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# PACIFIC GAS AND ELECTRIC COMPANY

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W. D. SKINNER  
DIVISION MANAGER  
EAST BAY DIVISION

October 23, 1974

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Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, California 94596

Attention: Mr. D. L. Mitchell, Union Business Representative

Gentlemen:

As provided for in Section 212.10 of the current Agreement between Pacific Gas and Electric Company and Local Union No. 1245, I.B.E.W., AFL-CIO, the following emergency overtime call-out procedure for Bay District Service Departments is proposed:

## BAY DISTRICT GAS SERVICE CALL-OUT PROCEDURE

### A. Procedure for Distributing Emergency Overtime

1. The department shall keep a master record which will reflect all hours of emergency work performed by each employee for one accounting period. The accounting period will be January through December. At the end of December of each year, all recorded emergency overtime will be cancelled so that everyone in a classification begins again on the first of January at zero hours. Priority for call-out starting in January will be based on a drawing for each classification, with the lowest number having the priority.
2. A sign-up procedure will be utilized, whereby a form will be posted at 8:00 a.m. on Wednesday of each week, soliciting voluntary sign-up for overtime for the period of the following Wednesday at 4:30 p.m. through the next Wednesday at 8:00 a.m. A separate sign-up list shall be provided for each classification. After midnight on Tuesday, no employee will be allowed to sign the list.
3. Copies of the final sign-up roster will be issued to the supervisors or alternates responsible for calling out employees for emergency duty during the overtime period. The supervisor or alternate who makes the overtime assignments from the roster will log all calls and responses, so that they may be entered by the department clerk on the master record.

4. At the end of each weekly sign-up period, the department clerk, or the equivalent, will post to the weekly roster, the overtime worked or credited as worked for the previous week, and an accumulated total for the accounting period for each employee in the department's basic record. In order that it may be apparent whether overtime was actually received or credited, the latter will be separated on the lists to show the difference. Both worked and charged hours will be added together in running up the new accumulated totals.
5. In the event an employee (who has signed the overtime list) is called for emergency overtime and refuses or the phone is answered but the employee is not available, he will be credited on the appropriate list with the overtime he would have worked. If an employee is off sick or on vacation, he will not be called nor will he be credited with any overtime until he returns to work on a regular work day. When an employee is sick on the day prior to his regular work days off, he must notify the Service Operator on duty if he is no longer sick on his non-work days. For the purpose of this procedure, vacation will begin when an employee leaves his work headquarters on the last work day and ends when he reports back to work on a regular work day.
6. Employees who wish to remove themselves from the list must notify the Service Operator within the first hour of the beginning of their shift on a regular work day. On a non-work day, they must notify the Service Operator at any time previous to being called to work. For the purpose of this procedure, the 24 hour period for which an employee indicates he is not available will start at 12:01 a.m. on that day and end at 12 midnight.
7. The following shall be the call-out order to be utilized for obtaining men for emergency overtime:
  - (a) Servicemen already in the field with the lowest accumulated hours who have signed the call-out list for that day.
  - (b) Reserve Servicemen already in the field with the lowest accumulated hours on the list for that day.
  - (c) Servicemen not in the field with the lowest accumulated hours on the list for that day.
  - (d) Reserve Servicemen not in the field with the lowest accumulated hours on the list for that day.
8. An employee will generally not be called out for emergency duty 2 hours or less before the start of his next shift (excluding immediate hazards to life or property).

B. Assignment of Accrued Overtime

1. A person entering into the classification and/or headquarters, or who has been absent for six consecutive months or more in the accounting period, will initially be credited with the average accumulated hours for the classification and headquarters. The average will be based on all employees in that classification that have worked emergency overtime.

C. Overtime Call-Out for the Hours Between 12:00 a.m. to 8:00 a.m.

1. The overtime on-call duty for the hours between 12:00 a.m. and 8:00 a.m. shall be assigned to the volunteer for this duty with the least amount of accumulated emergency hours who has made himself available for that week by signing the call-out list.
2. In the event an employee, who has volunteered for this duty, will not be available on a certain night, it shall be his responsibility to find a qualified replacement.

D. Adjustment of Grievances Involving this Procedure

1. When it has been determined by the Local Investigating Committee that it was impractical to use the emergency call-out procedure, the actual overtime worked will be charged to those employees who worked and the grievance settled without adjustment.
2. When it has been determined by the Local Investigating Committee that the Company made a mistake in the administration of this procedure, the Company will pay the aggrieved employee for the time lost.
3. When it has been determined by the Local Investigating Committee that the overtime was improperly assigned to an employee in another classification or in another service area, thereby making equitable distribution impossible, the aggrieved employee(s) will be paid for the time that was lost.
4. Employees who receive overtime payment for time not worked as a result of a misapplication of this procedure will nevertheless be credited on the appropriate list, the amount paid as if they had actually worked.
5. If an employee repeatedly fails to respond to a number of calls or consistently assigns the 12:00 a.m. to 8:00 a.m. duty to another employee, it will be determined whether or not he understands his obligation and is truly interested in receiving this overtime work. If he is not prepared to meet the commitments agreed to by Company and Union, as determined by his actions or expressed choice, then he shall be deemed to have forfeited his rights to emergency overtime for the duration of the then current accounting period.

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 Company.

Sincerely,

*R. F. Pape*

R. F. PAPE  
Division Personnel Manager

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

10/29 1974

*Samuel Mitchell*  
Union Business Representative