



AGREEMENT
for the
JOINT ADMINISTRATION OF TRAINING
for
COO TRADES AND LABOR EMPLOYEES
(JOINT TRAINING PLAN)

between

TRADES & LABOR COUNCIL
FOR
ANNUAL EMPLOYEES OF THE
TENNESSEE VALLEY AUTHORITY

and

TENNESSEE VALLEY AUTHORITY
CHIEF OPERATING OFFICER

May 1, 2001

1. Title: The official title is *Agreement for the Joint Administration of Training for COO Trades and Labor Employees*. The abbreviated title is the *Joint Training Plan (JTP)*.
2. Purpose: The *General Agreement Between the Tennessee Valley Authority and the Trades and Labor Council for Annual Employees of the Tennessee Valley Authority* addresses joint training for qualifying for replacement or promotion.¹ This process provides a structure to address joint training for those trades and labor (T&L) employees assigned to the Chief Operating Officer (COO) of TVA.²
3. TVA Organizational Structure: TVA is organized such that the preponderance of T&L employees are assigned to the Chief Operating Officer (COO). The COO organizational structure includes the Fossil Power Group, TVA Nuclear, Transmission & Power Supply, and River System Operations & Environment.
4. Joint Administration Process: This JTP is a cooperative effort between the COO management team and members of the Trades and Labor Council for Annual Employees of the Tennessee Valley Authority. Its administration jointly utilizes a committee structure as follows:³
 - 4.1. Central Joint Training Committee: There is one Central Joint Training Committee (CJTC).
 - 4.1.1. Membership
 - Executive Vice President(s) for the Chief Operating Officer responsible for organizations affected or their designee(s).
 - International Union Representative(s) representing employees in classifications affected
 - Manager, COO Technical Training
 - A COO Senior Human Resources Manager

¹ Nothing in this agreement is intended to, nor shall it, usurp the provisions of the General Agreement or its associated MOUs. If there is a conflict between this Joint Training Plan (JTP) and the General Agreement, the General Agreement shall prevail and the JTP will be modified accordingly by bulletin.

² The training of T&L personnel assigned to nuclear power plants is governed by Title 10 of the Code of Federal Regulations. This code incorporates the training methods and processes established by the Institute of Nuclear Power Operations (INPO). Nothing in this agreement is intended to, nor shall it, usurp the provisions of 10CFR.

³ Exception: The training committee structure for River System Operations & Environment / River Operations will be that established in the Addendum to the Joint Training Plan (1992) between TVARSO&E and the Trades and Labor Council for Annual Employees of the Tennessee Valley Authority (Annual Council) regarding Transition to Multiple Skill Classifications until otherwise incorporated into this document by bulletin.

4.1.2. Committee Secretary:

The COO Senior Human Resources Manager serves as the committee secretary and publishes all committee decisions and communicates with the Joint Training Subcommittees (JTSs) by bulletin.

4.1.3. Functions

- Optimizes TVA's competitive business position by providing leadership for the training of T&L employees.
- Establishes joint administrative processes and methods for the training of T&L employees and approves exceptions where appropriate.
- Approves standing and ad hoc organizational Joint Training Subcommittees.
- Approves this and future changes to the Joint Training Plan
- Considers questions of entry into a program of any individual who has attempted or completed another program.
- Within the boundaries of federal rules and regulations, TVA policies, agreements, and memoranda of understanding, establishes policies affecting the joint administration of training of T&L trainees.
- Takes action, as necessary, on training problems arising from administration of the training programs at the Joint Training Subcommittee level.
- Periodically evaluates the effectiveness of the training programs.
- Publishes CJTC decisions.

4.2. Joint Training Subcommittees: There are four standing group organizational Joint Training Subcommittees (JTS) as listed below:

- The Fossil Joint Training Subcommittee (Fossil JTS)
- The TVA Nuclear Joint Training Subcommittee (Nuclear JTS)
- The TPS Joint Training Subcommittee (Transmission JTS)
- The River Operations Joint Training Subcommittee as addressed in the River Operations MOU and the Addendum to the Joint Training Plan (1992).

4.2.1. Membership

- International Union Representative(s) or their designee(s) representing employees in classifications affected
- The Manager, COO Technical Training or designee.⁴

⁴ The Training Manager chairing the Nuclear Training Peer Team represents the Manager, COO Technical Training on nuclear training matters.

