

PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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December 11, 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 all previous material submitted to you on the Materials Department training program.

As a result of commitments made during the 1974 General Negotiations, Company and Union have met on various occasions to discuss the development of formal training programs, as well as rotational training, in the Materials Department. As a result of these discussions, Company proposes adoption of the attached training programs.

Company further proposes, in relation to the adoption of the above programs, to establish the classification of (0430) Leadman Driver with a weekly pay rate of \$351.10 and the job description and lines of progression as shown on the attached revised page of Exhibit VI-A and delete the (1086) Materials Leadman rate of pay from Exhibit X of the Physical Labor Agreement.

In addition, Company proposes further changes in Materials Department job definitions, lines of progression and notes as shown on the attached revised pages of Exhibit VI-A.

Company further proposes that employees', in the Materials Department line of progression on the effective date of this agreement, progression to the (1085) Materials Leadman classification shall require the passing of a typing test of moderate skill (25 words per minute, net). Progression to the (0430) Leadman Driver classification shall require the possession of a California Class I Driver's License and successful completion of the Truck Driving School.

In addition, Company proposes that employees in the (1086) Materials Leadman classification be reclassified to the (0430) Leadman Driver position on the effective date of this agreement.

Company also proposes to settle the various issues raised in Fact Finding Committee Case No. 405-77-2 (P-RC 298), Pre-Review Committee

Local Union 1245  
Attention: Mr. Dean Cofer

-2-

December 11, 1978

Case No. 261 and Review Committee Case No. 1382 by application of revised language contained in the job definitions and notes contained in the attached Exhibit VI-A, "Job Definitions and Lines of Progression, Materials Distribution, Division Materials Departments, Including the Pipe Line Operations Department."

It is not Company's intent to reduce the current number of Materials Leadmen as a result of the revisions contained in the attached proposal relating to (1085) Materials Leadman and (1210) Materials Man classifications. Further, Company will continue to handle future Materials Department consolidations in the same manner as in the past.

If you are in accord with the foregoing and its 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   
Manager of Industrial Relations

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

LOCAL UNION 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS,  
AFL-CIO

January 15, 1979 ~~XXXXXX~~

By   
Business Manager

## MATERIALS DEPARTMENT TRAINING PROGRAM

The following is concerned with a description of the various portions of the Materials Department's training. In addition to these specific courses, it is also Company's policy to provide for rotational training for employees in the Materials Department. Such rotation shall be for training and will offer employees exposure to all functions performed by the employees' particular classification. Such rotational training assignments shall be made within the classification when necessary and when adequate arrangements can be made to take care of the employees' duties without undue interference with the normal routine of work. Length of Service shall be a consideration for rotational training assignments.

### A. Course Description

#### 1. Materials Department Training Course

All Materials Men hired after the effective date of this agreement must successfully participate in the Materials Department Training Course. The employee's Personnel Department will administer the test required by this training program.

Such an employee's wage progression as a Materials Man shall not be held up in relation to an employee's progress in this program. However, the Materials Man must satisfactorily complete the course prior to progressing in the Materials Distribution Line of Progression.

An employee who is participating in the Materials Department Training Course shall have a reasonable amount of time on the job for study. Company shall supply all needed instructional material. Each employee shall indicate to his immediate supervisor his readiness for a test. A grade of 70% on any of the agreed-to tests shall be deemed as passing. An employee who has failed, on his first attempt, to receive a passing score on the agreed-to tests will be eligible to be retested on such test in the following manner:

- 2nd testing - one (1) month following the date of the initial test.
- 3rd testing - one (1) month following the date of the first retest.

Once an employee has satisfied the requirements of this program, he shall not be required to repeat any portion of it.

Employees in the Materials Distribution Line of Progression prior to the effective date of this agreement shall not be required to take the training course as a condition of promotion or continued employment. However, the material shall be made available to them, and they shall be encouraged to complete it.

#### 2. Fork Lift Operation Course

Each Materials Man shall be required to successfully demonstrate his ability to operate a fork lift by successfully participating in and successfully completing a fork lift training program.

All incumbent Materials Department employees who are required to operate a fork lift must also participate in this training program.

### 3. Truck Driving Course

An employee prior to entering the (0430) Leadman Driver classification shall be required to satisfactorily complete a driver's training course. The training effort shall be conducted by an outside Truck Driving School selected by the Company for this training effort.

Reports relative to an employee's participation in the School, including all recommendations, shall be final. However, each party shall retain the right to review these records. Company's application of the final recommendation shall be subject to the grievance procedure outlined below.

