

GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE	No.: *SOP-122	Issued: 12/30/03
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Title: Apprenticeship Training Program	Approved by: John M. Benavente, P.E., General Manager	
Effective Date: <i>1-13-04</i>	Supersedes No.:	

I. OBJECTIVES

- A. To develop highly skilled apprentices thoroughly and broadly to qualify as a journeyman.
- B. To provide a potential source of key employees and supervisors.
- C. To provide the character, personality and industrial initiative of the apprentices.

II. SCOPE

A. On-The-Job Training (OJT):

Minimum of 6000 hours with a qualified tradesmen (Supervisor/ Leader/ Journeyman level) instructing/training.

B. Classroom Instruction:

In accordance with the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), each apprentice shall be required to attend classes in related theoretical training for a minimum of 144 hours per year for each year or the equivalence. An outline of the courses for each occupation, subjects, and/or areas of study appear in the Appendixes of the Standards of Apprenticeship. These classes may be held during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours, shall not be considered as hours of work. If apprentices are required to attend during the working hours, the apprentices shall be compensated at their regular hourly rate.

The amount of time to be devoted to each subject and the sequence they are to follow will depend upon the type of work being performed by the Apprentice on the job site. Instruction shall be coordinated with the work on the job site so that the Apprentice and the Authority will receive the maximum benefits from such instruction. Failure on the part of the Apprentice to fulfill the related training obligation (poor attendance, failure to maintain passing grades, etc.) shall constitute adequate cause for cancellation of the Apprenticeship Agreement.

A minimum of two (2) courses per semester is required depending on the particular trade an apprentice will be undergoing as per requirements set by the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), and the Authority's registered program in which the training phase will be engaging into. Advanced credit to be included if applicable.

C. **Work Experience:**

Should be planned to enable the apprentice to become more competent in the skills of the trade, proficient in each element and area as required by the trade.

D. **Related Classroom Training:**

To provide an apprentice with the background knowledge and information required to become an effective and efficient journeyman and to provide a foundation for adjustment to future technological changes affecting the trade.

III. **PROCEDURES**

- A. On-The-Job (OJT) will be under the direct supervision of the immediate shop supervisor/leader or qualified journey worker who have demonstrated proficiency and have extensive knowledge in the trade. These qualified individuals should also be responsible in briefly describing in the monthly progress reports the apprentice's abilities, performances, attitudes and knowledge of all the elements of his/her particular trade/craft.
- B. Classroom Instruction is dependent upon the particular trade an apprentice will be undergoing training and the required training will be that of the requirement as set by the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT).
- C. Work Experience is the projected time required for an apprentice to become proficient in each element and area of the trade.
- D. Related Classroom Training will vary with the needs complexity of the trade, at a prescribed minimum of the total hours of apprenticeship is required for related instructions in each trade and all subjects will be taught throughout the entire term of apprenticeship, but may be scheduled to best meet the needs of the trade. The course to be taught and the level of instruction will be determined locally but will include **written and oral communication, applied mathematics, trade science and trade theory.**

IV. **SCHEDULING OF RELATED CLASSROOM TRAINING**

- A. Should be scheduled to the maximum extent possible and should be scheduled during regular working hours with apprentice attending in a pay status. In unusual situations, it may be necessary to schedule related classroom

instructions after regular working hours with apprentices attending classes still under regular pay status as long as the apprentice signed for their **Release Time** which would be accumulated while the apprentice is undergoing academic related courses/classes after his/her regular shift working hours. **Release Time** is accumulated on a one-to-one basis for attending classes after the apprentice regular working hours. (For every classroom time spent outside the regular scheduled work shift, the equal amount of time is accumulated for release time.) Release time shall be used **only for academic related classroom special projects, lab works or for studying for final examination**. All requests must be **submitted** at least **twenty-four (24) hours** in advance and approval of this request is at the **discretion of the apprentice immediate leader/shop supervisor**.

- B. All related classroom training will be conducted at the Guam Community College facilities and all courses should be as set by the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), and the proper hiring agency for their particular trade(s).

