



LETTER AGREEMENT NO. 96-32-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
201 MISSION STREET, ROOM 1513A
MAIL CODE P15A
P.O. BOX 770000
SAN FRANCISCO, CALIFORNIA 94177
(415) 973-3425

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(510) 933-6060

MEL BRADLEY, MANAGER OR
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK MCNALLY, BUSINESS MANAGER

March 28, 1996

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

In accordance with Letter Agreement 92-96, a Company-Union Committee consisting of Company representatives Bill Mitchell and Mike West and Union representatives Robert Hammer and Carl Maples have developed the attached Title 300 Gas Mechanic Training Program.

Company proposes that this training program be placed into effect upon the signing of this agreement by both parties.

This proposal has been discussed with Sr. Union Business Representative Landis Marttila and has been approved by the Joint Training and Apprenticeship Committee.

If you are in accord with the foregoing and agree thereto, 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: 
Chief Negotiator

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

 24, 1996

By: 
Business Manager

**GENERAL CONSTRUCTION DEPARTMENT
GUIDELINES FOR THE
GAS MECHANIC TRAINING PROGRAM**

I Objective of the Gas Mechanic Training Program

The need for trained and fully qualified employees to accomplish the duties of a Gas Mechanic in a manner consistent with Company's Standards. Safety and Performance has resulted in this program which coordinates extensive on-the-job and related academic training. The acquisition of knowledge and skill offers the employee in training the vehicle to attain self-confidence, assuredness and satisfaction in his or her work, and the correct and safe method of performing Company's work.

II Training

During the 36 months of the training program, the trainee will be given job training divided into six time periods which coincides with the wage steps of the classification. In order that uniform and safe practices will be followed in the training period, various assignment of duties and work procedures will be provided in each of the wage steps as outlined in these guidelines and the attached schedule*. The amount of time or units of work as indicated in the schedule are sufficient to permit the trainee to develop proficiency in such duty or work procedures, but should not be considered as inflexible dependent on the demonstrated ability of each individual trainee.

The attached schedule* also specifies those study courses in which the trainee shall receive.

On-the-job training in the duties and amount of such training as specified in the Schedule shall apply to the extent such duties are performed by a Gas Mechanic where the trainee is headquartered. In the event that certain of the required items of work experience are not being performed at a headquarters, and the training is therefore not available to the trainee for his or her work experience record, the reason for this deficiency shall be noted in the trainee's work record. The trainee's progression through the training steps will not be held up due to shortcomings of this nature; however, during the 30 and 36-month wage step and before the trainee is eligible for promotion to Gas Mechanic, these deficiencies will be either waived or the training experience be created.

A. General Guidelines

1. It is intended that assignment of training on the job for each period of the training program will be made to the trainee as early in the period as is practicable.
2. Trainees shall be trained by assignment to work with qualified Gas Mechanics and/or Gas Technicians.
3. Upon entering each new wage step and period of training, the work assignments in the period shall be such that the trainee will gain the basic knowledge and confidence in himself or herself, the equipment and the procedure being used. More complex assignments shall be made progressively as the trainee gains in knowledge and capability.
4. A trainee may be assigned to work without direct supervision only after he or she has performed such work under direct supervision and is capable of performing such work safely.

5. A trainee who is due to progress to the employee's next higher wage step in the wage progression, and who does not meet the established Standards of Achievement shall:
 - a. be notified of inadequate performance in writing prior to the date the trainee is scheduled to receive the next higher wage step, and
 - b. be held in the trainee's present wage step, and
 - c. be allowed a maximum of three months to meet the established Standards of Achievement for the wage step at which the trainee is being held.

6. Notices

- a. When a trainee fails any Unit Course test, notice shall be given to the Area Foreman and Superintendent with copies to Union's Business Representative and Company's Industrial Relations Representative.
- b. If a trainee does not maintain an acceptable on-the-job work level, and does not meet the established Standards of Achievement, notice shall be given to the Superintendent with copies to Union's Business Representative and Company's Industrial Relations Representative and Area Foreman.

