

78-53-PGE

PACIFIC GAS AND ELECTRIC COMPANY

PG&E

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

October 9, 1978

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

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

This letter cancels and supersedes our letter to you dated April 14, 1977, on the same subject:

As a result of commitments made during the 1974 negotiations, Company has developed a formal Training Program for employees in the Building Department.

In conjunction with the administration of this Program, Company proposes, pursuant to Section 204.4 of the Physical Agreement, to establish the following classifications and wage rates in Exhibits VI-H and X:

0665 Building Subforeman

An employee who is a working foreman and has the qualifications of a Lead Building Mechanic. He supervises employees engaged in the operation, maintenance, and minor construction of buildings and related systems. He shall have the personal qualifications of leadership and supervisory ability and shall be familiar with the buildings to which he is assigned and with Company's maintenance and safety standards, accounting procedures, and other applicable rules and procedures.

Start - \$394.65 per week  
End 1 yr. - 401.95 " "

Next Lower Classifications

0493 Lead Building Engineer  
1235 Lead Building Mechanic

Same or Higher Classification

0665 Building Subforeman

Note 1: (See Note 1)

1235 Lead Building Mechanic

An employee who is a journeyman, who without direct supervision performs maintenance, repairs, and miscellaneous service work required in the use, care, minor construction, and reconstruction of buildings and grounds, and the parts thereof. His job skills shall include, but not be limited to the following: read and work from design drawings, be familiar with all building related codes, job planning, and layouts; diagnosing and making routine adjustments and repairs to electrical and mechanical equipment including controls; the safe use of hand, portable power, and shop tools; and welding operations. He may also be required to direct the work of other Building Department employees.

\$370.80 per week

Next Lower Classifications

2185 Building Mechanic  
0490 Building Engineer

Same or Higher Classifications

0665 Building Subforeman  
1235 Lead Building Mechanic  
0493 Lead Building Engineer

Note 1: (See Note 1)

2185 Building Mechanic

An employee who is engaged in performing building work or is engaged in training assignments as an assistant to a Lead Building Mechanic or higher classification, may be required to work alone or under indirect supervision on all jobs for which he has been trained and has demonstrated his ability. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Start	-	\$284.45	per week
End 6 mos.	-	288.35	" "
End 1 yr.	-	299.05	" "
End 18 mos.	-	310.80	" "
End 2 yrs.	-	335.10	" "
End 30 mos.	-	351.10	" "

Next Lower Classification

0927 Helper

Same or Higher Classifications

0665 Building Subforeman  
1235 Lead Building Mechanic  
0493 Lead Building Engineer  
2185 Building Mechanic  
0490 Building Engineer

Note 1: (See Note 1)

0927 Helper

An employee whose principal duties consist of semi-skilled work such as assisting the higher classifications, including the use of hand tools. Under indirect supervision, may also be required to perform work

such as cleaning, replacing light globes or tubes, moving furniture, changing washers in plumbing fixtures and replacing or repairing window blinds.

#### Beginner's Classification

Start	-	\$238.75	per week
End 6 mos.	-	259.60	" "
End 1 yr.	-	280.50	" "

Note 1: (See Note 1)

#### 0493 Lead Building Engineer (General Office only)

A shift employee who is a journeyman and who, without direct supervision, repairs and maintains equipment and machinery in the General Office complex. His duties shall include, but not be limited to, the maintenance and adjustment of pneumatic controls, electronic controls, steam flow valves, humidity sensors, etc. He may also be required to direct the work of other Building Department employees.

\$370.80 per week

#### Next Lower Classification

0490 Building Engineer

#### Same or Higher Classification

0493 Lead Building Engineer  
1235 Lead Building Mechanic

#### 0490 Building Engineer (General Office only)

A shift employee who operates, cleans and performs routine preventive maintenance tasks on or in relation to equipment, machinery and appurtenances in Boiler Rooms, Machine Rooms or other locations in the General Office complex. May be required to work alone or under direct supervision on all jobs for which he has been trained and has demonstrated his ability. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Start	-	\$284.45	per week
End 6 mos.	-	288.35	" "
End 1 yr.	-	299.05	" "
End 18 mos.	-	310.80	" "
End 2 yrs.	-	335.10	" "
End 30 mos.	-	351.10	" "

#### Next Lower Classification

0927 Helper

#### Same or Higher Classifications

0493 Lead Building Engineer  
2185 Building Mechanic  
1235 Lead Building Mechanic  
0490 Building Engineer  
0665 Building Subforeman

Company further proposes to add the following note to Exhibit VI-H, Job Definitions and Lines of Progression, Division and General Office Building Departments:

Note 1: May be assigned regular hours of work pursuant to Section 202.15 including the standard shifts of 7-3, 3-11, and 11-7. When more than one shift is utilized at a headquarters, the shifts may be assigned on either a rotational or non-rotational basis. It is not the intent to change any practices relative to the rotation of shifts in effect on the effective date of this agreement without the prior agreement of the Union.