- Employee Relations Manager or designee.
- Organizational Vice President or designee.

4.2.2. Subcommittee Co-Chairpersons:

The COO Technical Training representative and a Council representative are subcommittee co-chairpersons and will schedule meetings to accomplish the functions of the subcommittee.

4.2.3. Subcommittee Secretary:

The Employee Relations Manager or designee is the subcommittee secretary and publishes all JTS decisions and recommendations and communicates with the CJTC and the local subcommittees.

4.2.4. Functions

- Approves standing and ad hoc Local Joint Training Subcommittees and outlines their functions.
- Directs the administration of approved programs through the local subcommittees.
- Arranges examination schedules with local subcommittees.
- Monitors the accrediting examinations for trainees, operators, and craft persons to ensure fairness in testing.⁵
- Upon the recommendation of local subcommittees, approves personnel actions such as remedials, removal from training, advancement of trainees, and selection of T&L instructor candidates to the instructor pool.
- Reviews all recommendations regarding the training of employees which originate in local subcommittees.
- Periodically and at least annually, evaluates the training plan.
- Periodically reports to the Central Joint Training Committee on the status and effectiveness of the training program.
- Approves selection of trainees recommended by local subcommittees.
- Takes action, as necessary, on training problems arising from administration of the training programs at the Local Joint Training Subcommittee level.
- Refers training problems that can't be resolved by the JTS to the CJTC.

4.3. Local Joint Training Subcommittees: There are numerous standing Local Joint Training Subcommittees (LJTS) as listed below. Other

⁵ Exception: In TVAN, this is a function of the LJTS.

LJTSs can be established by the CJTC upon the recommendation of a Joint Training Subcommittee (JTS):

- (Fossil Plant Name) LJTS for Operations Training
- (Fossil Plant Name) LJTS for Instrument Maintenance Training
- (Fossil Plant Name) LJTS for Electrical Maintenance Training
- (Fossil Plant Name) LJTS for Mechanical Maintenance Training
- (Region Name) LJTS for Training of Coal Yard T&L Employees
- LJTS for Combustion Turbine Technician Training
- (Nuclear Plant Name) LJTS for Operations Training
- (Nuclear Plant Name) LJTS for Instrument Maintenance Training
- (Nuclear Plant Name) LJTS for Electrical Maintenance Training
- (Nuclear Plant Name) LJTS for Mechanical Maintenance Training
- River Operations LJTSs and membership are addressed by the Addendum to the Joint Training Plan (1992) and MOU
- TPS LJTS for Lineman and Groundman Training
- TPS LJTS for Electrician Training

4.3.1. Membership

- Organizational manager or their representative⁶
- International Union Representative(s) or their designee(s) representing employees in classifications affected
- The Manager, COO Technical Training or his designee.⁷
- Human Resources Consultant.

4.3.2. Subcommittee Co-Chairpersons: The organizational manager or their representative and a Council representative are subcommittee co-chairpersons and will schedule meetings to accomplish the functions of the subcommittee.

4.3.3. Subcommittee Secretary: The Human Resources Consultant is the subcommittee secretary and publishes all subcommittee decisions and recommendations and communicates with the appropriate JTC.

4.3.4. Functions

- Provides suggestions to the JTS on the type and scope of classroom training, on-the-job training (OJT), as well as administrative and technical topics to be addressed in training for trainees.

⁶ The Operations Manager or their representative or the Maintenance Manager or their representative as appropriate is the intended organizational manager at a nuclear site.

⁷ A training program manager (i.e. Operator Training Manager, Maintenance Training Manager) is the appointed COO Technical Training Representative for the JTS at a nuclear site.

- Ensures training is scheduled in accordance with training requirements.
- Reviews current training records of trainees to determine whether they meet training requirements.
- Coordinates accrediting examinations of trainees.
- Monitors the accrediting examinations for trainees, operators, and crafts persons to ensure fairness in testing.⁸
- Based on exam results, makes recommendations to the JTS for continued advancement for those trainees who are satisfactorily progressing.
- Recommends to the JTS that a trainee who is not satisfactorily progressing be placed in appropriate remedial period.
- Makes recommendations to the JTS that a trainee, who does not meet training requirements, be dropped from the training program.
- Evaluates new trainees' experience records.
- Recommends these evaluations to the JTS.
- Provides input to the Task Qualification System, including a periodic review of effectiveness.
- Recommends to the JTS those candidates selected for trainee positions.
- Recommends to the JTS candidates for instructor positions.
- Evaluates records of operations and craftsmen for promotion and new hires.
- Monitors local training and examinations within the scope of this plan and the respective appendices.
- Refers training problems that can't be resolved by the LJTS to the appropriate JTS.

