

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

***CITY OF LOMPOC
LOMPOC, CALIFORNIA
AND
IBEW LOCAL UNION 1245***

FOR THE OCCUPATION OF

LINE WORKER
RAIS CODE: 028240*NET/SOC CODE: 49.9052.00

APPROVED BY

***UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP***

**SERVING THE INDUSTRY WITH A UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING APPROVED PROGRAM**

Regional Director, Michael Longeuay:

DATE OF REGISTRATION:

REFERENCE/PROGRAM NO:

ORG. ID:

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FOREWORD

These City of Lompoc Apprenticeship Standards have as their objective, the training of Line Workers skilled in all phases of the industry. The City of Lompoc (“City”) as the “Sponsor” recognizes that in order to accomplish this objective, there must be well-developed on-the-job learning combined with related instruction.

This recognition and objective has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area. These Standards of Apprenticeship are also developed with the input and participation of the affected labor relations employee organization, International Brotherhood of Electrical Workers Local Union 1245 (“IBEW”). Where these Standards conflict with provisions of any Memorandum of Understanding between the City and IBEW, then the Memorandum of Understanding shall govern.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Sponsor providing for training and related instruction under these Standards of Apprenticeship, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of Apprentices and provides Sponsors with a faster turnaround on their submissions and access to their Apprenticeship Program data.

APPRENTICESHIP AGREEMENT: The written agreement between the Apprentice and the Sponsor setting forth the responsibilities and obligations of all parties as part of the Apprenticeship Program with respect to the Apprentice’s employment and training under these Standards of Apprenticeship. Each Apprenticeship Agreement must be registered with the Registration Agency.

JOINT APPRENTICESHIP TRAINING COMMITTEE (JATC or COMMITTEE): Shall mean the Lineworker Apprenticeship Committee, the Sponsor and IBEW Local Union 1245. The Committee oversees execution of these Standards of Apprenticeship at all training sites. The Committee has overall responsibility for the operation of the Apprenticeship Program.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered Apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

EMPLOYER: Generally, employer means any person or organization that employs an Apprentice under these Standards of Apprenticeship and in the present instance refers to the City of Lompoc as Sponsor.

TECHNICIAN: An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal Apprenticeship, or through practical on-the-job experience and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the Apprentice must become proficient before a Certificate of Completion of Apprenticeship is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the Apprenticeship Program, in this case the City and IBEW.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: U.S. Department of Labor's Office of Apprenticeship.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions thereto adopted by the Committee and the Sponsor and approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the Sponsor to supervise or have charge and direction of an Apprentice.

SECTION I – PROGRAM ADMINISTRATION

A Joint Apprenticeship Training Committee (JATC) shall be established to carry out responsibilities and duties required of a Sponsor as described in these Standards of Apprenticeship. A list of the membership and the areas of expertise they represent shall be provided to the Registration Agency by the City of Lompoc's Electrical Supervisor.

Structure of the JATC

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of representatives appointed jointly by the Sponsor and IBEW. A minimum of two members must be skilled technicians in one of the trades covered by this Apprenticeship Program. The JATC shall consist of one Lead Line Worker, the Electric Supervisor, the Utility Manager, a Human Resources Manager (or Human Resources designee), and one representative appointed by the Union.
- C. Technical Assistance – such as that from the U. S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools – may be requested to advise the JATC.

Administrative Procedures:

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place a minimum of once every three (3) months, or as otherwise designated by the Chairperson.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC as determined by the JATC.

Responsibilities of the Joint Apprenticeship and Training Committee:

- A. Cooperate in the selection of Apprentices as outlined in this Apprenticeship Program.
- B. Ensure that Apprentices execute Apprenticeship Agreements and register them with the Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this Apprenticeship Program.
- D. Establish the minimum standards of education and experience required of Apprentices. Establish discipline recommendations for missing and being tardy to training courses.

- E. Meet at least quarterly to review records and progress of each Apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- F. Determine the quality and quantity of experience on the job which Apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the Apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all Apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation; require a City of Lompoc provided physical and a medical examination prior to their employment as Apprentices.
- K. Advise Apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify that Apprentices have successfully completed their Apprenticeship Program.
- M. Notify the appropriate Registration Agency of all new Apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- N. Supervise all the provisions of the Standards of Apprenticeship and be responsible, in general, for the successful operation of the Standards of Apprenticeship by performing the duties here listed, by cooperating with public and private agencies which can be of assistance, by obtaining publicity to develop public support of apprenticeship, and by keeping in constant touch with all parties concerned; Apprentices, Sponsor and skilled technicians.

SECTION II – EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(20) and 30.3(b)

The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy), gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended, and under applicable California Government Code sections 12940 *et. seq.*

SECTION III – AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b) and 30.4

The City of Lompoc’s Affirmative Action Plan and selection process will be utilized.