V. ON-THE-JOB TRAINING (OJT)

- A. On-the-job training will be conducted by the shop leader, immediate supervisor or by any competent shop personnel in the II level or above under the guidance and coordination of the Authority's Apprenticeship Coordinator.
- B. Work experience will include the projected time required for an apprentice to become proficient in each element and area. The projected time period will be used as guides with variations permitted to meet individual or activity needs.
- C. Work experience will include a schedule of work experience by areas and elements showing the: **(a) Projected hours scheduled for each area and each element in each apprenticeship year; (b) Total hours scheduled in all areas; and (c) Grand total of hours scheduled in all areas for the entire term of apprenticeship.**

VI. TRAINING AVAILABILITY

- A. Apprentices shall be scheduled to receive all training in all areas and elements of their trade throughout the period of their apprenticeship terms.
- B. Upon the **non-availability** of certain training work progress in their respective division/section, trainees shall be temporarily assigned to another division/section or facility so that he/she may be able to obtain the required training.

VII. SERVICE OBLIGATION

- A. **A service obligation of two (2) years for every one (1) year of training completed shall be incurred by the apprentice.** Any fraction thereof, shall be computed on a pro-rated basis. The service obligation shall be served with the

Guam Power Authority before requesting for a transfer to another department/agency within the Government of Guam. Any employee or trainee shall be subject to all terms and conditions of the Apprentice Training Program. **An apprentice trainee who does not complete his/her service obligation will be subject to "Breach of Contract" and shall reimburse the Authority for all expenses incurred during training. Service obligations shall not be served concurrently while the apprentice is undergoing training.**

- B. **Successful completion of an apprenticeship shall not be dependent upon the length of time required in training but by the demonstration of successful performance of all major occupational elements and academic requirements of the target journeyman position.**
- C. Each apprentice will adhere to the Apprenticeship Standards established by the U.S. Department of Labor, Bureau of Apprenticeship Training.

VIII. PREREQUISITES OF A PROSPECTIVE APPRENTICE

- A. Before any applicant is to be considered eligible for the Apprentice Training Program, the following requirements must be met:

1. Qualifications

- a) A person must be at least sixteen (16) years of age, and upon completion of the Apprentice Program there should be a minimum of eight (8) active-working years before reaching work obligation retirement eligibility.
- b) An employee's position shall not exceed the II level, e.g., Mechanic I & II, Electrician I & II, etc., upon selection into the program.
- c) Must be a High School graduate.
- d) Must be a U.S. Citizen or possess a permanent resident certificate.

2. Examinations

All eligible candidates for the Apprenticeship Training Program:

- a) Must take the "placement test" administered by an accredited college/university institution either prior or during the first six (6) months of their initial Apprentice Training. **Failure to comply with this section, could lead to a possible termination from the Apprentice Training Program, due to non-compliance.**

- b) **Must undergo a complete physical examination at their cost. Any chronic disease or disorders are to be considered in relation to the duties and activities of an apprentice.**
- c) **Must undergo a drug screen test as a conditional offer of participation in the Apprenticeship Training Program.**
- d) **Must take a "pre-employment" examination to assist in determining their eligibility for participation in the program.**

IX. APPRENTICE SELECTION

- A. The selection of an Apprentice would be based on the satisfactory completion of subparagraph 1 of section VIII, without regard to **race, creed, color, national origin nor sex**. Emphasis on individual initiative and potential would be considered in determining final selection of apprentice trainees, after full and fair opportunities are afforded to all applicants.
- B. The National Standards of Apprenticeship recognized the term of Apprenticeship as two (2) years or more, based on forty (40)-hour workweek. All trade training plans for a particular trade is designed according to a similar pattern to assure that the apprentice acquires the knowledge and the skills necessary for an all around journeyman.
- C. The **probationary period** is the first two (2) quarters of apprentice training and shall be subject to the review of quarterly appraisals by the immediate supervisor, senior supervisor in the shop and the Authority's Apprenticeship Coordinator, with the final tabulation by the Human Resources Division Administrator, who shall take into account the **ability, conduct, initiative and adaptability** of the apprentices before determining probationary period has been completed. **Apprentices with unsatisfactory performance during their probationary period are subject to termination from the program.**
- D. The following are justifications for cancellation of the Apprenticeship Agreement:
 - 1) **Unsatisfactory performance in the general areas of an apprentice's role and conduct during his/her probationary period.**
 - 2) **Unsatisfactory progress in both the training elements and academic requirements of the Apprenticeship Training Program.**
 - 3) **Apprentice's request to terminate participation in the Apprentice Training Program.**
 - 4) **Positive confirmation of drug screening results that is required for the following:**

