



LETTER AGREEMENT

No. 94-38-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
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Ronald L. Bailey, Manager or
David J. Bergman, Director and Chief Negotiator

Jack McNally, Business Manager

April 12, 1994

Pacific Gas and Electric Company
Industrial Relations Department
201 Mission Street, Rm. 1513A
San Francisco, CA 94105

Attention: Mr. Ronald Bailey, Manager of Industrial Relations

Gentlemen:

Union proposes to update Title 600.9, Exhibit VI-H, **Division and General Office Building Departments** Job Definitions and Lines of Progressions to reflect changes which have occurred through 1990 negotiations settlement as well as referred letter of agreements 83-136, 88-108 and 92-126. Changes made are as follows:

1. Create sub-title for the booklet - "Building Service" and the other one "Miscellaneous".
2. Replace: "Helper" to "*Utility Worker*";
"Building Subforeman" to "*Building Crew Leader*";
"Floorman" to "*Floorperson*";
"Utilityman" to "*Utilityperson*"; and,
"Building Maintenceman (Inc. only)" to
"*Building Maintenance Worker (Inc. only)*"
3. Add 1236 Lead Building Mechanic - DCPD wherever 1235 Lead Building Mechanic appears.
4. Add 0929 Utility Worker - DCPD wherever 0927 Utility Worker appears.
5. Delete 0060 Garage Attendant and 1240 Building Mechanic (Inc. Only).
6. Add 2570 Utilityperson job definitions.

April 12, 1994

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 Union.

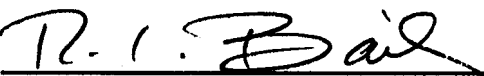
Yours very truly,

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

By 
Business Manager

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

PACIFIC GAS AND ELECTRIC COMPANY

By 
Manager of Industrial Relations

5/5, 1994

Attachment: a/s

:LM

**PACIFIC GAS AND ELECTRIC COMPANY
AND
IBEW, LOCAL UNION 1245**

**DIVISION AND
GENERAL OFFICE BUILDING DEPARTMENTS**

**JOB DEFINITIONS AND LINES OF PROGRESSION
Section 600.9, Exhibit VI-H of the Agreement**

Revised April, 1994
Replaces Book Dated July 29, 1988
Changes Appear in Italics

JOB DEFINITIONS AND LINES OF PROGRESSION

DIVISION AND GENERAL OFFICE BUILDING DEPARTMENTS

BUILDING SERVICE

0665 BUILDING CREW LEADER

An employee who is a working foreman and has the qualifications of a Lead Building Mechanic. Supervises employees engaged in the operation, maintenance, and minor construction of buildings and related systems. Shall have the personal qualifications of leadership and supervisory ability and shall be familiar with the buildings to which *an employee* is assigned and with Company's maintenance and safety standards, accounting procedures, and other applicable rules and procedures.

Next Lower Classifications

0493 Lead Building Engineer
1235 Lead Building Mechanic
1236 Lead Building Mechanic - DCP
1935 Lead Painter

Same or Higher Classification

0665 *Building Crew Leader*
2355 Building Technician

(See pg. 5 - Hours of Work)

1235 LEAD BUILDING MECHANIC

1236 LEAD BUILDING MECHANIC - DCP

An employee who is a journeyman, who without direct supervision performs maintenance, repairs, and miscellaneous service work required in the use, care, minor construction, and reconstruction of buildings and grounds, and the parts thereof. *An employee's* job skills shall include, but not be limited to the following: read and work from design drawings, be familiar with all building related codes, job planning, and layouts; diagnosing and making routine adjustments and repairs to electrical and mechanical equipment including controls; the safe use of hand, portable power, and shop tools; and welding operations. May also be required to direct the work of other Building Department employees.

Next Lower Classifications

0492 Building Engineer
1242 Building Mechanic

Same or Higher Classifications

0493 Lead Building Engineer
0665 *Building Crew Leader*
1235 Lead Building Mechanic
1236 Lead Building Mechanic - DCP
1935 Lead Painter
2355 Building Technician

(See pg. 5 - Hours of Work)

1242 BUILDING MECHANIC

An employee who is engaged in performing building work or is engaged in training assignments as an assistant to a Lead Building Mechanic or higher classification, may be required to work alone or under indirect supervision on all jobs for which *an employee* has been trained and has demonstrated *an employee's* ability. The employee's educational and general qualifications must be such that he/*she* is considered capable of attaining journeyman status.