SECTION IV – QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

- A. Age:** Shall be at least 18 years of age. Applicant must provide evidence of minimum age respecting any applicable state laws or regulations.
- B. Education:** A high school diploma, GED equivalency, or equivalent is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

- C. Physical:** Applicants will be physically capable of performing the essential functions of the Apprenticeship Program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will be subject to a physical and pole climbing test, and will be screened for the current illegal use of drugs on acceptance into the Apprenticeship Program and prior to being employed.

SECTION V – SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the Apprenticeship Program will be in accordance with City of Lompoc’s hiring guidelines.

SECTION VI – APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an Apprentice or enrollment in related instruction, the Apprentice will enter into a written Apprenticeship Agreement signed by the Sponsor and the Apprentice and approved by and registered with Registration Agency. Such Apprenticeship Agreement will contain a statement making the terms and conditions of these Standards of Apprenticeship a part of the Apprenticeship Agreement as though expressly written therein. A copy of the Apprenticeship Agreement will be furnished to the Apprentice, the Sponsor, the Registration Agency.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards of Apprenticeship, the Sponsor’s written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the Apprentice.

SECTION VII – RATIO OF APPRENTICES TO SKILLED TECHNICIANS – Title 29 CFR 29.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of Apprentices to journey level line worker will be no more than **one** Apprentice to **two** journey level line workers. This ratio should provide the number of line workers necessary for the future needs of the employer.

SECTION VIII – TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the line worker apprenticeship will be **FOUR YEARS** with an OJL attainment of **7,200 HOURS**. These occupations will be provided the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Exhibit A). Full credit will be given for the probationary period.

SECTION IX – PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship will serve a probationary period of one year of OJL but not less than 1,750 hours.

During the probationary period, either the Apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary Apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary Apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the Apprenticeship Program. If the employee has transferred or promoted from another City position and is determined to have performed unsatisfactorily, he/she may return to his/her previous classification, only if there is a current vacancy.

After the probationary period, the Apprenticeship Agreement may be canceled at the request of the Apprentice, or may be suspended or canceled by the Sponsor for reasonable cause. In such cases, the Sponsor will provide written notice to the Apprentice and to the Registration Agency of the final action taken.

SECTION X – HOURS OF WORK

Apprentices will generally work the same hours as skilled technicians, except that no Apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION XI – APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an Apprentice is advanced to the next segment of training or to skilled technician status, the Sponsor will evaluate all progress to determine whether advancement has been earned by overall satisfactory job performance related to the agency standards, in the Applicant's OJL, and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the skilled technician wage rate. The percentages that will be applied to the applicable skilled technician rate are shown on the attached Work Process Schedule and Related Instruction Outline (Exhibit A). In no case will the starting wages of Apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII – CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The Sponsor will grant credit towards the term of apprenticeship to new Apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Apprenticeship Standards. The Sponsor's determination in this regard is completely discretionary and not subject to grievance or appeal.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records and affidavits to substantiate the claim. Applicants requesting such credit who are selected into the Apprenticeship Program will start at the beginning wage rate. The request for credit will be evaluated and determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the Apprentice's previous work and training/education record and evaluation of the Apprentice's performance and demonstrated skill and knowledge during the probationary period.

An Apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the Apprentice is advanced.

The granting of advanced standing will be uniformly applied to all Apprentices.

SECTION XIII – WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship, the Apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled technician. The OJL will be under the direction and guidance of the supervisor designated by the Sponsor.

SECTION XIV – RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training, each Apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction, the Apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

Apprentices **“will not”** be paid for studying after normal work hours and shall not study during normal working hours. Apprentices will be paid to attend instructional classes.

If applicable, the Sponsor will inform each Apprentice of the availability of college credit.

Any Apprentice who has successfully passed his probationary period and is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an Apprentice to fulfill the obligations regarding related instruction, or OJL, without due cause as determined by the Sponsor, the Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the Apprentice and opportunity for corrective action, if appropriate as determined solely by the Sponsor. Should the employee seek to grieve this action, the grievance will be in accordance with Article 10, to commence at section 10-3, d. (Step 4) of the Memorandum of Understanding between the City and IBEW.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The Sponsor will monitor and document the Apprentice’s progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the Sponsor may require the instructors to attend available instructor training.

SECTION XV – SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b) (9)

All Apprentices will receive instruction in safe and healthful work practices through the City of Lompoc Code of Safe Practices, on the job training, and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or state standards that have been found to be at least as effective as the federal standards.

