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Date: March 25, 1988
To: VARIOUS
From: HUMAN RESOURCE SERVICE
Subject: Rules of Conduct for PG&E Learning Center

Cc
PG&E
STAFF

File #: 762.3



BUSINESS UNIT HUMAN RESOURCE MANAGERS
BUSINESS UNIT GENERAL MANAGERS
LEARNING CENTER TRAINING INSTRUCTORS

As the Learning Center nears its first year of service, we are continuing to discover issues that need clarification in order to make it run best. One particular challenge has been defining and enforcing standards of conduct after learning hours while employees are on PG&E (Learning Center) property.

Attached you will find a copy of the document that has been developed and approved by the Learning Center technical instructors, the Learning Center administrative staff, Industrial Relations and technical and management training functional supervisors and the joint Apprenticeship and Training Committee. You will note that if at any time a PG&E employee behaves in such a way that is deemed serious enough to warrant disciplinary action, the Region/Division/Department Human Resource representative will be notified immediately.

Please call me if you have any questions on the procedure or its application.

TISH DAVIS-WICK

TDW(252-7469):kf

- cc: Russell H. Cunningham
- Ronald L. Bailey
- Carl Bellone
- Kevin Corrigan
- Joel Ellioff
- Ronald G. Fitzsimmons
- John Moffat
- Art Murray
- F. A. Saxenmeier
- M. Shipley
- Margaret Short

Attachment

RULES OF CONDUCT
WHILE ATTENDING THE
SAN RAMON LEARNING CENTER

The Learning Center is a PG&E facility which is offered by the Company to its employees for the purpose of continued job training and career development. The facility was built with care and shows the dedication the Company has toward training. It is the responsibility of all personnel to maintain this facility in its present condition and create a learning environment that is free of any form of harassment or invasion of privacy.

While on the premises, during or after class hours, all employees are responsible to behave in a manner consistent with Standard Practice 735.6-1 (Employee Conduct). Any violations of this Standard Practice, at any time, while on the Learning Center site will be considered a work offense and resulting disciplinary action will be consistent with PG&E's contractual and management standards effective at the time of the offense.

As a reminder, below is listed a portion of the rules which continue to apply during your stay at the Learning Center. If you are unfamiliar with the complete contents of Standard Practice 735.6-1, please notify your course Instructor, and a copy will be provided.

- Illegal controlled substances are prohibited.
- Firearms and other life threatening items are prohibited.
- Alcoholic beverages not purchased from the Learning Center Facility are prohibited.
- Damage to PG&E property is prohibited.
- Any form of harassment or invasion of privacy toward another person is prohibited.
- The Company reserves the right to inspect its property at all times, and to enter/clean all Learning center lodging rooms on a daily basis.

All Learning Center participants are assigned an Acting Supervisor during their stay. In the case of participants attending a course for which the instructor is a PG&E employee, that Instructor is their Acting Supervisor. For those participants attending a course for which the Instructor is not a PG&E employee, the PG&E coordinator for the course will serve as their Acting Supervisor.

During the normal work hours the above mentioned Supervisor/Instructor will provide a full report of any incidents that may occur during training. This report will be given to the Instructor's supervisor, who will, in turn, review it with the Learning Center Dean.

After work hours, whether residing at the San Ramon Learning Center or the Holiday Inn, the Employee Conduct, Standard Practice 735.6-1, will remain in effect. The Security Service or Hotel Management will be responsible for reporting any breach of this Standard Practice. They will simply report the employee's name and the nature of the problem to the Dean.

Disciplinary Action: will be taken when incidents reported by either an Instructor, Security Guard or Hotel Management, has been deemed serious enough to warrant disciplinary action. Serious incidents may result in the student being returned immediately to the Region/Division/Department.* Any willful destruction of Company property will result in the student's immediate return to the Region/Division/Department. The student will not be allowed to return to the School until restitution has been made.

NOTES: *An apprentice sent back to his/her Region/Division/Department for disciplinary reasons, will be given an incomplete for that class; and will remain in their present step and wage until they formally complete the class.

CBellone(223-3685):jtj

JOINT APPRENTICESHIP & TRAINING COMMITTEE

Committee Members
Pacific Gas and Electric Company

John A. Moffat
Mr. John Moffat, Chairman

Kevin U. Corrigan
Mr. Kevin Corrigan

Carl Bellone
Mr. Carl Bellone

M. Shipley
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Committee Members
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Ron Fitzsimmons
Mr. Ronald G. Fitzsimmons

F. A. Saksenmeier
Mr. F. A. Saksenmeier

Art Murray
Mr. Art Murray

Joel Ellioff
Mr. Joel Ellioff

I have read and understand the facts stated in this letter.

Name: _____

Date: _____