

PACIFIC GAS AND ELECTRIC COMPANY

PG&E

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October 26, 1979

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 27, 1979, on the same subject.

As a result of discussion at the Ad Hoc meeting of March 14, 1979, concerning the Gas Serviceman's Training Course, Company proposes that the following letter agreements on this same subject be canceled and superseded by this letter:

- 1.) Letter agreement signed February 6, 1964, establishing entrance requirements to the classification of Gas Serviceman.
- 2.) Letter agreement signed March 27, 1970, superseding Paragraph A of the letter agreement signed February 6, 1964.
- 3.) Letter agreement dated November 5, 1971, and signed December 9, 1971, establishing a fourth week of training for Gas Servicemen.

Gas Serviceman Training and Reserve Gas Serviceman Classification

A. Tests

1. Before entering the Reserve Gas Serviceman classification or receiving temporary upgrades to Gas Serviceman, eligible employees will receive comprehensive formalized training at the Gas Serviceman Training School. To ensure that all appointees to the School possess the necessary capabilities to progress through the training program, employees shall not be entitled to consideration for appointment to the Serviceman Training School unless they have first received passing scores on all of the following tests:
 - a) Arithmetic Computation Test (ACT)
 - i. The Arithmetic Computation Test has been prepared in four forms for test purposes and one additional form for refresher purposes. An employee will be given a practice test and a practice test with answers and correct procedures, upon request, by the Personnel Department. This should enable the employee to determine what review will be necessary to attain a passing score on the formal test.

- ii. The employee shall be allowed a reasonable length of time for such review, and, on the employee's request, the examination date shall be established by the Personnel Department.
- iii. The minimum passing grade on this test is 75% (30 correct out of 40 problems). Credit will be given only for those problems that are answered completely correct.

b) Writing

The attached test will be used to determine that the prospective Reserve Gas Serviceman can write legibly. The employee will be required to copy the statement contained in the test. The writing must be easily read and the copying must be completed in a maximum of 10 minutes.

c) Spelling

The attached spelling test will be used to determine that the words usually used by the employee can be spelled correctly. Five minutes is the maximum time which will be allowed for this test, and the passing grade is 80% or more correctly spelled words of the words written. Several forms of this test will be developed.

The above writing and spelling tests are unchanged from those currently in use.

2. Qualifying Procedure

An employee who desires to qualify for entry to the Reserve Gas Serviceman classification, and who, after prebidding to the classification receives notification regarding the qualifying tests which must be completed, shall apply in writing to the employee's Personnel Department to be tested. After such application has been made, arrangements will be made for the employee to take the tests outlined in (a) through (c) above, which have not been passed previously.

3. 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 classification entrance requirements. Once an employee attains a passing score or better, on any test(s) as set forth above, the employee will not be required to retake such test(s) to be considered for appointment to the Serviceman Training School. An employee who has failed to receive at least the minimum passing score established for the Reserve Gas Serviceman classification on each of the subject tests at the first testing, will be eligible to be retested in the following manner:

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 the employee is able to show satisfactory evidence that the employee has prepared himself or herself to pass the test.

An employee who fails will be advised when the employee will be eligible for retest. When again eligible, such employee shall request of the Personnel Department to be retested, and the employee's retest shall be scheduled within 14 days of the request.

In addition to the testing schedule provided above, an employee who can provide evidence of successful completion of a remedial arithmetic course, offered by an institution accredited by the Western Association of Schools and Colleges or through an extension course offered by an accredited institution for an adult education program, may be retested on the ACT not less than one year from the date last retested. Failure of an employee to provide appropriate documentation as required above will release the Company from any further obligation to retest or to consider the employee for vacancies in the apprentice classification.

The above qualification tests may be revised or additional requirements may be established by written agreement between Company and Union. Additional requirements previously established under the provisions of Section 205.11 of the Agreement shall continue to be applicable.

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 failure to pass a 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 the employee will not be allowed to take the test(s) the fourth time.

B. Gas Serviceman Training School

1. Appointment

a) Prebids

The final selection of the qualified prebidder, who will attend the next scheduled session of the School, will be made two weeks prior to the beginning of the School. Upon successful completion of the School, the employee shall be awarded the vacancy effective the following Monday.

b) Postbids

The successful postbidder will be assigned to the next available School. Upon successful completion of the School, the employee shall be awarded the vacancy effective the following Monday.

Notwithstanding the foregoing, Company will make such appointments in accordance with the principles outlined in Section 205.14 of the Physical Agreement.

2. Training

The purpose of the School is to provide training in the duties performed by Gas Servicemen. Thus, to determine that the prospective Gas Serviceman will be qualified to advance into the classification of Gas Serviceman, the candidate must complete the Gas Serviceman Training School and receive a passing grade as outlined in Paragraph B.3.

If the appointee is not making satisfactory progress at the School, and the appointee fails to attain and maintain a satisfactory level of performance, the appointee shall be notified of inadequate performance and Company shall immediately notify Union of its action. Thereafter, upon request of Union, a Union and Company member of the Apprenticeship Committee may visit the School to observe the appointee's performance. An appointee who fails to achieve and maintain a standard of performance that denotes the capability of successfully completing the program will be dropped from the School.

