. If you are performing Transmission work and need Distribution OJT and OJE, you will be assigned to distribution projects to gain the necessary experience to achieve proficiency.

Apprentices should expect to spend some time away from their headquarters to complete all training requirements.

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General Information, Continued

Mandatory Self-Study The centralized in-class materials may require self-study assignments that apprentices must complete on their own time.

Recommended Self-Study Additional evening work—or homework—during centralized training is recommended for review and reinforcement of knowledge and skills learned during the day.

Workload Management Supervisors and apprentices are required to ensure that mandatory and voluntary overtime does not interfere with any of the following activities:

- Mandatory self-study activities and preparation (Pre-Class Work) for centralized schools.
- Centralized schools.
- Training assignments in the field and practice time.
- Field training assignments that are necessary because training is not available at the local headquarters.

In order to be consistent with the need to maintain continuity of service and with the efficient cooperation of their workgroups, supervisors will manage mandatory and voluntary apprentice overtime to minimize any adverse impact on apprentice self-study and preparation for training classes.

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General Information, Continued

Appropriate Work Assignments

The work assignments in each step period of the apprenticeship will provide apprentices with opportunities to obtain knowledge of equipment and procedures. Work assignments will also allow apprentices the opportunities to practice essential skills and gain confidence in their ability to do the work. Work assignments will increase in complexity and responsibility as the apprentice acquires increased knowledge and capability. It must be remembered that the primary purpose of apprentice work is training. For that reason, work assignments will concentrate on the development of new skills and knowledge.

Each step period is meant to establish fundamental skills to build upon, expose the apprentice to the department's varied work situations, and to develop a comprehensive view of the journeyman welder's job responsibilities.

Minimize repetitive, production-type work that offers little or no learning activity.

OJT, OJE, and Training Documentation

The on-the-job training (OJT) requirements for the apprenticeship are documented in the OJT hours reporting card. The on-the-job experience (OJE) requirements and procedures are documented in the OJE Task Handbook as part of the administrative rules and are mandatory.

Apprentices are responsible for maintaining and managing all OJT and OJE documentation during their apprenticeship. The apprentice is expected to ensure that all electronic records and hard-copy documentation match. Failure to accurately document OJT and OJE will be subject to investigation.

If it is determined that records have been intentionally falsified, candidates will be subject to review and may be subject to discipline and/or discharge.

All training program documentation will be available for review, verification, updating, or counseling by training instructors, supervisors, Union business representative, the LRC, training coordinators, and the apprentice.

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General Information, Continued

**OJT and OJE
Linked to
Completion of
Apprenticeship**

As a general practice, assignments of tasks and work procedures in all periods of training will concentrate on those specified in the OJT work processes (minimum of 4800 to 6000 hours). The apprentice and the immediate supervisor must give due consideration to the need for safety, the apprentice's skills, and the nature of the work.

OJE task training is an important tool of the program and will be stressed throughout. This training is intended to develop new skills, as well as support and refine in-class and in-shop training. All OJE tasks must be performed efficiently and competently. All tasks must be signed off by the end of 36 months.

**Supervision
Requirements**

The California Code of Regulations (CCR), Title 8, §210, "Working Conditions" states: *"Apprentices shall work under and with competent journeymen and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards."*

The spirit of the language above is to ensure that apprentices are not performing work without oversight and that they are getting the necessary supervision and training to learn the proper work procedures and perform the work safely.

The apprentice welder must be assigned to work under the supervision of a Journeyman welder for a period of not less than 2 years.

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

"Superintendents, Supervisors, Working Foremen, Journeyman Welders, Course Instructors, and the Training Coordinator will cooperate fully with one another and the Apprentice to insure the success of each Apprentice's individual training program."

**Assignment to
Higher
Classifications**

An apprentice **will not** be temporarily assigned to another or any higher classification.

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General Information, Continued

Notification of Classes

Centralized training classes for apprentices are scheduled by the Apprentice Welder Program and the PG&E Academy. A confirmation email notification of upcoming classes will be sent out to the apprentice, his supervisor, and the appropriate clerk.

The Apprentice Welder Operations Coordinator, or training coordinator, will notify an apprentice no later than 15 working days before the scheduled class.

Pre-requisites

Each centralized school held at the training facilities requires mandatory prerequisite preparation by the apprentice before the class begins. Preparation materials may include web-based training, review of video-based content, reading, and exercises completed on-line or on paper. The apprentice must complete all the required prerequisites within the prescribed timelines identified in the program. If it is determined that an apprentice has not completed the required prerequisite preparation before attending a centralized school, the apprentice could not participate in the centralized school and will fail the course.

Continued on next page

General Information, Continued

Failure to Meet Standards

In addition to obtaining and proving competency of the required knowledge and physical skills, apprentice welders will be evaluated on their safety performance and their performance of attitudes and behaviors associated with the PG&E values by means of critical core attitudes and behaviors evaluations. These evaluations will be completed by the journeymen welder, supervisors, training coordinators, and the PG&E Academy instructors.

All evaluations of the apprentice welder must be fair and objective. If it is determined that an apprentice:

- Does not consistently demonstrate the ability to make sound decisions within his/her progression; and/or
- Has failed to demonstrate the work ethic and positive attitude required; and/or
- Has knowingly disregarded safety rules or work procedures; and/or
- Has failed to meet the standards of achievement within the prescribed time period.

This information will be presented to the supervisor, coordinators, PG&E Academy, and the LRC, and a recommendation for corrective action will be forwarded to JATC for review and a final decision.

Meeting Requirements

Some examples of program standards and expectations are listed below, but program expectations are not limited to these examples. To achieve success in the AW program, the apprentice must:

- Attend centralized training.
- Complete pre-requisite training requirements.
- Successfully pass knowledge and skill checks and assessments, training courses, and step progression tests within the prescribed time requirements.
- Report OJT and OJE on time.
- Maintain accurate records.
- Report to work on time and ready to work.
- Pass Local Review Committee reviews.

Apprentice Welders who do not meet the standards of achievement described within the administrative guidelines and the Master Apprentice Agreement (MAA) will be removed in accordance with the collective bargaining agreement.

Training Requirements

Achieving Competency

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 step in this manual. The amount of time or tasks shown in the OJT hourly recording card and OJE task handbook are considered sufficient to permit an apprentice to develop competency in the specified duties and work procedures; however, such time or tasks should be considered flexible.

Step Progression

The apprenticeship welding training is divided into six step periods that coincide with the steps of the classification. Each step period is six months long and is referred to as Step Progression.

Within the first two months of the first wage step, and within the 6 months of each new wage step thereafter, the apprentice will be assigned to the training facilities for training.

There are a total of ten weeks of centralized training as shown in the table below:

Step	Hours of Centralized Training
1	80
2	40
3	80
4	40
5	80
6	80

Travel Time

Hours shown for training exclude any travel time needed to reach the place where the centralized training is to be given.

Examples of acceptable travel time include traveling to and from the job site or any location on Company business. This does not mean, however, that one can arrive at training locations late or leave training early as part of their normal day. Training assignments must be completed in their entirety.

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Training Requirements, Continued

Sequencing Training

These administrative guidelines specify sequential training periods in which an apprentice will receive centralized training and will be followed to the extent possible; lack of applicable work, classroom space, and/or the apprentice's capabilities may be appropriate causes for temporarily deviating from such guidelines.

All training requirements specified in the Apprentice Welder Administrative Procedures Manual must be completed before the achievement of journeyman welder status.

Ensuring Opportunities for OJE

An apprentice welder may be required to travel to any part of the system at any time to work on gas facilities. This requirement provides experience working on facilities throughout PG&E's service territory and familiarizes the apprentice with the specifics of working on different facilities in different geographical areas. It is required that the apprentice be assigned on a temporary rotational basis to different areas, to gain as much local knowledge as possible over the course of the three-year apprenticeship.

The Training coordinator is responsible for monitoring and tracking these assignments to ensure apprentices are receiving the required experience. The coordinator will work with supervisors and superintendents to ensure proper work assignments.

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

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Training Requirements, Continued

Work Schedules and Supervision

Apprentices will assume the schedule of their working crews.

Functional supervision of the apprentice is assumed by the receiving supervisor.

The Training coordinator will conduct periodic visits to field locations to audit the apprentice's field file, progress of apprentices, and general overall administration of the training program.

Title 200 and Title 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 crews shall work within the Title 200 section guidelines of the collective bargaining 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 adhere to the Title 300 working conditions.

