

10-25-62 (C) II -A-2

PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street
San Francisco 6
SUtter 1-4211

In reply please refer to

October 25, 1962

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:

Attached are the proposed clerical Lines of Progression for the Commercial and Operating Promotion and Transfer Units in San Francisco Division, to be effective November 1, 1962.

This proposal reflects our discussions to date and provides for promotions and transfers between certain classifications in the Physical and Clerical Bargaining Units.

Additionally, Company has reclassified the six stenographers in San Francisco Division listed below to appropriate clerk-steno classifications and proposes to establish their former stenographer classification seniority date as their clerical classification seniority date.

<u>Employee's Name</u>	<u>Former Classification</u>	<u>Seniority Date</u>	<u>New Classification</u>
Elizabeth Aich	Stenographer A	3- 9-49	Clerk-Steno B
Stella Carney	Stenographer A	4-12-48	Clerk-Steno B
Lauretta Hanley	Stenographer A	5-21-45	Clerk-Steno B
Eulada Sulger	Stenographer A	9-15-52	Clerk-Steno B
Evelyn Wilson	Stenographer A	1- 1-46	Clerk-Steno B
Carol Giberson	Stenographer B	4- 3-61	Clerk-Steno C

If you are in accord with the foregoing and the attachment, 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 V. M. Thompson
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

October 31, 1962

By Ronald T. Weakley
Business Manager

LINES OF PROGRESSION
 SAN FRANCISCO DIVISION COMMERCIAL PROMOTION AND TRANSFER UNIT
 AND
 OPERATING PROMOTION AND TRANSFER UNIT

The tables listed below are for use in filling vacancies in the San Francisco Division Promotion and Transfer Units. They are to be used in conjunction with Subsections 18.8(a) and 18.8(c) of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification in the left hand column. Directly opposite the vacant classifications are listed the code designations of the next lower classification(s). Combination classifications (i.e., Clerk-Steno B) and dual classifications (i.e., Clerk D/Meter Reader) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification, (the first classification in the title) taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification and classification seniority shall accrue only in such primary classification.

To determine the classification seniority of an employee in the next lower classification, accumulate all time which the employee has spent, on a regular basis, in each of the classifications designated as next lower to the vacant classification. Such time shall include time spent in classifications in the former Accounting and Customers Records Departments of the Divisions and from which the employee was demoted or transferred as a result of centralization of these Departments as follows:

<u>Former Classification</u>	<u>Accrues As</u>
Ledger Clerk X, Machine Operator X, Clerk B	Clerk B
Machine Operator A, Clerk C	Clerk C
Proof Machine Operator X, Machine Operator B, Clerk D	Clerk D
Machine Operator C, Clerk E	Clerk D
Stenographer A	Stenographer A
Stenographer B	Stenographer B
Stenographer C	Stenographer C
Typist A	Typist A

The foregoing, as it relates to an employee formerly classified as Ledger Clerk X or Machine Operator, shall apply only when such employee has greater Company seniority than other employees who are being considered for promotion under Subsection 18.8(a) of the Clerical Agreement dated July 1, 1953, as amended.

The classifications listed in Section 18.9 as beginning jobs are shown as such in the tables.

COMMERCIAL PROMOTION AND TRANSFER UNIT

This Promotion and Transfer Unit includes such general functions as telephone switchboard operations, mail distribution and collection, Division files, reproduction, stationery, accounting, office services, new business, meter reading, meter tag posting, sales, rate analysis, telephone and counter service, credit, cashiering and collection in Division, District and Local offices.

Line of Progression

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
C-1 Supervising Clerk B	C-2
C-2 Adjuster or Clerk A	C-3
C-3 Clerk B	C-4, C-12
C-4 Clerk C	C-5, C-8, C-11, C-13
C-5 Clerk D	Beginner's Classification
C-6 Stenographer A	C-4, C-7, C-9
C-7 Stenographer B	C-5, C-8, C-10, C-11
C-8 Stenographer C	Beginner's Classification
C-9 PBX Operator A	C-5, C-8, C-10, C-11
C-10 PBX Operator B	Beginner's Classification
C-11 Typist A	Beginner's Classification
C-12 Collector or Collector and Meter Reader	C-4
C-13 Meter Reader	Beginner's Classification

OPERATING PROMOTION AND TRANSFER UNIT

The three lines of progression listed below are established with the understanding that it is not practicable to transfer employees from one line of progression to another when filling temporary vacancies, unless such vacancy has resulted from the incumbent being granted a leave of absence of six (6) months duration or longer.

