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PACIFIC GAS AND ELECTRIC COMPANY

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June 25, 1972

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. L. L. Mitchell, Business Manager

Gentlemen:

In accordance with Section 109.2 of the Physical Agreement, Company proposes adoption of the enclosed "Guidelines for the Apprentice Gas Measurement and Control Mechanic Training Program" dated June 25, 1972.

If you are in accord with the foregoing and the enclosure and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *J. W. Boulright*
Manager of Industrial Relations

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

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

November 17, 1972 By *L. L. Mitchell*
Business Manager

*This letter agreement is signed with the understanding that the training mentioned in Part II, paragraph 3 may include some of the duties performed by a Gas Control Technician; however, it is not intended that an Apprentice Gas Measurement and Control Mechanic will be used to perform Gas Technicians' duties by assignment or replacement. The primary purpose is to familiarize the Apprentice with the work of the Technician.

GUIDELINES FOR THE APPRENTICE GAS MEASUREMENT
AND CONTROL MECHANIC TRAINING PROGRAM

I. OBJECTIVE OF THE APPRENTICE GAS MEASUREMENT AND
CONTROL MECHANIC TRAINING PROGRAM:

The need for trained and fully qualified employees to accomplish the duties specified in the journeyman Gas Measurement and Control Mechanic job definition in a manner consistent with Company's standards of construction, operation, performance and safety has resulted in this program which coordinates extensive on-the-job and related academic training. The systematic acquisition of knowledge and skill offers the employee in training the vehicle to attain self-confidence, assuredness, and satisfaction in his work, and to learn correct and safe methods of performing Company's work.

II. TRAINING:

During the 36 months of apprenticeship, the apprentice will be offered job training divided into six time periods which coincide with the wage steps of the classification. In order that uniform and safe practices will be followed in the training period, assignment of duties and work procedures shall be provided in each of the wage steps as outlined in these guidelines and in the attached Schedule. The amounts of time or units of work as indicated in the Schedule are believed sufficient to permit the apprentice to develop proficiency in such duty or work procedures. The Schedule should be considered flexible, and may be altered to suit the individual apprentice's demonstrated ability.

The Schedule also specifies those training periods in which the apprentice shall receive related academic or classroom training.

On-the-job training in the duties, and amount of such training, as specified in the Schedule, shall apply to the extent that such duties are performed by journeyman where the apprentice is headquartered. This training may include some of the duties performed by a Gas Control Technician. Those duties listed in the Schedule that are not performed by journeymen at the apprentice's headquarters, and therefore are not available in the training of an apprenticeship or to journeyman or higher classification shall not be deterred for this reason.

If, in the course of his apprenticeship or as a journeyman, such duty or duties become available, he shall receive on-the-job training as may be required to attain expected journeyman proficiency. If, after a reasonable opportunity, he fails to attain such proficiency, his bids for progression to higher classifications may be subject to the provisions of Section 205.11 of the Agreement.

A. General Guidelines

1. It is intended that assignment of the specified hours of training on the job for each period of the apprenticeship will be made to the apprentice as early in the period as is practicable.

2. Hours shown in the Schedule exclude any travel time needed to reach the place where training is to be given; however, such hours include time needed to prepare tools and equipment required to perform the assigned job.
3. Except where otherwise specified, apprentices shall be trained by assignment to work with a qualified journeyman.
4. Progressive work experience in all phases of gas measurement and control work required of the journeyman where the apprentice is headquartered will be provided throughout the first five periods of the apprenticeship in accordance with the Schedule.
5. Work assignments during the last or sixth period will be made for the purpose of rounding out the apprentice's experience.
6. Upon entering each new wage step and period of training, the work assignments in the period shall be such that the apprentice will gain basic knowledge and confidence in himself, the equipment, and the procedures being used. More complex assignments shall be made progressively as the apprentice gains in knowledge and capability.
7. Assignments of duties and work procedures in any period of training shall be confined to those specified for the period or of a prior period.
8. As an apprentice at or above the second step of training, he may be assigned to work without direct supervision only after he 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 correctly and safely.
9. Except in emergency circumstances, an apprentice shall not be temporarily assigned to the classifications of Pressure Operator, Corrosion Mechanic, or Gas Control Technician. If assigned to such classifications, the apprentice shall not be given the responsibility for duties or work assignments beyond his current step of training. Assignment to the classification of Pressure Operator shall not be made unless the apprentice has completed at least the third step of training.
10. Working alone as an apprentice, he may be assigned to perform certain of the duties of a Field Meterman.

