

205.5 (P)
18.5 (C)

PACIFIC GAS AND ELECTRIC COMPANY

PGE

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November 18, 1981

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:

The intent of the parties in RC Decision 1425 was that, for each beginning level vacancy to be filled by transfer, a fixed control date would be established and only those transfers on file eight calendar days prior to the control date would be given consideration for the vacancy. The manner by which that control date was established had been left up to the individual Personnel Departments. In some locations, rather than a fixed cut-off date, a floating eight-day concept has been applied. Company and Union have agreed that there is a need to establish a consistent procedure for the filling of beginning level vacancies through transfers.

Therefore, Company proposes the following procedure to be used in filling beginning level vacancies, pursuant to the provisions of Subsections 205.5(b) and 18.5(b) of the Physical and Clerical Agreements, respectively.

1. The Personnel Department will date stamp each Personnel Requisition (Form 62-3268, copy attached) when it is received. The stamped date becomes the control date and only those transfers on file eight calendar days prior will be given consideration for the vacancy. If there are Company authorizations required before the Personnel Department may proceed with the filling of the vacancy, these authorizations are to be obtained prior to the Requisition being forwarded to the Personnel Department so that at the time the form is stamped as received, the process may begin to fill the job.
2. Employees must be qualified for the vacancy on the control date, except in those situations where Company and Union have agreed to specific prerequisites that provide for appointments to be held pending the determination of qualifications.
3. If the transfer listing is exhausted without a successful candidate, a new control date will be established. This new control date will be the date of the decline or bypass of the last transfer applicant. Transfers which were not timely under the original control date but were received eight days prior to the new control date will then be given consideration. If the vacancy cannot then be filled by transfer, it may be filled by unrestricted appointment - no transfers on file.

November 18, 1981

4. By the tenth of each month, the Report of Beginning Job Vacancies Filled (Form 62-3244) will be prepared and sent to the IBEW Business Manager and appropriate Business Representative.

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.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By W. Bonbright
Manager of Industrial Relations

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

Feb 1, 1981²

By Jack McHenry
Business Manager

PERSONNEL REQUISITION

DIV. DEPT./G.O. DEPT.		LOCATION	
JOB TITLE		<input type="checkbox"/> REGULAR <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY	
WAGE OR SALARY RANGE		REPORTS TO	
NUMBER OF VACANCIES	DATE NEEDED	REPLACES	
REASON FOR VACANCY			
IS THIS JOB TO BE FILLED BY TRANSFER ?		EDD NOTIFIED ?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
JOB FUNCTIONS (Brief Description)			
SPECIAL WORK REQUIREMENTS (i.e., Shift Work, Travel, Weekends, etc.)			
SPECIAL SKILLS, TRAINING, OR REGISTRATION REQUIRED: (These Items <u>Must</u> Be Job Related)			
REQUESTED BY		DATE	
NAME		EXTENSION	
REFER CANDIDATE TO:			
TIMES AVAILABLE FOR INTERVIEWS			