B. Guidelines for Training Periods

1. 0 - 6 Months' Step

During this first period, the trainee shall learn the operation and care of tools and equipment used by the Gas Mechanic. He/she shall become familiar with the various standards, general orders and regulations applicable to the related work.

The trainee shall experience the duties of a Gas Mechanic as indicated for the 0 - 6 months period on the attached schedule.

As early as practical in this training period, the trainee shall be assigned to the General Construction Basic Gas Welding School--First and Second session.

During this period the trainee shall complete the following required academic home study courses: TPC courses 101 (Lessons 1, 6, 7 and 8) and 102 (Lessons 1, 2, 3, 4, 5, 6, 7 and 8), as indicated on the attached schedule and as shown on the attached Course Map.

2. 7 - 12 Months' Step

The trainee shall continue to perform the duties of the prior period and, in addition, shall experience the duties outlined in the 7-12 months' period on the attached schedule.

During this period the trainee shall complete the following academic home study courses: TPC Courses 307 (lessons 1, 2, 3, 4, 5, 6, 7 and 8), and 309 (lessons 1, 2, 3, 4, 5, 7, 8, 9 and 10), as indicated on the attached schedule and Course Map.

PG&E Course RM will also be required. This requirement will be waived if the trainee chooses to take and passes the course challenge test.

3. 13 - 18 Months' Step

The trainee shall continue to perform the duties specified for prior periods and, in addition, shall experience the duties outlined on the schedule for this period.

As early as practical in this training period, the trainee shall be assigned to the Gas Measurement and Control School--primary session.

During this period the trainee shall complete the following academic home study courses: TPC Courses 110 (lessons 1, 2, 3, 4, 5, 6, 7 and 8), 221 (all lessons), 222 (all lessons), as indicated on the attached schedule and Course Map.

4. 19 - 24 Months' Step

The trainee shall continue to perform the duties specified from prior periods and, in addition, the duties outlined on the schedule for this period.

During this period the trainee shall complete the following academic home study courses: TPC Courses 201 (all lessons) and 205 (lessons 1, 2, 3, 4, 5, 6, 8 and 9), as indicated on the attached schedule and Course Map.

5. 25 - 30 Months' Step

The trainee shall continue to work as provided in the prior periods and, in addition, shall experience the duties outlined on the schedule for this period. The trainee shall demonstrate proficiency in use of tools.

During this period the trainee shall complete the following academic home study courses: TPC Courses 202 (lessons 1, 2, 6, 7, 8, 9 and 10), 204 (lessons 1, 2, 3, 4, 5, 6, 8 and 9), as indicated on the attached schedule and Course Map.

6. 31 - 36 Months' Step

The trainee shall continue to work as provided in the prior periods and, in addition, will learn the duties for this period. The trainee shall gain increased proficiency in the use of tools.

As early as practical in this training period, the trainee shall be assigned to the Gas Measurement and Control School--Secondary session.

During this period the trainee shall complete the following academic home study courses: TPC Courses 209 (lessons 1, 2, 3, 4, 5, 6, 7, 9 and 10), 229 (all lessons), as indicated on the attached schedule and Course Map.

NOTE TPC Courses--These are courses offered by:

TPC Training Systems
1301 So. Grove Ave.
P. O. Box 1030
Barrington, Illinois
60010
Phone: (312) 381-1840

GAS MECHANIC TRAINING

0-6 MONTHS

ACADEMIC ASSIGNMENTS:	HOURS
PG&E SCHOOL:	
Basic Welding School--First Session	40
Basic Welding School--Second Session	40
HOME STUDY COURSES:	
TPC 101 Reading Blueprints Lessons 1, 6, 7 and 8	8
TPC 102 Reading Schematics and Symbols Lessons 1, 2, 3, 4, 5, 6, 7 and 8	16
ON THE JOB ASSIGNMENTS:	
1. Safety and First Aid	6
2. Material--Receiving and Inspection	20
3. Blueprint Reading	10
4. Conduit--Installation	30
5. Gas Supplies--Installation	30
6. Electrical Codes	10
7. Vehicle and Tool Maintenance	20