Those certain duties of a Field Meterman to which he may be assigned shall be limited to those duties within his current or prior training periods for which he is qualified and which are within the duties normally performed by a Field Meterman in the course of his work. Further, such assignments shall include as a purpose the development of the apprentice's proficiency and self-confidence to perform such work as a journeyman, and shall not be made to the extent that the apprentice is in jeopardy of failing to attain goals set forth in the Schedule.

11. Notices

- (a) An apprentice who is scheduled to attend any of the centralized training programs shall be given notice by Division supervision of such assignment as early as practicable prior to the scheduled starting of such program.
- (b) At their request, Union's Representatives or their designates will be informed by Division representatives of Company's intentions in scheduling individuals to attend centralized training sessions.
- (c) Company shall furnish to Union's Apprenticeship Committee the names of apprentices attending centralized training schools when such information becomes available.
- (d) When an apprentice attending a centralized training school is not maintaining an acceptable level of work, notice shall be given to Union's Apprenticeship Committee. Such notice shall also be given if he fails the school or if he is dropped from the school by Company.
- (e) If an apprentice does not maintain an acceptable on-the-job work level, notice shall be given to Union's Business Representative or his designate.

B. Guidelines for Training Periods

1. First Step: 1st through 6th Month

During this period, the apprentice shall learn to operate, test, and maintain special tools and equipment normally used by the Gas Measurement and Control Mechanic, with the exception of electrical test equipment. He shall gain general knowledge of gas measurement and control work normally performed by the Gas Measurement and Control Mechanic. He shall become familiar with standard practices, general orders, and regulations applicable to the work that he performs. He shall be trained in the duties of a Gas Measurement and Control Mechanic as indicated in the Schedule for the 1st-through-6th-month training period. As early as practicable in this or the second training period, he shall be scheduled to attend the primary session of the Gas Measurement and Control Centralized Training School. As soon as practicable prior to his attendance at the school, he will be issued pre-school training material and will receive on-the-job instruction in appropriate subjects, including Basic Mathematics and Meter Reading, as provided in the Schedule.

- (a) Agreed-upon tests will be given at the school. If an apprentice fails to receive a passing score in one or more of such tests, he shall be given notice in writing of the areas in which he has failed.
- (b) After such failure, he shall be allowed to retake the test or tests upon his request at any time after one month from the date of such failure. He shall be allowed two retests in each subject, spaced at least one month apart.

- (c) He shall complete the course and pass the agreed-upon tests not later than the end of the 11th month of his apprenticeship, regardless of the number of retests that he has requested. His failure to meet this standard of achievement will be cause for his removal from the classification in accordance with Paragraphs G 4, 5, and 6 of the Master Apprenticeship Agreement.
- (d) His progression to the second step of the apprentice classification shall be in accordance with Paragraphs G 3 and 4 of the Master Apprenticeship Agreement.

2. Second Step: 7th through 12th Month

He shall continue to perform functions of the prior period and, in addition, shall learn the duties outlined in the Schedule for the 7th-through-12th-month training period.

3. Third Step: 13th through 18th Month

He shall continue to perform the duties specified for prior periods and, in addition, shall learn the duties outlined in the Schedule for this period of his apprenticeship.

As soon as practicable in this or the fourth training period, he shall be scheduled to attend the secondary session of the Gas Measurement and Control Centralized Training School. Following such secondary training, he shall learn to operate, test and maintain electrical test equipment normally used by the Gas Measurement and Control Mechanic.

- (a) Agreed-upon tests will be given at the school. If he fails to receive a passing score in one or more of such tests, he shall be notified in writing of the areas in which he has failed, and a copy of such notice shall be sent to the headquarters at which he is receiving his training.
- (b) Upon return to his headquarters, the apprentice will be given special training in those matters which caused his failure to attain a satisfactory rating. This training may consist of special work or training assignments, as required.
- (c) Upon the trainee's request, but not more frequently than once a month, he may request a re-evaluation of his attainment with respect to those matters which caused his failure. He shall be allowed three such re-evaluations for this purpose. His retesting opportunities shall be in accordance with the Schedule as outlined in Paragraph II B 1 of these guidelines.
- (d) To retain normal progression, he shall complete the course and pass the agreed-upon tests not later than the end of the 23rd month of his apprenticeship, and shall complete satisfactorily the on-the-job standards of achievement as outlined in the Schedule for this period of apprenticeship.
- (e) If he fails to meet either the academic or on-the-job standards of achievement, his progression shall be in accordance with Paragraphs G 4, 5, and 6 of the Master Apprenticeship Agreement.