All employees who were reclassified to the (0430) Leadman Driver classification, on the effective date of this agreement, shall be required to satisfactorily complete the driver's training course. Failure to satisfactorily complete the course shall result in the employees' removal from the employees' present classification. Such employees shall be placed into positions in accordance with Section 206.15 of the Physical Agreement.

An employee who fails the Truck Driving School shall have one chance to re-enter the School within one year of the initial failure based upon agreement between the Company and Union.

#### B. 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, or

c. an evaluation by the outside Truck Driving School,

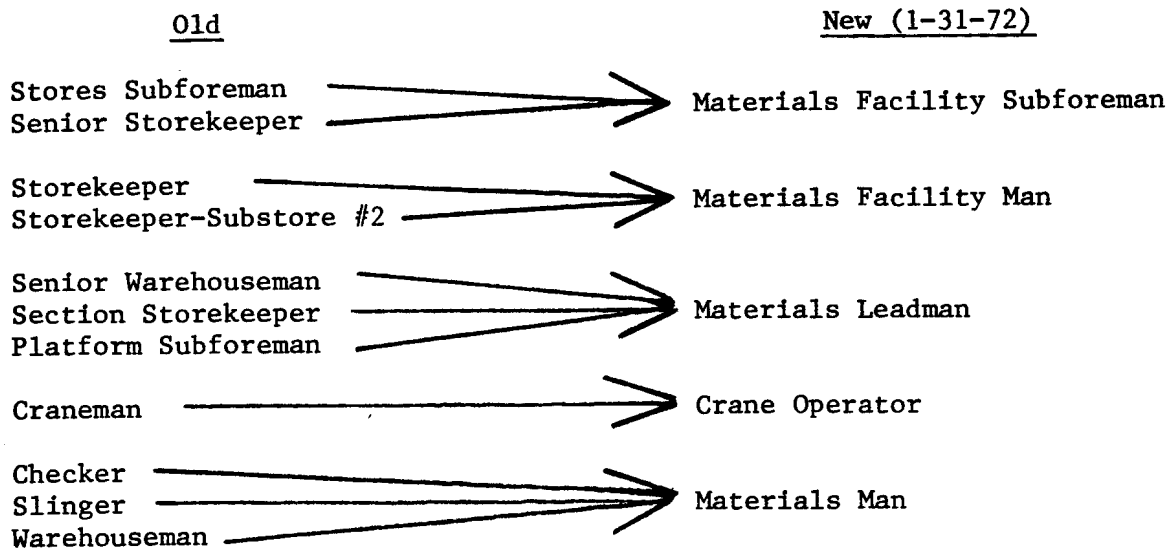
the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.

3. This Materials Department training program shall be in effect for the current term of the Agreement and may be amended during such term by written agreement between Company and Union.

JOB DEFINITIONS AND LINES OF PROGRESSION  
MATERIALS DISTRIBUTION, DIVISION MATERIALS DEPARTMENTS  
INCLUDING THE PIPE LINE OPERATIONS DEPARTMENT

GENERAL NOTES

Classification Comparison



Typing Requirement

- (1) *When Company determines that the typing requirement in various Materials classifications can be waived due to operating flexibility or other valid reasons, agreement to waive such requirement may be sought under Sections 205.19 and 206.12 of the Physical Labor Agreement.*

## Hours of Work

The workday of Materials Distribution employees who report for their day's work after 3:00 p.m. and finish their day's work at or before 8:00 a.m. shall consist of eight consecutive hours.

## Definitions

*Materials Distribution Center* - A large Materials Facility which serves one entire Division or multiple Divisions.

*Note: (1) A Division may have Materials Facilities at Power Plants, Hydro Plants, Compressor Plants or other specialty Facilities and still have its main materials distribution point qualify as a Materials Distribution Center.*

*(2) Materials Facilities 470 - Eureka and 16 - Central Gas Meter Shop are excluded from the above definition.*

*Materials Facility*

- A manned location or headquarters from which material is disbursed to satisfy normal demands.

*Materials Service Point*

- A location normally unmanned by Materials people where some materials services are performed.

## Functions of Work

1. *Materials related office procedure (includes operation of a data terminal).*
2. *Shipping.*
3. *Receiving.*
4. *Disbursing.*
5. *Salvage.*

## Typing Test

*The test will be administered by the employee's Personnel Department in the following manner:*

1. *The employee shall be given written instructions on how the test will be administered, including a five-minute warm-up period.*
2. *The test shall be taken in a testing area, and, if possible, the employee given the choice of a manual or electric typewriter.*

3. The test will be scored accordingly:

$$\frac{(\text{strokes})}{(5)} - 10 \times (\# \text{ errors})$$

# minutes

Minimum passing score, 25 words per minute (net).