3. Requirements for Completion of Training School

Upon completion of the training program, a final examination will be given covering both the academic and shop training received during the period that the appointee attends the School. Fifty points maximum will be given to the written portion of the examination and 70 points maximum will be given to the shop performance portion of the examination in computing the final score.

The "Performance Examination" will be conducted in accordance with the attached "Instructions For Performance Examination."

A total final score of 80 points or more of the available 120 will constitute successful completion of the School.

An employee who fails to attain a score of 80 or more points will be notified of the failure in writing and will be allowed one additional attempt to pass the final examination at the School. Prior to leaving the School, any employee who has failed the final examination will be counselled by an Instructor as to the reasons for such failure. An employee who is, again, the top bidder to a vacant Reserve Gas Serviceman position will be scheduled to return following the next scheduled session, at the time the final exam is to be given, and allowed to retake only the final examination.

During the week prior to the beginning of the School, such employee shall be assigned to work under the direction of the Division Trainer or other local Serviceman training supervisor.

Company will not give further consideration, under Section 205.8, to the bid of an employee who has failed to receive a passing score on the retest.

An employee who is dropped from the School, or who has completed the training program provided at the School but who has failed to receive at least 80 points, will not be rescheduled to the School except as above.

A fourth week of School will be scheduled, as soon as practicable, after an employee has accumulated six months' time as a Serviceman. A final grade of 67 or more out of a possible 100 points, during the written and performance testing for this course, constitutes a passing grade. An employee who fails the fourth week of training will remain in such employee's present wage progressive step and be granted a second opportunity to pass the final examination as soon after two months following the date of failure as practicable. An employee who fails the retest will be removed from the classification and demoted in accordance with Title 206 of the Physical Agreement.

4. Administration

If a dispute should arise concerning an employee's appointment to the School, 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.

C. Appointments to Vacancies or Temporary Upgrades

1. An employee who was formerly classified as a Reserve Gas Serviceman or was in a classification higher thereto in the Lines of Progression of the Gas Service Department and who was demoted therefrom for any reason other than incompetency, will not be required to satisfy the entrance requirements or attend the School in order to be reappointed to the former classification.

Local Union No. 1245, IBEW

-6-

October 26, 1979

2. An employee who has attempted but failed to pass the tests as covered in Paragraph A above or who attended but failed to complete the Gas Serviceman Training School will not be considered:
 - a) For appointments, under the provisions of Title 205 of the Agreement, to vacancies in the Reserve Gas Serviceman classification, or
 - b) For temporary upgrades to Serviceman except for short periods of time due to exceptional situations caused by operating requirements.
3. A Reserve Gas Serviceman will be assigned to a "day" schedule during the first six months of Serviceman assignments. Other assignments will be made only if operating conditions are such that there are no other Servicemen available to work or it is necessary due to an emergency situation.

If a dispute should arise concerning Company's application of Sections 205.11 or 205.14 of the Agreement in making an appointment to a vacancy or upgrade in the subject 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 disqualification, but in no event later than the time provided for in Section 102.6.

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

November 20, 1979

By 
 Business Manager

Name _____

Date _____, 19__

WRITING TEST

You will be graded on the legibility of your writing. You will be given 10 minutes to complete the test.

COPY THE FOLLOWING:

A Serviceman parked in a customer's driveway when, in answer to a service call, he could not locate a parking space near the customer's home. When he backed out he ran over and wrecked a child's tricycle.

The Serviceman was previously involved in two other accidents. The first was when his truck was struck by a run-away automobile. The driver of the automobile did not "curb the wheels" when he parked it on a hill. The second accident occurred when his truck was hit by a lady driver who did not see him pull away from a curb where he had been parked parallel to the curb.

Name _____

Date _____, 19____

SPELLING TEST

You will be graded on the correctness of your spelling. You will be given 5 minutes to complete the test.

WHY SHOULD A SERVICEMAN BE A CAREFUL DRIVER?

Using your own words, write your answer to the question. Use at least 25 words.

INSTRUCTIONS FOR
PERFORMANCE EXAMINATION

A. The Student Will:

1. Build a standard meter set using any meter or regulator that is available.
2. Follow the standards for turning on gas to a customer facility.
3. Clock, record, and repair any gas leaks.
4. Obtain any parts or fittings from the Instructor, if needed and unable to find.
5. Light and adjust to proper input, all appliances connected to the house service line. Leave the water heater temperature control at its lowest setting.
6. Make out a Field Service Tag to cover a meter set and appliance adjustment, etc.

B. Time Limit:

1. 1 3/4 hours
 - a. If not finished, the student may continue and will lose two (2) points for every 15-minute interval in excess of the 1 3/4 hours.
 - b. Time does not stop until the Field Service Tag is completed and handed in to the Instructor.
2. Maximum Time Limit
 - a. 3 hours
 - b. If appliances are not lighted and ready for use within three (3) hours, the student will receive no points for the Performance Examination.

C. The Student Will Not:

1. Purge the service or riser.
2. Ask questions of or talk to anyone except the Instructor. Questions are not to be hollered across the room.
3. Leave the rooms without permission from the Instructor.