5. Program Development Process:

- 5.1. Program Curricula: This Joint Training Plan provides elements of program administration to all training programs. Training program curricula are included as appendices. A list of current entry level and promotion programs are provided below. Efforts to combine duplicate COO programs is a part of ongoing process improvement. Additional programs will be added as necessary. This Joint Training Plan supersedes all previous training plans and appendices. Current programs need not be re-worked, but will be included in the appendices

⁸ Exception: This function is fulfilled at the LJTS level in TVAN only. In other group organizations, it is fulfilled at the JTS level.

5.1.1. Entry Level Programs:

- Nuclear SGPO
- Fossil SGPO
- Nuclear - Instrument Mechanic
- Fossil - Instrument Mechanic
- Electrical Trainee for Nuclear and Fossil
- Mechanical Trainee for Nuclear and Fossil
- Hydro Technician for River Operations
- Combustion Turbine Technician
- TPS - Construction Lineman
- TPS - Construction Electrician
- PSS - Turbine Crew Trainee

5.1.2. Training for Promotion:

- Nuclear - Senior Instrument Mechanic Training Program
- Fossil - Senior Instrument Mechanic Training Program
- Fossil - Operator Training Program
- Nuclear - Operator Training Program
- Fossil - Multiskilling Training: Levels IV and V
- Fossil (Yard Operations) - Multiskilling Training: Levels IV and V.
- Nuclear - Multiskilling Training: Levels IV and V
- River Operations - Multiskilling Training: Levels IV and V

5.1.3. Multiskill Training of Incumbent Workforce: Administration of multiskilled qualification training for the incumbent workforce is governed by provisions of various jointly signed Memoranda of Understanding (MOUs). No additional amplification is required. Curricula is governed by appendices to this document as necessary and appropriate.

5.2. Systematic Approach to Training: Training curricula should⁹ be established using a systematic training methodology to ensure trainees are taught needed skills, knowledge, and judgmental ability resulting in a safe, efficient, and productive work force. Curricula will emphasize knowledge and skills associated with working at TVA.

5.3. Curricula for Multiskilled Training Programs: Training programs are jointly administered; however, it has been previously agreed that the responsibility for specifying the curriculum including those elements listed here are management's responsibility. Each curriculum appendix should address as a minimum the following areas as appropriate:

⁹ To read as "shall" for nuclear training efforts.

- 5.3.1. Title
- 5.3.2. Purpose including:
 - Trainee title(s)
 - Final position
- 5.3.3. Training length
- 5.3.4. Entry Level Requirements including degree requirements
- 5.3.5. Specific trainee expectations and pass/fail/remediation criteria for these areas as appropriate.
 - Related Classroom Training Topics
 - Safety training arrangements
 - Task Qualification Topics including multi-skilled duty areas and task qualification areas.
 - Self-Study Topics
 - Computer Based Training Topics
 - Work Experience Requirements
 - etc.
- 5.3.6. Approval.
- 5.3.7. Each employee will be provided training through the TVA journeyman level consistent with his or her craft representation, with emphasis on skills which are utilized in TVA work. TVA will insure these core skills are included in the curricula with Council input.

5.4. Curricula for Non-Multiskilled Training Programs: Training programs are jointly administered and curricula jointly determined at the Joint Training Committee Level. Each curriculum appendix should address the same areas as outlined in paragraph 5.3:

6. Instructor Selection Process:

6.1. Instructor Pools: TVA management determines the qualifications required for employees to be assigned as instructors. An instructor pool of fully qualified and certified instructors of various backgrounds and talents is maintained by each LJTS. The LJTS jointly selects T&L employees who enter the pool. It is the intent of TVA that T&L employees as well as others be selected to become instructors in the pools. However, instructors from qualified outside vendors and nonbargaining unit employees may be utilized.

