

PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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December 11, 1985

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:

In order to provide the required complement of properly trained System Operators (OIT's) in a timely manner, the Company proposes to hire ten new Operators-in-Training at the Emeryville Operator Training Facility. The Company proposes the following pursuant to Section 205.19 of the Agreement:

1. The provisions of present OIT Agreement will apply except for variances in this letter of agreement and Sections "D", "C-2", and "E".
2. Initial new positions will be filled by new hires and will not be subject to the provisions of Title 205 of the Agreement until completion of their training. Subsequent positions will be filled pursuant to Title 205. Section 205.13 will not apply in "Appointment to Unbid Vacancy" to fill these positions.
3. OIT's headquartered in Emeryville will be given an 18-month concentrated training schedule which would include a minimum of six months on-the-job training at one or more designated switching/operating centers selected by Electric Operations as to current journeyman vacancy needs. Expenses will be reimbursed pursuant to Sections 201.7 through and including 201.12 of the Agreement.
4. The OIT class hours at Emeryville would be 0700 to 1500 hours, 1300 to 2100, and 1500 to 2300, to be adjusted to interface with existing school schedules to allow maximum use of the simulator. These hours will remain in effect until such time as the school is relocated to San Ramon. At that time, Company and Union will discuss the continuation of these hours.
5. OIT's satisfactorily completing the Emeryville OIT Program will be assigned to vacant System Operator positions as required. In the event a System Operator position is not vacant, when the OIT completes the program, the employee will be assigned to a

switching center as required under the provision of C-1 of the OIT Agreement. If expenses for such appointments are paid in accordance with Section 201.4 of the Agreement, the operator shall not be considered a qualified bidder in accordance with Title 205 of the Agreement for a period of 18 months from the date of placement. If such employee provides for the employee's own moving expenses, the employee will be able to bid upon reporting to the new headquarters.

Company will give the employee as much notice of relocation as practicable, but in no event shall an employee be given less than ten-calendar days' notice of placement in a headquarters which is beyond a commutable distance.

6. The wage progression testing of the Emeryville OIT's will be conducted as follows:
 - A. Three-month written Wage Progression Test in the third month of training.
 - B. Six-month written Wage Progression Test in the sixth month of training.
 - C. Nine-month written Wage Progression Test in the eighth month of training.
 - D. Nine-month simulator portion of the Wage Progression Test in the ninth month of training.
 - E. Eighteen-month written Wage Progression Test in the seventeenth month of training.
 - F. Eighteen-month simulator portion of the Wage Progression Test in the eighteenth month of training.
7. An employee who is due to progress to the employee's next higher wage step in the Wage Progression, who fails to meet the established standards of achievement or established Wage Progression Test, shall:
 - A. Be allowed a maximum of 30 days, including one retest, to meet the established standards for the wage step for which the employee is being held. Such a 30-day period shall commence the day the original Progression Test failure occurs.
 - B. The 9 and 18-month Wage Progression Tests are of two parts consisting of a written test plus a series of operating problems that must be satisfactorily completed on the power system simulator. Both parts of these tests must be satisfactorily completed within this 30-day time period.

- C. An employee in the Emeryville Operator Training Program (who fails to successfully pass the test established for the three-week Basic Electricity School, the Basic Operator School or the Advanced Operator School) shall have three opportunities in the 30-day period to pass the tests. Such 30-day period will commence on the day the school, which the employee failed, ended.
- D. If, during such 30-day period, the employee meets the established standards, the employee shall receive the next higher step wage rate effective the date such standards are met. During this 30-day period, the employee's training will continue as scheduled. If such employee meets the standards, his next Wage Progression Test will be scheduled as outlined in Section 6 of this Letter Agreement. If such employee has successfully met the standards to progress to the Assistant Operator classification, including the established 3, 6, and 12-month progressive tests, the employee shall, effective on the date the employee has met such standards, be progressed to the Assistant Operator classification at the Emeryville headquarters.
- E. If an employee who is attempting to meet the standards established to progress in the allotted time fails, the employee shall be removed from the classification and demoted to a Groundman or Helper classification in a Regional Electric Department, provided such employee possesses the necessary qualifications to progress in the line of progression to which the employee is transferring and is able to perform the duties of the Groundman or Helper classification. As a Helper or Groundman, the employee shall either fill a vacancy if one exists or displace the junior employee in the classification, provided such junior employee does not have service greater than the employees' own. If such an employee cannot exercise one of the above options, the employee shall be terminated.
8. The OIT's in this new accelerated program will not be used to relieve a journeyman. They will, however, at certain times during this program, be expected to stand shift with an assigned journeyman at a designated Switching/Operating center for training purposes.

