

Effective 8/1/75

RECOMMENDED
ADMINISTRATIVE PROCEDURES
EMERGENCY CALL-OUTS
TITLE 212

SAN JOAQUIN DIVISION ELECTRIC DEPARTMENTS
GENERAL OBJECTIVES

1. The Company and the Union, through the collective bargaining process, have jointly agreed to cooperate to the fullest extent necessary to make this call-out system work.
2. The Division and the Representatives of the Union members in the Division wholeheartedly subscribe to the following principles and have been diligently seeking an effective means of implementing these objectives in a uniform manner throughout the Division. As a result of these discussions, the Division has adopted various Recommended Administrative Procedures to implement the negotiated provisions of Title 212.
3. The cornerstone of the procedure is to provide adequate rendition of service to the Company's customers, at the same time providing a workable voluntary on-call system, with definite contractual obligations placed on both parties:
 - A. Employees who volunteer will make themselves readily available for call-out.
 - B. In turn, Company will follow the call-out order to the extent that it is practical to do so in a given situation.
 - C. When there are insufficient volunteers available for emergency duty, Company will continue to require employees to report for work on an emergency basis.
4. These Recommended Administrative Procedures have been developed within the framework of Title 212 and take into account the numerous decisions from the grievance procedure that have been issued in recent months.
5. All of the procedures are designed to be contractually correct as well as equitable.
6. Several principles or objectives, in addition to the foregoing, have been utilized as guidelines in developing these procedures.
 - A. The parties do not have the contractual or legal authority to either add or subtract from the negotiated agreement.
 - B. Employees should be ENCOURAGED TO VOLUNTEER.
 - C. The conditions that occur when an employee is on readily available status should be as equitable as possible.

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- D. The possibilities of errors should be minimized.
 - E. Employees bidding or transferring from headquarters to headquarters should be able to work under the same call-out procedures.
 - F. Records should be readily available for easy review and audit by interested parties.
 - G. The Division's contractual obligations to pay for errors in administering Title 212 should not be increased.
7. The interested parties fully recognize that all conceivable situations cannot be anticipated.
 8. As a result, changes in these Recommended Administrative Procedures will undoubtedly be made from time-to-time, as appropriate.
 9. If disagreements arise regarding the application of these Recommended Administrative Procedures to a specific incident, the case should be settled as quickly as possible on the basis of the facts surrounding the incident.
 10. The grievance procedure, of course, will continue to be available as a means of reconciling any disagreements on Title 212 provisions.
 11. A copy of these Recommended Administrative Procedures is attached.

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I. SIX-MONTH SIGN-UP PROCEDURE:

A. FORM A, VOLUNTARY SIX-MONTH SIGN-UP FOR EMERGENCY DUTY:

1. Issue to each employee during the last four weeks in December and June.
2. File all responses to volunteer under heading ELIGIBLE:
 - a. By classification.
 - b. Alphabetically within classification.
3. Prepare a list of above in same order for use of on-call supervisors, and post copy of list of employees on last working day prior to January 1 and July 1.
4. At conclusion of six-month period, remove all FORM A's from files, hold for 60 days and then destroy.
5. Repeat above for next six-month period.

B. INTERIM SIGN-UPS:

1. Issue FORM A to:
 - a. New hires.
 - b. Transfers.
 - c. As requested by employees who did not sign up initially.
2. Process as in A above.

II. WEEKLY SIGN-UP PROCEDURE:

A. FORM B, VOLUNTARY WEEKLY SIGN-UP FOR CALL-OUTS:

1. Post in each headquarters on Monday a.m.

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2. Employees sign up. (Employees going on scheduled vacation may sign up in advance for week following vacation).
3. Remove Tuesday after quitting time.
4. Post accumulated hours of overtime as of the end of the previous weekly call-out period from overtime record sheets to all names on list and prepare weekly call-out roster (FORM C).