Employees classified as (0670) Building Service Subforeman, (1240) Building Mechanic, (0495) Building Engineer, and (1170) Building Maintenceman shall be maintained at their present rates and will enter the Training Program as outlined in the attached description of the Training Program. These classifications will be considered as incumbent-only classifications and will be removed from Exhibits VI-H and X when there are no longer any incumbents.

Based upon the above change, Company proposes, pursuant to Section 205.11 of the Physical Agreement, adoption of a testing and training program as outlined in the attached Program.

If you are in accord with the foregoing and its 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 *J. W. Albright*  
Manager of Industrial Relations

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

LOCAL UNION NO. 1245, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

                     October 10,           , 1978

By *Dean Cifer*  
Business Manager

## Building Department Training Program

All employees in the Building Helper classification and the Building Mechanic classification must successfully participate in a Training Program for purposes of rate progression and promotion.

This Training Program consists of separate courses of instruction designed to be taken in six-month increments starting with the Building Helper classification and ending at the top of the Building Mechanic classification. Employees in the Program will receive instruction specifically tailored to meet the needs of the facilities in the Division where the employee is employed.

This Training Program shall be administered as follows:

### A. Placement Into the Building Department Training Program

1.) An employee who transfers to a vacancy in the Building Helper classification shall be placed pursuant to Section 204.4 of the Physical Agreement. Such an employee must satisfactorily complete all required training commensurate with such employee's wage step prior to further wage progression or prior to bidding or transferring pursuant to Title 205 to another Building Department classification. Such an employee must pass an entry level test prior to transfer to the Helper position.

2.) Employees classified as Building Helpers, on the effective date of this agreement, shall be maintained at their present wage rate and will enter the Building Department Training Program upon successfully passing the entry level test. Such employees may progress to the top Helper rate but may not progress to a higher classification in the line of progression until such time as they satisfactorily meet all standards established for the Building Helper classification.

3.) Employees who entered the classifications of Building Mechanic, Building Engineer or Building Service Subforeman subsequent to July 1, 1974, shall be red-circled and maintained in their present classifications at the wage step they have attained on the effective date of this agreement. Such employees shall be required to satisfactorily complete the Helper portion of the Training Program and that portion of Building Mechanic training that corresponds to their present wage rate. Upon successfully attaining the standards in the Building Mechanic classification, which corresponds to their rate in their red-circled classification, they shall be reclassified to Building Mechanic and allowed to progress in accordance with the remaining portion of the Building Department Training Program.

Should such an employee fail to attain any of the above standards, he may be subject to transfer or demotion to the Building Helper classification or to that rate in the Building Mechanic wage progression for which he has previously qualified. Such employee shall be maintained at that wage step. Prior to such action, Company and Union shall discuss the placement.

Employees in the Building Mechanic, Building Engineer or Building Service Subforeman classifications who held such classification on July 1, 1974, shall be red-circled in their present classification and maintained in their present wage step and be required to take the Building Department Training Program and may progress in the manner outlined above. However, should an employee fail to meet one of the standards, such employee shall be maintained at his red-circled wage step and classification.

4.) Employees in the Building Maintenance classification, on the effective date of this agreement, shall be red-circled in their present classification and

maintained at their present wage step and required to participate in the Training Program. Upon successful attainment of all the standards of the Program, such employees shall be reclassified depending upon their present job duties to either Lead Building Mechanic or Lead Building Engineer.

If such a Building Maintenceman who is at the top rate and entered such classification subsequent to July 1, 1974, fails to meet an established standard, such Building Maintenceman shall be subject to demotion to the Building Helper classification or to such other wage step in the Building Mechanic classification as he may have attained through the Training Program.