- a. **Upon meeting the requirements to progress to the next apprenticeship level; and**
- b. **When there is reasonable suspicion or illegal drug use.**

X. AUTHORITY'S APPRENTICE TRAINING ADVISORY COMMITTEE

- A. For the purpose of the Apprentice Training Program, the Training Advisory Council shall serve as the committee and shall be governed by the body and powers of the Training Advisory Council (TAC). Therefore, the council shall be referred to as the **Training Advisory Committee**.
- B. Purpose of the Council as a condition for certification and approval of the Apprentice Program by the U.S. Department of Labor, the establishment of a committee/council to assist in the evaluation and coordination of the Apprentice Program.
- C. The Training Advisory Council will consist of:
 - 1) Assistant General Manager, Operations
 - 2) Manager of Generation
 - 3) Manager of T & D
 - 4) Personnel Services Administrator
 - 5) Guam Community College Apprenticeship Coordinator
- D. **FUNCTIONS OF THE COUNCIL**
 - 1) Review and evaluate the effectiveness of the Apprentice Training Program.
 - 2) Make recommendations for the improvement in the academic curriculum, work assignment, shop theory and shop assignment.
 - 3) Discuss problem areas and recommend solutions.
 - 4) Trainee's councilors.
 - 5) Perform other duties as assigned by the chairperson.

XI. PROCESSING OF RESPECTIVE APPRENTICE APPLICANT**A. Announcement:**

An announcement will be issued to each respective division/section two to three months prior to the commencing of the training cycle.

B. Application:

Prospective applicants must fill out a job application for the particular trade they are enrolling in and submit to the Human Resources Division for proper rating and processing.

C. Testing arrangement:

Upon receipt and thorough review of all applications, the Human Resources Division will coordinate the schedule for the written examination, if any, to be administered to each applicant. The test results will determine the semi-selection process before an applicant is officially selected for the training program.

D. Applicants interview:

HR recruitment staff will arrange the interview date/time with the interviewing committee for the final review and selection of applicants.

E. Notification:

Upon completion of the selection process and pending drug test results, applicants will receive an offer of participation in the Apprenticeship Training Program. Once the offers have been accepted, applicants will be notified of the date/time to attend an orientation and processing of their participation in the program. Non-selection notices will be distributed to those applicants who were not selected to participate in the program.

XII. APPRENTICE TRAINING PROGRAM AGREEMENT

The Human Resources Division will coordinate the time/date for all selected applicants to attend the orientation program where an agreement between the apprentice and Guam Power Authority will be established.

XIII. PROGRESS OF APPRENTICE

- A. The progress of all apprentices will be viewed and recorded on a continuing basis and reported quarterly and annually, both in the work experience and other related training phases. Based on the continuous review of the apprentice progress, supervisors and instructors will keep apprentices informed of how they are progressing, provide them reasonable advice and assistance and give them appropriate recognition for their progress.

B. Continuous Records of Progress:**1) Appraisals of Work Experience:**

Factual information will be recorded on a current and continuing basis by the immediate supervisor in the shop and by the shop instructors under whom the apprentice is receiving instructions. **The information should show the progress of the apprentice in each element of the shop work performed and describe briefly the strong and weak points in the apprentice's performance. These continuing appraisal records will include the appraisals made when the apprentice is transferred or rotated in work assignment and when assigned to a different supervisor.** Appraisals shall be made on the basis of job element standards that apprentices are properly expected to meet under the current conditions of work.

