



# LETTER AGREEMENT NO. 99-02-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
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(510) 974-4282

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
(510) 933-6060

MEL BRADLEY, MANAGER OR  
DAVID J. BERGMAN, CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

January 13, 1999

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, CA 94598

Attention: Mr. Jack McNally, Business Manager

Dear Mr. McNally:

The California Gas Transmission (CGT) 94-53 Committee has recently reviewed the status of special skill blocks to determine whether the need exists to continue having special skill blocks and whether the pay associated with each skill block is appropriate.

The Company proposes to implement the following recommendations proposed by the 94-53 Committee:

1. Continue the current 5 special skill blocks.
2. Increase the Hazardous Waste Monitor skill block from \$48/week to \$60/week paid on an annual lump sum basis if there are no Notice of Violations (NOVs) during the year in the district. If there are one or more violations in the district, the Hazardous Waste Monitor will continue to receive \$48/week paid on an annual lump sum basis.
3. Increase the Peer Review and Training Advisor special skill block pay from \$20/week to \$40/week to better recognize the responsibilities of this position.
4. Change the Certified Welder special skill block from \$37/week to the difference in the weekly wage rate between the Mechanic -Welder rate and Transmission Mechanic rate rounded to the nearest dollar. The 1999 rate would be \$42/week (1085.95-1043.60) and would be paid as premium pay.
5. Increase the Engine Analyst special skill block premium pay from \$49/week to \$80/week for incumbent Engine Analysts effective January 1, 1999. Employees who enter the special skill block after January 1, 1999 will receive the premium pay incrementally as follows:

<u>Increment</u>	<u>% of SSB Pay</u>	<u>Weekly Premium</u>
Start of Year 1	25%	\$20
Start of Year 2	50%	\$40
Start of Year 3	100%	\$80

- 6. Establish a new Crew Leader special skill block to be paid \$85/week as premium pay. Attached is a description of the proposed Crew Leader special skill block. The Crew Leader skill block will be re-evaluated by the Company and Union one year after it is placed into effect.

This letter and the special skill blocks may be canceled by either party by providing the other party 30 days written notice.

This proposal has been discussed with Union Business Representative Bob Choate.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Chief Negotiator

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

By:   
Business Manager

2.22, 1999

## Crew Leader Special Skill Block

### Skill Block

#### Description:

The overall objective of this special skill block is to assist the District Superintendent in leading and coordinating the day-to-day work activities in the district. This person may plan, schedule and assign work activities for the crew. The person holding the special skill block will also assist in performing a number of administrative tasks to run the district. This position is **still** a working classification and it is expected the person will need to continue to perform physical tasks associated with his/her base classification. Please see “**Specific Tasks**” at the end of this document for further details on tasks, responsibilities, and knowledge that may be required of this skill block.

#### Compensation:

Weekly premium of \$85 (calculated at \$5 over Engine Analyst rate).

#### Qualifications:

All classifications above entry level are eligible to take the qualification test. A minimum score of 75 out of a 100 is required to be eligible to hold the special skill block.

**Qualification Test:** The qualifications test will be approved jointly by the Company and Union and will be administrated to only candidates with a Letter of Intent on file for Crew Leader. A study guide will be developed and made available to any interested employee.

### Skill Block

#### Award Method:

The Crew Leader skill block will be awarded to the employee in accordance with the following criteria:

<b>Test Score of:</b>	<b>Awarded to:</b>
<b>90 above</b>	<b>most senior</b>
<b>75-89</b>	<b>highest test score</b>

### Selection Method

**On Temporary Basis:** The District Superintendent may decide at his/her discretion to offer this special skill block to the next most qualified employee to fill behind vacation relief or other absence for one week or longer. Employees are only eligible for this assignment if they have a letter of intent on file and have passed the qualifying test.

The selection method for this temporary assignment will be the same as regular placement utilizing the scores and seniority of people that have taken the qualifying exam.

**Annual Renewal:** *(This applies only if the Crew Leader Special Skill Block stays in effect beyond the one year trial period)*

Once per year, on a scheduled basis, the company will administer the qualification test to any above entry level employee in the district. These test scores will be used to determine the most qualified employee. The skill block will be awarded to this person in accordance with the criteria described above in “**Selection Method**”.

The incumbents of the Crew Leader Skill Block as well as other employees in the district can use their previous test scores for up to three years to determining their eligibility and ranking for the skill block. After three years from their last qualification test all interested employees will need to requalify for the Skill Block irrespective of their previous test scores.

