

La 138

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET · SAN FRANCISCO, CALIFORNIA 94106 · TELEPHONE 781-4211

February 15, 1967

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
1918 Grove Street
Oakland, California 94612

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

As a result of the recent ratification of the Clerical Agreement, procedures relating to appointments to the new Customer Service Clerk classification became effective November 1, 1966. The purpose of this letter of understanding will be to further clarify certain of these provisions.

Clerical Test Battery

Except for those employees who, on November 1, 1966 were regularly or temporarily classified as Customer Service Clerk, employees will not be entitled to consideration for appointment to a Customer Service Clerk vacancy unless they have first filed a transfer request and passed the "Clerical Test Battery." The "Clerical Test Battery" shall consist of the following groups of aptitude tests:

Group A

1. S.E.T. - Verbal - 2
2. Holzinger-Crowder - Word Meaning
3. Number Perception Test
4. Name Comparison Test

Group B

1. Number Series Completion Test
2. Employee Aptitude Survey - Verbal Reasoning

A passing score must be received in each group. To have passed the "Clerical Test Battery", the employee must attain total scores of not less than 240 in Group A and not less than 80 in Group B.

Customer Service Clerk Training Program - Phase I Test

A copy of the first phase of the training program and achievement test was recently forwarded to you. Each employee who will be required to take and pass the first phase test will first be given the opportunity to complete the training program. After completing the training program, the employee will be tested as to that information upon which he has received instruction. A passing score on the first phase test is 75%. In the event an employee fails the initial test, additional instruction will be given and an opportunity to take the test a second time will be provided at the employee's request within 90 days of the date he first failed the test.

Some employees may not complete the initial phase training, and tests, at the intervals provided for a time progression wage increase. Should such a wage increase be applicable before the employee has had an opportunity to complete the training phase test, that increase will be granted. If the employee later fails a phase test, he will not be entitled to receive the next wage increase until after he passes the phase test.

Appointments to Customer Service Clerk Vacancies

The procedures relating to appointments to the Customer Service Clerk classification are set forth on Pages 136 and 137 of the "package" submitted to Union on July 15, 1966; and later ratified by the clerical bargaining unit. Since then, Company and Union have agreed to the following implementation of these procedures:

1. Appointments to a "Customer Service Clerk" classification will be posted in the same manner as appointments made under the provisions of Section 18.8. The appointment will be effective on the date of posting.
2. Employees who are regularly or temporarily assigned to a Customer Service Clerk classification will be placed in the wage step of that classification as follows, whichever is higher:
 - (a) at the wage step that is equivalent to his present wage in his regular classification, or
 - (b) if there is no equivalent wage step, the wage step which is next higher to his present wage rate in his regular classification, or
 - (c) at the wage step determined by the time previously accumulated while regularly assigned or temporarily upgraded to "Customer Service Clerk" (including time accumulated as Clerk "C" on an ACDS desk prior to November 1, 1966), or
 - (d) an employee previously demoted for lack of work from a clerical classification having a higher wage rate than the one he is regularly assigned to, before appointment to "Customer Service Clerk", shall be placed at the wage step which is equivalent to the wage step of the classification held when demoted.
3. An employee who is not at the top rate of pay of his present classification will be credited with the time accrued in his present wage step toward his next progressive wage increase in the Customer Service Clerk classification. Other than this, time accrued in any classification other than "Customer Service Clerk" will not be considered to determine the wage rate to be paid an employee who is regularly or temporarily assigned to a "Customer Service Clerk" classification.

Except as provided below, in no event will any employee appointed to a "Customer Service Clerk" classification after November 1, 1966, receive a rate of pay higher than that established for such classification.

San Francisco Division

As agreed during negotiations, initial appointments to Customer Service Clerk vacancies in the San Francisco District have been discussed with the Union. We are attaching a listing of the names of the 28 employees who have been appointed

138

to Customer Service Clerk positions and an additional listing of the seven persons who will receive appointment to the next seven Customer Service Clerk vacancies that occur in the San Francisco District. These later appointments will be made in the order in which their names occur on the list unless the person to be appointed declines, in which event his name shall be removed from the list. Those listed are excepted from the provisions of the Customer Service Clerk Agreement that relate to phase training and testing.

Each of the persons listed will be appointed to a Customer Service Clerk vacancy as a "B" Clerk. For promotional or transfer purposes, each of the persons appointed will accrue "B" Clerk classification seniority from the date indicated opposite his name on the attached list and where two or more employees each accrue classification seniority from the same date, the employee with the greater Company seniority will be entitled to first consideration.

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.

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 28, 1967

By 
Business Manager

SAN FRANCISCO DISTRICT OFFICE

<u>Name</u>	<u>Accrues Clerk B Classification Seniority From</u>
1. W. L. Flannagan	4-19-46
2. E. C. Proll	5-2-47
3. E. M. Woods	8-27-51
4. A. Wills	9-3-51
5. H. L. Beers	5-14-52
6. L. J. LaTorres	3-11-57
7. T. J. Walkup	8-28-58
8. D. Angus	7-16-59
9. E. L. Monson	1-6-63
10. A. W. Gorman, Jr.	10-21-63
11. B. J. Zambonin	1-14-64
12. V. Codington	7-14-64
13. J. K. Anderson	10-2-64
14. I. Millerick	8-1-61
15. J. Moeller	3-1-65
16. R. Hancock	3-1-65
17. H. Danielsen	3-1-65
18. C. Makar	3-1-65
19. E. Tyrrell	3-1-65
20. C. P. McCormick	3-1-65
21. B. Newby	3-1-65
22. B. E. Elcock	3-1-65
23. H. G. Jackson	3-1-65
24. J. Hutzen	3-1-65
25. W. Pickard	3-1-65
26. D. Herger	4-14-65
27. G. Houston	12-7-65
28. I. B. Greenbaum	6-23-65
1. K. H. Austin	6-23-65
2. W. A. Gillick	7-2-65
3. R. Warner	7-2-65
4. J. Sciberras	1-3-66
5. V. Shirley	6-23-65
6. Fernando Asencio	3-1-65
7. Arrord Clementz	3-1-65