



LETTER AGREEMENT NO. 02-02-PGE



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
925-933-6060

STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

March 29, 2002

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

In Letter Agreement 99-02, the parties agreed to re-evaluate the Crew Leader special skill block one year after it was placed into effect. As a result of this re-evaluation, the Company proposes to amend Item 6 of Letter Agreement 99-02 – Crew Leader special skill block, to include the following:

1. Maintain the Crew Leader special skill block pay at \$85/week to be paid on a weekly rate as opposed to premium pay.
2. Amend the description of the Crew Leader special skill block program as outlined in Attachment I.

This agreement will remain in place for a one year trial period commencing from the date of the signing of this agreement after which time the parties will review the Crew Leader special skill block.


This proposal has been discussed with Union Business Representatives Jim Lynn and Gary Hughes.

The Company or the Union reserves the right to cancel this agreement by giving 30 days written notice.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: 

Stephen A. Rayburn
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

April 4, 2002

By: 

Perry Zimmerman
Business Manager

Crew Leader Special Skill Block
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Skill Block**Description:**

The overall objective of this special skill block is to assist the District Superintendent in leading and coordinating the day-to-day work activities in the district. This position is considered a working classification and it is expected the individual will need to continue to perform physical tasks associated with his/her base classification. This person may plan, schedule and assign work activities for the crew. The person holding the special skill block will also assist in performing a number of administrative tasks to run the district. Please see “**Specific Tasks**” at the end of this document for further details on tasks, responsibilities, and knowledge that may be required of this skill block.

Compensation:**WAGES***Rates Effective*

		<u>2001</u>	<u>2002</u>
0720	Gas Transmission Crew Leader 4 (Gas Transmission Technician)	1304.90	1341.50
0721	Gas Transmission Crew Leader 3 (Gas Control Technician)	1269.10	1304.65
0722	Gas Transmission Crew Leader 2 (Mechanic Welder)	1237.15	1271.75
0723	Gas Transmission Crew Leader 1 (Transmission Mechanic)	1230.70	1265.05

Selection Method**On Regular Basis**

Upon execution of this agreement, the Company will post the Crew Leader positions as New Classification at Headquarters in locations in which the Company elects to fill these positions. The most senior qualified employee within a headquarters will be given preferential consideration.

Following the trial period, employees holding the Crew Leader positions will retain the classification. Future vacancies will be awarded to the most senior qualified employee in accordance with Section 205 of the Agreement within the Maintenance and Operations Line of Progression (see below):

LINE OF PROGRESSION: Gas Transmission Crew Leader

- (0720) Gas Transmission Crew Leader 4*
- (0721) Gas Transmission Crew Leader 3
- (0722) Gas Transmission Crew Leader 2
- (0723) Gas Transmission Crew Leader 1

Next Lower Classification:

- (2415) Gas Transmission Technician
- (2435) Gas Control Technician – GSM&TS
- (1406) Transmission Mechanic
- (1440) Mechanic-Welder

Same or Higher Classification:

Note: If an employee is demoted from the Gas Transmission Crew Leader in accordance with Title 206 of the Agreement, he/she will demote to the classification he/she immediately held prior to the Gas Transmission Crew Leader.

*Pay codes for classifications that are dependent upon an employee’s immediate previous classification pay rate.

Selection Method

On Temporary Basis: The District Superintendent may decide at his/her discretion to offer this special skill block to the next senior most qualified employee to fill behind vacation relief or other absence for one week or longer. This temporary assignment will be made in accordance with Subsection 205.3 of the Agreement.

Holding Other

Special Skill Blocks: Employees holding the Crew Leader special skill block are not eligible to hold any other special skill blocks.

Withdrawal: Employees can remove themselves from the skill block by giving the company 30 days' written notice.

The Company may, at its discretion, cancel the use of the Crew Leader Special Skill Block within a District. This cancellation may be either permanent or temporary, based on the needs of the District.