B. FORM C, WEEKLY CALL-OUT ROSTER:

1. Post names and accumulated overtime to weekly call-out roster listing the names:
 - a. Under the proper classification.
 - b. In rank order of least accumulated overtime.
2. Post the completed weekly call-out roster to the appropriate bulletin board by 3 p.m. on Wednesday.
3. Employees whose names appear on the roster have until quitting time Thursday afternoon to remove themselves from the call-out roster by the employee drawing a line through his name and initialing same.
4. On Thursday at quitting time, remove and make two copies of roster, one for the on-call supervisor and one to be posted on the bulletin board on Friday morning. The clerk will retain the original.
5. This roster will be the call-out list for the seven-day period, starting that day at 4:30 p.m., and lasting until

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8 a.m. the following Friday, except when Friday is a holiday. In that case, the call-out period will end and another begin at the close of normal work hours that week.

6. At the end of the period, the copy on the bulletin board should be removed.
7. Clerk will post to his original each morning the hours of overtime worked from the time cards. At the end of each week's roster, he will record credited time for no response calls and accumulate the number of no response calls from the on-call supervisor's copy.
8. After more than three no response calls have been posted, the employee's request for any weekly sign-up will not be honored and his name will be deleted from all copies of the six-month list for the balance of the period.

III. FORM D, ADVANCE NOTICE OF ATTENDANCE AT SCHOOL, CHURCH, OR LODGE:

- A. On request, issue FORM D to any employee who has signed up on the Voluntary Weekly Sign-Up.
- B. The completed form will be returned by quitting time on Friday by the employee to his General Foreman or Field Line Foreman for approval.
- C. Following approval, the excused absence will be posted to the on-call supervisor's copy of the weekly call-out roster.
- D. A maximum of two excused absences per week will be allowed. The excuse will exempt the employee from call-out for the

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entire call-out period. The call-out period is defined as the period from 1630 to 0800 the following day. On weekends, this is 1630 on Friday to 0800 on Saturday, 0800 Saturday to 0800 on Sunday and from 0800 Sunday to 0800 Monday (seven call-out periods each week).

IV. FORM E, ACCUMULATED OVERTIME RECORDS:

1. Employees will be listed one per page.
2. Pages will be filed alphabetically.
3. Only employees on the six-month list will be included.
4. The only overtime accumulated will be:
 - A. Emergency overtime worked while on the weekly call-out roster.
 - B. Credited overtime when an employee did not respond even though he was on the weekly call-out roster.
 - C. Adjusted overtime when an employee:
 1. Changes classifications.
 2. Returns to the eligibility list from:
 - a. Leave of Absence.
 - b. Prolonged disability or extended illness status (30, or more, calendar days).
 - c. Emergency call-outs when more than fifty percent of yard called and employee is unavailable.
5. Overtime worked on emergency call-outs by employees who were not on the weekly call-out roster will not be recorded or accumulated.
6. Overtime will not be charged to employees who do not respond

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to call-outs if they are not on the weekly call-out roster,
except as in No. 4 above.

7. Overtime worked will not be recorded unless the overtime is
a result of being on the weekly call-out list.
8. Each Friday morning, enter the overtime to be recorded on
the employee's individual record, and total the overtime
recorded to date for that individual.
9. The source documents for posting overtime will be:
 - A. The Foreman Clerk's FORM C from the previous week.

V. CALL-OUT SEQUENCE FOR THE ON-CALL SUPERVISOR:

- A. On-call supervisor should make his call-outs utilizing his
copy of the week's FORM C.
- B. Emergency call-outs should be made first from the weekly
call-out roster, by classification in the sequence listed.
- C. If practical, call-outs from employees not on the weekly
roster should not be made until that roster has been exhausted
via substitutions or upgrades.
- D. Substituting:
 1. If a classification is not represented on the list (because
no one in that classification signed up, because no one
responds, etc.), if practical, employees who are signed up
under other classifications and who are qualified to perform
the work, should be substituted.
 2. Examples:
 - a. No T&D Drivers are on the list, but an Apprentice Lineman

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who is qualified as a Driver is on the list.

