

## PACIFIC GAS AND ELECTRIC COMPANY

PG&amp;E



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

February 29, 1984

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

As a result of negotiations held on February 8, 1984, a tentative agreement was reached regarding the procedures to be utilized for administration of construction substation department work assignments (Fresno Only).

Accordingly, Company is forwarding this proposal for your inspection and agreement.

It is our understanding that the Division will implement the provisions of this agreement effective the signed letter agreement date.

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 *Al Bonbright*  
 Manager of Industrial Relations

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

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

*Mar 8*, 1984

By *Jack McNally*  
 Business Manager

ADMINISTRATIVE PROCEDURES FOR CONSTRUCTION SUBSTATION DEPT.  
WORK ASSIGNMENTS (FRESNO ONLY)

The administrative procedures for the use of Construction Substation Maintenance personnel shall be as follows:

- a. Prior to assignment to a temporary headquarters, personnel will be notified not less than three workdays prior to the report date except in emergency situations. Company will indicate the approximate starting date of each assignment.  
"Total days away from the employees' regular headquarters" is defined as the total time away from home accumulated in days and consisting of the total elapsed days of the construction assignment including travel days and holidays, but excluding vacation days.
- b. The Company shall make local arrangements for lodging. These expenses shall be handled on local orders.
- c. Review each new job in detail with the construction personnel prior to the start of work.
- d. Normally, provide local "Company Business" transportation for construction personnel.
- e. Provide the travelers with needed advance funds.
- f. Brief all employees at the time of assignment of each new job as to the job's general condition. Include in the briefing procedures to be taken if an emergency or an accident should occur while in transit between their regular headquarters and their temporary headquarters.

Procedures to be Followed by the Division

1. Transportation To Construction Work Assignments

- a. Transportation is furnished or authorized for personnel who are

traveling on company business. Company transportation should normally be used and two vehicles will be provided when the construction crews consist of five or more employees for Company business only. Transportation to and from the job shall be in the Company van or vehicle.

- b. Personal cars - If a crew member wishes to take his personal car and other transportation is to be provided, he may do so at his own expense; however, this is subject to supervisor's approval and operational requirements. Additionally, should the employee's personal vehicle break down en route to the temporary headquarters, he/she will bear the entire cost for repairs and be responsible for getting to work, requesting personal time off without pay, or requesting a vacation day. The use of a personal car may be authorized subject to reimbursement at the usual company mileage rates provided that authorization is restricted to one personal car to each multiple of five traveling crew members or fraction thereof. Such authorized mileage shall be for one round trip between his regular headquarters and the temporary headquarters and for reasonable local transportation at the temporary headquarters.

2. Expenses

Each employee assigned to a construction crew shall be allowed a reasonable sum for meals, laundry, telephone calls and other miscellaneous expense while at the temporary headquarters. This sum figure is based on a survey made in January of each year for Traveling Steam Maintenance crews, excluding San Francisco.

An advance allowance sufficient to cover the first week of a traveling assignment, and weekly thereafter, shall be available for each crew

member. The crew member may obtain the allowance by signing a Company I.O.U. Form No. 62-4020. The allowance will be returned to the Company with the employee's final expense account form at his regular headquarters.

Lodging and transportation will be arranged for and paid by the Company under the provisions of Title 201, "Expense" of the Physical Contract and under the "Procedures to be Followed by the Division."

3. Lodging

Lodging shall be paid by the Company to the Company selected motels and hotels. The Company will not pay for room service, telephone calls other than those discussed above, or other expenses above the cost of the room. Such additional expenses will be out-of-pocket cost to the employee.

4. Vacations

Vacations of all maintenance employees will be scheduled in accordance with the provisions of Title 111.13 so as to limit the number of employees on vacation in any one classification. This allows the regular headquarters to maintain an adequate work force during the entire vacation period.

Assigned vacation periods for construction personnel will not be made or changed for the convenience of traveling job assignments.

5. Birthday Holiday

For the limited purpose of construction maintenance crews, the provisions of Subsection 103.2(b) of the Physical Agreement have been changed by a Company-Union Letter of Agreement dated 8/21/72, effective 9/1/72. Each employee, following notice of a traveling maintenance assignment, is permitted to elect and enter into a written agreement with his regular headquarters' immediate supervisor to take another day as his

birthday holiday when such holiday would occur during the course of the assignment.

6. Traveling Assignments

In making assignments to construction maintenance crews, except for Subforeman, Heavy Truck Driver, Welders, Wiring Crew, Condenser Crew, and Recloser Crew, Company will attempt to equalize construction work assignments among employees in the same classifications. Equitable methods of equalizing assignments, ranking of new crew members and record-keeping are as follows:

a. Ranking of Employees

Effective date of signed agreement, the ranking numbers shall be computed by the Construction Crew Subforeman.

A current list of all Fresno Substation employees by name, classification and assignment ranking number shall be updated and posted on the Company/Union Bulletin Board in January of each year.

b. An employee, who bids, transfers or becomes an unassigned Journeyman in the Fresno Substation Department will be put at the top of the list relative to existing Construction Crew members in the same classifications.

c. Except for sickness or other extenuating circumstances for which he may be excused from an assignment, the responsibility for going on a given assignment rests with the construction employee. If he wishes to do so and can find an acceptable substitute to go in his place, the original employee will be excused from going, but no more than two exchanges of a one week duration may be made during the six (6) month period.

- d. Assignment to the construction crew will be for a period of six (6) months.
- e. A volunteer list shall be posted and volunteers utilized before using the ranking list. Volunteers will be placed by greater Company service. After a volunteer completes a six (6) month assignment, the volunteer(s) will be placed at the bottom of the volunteer list.

7. Exceptions

Any exception to the above procedures which may arise, such as use of trailers, special expense allowance, etc., is to be discussed with the Substation Department and the Union prior to local agreement.

8. Bidding

As in the past, Company will make it known to bidders that they may be required to travel.

9. Apprentice

Traveling work assignments will not be used to circumvent the training as agreed to in the Master Apprenticeship Agreement.

10. This agreement may be terminated by either party upon 30 days' advance notice to the other of such intended termination.