4. Fourth Step: 19th through 24th Month

He shall continue to perform the duties specified for prior periods and, in addition, shall learn the duties outlined in the Schedule for this period of apprenticeship.

5. Fifth Step: 25th through 30th Month

He shall continue to perform the duties specified for prior periods and, in addition, shall learn the duties outlined in the Schedule for this period of his apprenticeship. He may work alone without direct supervision performing work in which he has become proficient. Such work shall be assigned for the specific purpose of rounding out his experience, and shall not be scheduled for the purpose of avoiding the employment of a journeyman.

As soon as practicable in this or the sixth training period, he shall be scheduled to attend the tertiary session of the Gas Measurement and Control Centralized Training School.

- (a) Agreed-upon tests will be given at the school. If he fails to receive a passing score in one or more such tests, he shall be notified in writing of the areas in which he has failed, and a copy of such notice shall be sent to the headquarters at which he is receiving his training.
- (b) Upon return to his headquarters, the apprentice will be given special training in those matters which caused his failure to attain a satisfactory rating. This training may consist of special work or training assignments, as required.
- (c) Upon the trainee's request, but not more frequently than once a month, he may request a re-evaluation of his attainment with respect to those matters which caused his failure. He shall be allowed three such re-evaluations for this purpose. His retesting opportunities shall be in accordance with the Schedule as outlined in Paragraph II B 1 of these guidelines.
- (d) To retain normal progression, he shall complete the course and pass the agreed-upon tests not later than the end of the 36th month of his apprenticeship, and shall complete satisfactorily the on-the-job standards of achievement as outlined in the Schedule for this period of apprenticeship.
- (e) If he fails to meet either the academic or on-the-job standards of achievement, his progression shall be in accordance with Paragraphs G 4, 5, and 6 of the Master Apprenticeship Agreement.