6.2. Instructor Certification Process: Pool instructors must satisfy the following standards:

6.2.1. General Standards: They must be willing and able to support the clear direction of this Joint Training Plan and the specific program appendix in a positive and supportive manner. They

must exhibit integrity, respect for the individual, accountability, teamwork, innovation and continuous improvement, honest communication, and flexibility. They must be willing to instruct using the methods and techniques explained to them in instructor training.

- 6.2.2. Technical Qualifications: Prospective instructors must be technically qualified to convey the necessary knowledge and skills to the trainees. This is verified by review of documentation of their completion of a formal technical training program dealing with the material to be taught. In the absence of such training, they must take a technical knowledge and skills competency examination and score $\geq 80\%$. For example: An AUO that has not completed TVA's formal Electrical Training Program for Electrical Qualification would have to be examined before teaching a class to SGPOs on electrical topics. However, a UO that was electrically certified would not.
- 6.2.3. Qualification in Teaching Methods: Prospective instructors must be certified in teaching methods to effectively convey information to the trainees. This certification is a TVA University process and has been reviewed and endorsed by the Council. See footnote 10.
- 6.2.4. Maintaining Certification: In order for instructors to maintain their certification, they must:
- Be re-certified annually, or prior to assignment if longer than a year since last certification to ensure instructional effectiveness and program requirements are being satisfied. See footnote 10.
 - Satisfactorily complete re-training regarding new training skills, techniques, and training aides, as courses are offered and scheduled by management.

6.3. Instruction Assignments:

- 6.3.1. General: The Manager, COO Technical Training or his representative assigns instructors as necessary and appropriate from the pool.
- Note #1: The MOU regarding Transition to Multiple Skill Classifications states, "TVA intends to utilize fully qualified and certified bargaining unit employees as instructors. . . . When fully qualified and certified bargaining unit employees are not available to conduct training activities, instructors

from qualified outside vendors and nonbargaining unit employees may be utilized.”

- Note #2: The Training Manager at each nuclear site represents COO Technical Training at that site for the purpose of instructor assignments.

6.3.2. Classroom Instructors: Instructors are assigned to accomplish related classroom training and associated duties such as preparation of classroom materials, exam development, presentation, etc.

6.3.2.1. Subject Matter Experts: Subject Matter Experts (SMEs) may be utilized to share their expertise. Such arrangements are made locally usually by the assigned instructor and their supervision. SMEs are not required to be certified instructors. They share their expertise under the leadership of the assigned certified instructor who is responsible for ensuring the activity is conducted appropriately. Duty as an SME does not constitute an instructor assignment even if they are instructor qualified.

6.3.2.2. Vendor and Contract Instructors: These instructors are considered qualified and do not require an assigned certified instructor to be present during their presentations.¹⁰ Retirees hired to instruct would be an example of contract instructors.

6.3.2.3. Training Support Personnel: Other personnel may be assigned to support the efforts of the assigned instructor with training matters material development or maintenance. Support activities of this nature are not considered instructor assignments and these training support personnel are not considered instructors even if they are instructor qualified.

6.3.3. Self-Study Instructors: The self-study materials and computer based training (CBT) sometimes have associated examinations that must be scored and documented. A pool instructor will be assigned to this effort as necessary. This only applies to elements of the technical programs and does not apply to CBT

¹⁰ Exception: Vendor or contract instructors must be certified, or a certified instructor must be present, to instruct in programs administered under the provisions of the Code of Federal Regulations and/or the Institute of Nuclear Power Operations.

and Self-Study examinations used in other programs such as GET, Safety, etc.

