

12-6217

4-22-63

PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street
San Francisco 6
SUtter 1-4211

In reply please refer to

April 22, 1963

Local Union No. 1245
International Brotherhood of
Electrical Workers, A.F.L.-C.I.O.
1918 Grove Street
Oakland 12, California

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

The Apprenticeship Committee at recent meetings has discussed the essential and proper entrance requirements necessary to adequately prepare a prospective Apprentice Machinist in the Hydro Electric Department for the comprehensive formalized training he will receive during the apprenticeship period. In order to implement these discussions, the Company proposes to establish the following entrance requirements for employees for the classification of Apprentice Machinist in the Hydro Electric Department:

A. TESTS

An employee entering the Apprentice Machinist classification at the starting rate of pay will receive thirty months of comprehensive formalized training in conjunction with his work as an Apprentice Machinist. To insure that all candidates to this classification possess the necessary capabilities to progress through the program, employees desiring to enter this apprenticeship shall not be entitled to consideration for appointment to fill a vacancy in this classification unless they have first received passing scores on all of the following tests:

1. 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.

2. 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.

3. 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.

B. QUALIFYING PROCEDURE

Employees who want to qualify shall notify their Supervisor in writing of their intent. After such notification has been made, arrangements will be made for employees to take the tests outlined in 1 through 3 above if the prospective apprentice has not at that time satisfied the entrance requirements to the subject classification.

An employee who was previously an Apprentice Machinist in the Hydro Generation Department, or who, on a regular basis, held a classification higher thereto in the normal line of progression, and who was demoted therefrom due to lack of work, will not be required to satisfy the entrance requirements listed above in order to be considered for reappointment to such former classification in the Hydro Generation Department.

C. 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 apprentice or journeyman classification entrance requirements. Once an employee attains a passing score or better, as set forth above, he will not be required to retake such test(s) to be considered for appointment to the subject classification. An employee who has failed to receive at least the minimum passing score on each of the subject tests after the first testing, will be eligible to be retested in the following manner on those tests which he failed to achieve at least the minimum score:

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 tests.

An employee who has failed for the fourth time to receive passing scores as set forth above on all of subject tests shall not be entitled to any further consideration for appointment to the subject apprentice classification.

D. 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.

If a dispute should arise concerning the Company's appointment to a vacancy in the subject apprentice 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.

E. APPOINTMENTS TO VACANCIES OR TEMPORARY UPGRADES

In addition to the requirements referred to above, Company will make appointments to vacancies in accordance with the principles outlined in Section 205.11 of the Agreement.

An employee who has attempted but failed to pass the tests as covered in Paragraph A above will not be considered:

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

If an employee who has not been given the tests mentioned in Paragraph A is the probable successful bidder on an Apprentice Machinist 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 C shall apply to determine eligibility for retest.

F. DATE EFFECTIVE

The provisions of this Agreement shall be effective May 1, 1963, and shall not apply to employees who are regularly assigned to the subject classification on May 1, 1963.

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 [Signature]
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,
A.F.L.-C.I.O.

April 26, 1963

By [Signature]