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COMPANY EXHIBIT #1

**PG&E**

FOR INTRA - COMPANY USES

DIVISION OR DEPARTMENT INDUSTRIAL RELATIONS  
 FILE NO. 741.1  
 RE LETTER OF  
 SUBJECT Guidelines for Placement in Apprentice Wage Steps

February 5, 1973

MESSRS. G. N. SCOURKES	D. S. SOLBERG
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This letter cancels and supersedes our letter dated March 22, 1972 on the same subject.

In order to provide a uniform application of the Physical Agreement and the Master Apprenticeship Agreement in the placement of employees within their respective apprenticeships, the following guidelines should be applied:

Jobs should not be awarded by bid or transfer to journeymen or apprentices who cannot progress to an apprenticeship due to the application of Section G-11, Section H, or other requirements of the Master Apprenticeship Agreement.

General Construction employees bidding job vacancies other than an apprenticeship must pass the pre-employment test prior to submitting a bid to enter the Division. This test is only administered once; if failed, further consideration will not be given. General Construction journeymen bidding to the same journeyman classification in the Division are exempted from test requirements.

G.C. employees bidding to fill an apprentice vacancy must have passed the appropriate agreed-to apprentice entrance test as designated by the Master Apprenticeship Agreement prior to the posting of the job vacancy.

G.C. employees who enter the Division in other than apprentice classifications must pass the appropriate agreed-to entrance tests prior to entering or re-entering a Division apprentice vacancy.

Division employees are subject to the testing procedures as outlined in the Master Apprenticeship Agreement.

A journeyman who has bid or transferred to a job vacancy next lower, same or higher to a Division apprentice classification in order to change headquarters and subsequently bids to re-enter a vacant Division apprenticeship shall be placed in an appropriate wage step as outlined in Section G-9 of the Master Apprenticeship Agreement. If, upon examination, it is determined that the journeyman has deficiencies in his previous apprenticeship training program, he should be placed in the wage step where this training is given, i.e., ex-Lineman who has not attended the Basic

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Electricity course should be placed in the beginning wage step. The Division shall notify Union's Business Representative in writing of this placement and shall indicate the program for accelerating his training so that he may be progressed, upon correcting these deficiencies, to a wage step which is commensurate with his classification seniority up to and including unassigned journeyman.

An apprentice who has bid or transferred to a job vacancy next lower, same or higher to a Division apprentice classification shall be placed into an appropriate wage step as outlined in Section G-9 of the Master Apprenticeship Agreement when he bids to re-enter a Division apprentice vacancy. Union's Business Representative should be notified of the placement in writing and if the placement, due to deficiencies in previous training, is below the wage step that would be granted on his classification seniority alone, a program of acceleration should be outlined which will place the apprentice in the wage rate commensurate with his classification seniority as soon as possible.

A General Construction apprentice who is awarded a Division apprentice job will be given the wage step and classification seniority attained in the same apprenticeship in G.C. as outlined in the Labor Agreement Interpretation dated December 18, 1970, transmitted with our letter dated December 24, 1970, and Industrial Relations' letter of February 2, 1973.

If there are deficiencies in the G.C. apprentice's previous training, either academic or on the job, he will be fixed in that wage step until such time as he can meet all of the standards of achievement for progression to the next higher wage step. Upon spending six months at the top wage rate and completion of all standards of achievement, he shall automatically progress to unassigned journeyman.

Automatic progression and bidding to journeyman vacancies will be in accordance with the letter dated November 17, 1970 and letter agreement signed October 7, 1970.

Questions regarding placement of apprentices in wage steps should be directed to Patrick N. Long of this office.

*I. Wayland Bonbright*  
I. WAYLAND BONBRIGHT

PNLong:RS

cc: TVAdam:	HJStefanetti
RPBenton	TETemen
HRDaniels	JNYIarraz
AHEllis	FCortese
JAFairchild	ECSuess
TRFerry	Div. Electric Supts.
GPLarson	Div. Gas Supts.
PMatthew	Div. Hydro Supts.
HPPrudhomme	Div. Steam Supts.
	Div. Gen. Serv. Mgrs.

6. a. If an employee who is attempting to meet the Standards of Achievement established to progress from the first to the second step of the wage progression fails to meet the established Standards as provided above, he shall, after such three months' additional period of time, be removed from the classification and demoted in accordance with Title 206 of the Agreement.

b. If an employee who is attempting to meet the Standards of Achievement established to progress from other than the first step of the wage progression fails to meet the established Standards within the allotted time (including the three months' extension), his progression shall be reviewed by a subcommittee consisting of one Company and one Union member of the Apprenticeship Committee. Action of this subcommittee shall be limited to the determination of the further extension of time which is believed to be required to meet the Standards of Achievement. If an additional extension is granted and he still fails to meet the prescribed Standards of Achievement to receive his next wage step in the wage progression in the period of time determined by the above subcommittee, he shall be removed from the classification and demoted in accordance with Title 206 of the Agreement.

7. An employee within one year of demotion from an apprentice classification under the provisions of Paragraph 6 above, upon presentation of acceptable evidence that he has remedied the deficiencies which caused his demotion or, if demotion was due to academic failure, that he has pursued an outside study program and by completing the required tests meets the established Standards of Achievement for the wage step in the apprenticeship that he left, shall be permitted to bid again to fill a job vacancy in such apprentice classification under the provisions of Subsection 205.7(a). If he is the successful bidder, he shall be restored to the training program at the wage step he left and he will progress to the next higher wage step six months after he re-entered the apprentice classification.

8. An employee beyond one year of such demotion from an apprentice classification shall not be entitled to receive consideration in bidding to re-enter the apprentice classification. However, upon acceptance by Company that he is qualified and desires to progress, Company may grant him consideration under the provisions of Subsection 205.7(b) to re-enter the apprentice classification. If he is the successful bidder, he shall be placed at a wage step not higher than the wage step he left. He will be progressed from such wage step not sooner than six months after he re-entered the apprentice classification and after he meets the established Standards of Achievement for such wage step.

\* 9. An employee who has voluntarily removed himself from an apprentice classification or a classification higher thereto in the Line of Progression, or an employee who was demoted for reasons other than failure to meet the Standards of Achievement and who is the successful bidder to return to a vacancy in the same apprentice classification shall be placed by Company in the wage step of the apprentice classification or as an unassigned journeyman commensurate with his current knowledge, skill, efficiency, adaptability and physical ability. Company shall notify Union's Business Representative of any such placement.