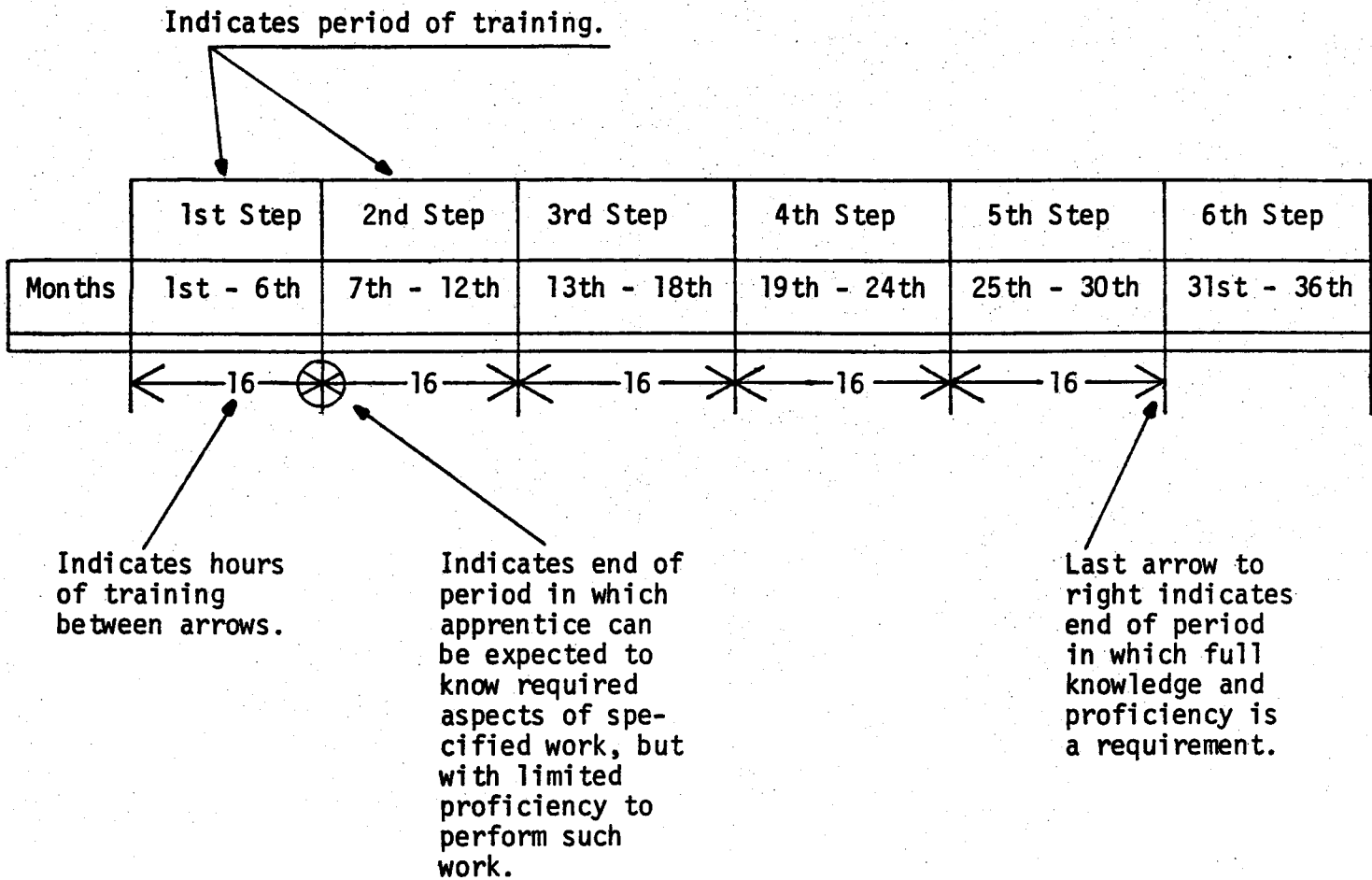
6. Sixth Step: 31st through 36th Month

Following his successful completion of the Tertiary Session of the Gas Measurement and Control Centralized Training School, the apprentice will be allowed to do any work normally performed by a Gas Measurement and Control Mechanic, working alone without direct supervision, as required by the job. He will be provided additional on-the-job training as required to complete his training.

C. Records

1. It shall be the responsibility of each apprentice to maintain his own records in collaboration with his immediate supervisor. Upon completion, each periodic record shall be submitted to the District or Division Superintendent.
2. It shall be the responsibility of each District or Division Superintendent to keep necessary files of records on each apprentice and to ascertain that each apprentice has a reasonable opportunity of meeting the Standards of Achievement set forth in these guidelines.
3. Such records shall at all times be available during the apprenticeship for review by interested supervisors, the trainee, and representatives of Union.
4. In addition to and precedent to these guidelines, the provisions of the Master Apprenticeship Agreement are applicable.

TRAINING SCHEDULE EXPLANATION
FOR APPRENTICE GAS MEASUREMENT
AND CONTROL MECHANIC 36 MONTHS



PACIFIC GAS AND ELECTRIC COMPANY
GAS MEASUREMENT AND CONTROL TRAINING SCHEDULE
APPRENTICE GAS MEASUREMENT AND CONTROL MECHANIC

	Training Period					
	1st Step 1-6	2nd Step 7-12	3rd Step 13-18	4th Step 19-24	5th Step 25-30	6th Step 31-36
ACADEMIC ASSIGNMENTS						
A. Basic Mathematics On The Job	← 48 →					
B. Meter Reading On The Job	← 8 →					
C. Centralized Training School Primary Session	← 80 →					
D. Centralized Training School Secondary Session			← 80 →			
E. Centralized Training Tertiary Session					← 80 →	
"ON THE JOB TRAINING"						
1. Safety and First Aid	← 6 →	← 6 →	← 6 →	← 6 →	← 6 →	← 6 →
2. Job Procedures, SP's, GO's WO's, GM's, Record Keeping, Accident Reports	← 20 →	← 20 →	⊗ 20	← 20 →		
3. <u>Tools and Equipment:</u>						
a. Non-Electrical	← 12 →	← 12 →	⊗ 8	← 8 →	← 8 →	← 8 →
b. Electrical				← 12 →	⊗ 12	
4. <u>Gas Displacement Metering:</u>						
a. Installation	← 18 →	← 38 →	← 34 →	⊗ 16	← 20 →	
b. Adjust/Confirm Official Metering Pressure	← 4 →	← 4 →	← 4 →	⊗ 4	← 4 →	
c. Rotary Meter Differential Testing	← 18 →	← 18 →	← 20 →	⊗ 4		
5. <u>Orifice Meters:</u>						
a. Installation	← 16 →	← 16 →	← 16 →	⊗ 24		
b. Inst. Orifice Plates	← 8 →	⊗ 8	← 8 →	← 8 →		
c. Inspection of Components	← 32 →	← 32 →	⊗ 32			
d. Coefficient Calculations	← 8 →	⊗ 4	← 4 →			
e. Flow Rate Calculations	← 8 →	⊗ 4	← 4 →			
f. Orifice Plate Sizing	← 8 →	⊗ 4	← 4 →			

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GAS MEASUREMENT AND CONTROL TRAINING SCHEDULE
APPRENTICE GAS MEASUREMENT AND CONTROL MECHANIC