Continued on next page

Training Requirements, Continued

**Failure to Pass
Welding
Training
Courses**

If an apprentice fails any knowledge or skill assessments given during an AW course, that apprentice will be released back to his or her respective headquarter and will be rescheduled for the next test date opportunity available. If remedial training can be delivered by the training coordinator or instructor on the job during that time, the apprentice will complete the time in step.

If the time that an apprentice is waiting for the next available course exceeds 90 days, the Local Review Committee will work with other stakeholders to determine if there are any other alternative training solutions that can expedite the apprentice's training requirements. The recommendation will then be submitted to HR/APC for approval at the JATC.

Number of Course Retakes Permitted

A course is defined as a series of units taught as a block. A unit is a series of modules.

- One course retake per year.
- No more than two retakes during the 36 months of the AW program.

Time	Number of Course Retakes Permitted
Year	1
Program	2

Failure to successfully complete all apprentice training courses, including passing all knowledge and skill assessments, demonstrates a failure to meet the established standards of achievement.

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Training Requirements, Continued

Failure to Advance Because of Not Meeting Requirements/ Advancement

The established standards of achievement for progression in the Apprenticeship are defined below:

- Required time in the current step (six months per step); and
- Completion of all OJT hours that are specified for the apprentice's current step.
 - OJT and OJE self-reported activities (SRAs) are correctly documented.
 - Welding tests are successfully passed.
 - Knowledge assessments are successfully passed.
- Approval by the Local Review Committee (LRC).

Apprentices who are due to progress to the next higher step in the step progression and who have not satisfactorily met these standards will be:

- Notified in writing of inadequate performance 30 days before the date the apprentice is scheduled to receive the next higher step (a copy of the written notification will be furnished to the Union Business Representative); LRC, HR/APC, and HR/Labor Relations Specialist (HR/LRS).
- Held at the current step progression, and placed on a 90-Day Action Plan.
- Allowed a maximum of 90 days to meet the established standards of achievement for the step at which they are being held.

Number of 90-Day Extensions Permitted

Time	Number of 90-Day Extensions Permitted
Year	1
Program	2

Disputes

Any dispute should be resolved by the Local Review Committee (LRC). Any dispute regarding these assignments not resolved by the LRC will be subject to the grievance procedure (Title 102) with the option of expedited referral to the JATC for a recommendation of settlement, after the timely filing of a grievance.

Step Progression

Requirements for Promotion

Each of the six steps of the apprenticeship program has a minimum number of hours required and a specific pay rate. As apprentices progress through the program, they gain skills and knowledge and thereby become more productive on the job. This increase in the value of their work results in a corresponding increase in pay.

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

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

- Required time in the current step (six months per step); and
- Successful completion of all centralized training for the apprentices' current step; and
- Completion of all OJT hours that are specified for the apprentice's current step; and
- OJE tasks and self-reporting activities (SRA) correctly documented and reported as completed in the OJE task handbook (reviewed by the training coordinator); and
- Passing the step progression tests (knowledge and weld skill tests) specified for the apprentice's current step.

The apprentice may qualify to the code(s) and weld in the field with the assistance of an experienced welder and/or welding foreman at any time during the 36-month apprenticeship. Such qualification and welding work will not affect the apprentice's wage progression.

Effective Dates

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

Continued on next page

Step Progression, Continued

Extended Absences

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 section 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 304.1 (a) 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."

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Step Progression, Continued

Step Progression after a Delay

If, during the 90-day 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 six months have elapsed from the date the apprentice received the wage increase and until the standards of achievement of the next step are met.

Early Promotion

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

The apprentice may qualify to the code(s) and weld in the field with the assistance of an experienced welder any time during his 36-month apprenticeship. Such qualification and welding work will not affect the apprentice's wage progression.

Completion of Apprenticeship

All requirements contained in the Apprentice Welder Administrative Procedures Manual (i.e., centralized schools, step progression weld tests, OJT/OJE requirements, and step duration time etc.) must be successfully completed before an apprentice may be promoted to journeyman welder. While in their sixth 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 Welder or Welder (In-Service Welding). The bid, however, will remain pending until completion of AW program time and requirements.

Assessment Policy

Purpose of Assessments

The purpose of the field assessments is to permit apprentices to display their mastery of required skills and knowledge. Apprentices must pass all knowledge assessments that are a part of the centralized schools, as well as the step progression weld tests and welder qualifications, as required.

Assessment Content

The assessments are based on the stated learning and performance objectives and the content of technical materials (standards, guidelines, manuals, documents, etc.) that are a part of the welders' craft.

Cumulative Assessments

All assessments, including step progression tests (SPTs), will cover the content of the course(s) contained in the present step as well as topics covered in previous courses, OJT, OJE, and self-study.

If the apprentice fails to meet the established "Standards of Achievement" for any step period, written notice of such failure will be given to the apprentice, the supervisor, the LRC, HR/LRS and the Union business representative. Refer to "General Construction Master Apprenticeship Agreement" for more information on inadequate performance.

Step Progression Tests

Step progression tests have four components:

1. Closed book knowledge assessments (for example, recall and application of rules, procedures, practices, problem-solving [math, pipe-fitting, knowledge of theory, etc.]).
2. Open-book/computer knowledge application (for example, research of technical data and specifications, standards, procedures, determination of part numbers, spacing, sizes, etc.) The apprentice will use the assigned reference manuals, computer (maintain computer access [i.e., log-in capability, active password]) during the step progression testing. Failure to maintain the manuals with the most current updates and computer access may lead to a failure of the test and *will not be excused*.
3. Skill assessments (demonstrating the correct application of work procedures, Human Performance Tools and situational awareness, and safe work habits).
4. Welder qualifications/re-qualifications demonstrating lay-out ability, reading, interpreting, and applying construction drawing information, and pipe-fitting skills.

All assessments have a time limit.

Continued on next page

Assessment Policy, Continued

Assessment Location and Timing

All weld tests are given at the request of the training coordinator and will be administered in the field. Weld tests taken at PG&E Academy will need the approval of the AW training coordinator. Course assessments are administered during the centralized school as part of the regular curriculum.

Step progression tests and reassessments must be requested and scheduled in advance. Apprentices will take the step progression test after they have completed the centralized training requirements and the OJT and OJE required for the current step or as scheduled for their step date by the AW training coordinator.

Test Schedule

Welding tests are scheduled in advance for all apprentices. You will receive a notification from the Qualifications Department and/or training coordinator informing you of your test dates.

Late Arrival on Test Day

Apprentices who arrive late for a step progression weld test will not be admitted and will be rescheduled for the next regular test date.

Illness

Apprentices who miss a standard of achievement assessment (or leave an assessment before completion) for an excused reason, with supervisor's approval will not count as a failure and will be rescheduled.

Cheating

Step progression tests are an individual effort and only authorized aids or references are permitted. Apprentices found cheating during any test will receive a failing grade for the test. Persons found cheating will be subject to disciplinary action up to and including removal from the apprenticeship and discharge.

Continued on next page

Assessment Policy, Continued

**Retesting
Following a
Failed Step
Progression
Step**

Apprentices who have failed a step progression test (SPT) may not retest until further practice and approval from the training coordinator. This delay is to permit self-study and preparation to retest. All weld tests will be scheduled for a regular workday (unless another day is approved by the AW training coordinator). If the test date is beyond his or her step progression date, the apprentice will be held in step until successful completion of the step progression standards of achievement at that step.

Apprentice Role and Responsibilities

Safety First!

The apprentice must learn and observe the safety rules and procedures applicable to the tasks being performed. Safety is a condition of employment, and shortcuts, deviations from approved practices, or failure to observe all safety requirements will not be tolerated and are cause for discipline and/or termination.

Core Attitudes and Behaviors

Apprentices are responsible for upholding PG&E's vision and values. In addition, apprentices are expected to display the following critical core attitudes and behaviors at all times:

- Consistent attendance at all training opportunities.
- Supporting other welders and apprentices.
- Practicing learned skills independently to build competency and efficiency.
- Demonstrating a positive work attitude.
- Accepting performance feedback in a positive spirit.
- Asking for guidance and assistance when needed.
- Following directions given by the supervisor, foreman, journeyman and AW training coordinator.
- Correctly interpreting and applying work procedures and standards.
- Strengthening competency in personal, worksite, and public safety.
- Consistently demonstrating the ability to make sound decisions within the progression.
 - The apprentice will demonstrate time management to achieve welding practice time and knowledge skills study time.
 - The apprentice will demonstrate computer skills and stay current with log on activities.

Apprentice performance on the critical core attitudes and behaviors are documented on the appropriate reporting form, and by the LRC using the appropriate reporting form.