4. The employee's Personnel Department shall establish the examination date once having received written notice from the employee.

5. An employee who has failed, on employee's first attempt, to receive at least the minimum passing score will be eligible to be retested on such test in the following manner:

2nd testing - thirty (30) days, or thereafter, following the date of the first testing;

3rd testing - sixty (60) days, or thereafter, following the date of the second testing.

6. An employee who fails will be advised when eligible for a retest. In addition to the testing schedule provided above, if an employee who has failed the test can provide evidence of successful completion of a typing course, the employee may be retested not less than six (6) months from the date last retested.

#### Temporary Upgrades

Subsection 205.3(a) of the Physical Labor Agreement states that employees at a headquarters in which a vacancy occurs shall be assigned to the temporary vacancy, if practicable. In applying this intent to situations where shift operations have been established, such as at a consolidated Materials Distribution Center, it is proper, for periods of short duration (less than five workdays), to upgrade the senior qualified employee on the shift in which the temporary vacancy occurs rather than upgrade the senior prebidder at the headquarters regardless of shift.

The senior prebidder in the headquarters should only be upgraded when the temporary vacancy is of a duration of one week (five workdays) or more or when upgrading an employee on the shift for a short duration assignment would result in additional transfers or upgrades from other shifts, making it impossible to avoid shift changes.

0765 MATERIALS FACILITY SUBFOREMAN

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where three or more employees including the subforeman are employed, interprets and administers Materials Department procedure, and both supervises and performs duties relating to materials related office procedures, shipping/receiving, disbursing, and salvaging of materials. The subforeman shall have the personal qualifications of leadership and supervisory ability and be familiar with Company's applicable rules and procedures. If assigned to a Materials Facility where the subforeman is subordinate to a materials supervisory employee not in the bargaining unit, the subforeman may perform the duties of a Materials Leadman.

- Note:
- (1) It is understood that the classification of Materials Facility Subforeman may, at Company's discretion, be used in Materials Facilities or Distribution Centers for the relief of non-bargaining unit materials supervisors or as working supervisors in these facilities (5 to 8 employees excluding the supervisor).
  - (2) It is also understood that Company may, at its discretion, use the classification of Materials Facility Subforeman as an assistant to a non-bargaining unit materials supervisor on a temporary basis during the transition to centralized facilities or centers. When this is done, the classification shall be offered on the basis of Service and qualifications to employees who are in the next lower classification at that facility or center.
  - (3) Should establishment of a Materials Facility Subforeman or Materials Facility Man classification become necessary at a Distribution Center or Materials Facility, the classification shall be offered on the basis of Service and qualifications to employees in the next lower classification at that facility or center. If the classification is not filled in the manner outlined above, the employee with the least Service in the next lower classification at that headquarters shall be assigned the Materials Facility Subforeman or Materials Facility Man classification.
  - (4) That all Materials Department employees assigned a shift at a Materials Facility or a Distribution Center, including the crew assigned duties at a Materials service point remote from the Materials Facility or Distribution Center, be included in determining the need for a Materials Facility Subforeman or a Materials Facility Man.



Next Lower Classifications

Same or Higher Classification

1215 Materials Facility Man  
\*1085 Materials Leadman  
\*0430 Leadman Driver (who has  
been previously classified  
as Sr. Warehouseman,  
(1085) Materials Leadman  
or temporarily upgraded for  
a period of six months or  
more to (0765) Materials  
Facility Subforeman or (1215)  
Materials Facility Man)

0765 Materials Facility Subforeman

\*If no Materials Facility Man has  
a valid prebid on file.

1215 MATERIALS FACILITY MAN

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where one or two employees, including the Facility Man, are employed; interprets and administers Materials Department procedure, and both directs and performs duties relating to the materials related office procedures, shipping, receiving, disbursing, and salvaging of materials. The Facility Man shall be familiar with Company's applicable rules and procedures and be able to use a typewriter with moderate skill (25 words per minute, net) or a data terminal.

If assigned to a Materials Facility where the Facility Man is subordinate to a Materials Facility Subforeman or a non-bargaining unit materials supervisor, the Facility Man may be required to perform the duties of a Materials Leadman.

(See Notes 3 and 4 under Materials Facility Subforeman.)