- 6.3.4. On-the-job Instructors: Every journey person, technician, and foreman is obligated to provide OJT to the trainees assigned to them and to support the trainee's efforts to obtain the experience mix outlined in the program curricula. Pool instructors will sometimes, as necessary, be assigned to integrate the provisions of this program with the work assignments of the trainees and to work with journey persons, foremen, technicians, first line supervisors, and trainees in task qualification.
 - 6.4. Instructors for Training Materials Development: Pool instructors may be assigned to write lesson plans, developed qualification cards, and assemble training program materials as necessary and within their capability.
 - 6.5. Instructor Compensation: Instructor pay is set by the general agreement. See appropriate classification and pay schedules. Instructors are compensated for training material development (including qualification cards) but not for activities of a stand alone subject matter expert. Also, they are compensated for teaching and preparation for teaching (preparation is usually one to one for first delivery or first delivery in a long time; subsequent deliveries are not normally allowed any substantial preparation time). Instructors are compensated for assigned support for OJT task qualification, scoring of exams, support of oral examinations, posting of records, and storing of training materials. Management will arrange for instructor compensation through temporary promotion.
 - 6.6. Instructor Supervision: Pool instructors are assigned and report to a manager responsible for the training activity. The manager is in turn responsible to the appropriate training committees for the activities utilizing the instructor. The manager is responsible to ensure assigned instructors are appropriately compensated and have the resources and training to perform the training task.
7. Trainee Selection Process:
 - 7.1. Entry Level Training: Whether or not to hire qualified craft persons, operators, and technicians, or to qualify them through entry level training or a combination of both alternatives is a business decision and a management responsibility.

- 7.1.1. Application Requirements: Management team, employees, bargain unit members and representatives, and TVA's recruitment efforts are valued sources of trainee referrals. Individuals being recommended must make formal application to the TVA Employee Service Center.
- 7.1.1.1. Management will periodically determine how many trainees are needed for what organizations and work site locations. The Employee Relations Manager or designee for the group organization will inform the applicable "international".
- 7.1.1.2. A Human Resources Consultant for the group organization will post an internal "expression of interest" explaining that trainees are being solicited and stating entry level requirements and providing directions for interested individuals to apply including submitting a resume.
- 7.1.1.3. Referrals from appropriate council representatives will be requested by management and considered equally with other applicants.
- 7.1.1.4. Throughout the year, management will continually recruit applicants.
- 7.1.1.5. Individuals already in training in some qualification training programs or individuals holding qualifications for which these programs are intended, will not be considered.¹¹ Such individuals may apply to be hired into vacant positions for which they are qualified. Because training is based on projections of future attrition, a current opening for a trainee does not imply a current opening in a qualified position.
- 7.1.2. Academic Elements - To be considered for trainee positions, applicants must meet the following academic requirements:
- 7.1.2.1. Applicants for trainee positions must have a minimum of a two year technical degree from a regionally accredited educational institution or the equivalent. Specific degree requirements are indicated in

¹¹ Internal applicants may seek CJTC waiver through organizational manager based on good business reason.

respective program appendices. (Exception: Applicants for Lineman, Switchyard Electrician, and Groundman positions in TPS, Electric Systems Projects organization require a high school diploma or GED.)

7.1.2.2. Provisions for equivalency are to be established in the respective program appendix and will include the following options as a minimum:

- College mathematics (6 semester credit hours or 9 quarter credit hours) at or above the algebra level or two years of high school mathematics with one year at or above the algebra level; and,
- Forty-three (43) semester credit hours or 65 quarter credit hours of course work from a regionally accredited college or university. The appendix should detail the nature of these courses, or
- Two(2) or more years of work experience and training in the discipline received while a member of the armed forces. The appendix should detail the nature of this experience and training, or
- Two(2) or more years of work experience and training in the discipline received while a member of industry. The appendix should detail the nature of this experience and training, or
- Successful completion of related training at a regionally accredited vocational/technical school. The appendix should detail the amount and the nature of this related training, or
- Successful completion of formal craft apprenticeship training under the sponsorship of a Council member union. The appendix should detail the amount and the nature of this formal training and any additional training to supplement it.

7.1.3. Pre-test Elements - To be considered for trainee positions, applicants for T&L operator, T&L Instrument Mechanic, and T&L technician must take the Edison Electric Institute (EEI) examination and score sufficiently high to suggest the applicant will be successful in the training program. Applicants for TPS construction lineman, sub-station construction electricians, construction groundman, and TPS TOMs entry level apprentice electrician and lineman positions must take and pass the American Institute of Research (AIR) test which is administered jointly with the IBEW.