Next Lower Classification

0927 *Utility Worker*
0929 *Utility Worker - DCP*

Same or Higher Classifications

0492 Building Engineer
0493 Lead Building Engineer
0665 *Building Crew Leader*
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCP*
1242 Building Mechanic
2355 Building Technician

(See pg. 5 - Hours of Work)

0927 UTILITY WORKER **0929 UTILITY WORKER - DCP**

An employee whose principal duties consists of semiskilled work such as assisting the higher classifications, including the use of hand tools. Under indirect supervision, may also be required to perform work such as cleaning, replacing light globes or tubes, moving furniture, changing washers in plumbing fixtures and replacing or repairing window blinds.

Beginner's Classification.

(See pg. 5 - Hours of Work)

2355 BUILDING TECHNICIAN

An employee who, without direct supervision, adjusts, maintains and repairs building electronic, hydronic and pneumatic equipment. May assist in developing or modifying devices used in the building operation. May be required to perform the duties of Lead Building Mechanic and Lead Building Engineer. May be delegated to assign work among employees in other classification and furnish them with functional guidance in the performance of such work. Must have qualifications including demonstrated proficiency/ability in working with electrical, electronic, mechanical, Hydronic, and pneumatic equipment.

Next Lower Classification

Same or Higher Classification

0493 Lead Building Engineer (G.O.)

2355 Building Technician
(G.O. - Fairfield)

(See pg. 5 - Hours of Work)

0493 LEAD BUILDING ENGINEER (General Office Only)

A shift employee who is a journeyman and who, without direct supervision, repairs and maintains equipment and machinery in the General Office complex. Duties shall include, but not be limited to, the maintenance and adjustment of pneumatic controls, electronic controls, steam flow valves, humidity sensors, etc. May also be required to direct the work of other Building Department employees.

Next Lower Classification

Same or Higher Classifications

0492 Building Engineer

0493 Lead Building Engineer
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCP*
2355 Building Technician

(See pg. 5 - Hours of Work)

0492 BUILDING ENGINEER (General Office Only)

A shift employee who operates, cleans and performs routine preventive maintenance tasks on or in relation to equipment, machinery and appurtenances in Boiler Rooms, Machine Rooms or other locations in the General Office complex. May be required to work alone or under direct supervision on all jobs for which *an employee* has been trained and has demonstrated *an employee's* ability. The employee's educational and general qualifications must be such that he/*she* is considered capable of attaining journeyman status.

Next Lower Classification

Same or Higher Classifications

0927 *Utility Worker*
0929 *Utility Worker - DCP*

0492 Building Engineer
0493 Lead Building Engineer
0665 *Building Crew Leader*
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCP*
1242 Building Mechanic
2355 Building Technician

(See pg. 5 - Hours of Work)

1935 LEAD PAINTER (General Office)

An employee who is a journeyman, who without direct supervision, performs painting, furniture and paneling refinishing, wall repair and taping, and miscellaneous work required in the use, care, minor construction and reconstruction of buildings and parts thereof. *An employee's* job skills shall include, but not be limited to, the following: read and work from design drawings, job planning, mixing stains and paints to match existing finishes, repairing damaged furniture finishes, general taping, spray painting metal furniture, vinyl wall covering, and plastic laminate repairs. May also be required to direct the work of other Building Department employees or contract painters.

Next Lower Classification

1170 Building Maintenance *Worker*
(Inc. Only)
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCP*

Same or Higher Classification

0065 Building *Crew Leader*
1935 Lead Painter - General Office

(See pg. 5 - Hours of Work and pg. 6 - Training Program.)

0890 GARDENER

An employee engaged in the care of lawns, gardens, grounds, etc.

Beginner's classification.

1073 LEAD JANITOR

An employee who is a leadman and who performs janitor work and directs the work of a group of janitorial employees who are on duty at night. May be required to operate an elevator.

Next Lower Classifications

0590 *Floorperson*
1050 Janitor
1060 Janitress

Same or Higher Classifications

0492 Building Engineer (G.O.)
0493 Lead Building Engineer (G.O.)
0665 Building *Crew Leader*
1073 Lead Janitor
1170 Building Maintenance *Worker*
(Inc. Only)
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCP*
1242 Building Mechanic

0590 FLOORPERSON (General Office Only)

An employee who maintains the specially treated floors, including the preparing, cleaning and application of finish and preserving materials to them.

Next Lower Classifications

1050 Janitor
1060 Janitress

Same or Higher Classifications

0492 Building Engineer (G.O.)
0493 Lead Building Engineer (G.O.)
0665 Building *Crew Leader*
1073 Lead Janitor
1170 Building Maintenance *Worker*
(Inc. Only)
1235 Lead Building Mechanic
1236 *Lead Building Mechanic - DCPP*
1242 Building Mechanic

**1050 JANITOR
AND
1060 JANITRESS**

An employee who performs all types of janitorial work in an assigned building or section thereof; may be required to operate an elevator and perform other related work.