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Apprentice Role and Responsibilities, Continued

Program Requirements

The AW training program is designed to support the successful completion of the apprentice. The apprentice tracks the performance of the required activities in the AW Field Training Record, which is supported by the OJT hours recording card and AW OJE tasks handbook.

You are responsible for your success. This means that you must:

- Meet with your journeyman welder and/or crew foreman once a month to review your progress (OJT, OJE and Critical Core Attitudes and Behaviors), using the “Apprentice Welder Observation Form.”
- Meet with your supervisor every 90 days to review your critical core progress, using the “Supervisor 90-Day Performance Review.”
- Meet with your training coordinator every six weeks to review your progress using the “Apprentice Welder Field Visit Checklist.”
- Maintain and submit the required documentation to the AW operations coordinator (OJT hours).
- Complete all required OJE tasks under the observation of the journeyman welder or welding qualified crew foreman, and ensure that the documents are completed appropriately in the OJE tasks handbook.
- Escalate any concerns you have about the work you are doing and its applicability to the required tasks to your journeyman welder, supervisor, and the AW training coordinator immediately.
- Complete all self-study tasks and skill practice as assigned.
- Prepare for the next step progression test (knowledge and welding tests), and demonstrate your ability to perform, safely and correctly, the tasks you have been practicing in the field (this is why it is so important that you speak up if you are not getting the opportunities you need to practice the assigned tasks).

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Apprentice Role and Responsibilities, Continued

OJT/OJE Reporting

The apprentice must document OJE activities in the OJE task handbook as they occur. All sub task in the OJE handbook must be completed and signed off under the observation of a qualified crew foreman, journeyman welder, or AW training coordinator.

OJT cards will be submitted *weekly* on Friday:

- Scan and email your OJT card to GCGasApprWeldersOJT@pge.com (Outlook address is: Apprentice Welders); or
- Fax OJT Cards to (925) 270-2610: Attn: GC GAS Apprentice OJT.

Note that the preferred method is scanning and emailing your OJT card to the email address given above.

Upon completion of your *monthly* OJT card, the apprentice and supervisor are required to sign the card. The signed OJT card should be sent **immediately** to:

2000 Crows Landing Road
Modesto, CA 95358
ATTN: Susan Ochoa
AW Operations Coordinator

If an OJT report is not received by midnight on Monday, the report is considered late/missing. Late/missing reports must be submitted as soon as possible to document the activity for the missing week. If no OJT is completed during the week, then the apprentice should report "training not available" so that the training coordinator can follow up.

You may report planned future no-training events (e.g., vacation, military duty, etc.) in advance (that is, with dates in the future). You may not report OJT completions in advance.

Instances of failure to report on time will be reviewed by the training coordinator. The training coordinator will provide a documented verbal warning for the first offense. All remaining offenses will be reviewed by the LRC and will be documented in a centralized action plan. The behavior, if not remedied, may result in removal from the apprentice program.

There may be no more than eight unexcused late reports in the apprenticeship. If you accumulate more than eight unexcused late reports in the apprenticeship, the issue will be reviewed by the LRC, and you may be removed from the program.

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 journeyman welder or welding foreman, supervisor, and AW training coordinator immediately and work with them to resolve these issues in a timely fashion.

The apprentice may report a problem or any issue to the LRC and may request assistance by submitting the Apprentice Welder Report/Request Form, providing a written report of the problem or issue to ApprenticeWelderLRC@pge.com.

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Apprentice Role and Responsibilities, Continued

Maintenance and Use of Books, Materials, and PPE

The Company provides all books, a calculator, and course materials. However, lost or damaged books will be replaced at the apprentices' expense. If an apprentice fails to complete the apprentice-training program, all books, calculator, and materials must be returned to the Company.

- Welding PPE (hood, gloves, leathers, goggles, etc.).
- Calculator (TI 30Xa).
- Pipe-fitter's Math Guide (Johnny Hamilton).
- Pipe-fitter's blue book (Graves).
- Pipe-fitter's pocket manual (Franklin).

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

It is important to maintain manuals and all reference materials, since all step progression tests require access to these materials.

Failure to maintain the manuals with current updates may lead to a failure of the tests and *will not be excused*.

Crew Foreman Role and Responsibilities

Safety First! The crew foreman ensures a safe work environment for the apprentice, requiring the apprentice to observe all safety practices and procedures. He or she ensures that the apprentice is always supervised by a qualified welder and/or welding foreman when the apprentice is performing tasks that need supervision as defined by the *Apprentice Welder Administrative Procedures Manual*.

Program Duties The foreman is expected to do the following:

- Use personal observation and conversations with other knowledgeable workers to monitor the apprentice's progress.
 - The foreman includes instructions in what is to be done, how it is to be done, the reasons for doing the work in a specific manner, abnormal operating conditions and appropriate mitigation, and the means for doing the work safely and efficiently.
- Act as a role model for the apprentice, demonstrating correct work procedures and best practices at all times.
 - The foreman leads by example.
 - “Do as I say, not as I do” is not acceptable.
- Assign meaningful and challenging work to the apprentice that is appropriate for the level of training needed for the current step.
 - He or she assigns work that provides opportunities for the apprentice to gain experience and achieve competency in critical apprentice work areas.

Documentation Foremen are required to fulfill the documentation requirements assigned to their role. When the apprentice proficiently completes an OJE task listed in the apprentice's OJE task handbook, crew foremen (qualified), journeyman welders, AW training coordinators, and field trainers may sign off (initial and date) these requirements. Apprentices may not sign-off entries in this book.

It is expected that when the crew foreman signs off on a task, he or she has observed the apprentice performing the task in a safe and competent manner. By signing off on the task, the signer has validated the proficiency of the apprentice performing said task.

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Crew Foreman Role and Responsibilities, Continued

Reporting Progress and Problems

At least monthly, the foreman and/or journeyman welder must complete a report (Apprentice Welder Observation Form) documenting the apprentice's performance and behaviors. The foreman and journeyman should also respond to occasional feedback requested from a training coordinator regarding the apprentice's performance.

To complete the form, the foreman/welder prints his or her name and LAN ID in the space provided and indicates the level of performance he or she believes the apprentice is performing at by checking the respective rating.

Space is provided for narrative comments about the apprentice's performance. The foreman/welder should discuss these ratings with the apprentice. The foreman and/or welder must provide feedback by identifying specific areas where the apprentice may be excelling and/or specific areas where the apprentice is not meeting expectations.

If, during these calibration discussions, it is determined that the apprentice is not meeting expectations, the foreman and/or welder must provide feedback indicating what actions on the part of the apprentice are required to meet or exceed expectations.

If an apprentice receives ratings below "meeting expectations" for two consecutive reviews (two months), the foreman and/or welder must notify the supervisor and training coordinator.

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

- Demonstrating a positive and professional attitude at all times.
- Willing and active participation in tailboards.
- Working to always stay busy, being on task, and finish correctly all assigned tasks.
- The acquisition, retention, and demonstration of skills and knowledge.
- Demonstrated ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).

One copy of the completed "Apprentice Welder Observation Form" is given to each of the following:

- The supervisor.
 - The AW training coordinator.
 - The apprentice welder.
-

Journeyman Welder Role and Responsibilities

Safety First! The journeyman welder ensures a safe work environment for the apprentice, requiring the apprentice to observe all safety practices and procedures. He or she ensures that the apprentice is always supervised by a qualified welder when the apprentice is performing tasks that need supervision as defined by the *Apprentice Welder Administrative Procedures Manual*.

Program Duties The journeyman welder is expected to do the following:

- Use personal observation to monitor the apprentice’s progress and provide timely feedback to the apprentice.
- Notify the crew foreman of issues that need to be resolved.
- Take an active training role.
 - Actively teach and demonstrate relevant skills in accordance with work procedures taught in the Apprentice Program.
 - Include instructions in what is to be done, how it is to be done, the reasons for doing the work in a specific manner, anticipated abnormal operating conditions and appropriate mitigation, and the means for doing the work safely and efficiently.
- Act as a role model for the apprentice, demonstrating correct work procedures and best practices at all times.
 - The journeyman welder leads by example.
 - “Do as I say, not as I do” is not acceptable.

Documenting Task Completion At least monthly, the journeyman welder must complete a report (Apprentice Welder Observation Form) documenting the apprentice's performance and behaviors. The journeyman will provide occasional feedback, as requested by a training coordinator regarding the apprentice’s performance.

To complete the form, the welder prints his or her name and LAN ID in the space provided and indicates the level of performance he or she believes the apprentice is performing at by checking the respective rating.

Space is provided for narrative comments about the apprentice’s performance. The welder should discuss these ratings with the apprentice. The welder must provide feedback by identifying specific areas where the apprentice may be excelling and/or specific areas where the apprentice is not meeting expectations.