Accountability:

Prior to an employee accepting this skill block, the District Superintendent will meet with the employee and review the specific duties and required performance expectations. Prior to being placed into the position, the employee will be required to successfully complete a Leadership Training course developed by the Company. The Company will review the contents of the course with the Union prior to implementation.

An employee assigned these duties will receive reviews of his/her performance, as it relates to this area, **on a quarterly basis**. If the performance is not satisfactory the employee will be notified of the areas that are deficient and will be given until the next quarterly review to improve their performance. If the employee's performance continues to be deficient in any of these responsibilities they will be removed from the position and will no longer be eligible for the Crew Leader Special Skill Block. An employee's eligibility cannot be rescinded unless he has been notified in writing of areas of unsatisfactory performance in the previous quarter.

Employee**Rights:**

Employees who bid this classification will hold the Crew Leader special skill block as their base classification. Their rights under Titles 205 and 206 of the Agreement will be determined by their base classification of Crew Leader. For purposes of administering Titles 208 and 212, employees' eligibility will be determined by their immediate previous classification (i.e., a Gas Transmission Crew Leader 4 would be eligible for overtime in the Gas Transmission Technician classification).

Structure:

It is not mandatory that each District utilize the Crew Leader Skill Block. The District Superintendent will determine the need for the skill block in their district.

Duties for the Crew Leader may vary from district to district because of the difference in the nature of work between the lines of businesses. However these duties will be consistent in principle with those described in this document. Any issues arising around responsibilities will be discussed by the Human Resources Advisor and Business Representative for possible resolution. Issues, which are not resolved, will proceed in accordance with the grievance procedure as outlined in Title 102 of the Agreement.

Management**Upgrades:**

This agreement does not preclude the company's option to upgrade a person to management rather than to use this special skill block.

Trial Period:

This agreement is for one year starting from the date of the signing of this agreement. After that time, the union and company will review its effectiveness and decide whether to continue, alter or cancel the agreement.

Specific Tasks**Of the Skill Block:**

Listed below are specific knowledge, tasks and responsibilities of the Crew Leader skill block. It is not a comprehensive list of possible required activities.

- **General knowledge of and know how to find information in:**
 - ⇒ GO112E
 - ⇒ Emergency Plan
 - ⇒ O&M manual
 - ⇒ HFR manual
 - ⇒ Standard Practices, and Recommended Guidelines
 - ⇒ Company/Union IBEW Contract
- **Demonstrated ability to:**
 - ⇒ Prioritize, plan, schedule, work for assigned people
 - ⇒ Utilize GSM&TS maintenance management process
 - ⇒ Use company standard computer programs as an effective tool - Word, Excel, MS Schedule, Exchange, GIS, Intranet, maintenance management tool
 - ⇒ Conduct effective and open tailboards
 - ⇒ Listens/seeks to understand other peoples perspectives
 - ⇒ Able to resolve conflicts
 - ⇒ Incorporate safety policies and processes in work assignments
 - ⇒ Anticipates and takes initiative to resolve issues before they occur.
 - ⇒ Apply correct accounting to source documents
- **Applies and assures compliance with:**
 - ⇒ Clearance procedure
 - ⇒ Operating Principles
 - ⇒ GO112E
 - ⇒ HFR Manual
 - ⇒ Standard Procedures and Policies
- **Required to perform other day to day processes such as:**
 - ⇒ Check time cards for accuracy of accounting and hours reported
 - ⇒ Authorize overtime as delegated by District Superintendent
 - ⇒ Authorize sick leave as delegated by District Superintendent
 - ⇒ Identify areas for technical development of crew members
 - ⇒ Communicate issues to District Superintendent
 - ⇒ On a voluntary basis, provide input on employee's reviews
 - ⇒ Release requisitions; manage and track materials, as assigned
 - ⇒ Ensures compliance of contractor orientation and safety

Specific Tasks**Not Required:**

Employees in the Crew Leader Special Skill Block are not required to manage Petty Cash or Stand on-call unless upgraded to a Management position.