HOURS OF WORK

The classifications of *Building Crew Leader*, *Lead Building Mechanic*, *Building Mechanic*, *Utility Worker*, *Building Technician*, *Lead Painter-General Office*, *Building Engineer* and *Lead Building Engineer* may be assigned regular hours of work pursuant to Section 202.15 including the standard shifts of 7-3, 3-11, and 11-7. When more than one shift is utilized at a headquarters, the shifts may be assigned on either a rotational or non-rotational basis. It is not the intent to change any practices relative to the rotation of shifts in effect on the effective date of this agreement without the prior agreement of the Union. (LA 78-53)

1170 BUILDING MAINTENANCE WORKER (Incumbent Only)

An employee engaged in the operation, maintenance, and upkeep of buildings and mechanical and electrical equipment therein. Performs maintenance and repair work and miscellaneous duties in connection with the care, use and minor construction and reconstruction of the building and the parts thereof. Shall be able to read blueprints and to operate a Company vehicle. Shall be required to refinish furniture and other routine work. May also be required to direct the work of other Building Department employees.

MISCELLANEOUS

2570 UTILITYPERSON - General Office

An employee who is engaged in the performance of maintenance work, including but not limited to, repair of building equipment and accessories, office fixtures and furniture, electrical outlets, light and furniture moving. May use hand and power tools and perform basic electrical and welding work for which an employee has been trained and has demonstrated his/her ability. May work alone or may assist other classifications.

BUILDING DEPARTMENT TRAINING PROGRAM

All employees in the Building *Utility Worker* classification and the Building Mechanic classification must successfully participate in a Training Program for purposes of rate progression and promotion.

This Training Program consists of separate courses of instruction designed to be taken in six-month increments starting with the Building *Utility Worker* classification and ending at the top of the Building Mechanic classification. Employees in the Program will receive instruction specifically tailored to meet the needs of the facilities in the Division where the employee is employed.

This Training Program shall be administered as follows:

A. PLACEMENT INTO THE BUILDING DEPARTMENT TRAINING PROGRAM

1. An employee who transfers to a vacancy in the Building *Utility Worker* classification shall be placed pursuant to Section 204.4 of the Physical Agreement. Such an employee must satisfactorily complete all required training commensurate with such employee's wage step prior to further wage progression or prior to bidding or transferring pursuant to Title 205 to another Building Department classification. Such an employee must pass an entry level test prior to transfer to the *Utility Worker* position.

2. Employee classified as Building *Utility Workers*, on the effective date of this agreement shall be maintained at their present wage rate and will enter the Building Department Training Program upon successfully passing the entry level test. Such employees may progress to the top *Utility Worker* rate but may not progress to a higher classification in the line of progression until such time as they satisfactorily meet all standards established for the Building *Utility Worker* classification.

3. Employees who entered the classifications of Building Mechanic, Building Engineer or Building Service *Crew Leader* subsequent to July 1, 1974, shall be red-circled and maintained in their present classifications at the wage step they have attained on the effective date of this agreement. Such employees shall be required to satisfactorily complete the *Utility Worker* portion of the Training Program and that portion of Building Mechanic training that corresponds to their present wage rate. Upon successfully attaining the standards in the Building Mechanic classification, which corresponds to their rate in their red-circled classification, they shall be reclassified to Building Mechanic and allowed to progress in accordance with the remaining portion of the Building Department Training Program.

Should such an employee fail to attain any of the above standards, may be subject to transfer or demotion to the Building *Utility Worker* classification or to that rate in the Building Mechanic wage progression for which he/she has previously qualified. Such employee shall be maintained at that wage step. Prior to such action, Company and Union shall discuss the placement.

Employees in the Building Mechanic, Building Engineer or Building Service *Crew Leader* classifications who held such classification on July 1, 1974, shall be red-circled in their present classification and maintained in their present wage step and be required to take the Building Department Training Program and may progress in the manner outlined above. However, should an employee fail to meet one of the standards, such employee shall be maintained at his/her red-circled wage step and classification.

4. Employees in the Building Maintenance *Worker* classification, on the effective date of this agreement, shall be red-circled in their present classification and maintained at their present wage step and be required to participate in the Training Program. Upon successful attainment of all the standards of the Program, such employees shall be reclassified depending upon their present job duties to either Lead Building Mechanic or Lead Building Engineer.

If such a Building Maintenance *Worker* who is at the top rate and entered such classification subsequent to July 1, 1974, fails to meet an established standard, such Building Maintenance *Worker* shall be subject to demotion to the Building *Utility Worker* classification or to such other wage step in the Building Mechanic classification as he/she may have attained through the Training Program.