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

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Journeyman Welder Role and Responsibilities, Continued

Documenting Task Completion, continued

If an apprentice receives ratings below “meeting expectations” for two consecutive reviews (two months) the foreman and/or welder must notify the supervisor and the training coordinator.

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

- Demonstrating a positive and professional attitude at all times.
- Willing and active participation in tailboards.
- Working to always stay busy, staying on task, and correctly finishing all assigned tasks.
- The acquisition, retention, and demonstration of skills and knowledge.
- Demonstrated ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).

One copy of the completed “Apprentice Welder Observation Form” is given to each of the following:

- The supervisor.
- The AW training coordinator.
- Apprentice welder.

The journeyman welder is required to fulfill the documentation requirements appropriate the role.

When the apprentice proficiently completes an OJE task listed in the apprentice’s OJE task handbook, crew foremen (qualified), journeyman welders, AW training coordinators, and field trainers may sign off (initial and date) these requirements. Apprentices may not make sign-off entries in this book.

It is expected that when the qualified personnel signs off on a task, he or she has observed the apprentice performing the task in a safe and competent manner. By signing off on the task, the signer has validated the proficiency of the apprentice performing said task.

Reporting Progress and Problems

As needed, the welder is encouraged to complete an evaluation form documenting the apprentice’s performance and behaviors (Apprentice Welder Observation Form).

Supervisor Role and Responsibilities

Scheduling Activities

The supervisor coordinates training with the forecast workload. The supervisor identifies work opportunities that are needed in each step and are suitable for apprentice training.

Maintaining a Reservoir of Work

The supervisor identifies work opportunities that are appropriate for apprentice training activities. Suitable work is reserved for apprentice training consistent with good business practices and the requirements for safety, protection of resources, and continuity of service. The supervisor ensures that the AW training coordinator has an up-to-date knowledge of suitable work available for apprentice training.

Monitoring Progress

The supervisor monitors the apprentice's accomplishments through frequent discussions with the apprentice's welder or welding foreman and training coordinator, in addition to observations of the apprentice's performance. The supervisor uses reports to track and monitor apprentice performance (Supervisor 90-Day Performance Review).

Maintaining Records

Each supervisor, in collaboration with the AW training coordinator, maintains necessary records on each apprentice to ensure that each apprentice has the opportunity to meet the standards of achievement set forth in this *Apprentice Welder Administrative Procedures Manual*.

Every 90 days, the supervisor conducts a centralized review with the apprentice and documents the apprentice's performance on the critical core attitudes and behaviors on the appropriate form.

The supervisor discusses with the welder and/or welding foreman and training coordinator the apprentice's progress before meeting with the apprentice.

The supervisor is responsible for ensuring the Supervisor 90-Day Performance Review report documentation is complete and has been correctly filled out by the apprentice and the welding foreman and/ or welder, documenting the apprentice's performance during the collaboration meetings.

The supervisor completes the appropriate form and indicates the level of performance he/she believes the apprentice is performing and discusses these ratings with the apprentice during the collaboration meeting.

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Supervisor Role and Responsibilities, Continued

Meeting Expectations

The supervisor provides feedback identifying specific areas where the apprentice may be excelling and/or specific areas where the apprentice is not meeting expectations.

If, during these collaboration discussions, it is determined that the apprentice is not meeting expectations, the supervisor will provide feedback indicating what actions are required to meet or exceed expectations.

If a supervisor is notified of or identifies that an apprentice has received ratings below “meeting expectations” for two reviews (6 months) or more, he or she will notify the apprentice welder training coordinator.

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

- Demonstrating a positive and professional attitude at all times.
- Willing and active participation in tailboards.
- Working to always stay busy, staying on task, and correctly finishing all assigned tasks.
- The acquisition, retention, and demonstration of skills and knowledge.
- Demonstrated ability and motivation to seek knowledge of craft and safety through outside sources (trade magazines, web sites, safety alerts, etc.).
- Demonstrated willingness to share knowledge with others where needed.

One copy of the Supervisor 90-Day Performance Review will be given to each of the following:

- Stored/filed with the supervisor.
- The AW training coordinators’ office (apprentice’s personnel folder).
- Apprentice welder

In addition to this centralized process, the supervisor must also review and sign the completed monthly OJT card. The original signed copy must be sent to the AW training coordinator.

2000 Crows Landing Rd
Modesto, CA 95358
ATTN: Apprentice Training Coordinator

One copy of the report is given to the apprentice welder.

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Supervisor Role and Responsibilities, Continued

**Developing
Corrective
Improvement or
Action Plans**

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

**Implementing
Corrective
Improvement or
Action Plans**

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

Apprentice Welder Training Coordinator Role and Responsibilities

Managing the Training Process

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

The training coordinator is the day-to-day resource for the administration of the apprentice welder training program.

Monitoring Progress

The AW training coordinator and the Local Review Committee monitor the progress of all apprentices by reviewing written and electronic records, conducting telephone interviews, and by visiting training sites for personal observations of training activities. The AW training coordinator should conduct a private interview with each assigned apprentice at intervals not to exceed six weeks.

Identifying OJT/OJE Opportunities

The AW training coordinator coordinates with the apprentice's supervisor to suggest appropriate work assignments to ensure the efficient timing and sequencing of OJT and OJE.

Supporting Role

As necessary, the AW training coordinator provides training resources, guidance, and advice, and facilitates access to technical experts to support all persons who have a role in the apprentice training process, and administers remedial knowledge exams and remedial skills training.

Maintaining Records

The AW training coordinators collect, verify, input, and update all apprentice and supervisor information.

Developing Corrective Action/Improvement Plans

In conjunction with the apprentice's supervisor, the AW training coordinator co-develops corrective action and/or improvement plans that are timely and effective in the resolution of training deficiencies.

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Apprentice Welder Training Coordinator Role and Responsibilities, Continued

Conducting Evaluations

As required, the AW training coordinator will conduct evaluations of the apprentice performance during field visits.

Suggesting Improvements

The AW training coordinator suggests changes and revisions to the training program when appropriate.

Sr. Apprentice Welder Operations Coordinator Role and Responsibilities

Supporting Role

The Sr. AW operations coordinator will provide support to all training coordinators and supervisors. Will send reminder to apprentice welders for upcoming classes. Provide monthly report status of the apprentice welder program and yearly DAS Self-assessment report to APC. Prepare apprentice welders' onboarding materials, which include OJT cards, MAA, instruction how to fill out OJT card and work processes. Provide spreadsheet reports to supervisors. Input and update all apprentices OJT cards information in the shared site.

Maintaining Records

Maintain central files and record keeping of the apprentices such as 90 Day performance reviews, site visits forms, observation forms and memorandums related to the apprenticeship.

Local Review Committee Role and Responsibilities

Purpose The Local Review Committee (LRC) provides consistent evaluation of apprentice performance, factoring in all aspects of the program requirements. Committee members provide guidance and counsel to apprentices on their performance, as needed. They make recommendations about advancing an apprentice or removing him or her from the program.

Monitoring and Reviewing Progress The LRC reviews the following items in support of their decision-making.

- Step Progression Test results.
- Centralized training results.
- OJT/OJE.
- Apprentice Welder Observation Forms.
- Welder Qualification Forms
- Supervisor 90-Day Performance Review(s).

Requesting Documentation The Local Review Committee can request documentation or training records, from the AW training coordinator at any time.

LRC Composition The LRC is composed of the following:

Role	Attendance
Superintendent	Required
Supervisor	Required
AW Training Coordinator	Required
Crew Foreman/Journeyman	Optional
Local HR/Labor Relations Specialist	Required
Apprentice Welder	Required
Local Union business representative, or any designee union member familiar with the AW program	Required

The AW training coordinator is responsible for scheduling and facilitating the LRC meeting as necessary.

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Local Review Committee Role and Responsibilities, Continued

Structure and Requirements

The LRC is responsible for assessing the apprentices assigned to the committee during the entire three-year period of the apprentice program.

The LRC is responsible for monitoring apprentice training assignments taking place outside the local area to ensure apprentices are receiving the required training and experience.

It is the responsibility of the apprentice's training coordinator to review each apprentice's performance and notify the LRC before the step progression date.

Authority and Decision Making

The LRC has the authority for the following:

- The committee will approve each step progression if the apprentice has successfully completed all centralized training, passed the step progression test, completed and properly reported all OJT/OJE requirements, and earned a sustained favorable apprentice review.
 - The committee will develop a recommendation to remove an apprentice from the program based on centralized training performance; step progression test performance; OJT/OJE performance, apprentice review reports, and any other information made available that will support decision-making for apprentice progression.
-

Assessment Tools/Structure

The LRC will assess performance using the measures described above. In addition, a clearly defined process to manage the assessment process will be developed for the LRC to ensure consistency in the assessment and review process.

