



# LETTER AGREEMENT

No. 90-208-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
215 Market Street  
San Francisco, California 94106  
[415] 973-1125

International Brotherhood of  
Electrical Workers, AFL-CIO  
Local Union 1245, IBEW  
P.O. Box 4790  
Walnut Creek, California 94596  
[415] 933-6060

Richard Bradford, Manager

Jack McNally, Business Manager

January 4, 1991

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

During the 1990 General Negotiations, the parties discussed the issue of health promotion and disease prevention. As a result of these discussions, it was agreed to establish a Healthwise program to enhance the quality of employees' lives by the promotion of health and fitness through education and support of healthy lifestyles. The proposed Healthwise program is attached and is intended to be monitored and amended by the parties during the term of the agreement as necessary.

This agreement may be cancelled by either party upon 30 days written notice to the other of such cancellation.

If you are in accord with the foregoing and the attachment and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Bradford  
Manager of Industrial Relations

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

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

Jan 16, 1991

By Jack McNally  
Business Manager

**HEALTHWISE  
HEALTH PROMOTION AND DISEASE PREVENTION**

**PURPOSE OF PROGRAM**

To enhance the quality of our employees' lives by promoting health and fitness through education and support of healthy lifestyles. Two objectives are, a reduction in employees' risk of illness, and a resulting containment in PG&E's health care costs.

**Proposal:**

Union proposes to establish a multi-faceted health promotion and disease prevention program to be implemented and evaluated to all employees. The program should result in a reduction in employee's risk of illness and a resulting containment in health care costs.

**PROGRAM DESIGN:**

- Maintain HealthWise logo and name for Company-wide health promotion program.
- The program will have three distinct components -- promoting awareness, promoting lifestyle change and finally, provision of a supportive work environment, with organizational policies consistent with our goals of health promotion, i.e., smoking policy, healthy food offerings in vending machines and the cafeteria and incentives to support practice of healthy behavior.
- The program will be designed and conducted by outside vendor.
- The program will include confidential personal identifiers so that the program effectiveness can be evaluated as approved by the joint steering committee.
- The program will have voluntary employee participation program designed and promoted in such a way as to maximize employee participation.
- The program will be equitable for all employees, whether their work site is in a metropolitan or rural area, having access to the same activities.
- The program will be monitored on a regular basis as determined by the joint steering committee.
- The program will be a community based program rather than work site based for two important reasons -- convenience and confidentiality.

- For general employee population: a multi-faceted program which may offer health risk appraisals, referrals to classes and workshops, and may reimburse for classes and a subscription to the HealthWise newsletter.
- For employees with high risk factors, specialized classes and other activities, because high risk equals high cost.

#### **DELIVERY COMPONENTS:**

##### **Health Risk Appraisals**

- Health risk appraisal questionnaire (mailed to employee home) and on-site screenings for blood pressure and cholesterol levels on Company time.
- Screenings to occur on two-year cycle -- with 1/2 of Company screened in 1991, remainder in 1992. Cycle to repeat in 1993.

##### **Health Education**

- Mail HealthWise newsletter quarterly to both active employees and retirees homes.
- Develop listing for employees of free educational resources available in the community, i.e., resource libraries, hospital based telephone information systems and hotlines.

##### **Referrals to Community Resources**

- State of California, Office of Prevention's toll free 800 number for referrals to self-directed support groups on most health areas.
- State of California, Office of Prevention's Wellness Workbook. The workbook, keyed to the Pacific Bell Yellow Pages, provides a brief summary of what to look for in a service, i.e., nutrition workshop, health club, then provides information on where listing can be found in Yellow Pages.

##### **Establish Classes to Target High Risk Areas**

- Identification of high cost lifestyle risk factors through a lifestyle claims analysis.
- Prioritize areas of high cost and develop programs, such as a cardiac risk reduction program for employees with high risk factors.
- Classes to be on a voluntary basis to participants.
- Restricted participation -- employee must meet certain criteria.

## Establish Reimbursement Program

- Company to reimburse employees for participation in nutrition, weight loss, prenatal care, and smoking cessation programs. Maximum reimbursement amount is \$100 annually.

### **PROGRAM SUPPORT:**

#### Joint Steering Committee

Overall program coordination and vendor management will reside at Corporate Headquarters. Committee will consist of half labor and half management.

#### **Recommendation**

- One PG&E person should be designated accountable for the program and that person responsible for formation of a steering committee and delegation of tasks. The committee should meet regularly to review progress, troubleshoot and develop strategic plans for future activities.
- The program will be designed to minimize time commitment on the local level. Each division will designate an employee to act as local coordinator. To ensure an ongoing commitment to the program, the local coordinator's job description will include work on the HealthWise program.

#### Promotion/Communication

Ongoing, highly visible marketing program is key to the success of the health promotion program for it can sustain interest in healthy lifestyles over the years, as well as increase participation in the program.

In addition to the HealthWise newsletter to communicate the program through additional vehicles:

- A description of the health promotion program included in the Summary of Benefits Handbook.
- A message describing the program sent out annually with open enrollment materials and a line item in the Total Comp Statement.

### **IMPLEMENTATION PLAN:**

- Year 1 - Launch general program.
- Year 2 - General program and target first high risk area.
- Year 3 - General program, continue working in first high risk area, and initiate second high risk topic.
- Year 4 - General program, continue working in first and second high risk areas, and initiate third high risk topic.

## **EVALUATION:**

An evaluation will be conducted to assess the impact of the program on short term, intermediate and long range objectives. Because data for the evaluation phase of the program will be obtained from various departments throughout the company, strong working relationships should be established with Safety Health and Claims, EAP and other groups to ensure ready access to this information.

Examples of data to be collected and analyzed:

- Average sick hours
- Inpatient and outpatient case rates
- Accident rates
- Disability rates
- Health risk appraisal profiles

Cost-effect and/or cost-benefit analyses are time consuming and expensive to conduct. The greatest value of the cost-benefit analysis is to provide justification for the program in future years.

A process evaluation will be ongoing and will measure participation and satisfaction levels. It will provide the necessary feedback for program refinement.