An employee classified as a Building Maintenceman prior to July 1, 1974, who fails to meet an established standard included in the Training Program shall be maintained in the red-circled wage step until the standard is met. Such an employee's bid to a higher classification in the Building Department line of progression shall not receive consideration for promotion.

B. Training and Testing of Employees in the Building Department Training Program

All employees in the Building Department Training Program shall be required to successfully complete the training specified for each wage step in the Program and to successfully demonstrate acceptable performance in the on-the-job aspects of the Program. Such employees must also pass the appropriate agreed-to wage progression tests and any agreed-upon performance tests if applicable for the involved wage step prior to advancing to the next wage step in the Program.

An employee in the Program who has spent six months at his current wage step and who has successfully completed the specified training for that wage step shall be advanced to the next higher wage step of the progressive wage rate.

An employee who is due to progress to his next higher wage step in the wage progression who fails to meet the established criterion for each specified training for that wage step shall:

1.) Be notified of his inadequate performance in writing prior to the date he is scheduled to receive the next higher wage step.

2.) A copy of the written notification shall be furnished to the Union's Business Representative.

3.) Be held in his present wage step, and

4.) Be allowed a maximum of five months, including three retests for each training step, to meet the established criterion for each training step not successfully completed. All specified training must be successfully completed by the end of this five-month period.

5.) An employee shall be entitled to take tests, described above, a maximum of four times in accordance with the following schedule:

1st test - at any time prior to the date on which the examination requirement must be met as provided above

2nd test - within one month, following the date of the original test

3rd test - within two months, following the date of the first test

4th test - three months, following the date of the third test

If an employee fails to pass a test a fourth time, Company will not be required to test such an employee further.

An employee will be deemed to have met the test requirement if he attains a grade of 70% on any form of a written test for the wage step he is attempting to attain and passes the performance test, if required, for the wage step he is attempting to attain. If such standard is attained, further examinations for progression within the applicable classification will not be required.

6.) If, during the above period, the employee meets the established criterion for all specified training, he shall receive the next higher wage rate effective the date all such criteria are met. He will not be eligible for further progression in the wage rate until six months have elapsed since the date he received such wage increase and until he successfully completes the specified training for such wage step.

7.) If an employee classified as a Building Helper, who was hired after the effective date of this agreement, fails to meet the established requirements for any wage step in the Program during the specified time, he shall be removed from the classification.

If an employee fails to pass the established requirements to progress to any other step of the Program other than above within the allotted time, such employee shall be removed from his present classification and demoted in accordance with provisions of Section 206.15 of the Physical Agreement.

8.) A Building Helper may elect to continue in the Training Program above the level of Helper; however, he may not advance to the first wage step in the Building Mechanic classification until a vacancy exists, and he is awarded the job under Title 205 of the Physical Agreement. Upon award of such job, the employee may be placed at the wage step for which he has successfully completed the training and can demonstrate satisfactory on-the-job performance.

9.) An employee within one year of demotion from the Building Department Training Program upon presentation of acceptable evidence that the employee has remedied the deficiencies which caused the demotion or, if demotion was due to academic failure, that the employee has pursued an outside study program and by completing the required tests meets the established standards for the wage step that the employee left, shall have his or her application for transfer to a vacancy in the appropriate Building Department Training Program classification considered under the provisions of Title 205. If the employee is transferred, he or she shall be restored to the Training Program at the wage step the employee left and shall progress as outlined above to the next higher wage step six months after re-entering the Program.

#### C. Application of Program to Title 205 - Job Bidding and Promotion

Since the Program is tailored to meet specific conditions in each Division, employees who have met all of the requirements in one Division will not necessarily have done so for all Divisions. However, employees who have satisfactorily met all requirements in their present Divisions may bid to another Division pursuant to provisions of Title 205 and may be awarded a job without having taken all of the training required in the Division to which the employee is bidding. However, such an employee must complete any necessary training

material in the new Division in a reasonable time. This waiver of qualifications applies only to portions of the Training Program that an employee may be missing. An employee who does not satisfactorily pass the necessary training in the new Division shall not be qualified for progression to a higher Building Department classification pursuant to Title 205 of the Physical Agreement. All other requirements pertinent to qualifications shall apply.

D. General

1.) Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Section 102.8 of the Agreement; however,

2.) If the grievance pertains to:

- a.) the fairness of administration or correction of a test required in the Program, or
- b.) the attainment of a standard or proficiency which does not require a test as such,

the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.