

## PLT APPRENTICE RESPONSIBILITIES

<b>Number:</b> HPL-APR-HSET-416	<b>Revision Date:</b> 05-JAN-2022	<b>Approved By:</b> VP of HSET/HR
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### PURPOSE

To provide guidance to employees on the process of indenturing and apprenticing successfully at Hundseth Power Line Construction.

### SCOPE

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as “Hundseth,” “HPL” or the “Company.”

### ROLES & RESPONSIBILITIES

It is the employee’s responsibility to know what is involved in the trade and complete all requirements and submissions.

Employees who would like to begin the Apprenticeship Program:

- Review the powerline technician program and what it all entails.
- Communicate your interest and obtain approval from your manager on form HPL-FOR-HSET-64 HPL Apprentice Application. Once you have obtained written approval from your manager you can begin the next steps.
- Review the requirements to apprentice <https://saskapprenticeship.ca/entrance-requirements-for-apprenticeship-training/>
- Apply for Entrance Requirements & Training at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca) by selecting “New Apprentices” under the “Registration Information” heading on the left-hand side.
- Select MyATC and follow the next steps on registering.
- Complete all Entrance Requirements Training
- Contact SATCC support if you require clarification or have any questions: 306-933-8458
- Notify HPL upon approval to the program and submit your card(s) to your manager
- Complete all ISNetworld required folders
- Fund all levels of tuition

Apprentice:

- Review and acknowledge all materials
- Contact the Work Methods and Trainer for support in all areas during the apprenticeship
- Do not hesitate to ask questions when you don’t understand the work process and stop work when it is out of your scope. Refer to the apprentice rules for further guidance
- Complete all ISNetworld and the Apprenticeship required folders
- Submit your apprentice card as soon as it is received to your manager to process your payroll change notice form
- Communicate with their supervisor and manager during their apprenticeship

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Manager:

- Approve or disapprove form HPL-FOR-HSET-64 HPL Apprentice Application, communicate it to the employee and forward the form to the HPL Apprentice Coordinator for tracking and storage.
- Communicate with the apprentice during their apprenticeship
- Provide guidance and training during worksite inspections
- Distribute and sign off on the apprentices' hours
- Complete an HPL-FOR-HR-578 Payroll Change Notice form when an apprentice completes a level

Work Methods and Trainer/ Journeyman Sponsor:

- Provide guidance, support and training to the apprentice
- Conduct worksite inspections to monitor the apprentices
- Review and document progress with the apprentice through a formal performance review

HPL Apprentice Coordinator:

- Manage the HPL apprentice files
- Submit the apprentice hours
- Add the apprentice school dates to the manager, apprentice, foreman, and work methods and trainer's calendars
- Approve the employees' applications in the apprenticeship system once manager approval is received and store the applications in the employee file.

### PROCEDURE

Step 1: Indenture with the Saskatchewan Apprenticeship online at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca) in the Powerline Technician 4-year program.

Step 2: Notify your manager of your school dates.

Step 3: Fund your tuition amount.

Step 4: Complete your online schooling.

Step 5: HPL will submit hours on behalf of the apprentice quarterly.

Step 6: Enroll in the next apprentice level training knowing the following must be completed **two weeks prior** to attending the training:

- Complete the minimum hours of work in the trade required by the Saskatchewan 4-Year Power Line Technician Apprenticeship Program.

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- Surpass the indenture date. School may be attended prior to your indenture date; however, the indenture date will be used to reflect compensation and the apprentice level work rules. Exceptions may be granted on a case-by-case basis.
- Complete all ISN and apprenticeship online training.
- Participate and meet the passing grade of the Hundseth PLT Apprentice Performance Review.

Step 7: Submit your completion card to your manager as soon as you receive it to receive your pay increase.

Step 8: Not proceed into the next level of apprenticeship until steps 1 to 7 are complete.

Step 9: Complete the apprenticeship program.

**Note:** *Only hours worked after the indenture date and in the power line trade will be submitted to the apprenticeship. Exceptions may be granted on a case-by-case basis.*

### COMPENSATION

Hundseth Power Line Construction will compensate the employee for the following during their apprenticeship:

- Wages – up to 8 hours a day – all time will be paid at regular time. No overtime will be paid for school hours.
- Accommodations – if required and booked using the HPL rate
- Sustenance up to \$30.00/day - if accommodations are not covered

**Note:** *Hundseth will only provide compensation once for each level of schooling.*

### REFERENCES

- SaskPower Apprentice Rules
- [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)
- HPL-FOR-HR-578 Payroll Change Notice
- HPL-FOR-HSET-592 Apprentice Performance Evaluation
- HPL-FOR-HSET-614 HPL Apprentice Application