An employee classified as a Building Maintenance *Worker* prior to July 1, 1974, who fails to meet an established standard included in the Training Program shall be maintained in the red-circled wage step until the standard is met. Such an employee's bid to a higher classification in the Building Department line of progression shall not receive consideration for promotion.

B. TRAINING AND TESTING OF EMPLOYEES IN THE BUILDING DEPARTMENT TRAINING PROGRAM

All employees in the Building Department Training Program shall be required to successfully complete the training specified for each wage step in the Program and to successfully demonstrate acceptable performance in the on-the-job aspects of the Program. Such employees must also pass the appropriate agreed-to wage progression tests and any agreed-upon performance tests if applicable for the involved wage step prior to advancing to the next wage step in the Program.

An employee in the Program who has spent six months at his/her current wage step and who has successfully completed the specified training for that wage step shall be advanced to the next higher wage step of the progressive wage rate.

An employee who is due to progress to his/her next higher wage step in the wage progression who fails to meet the established criterion for each specified training for that wage step shall:

1. Be notified of his/her inadequate performance in writing prior to the date *an employee* is scheduled to receive the next higher wage step.
2. A copy of the written notification shall be furnished to the Union's Business Representative.
3. Be held in his/her present wage step, and
4. Be allowed a maximum of five months, including three retests for each training step, to meet the established criterion for each training step not successfully completed. All specified training must be successfully completed by the end of this five-month period.
5. An employee shall be entitled to take tests, described above, a maximum of four times in accordance with the following schedule:

1st test	-	at any time prior to the date on which the examination requirement must be met as provided above
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- 2nd test - within one month, following the date of the original test
- 3rd test - within two months, following the date of the first test
- 4th test - three months, following the date of the third test

If an employee fails to pass a test a fourth time, Company will not be required to test such an employee further.

An employee will be deemed to have met the test requirement if he/*she* attains a grade of 70% on any form of a written test for the wage step he/*she* is attempting to attain and passes the performance test, if required, for the wage step he/*she* is attempting to attain. If such standard is attained, further examinations for progression within the applicable classification will not be required.

6. If, during the above period, the employee meets the established criterion for all specified training, shall receive the next higher wage rate effective the date all such criteria are met. Will not be eligible for further progression in the wage rate until six months have elapsed since the date he/*she* received such wage increase and until he/*she* successfully completes the specified training for such wage step.

7. If an employee classified as a *Building Utility Worker*, who was hired after the effective date of this agreement, fails to meet the established requirements for any wage step in the Program during the specified time, shall be removed from the classification.

If an employee fails to pass the established requirements to progress to any other step of the Program other than above within the allotted time, such employee shall be removed from his/*her* present classification and demoted in accordance with provisions of Section 206.15 of the Physical Agreement.

8. A *Building Utility Worker* may elect to continue in the Training Program above the level of *Utility Worker*; however, may not advance to the first wage step in the Building Mechanic classification until a vacancy exists, and he/*she* is awarded the job under Title 205 of the Physical Agreement. Upon award of such job, the employee may be placed at the wage step for which *an employee* has successfully completed the training and can demonstrate satisfactory on-the-job performance.

9. An employee within one year of demotion from the Building Department Training Program upon presentation of acceptable evidence that the employee has remedied the deficiencies which caused the demotion or, if demotion was due to academic failure, that the employee has pursued an outside study program and by completing the required tests meets the established standards for the wage step that the employee left, shall have his or her application for transfer to a vacancy in the appropriate Building Department Training Program classification considered under the provisions of Title 205. If the employee is transferred, he or she shall be restored to the Training Program at the wage step the employee left and shall progress as outlined above to the next higher wage step six months after re-entering the Program.

C. APPLICATION OF PROGRAM TO TITLE 205 - JOB BIDDING AND PROMOTION

Since the Program is tailored to meet specific conditions in each Division, employees who have met all of the requirements in one Division will not necessarily have done so for all Divisions. However, employees who have satisfactorily met all requirements in their present

Divisions may bid to another Division pursuant to provisions of Title 205 and may be awarded a job without having taken all of the training required in the Division to which the employee is bidding. However, such an employee must complete any necessary training material in the new Division in a reasonable time. This waiver of qualifications applies only to portions of the Training Program that an employee may be missing. An employee who does not satisfactorily pass the necessary training in the new Division shall not be qualified for progression to a higher Building Department classification pursuant to Title 205 of the Physical Agreement. All other requirements pertinent to qualifications shall apply.

D. GENERAL

1. Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Section 102.8 of the Agreement; however,

2. If the grievance pertains to:

- a) the fairness of administration or correction of a test required in the Program,
or
- b) the attainment of a standard or proficiency which does not require a test as such,

the Local Investigating Committee, prior to its decision and as part of its deliberation, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.