Next Lower Classifications

Same or Higher Classifications

1085 Materials Leadman  
0430 Leadman Driver (who  
has been previously  
classified as Sr. Ware-  
houseman, (1085) Materials  
Leadman, or temporarily  
upgraded for a period of  
six months or more to  
(0765) Materials Facility  
Subforeman or (1215)  
Materials Facility Man)

0765 Materials Facility Subforeman  
1215 Materials Facility Man

1085 MATERIALS LEADMAN

An employee, subordinate to a Materials Facility Subforeman or a non-bargaining unit materials supervisor, who is in charge of one or more functions and who both directs and performs duties relating to materials related office procedures, shipping, receiving, disbursing, and salvaging of materials.

An employee who is headquartered at a materials service point (2) which is physically removed from the Materials Distribution Center but is accountable to and assigned duties from the Center; or

An employee who, while assigned to one facility as his headquarters, is assigned duties at one or more materials service points which are normally unattended.

In any of the above situations, he shall be able to use a typewriter with moderate skill (25 words per minute, net) or data terminal and may be required to operate materials handling equipment (other than a traveling, gantry or mobile crane) and any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between facilities or to a jobsite.

Note: (1) There shall not be less than four (4) Materials Leadmen assigned to the primary shift at a Materials Distribution Center.

(2) Materials Leadmen assigned to a satellite location shall be considered for the purposes of Titles 202 and 205 of the Physical Labor Agreement as headquartered at the remote location.

Next Lower Classification

1210 Materials Man

Same or Higher Classifications

0430 Leadman Driver  
0765 Materials Facility Subforeman  
1215 Materials Facility Man  
1085 Materials Leadman

0430 LEADMAN DRIVER

An employee who operates a heavy truck to transport material between Distribution Centers, Materials Facilities, materials service points or to a job site. An employee who, while assigned to one Materials Facility or Distribution Center as his headquarters, may be assigned duties at one or more materials service points which are normally unmanned by Materials employees. May be assigned subordinate to Materials Facility Subforeman or a non-bargaining unit materials supervisor, the direction and performance of duties relating to materials related office procedures (1), shipping, receiving, disbursing and salvaging of materials. Must possess a valid Class 1 Driver's License and may be required to operate materials handling equipment (other than a traveling, gantry or mobile crane).

Next Lower Classification

Same or Higher Classifications

1210 Materials Man (2)

0430 Leadman Driver  
0765 Materials Facility  
Subforeman (1)  
1215 Materials Facility Man (1)  
1085 Materials Leadman (1)

Note: (1) Will not be required to type or use a data terminal.

(2) An employee prior to entering the classification of Leadman Driver (0430) shall be required to satisfactorily complete Company's Driver's Training Course.

1210 MATERIALS MAN

An employee who performs without direct supervision, subordinate to the employee in charge, routine duties in a Materials Facility or Distribution Center relating to shipping, receiving, related materials office procedure, disbursing and salvaging of materials.

An employee who, while assigned to one Materials Facility or Distribution Center as his headquarters, may be assigned, as an assistant to a Materials Leadman or Leadman Driver, routine duties at one or more materials service points which are normally unmanned by Materials employees.

In addition, he operates materials handling equipment (other than a traveling, gantry or mobile crane); and may be required to drive any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between Materials Facilities or to a job site; may be assigned to assist the Crane Operator and engages in preparing a load for lifting, hooking, or unhooking a load or removing a load from the sling during crane operations.

He shall be able to use a typewriter with moderate skill (25 words per minute, net) or a data terminal.

Beginner's Classification

- Note: (1) A prebid within a division or an application for transfer between divisions will be considered as a bona fide bid from Materials Man or a higher classification in the Line of Progression to Materials Man. Under other circumstances, the Materials Man classification will be considered a beginner's classification and will not be posted for bid.
- (2) Duties involving inter-office mail delivery shall be limited to the practice *in effect on January 31, 1972*, in the Materials Distribution Department.
- (3) "Employee in charge" refers to Materials Facility Subforeman, Materials Facility Man, Materials Leadman or Leadman Driver but shall not limit or restrict a non-bargaining unit supervisor's right to supervise or direct the work consistent with Titles 2 and 7 of the current Labor Agreement, including the 1966 Statement of Intent relative to bargaining unit work.

Bidding Rights of Materials Man to Garage Department

The (1210) Materials Man classification is considered for bidding purposes to Parts Clerk, Exhibit VI-D, Job Definitions and Lines of Progression, General Services Department, Division Garage Department, as a classification next lower, thereby entitling a Materials Man to submit a prebid or postbid for consideration pursuant to Subsection 205.7(b).

0453 HEAVY TRUCK DRIVER

An employee who drives a heavy truck transporting men, supplies, and equipment; loads and unloads the truck; performs necessary paper work in connection therewith; assists materials employees in the performance of their work and may be assigned to operate material handling equipment.