**Withdrawal:** Employees can remove themselves from the skill block by giving the company in writing 30 days notice.

The Company may, at its discretion, cancel the use of the Crew Leader Special Skill Block within a District. This cancellation may be either permanent or temporary, based on the needs of the District. The Company may exercise this option only once per quarter.

**Accountability:** Prior to an employee accepting this skill block, the Foreman will meet with the employee and review the specific duties and required performance expectations.

An employee assigned these duties will receive reviews of his/her performance, as it relates to this area, on a quarterly basis. If the performance is not satisfactory the employee will be notified of the areas that are deficient and will be given until the next quarterly review to improve their performance. If the employee’s performance continues to be deficient in any of these responsibilities they will no longer be eligible for the Crew Leader Special Skill Block. An employee eligibility cannot be rescinded unless he has been notified in writing of areas of unsatisfactory performance in the previous quarter.

**Employee Rights:**

This Special skill block does not impact employee’s rights in Titles: 205, 206, 208 and 212 of the Company Union agreement. The holder of the Crew Leader Special Skill Block will be eligible for POT and EOT based on his base classification and GSM&TS/Union POT and EOT agreement.

**Structure:**

It is not mandatory that each District utilize the Crew Leader Skill Block. The District Superintendent will determine the need for the skill block in their district.

Duties for the Crew Leader may vary from district to district because of the difference in the nature of work between the lines of businesses. However these duties will be consistent in principle with those described in this document. Any issues arising around responsibilities will be decided upon by the Oversight Committee as described below.

**Management  
Upgrades:**

This agreement does not preclude the company's option to upgrade a person to management rather than to use this special skill block.

**Trial Period:**

This agreement is for one year starting at the date that the first person assumed the responsibilities of the Crew Leader. After that time the union and company will review its effectiveness and decide whether to continue, alter or cancel the agreement.

**Oversight  
Committee:**

An oversight committee will be established, with no more than two members from the Company and two members from the Union, who will review issues and concerns that arise during the one year trail period of this skill block. They will make decisions to resolve these issues and concerns which will be binding. In case they cannot come to resolution on an issue the grievance will proceed through the established grievance process.

**Specific Tasks  
of the Skill Block:**

Listed below are specific knowledge, tasks and responsibilities of the Crew Leader skill block. It is not a comprehensive list of possible required activities.

- **General knowledge of and know how to find information in:**
  - ⇒ GO112E
  - ⇒ Emergency Plan
  - ⇒ O&M manual
  - ⇒ HFR manual
  - ⇒ Standard Practices, and Recommended Guidelines
  - ⇒ Company/Union IBEW Contract
  
- **Demonstrated ability to:**
  - ⇒ Prioritize, plan, schedule, work for assigned people
  - ⇒ Utilize GSM&TS maintenance management process
  - ⇒ Use company standard computer programs as an effective tool - Word, Excel, MS Schedule, Exchange, GIS, Intranet, maintenance management tool
  - ⇒ Conduct effective and open tailboards
  - ⇒ Listens/seek to understand other peoples perspectives
  - ⇒ Able to resolve conflicts
  - ⇒ Incorporate safety policies and processes in work assignments
  - ⇒ Anticipates and takes initiative to resolve issues before they occur.
  - ⇒ Apply correct accounting to source documents
  - ⇒
  
- **Applies and assures compliance with:**
  - ⇒ Clearance procedure
  - ⇒ Operating Principles
  - ⇒ GO112E
  - ⇒ HFR Manual
  - ⇒ Standard Procedures and Policies

- **Required to perform other day to day processes such as:**
  - ⇒ Check time cards for accuracy of accounting and hours reported
  - ⇒ Authorize overtime as delegated by District Superintendent
  - ⇒ Authorize sick leave as delegated by District Superintendent
  - ⇒ Identify areas for technical development of crew members
  - ⇒ Communicate issues to District Superintendent
  - ⇒ On a voluntary basis, provide input on employee's reviews
  - ⇒ Release requisitions; manage and track materials, as assigned
  - ⇒ Ensures compliance of contractor orientation and safety

**Specific Tasks**

**Not Required:** Employees in the Crew Leader Special Skill Block are not required to manage Petty Cash or Stand on-call unless upgraded to a Management position.

**Committee Proposal:** The Committee recommends implementing the Crew Leader Special Skill Block.