7.1.4. Applicant Review Process: COO Technical Training¹² and Human Resources will perform the initial review of qualifications of applicants. From this review, a reasonable number of applicants, who otherwise meet the program requirements, will be tested. The following provisions will be observed when establishing a list of applicants:

- Applicants must have attained a minimum age of 18 years.
- Applicants are selected in conformance with the established general employment policies of TVA and policy and directions regarding veterans.
- Nothing in these selection requirements shall be construed to modify the legal requirements imposed upon TVA with regard to the employment of personnel.
- TVA is an equal opportunity employer and efforts will be made to ensure affirmative action objectives are attained.
- An individual who resigns or is terminated for cause from a TVA trainee program or other formal training program is not eligible for re-employment as a trainee unless authorized by the CJTC.
- The transfer of a trainee from one program to another is subject to the prior approval of the CJTC.
- Graduates of other TVA training programs may be selected for this program only by approval of the CJTC.
- Academic and experience requirements of this training plan and any associated appendix will be followed.
- The work history of former TVA employees will be reviewed by the Human Resources Manager for eligibility to be considered as an applicant.
- Applicants must be able to effectively work within the physical demands of the journey level position and show evidence of fitness for duty.
- Acceptability in the general areas of security and background checks, work history, etc.

7.1.5. Pre-Employment Testing: A Human Resources Consultant using TVA's internal process will arrange for Edison Electric Institute (EEI) or American Institute of Research (AIR) testing as appropriate and notify applicants of the pre-testing process and schedule. The results are provided to the individual by - the

¹² Nuclear management will fulfill this function at nuclear sites.

appropriate Human Resources Consultant using TVA's internal process.¹³

7.1.6. Interview Process:

- 7.1.6.1. Prospective interviewees must have satisfied entry-level requirements and must have performed high enough on the associated pre-test to suggest the potential to successfully complete the respective training program.
- 7.1.6.2. COO Technical Training and a Human Resources Consultant for the organization will establish a list of applicants to be interviewed.¹⁴ The list will be provided to appropriate Council representatives at least 15 calendar days prior to interviews.
- 7.1.6.3. The list of prospective interviewees need not be exhaustive of all qualifying applicants. A typical list would normally have from 1.5-3 candidates for every position to be filled.
- 7.1.6.4. Interviewees: Human Resources will coordinate interview schedules with the LJTS and will notify prospective interviewees of the time and date and interviewing process.
- 7.1.6.5. Non-interviewees: Human Resources will inform Internal applicants and union referred applicants that are not to be interviewed. Their respective organizational manager and council representative will also be informed.
- 7.1.6.6. Human Resources will provide structured interview questions to the CJTC for review and distribution to the LJTS. The Human Resources consultant will brief the LJTS members on interviewing policy.

¹³ Pre-employment Testing for Transmission & Power Supply Linemen, Electricians, and Groundmen uses the American Institute of Research (AIR) test which will be administered jointly with the IBEW. COO Technical Training will make arrangements for the test.

¹⁴ Site Human Resources will arrange for performance of this entire function for nuclear sites.

7.1.6.7. Human Resources will not provide pre-testing results to the LJTS as this is not a factor in the selection process beyond the threshold of being granted an interview.

7.1.6.8. The LJTS will interview prospective candidates and systematically score responses and generate an ordered list of recommended hires.

7.1.6.9. The JTS will confirm the list of candidates to be offered.

7.1.6.10. Human Resources will extend offers as appropriate.

7.2. Training for Promotion:

7.2.1. Identification of Openings: Management identifies the need for additional personal at advanced levels.

7.2.2. Selection Process: The selection criteria to enter a training program that results in promotion is governed by the separate appendix to this plan. The order in which qualified candidates are considered is covered by the General Agreement.

7.2.3. Training Requirements: The specific education and training requirements for promotion will be identified in a separate appendix to this plan.

7.3. Training of Outside Hires: Qualified individuals hired externally from TVA will be given specific training tailored to performing their duties and responsibilities safely at TVA for the hiring site. Individuals filling positions represented by the IBEW will be given accrediting examinations prior to assuming their duties and responsibilities.

8. General Trainee Expectations: Trainees are expected to exhibit (1) integrity, respect for the individual, accountability, teamwork, innovation and continuous improvement, honest communication, and flexibility, (2) quality workmanship as taught in a specific training program, and (3) their responsibilities as outlined below. Adherence to these general trainee expectations is subject to evaluation by the committee structure with input from instructors, supervisors, journey persons, and peers.

- Available for work and fit for duty.
- Follow work and safety rules.
- Maintain a clean work area.
- Support manual work processes as assigned.
- Support the work efforts of other plant employees as qualified.