This promotion and transfer unit has been divided into three functional sections as follows:

Electric: (Classification code "E")

Includes Division Electric Superintendent's office (including engineering, and District and Local office operations), as well as specialty departments such as underground, overhead, and operating.

Gas: (Classification code "G")

Includes Division Gas Superintendent's office (including engineering, and District and Local office operations), as well as specialty departments such as transmission and regulation, service, and distribution.

General Services: (Classification code "GS")

Includes Division Manager of General Services' office, telephone switchboard operations, as well as specialty departments such as building, land, transportation and warehouse.

Electric Department Line of Progression

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
E-1 Supervising Clerk B (Office)	E-5
E-2 Supervising Clerk B (Operating)	E-6
E-3 Supervising Clerk B (Overhead)	E-7
E-4 Supervising Clerk B (Underground)	E-8
E-5 Clerk A (Office)	E-9
E-6 Clerk A (Operating)	E-10
E-7 Clerk A (Overhead)	E-11, E-21
E-8 Clerk A (Underground)	E-12
E-9 Clerk B (Office)	E-13
E-10 Clerk B (Operating)	E-13

Electric Department
Line of Progression (Cont'd)

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
E-11 Clerk B (Overhead)	E-13, E-22
E-12 Clerk B (Underground)	E-13
E-13 Clerk C	E-14, E-17, E-20; G-5, G-8, G-11, G-12; GS-6, GS-9, GS-12
E-14 Clerk D	Beginner's Classification
E-15 Stenographer A	E-13, E-16, E-18; G-4, G-7, G-9; GS-5, GS-8, GS-10
E-16 Stenographer B	E-14, E-17, E-19, E-20; G-5, G-8, G-10, G-11; GS-6, GS-9, GS-11, GS-12
E-17 Stenographer C	Beginner's Classification
E-18 PBX Operator A	E-14, E-17, E-19, E-20; G-5, G-8, G-10, G-11; GS-6, GS-9, GS-11, GS-12
E-19 PBX Operator B	Beginner's Classification
E-20 Typist A	Beginner's Classification
E-21 Foreman's Clerk	(See Physical Agreement - Elec. Dept. Office)
E-22 Assistant Foreman's Clerk	(See Physical Agreement - Elec. Dept. Office)

Gas Department
Line of Progression

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
G-1 Supervising Clerk B	G-2
G-2 Clerk A	G-3
G-3 Clerk B	G-4
G-4 Clerk C	G-5, G-8, G-11, G-12; E-14, E-17, E-20; GS-6, GS-9, GS-12
G-5 Clerk D	Beginner's Classification
G-6 Stenographer A	G-4, G-7, G-9; E-13, E-16, E-18; GS-5, GS-8, GS-10
G-7 Stenographer B	G-5, G-8, G-10, G-11; E-14, E-17, E-19, E-20; GS-6, GS-9, GS-11, GS-12
G-8 Stenographer C	Beginner's Classification
G-9 PBX Operator A	G-5, G-8, G-10, G-11; E-14, E-17, E-19, E-20; GS-6, GS-9, GS-11, GS-12
G-10 PBX Operator B	Beginner's Classification
G-11 Typist A	Beginner's Classification
G-12 Field Clerk	(See Physical Agreement - Gas Trans. and Dist.)

General Services Department
Line of Progression

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
GS-1 Supervising Clerk B	GS-2
GS-2 Clerk A	GS-3, GS-4
GS-3 Clerk B	GS-5, GS-13
GS-4 Clerk B (Truck Dispatcher)	GS-14
GS-5 Clerk C	GS-6, GS-9, GS-12; E-14, E-17, E-20; G-5, G-8, G-11, G-12
GS-6 Clerk D	Beginner's Classification
GS-7 Stenographer A	GS-5, GS-8, GS-10; E-13, E-16, E-18; G-4, G-7, G-9
GS-8 Stenographer B	GS-6, GS-9, GS-11, GS-12; E-14, E-17, E-19, E-20; G-5, G-8, G-10, G-11
GS-9 Stenographer C	Beginner's Classification
GS-10 PBX Operator A	GS-6, GS-9, GS-11, GS-12; E-14, E-17, E-19, E-20; G-5, G-8, G-10, G-11
GS-11 PBX Operator B	Beginner's Classification
GS-12 Typist A	Beginner's Classification
GS-13 Parts Clerk	(See Physical Agreement - Garage)
GS-14 Truck Driver, Heavy	(See Physical Agreement - Warehouse)