

# PACIFIC GAS AND ELECTRIC COMPANY

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March 8, 1974

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

Attention: Mr. L. L. Mitchell, Business Manager

Gentlemen:

In our discussions of June 2, 1972 concerning training for Terminal Operators in the Pipe Line Operations Department, Company expressed its intent to develop a formalized training program for employees assigned to this classification. Accordingly, the attached program has been developed.

In conjunction with the development and administration of an adequate training program and pursuant to Section 204.4 of the Physical Agreement, Company proposes that the Terminal Operator position be redesignated as a beginner's classification with the following weekly wage rates:

Start	- \$173.50
End 6 Mos.	- 186.35
End 1 Yr.	- 199.25
End 18 Mos.	- 212.15
End 2 Yrs.	- 225.00

In addition, Company proposes to add the following note to the Terminal Operator job definition as contained in Exhibit VI-C:

**Note:** A prebid within Pipeline Operations or an application for transfer between headquarters will be considered as a bona fide bid from Terminal Operator or a higher classification in the Line of Progression to Terminal Operator. Under other circumstances, the Terminal Operator classification will be considered a beginner's classification and will not be posted for bid.

Based upon the above changes, Company proposes, pursuant to Section 205.11 of the Physical Agreement, adoption of a testing program at the end of each of the above six-month periods. Copies of typical questions for each test are attached.

## A. Examination Procedure

The written examinations will be used to assist in determining progress of any employee in the Terminal Operator training program effective July 1, 1974, or such earlier date that Company and Union agree to, and the following procedure shall apply:

1. A Terminal Operator who passes the established examination and who is satisfactorily performing his duties will be granted the periodic wage progression of the classification.
2. A Terminal Operator who is due to progress to the next higher wage step and who does not pass the established examination shall:
  - a. be notified in writing of the requirement that he pass the established examination prior to the date he is scheduled to receive the next higher wage step.
  - b. be held in his present wage rate, and
  - c. be allowed a maximum of three months to meet the requirements.
3. If during such three-month period the employee passes the established examination, he shall receive the next higher step wage rate effective on the date such examination is passed. He will not be eligible for further progression in the wage rate until six months have elapsed and, if applicable, further examinations have been passed.
4.
  - a. If an employee who is attempting to meet the requirements established to progress from the six months to the one-year step of the program fails to meet the established requirements during such three months' period of time, he shall be removed from the classification.
  - b. If a Terminal Operator who is attempting to meet the requirements established to progress for any other step of the program fails to pass the established examination within the allotted time (including the three months' extension), he shall be removed from the classification and demoted to Helper in the Pipe Line Operations Department. As a Helper, he shall either fill a vacancy if one exists or displace the junior employee in the classification, provided such employee does not have greater service than he.
  - c. An employee who on December 31, 1973 was satisfactorily performing the duties of the Terminal Operator classification and who continues to perform such duties in a satisfactory manner shall not be removed from his classification nor have his progress through the Terminal Operator wage rates delayed through application of the training program. However, the training outlined in the program shall be made available to each of these employees in order to qualify them for progression to the Senior Terminal Operator position.
5. An employee who was formerly demoted for a reason other than the one contained in Paragraph 4 from Terminal Operator or who was formerly in a classification higher thereto in the line of progression and who returns to a vacancy in such classification shall be placed by Company in the wage step of the Terminal Operator classification commensurate with his current knowledge, skill, efficiency, adaptability, and physical ability.

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6. An employee, except an employee covered by Paragraph 5 above, who fills a vacancy in the Terminal Operator classification shall be placed at the starting rate for the classification.
7. An employee shall be entitled to take an examination described in this Part A a maximum of four times in accordance with the following schedule:

1st Examination - At any time prior to the date on which the examination requirement must be met as provided above.

2nd Examination - One month, or thereafter, following the date of the original examination.

3rd Examination - Two months, or thereafter, following the date of the second examination.

4th Examination - Three months, or thereafter, following the date of the third examination.

If an employee fails to pass the examination a fourth time, Company will not be required to give further consideration to examining such employee for qualification for progression within his classification. The foregoing schedule of examinations must be completed within the time limits provided in Paragraphs A-2 through A-4 above.