GAS MECHANIC TRAINING

7-12 MONTHS

ACADEMIC ASSIGNMENTS:

HOURS

PG&E SCHOOL:

HOME STUDY COURSES:

TPC 307 Basic Hydraulics Lessons 1, 2, 3, 4, 5, 6, 7 and 8	16
TPC 309 Basic Pneumatics Lessons 1, 2, 3, 4, 5, 7, 8, 9 and 10	18
PG&E RM Refresher Mathematics *	30

ON THE JOB ASSIGNMENTS:

1. Safety and First Aid	6
2. Material--Receiving and Inspection	20
3. Blueprint Reading	10
4. Tubing--Layout and Installation	30
5. Control Piping--Layout and Installation	30
6. Regulators and Relief Valves	30
7. Conduit--Installation	30

* PG&E RM will be waived if the trainee chooses to take and passes the course challenge test.

GAS MECHANIC TRAINING

13-18 MONTHS

ACADEMIC ASSIGNMENTS:	HOURS
PG&E SCHOOL:	
Gas Measurement and Control--Primary Session	80
HOME STUDY COURSES:	
TPC 110 Developing Troubleshooting Skills Lessons 1, 2, 3, 4, 5, 6, 7 and 8	16
TPC 221 Introduction to Process Control All Lessons	10
TPC 222 Foundations of Measurement Instrumentation All Lessons	10
ON THE JOB ASSIGNMENTS:	
1. Safety and First Aid	6
2. Tubing--Layout and Installation	30
3. Control Piping--Layout and Installation	30
4. Installation of Orifice Meters	30
5. Electrical Codes	10
6. Wiring--Installation	30

GAS MECHANIC TRAINING

19-24 MONTHS

ACADEMIC ASSIGNMENTS:	HOURS
PG&E SCHOOL:	
HOME STUDY COURSES:	
TPC 201 Understanding Basic Electricity and Electronics All Lessons	20
TPC 205 Providing Electrical Protection and Safety Lessons 1, 2, 3, 4, 5, 6, 8 and 9	16
ON THE JOB ASSIGNMENTS:	
1. Safety and First Aid	6
2. Installation of Valve Actuators and Control Equipment	30
3. Wiring--Installation	30
4. Monitor Valves and Control Equipment	30

GAS MECHANIC TRAINING

25-30 MONTHS

ACADEMIC ASSIGNMENTS: HOURS

PG&E SCHOOL:

HOME STUDY COURSES:

TPC 202 Using and Maintaining Batteries and D.C. Circuits Lessons 1, 2, 6, 7, 8, 9 and 10	14
TPC 204 Using Electrical Measuring Instruments Lessons 1,2,3,4,5,6,8 and 9	16

ON THE JOB ASSIGNMENTS:

1. Safety and First Aid	6
2. Installation of Electrical and Electronic Equipment	30
3. BTU Measurement	20
4. Gas Treatment	20
5. Report and Record Keeping	10
6. Job Planning and Leading	10

GAS MECHANIC TRAINING

31-36 MONTHS

ACADEMIC ASSIGNMENTS	HOURS
PG&E SCHOOL:	
Gas Measurement and Control - Secondary Session	80
HOME STUDY COURSES:	
TPC 229 Final Control Elements All Lessons	10
TPC 209 A.C Controls Equipment Lessons 1,2,3,4,5,6,7,9 and 10	18
ON THE JOB ASSIGNMENTS:	
1. Safety and First Aid	6
2. Installation of Valve Actuators and Control Equipment	30
3. Wiring -- Installation	30
4. Monitor Valves and Control Equipment	30