Critical Success Requirements

The LRC needs to maintain objectivity in its reviews and recommendations. It is important that the apprentices understand the authority of the review committee and the importance of consistently performing to the best of their ability through the entire apprentice program.

Removal Process

If a decision is made to recommend an apprentice for removal, the case will be referred to JATC for final decision.

Apprentice Welder Course Sequence

**Course
Sequence**

The Apprentice Welder program consists of six steps covering all the welding knowledge and skills required of apprentice welders. Each step contains classroom instruction (centralized training) and in-shop practice lessons. The detailed step by step course materials presented in each period is found in the appendix.

Continued on next page

Apprentice Welder Course Sequence, Continued

First Period Standards of Achievement (0-6 Months)

Standards of Achievement

- A.) Pass the 1st Period technical course exams and satisfactorily complete all in-shop practice lessons for this period.
- B.) Pass the following SMAW qualification test to the API code (2 hours welding time to complete):
12" diameter 0.375" w.t. pipe, standard bevel, single-V open root butt joint using AWS E6010 electrode for root pass, E7010 electrode for remaining passes, downhill, in the horizontal fixed position.
- C.) Complete and document minimum required hours spent in OJT tasks, using approved OJT cards.
- D.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

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Apprentice Welder Course Sequence, Continued

Second Period Standards of Achievement (7-12 Months)

Standards of Achievement

A.) Pass the 2nd Period technical course exams and satisfactorily complete all in-shop practice lessons for this period.

B.) Pass the following SMAW qualification test to the API code (4 hours welding time to complete):

- Full-size branch connections joint—layout, cut fit, and weld a 12” diameter 0.375” w.t. branch.

The weld will be made with the header pipe axis in the horizontal fixed position and the branch pipe axis extending vertically downward from the header using AWS E6010 electrode for root pass, E7010 electrode for remaining passes, downhill, in the horizontal fixed position.

C.) Complete and document minimum required hours spent in OJT tasks, using approved OJT Cards.

D.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

Third Period Standards of Achievement (13-18 Months)

Standards of Achievement

A.) Pass the 3rd Period technical course exams and satisfactorily complete all in-shop practice lessons for this period.

B.) Pass the following SMAW qualification test to the API code (2 hours welding time to complete):

- 12” diameter 0.375” w.t. pipe, standard bevel, single-V open root butt joint using AWS E6010 electrode, downhill for the stringer, AWS E7010 electrode, downhill for hot pass, and AWS E7018 electrode, uphill for the fill and cap in the horizontal fixed position.

C.) Complete and document minimum required hours spent in OJT tasks, using approved OJT cards.

D.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

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Apprentice Welder Course Sequence, Continued

**Fourth Period
Standards of
Achievement
(19-24 Months)****Standards of Achievement**

- A.) Pass the 4th period technical course exams and satisfactorily complete all in-shop practice lessons for this period.
- B.) Pass the following SMAW qualification test to the API code (4 hours welding time to complete):
- Full-size branch connection joint—lay out, cut, fit, and weld a 12” diameter 0.375” w.t. branch.
 - The weld will be made with the header pipe axis in the horizontal fixed position and the branch pipe axis extending vertically downward from the header using AWS E6010P electrode, downhill for the root pass, AWS E7010 electrode, downhill for hot pass, and AWS E7018 electrode, uphill for the fill and cap in the horizontal fixed position.
- C.) Complete and document minimum required hours spent in OJT tasks, using approved OJT cards.
- D.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

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Apprentice Welder Course Sequence, Continued

Fifth Period Standards of Achievement (25-30 Months)

Standard of Achievement

- A.) Pass the 5th period technical course exams and satisfactorily complete all in-shop practice lessons for this period.
- B.) Pass the following SMAW In-Service qualification test to API Code:
- 12" long 0.500 wt Sleeve on to 12" diameter, X-42 pipe. Welding one complete circumferential weld and one complete longitudinal seam weld with a backing strip, in the 5G P position.
 - One 6" diameter, 0.280 wt. Branch Connection weld on to 12" diameter, X-42 pipe. Qualification shall be conducted per Gas Standard D-30.4, "Welder Qualification for In-Service Welding."
 - AWS E-7018-H4R electrode, using *Controlled Heat Input Welding."
- C.) Complete and document minimum required hours spent in OJT tasks, using approved OJT cards.
- D.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

Sixth Period Standards of Achievement (31-36 Months)

Standard of Achievement

- A.) Pass the 6th Period technical course exams and satisfactorily complete all in-shop practice lessons for this period.
- B.) Complete and document minimum required hours spent in OJT tasks, using approved OJT cards.
- C.) Complete and document any applicable OJE tasks, using the OJE Handbook.

If a decision is made to recommend for removal, the case will be referred to the LRC for recommendation and then to the JATC for a final decision.

Training Activities

Overview

The goal of the AW program is the development of the skills and knowledge that represent the safe and effective performance of all welding work tasks. Each course in the AW program is designed to provide training for apprentices in the foundational knowledge and skills leading to competency in all identified tasks.

Program Objectives

This program will produce welders with the required technical knowledge, manipulative skills, and qualifications to make high quality field pipeline welds. This program will also produce welders with enough skill and knowledge to be of immediate value to the Company. By gaining field experience, they will be able to do work of greater difficulty and responsibility as required of the Welder classification.

The program is 36 months long divided into 6 time periods. There are 400 hours of centralized training during the 36 months of the apprenticeship. 120 hours of training during the first and second periods, and 160 hours for the last period. The apprentice will receive both in-class technical and in-shop manipulative training. After each centralized training, the apprentice will return to his or her assigned headquarters.

Working Conditions per CCR, Title 8

As noted earlier, the California Code of Regulations (CCR), Title 8, §210, "Working Conditions," says:

"Apprentices shall work under and with competent journeymen and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards."

The spirit of the language above is to ensure that apprentices are not performing work without oversight and that they are getting the necessary supervision and training to learn the proper work procedures and perform the work safely.

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

Direct Supervision

Tasks with the potential to cause harm or injury to the apprentice, co-workers, or the public or damage to property must be performed under the **direct supervision** of a journeyman welder.

"Direct supervision" means that the journeyman welder must be close enough to the apprentice performing the task to intervene physically to prevent such harm or injury or damage to property.

Continued on next page

Training Activities, Continued

Supervision

Other tasks, those with little potential for risk or injury, can be performed under the **supervision** of the journeyman welder.

“Supervision” means that the journeyman welder must be nearby, within earshot, and able to see the apprentice.

Permanent Training Record

Apprentice Each apprentice maintains an individual *AW Training Record*. Entries are made by the apprentice, journeyman welder, foremen, supervisors, the AW training coordinator, and other authorized persons.

Supervisor Each supervisor, in collaboration with the AW training coordinator, maintains the necessary records on each apprentice.

Every 90 days, the supervisor interviews each apprentice for the 90-day review. Copies of the review are forwarded to the AW training coordinator for review. The review should be completed no later than 10 days after the scheduled review date.

Apprentice Welder Program Administrator The AW Operations Coordinator maintains copies of all apprentice records, including records of all knowledge and performance assessments and the step progression test outcomes.

Access to the Training Record Training records are always available during the apprenticeship for review by the AW training coordinator, the immediate supervisor or higher level of supervision, the apprentice, LRC members, and representatives of the union.

Location of Training Record All apprentice personnel files are located centrally secured at:
2000 Crows Landing Rd
Modesto, CA 95358
Attn: Sr. Apprentice Welder Operations Coordinator

Apprentice Quarterly (90-Day) Performance Reviews

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 apprentice. In addition, the reports explain and justify any additional training or personal 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. The interval begins on the day that the worker is awarded the apprentice classification. The Performance Review Sheet is used to record specific training accomplishments and problems during the 90-day period. It records:

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

Resolving Conflicts—The Appeals Process

**Local
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 achieving a fair resolution to the problem.

**Centralized
Appeals**

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

If the issue cannot be resolved by the LRC, the issue may be escalated to the JATC.

Changes

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

Program Phase-in/Transition Plan

Introduction On the date this agreement is adopted, the apprentice welder program will contain a mixture of apprentices.

Apprentices Not Affected by This Agreement Apprentices who are currently in the program as of September 2013 will not be impacted by this program. There will be revisions to the training materials delivered to existing apprentices.

