

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon**

PERSONNEL LETTER (PL): 410-8

DATE: January 23, 2009

SUBJECT: Apprenticeship Training Programs

PURPOSE

- This Personnel Letter describes requirements for the administration of the apprenticeship programs.
- The Collective Bargaining Agreement (Agreement) between the Bonneville Power Administration (BPA) and the Columbia Power Trades Council (CPTC) provides for the establishment and maintenance of an apprenticeship program.
- This Personnel Letter supersedes PL410-8, dated June 20, 1997.

POLICY

Apprenticeship training programs will be conducted in accordance with the agreement and merit system principles.

I. RESPONSIBILITIES

- A. Central Joint Council on Apprenticeship.** The Agreement provides for maintenance of a Central Joint Council on Apprenticeship consisting of six members: three to be appointed by the Administrator, and three to be designated by the CPTC. The Council is responsible for monitoring the various apprenticeship programs. The apprenticeship program must conform to the minimum standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and must be approved by that body. The Central Joint Council is specifically responsible for:
1. Preparing and revising, as deemed advisable, the Standards of Apprenticeship to be recommended to the Bureau of Apprenticeship, U.S. Department of Labor;
 2. Directing, reviewing, and approving the work of the various Craft Committees; and
 3. Monitoring the progress and effectiveness of the various apprenticeship programs and taking action, through the Craft Committees, to improve program effectiveness.
- B.** The various **Craft Committees** are comprised of two management representatives, who are members of the Administration's supervisory staff, and two labor members plus two labor alternates who are appointed by the appropriate labor union. The Craft Committees are responsible for:
1. Preparing and recommending craft apprenticeship standards to the Central Joint Council that include a program of work experience and a program of related training;
 2. Proposing the maximum ratio of apprentices to journeymen;
 3. Evaluating and recommending candidates to Selecting Officials for the craft apprentice program; and
 4. Examining apprentices at end-of-step reviews and recommending appropriate personnel action(s).
- C.** The **Manager Technical Training**, is responsible for the effective operation of Electrical Apprentice programs. Through assigned staff, this includes:
1. Serving as the supervisor of record for all electrical apprentices, including responsibility for selecting apprentices and evaluating their progress, as

well as, in consultation with the appropriate Craft Committee, determining duty station assignments;

2. Developing the methods and lesson plans to implement a program of training for each work process for each craft and any additional related training, consistent with Craft Committee-approved training objectives;
3. Coordinating and otherwise arranging for related non-technical training for apprentices with the advice of the appropriate Craft Committee;
4. Maintaining apprentice program records (e.g., training apprenticeship agreement, DOL registration, etc.).
5. Registering and maintaining apprentice records in the Department of Labor's Bureau of Apprenticeship and Employment Training records system; and
6. When an apprentice completes the training program to the satisfaction of the Craft Committee, initiating action for the issuance of the BPA and Bureau of Apprenticeship Certificates of Completion of Apprenticeship. BPA's Certificate of Completion must be signed by an officer of the Central Joint Council prior to awarding the BPA and DOL certificates to the apprentice.

D. The Human Capital Management (HCM) Apprentice Program Liaison (Liaison) is designated by the Labor Relations Officer. The responsibilities of that position are:

1. Providing staff work, facilitation, and procedural compliance of BPA's apprenticeship with the Agreement and regulatory requirements;
2. Serving as the overall coordinator of activities involving the Central Joint Council on Apprenticeship;
3. Serving as BPA's liaison with state and other Federal officials that are involved in the program;
4. Serving as an ex officio member and Executive Secretary of the Central Joint Council on Apprenticeship, and serving as an ex officio member on all Craft Committees;
5. Coordinating the development of apprentice standards and other Craft Committee recommendations to the Central Joint Council, as well as facilitating communications for the various Craft Committees with the

Council on problem identification, program recommendations, and other matters of concern;

6. Developing, selecting, and otherwise making necessary arrangements for training/counseling for Craft Committee members and supervisors of apprentices/trainees with regard to the proper operation of the programs in accordance with the Agreement;
7. Coordinating and providing staff support to the Craft Committees on the recruitment, selection, placement, and removal of apprentices/trainees; and
8. Evaluating apprentice/trainee programs for effectiveness, efficiency, and compliance with law, regulation, policy and procedure as requested by management or the Central Joint Council.

II. PROCEDURES

- A.** The term of apprenticeship will be the number of years specified in each individual apprenticeship plan. Each apprenticeship includes a specified number of hours of:
 1. Related and supplemental instruction in the subject matter of the respective craft or trade; and
 2. On-the-job training experience as listed in the appropriate apprenticeship standard.
- B.** Apprenticeship wage rates are based on a designated percentage of a journey negotiated rate. Wage increases during the term of apprenticeship will be granted on successful completion of the assigned work and will be effective at the start of the next pay period following written recommendation of the appropriate Craft Committee. The normal duration of each step will be approximately 6 months.
- C.** The Liaison refers all apprenticeship standards and amendments to the Bureau of Apprenticeship and Training for approval.

Roy B. Fox
Chief Human Capital Officer