A heavy truck is defined as:

1. A truck tractor coupled with one or more trailers or;
2. A 3-axle truck or;
3. Any combination of truck and trailers exceeding 50 feet in length.

Two wheel pole or pipe dollies without any part of the weight of the dolly resting upon the towing vehicle are not considered trailers for purposes of the above.

Next Lower Classification

0444 Truck Driver

Same or Higher Classifications

1594 Crane Operator  
0453 Heavy Truck Driver

0444 TRUCK DRIVER

An employee who drives a truck transporting men, supplies, and equipment; loads and unloads the truck; performs necessary paper work in connection therewith; assists materials employees in the performance of their work and may be assigned to operate material handling equipment.

Next Lower Classification

0455 Light Truck Driver

Same or Higher Classifications

0444 Truck Driver  
0453 Heavy Truck Driver

0455 LIGHT TRUCK DRIVER

An employee who drives a station wagon or pickup truck transporting men, supplies, and equipment; loads and unloads the truck; performs necessary paper work in connection therewith; assists employees in the performance of their work in the department to which he is assigned.

Next Lower Classification

None

Same or Higher Classifications

0444 Truck Driver  
0453 Heavy Truck Driver  
0455 Light Truck Driver

1594 CRANE OPERATOR

An employee who operates a traveling, gantry, or mobile crane for the purpose of moving materials, supplies or equipment, switching cars, and is responsible for the care of the crane equipment. May be assigned to other *materials related* duties when not operating the crane.

Next Lower Classifications

1210 Materials Man  
0453 Heavy Truck Driver

Same or Higher Classifications

1594 Crane Operator  
0765 Materials Facility Subforeman  
1215 Materials Facility Man  
1085 Materials Leadman  
0430 *Leadman Driver*

Note: For purposes of this definition, a crane is defined as a mobile, self-propelled lifting device that uses a lattice structured boom, cable and pulley lift mechanism.

1050 JANITOR

An employee who is engaged in performing all types of janitorial work on the Company premises or section thereof assigned to him.

Beginner's Classification

MACHINE SHOP

0745 MACHINE SHOP SUBFOREMAN

An employee who shall have the qualifications of a Machinist and shall be working foreman called upon by the Foreman to assist him by allocating and supervising work in and around the machine shop.

Next Lower Classifications

\*1120 Machinist  
\*1147 Traveling Machinist

Same or Higher Classification

0745 Machine Shop Subforeman

\*Experience in the Machine Shop required.

1120 MACHINIST

An employee who is a journeyman and who is qualified to do precision work with all types of machine shop tools, both power and bench, and is engaged in the performance of such work in connection with the manufacture, maintenance, and repair of all types of machinery. This may include the complete fabrication of a job from plans or sketches, the grinding or shaping of tools, related welding and rigging, and laying out and setting up of jobs. His background of apprenticeship and experience must be such that he can perform these duties with skill and efficiency.

Next Lower Classification

1121 Apprentice Machinist

Same or Higher Classifications

0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1120 Machinist  
1147 Traveling Machinist  
1180 Plant Maintenceman

1121 APPRENTICE MACHINIST

An employee who is engaged in performing Machinist's work as an assistant to or under the general direction of a journeyman for training purposes. In order to gain experience for advancement to Machinist, he may be required to work alone or under indirect supervision on jobs for which he has been trained and instructed. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Next Lower Classifications

0920 Helper (Machine Shop)  
\*1165 Maintenceman  
\*1700 Machine Operator

Same or Higher Classifications

0110 Blacksmith  
0160 Carpenter  
0690 Carpenter Subforeman  
1460 Sheet Metal Worker  
2626 Certified Welder  
2637 Traveling Certified Welder

\*An employee in any one of these classifications will be given six months' classification seniority as an Apprentice Machinist if he is the successful bidder on such job and has spent at least one year in one or more of the classifications.

0100 BENCHMAN (Incumbents Only)

An employee who is engaged in overhauling and repairing all types of mechanical equipment and performing all types of mechanical and minor electrical work on electrical equipment, involving the incidental use of power tools. May include the fabrication of a job from plans or sketches, the grinding and shaping of tools, and the laying out and setting up of jobs.

Note: Future vacancies in the Benchman classification will not be filled. Company has offered to provide Apprentice Machinist training to employees in the Benchman classification. A Benchman who applies for such training will be required to meet the Apprentice Entrance Requirements in Material Control and, if successful, will be enrolled as a Benchman in the formal Apprentice Machinist training program. Upon completion of such training, the Benchman will be reclassified to Machinist.