Beginning April 2014, training for oxyacetylene welding will be removed from this apprenticeship program. Passing the oxyacetylene qualification test is removed from the 1st period standards of achievement. The current standards of achievement for the 2nd, 3rd, 4th and 5th periods will move forward. The 2nd period standard of achievement will replace the 1st period, the 3rd will replace the 2nd, the 4th will replace the 3rd and the 5th will replace the 4th period.

Apprentices who begin the program April 2014 and later will adhere to the revised Apprentice Welder Curriculum.

Achieving a Harassment-Free Workplace

Standards

PG&E is committed to maintaining a work environment that respects individual differences. You are expected to conduct yourself in a professional manner and treat others with respect, fairness, and dignity. PG&E does not tolerate harassment or discrimination, including behavior, comments, jokes, slurs, e-mail messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment. Harassment and discrimination also can occur in the form of bullying, initiation activities, or workplace hazing, which can be humiliating, degrading, or cause emotional or physical harm. No forms of harassment or discrimination are tolerated, regardless of the employee's willingness to participate, and such conduct can result in being discharged.

You must comply with applicable federal, state, and local statutes prohibiting conduct that could reasonably be construed as sexual in nature, or discrimination or harassment based on race, color, religion, age, sex, pregnancy, physical or mental disability, national origin, ancestry, medical condition, veteran status, marital status, sexual orientation, gender identity, genetic information, or any other non-job-related factor. This applies to all employment practices, including advancement, disciplinary decisions, benefits, training, and general workplace conduct.

Further, officers, and other supervisors are expected to be familiar with PG&E's standards on harassment and discrimination and with relevant federal, state, and local laws. Supervisors who fail to take action, engage in harassment, or permit harassment to occur not only expose PG&E to liability, they also expose themselves to personal liability. Employees can be held personally liable for engaging in harassment.

Appendix

Appendix Documents

The Appendix provides a copy of the following form(s) for the apprentice to use as needed:

- I. Apprentice Welder Report/Request Form
 - II. Apprentice Welder Observation Form
 - III. 90-Day Apprentice Performance Review: Directions
 - IV. Supervisor 90-Day Apprentice Performance Review
 - V. Apprentice Welder Program OJT Cards Set-up Instructions
 - VI. Example OJT Card with Supervisor and Journeyman Notation
 - VII. GC AW Field Visit Checklist
 - VIII. Apprentice Welder Candidate Evaluation Form
 - IX. DAS-1 Form
 - X. OJE Task Handbook
 - XI. Request for Self-Removal Form
 - XII. Apprentice Welder Course Curriculum
-

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I. Apprentice Welder Report/Request Form

Apprentice Welder: (print name)	
Headquarters:	
Date:	
Step:	
Supervisor: (print name)	

In all cases, make an attempt to resolve issues/problems at your headquarters. If the issue cannot be satisfactorily resolved at your headquarters, you may document the situation and request assistance by emailing this form to the LRC at ApprenticeWelderLRC@pge.com.

What is the issue or problem?

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

Signature: _____

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II. Apprentice Welder Observation Form

Name:	1 Unsatisfactory 2 Below Average 3 Meets Expectations 4 Above Average 5 Excellent N/A Requires Comment
Step:	
Date:	

	1	2	3	4	5	N/A	Comments
Oxygen Acetylene Welding							
4" Butt Weld							Ready to test per Coordinator? _____
Branch Connection (3/4" service tee)							
4" Sleeve Weld							
Timeliness (welding done in a timely manner)							
Practice Time (good use of time to practice)							
Ready to test	YES		NO				Yes No
SMAW / GMAW (circle one)							
<i>E6010: Butt Branch E7018: Butt Branch</i>							
<i>ER70S: Butt Branch</i>							
Root Pass							
Hot Pass							Ready to test per Coordinator? _____
Filler Pass(es)							
Cover Pass							
Timeliness (welding done in a timely manner)							
Practice Time (good use of time to practice)							
Overall Arc Skills							_____
Overall Wire Skills							
Ready to test	YES		NO				Yes No
Pipe Fitting Skills							
Understands Pipe Fitting Math							_____
Understands Fitting Tools & Books							
Assists Journeyman w/Fitting and Teamwork							
Layout							
Problem Solving using Formulas							
Oxy-Acetylene Cutting							
Overall Fitting Skills							

Continued on next page

	1	2	3	4	5	N/A	Comments
General Skills							
<i>Safe Work Habits (site safety/ public safety)</i>							
<i>Proper Use of PPE</i>							
<i>Safe Operation of Tools</i>							
<i>Housekeeping</i>							
<i>Ability to Learn and Accept Instruction</i>							
<i>Availability for Work</i>							

Needs experience in _____

Needs more knowledge of _____

Journeyman Comments _____

Journeyman Name _____

Journeyman Signature _____ LAN ID _____

Coordinator Comments _____

Coordinator Signature _____ LAN ID _____

Copy to Apprentice and Supervisor

Original to Training Coordinators

2000 Crows Landing Rd
Modesto, CA 95358

Attn: Apprentice Coordinators



III. 90-Day Apprentice Performance Review: Directions

Introduction:

The following is intended to aid those PG&E personnel responsible for Apprentice Training, in the filling out of the 90 Day Apprentice Performance Review. The 90 Day Apprentice Performance Review is required to be used on a quarterly basis when summarizing apprentice progress, both academic and as it relates to On the Job Training (OJT).

The 90 Day Apprentice Performance Review document has been designed for use by Supervisors in order to document Supervisor/Apprentice progress discussions in the field associated with all aspects of apprentice training, as well as apprentice curriculum and OJT progress. The 90 Day form also satisfies the VA's required step-related reporting process for our Veteran Apprentices who are receiving VA Benefits.

Once this form has been completed and signed by the Supervisor and Apprentice, the original must then be sent to the appropriate Apprentice Coordinator for his/her signature. The Coordinator must then place the document in the Apprentice's permanent file. After this is done, a copy will be scanned and e-mailed to the Supervisor for their records. It is the responsibility of the Supervisor to make sure a copy of the completed form is returned to the Apprentice.

FOR VETERAN APPRENTICES: In addition to the requirements above, if the Apprentice receives VA Benefits, a copy of this document must be sent to Dianna Sutherland in Labor Relations every 90 days in order to meet Federal VA reporting criteria. This will be done by the Training Coordinator.

The following instructions are separated into color-coded sections:

- Section marked in **BLUE** is for the Apprentice to fill out.
- Sections marked in **GREEN** are for the Training Coordinator to fill out.
- Sections marked in **YELLOW** are for the Supervisor's to fill out
- Sections marked in **RED** are for the signatures, in blue ink, to be signed by the Supervisor, Apprentice and the Training Coordinator.

If you have any comments or questions regarding this document, please do not hesitate to call or e-mail your local Apprentice Coordinator. **Dave Niemeier, Dave Hiney, or Joe McCrummen.**

90 Day Apprentice Performance Review: Directions

1A) APPRENTICE INFORMATION

- Please type in the Apprentice Name, Date of Review, Headquarters, Wage Step and Name of current Training Coordinator.

1B) Mark the appropriate box if the Apprentice is receiving **Veteran Benefits** for training.

****NOTE ON VETERAN APPRENTICES:** if Apprentice receives VA Benefits, (1) copy of this document must be sent to Dianna Sutherland in Labor Relations every 90 days (Fax 459-7233 Int. 270-2914) in order to meet Federal VA reporting criteria.

Section 2

APPRENTICE PROGRESS

- This section is used to report OJT hours.

GENERAL COORDINATOR COMMENTS

CENTRALIZED TRAINING THIS REPORTING PERIOD

LIST ANY ACTION PLANS THIS REPORTING PERIOD

IS APPRENTICE ON TRACK WITH ESTABLISHED PROGRAM?

Section 3

GENERAL SUPERVISOR COMMENTS

- Use this section to comment on the overall performance of the apprentice.

Section 4

AREAS NEEDING IMPROVEMENT

- Use this section to list any areas where you feel the Apprentice can improve upon his/her performance.

Section 5

IMPROVEMENT PLAN

- Use this section to summarize any Improvement or Remedial plans for Apprentice improvement.

Section 6

APPRENTICE COMMENTS

- This section is for the Apprentice to make comments concerning his/her apprenticeship. **(It is a requirement that the Apprentice leave comments in this box. "No comment" is not acceptable.)**

Section 7

FINAL SUPERVISOR COMMENTS

- Use this section for all other comments and feedback concerning the progress of the Apprentice over the last 90 days. This space is also provided to leave any positive feedback on the Apprentice.