Following one year's experience with the accelerated training program, Company and Union will meet and review the results of the program.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *John R. Bright*
Manager of Industrial Relations

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

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

Dec 23, 1985

By *Jack Wilkey*
Business Manager

EMERYVILLE OIT's
OUTLINE OF SPECIFIC AREAS OF TRAINING

1) 0 - 9 MONTH TRAINING OUTLINE

a) Basic

Employee Relations

- 1) Introduction of the new employees to their fellow workers and the required duties of their job.
- 2) Hours, schedules, etc.
- 3) Working Conditions.
- 4) Explanation of the new OIT program.

The Company

- 1) History
- 2) Facilities
- 3) Service Area - Regions and Service Units
- 4) General explanation of a switching center and their responsibilities.

b) Intensive Classroom and Simulator Training at Emeryville Which Includes the Following.
(Not listed in order to be covered)

Indicating and Recording Instruments

- 1) To accurately read ammeters, voltmeters, wattmeters and VAR meters.
- 2) To accurately read gauges on compressors and gas bottles and to understand their purpose. Learn what appropriate action is to be taken when these values reach a critical point.

Station Equipment

- 1) Proper names for all station equipment and its function in the Station.
- 2) Limitation values of all equipment in amperes, voltage, temperature, pressure and what action you take when these values are approached.

Switching Center Operation

- 1) The complete function, authority and jurisdiction of the simulator as it parallels to a switching center's authority and jurisdiction.

- 2) To receive, process and prepare application for clearances and associated switching programs.
- 3) Continually study and review the General Operating Instructions and Operating Standard Practices, the System Dispatcher's Substation, Protection, Hydro and T&D Bulletins and be prepared to answer questions on them at any time.
- 4) How to loop switch at all voltage levels and how to calculate the load over air switches or disconnects before opening or closing the switch.
- 5) How to sectionalize and restore service at all voltage levels and be completely familiar with underground switching, testing and grounding procedures.
- 6) A working knowledge of relay schemes.
- 7) Continually reviewed in all fields throughout the course.
- 8) Routinely perform switching without Instructor assistance on the power simulator.
- 9) How to use the Annual Report to determine conductor sizes on transmission lines.
- 10) What the Operating Center Manual contains and how to use this information.

Aptitude, Leadership and Initiative

- 1) How to ask questions and get the entire story with all pertinent facts and values necessary before going to the Journeyman Operator for advice or operator orders.
- 2) How to perform the required duties of an Operator-In-Training without continuous supervision.
- 3) How to plan the day while in switching centers to allow time to observe Electrical Technicians and Electricians working on the station equipment. (The only time one can observe the inner workings of relays and CBs or transformers is when the equipment is cleared for work).

Safety

- 1) Necessity for all employees to follow prescribed safety rules and regulations for the mutual benefit of all parties.
- 2) Correct procedures using necessary caution.
- 3) Be aware of voltages involved and their safe working distances.
- 4) Prevention of fires.
- 5) Protection of equipment against injury.

Telephone Systems

- 1) Company owned.
- 2) The PT&T Company and leased lines.
- 3) Carrier systems.
- 4) Microwave systems.
- 5) Non-company connected use to be discouraged.
- 6) The importance of communications and necessity for its proper maintenance.

Human Relations

- 1) Proper respect for supervisor's requirements.
- 2) Fellow employees' personal relations. The relationship between Operators and the System Dispatcher's Office, discipline, proper diplomacy in giving, receiving and/or carrying out specific orders.
- 3) General working conditions.

Public Relations

- 1) Proper identification and attitude when talking to a customer by telephone.
- 2) Receiving requests for information, service, etc.
- 3) Customer-Employee relations during off duty hours.

Seniority

- 1) Meaning of seniority.
- 2) Importance of seniority to new employees.

Knowledge of Terms Commonly Used

- 1) Units of measurement such as volts, amperes, kilowatts, kilowatt hours, synchronizing, paralleling, O.K. for clearance, grounding, operating temperatures, commutators, compressors, bearings, cubic feet, second feet, acre feet, pounds, pressure, etc.

System Dispatcher's Office

- 1) Origin and necessity.
- 2) Interpretation.
- 3) Application.
- 4) Importance.

System Dispatcher's OKs for Taking Equipment Out of Service

- 1) Why they are required.
- 2) Method of obtaining clearances and reporting the equipment being cleared.

Switching Centers

- 1) Their functions and jurisdiction.
- 2) Obtaining clearances, handling system trouble, etc.

Regional Orders and Instructions

- 1) Electric Department Orders.
- 2) Letters of Instructions.

