

La 1-30-64

# PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street  
San Francisco 94106  
SUtter 1-4211

January 30, 1964

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
1918 Grove Street  
Oakland 12, California

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

In filling future vacancies in the classification of Gas Serviceman, Company proposes the following entrance requirements to replace those which became effective on August 1, 1958:

A. TESTS

1. Before entering the Gas Serviceman classification or receiving temporary upgrades to such classification, eligible employees will receive comprehensive formalized training at the Gas Serviceman Training School. To insure that all appointees to the School possess the necessary capabilities to progress through the training program, employees shall not be entitled to consideration for appointment to the Serviceman Training School unless they have first received passing scores on all of the following tests:

a. Wonderlic Personnel Test

As a measure of education, the Wonderlic Personnel Test will be used. The minimum passing grade on this test is a score of 18. The applicable allowance for age will be included in computing the score and the author's directions for administration will be followed.

b. Hand Tool Dexterity Test

As a means of measuring proficiency in the use of ordinary mechanics' tools, the Hand Tool Dexterity Test will be used. The maximum time allowed for disassembling and reassembling the bolts is six minutes. The author's directions for administration will be followed.

c. Arithmetic

To ascertain that the prospective apprentice has an adequate knowledge of basic arithmetic, the Madden-Peak Arithmetic Computation Test will be used. The minimum passing grade on this test is a score of 48. The author's directions for administration will be followed.

d. Writing

The attached test will be used to determine that the prospective Serviceman can write legibly. He will be required to copy the statement contained in the test. His writing must be easily read and he must complete the copying in a maximum of 10 minutes.

e. Spelling

The attached spelling test will be used to determine that the prospective Serviceman can correctly spell the words normally used by him. Five minutes is the maximum time which will be allowed for this test, and the passing grade is 80% or more correctly spelled words of the words written. Several forms of this test will be developed.

2. Qualifying Procedure

Employees who want to qualify for appointment to the School are required to notify their Supervisor in writing of their intent. After such notification has been made, arrangements will be made for the employee to take the tests outlined in (a) through (e) above if he has not at that time satisfied the entrance requirements to the School.

3. Testing Procedure

An employee shall not be entitled to take any of the tests set forth above more than a total of four (4) times, notwithstanding that one or more of the tests may be common to other classification entrance requirements. Once an employee attains a passing score or better, on any test(s) as set forth above, he will not be required to retake such test(s) to be considered for appointment to the Serviceman Training School. An employee who has failed to receive at least the minimum passing score established for the Gas Serviceman classification on each of the subject tests at the first testing, will be eligible to be retested in the following manner:

2nd Testing - Three (3) months, or thereafter, following the date of the first testing.

3rd Testing - Six (6) months, or thereafter, following the date of the second testing.

4th Testing - Six (6) months, or thereafter, following the date of the third testing provided that he is able to show satisfactory evidence that he has prepared himself to pass the test(s).

An employee who has failed for the fourth time to receive passing scores as set forth above on all of the subject tests need not be given any further consideration for appointment to the Gas Serviceman Training School.

#### 4. Administration

Tests will be administered during regular work hours and corrected under the direction of the Division Personnel Department. An employee who fails a test may request an interview with a representative of the Division Personnel Department for the purpose of discussing the areas of weakness indicated by his failure to pass a test. Such employee, however, will not be permitted to review the questions and answers on the Wonderlic Personnel Test.

Should a complaint arise concerning the fairness of the administration or correction of a test, the Union's member of the Local Investigating Committee may refer it to the Chairman of the Apprenticeship Committee. Any such complaint referred shall be reviewed by the Chairman with a Union member of the Apprenticeship Committee prior to the time Company makes a final decision with respect to the test results.

In the event that a dispute arises concerning the employee's eligibility to take the test a fourth time, such dispute may be submitted to the Local Investigating Committee, as provided for in Section 102.8, as soon as practicable except that in no case will such a grievance be given consideration if it is filed more than thirty calendar days following the date the employee was informed in writing by a representative of the Division Personnel Department that he will not be allowed to take the test(s) the fourth time.

### B. GAS SERVICEMAN TRAINING SCHOOL

#### 1. Appointment

Employees who have successfully met the entrance requirements set forth above will be eligible for appointment to the Gas Serviceman Training School. Enrollments in the School will be made by Company from among those eligible candidates who are most likely to receive appointment to the next following Serviceman vacancy.

In addition to the foregoing, Company will select candidates to attend the Gas Serviceman Training School on the basis of ability and personal qualifications in accordance with the principles outlined in Section 205.14 of the Agreement.

