



# LETTER AGREEMENT NO. 15-24-PGE



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT  
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ROBERT JOGA  
SR. 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

June 26, 2015

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 Master Apprenticeship Agreement (MAA) requires the Joint Apprenticeship and Training Committee (JATC) to establish an Administrative Procedures Manual for each apprenticeship training program.

The Company and Union have agreed that the Administrative Procedures Manual shall consist of specific standards for all apprenticeship training programs. Variations within the program are represented below:

- Eligibility requirements for internal PG&E employees through job bidding.
- Length of apprenticeship training program.
- Successful completion of the training program.
- Failure to progress in the training program, (failure to meet the Standards of Achievement).
- Wage step progression structure.
- Other special provisions that may be applicable.

For each newly indentured apprentice, advancement to the next step requires successful completion of the Standards of Achievement as specified in the jointly agreed to Administrative Procedures Manual. The protocol for progression and failure to advance will be consistent with the specifics as identified in this agreement and in the Administrative Procedures Manual.

In no event shall the Administrative Procedures Manual supersede this letter of agreement or the Master Apprenticeship Agreement. Typographic errors and omissions or minor edits to the Administrative Procedures Manual that have no material effect shall be made and reported to the JATC as necessary.

The JATC has agreed that the curriculum and associated qualifications can be updated by the sub-committee as needed, to ensure the program reflects current work practices and procedures. These JATC approved updates will be documented and captured in an Apprentice Committee (AC) decision letter.

Pursuant to Section 109.2 of the Physical Collective Bargaining Agreement (CBA) and the Master Apprenticeship Agreement (MAA), the Company and Union established a joint training subcommittee to establish the Apprentice **Station Operator** Training Program. On May 8, 2015, the JATC approved the Administrative Procedures Manual and training curriculum in AC Decision May-15-47.

### Eligibility for Apprenticeship through Job Bidding

- Pass the Physical Test Battery and Industrial Skills Test or new tests by Company and Union agreement.
- Must pass the COBRA test

### Wage Rates

Apprentice wages per step are defined in the most recent Exhibit X of the Collective Bargaining Agreement, located on the Labor Relations Intranet webpage.

## **Specifics For The Apprentice Station Operator Training Program Will Include The Following:**

### 1) Length of Training Program

- The duration of this program is 18 months, divided into 3, six-month steps with step and wage progressions every 6 months. The 3<sup>rd</sup> and final step provides for OJT/OJE requirements only. Step and wage progressions are contingent upon successful completion of program requirements per step.

### 2) Successful Completion of the Training Program

- The apprentice will become a Journeyman **Station Operator** upon successful completion of all the Standards of Achievement, including the length of time in program. (No temporary upgrades, advanced placement, or early promotion permitted.)

### 3) Apprentice Roles, Responsibilities, and Standards of Achievement

In order to be eligible to progress to the next step, the apprentice must meet the Standards of Achievement as defined below:

- Satisfy the required time in each step (six months per step); and
- Accurately complete and record Self Reported Activities (SRA's) specified for each step; and
- Successfully complete all formal training specified for each step, to include all relevant qualifications; and
- Successfully complete the Step Progression Test (SPT) specified for each step; and
- Continually display positive attitude and behaviors; and
- Continually comply with safety rules or work procedures; and
- Satisfy the Apprentice Roles and Responsibilities as defined in the Administrative Procedures Manual.

### 4) Failure to Progress

If an apprentice does not meet the Standards of Achievement, and/or fails to follow the Apprentice Roles and Responsibilities as defined in the Apprentice Administrative Procedures Manual, he or she will be placed on an Action Plan. The Action Plan will:

- Begin on the day a deficiency is presented to the Apprentice and Supervisor by the Apprentice Coordinator, and be scheduled to end no later than 90 consecutive days unless special provisions have been approved by the JATC.
- End on the day the Action Plan requirements are fulfilled.

All Action Plans must be submitted to the JATC for review and approval. The JATC has the final authority to:

- Approve / extend an Action Plan.
- Remove an apprentice from the program.

Time Period	Number of Action Plans Permitted	Subject to JATC Removal If:
<i>Steps (0 mo – 18 mo)</i>	<i>1 Action Plan during the 18 month program</i>	<i>If there is a need for a 2<sup>nd</sup> Action Plan during the 18 month program, the apprentice is subject to be removed by the JATC</i>

If an apprentice has exhausted his or her allotment of Action Plans, the apprentice will have their apprentice training program suspended by the Apprentice Station Operator program leaders/LRC committee members pending review by the JATC. All apprentice removals are subject to review and approval by the JATC.

The JATC will rely on PG&E leaders (Supervisors) to use the Positive Discipline (PD) process to address apprentices' attitude, behavior and attendance.

This proposed agreement has been reviewed by Senior Assistant Business Manager Joe Osterlund.

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


Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
 Robert Joga  
 Senior Director and Chief Negotiator

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

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

  
 \_\_\_\_\_, 2015

By:   
 Tom Dalzell  
 Business Manager