Log Books

- 1) Necessity for a station log.
- 2) Importance of the log as a legal and/or official document.
- 3) Brevity and clarity of log entries.

Care and Observation to Station Equipment

- 1) Lubrication of bearings, checking commutators, etc.
- 2) Checking on temperatures of bearings, transformers, regulators, switches, etc.

3) Cleanliness and good housekeeping.

c) Training Manual Study

0 - 3 Months

1) Complete study and answer all review questions, open-book, in Sections II, III, IV, V, XXII, XXIII and XXIV on operating procedures from the Operator Training Manual.

4 - 6 Months

1) Complete study and answer all review questions, open-book, in Sections VII, VIII, IX and X Generation and Transformation from the Operator Training Manual.

2) Complete study and answer all review questions, open-book, in Sections VI-XVI, XVII, XVIII, XX and XXI on Protection and Communications from the Operator Training Manual.

7 - 9 Months

1) Complete study and answer all review questions, open-book, in Sections XI, XII, XIII, XIV, XV and XIX on Substations and T&D Operation from the Operator Training Manual.

d) Central Schools

0 - 3 Months

1) Complete three-week Basic Electric School.

4 - 6 Months

1) Complete two-week Basic Operating School.

7 - 9 Months

1) Complete three-week Advanced Operating School.

e) Test

0 - 3 Months

1) Satisfactorily complete, closed-book, Training Manual Final Examination No. 1 on operating procedures.

2) Pass three-month wage progression examination.

4 - 6 Months

- 1) Satisfactorily complete, closed-book, Training Manual Final Examination No. 2 on Generation and Transformation.
- 2) Satisfactorily complete, closed-book, Training Manual Final Examination No. 3 on Protection and Communications.
- 3) Pass six-month wage progression examination.

7 - 9 Months

- 1) Satisfactorily complete, closed-book, Training Manual Final Examination No. 4 on Substation and T&D Operation.
- 2) Pass an ~~Nine~~ Nine-Month Written Wage Progression Examination.
- 3) Pass a 2-1/2 hour test on the Training Simulator at the Emeryville Operator School. Progresses to Assistant Operator.

f) Academic Training & Orientation With Other Departments

0 - 9 Months

- 1) Spend one week in the field working with Substation maintenance groups.
- 2) Spend one week in the field working with T&D crews. NOTE: The OIT should ride with a Troublemaker for 2 days.
- 3) Spend one day in the field working with Customer Service people.
- 4) Spend one day in the field working with a Gas Serviceman.
- 5) Spend one week in the field working at an energy production plant -- either Hydro or Thermal.

2) 10 - 15 MONTH TRAINING OUTLINE

This training time will be at Regional switching centers. Their training will be the responsibility of Regional supervision with guidance and support from the General Office, Electric Operations, Substation Department. The General Office Substation Operating Supervisor or his representative will audit the training given to the OIT's at sites approximately four times during this six-month period. The following is a generic training outline that the Regional switching centers will follow:

Assistant Operator Switching and Operating Training

(Under the direction of a Journeyman Operator, perform the following training functions:)

- 1) Properly train the OIT to routinely perform switching alone at all locations in their jurisdiction.
 - 2) Properly train the OIT to routinely perform automatic tests at all locations in their jurisdiction.
 - 3) Continually operate and review the OIT on complete function, authority and jurisdiction of the switching center.
 - 4) Receive, process and prepare application for clearances and associated switching programs.
 - 5) Continually study and review the OIT on General Operating Instructions and Operating Standard Practices and be prepared to answer questions on them at any time.
 - 6) Continually review the OIT on proper procedures to loop switch at all voltage levels and how to calculate load over air switches and disconnects before opening or closing the switch.
 - 7) Continually review OIT on how to sectionalize and restore service at all voltage levels and be completely familiar with underground switching, testing and grounding procedures.
 - 8) Continually review OIT on working knowledge of all relay schemes and learn how to trace out any scheme on a meter and relay print.
 - 9) Complete three months of continuous revolving shifts.
 - 10) Review of all subjects covered to date to determine areas where further study is needed.
 - 11) Continually review all fields.
- 3) 16 - 18 MONTH TRAINING OUTLINE
- 1) Review and evaluation of the past six months spent in the Regions at switching centers.
 - 2) Summarize and review all the training that has been given in past fifteen months.
 - 3) Intensive review training on the Power System Simulator stressing standard operating practices and procedures in preparation to qualify as a Journeyman System Operator.

a) Tests

17 - 18 Months

- 1) Pass Eighteen-month Written Wage Progression Examination.
- 2) Pass 3-1/2 hour test on the Training Simulator.

4) PROGRESS TO JOURNEYMAN SYSTEM OPERATOR