2) Grades in Related Information Subjects:

Adequate records of performance in each related subject will be maintained on a current and continuing basis by the instructor concerned and will include factual information in support of unusually high quarterly progress form. When related subjects are given partly through cooperating school system or other non-government facility operating on a semester and for the summer period instead of on a quarter basis, the submission of grades shall be based on semester periods. **Each apprentice is solely responsible in ensuring that his/her grades for that semester are submitted to his/her immediate supervisor and to the Authority's apprenticeship coordinator. A satisfactory performance grade for all related subjects in any particular trade should be a 2.0 grade point average (GPA) or higher.**

3) Review of Quarterly Appraisals:

The GPA Apprenticeship Coordinator will review the entire quarterly progress appraisals, including both the appraisal on areas of work experience and the level of achievement in related subjects to assure that they are equitable. For this review, the Coordinator will have access to the continuing records of shop and school performance. After any necessary consultation and adjustment of the appraisals, the Coordinator shall turn over his/her findings to the Personnel Services Administrator for his/her initial for each quarterly appraisal to signify approval or not. This quarterly progress appraisal will be used in certifying the satisfactory or unsatisfactory completion of each phase of the apprenticeship and in preparing the official performance rating. The completion date of the apprenticeship training will be recorded and registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), Hawaii.

4) **Certificate of Completion:**

The Guam Power Authority joint agreement with the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), Hawaii shall issue the certificate of completion that confers with the requirements and standards established by the U.S. Department of Labor.

C. **Unsatisfactory Progress:**

The progress of an apprentice will be considered **unsatisfactory when the quarterly progress appraisal is lower than the requirements and standards established by the U.S. Department of Labor for that particular trade in any area of the work experience or related subject.**

- 1) Whenever it is determined that an apprentice's performance in either work experience or related subject could become unsatisfactory, the apprentice will be so notified in writing. This notice should be regarded as a training record which advises the apprentice of the danger of receiving a failing grade for the quarter, if performance is not sufficiently improved, it should also advise that adequate opportunity (specifying the time allowed) will be provided and that reasonable assistance will be provided to the apprentice to confer with the instructor and supervisor concerned and with the Authority's apprentice coordinator as soon as possible. All efforts will be given to the apprentice to assist him/her in affording an ample opportunity to successfully make-up grade(s)/performance before any notation of failure is placed in the official training folder. In this process, an effort will also be made to determine the cause of their performance deficiency for correction insofar as reasonably possible. Should the apprentice continue to maintain an unsatisfactory performance at the end of the quarter, a warning of unsatisfactory performance will be issued and placed in his/her official personnel jacket and training folder.
- 2) Whenever an apprentice receives his/her first unsatisfactory quarterly performance appraisal, in either area of work experience or any related subject, an unsatisfactory warning will be issued, unless there is sufficient cause to immediately institute a proceeding to drop the apprentice from the training program.

An apprentice who receives two unsatisfactory quarterly marks during any apprenticeship year is cause to be dropped from the apprenticeship training program. These two marks may be in the same or different areas of work experience or in both area of work experience and related subject and may be either simultaneous or in different quarters of the same apprenticeship year. These provisions for dropping an apprentice from the training are considered as conditions of the agreement with the apprentice. All terms are subject to compliance with procedural

requirements established by the Standards of Apprenticeship established by the U.S. Department of Labor Bureau of Apprenticeship and Training.

- 3) All terminations from the Authority's Apprenticeship Training Program are subject to the procedural requirements established by the Standards of Apprenticeship established by the U.S. Department of Labor Bureau of Apprenticeship and Training.

XIV. ADVANCEMENT OF AN APPRENTICE

A. General Requirements:

- 1) Apprentices will be assigned as:

Apprentice (Occupational Job) Level I
Apprentice (Occupational Job) Level II
Apprentice (Occupational Job) Level III
Apprentice (Occupational Job) Level IV

Advancement shall be made when apprentices demonstrates by performance and written examination that they met the prescribed requirements for their current year of Apprenticeship.

- 2) Apprentice training plans should be flexible to accommodate losses or delays in training by extending the length altering sequences or adding to or modifying the program. The length of the training may be extended when a trainee does not complete his/her training in all of the required elements, or otherwise demonstrate proficiency within the normal time frame. An Apprentice having prolonged absences away from training may have their advancements delayed until they make up the non-training time. When absences exceed eighty (80) hours during any apprenticeship year, the apprentice shall be subject to termination. Department should avoid assigning apprentices to committees or special assignments which may result in delaying their advancement.