	Training Period					
	1st Step 1-6	2nd Step 7-12	3rd Step 13-18	4th Step 19-24	5th Step 25-30	6th Step 31-36
6. <u>Customer Regulators:</u>						
a. Installation	←16→	←16→	←24→	⊗16→		
b. Class A Inspection	←12→	←12→	⊗12→	←12→		
c. Class B Inspection	←12→	←12→	⊗12→	←12→		
7. <u>District Regulators:</u>						
a. Installation	←16→	←16→	←24→	⊗16→		
b. Class A Inspection	←12→	←24→	←12→	←12→	⊗12→	
c. Class B Inspection	←12→	←12→	←24→	←12→	⊗12→	
8. <u>Valves:</u>						
a. Lubrication	←5→	←5→	⊗5→			
b. Operators	←5→	←5→	⊗5→	←5→	←8→	
9. <u>Charts:</u>						
a. Changing	←16→	⊗8→	←8→			
b. Inspection	←8→	⊗4→	←4→			
10. <u>Dehydration Plants:</u>						
a. Inspection and Operation	←20→	←20→	⊗28→	←20→	←20→	
b. Maintenance	←20→	←20→	←28→	←20→	⊗20→	
11. <u>Odorizers:</u>						
a. Inspection and Operation	←10→	←10→	⊗16→	←10→		
b. Maintenance	←8→	←8→	←8→	←8→	⊗8→	
12. <u>Gas Sampling and Testing:</u>						
a. Gather Samples	←8→	⊗8→	←8→			
b. Specific Gravity and Btu Determination	←20→	←20→	⊗20→	←20→		
c. Calibration and Inspection of Gravitometer and <i>Calorimeter</i>	←4→	←4→	←12→	←16→	⊗16→	

PACIFIC GAS AND ELECTRIC COMPANY
GAS MEASUREMENT AND CONTROL TRAINING SCHEDULE
APPRENTICE GAS MEASUREMENT AND CONTROL MECHANIC

	Months	Training Period					
		1st Step 1-6	2nd Step 7-12	3rd Step 13-18	4th Step 19-24	5th Step 25-30	6th Step 31-36
13. Instrument Calibration:							
a. Pressure Recorders		←16	→8	⊗			
b. Flow Recorders		←16	→16	⊗	←16	→24	←24
c. Temperature Recorders		←8	→8	⊗	←8	→8	←8
d. Telemeter Transmitters and Receivers		←4	→8	⊗	←24	→32	←32
e. Test Gauges		←16	⊗	→8	→8	→8	
f. Manometers		←6	⊗	→2	→4	→4	
g. Pneumatic Testers		←6	⊗	→2	→4	→4	
h. Test Thermometers		←8	⊗	→4			
14. Corr. Inhibitor Injectors:							
a. Installation		←8	→8	⊗	←4	→8	←8
b. Maintenance and Operation		←8	→8	⊗	←4	→8	←8
15. Controllers:							
a. Inspection					←12	⊗	→24
b. Calibrate and Align					←14	⊗	→30
c. Troubleshoot					←10	⊗	→12
16. Transmitters:							
a. Inspection					←8	⊗	→8
b. Calibrate					←12	⊗	→20
c. Troubleshoot					←6	⊗	→6
17. Sq. Rt. Extractor:							
a. Inspection					←4	⊗	→4
b. Calibrate					←8	⊗	→12
c. Troubleshoot					←6	⊗	→6
18. Multiplier, Divider:							
a. Inspection					←4	⊗	→4
b. Calibrate					←6	⊗	→10
c. Troubleshoot					←4	⊗	→4

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APPRENTICE GAS MEASUREMENT AND CONTROL MECHANIC

	Months	Training Period					
		1st Step 1-6	2nd Step 7-12	3rd Step 13-18	4th Step 19-24	5th Step 25-30	6th Step 31-36
19. Pneumatic Relays:							
Inspect and Service Various Pilot Valves, Selector Relays and Limit Relays.					← 36 — (valve symbol) — 60 →		
20. Control Valves:							
a. Inspect					← 8 — (valve symbol) — 12 →		
b. Calibrate					← 12 — (valve symbol) — 12 →		
21. Compressor Controls:							
Maintenance and Operation					← 50 — (valve symbol) — 50 →		
Total Training Hours		← 594 —	← 442 —	← 562 —	← 577 —	← 580 —	← 6 —
		← 2756 —					
Percent of Total Work Time Devoted to Training		← 68% —	← 51% —	← 64% —	← 66% —	← 66% —	← 1% —
		← 63% —					