



# LETTER AGREEMENT

## No. 93-7-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
201 Mission Street, 1513A  
San Francisco, California 94105  
[415] 973-3420

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

Ronald L. Bailey, Manager or  
David J. Bergman, Director and Chief Negotiator

Jack McNally, Business Manager

January 14, 1993

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:

Pursuant to Section 205.19, Company proposes to reclassify the position of Field Clerk Electric T&D located in the Auberry headquarters of the Fresno Division and its incumbent, Glenn McGuire, to Utility Foreman's Clerk. The incumbent's service date is September 18, 1967.

This reclassification is proposed to reflect the duties of the position which are:

An employee who is a Foreman's Clerk and in addition, performs Electric Field Clerk duties and commercial business office work, such as receiving service calls, collections, meter tags, and new business applications, etc.

This reclassification is proposed per attached settlement of Fresno Division Grievance No. FRO-92-30.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By David J. Bergman  
Director and Chief Negotiator

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

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

Jan 19, 1993

By Jack McNally  
Business Manager

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**FRESNO DIVISION  
GRIEVANCE NO. FRO-92-30  
LOCAL INVESTIGATING COMMITTEE - JOINT STATEMENT OF FACTS**

**SUBJECT OF THE GRIEVANCE:**

This grievance concerns the reclassification of the Foremans Clerk to a Utility Foremans Clerk.

**FACTS OF THE CASE:**

On November 12, 1992, Union filed a grievance stating: "Grievant on a continuing basis has been upgraded to and performing the work of a Utility Foremans Clerk. These continuing upgrades show the need to reclassify the position."

Correction requested by the Union was: "Company request a letter of agreement to reclassify the Field Clerk to Utility Foremans Clerk with the incumbent at the Auberry headquarters."

The Company answered the grievance stating: "The Company has proposed a letter agreement to establish a Utility Foremans Clerk at the Auberry headquarters which would include all the duties required at the headquarters. The Company proposes to reclassify the position with the present incumbent without the incumbent being subject to the twenty-five words per minute typing requirement."

The Local Investigating Committee comprised of Frank Hutchins, Union Business Representative; Tom Garcia, Shop Steward; Pat Courtney, Auberry Manager; and James Drake, Labor Relations Representative, met on December 3, 1992. Glenn McGuire, Field Clerk and grievant, attended this meeting as a witness and observer. This meeting brought out the following facts:

1. The Field Clerk position was established and filled with Glenn McGuire in June of 1991.
2. In the performance of his duties, he did time cards, OSLE, and record keeping, in addition to Field Clerk duties.

**FRESNO DIVISION  
GRIEVANCE NO. FRO-92-30  
LOCAL INVESTIGATING COMMITTEE**

**JOINT STATEMENT OF FACTS -- PAGE 2**

**COMPANY'S POSITION:**

**The Company proposed, as a response to McGuire's request, to reclassify the position to a Utility Foremans Clerk by letter agreement.**

**The Company tagged McGuire to Utility Foremans Clerk in anticipation of the signing of the letter agreement.**

**The Union returned the letter agreement unsigned because of a typing requirement.**

**Company indicated that the position required typing in that it was a combination of Foremans Clerk, Field Clerk, and New Business responsibilities. The new business part involved keeping source document, numbers, and normal paper flow, and answering routine calls from customers.**

**The Company proposed to exclude Mr. McGuire from the typing requirement.**

**DISPOSITION:**

**Upon reviewing the duties of a Field Clerk and the duties required in the office, the Committee determined that the job should be reclassified to a Utility Foremans Clerk which would perform the needed duties in the office and to perform duties in the field and eliminate upgrades to Foremans Clerk.**

**The position should be filled from the Field Clerk line of progression to allow flexibility in the field.**

**The Committee agreed to post the Utility Foremans Clerk position and place McGuire in the position effective of the signing of a letter agreement.**

**The typing requirement will be discussed when the position becomes vacant.**

**On the above basis, this case is considered closed without prejudice to either party.**