B. Advanced Credits:

- 1) Apprentices with exceptional ability in their chosen trade or previous instruction in related subjects or who under the option plan undertake related instruction on their own time, may be able to complete the requirements in less than the prescribed term of apprenticeship. Credit for a unit of work experience or related instructions will be granted to apprentices when they have acquired the level of proficiency established for the unit in the approved training plan. However, apprentices must not be advanced until they have fully demonstrated proficiency in the required work experience and related studies.

- 2) The maximum advanced credit allowable during the entire apprenticeship term in any work experience and related subjects combined is fifty (50%) percent of the normal apprenticeship time.
- 3) Determination of the advanced credit to be granted to individual apprentices will be the joint responsibility of the senior supervisor of the shop to which the apprentice is assigned, the immediate supervisor of the apprentice and the Training Advisory Committee (TAC) with the final approval from the General Manager. Certification of advanced credit authorized will include an appraisal of the **knowledge, skill and proficiency** demonstrated by the apprentice for the unit of training for the quarter. The certification will be filled as a part of the apprentice's permanent training period. Information from other persons with direct knowledge of the apprentice's progress and achievement (such as shop instructor and instructors in related subjects) will be considered.

XV. BENEFITS

Apprentices may be required to enroll in the Government of Guam Retirement Defined Contribution Plan. Depending on funding source program requirements apprentices may be required to contribute to the Social Security Administration. All wages are taxable under Guam law.

Apprentices may opt to enroll in medical and dental health insurance programs. Apprentices will be permitted to accrue annual and sick leave in accordance with Guam laws.

XVI. TOOLS - EQUIPMENT - BOOKS

- 1) Each trainee will provide the essential tools, equipment and books for the particular trade/craft in which he/she will be undergoing training.
 - a) Tools – equipment list will be provided to each selected trainee and must be complete and available prior to commencement of the training program.
 - b) Trainees may apply for financial aide assistance. Should the trainee be rendered ineligible for financial aide, the trainee may request assistance from the Authority.
- 2) The Authority's division/section in which the selected trainee is assigned will provide assistance to any trainee in the event that the trainee cannot provide the required tools, equipment and books needed to undergo training and provided that the trainee is in agreement to reimburse the Authority for any/all expenses incurred.
- 3) Any/all tools, equipment or books issued to a trainee while undergoing training and are purchased with Authority's funds shall become the property of the Authority.

- a) Tools, equipment or books shall be returned upon demand to the Authority's division/section for inspection and/or property control.
- b) In the event that a tool(s), equipment or book(s) is damaged or lost, the trainee issued will be liable and subject to either replacing or reimbursing the Authority.
- c) When a trainee does not comply to subsections (a) and (b) of this rule, he/she will be in violation and subject to Section 43.30(a) of the Criminal and Correctional Code of Guam at which time the case will be forwarded to the Attorney General's Office for legal processing and action.

XVII. Compensation

Apprentices will be compensated in accordance with the Unified Pay Schedule. They shall be paid a progressively increasing schedule of wages during their apprenticeship based on acquisition of increased skill and competence as the training progresses. Apprentices receiving credit for previous experience shall be paid the wage rate of the period to which such credit advances them.

The wage rates for each level of apprenticeship shall be:

Level I	Grade D	-	\$7.62 per hour
Level II	Grade F	-	\$8.48 per hour
Level III	Grade H	-	\$9.60 per hour
Level IV	Grade I	-	\$10.28 per hour
Level IV	Grade J	-	\$11.03 per hour

Level IV rates in accordance with the pay grades assigned to the journeyman level jobs (i.e. Plant Instrument Technician II and Plant Operator III are assigned pay grade J; all others assigned pay grade I.)

XVIII. Reassignment to a Different Trade

Reassignment of apprentices from one trade to another may be effected if consistent with the needs of the Authority. All requests for a reassignment to another trade is required to follow the chain of authority (trainee's immediate leader/supervisor & related subject instructor) with the final approval being signed by the Training Advisory Council and the General Manager. Trainee(s) requesting for reassignment must be current on all training program requirements and terms without any unsatisfactory performance ratings in either work experience or related subjects.