- Utilize and work within safe working boundaries in accordance with the clearance process.
 - Instruct others on equipment as assigned to permit them to perform similar tasks.
 - Read, write, analyze, use computers, and present information in support of plant processes.
 - Participate as a team member on process improvement teams.
 - Work safely and actively participate in safety initiatives.
9. General Employee Training: Separate from program specific training, each trainee will receive General Employee, Industrial Safety, Environmental, utility business, etc. training and retraining as appropriate and required by the site, organization, classification, and functions to which they are assigned.
10. Master Training Schedule: The Manager of COO Technical Training and TVA group management will establish and publish a Master Training Schedule (MTS) to properly sequence the various activities of this program. The MTS will provide flexibility where possible and coordination of regional training classes where appropriate across organizational lines. A copy of each MTS will be provided to the Council.
11. Progress Reviews: The LJTS will review trainee's progress every other month or as directed by the JTS but not less than quarterly and prior to promotion. Progress reviews include where appropriate: (1) attendance at related classroom training classes and associated module exam scores, (2) completion of self-study assignments and associated exam scores, (3) completion of computer based training modules and associated exam scores, (4) work experience hours and rotation mix, (5) task qualification record, (6) comprehensive examinations results, (7) remedial record, and (8) adherence to professional attitude and behaviors. Results of progress reviews are provided to the responsible manager for action as necessary and appropriate.
12. Remediation: Provisions for remediation are a part of establishing pass/fail criteria and will be included in the respective training programs appendices. The joint committees and subcommittees will jointly administer remediation as outlined in the various appendices.
13. Promotion:
- 13.1. The trainee is promoted at the end of each period into the classification of the next period by the local human resources organization with JTS approval. This step requires a review of the official training records and other training records such as records of remedial to ensure all requirements have been completed. Promotion is initiated by notification to human resources on an organizational

form by the group training organization reporting the satisfactory completion of the following training elements.

- Classroom training for the period if applicable.
- Self-study assignments for the period if applicable.
- Computer based training assignments for the period if applicable.
- Task qualifications cards for the period if applicable.
- Comprehensive examinations (written, oral, and/or walkdown as appropriate) for the end of the period if applicable.
- Remedials have been satisfied if applicable.
- Work experience plan has been achieved if applicable.


13.2. Promotion dates are established consistent with the following: If all training requirements are satisfied in the first half of the pay period, the date is the beginning of that pay period. If all training requirements are satisfied in the second half of the pay period, the date is the beginning of the next pay period.

14. Supervisor: Individuals in training are members of the site's organizational structure beginning with the site manager. Trainees are assigned to a responsible site management individual who in turn assigns them to a first line supervisor or instructor. The first line supervisor or instructor is responsible to site management and the committee structure to carry out the provisions of the plan. When individuals from one organization receive part or all of their training by being included with classes at another location, they are supervised by the hosting organization.
15. Labor Training Representative: Members of the Trades & Labor Council for Annual Employees of the Tennessee Valley Authority have appointees on the Local Joint Training Subcommittee. The Council representatives or their appointees will represent those trainees through the Local Joint Training Subcommittee on all matters of local joint training until they qualify and are promoted. Appointees to JTS or CJTC will represent these trainees when they are involved in regional training.


16. Approvals: This Joint Training Plan for COO Trades and Labor Employees is accepted and approved, as indicated below by signatures of the members of the Central Joint Training Committee.


Labor:


Management:

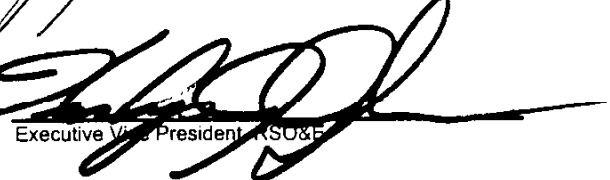

International Brotherhood of Boilermakers, Iron Ship
Builders, Blacksmiths, Forgers, and Helpers



Executive Vice President, FPG



International Brotherhood of Electrical Workers



Executive Vice President, TVAN


International Association of Machinists and Aerospace
Workers



Executive Vice President, RS&E


International Union of Operating Engineers


Executive Vice President, T&PS


United Association of Journeymen and Apprentices of
the Plumbing and Pipe Fitting Industry of the United
States and Canada


Manager, COO Technical Training


COO Human Resources