Apprentices will be taught that accident prevention is largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI – SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The Sponsor will be responsible for the training of the Apprentice on-the-job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the skilled technician to whom they are assigned. The supervisor of Apprentice(s) designated by the Sponsor will be responsible for the Apprentice's work assignments, and will ensure the Apprentice is working under the supervision of a skilled technician, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No Apprentice will be allowed to work without direct skilled technician supervision.

SECTION XVII – RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each Apprentice will be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The Apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by, and will be the property of, the Sponsor, and accessible to the JATC upon reasonable notice (minimum three days) to the Human Resources Division. These documents will be included in each Apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the JATC and the Sponsor will jointly evaluate the Apprentice's record to determine whether he/she has made satisfactory progress. If an Apprentice's related instruction or on-the-job progress is found to be unsatisfactory by the Sponsor, then the Sponsor may determine whether the Apprentice will continue in a probationary status, or require the Apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the Apprentice.

Should it be found that the Apprentice does not have the ability or desire to continue the training to become a Line Worker, the Sponsor will, after the Apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement. Should the employee seek to grieve this action, the grievance will be in accordance with Article 10, to commence at section 10-3, d. (Step 4) of the Memorandum of Understanding between the City and IBEW.

SECTION XVIII – MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)

The Sponsor will maintain for a period of five (5) years from the date of last action, all records relating to Apprentice applications (whether selected or not), the employment and training of Apprentices, and any other information relevant to the operation of the Apprenticeship Program. This includes, but is not limited to, records on the recruitment, application and selection of Apprentices, and records on the Apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XIX – CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the Apprenticeship Program as established in these Apprenticeship Standards, the Electrical Supervisor, will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing Apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX – NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)

The Registration Agency will be notified promptly by the City of Lompoc Electrical Supervisor of all new Apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes, if appropriate.

Sponsors' Electrical Supervisor shall register Apprentices with the Northwest Lineman's College and Department of Labor within 45 days of the Apprentices starting their probationary employment.

SECTION XXI – CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b) (17)

These Apprenticeship Standards will, upon adoption by the Sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the Apprenticeship Program. Upon adoption by Sponsor, the Electrical Supervisor will submit Apprenticeship Program documents and a list of City employees the Electric Division desires to be enrolled in the Apprenticeship Program, to the Department of Labor.

The City, after meeting and consulting with the affected employee organization, reserves the right to discontinue at any time the Apprenticeship Program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the Apprenticeship Program.

Deregistration of these Apprenticeship Standards may be initiated by the Registration Agency for failure of the Sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the Apprenticeship Program (whether voluntary or involuntary), the *Sponsor* will notify each Apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION XXII – AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(17)

These Apprenticeship Standards may be amended or modified at any time by the Sponsor, provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being implemented. A copy of each amendment or modification adopted will be furnished to each Apprentice to whom the amendment or modification applies.

**SECTION XXIII – ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29
CFR 29.5(b) (21) and 30(11)**

The Sponsor, in consultation with the JATC, will have full authority to supervise the enforcement of these Apprenticeship Standards. Any affected employee organization may grieve any enforcement matter that affects their membership in accordance with their applicable labor collective bargaining agreement.

If an applicant or an Apprentice believes an issue exists that adversely affects his/her participation in the Apprenticeship Program or violates the provisions of the Apprenticeship Agreement or Apprenticeship Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.5 (b)(21)

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Apprenticeship Standards over which differences occur. **The name and address of the appropriate authority to receive, process and make disposition of complaints is:** Craig Gildea Electric Supervisor, 100 Civic Center Plaza, Lompoc, CA 93436 / (805) 875-8011

Title 29 CFR 30.11

Any Apprentice or applicant for apprenticeship who believes that he/she has been unlawfully discriminated against with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an Apprenticeship Program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the Apprentice or applicant's election, with the City of Lompoc EEO Coordinator in accordance with the Equal Employment Opportunity Policy established by the Program Sponsor.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor Representative involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint to the Registration Agency must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the Apprenticeship Program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The Sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all Apprentices.

SECTION XXIV – TRANSFER OF TRAINING OBLIGATION – Title 29 CFR 29.5(13)

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Apprenticeship Standards, the Sponsor will make every effort to refer the Apprentice with his/her consent to another employer or IBEW. This will provide the Apprentice an opportunity for continuous employment and completion of their Apprenticeship Program. The Sponsor will also make available to the Apprentice and the receiving employer the Apprentice's training record.

SECTION XXV – RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Apprenticeship Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor, agree to all terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled technician.

In signing the attached Apprenticeship Agreement, Apprentices assume the following responsibilities and obligations under the Apprenticeship Program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor in accordance with the provisions of these Apprenticeship Standards.
- B. Respect the property of the Sponsor and abide by the working rules and regulations of the Sponsor.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Apprenticeship Standards. Attend and be on time to all training classes.
- D. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the Sponsor. Maintain work journal and log hours in each category.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.
- F. The Apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION XXVI – TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational school – may be requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their Apprenticeship Program.