Section 8

TRAINING COORDINATOR FINAL COMMENTS

- This space is provided for the Training Coordinator to summarize the progress of the Apprentice and to provide any feedback.

Section 9

SIGNATURES

- The Apprentice and Supervisor must sign and date this form in blue ink. Once this is done, the original must be sent to the Training Coordinators.

NOTE TO SUPERVISORS: *Please keep in mind that this form is used for the benefit and continued training of our Apprentices. It is in everyone's best interest that you fill this form out in its entirety, putting as much information in the appropriate box. Thank you.*

PLEASE MAIL THE ORIGINAL TO:

**Susan Ochoa
2000 Crows Landing Rd
Modesto, CA 95358**

IV. Supervisor 90 Day Apprentice Performance Review

PC USE INSTRUCTIONS: SIMPLY 'CLICK' ONTO THE LINED AREAS INSIDE EACH BOX. WHEN LINE TURNS BLACK OR CURSOR APPEARS, BEGIN TYPING. SIGNATURES MUST BE IN BLUE INK.

SUPERVISORS: PLEASE MEET WITH YOUR APPRENTICES AND COMPLETE THE FOLLOWING FORM **EVERY 90 DAYS**.

COORDINATORS: THE FOLLOWING IS REQUIRED TO BE FILLED OUT BY THE COORDINATOR PRIOR TO SUPERVISOR/APPRENTICE REVIEW.
 *(SUCH AS: GENERAL COMMENTS, TRAINING HOURS, TRAINING REQUIREMENTS AND REPORTS).

APPRENTICE NAME:	DUE DATE:
HEADQUARTERS/SUPERVISOR (Current)	GRP / WAGE STEP
Training Coordinator:	

<p>*Is the Apprentice Receiving Veteran Benefits For Training? (If "Yes", Training Coordinator will send a copy of this document to Dianna Sutherland in Labor Relations every 90 days, Fax 459-7233 Int. 270-2914)</p>	<p>Yes No <input type="checkbox"/> <input type="checkbox"/></p>
---	---

Training Hours Total Reported		
On the Job Training (OJT)	Hours This Report	Total Hours
Minimum 4800 / Max 6000	_____	_____

***(Explanation)**
General Comments by Coordinator: (Please summarize apprentice progress)

***(Training Coordinator) Facts, Reports**
Academy Centralized Training Requirements Completed this period:

Is apprentice on track with his/her established program?

Yes

No

(If "NO," Please Explain Why Below and Immediately Inform the Apprentice Coordinator and/or IBEW Business Representative for Their Review. Space is Provided on Page 2 to Explain Remedial Actions Taken / Action Plans, etc.)

(Please indicate "See Attached" below if attaching supporting documentation in lieu of answers here)

Remedial Actions/Action Plans

--

General Comments by the Supervisor: (Field Observation)

--

Development opportunities:

--

Development Plan:

--

Forecasted Work Activities for the Next 3 Months:

--

Apprentice Comments (Required):

--

Supervisors Final Comments:

Training Coordinators Final Comments:

Signatures:

(Sign in BLUE Ink)

**Apprentice
print:**

Date:

**Apprentice
sign:**

Date:

**Supervisor
print:**

Lan ID: _____ **Date:**

**Supervisor
sign:**

Reviewed

By:

Coordinator

Please mail original to: Susan Ochoa
2000 Crows Landing Rd. Modesto, CA 95358

V. Apprentice Welder Program OJT Cards (Training Hours Logging), Set-Up Instructions

To: All Apprentice Welders

Cc: All Gas GC Supervisors, Welders

Date: July 29, 2013

From: Apprentice Welder Program Coordination Team

Regarding: Apprentice Welder Program On the Job Training (OJT Card), hours logging requirements

Apprentice Welder Program OJT Cards (Training Hours Logging), Set-Up Instructions

All:

The Apprentice Training Coordinator (TC) has prepared an OJT Training Hours Tracking Card (OJT Card) to be used by individual Apprentices in the field. All Apprentices in the Program shall complete the OJT Cards as described here, until further notice. **Apprentices must keep all documents with them, in their truck at all times. Journeymen should review the documentation daily.**

On-going instructions:

- 1) For each day when at work, indicate in one-hour increments **(do not include overtime)** the Work Processes Training Assignments worked on. The OJT Training Assignments are in two blocks;
 - The specifically listed assignments, starting with Safety, Training, Other Training and Practice Time (Other Training requires an explanation of work performed)
 - General OJT hours Transmission and Distribution, Welding Work

By far the most hours will be accredited in these last two series Transmission and Distribution.

- Non-specific hours can be listed in Other Training however an explanation is required (operating crew truck, dump truck etc.)
 - Write J:<Journeyworker's> name for each week, and S:<Supervisor> name for each week. Write it vertical so it fits in the week's columns. (See example at end of this document).
- 2) **Fax** weekly OJT Cards to: **(925) 270-2610** or E-Mail to: **GCGasApprWeldersOJT@pge.com (Apprentice Welders on Outlook)** by Friday, **(they are late on Monday)** for the completed week.
 - *If you can email scanned copies that would be preferred.*

- 3) **Send originals** – with original signature (“**wet signature**”) via company (inter-office) correspondence upon completion of a full card no later than two weeks of completion. Photocopy the signed Card to keep in your files. **Send to:: 2000 Crows Landing Rd. Modesto, CA 95358 Attn; Susan Ochoa**
Phone 925-459-3624

OJT Cards are individually tailored to each Apprentice, the name, location and dates change (on each Card). ***Call or email if you need new or replacement Cards.***

Apprentice Work Processes - Training Schedule. The Training Schedule shows the expected completion sequence of the work processes learning, Steps (1 through 6) and the minimum and required training hours for each Work Process Training Assignment. Supervisors, Foremen, Journey workers and Apprentices are expected to be familiar with the Training Schedule.

Also please ensure the **90 Day Apprentice Performance Review** is completed each 90 days (each quarter). The form is available on the SharePoint:

<http://wss/edmc/gas/GCAPPWelder/Shared%20Documents/Forms/AllItems.aspx>

Send the completed and signed original forms to Walnut Creek.

Thank you for addressing this important documentation process, and we look forward to your responses. Should you have any questions or comments please contact Ed Yee, David Niemeier, Dave Hiney, Joey McCrummen, Susan Ochoa, or Mike Hernandez at any time.

<p>Regards, Ed Yee GC Apprentice Welder Sr.Training Coordinator</p> <p>-----</p> <p>Email: EXY1@pge.com Internal: Mobile : (415) 716-7051</p>	<p>Regards, David Niemeier GC Apprentice Welder Sr.Training Coordinator</p> <p>-----</p> <p>Email: DFN5@pge.com Mobile: (925) 334-0249</p>
<p>Regards, Dave Hiney GC Apprentice Welder Sr.Training Coordinator</p> <p>-----</p> <p>Email: DRHZ@pge.com Mobile: (925) 586-1605</p>	<p>Regards, Joey McCrummen GC Apprentice Welder Training Coordinator</p> <p>-----</p> <p>Email: JNMa@pge.com Mobile: (925) 876-7019</p>
<p>Mail:</p> <p>GC Apprentice Welder Program 2000 Crows Landing Rd. Modesto, CA 95358 Attn: Training Coordinators</p> <p>Fax: (925) 270-2610</p>	<p>Regards, Susan Ochoa Sr. AW Operations Coordinator</p> <p>-----</p> <p>Email: SxOm@pge.com Office: (925) 459-3624</p>
<p>Superintendent: Richard White Email: RDWz@pge.com Mobile: (510) 384-3928</p>	

VII. GC Apprentice Welder Field Visit Checklist



GC APPRENTICE WELDER Field Visit Checklist

Apprentice Name:

Current Step:

Supervisor/Location:

Vehicle #:

Pre-Visit Items:

Review the OJT folder

Is the apprentice caught up on OJT hours YES NO

Are the 90 day evaluations up to date YES NO

Is apprentice current on weld tests YES NO

Did you notify the supervisor of the field visit YES NO

NOTES:

Field Visit with Apprentice:

What tasks/projects is the apprentice currently working on

NOTES:

Field visit with Journeyman:

Rate the overall status of the apprentice

Does apprentice show initiative/willingness to learn YES NO

Does apprentice stay busy working on assigned tasks YES NO

Does apprentice work well with others YES NO

Are there any areas of concern that need immediate attention YES NO

NOTES:

Administrative Items

Discuss projects the apprentice is working on
Discuss OJT Procedures/90 Day PR/Weld Tests/Upcoming Class
Does APP have any concerns staying on track with program **YES** **NO**

NOTES:

Apprentice Signature / Date

LAN ID



Coordinator Signature / Date

LAN ID

Rev. 4/2/2013

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VIII. Apprentice Welder Candidate Evaluation Form

		<h3><u>Apprentice Welder Candidate Evaluation Form</u></h3>			
Employee Name _____					
Attendance					
Does employee arrive to work on time, ready to participate				YES	NO
Is available to travel and work extended hours				YES	NO
Comments _____					
Teamwork					
Follows the plan of the day given at tailboard				YES	NO
Takes instruction and constructive criticism from senior crew members				YES	NO
Actively assists co-workers in completion of tasks				YES	NO
Thinks several steps ahead of particular job				YES	NO
Comments _____					
Communicates & Acts with Integrity					
Asks clarifying questions if unsure of a particular task				YES	NO
Is respectful of co-workers				YES	NO
Keeps personal cell phone use to a minimum during work hours				YES	NO
Comments _____					
Safety					
Uses proper PPE at all times				YES	NO
Follows all "Code of Safe Practices" rules applicable to job				YES	NO
Displays a safety first attitude				YES	NO
Addresses any and all safety concerns with crew members				YES	NO
Comments _____					

Technical Work									
Demonstrates ability to make decisions appropriate to job tasks								YES	NO
Knows proper tool for job and lays tools out for welder								YES	NO
Pays attention to detail								YES	NO
<i>Comments</i> _____									
Employee Signature _____								Date _____	
Evaluator Name _____									
Coordinator Signature _____								Date _____	

IX. DAS-1 Form

D. O.	FILE NUMBER
06	14550

A	B	C	D	E	Official Use
Gender	Ethnic	Dependent	Education	Yrs Employ	STATUS



State of California -- Department of Industrial Relations -- DIVISION OF APPRENTICESHIP STANDARDS

APPRENTICE AGREEMENT

APPRENTICE LAST NAME		FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)			BIRTHDATE (mm/dd/yyyy)	F - VETERAN Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
			COUNTY OF RESIDENCE		
OCCUPATION Welder (General Construction)				O'Net code 51-4121.06	
TERM OF APPRENTICESHIP 6000 Hours Within 3 Years		STRAIGHT TIME Hours per day: 8 Hours per week: 40			

This agreement is between the above named apprentice employed by the below named employer, and

Pacific Gas & Electric Company

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____ by _____
DAY MONTH YEAR SIGNATURE OF APPRENTICE

AGREED TO BY THE EMPLOYER

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 18 OR 17)

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

SIGNATURE OF EMPLOYER OR ITS REPRESENTATIVE TITLE

NAME OF EMPLOYER
ADDRESS

SIGNATURE - SECRETARY / CHAIR / COORDINATOR DATE

ACCEPTED BY DAS

SIGNATURE - APPRENTICESHIP CONSULTANT DATE

[for unilateral programs only]

This agreement is approved by _____ for the Administrator of Apprenticeship

DAS1 (REV. 3/12)

APPRENTICE AGREEMENT

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X. OJE Task Handbook

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XI. Request for Self-Removal Form



Request for Self-Removal Form

I, _____ inform the Apprentice Welder Local Review Committee (LRC) and HR/ Joint Apprenticeship Training Committee (HR/JATC), that I am voluntarily removing myself from the General Construction Gas Apprentice Welder Training Program.

I am removing myself for the following reason(s):

Print Name: _____ Signature: _____

Date: _____
Training Coordinator: _____ Date: _____

Supervisor: _____ Date: _____

LRC Review/ Recommendation:

LRC Gas Superintendent: _____ LRC HR/ LR: _____

LRC Gas Supervisor: _____ LRC Training Coordinator: _____

IBEW Bus Rep: _____ Date: _____

*A copy of this Form will be sent to HR/JATC, HR/LR, IBEW/Bus Rep, GC-Gas Supervisor, the Apprentice, and the original will be kept at the GC-Gas Centralized Apprentice Files.

Rev. 4, 8/2013

XII. Apprentice Welder Curriculum (Under Revision)

**First Period
0 – 6 Months
Step**

The centralized training will cover the following items (80 hours).

In-Class Technical Courses (16 – 24 Hours)

Course	Content
Course 1.A	Introduction and Outline of Apprentice Training Program
Course 1.0	Welding Introduction Basic welding categories, sources of heat generation, thermal cutting processes, and atmospheric contamination
Course 1.1	The Oxyacetylene Cutting Process
Course 1.2	Introduction to Weight Calculations and Rigging Fundamentals
Course 1.3	Introduction to Right Triangles

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**First Period
First Period
0 – 6 Months
Step**

In-Shop Welding Practice Lessons (OAW) (40 Hours)

Scope of OAW Training—Set-up and Safe Operation of OAW Equipment

Lesson	Content
Lesson 1.0	Weld Joint Preparation Weld joint surfaces and end preparation are prepared and cleaned before welding.
Lesson 1.1	Bead-on-Plate with/without Rod and Corner Joint Weld
Lesson 1.2	Plates, Tee Joint, Fillet Weld
Lesson 1.3	Plates, Square-Groove, Open Root Butt Joint
Lesson 1.4	Set-up and Safe Operation of Oxyacetylene Flame Cutting Equipment Cutting, Beveling, and Piercing of Plate and Pipe
Lesson 1.5	Use and Care of External Line-up Clamps and Pipe Alignment Tools
Lesson 1.6	Service Tee Connection Joint
Lesson 1.7	Pipe, 4" Diameter, Standard Bevel, Single-V, Open Root Butt Joint in the 2g and/or 5G Positions
Lesson 1.8	Preheat, Interpass Temperature, and Post-Weld Heat Treatment (Discussion)
Lesson 1.9	Pipe, 4" Diameter, Sleeve Weld, 5G

**Second Period
7 – 12 Months
Step**

The centralized training will cover the following items (40 hours).

In-Class Technical Courses (8 – 12 Hours)

Course	Content
Course 2.0	Metals and Their Properties
Course 2.1	The Shielded Metal-Arc Welding (SMAW) Process
Course 2.2	Introduction to Inline Offsets

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**Third Period
13 – 18 Months
Step**

The centralized training will cover the following items (80 hours).

In-Class Technical Courses (8 – 12 Hours)

Course	Content
Course 3.0	Principles of Tapping and Plugging Equipment
Course 3.1	The Principles of and Welding Procedure for Branch
Course 3.3	Introduction to Back-to-Back odd Elbows
Course 3.4	Introduction to and Demonstration of Rolling Offsets

**Fourth Period
19 – 24 Months
Step**

The centralized training will cover the following items (40 hours).

In-Class Technical Courses (8 – 12 Hours)

Course	Content
Course 5.0	Welding Quality Control
Course 5.1	Introduction to Fixed Point Offsets
Course 5.2	Introduction to Compound Angles

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**Fifth Period
25-30 Months****In-Shop Welding Practice Lessons (80 Hours)**

The centralized training will cover the following items:

Lesson	Content
Lesson 6.0	<p>TEST (OPTIONAL)</p> <p>0.500 wt Sleeves on to 12" diameter pipe. Practice circumferential welds (Filletts) and longitudinal seam welds with backing strip using electrodes AWS E-7018, in the 5G position. Using the "Controlled Heat Input" requirements.</p>
Lesson 6.1	<p>TEST (OPTIONAL)</p> <p>6" diameter, 0.280 wt, Branch Connection welds on to 12" diameter pipe using AWS E-7016 H4R electrodes first pass and AWS E-7018 H4R the remaining, in the 5G, side out position. Using the "Controlled Heat Input" requirements.</p>
Lesson 6.2	<p>TEST (OPTIONAL)</p> <p>Lay out, cut, fit, and weld a 12" diameter butt, 0.375 w.t. using AWS ER70S-6 electrode, CO³ shield gas, downhill, and the horizontal fixed position.</p>
Lesson 6.3	<p>TEST (OPTIONAL)</p> <p>Lay out, cut, fit, and weld a 12" diameter branch, 0.375 w.t. using AWS ER70S-6 electrode, CO³ shield gas, downhill, and the horizontal fixed position.</p>
Lesson 6.4	<p>Advanced Pipe Fitting Module</p> <p>Measure, calculate, cut, build, and fit double-angle offset when the two angles are in different planes.</p>

**Sixth Period
30 –36 Months
Step**

The centralized training will cover the following items (80 hours).

In-Class Technical Courses (8 – 12 Hours)

Course	Content
Course 6.0	The Gas Metal Arc Welding (GMAW) Process
Course 6.1	In-Service Welding (Discussion)
Course 6.2	
Course 6.3	

Course 6.4

Advanced Pipe Fitting Module

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