

MAY 26 2020

Apprentice Program Objectives/Rules
New Apprentice Orientation
San Diego Gas and Electric - Electrician Apprenticeship
February 4, 2020 – IBEW Union Hall

General Overview:

There are two basic requirements for you to complete your apprenticeship:

1. You must complete three years of night school/related instruction and three years of on the job training.
2. You must successfully complete both parts to complete this apprenticeship.

Night School / Related Instruction Overview:

1. The related instruction consists of three years (6 semesters) of night school
2. You need a minimum of 80 hours in class per semester
3. The total requirement is 480 in class hours
- 4.

Note:

1. You must get a passing grade of "C" or better each semester.
2. If you do not get a passing grade in any semester, you will be meeting with the JAC and will be required to repeat that semester and get a passing grade before you can take the next class in the sequence.
3. You will not be advanced and are subject for removal from your apprenticeship until the makeup work is completed.
4. Two non-passing grades in a row is normally cause for you to be removed from this apprenticeship.
5. There may be times that you will be required to work late on a school night and here are the rules for Work Excuses:
 - a. Only Apprentices can qualify for Work Excuses
 - b. Work Excuses are for work only....not vacation, illness, etc.
 - c. You need a separate form for each date worked...no multiple dates
 - d. A valid Work Excuse must be signed by you, your Foreman, and your Supervisor. The night school instructor will not accept it otherwise
 - e. You must attach a copy of your time slip when requesting your Supervisor to approve the Work Excuse form
 - f. You must present the signed Work Excuse to your night school instructor within 2 weeks from the date worked. The instructor will not accept any Work Excuses past the 2-week deadline

Note:

The instructor will not accept a Work Excuse that is not on the original of the form....no photocopies.

- g. If you are released from work 90 minutes or less before the starting time of class, you are eligible for a Work Excuse. It is to your benefit to go to class if you can make it close to the starting time
- h. You are allowed a maximum of 5 Work Excuses per semester
- i. You are allowed a maximum of 2 Personal Excuses per semester
 - i. **Note:** exceeding the allowed Work and Personal excuses are subject for JAC review
- j. You may petition the JAC for consideration in special circumstances
- k. Work Excuses will be counted toward your total in-class hours at the end of your apprenticeship if they are needed.

On The Job Training:

On the job training will be a mixture of working on the crews daily and structured hands-on training schools. Your apprenticeship consists of six steps. You are **eligible** for advancement to the next step every 6 months.

- 1. These advancements are **not** automatic.
- 2. You must meet the minimum job requirements throughout all mid-point and 6-month Rating Guides (score of 3 or 4).
- 3. Any score of 1 “unacceptable” or 2 “needs improvement” is not sufficient to progress through the program making you subject to a JAC review.

By now, you should have been issued your:

- 1. **“Apprentice Handbook”**. This book describes the skills you are expected to learn in each of the six months steps of your apprenticeship. The book is designed for you to have your foremen or instructors “sign off” when you have demonstrated a skill acceptably. All the tasks and abilities in the Handbook must be signed off.
- 2. If any task or ability was not assigned, observed or completed during the 6 months, it must be signed off by the District Apprentice Coordinator.
 - a. It is your responsibility to maintain the book and keep it up to date. Doing this will help you successfully complete your apprenticeship.

Note:

Throughout the Apprenticeship your performance on the job while working on the crews daily (OJT) and structured hands-on training schools will be observed, evaluated, rated, and documented by Journeyman, Working Foremen, Skills Instructors and your Management personnel. They will be looking at these three areas:

- 1. Specific acts or observable behaviors, including a choice or problem solution that should meet expectations set and / or reasonable norms given the Apprentices progression through the program.
- 2. Observable work product or outcomes that result in acceptable contribution to the safe and reliable completion of the task or job assigned.

3. Adherence to construction and maintenance standards, work practices and safety rules. All three may include reasonable performance measures such as job progression, accuracy and quality of work.

Requirements for Advancement and Continued Inclusion in the program based on OJT and Training School Performance:

Apprentice performance (defined below) must meet minimum job requirements throughout each of the 6 – 6-month step progressions of OJT in his or her District, and in each of the Training Schools. The determination as to whether or not any Apprentice has met this standard will be made in each of the Apprentice Rating Guides (Rating Guide) that will be completed for each Electrician School and OJT assignment.

The Rating Guides consist of 8 ability categories with ratings of “**Acceptable**” “**Needs Improvement**” and “**Unacceptable**”. For the Apprentice to advance, each ability category must be rated as “**Acceptable**”. The 8 ability categories are supported by underlying task ratings which must be rated at no less than “**3: Meets minimum Requirements and Skills**” to achieve a rating of “**Acceptable**” in the overall ability rating.

Here is a listing of the task Rating Codes/Definitions that are contained in the Rating Guide:

4: Meets All Expectations / Eligible for Advancement – Apprentice’s performance meets all expectations for this level, has demonstrated his/her abilities to safely and effectively perform the tasks, and is eligible for advancement.

3: Meets Minimum Requirements and Skills – Apprentice has demonstrated knowledge of the general work routine; seldom needs help and his/her learning ability meets the minimum job requirements.

2: Needs Improvement – Apprentice requires consistent supervision/coaching to perform routine tasks at his/her skill level; requires more than normal instruction and/or repetition of instruction.

1: Unacceptable – Apprentice does not demonstrate satisfactory ability and should not progress to the next level. Even with coaching, the Apprentice frequently fails to safely and effectively perform the tasks.

X: Task Not Assigned and/or Observed

Note:

A score of 3 rates the Apprentice as having met minimum job requirements. Any rating below that level falls short of that requirement. For the overall ability category to be rated as Acceptable, all underlying task scores must be 3 or above.

- You will get at least one written performance review every six months. Approximately midway through each 6-month period, your Supervisor will assess your progress.
- If your progress is satisfactory, he may elect not to give you a written performance review at that time.
- You will get your written performance review prior to your advancement date. If that review is satisfactory, you will be advanced.
- If your progress is not satisfactory, your Supervisor will give you a written performance review midway within that six-month step. Your Supervisor will make a recommendation based on their assessment of your performance. You more than likely, will be required to attend a JAC meeting to review the facts in the case. **You must bring your “Apprentice Handbook” and any documentation with you if you are required to attend a JAC meeting for work performance issues.** The JAC will take appropriate action based on the results of the meeting.

This program is designed to help you succeed in your new career. The rules stated above are necessary to be sure you know exactly what is expected of you. Help is always available if you are having problems, but you must take the first step of asking for assistance.