## 2. Training

The purpose of the School is to provide training in the duties performed by Gas Servicemen. Thus, to determine that the prospective Gas Serviceman will be qualified to advance into the classification of Gas Serviceman, the candidate must complete the Gas Serviceman Training School and receive a passing grade as outlined in Paragraph B.3.

If the appointee is not making satisfactory progress at the School, and the appointee fails to attain and maintain a satisfactory level of performance, he shall be notified of his inadequate performance and Company shall immediately notify Union of its action. Thereafter, upon request of Union, a Union and Company member of the Apprenticeship Committee may visit the School to observe the appointee's performance. An appointee who fails to achieve and maintain a standard of performance that denotes his capability of successfully completing the program will be dropped from the School.

## 3. Requirements for Completion of Training School

Upon completion of the training program, a final examination will be given covering both the academic and shop training received during the period that the appointee attends the School. Fifty points maximum will be given to the written portion of the examination and 70 points maximum will be given to the shop performance portion of the examination in computing the final score.

A total final score of 80 points or more of the available 120 will constitute successful completion of the School.

An appointee to the School who attains a total final score of less than 80 points of the 120 points available, shall upon request be re-examined, at the School, at the expiration of three (3) months or thereafter following the date of his initial failure, provided the employee can show satisfactory evidence that he has prepared himself to pass the final tests. Such re-examination will be scheduled as soon as possible, but at Company's convenience. An employee will be allowed one such re-examination.

An appointee who is dropped from the School, or who has completed the training program provided at the School but who has failed to receive a total final score of at least 80 points, need not be given consideration for reattendance at the Serviceman Training School.

## 4. Administration

If a dispute should arise concerning an employee's appointment to the School, or failure to successfully complete the program, or eligibility to be retested, such dispute may be referred to the Local Investigating Committee as provided for in Section 102.8, provided that the time limits referred to in Section 102.6 are observed.

**C. APPOINTMENTS TO VACANCIES OR TEMPORARY UPGRADES**

1. In addition to the requirements referred to above, Company will make appointments to vacancies or temporary upgrades in accordance with the principles outlined in Sections 205.11 and 205.14 of the Agreement.

2. An employee who was formerly classified as a Gas Serviceman or was in a classification higher thereto in the Lines of Progression of the Gas Service Department and who was demoted therefrom for any reason other than incompetency, will not be required to satisfy the entrance requirements or attend the School in order to be reappointed to his former classification.

3. An employee who has attempted but failed to pass the tests as covered in Paragraph A above or who attended but failed to complete the Gas Serviceman Training School will not be considered:

- a. For appointments, under the provisions of Title 205 of the Agreement, to vacancies in the Serviceman classification, or
- b. For temporary upgrades to Serviceman except for short periods of time due to exceptional situations caused by operating requirements where Company cannot conveniently or practicably upgrade an eligible employee.

4. If an employee who has not been given the tests mentioned in Paragraph A is the probable successful bidder on a Serviceman vacancy, he shall be given such tests before the job is awarded. An employee who has been given such tests, but has failed to attain a passing score, shall be retested on those tests which he has failed, provided he is eligible for such retest before the close of the bidding period which expires on the tenth of the month. The time intervals mentioned in Paragraph A.3 shall apply to determine eligibility for retest.

5. If the successful bidder to fill a vacancy in the Serviceman classification is an employee who has passed the tests mentioned in Paragraph A, but who has not had the opportunity to attend the Gas Serviceman Training School, the award shall be held pending until such employee has had such opportunity.

6. If a dispute should arise concerning Company's application of Sections 205.11 or 205.14 of the Agreement in making an appointment to a vacancy or upgrade in the subject classification, it may be referred by Union to the Local Investigating Committee, and the provisions contained in Section 102.8 of the Agreement will be applicable. Such referral shall be made as soon as practicable after an employee has been notified in writing of his disqualification, but in no event later than the time provided for in Section 102.6.

**D. DATE EFFECTIVE**

1. The provisions of this Agreement shall be effective February 20, 1964,

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January 30, 1964

and shall cancel and supersede that certain Agreement entered into on August 1, 1958, by Company and Union.

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

Yours very truly,

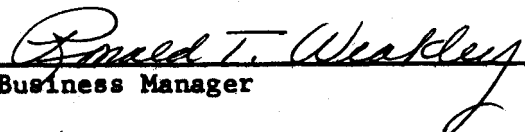
PACIFIC GAS AND ELECTRIC COMPANY

By   
Manager of Industrial Relations

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

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

February 6, 1964

By   
Business Manager