An employee will be deemed to have met the examination requirement if he attains a grade of 70 percent to any form of the examination for the wage step he is attempting to attain. If such grade is attained, further examinations for progression within the applicable classification will not be required.

8. An employee who desires to meet the testing requirements must make written request by U. S. mail to the Pipe Line Operations Manager's administrative staff. If such request was timely with respect to the procedures outlined in Paragraph 7 above, he shall be tested within 14 calendar days.

The examinations will be administered by the Pipe Line Operations Manager's administrative staff. Each employee who is tested will be notified of his test results in writing. Counselling and other action necessary to assist employees in meeting the requirements will be administered by the Pipe Line Operations Terminal Operations' staff.

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- B. If a dispute should arise concerning an employee's appointment to the program 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.

If you are in accord with the foregoing and the 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 *H. W. Bonbright*  
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

July 1, 1974

By *L. P. Mitchell*  
Business Manager

TERMINAL OPERATOR

Training Outline

MONTHS	SUBJECT	TOTAL HOURS
0 - 1	Initial 20-day orientation	
	1. General Orientation	4 Hours
	2. Dupont Course - Flow Measurement	8 Hours
	3. PSEA Course - Natural Gas	8 Hours
	4. Lesson 1 of IGT (1 lesson/mo. thereafter)	3 Hours
	5. Effective Listening Course	3 Hours
	6. Chart Reading, Changing, etc.	4 Hours
	7. PG&E-PLO Communications System	6 Hours
	8. Explanation of Operating Diagram and Routing	4 Hours
	9. Explanation of Air Patrol Manual and Relationship to Operations	2 Hours
	10. Explanation of Field Production proration - practice calculations	8 Hours
	11. Explanation of Inventory concept and practice of related calculations	6 Hours
	12. Explanation of Clearance Procedures and role of Terminal Operator	4 Hours
	13. Explanation of report completion, i.e., maintenance memos	2 Hours
	14. On shift practice	98 Hours
		160 Hours
1 - 3	1. Work experience on teletype, typewriter and electronic calculator	
	2. Lesson II and III - IGT	8 Hours/ea.
	Quiz	16 Hours
3 - 6	1. Lesson IV - VI - IGT	24 Hours
	2. Review of any deficiencies brought out in three-month quiz	up to 16 Hours
	3. Work experience on teletype, typewriter and electronic calculator	
	6-Month Qualification Test	40 Hours
6 - 9	1. Lesson VII - IX - IGT	24 Hours
	2. Study Operating Manual including Gas Control's sub-system diagram	24 Hours
	3. Gas Control orientation	8 Hours
	4. Work experience on teletype, typewriter and electronic calculator	
	Quiz	56 Hours
9 - 12	1. Lesson X - XII - IGT	24 Hours
	2. Review of any deficiencies brought out in nine-month test	up to 16 Hours
	3. Study orifice plate principles and practice related calculations	12 Hours
	4. Work experience on teletype, typewriter and electronic calculator	
	12-Month Qualification Test	52 Hours
		Subtotal 324 Hours

MONTHS	SUBJECT		TOTAL HOURS
12 - 15	1. Lesson XIII - XV-IGT 2. Study Station Operating Map and Diagram and work out example routing or production problems	24 Hours  24 Hours	48 Hours
15 - 18	1. Lesson XVI - XVII-IGT (completed) 2. Relieve Senior Terminal Operator during shift - have Relief Senior performing terminal's duties & act as backup (Relieve each shift three times during this period)	16 Hours  72 Hours	88 Hours
18-Month Qualification Test			
18 - 24	1. Study Station Operating Maps and Diagrams for locations other than training location 2. Facility tours where applicable-McDonald Island, Brentwood, Tracy, Delevan, Irvington 3. Relieve Senior Terminal Operator at Brentwood if training at Antioch (relieve each shift three times). Kettleman and Milpitas not use this time; it will be allotted to individual if he bids to Brentwood from these locations.	48 Hours  24 Hours  72 Hours	144 Hours
24-Month Qualification Test			
		Subtotal + 0-12 Mos. Total	280 Hours 324 Hours 604 Hours

