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**PG and E**  
**FOR INTRA - COMPANY USES**

DIVISION OR DEPARTMENT      INDUSTRIAL RELATIONS  
FILE No.                      741.1  
RE LETTER OF  
SUBJECT                        Transfers to Beginning Classifications

July 23, 1971

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|------------------------|-----------------|
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Questions have been raised by the Divisions concerning the application of the "one-for-one" provisions of Company's letter agreement with Union dated April 2, 1969. A recent case involved a Helper opening in the Substation Department where employees from the Gas Department had submitted valid transfer applications. The question was whether or not an application for transfer in a given headquarters between lines of progression must be given effect, notwithstanding the one-for-one agreement. The employee contended that the agreement applied to all beginning classifications, regardless of their line of progression. The Division, on the other hand, contending that the agreement applied to each line of progression, chose to effect their option to hire an employee into the vacant position.

In this instance, the Division's determination was proper. The letter of agreement specifically incorporates the lines of progression's preferential considerations of the Physical and Clerical Agreements. Thus, the one-for-one application extends to vacancies in beginner's classifications in each line of progression within a given headquarters. In this case, then, as the Division had the option of hiring directly into the Helper's classification, it could do so as only one half of the vacancies in that line of progression at that headquarters would be subject to a transfer application.

We are also informed that some Divisions are not acknowledging receipt of transfer applications. When the "one-for-one" agreement was reached we told Union that valid transfer applications would be acknowledged and invalid applications returned with an explanation. In either case, this should be done.

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