Call out the Apprentice Lineman.

- b. Two Linemen are required for the crew. Only one Lineman is on the list, but two Apprentice Linemen are on the list, both of whom are qualified for the job at hand. Call out the Lineman and the qualified Apprentice Lineman at the top of the list.

- 3. In order to be substituted, the employee must be qualified for the job at hand and need not be upgraded.

E. Temporary Upgrades:

- 1. If a required classification is not on the weekly list and an appropriate classification cannot be substituted, an employee from the weekly list should be temporarily upgraded, if he is qualified for the job at hand.
- 2. Examples:
 - a. No Subforeman is on the list, but two Linemen are on the list. Neither is the Senior Lineman in the yard; both are qualified for the job at hand. Call out both Linemen and upgrade the senior of the two to Subforeman.
 - b. A Subforeman, a Lineman, and a T&D Driver are required on the crew. A Subforeman, two Linemen, and a Groundman, who is qualified to operate the truck, are on the list. No T&D Driver is on the list. Call out the Subforeman, the Lineman at the top of the list, and the Groundman, and upgrade the Groundman to T&D Driver.

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F. There will be instances where it is not practical to substitute or upgrade from the weekly list, but it is anticipated that these situations will be quite unusual. To illustrate, it is not anticipated that more than one supervisory classification would normally be utilized on a crew.

G. If the weekly list has been exhausted, including temporary upgrades and substitutions, call-outs should be made by classification from the six month list without regard to any consideration other than qualifications for the job at hand.

1. Examples:

a. A second crew is required prior to the availability of the first crew. No Lineman or Subforeman remain on the list. Call out any Subforeman and any Lineman from the six-month list who are qualified for the job at hand.

H. Extensions of the work day, i.e., work that has been authorized in order to complete a job, are not emergency call-outs and should be performed by the crew already assigned to the job.

I. Emergencies during work hours.

1. If practical, emergencies that occur after 4 p.m. should be assigned to the on-call crew, or to as many of the on-call crew as possible. Such emergency overtime that results from the employee being on the weekly call-out list will be credited.

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- J. An employee on the weekly roster can furnish a substitute phone number by notifying the appropriate D.O. the number and time it will be in effect. To qualify, the employee must be readily available to respond to a call-out at this number. The on-call supervisor should check with the D.O. prior to calling any employees on the weekly roster to insure that all temporary telephone changes are listed on his call-out roster.
- K. An employee need only be called once during a call-out period if he does not respond. He can only be charged with one no response call in each such period.
 - 1. A call-out period is defined as the period from 1630 to 0800 the following day. On weekends, this is 1630 Friday to 0800 on Saturday, 0800 Saturday to 0800 on Sunday, and from 0800 Sunday to 0800 Monday (seven call-out periods each week, except when the normal week is shortened as a result of holidays).
- L. An employee on the weekly call-out list can be excused from emergency call-outs to attend church, school, or lodge by obtaining advance approval (See FORM D) for a maximum of two call-out periods per week. These cannot be consecutive unless separated by a regular eight-hour work period.
- M. If a call-out occurs after 4:30 p.m., but prior to the time an employee on the weekly roster could reasonably be expected to have arrived at his home, he should be called, if practical, but will not be charged with a no response call or the overtime worked.

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- N. Each call-out or attempted call-out should be made by filling out the appropriate column of FORM C. Post time of call, response or no response', and second call if line busy or no answer.
- O. Each morning, FORM C original should be completed by the clerk for the hours worked during the previous night.
- P. On Friday morning, the completed on-call supervisor's copy of FORM C should be turned in to the appropriate office for posting of no response calls and credited overtime, and filed with the FORM C original.
- Q. After more than three no response calls have been posted, the employee's request for any weekly sign-up will not be honored and his name will be deleted from the six-month list for the balance of that period.