

PACIFIC GAS AND ELECTRIC COMPANY

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

August 13, 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 agreement and the attachment thereto entitled "Computer Operations Department - Data Recording Section - Reclassifications, Wages, and Production Standards" constitute the Company's understanding that we reached on these matters on August 8, 1979, which will be effective on the date Union executes this letter agreement.

During the bargaining it was agreed that the agreed-to attached standards would be subject to review by a joint Company-Union committee after six months, which would be approximately March 1, 1980. It was also agreed that Paragraph D.3.c of the attachment entitled "Reclassifications, Wages, and Production Standards" would not be applied to employees who on the day previous to the effective date of the settlement were classified as Machine Operator A and were at the top rate for such classification until six months after the institution of the six months' rolling average productivity rating system, and that none of such employees would be regressed to a lower wage schedule without individual discussions with the Union, including the Union's right to grieve the matter under the provisions of Title 9 of the Agreement.

If the foregoing and the attachments meet with your approval and are in accordance with your understanding of the settlement, 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 *W. B. Bright*  
Manager of Industrial Relations

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

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

August 30, 1979

By *Dean Cofer*  
Business Manager

COMPUTER OPERATIONS DEPARTMENT  
DATA RECORDING SECTION

RECLASSIFICATIONS, WAGES, AND PRODUCTION STANDARDS

A. Reclassification and Wage Rates

1. Incumbent Machine Operators A and B will be reclassified to Data Entry Operator upon date of agreement at their then current wage rate. Those employees in the Machine Operator X classification will be reclassified to Lead Data Entry Operator upon date of agreement at their then current wage rate.
2. Wage rates for the Data Entry Operator and Lead Data Entry Operator classifications will be as shown on the attached Exhibit A.

B. Job Instructions

New employees will be given job instruction on each specific job assigned. Job instruction on new jobs assigned will be based on information from current manuals. Current manuals will be available to all employees in each unit.

C. Production Standards

1. Standards have initially been computed at the average production and quality of all Data Entry Operators in the Data Recording Section from September 1978 through February 1979.
2. Standards may be changed and new standards established only by agreement between Company and Union. Standards will not be changed unless work content changes. Operators will be kept informed as to the standards for each job and any changes thereto.
3. Performance on new jobs will not be included on the reports until the employee has completed 40 hours of experience on that job. Jobs worked less than one hour per month will not be included in the employee's measured performance. Jobs assigned to the unit will be distributed amongst the employees in each unit on a basis which gives each Operator an equal opportunity to attain the highest production standard of which such Operator is capable. The precise method of distribution shall be determined by a joint Company-Union committee, the members of which will be appointed by Union's Business Manager and Company's Manager of Computer Operations.

D. Wage Rate Calculations

1. The performance ratings used for the determination of eligibility for a progressive wage increase, as described below, shall be a six-month rolling average for the period ending at the end of the second month

preceding the Operator's review date. If it is determined that an Operator will not receive a progressive wage increase or will regress to the next lower pay step, the Operator's performance will be reviewed monthly thereafter on the basis of performance during the six months preceding such re-review.

2. A Data Entry Operator will progress from the first step above such Operator's entry rate to the 42-month step as provided in Title 13 of the Agreement provided that such Operator maintains a six-month performance rating of at least 0.90. If an Operator at or below the 42-month step has a six-month performance rating of 0.80 or higher, but less than 0.90, such Operator will continue to receive the same rate of pay, until such time as his or her performance rating meets or exceeds 0.90.
3.
  - a. A Data Entry Operator, six months after attaining the 42-month wage step or any higher wage step, will progress to the next higher wage step provided such Operator maintains a performance rating of 1.10 or higher on an average over the appropriate six-month period as provided in Paragraph D.1 above.
  - b. Such Operator who maintains a six-month performance rating of 0.90 or higher, but less than 1.10, shall continue to receive the same rate of pay until such time as his or her performance rating meets or exceeds 1.10.
  - c. Such Operator who maintains a six months' performance rating of 0.80 or higher, but less than 0.90, shall regress to the next lower pay step until such Operator's performance rating meets or exceeds 0.90. In no event shall such Operator's wage rate be reduced below the 42-month wage step.

#### E. Lead Data Entry Operators

Lead Data Entry Operators must be familiar with and proficient in all the work of the unit. Each Lead Operator will be expected to provide training to Data Entry Operators in all work of the unit and will batch, assign and control the work; and act as the Lead Operator in the unit. Each Lead Operator will also be expected to coordinate his or her attendance with the Unit Supervisor under the flextime system. To be eligible for promotion to the classification, a Data Entry Operator must have a six-month performance rating of 1.10 or better.

COMPUTER OPERATIONS DEPARTMENT  
DATA RECORDING SECTION

Amendments to

EXHIBIT F

STANDARD WAGE RATE - FORTY-HOUR WORKWEEK

CLASSIFICATION

\_\_\_\_\_ Data Entry Operator

*Start	\$187.95
*End 6 Mos.	198.25
*End 1 Yr.	208.60
*End 18 Mos.	219.05
*End 2 Yrs.	229.35
End 30 Mos.	248.90
End 3 Yrs.	268.50
End 42 Mos.	288.00
End 4 Yrs.	298.95
End 54 Mos.	309.85
End 5 Yrs.	320.80
End 66 Mos.	331.95
End 6 Yrs.	342.60

\*Hiring rate based on experience.

\_\_\_\_\_ Lead Data Entry Operator

Start	\$342.60
End 6 Mos.	352.55
End 1 Yr.	362.45
End 18 Mos.	372.80
End 2 Yrs.	382.70

COMPUTER OPERATIONS DEPARTMENT  
DATA RECORDING SECTION

AMENDMENTS TO EXHIBIT A

LINES OF PROGRESSION

The classifications listed below are added at the Clerk level shown in parenthesis to the accounting line of progression starting on Page 89 of the Agreement:

LEAD DATA ENTRY OPERATOR (B)

Next Lower Classification  
Data Entry Operator

Same or Higher Classifications  
Lead Data Entry Operator (B)

DATA ENTRY OPERATOR (D)

Next Lower Classification  
Beginning Classification

- (1) Who have successfully passed the Key punch Proficiency Test.
- (2) All Operators having satisfactorily passed the agreed-to Clerical Test Battery will be eligible for consideration on bidding or transfer as provided in Title 18.
- (3) Employees desiring transfer into the Data Recording Section will be required to show keypunch proficiency by taking the Keypunch Proficiency Test prior to being considered eligible. Employees formerly having met the production standards immediately prior to leaving the Section will be considered eligible for transfer into the Section. The employee must achieve a 0.85 performance rating within three months of transfer in order to maintain the position.

*WLL 8/30/79*  
*SWB 8/31/79*