## TERMINAL OPERATOR

### 6-MONTH TEST - TYPICAL QUESTION TOPICS

1. Inventory Calculations
  - a. Be able to determine line pack or draft.
  - b. Be able to calculate volume in a section of line, given particular parameters.
2. Proration Calculations
  - a. Given well production figures, be able to prorate these to calculate the 24-hour production.
3. Basic Measurement Principles
  - a. Be able to correctly read strip or circular charts and perform mechanical functions related to chart changing.
  - b. Be able to answer questions relating to the basic theory of measurement.
4. Message Center Operation (radio and telephone)
  - a. Given normal air patrol report information, i.e., mile point and main number, be able to determine who this information should be forwarded to.
  - b. Given example instructions from Gas Control, be able to outline the procedure to comply with these instructions: field changes, routing instructions - relaying, clearances, emergency information.
5. Clearance Procedures
  - a. Be able to explain the purpose of clearances.
  - b. Be able to outline the Terminal Operator's role in coordinating clearances.
6. Operating Diagrams, Maps and Manual
  - a. Be able to identify map and diagram symbols.
7. Selected questions will be asked, based upon material covered in the IGT course (Chapters I through VI).
8. Pass a timed test on the operation of the electronic calculator with an accuracy of 95%.

9. Demonstrate a typing proficiency of 25 words per minute.
10. Information dissemination:
  - a. Properly complete "maintenance memo".
  - b. Properly complete "morning report" and other related forms.

References: Operating Map and Diagram Book  
Aerial Patrol Manual  
Standard Practices

TERMINAL OPERATOR  
12-MONTH TEST - TYPICAL QUESTION TOPICS

1. Inventory Calculations
  - a. Be able to determine line pack or draft.
  - b. Be able to calculate volume in a section of line, given particular parameters.
2. Proration Calculations
  - a. Given well production figures, be able to prorate these to calculate the 24-hour production.
3. Basic Measurement Principles
  - a. Be able to correctly read strip or circular charts and perform mechanical functions related to chart changing.
  - b. Be able to calculate or obtain from tables all appropriate coefficients and factors pertaining to an orifice.
  - c. Be able to answer questions relating to the theory of measurement.
4. Message Center Operation (radio and telephone)
  - a. Given normal air patrol report information, i.e., mile point and main number, be able to determine who this information should be forwarded to.
  - b. Given example instructions from Gas Control, be able to outline the procedure to comply with these instructions: field changes, routing instructions - relaying, clearances, emergency information.
5. Clearance Procedures
  - a. Be able to explain the purpose of clearances.
  - b. Be able to outline the Terminal Operator's role in coordinating clearances.
6. Operating Diagrams, Maps, and Manual
  - a. Be able to draw a schematic diagram of all major transmission mains affected by training location. See Subsystem #17.
  - b. Be able to identify map and diagram symbols.
  - c. Given example situations, be able to outline procedure to follow as described in the Operating Manual.

7. Selected questions will be asked, based upon material covered in the IGT course.
8. Pass a timed test on the operation of the electronic calculator with an accuracy of 95%.
9. Demonstrate a typing proficiency of 25 words per minute.
10. Information dissemination:
  - a. Properly complete "maintenance memo."
  - b. Properly complete "morning report" and other related forms.

References: AGA Bulletin 3  
Operating Map and Diagram Book  
Aerial Patrol Manual  
Standard Practices

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18-MONTH TEST - TYPICAL QUESTION TOPICS

1. Given example instructions from Gas Control relating to routing, outline the steps to follow, including the valving which must be done to comply with the order.
2. Selected questions will be asked, based upon IGT lessons.

References: Operating Map and Diagram Book  
Operating Procedures

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24-MONTH TEST - TYPICAL QUESTION TOPICS

1. Given example instructions from Gas Control relating to routing, outline the steps to follow including the valving which must be done to comply with the order.
2. Selected questions will be asked, based upon IGT lessons.
3. Outline the procedure for putting compressors on or off the line; and on a quantitative basis, explain how this affects the gas flow rate.

References: Operating Map and Diagram Book  
Operating Procedures