

REQUEST FOR CENTRAL JOINT TRAINING COMMITTEE (CJTC) WAIVER IN ORDER TO BE CONSIDERED AS AN APPLICANT FOR A TRADES AND LABOR TRAINEE POSITION

The Agreement for the Joint Administration of Training for COO Trades and Labor employees (JTP) addresses joint training for qualifying for placement or promotion.

In the section regarding the Trainee Selection Process, the JTP specifically states that: "Individuals already in training in some qualification training programs or individuals holding qualifications, for which these training programs are intended, will not be considered." It further states that: "Internal applicants may seek CJTC waiver through organizational manager based on good business reason." Organization manager should identify the good business reason for approving this individual to participate in a second TVA joint training plan. If there is no good business reason, the waiver should not be approved.

Employee submitting request must complete the justification below (attach additional sheets as needed) and is responsible for obtaining approval signatures from current manager, VP/GM and HR.

I am seeking a CJTS waiver in order to be considered for the following position:

Position: _____ Organization: _____
 Location: _____ Vacancy number _____

Employee Request Justification:

Current Manager Business Reason for Accepting Waiver:

_____ Employee Name (print)	_____ Employee Signature	_____ Date
_____ Current Position	_____ Current Work Location	
_____ Current Organization		

Concurrence:

_____ Current Manager	_____ Date	_____ Vice President/Gen Mgr (BU)	_____ Date
_____ HR Representative	_____ Date		

Approved: _____ **Not Approved:** _____

Central Joint Training Committee Members:

_____ Executive Vice President (Current organization)	_____ Date	_____ International Union Representative	_____ Date
_____ COO Technical Training Manager	_____ Date	_____ Director, Employee Relations or Designee	_____ Date

Distribution after decision to approve or not approve as follows: Employee, Union representative, current HR Representative, current manager, selecting official and HR Representative with vacant position.