



# LETTER AGREEMENT NO. 03-06-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

January 30, 2003

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 01-49, the parties established a pilot Joint Company-Union Alcohol and Drug Peer Volunteer Program in Area 1. In Letter Agreement 02-40, the parties agreed to implement the Joint Company-Union Alcohol and Drug Peer Volunteer Program area by area throughout the rest of the system and updated the guidelines for the Program.

Upon further review of the guidelines for the Program, the Joint Company-Union Alcohol and Drug Peer Volunteer Steering Committee has recommended some changes to the Peer Volunteer Requirements section. A copy of the revised guidelines is attached.

The Company or Union may cancel this agreement with 30 days written notice.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided 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

By: \_\_\_\_\_

  
Perry Zimmerman  
Business Manager

Feb 6, 2003

## Joint Company-Union Alcohol and Drug Peer Volunteer Program

### Steering Committee Members

#### Company

Bob Fredianelli, Area 2 OM&C Director  
Bob Haywood, Consultant (Retired Officer)  
Jeff Joy, Area 1 OM&C Director  
Vanita Kunert, EAP Supervisor  
Kathy Price, Prin. Neg., Industrial Relations

#### Union

John Kent, IBEW Business Representative  
Tom Newell, ESC Shop Steward  
Roger Stalcup, IBEW Assistant Business Manager  
Peggy Turner, ESC Sr. Union Representative

### What

A program of trained volunteers in alcohol/drug recovery who would be available to other PG&E employees with alcohol or drug problems. This program provides another resource for an employee to seek help before the problem negatively affects his/her employment. This program does not supersede any of the Company's current policies, programs or procedures.

The role of the Peer Volunteers includes:

- Providing assistance to self-identified employees who wish to admit themselves into a chemical dependency treatment facility.
- Referring self-identified employees to EAP.
- Serving as a resource to EAP on a voluntary basis.
- Serving as a resource to peers as requested by an employee.
- Holding conversations with employees as "confidential" unless the employee is suicidal or poses a threat to himself/herself or others. This includes an employee who appears to be unfit for duty due to being under the influence of drugs and/or alcohol. In those instances, the volunteer will inform Vanita Kunert or designee or call the 1-888-445-4436 EAP Hotline. The determination as to whether an employee is unfit for duty is a subjective one, and the Peer Volunteer will not be held liable by the Company if an error in judgment occurs provided s/he has made the determination consistent with the training provided.

### Why

To assist employees in obtaining alcohol and/or drug treatment and to provide peer support to employees who have had recent alcohol and/or drug treatment after they return to work. To provide another avenue for employees who may be uncomfortable approaching EAP or their supervisor regarding their alcohol and/or drug problem.

### When

The Program has been implemented in Area 1. Expansion of the Program will be implemented area by area. The Steering Committee will determine the time intervals and areas for further expansion of the Program into the rest of the PG&E territory. Volunteers will be selected and fully trained prior to the program start date.

### Where

Phase One: PG&E locations in Area 1 (excluding G.O.) – Completed and continuing.

Additional Phases: Remainder of areas as determined by the Steering Committee.

### How Many

Number of volunteers to be determined by Area.

## **Selection Process**

Volunteers will be interviewed and selected by Roger Stalcup (or designee) and Vanita Kunert (or designee) and meet the requirements listed below.

## **Program Costs**

- A pager and cell phone will be required for each volunteer. For those who do not have a cell phone, the Committee recommends that one be provided.
- Time away from normal work duties to perform the following functions:
  - \* Six hours of training provided by EAP.
  - \* Two hours a month for a meeting/phone conference with EAP, Unions and other volunteers.
  - \* Attendance at some tailboards/meetings to provide information related to the program.
  - \* Transfer of employees to local chemical dependency facilities when necessary.

## **Wish List**

A fund for round trip, same-day airfares for volunteers to escort employees into an approved treatment facility, such as: Betty Ford Center, Rancho Mirage.

- The Peer Volunteers will primarily assist employees during:
  - \* Lunch time
  - \* Non-work hours
  - \* On the volunteers' own time
  - \* Exceptions: Training and meetings will be held during normal work hours.  
During work hours as approved by EAP and supervisor  
Driving employees home or to a treatment facility.  
Occasional visits to treatment facilities.
  - \* No overtime will be paid for participation as a Peer Volunteer.

## **Evaluation**

The Committee will review the Program on a regular basis. Review of the Program may lead to modifications as agreed to by the Committee. Either the Company or the Union may cancel the Program with 30 days written notice for any reason.

## **Peer Volunteer Requirements** *(Any PG&E Employee—IBEW, ESC, A&T, Management)*

1. Two or more years recovery from alcohol and/or drug addictions.
2. Current involvement in recovery is desired but not required.
3. A one-year commitment to the Program is desired. The EAP Supervisor has discretion to release a Peer Volunteer prior to the expiration of one year.
4. Break personal anonymity regarding the individual's involvement in recovery, which qualifies him/her to be a Peer Volunteer.
5. Consistent attendance at monthly meetings.
6. Approval from supervisor to use cell phones and to receive Peer Volunteer related phone calls on the job.
7. Continued good performance in his/her position at PG&E.
8. Ability to give and receive honest feedback.
9. Provide references from the following sources: Union, Supervisor, 12-step Program.
10. A current, valid California driver's license.