SECTION XXVII – OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The City of Lompoc hereby adopts these Standards of Apprenticeship on this

_____ Day of _____, 2014

CITY OF LOMPOC

Marty Hostler, P.E., City of Lompoc Electrical Utility Manager

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL UNION 1245

Signature of IBEW 1245 Representative

Registered as incorporating the basic standards recommended by the United States Department of Labor, Office of Apprenticeship Training.

DATE OF APPROVAL: _____

Exhibit A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

OCCUPATION SCHEDULE FOR: LINE WORKER

O*NET-SOC CODE: 49-9052.00

RAPIDS CODE: 0282

This Work Process Schedule and Related Instruction Outline are attached to, and a part of, these Apprenticeship Standards for the above identified occupation. This schedule is subject to change based upon regulatory updates, industry standard, operational need, or recommendation of JATC.

1. TERM OF APPRENTICESHIP

The term of the Line Worker apprenticeship will be four years with an OJL attainment of 7,200 hours. These occupations will be provided the required hours of related instruction as stated herein. Full credit will be given for the probationary period.

2. RATIO OF APPRENTICES TO SKILLED TECHNICIANS

Two (2) Apprentices may be employed in each shop department, and/or jobsite employing a qualified skilled technician.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current skilled technician wage rate.

4 Year / 7200 Hour Term Sample

Step	Hours	Year	\$/hr	% Journey wage
Step 1 (B) (probation)	0 – 1750 Hours	Year 1	\$27.33/hr	74.4%
Step 2 (C)	1751 - 3500 Hours	Year 2	\$28.69/hr	78.1%
Step 3 (D)	3501 - 5250 Hours	Year 3	\$30.12/hr	82.0%
Step 4 (E)	5251 - 7000 Hours	Year 4	\$31.63/hr	86.1%

4. SCHEDULE OF WORK EXPERIENCE

The Sponsor may modify the work processes to meet local needs prior to submitting these Apprenticeship Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION**

Description:

<u>Work Process</u>	<u>Approximate Hours</u>
A. Pole construction	1300
B. Conductors	1300
C. Transformers	400
D. Services	200
E. Underground	1000
F. Safety Procedures	100
G. Hot sticking	500
H. High Voltage Rubber Gloving	500
I. Low Voltage Rubber Gloving	300
J. Line Equipment	300
K. Equipment Operation	300
L. Climbing	400
M. Trouble Shooting	400
N. Test Equipment	200
TOTAL HOURS	7,200

Source: Northwest Lineman College

Length: 600 Total Hours

YEAR 1 ON CAMPUS (75 HOURS)

- Working in Elevated Positions
- Rigging, Knots, Splices, and Ropes
- Electrical Systems
- Rescue Series

YEAR 1 SELF DIRECTED (25 HOURS)

- Electrical Systems Identification
- Safety Discussions
- Overhead Conductors
- Slings Identification

YEAR 2 ON CAMPUS (75 HOURS)

- Alternating Current
- Electrical Test Equipment
- Personal Protective Grounding
- Transformer Basics

YEAR 2 SELF DIRECTED (25 HOURS)

- Transformer Identification
- Electrical Test Equipment Report
- Clearance Procedures
- Protective Grounding Scheme

YEAR 3 ON CAMPUS (75 HOURS)

- Live Line Training
(Hot Sticking and 12Kv Rubber Gloving)

YEAR 3 SELF DIRECTED (25 HOURS)

- Job Hazard Analysis
- Mapping Basics
- Energized Work Procedures
- Material Safety Data Sheets

YEAR 4 ON CAMPUS (75 HOURS)

- Electrical Equipment
- Journeyman Excellence

YEAR 4 SELF DIRECTED (25HOURS)

- Deliver Job Briefing
- Employer Expectations
- Working with Apprentices
- HV Equipment Identification

Exhibit B

Apprenticeship Agreement

I _____ having read these Apprenticeship Standards formulated by the Sponsor, agree to all terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled technician.

In signing this Apprenticeship Agreement, Apprentice assumes the following responsibilities and obligations under the Apprenticeship Program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor in accordance with the provisions of these Apprenticeship Standards.
- B. Respect the property of the Sponsor and abide by the working rules and regulations of the Sponsor.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Apprenticeship Standards; and attend and be on time to all training classes.
- D. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the Sponsor. Maintain work journals and log hours in each category.
- E. Develop and practice safe working habits and work in such a manner as to assure my personal safety and that of other fellow workers.
- F. The Apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

(Print Name) Apprentice

Apprenticeship signature of agreement

Date

(Print Name and Title) Witness

Witnessed by: Signature

Date