

Pacific Gas and Electric Company

215 Market Street
San Francisco, CA 94106
415/972-7000

June 12, 1989



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:

This letter cancels and supersedes our letter to you on the same subject, dated April 12, 1989.

We are attaching an update of Exhibit A of the Clerical Agreement based on recent discussions and meetings between the Parties, as well as changes required by the 1988 Clerical Agreement.

Since the inclusion of the provisions of Review Committee Decision No. 1005 in the Agreement and the elimination of the postbid procedure (which provides for Subsection 18.8(d) prebidders in the department and headquarters) and the elimination of department designations from Operating Clerical classification names, it appears necessary to reaffirm the decision rendered in Review Committee Decision 1388 along with an agreed to procedure to administer Section 18.3.

The Parties, therefore, agree to apply the following guidelines in the application of Subsection 18.3(a), which reflect the intent of the 1987 general negotiations:

1. to the senior qualified 18.8(a) bidder in the department and headquarters of the vacancy; and then (b) bidder in the department and headquarters.
2. to the senior qualified 18.8(a) bidder in the headquarters of the vacancy; and then (b) bidder in the headquarters.
3. to the senior qualified 18.8(d) bidder in the department and headquarters of the vacancy;
4. to the senior qualified 18.8(d) bidder in the headquarters of the vacancy;

Note: If the vacancy is in a Division Department located at the same headquarters as a Department under the Region, Region 18.3(b) or (d) bidders fall into categories 2 and 4 and vice versa.

5. for upgrades of more than one basic workweek, if the vacancy cannot be filled as outlined in Subsection 18.3(a) as described in 1 through 4 above, and in the absence of a next lower classification existing in the department and headquarters, the provisions of Subsection 18.3(b) will be invoked.

If you are in accord with the foregoing and attachments 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 AND ELECTRIC COMPANY

By Richard B. Bradford
Manager of Industrial Relations

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

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

June 21, 1989

By Jack McHenry
Business Manager

DMSIII:sc

EXHIBIT A

LINES OF PROGRESSION

FOR THE CLERICAL AGREEMENT

REVISED October 1, 1988

REPLACES BOOK DATED January 23, 1987

TABLE OF CONTENTS
CLERICAL LINES OF PROGRESSION

Customer Services

Introduction	1
Customer Services Department	2
Physical Jobs	5

Operating

Introduction	6
Operating Department	8
Pipe Line Operations Gas Chart Office	12
Reprographics Section, Production and Administration	13
Physical Jobs	14

Accounting and Computer Operations

Introduction	23
Accounting Department	24
Computer Operations Department	27
Physical Jobs	29

Miscellaneous

1980 Clerical Wage & Classification Agreement	30
Definition of "At the Top of the Rate"	32
Clerical and Meter Reader Test Batteries	34
Service Representatives' Training Program	37
Senior Service Representatives' Training Program	37
Confidential Employees' Line of Progression	40
Outdated Letters of Agreement	40
Review Committee Decision 1517	41
Review Committee Decision 1005	44

CUSTOMER SERVICES LINES OF PROGRESSION

The following tables are for use in filling vacancies in the Division Customer Services departments. This line of progression includes such general functions as telephone switchboard operations, mail distribution and collection, division files, reproduction, stationery, accounting, office services, new business, meter reading, meter tag posting, marketing, rate analysis, telephone and counter service, credit, cashing and collection in Division, District, and Local Customer Services. The tables should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than, the vacant classification. The classifications listed as next lower, the same as, or higher than, the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Dual classifications (e.g., Utility Clerk/Meter Reader) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the Title) taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1: If a vacancy exists in a Senior Service Representative I classification in the Customer Services Department, consideration under Subsection 18.8(b) and 18.8(c) of the Agreement in order of employment date shall be given to employees classified as Service Representative, the equivalent, or higher in the Customer Services Line of Progression.

Temporary Assignments

Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such department and headquarters. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression.

Example 2: If a temporary vacancy exists in a Senior Service Representative I classification in the Customer Services Department, consideration in order of employment date shall be given to employees classified as Service Representative or equivalent in the Customer Services Department.

CUSTOMER SERVICES LINES OF PROGRESSION

- 2641 SENIOR SERVICE REPRESENTATIVE II
- 2761 SENIOR SERVICE REPRESENTATIVE-STENO II (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2765 SENIOR SERVICE REPRESENTATIVE-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

Same or Higher Classifications

- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- *2782 Senior Meter Reader
- 2696 Senior Stenographer—Customer Services

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II

*Must have formerly held classification of Head Meter Reader in charge of 14 or more Meter Readers (L.A. 84-50).

- 2650 SENIOR SERVICE REPRESENTATIVE I
- 2653 SENIOR SERVICE REPRESENTATIVE-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2811 SENIOR SERVICE REPRESENTATIVE-TYPIST I (55 w.p.m. typing required)
- 2696 SENIOR STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)

Next Lower Classifications

Same or Higher Classifications

- 2660 Service Representative
- 2663 Service Representative-Steno
- 2666 Service Representative-Typist
- 2674 Stenographer—Customer Services
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2353 Power Surveyor
- 2698 Telephone PBX Operator—Customer Services

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2782 Senior Meter Reader
- 2696 Senior Stenographer—Customer Services

2782 SENIOR METER READER

The duties of the Senior Meter Reader position, which are subject to the grievance procedure, include the following: (a) Training (office and field as assigned). Electronic meter reading device training, other than training by General Office and Regional staff project teams, is within the duties of the Senior Meter Reader classification. (b) Access arrangements (office and field; pesticide access; Meter Reading postcard and plastic card appointments and reads). In connection with access arrangements, it is proper to have a Senior Meter Reader pull electric meters to make visual inspection for irregularities and seal the meter with a gold locking ring or other appropriate sealing devices. (c) Clerical duties as assigned and field duties as assigned for rerouting and reserialization (final decision reserved to management; includes new account numbers and individual route inspection). (d) Reading any meter route when deemed necessary. (e) Maintain records and post standard reports. (f) Other bargaining unit work as assigned. (g) Plan, organize and staff Meter Reader work assignments as assigned. (h) Field verification of high bill inquiries and possible meter reading errors (reread; no customer contact except to explain how to read meter). (i) Type III audits (vehicle inspection).

Next Lower Classifications

- *2785 Meter Reader
- *2660 Service Representative
- *2666 Service Representative-Typist
- *2663 Service Representative-Steno

Same or Higher Classifications

- 2782 Senior Meter Reader
- * 2650 Senior Service Representative I
- * 2811 Senior Service Representative I-Typist
- * 2653 Senior Service Representative I-Steno
- * 2641 Senior Service Representative II
- * 2765 Senior Service Representative II-Typist
- * 2761 Senior Service Representative II-Steno
- * 2760 Credit Representative
- * 2770 Credit Representative & Meter Reader

*Must have at least two years' experience as a Meter Reader.

2760 CREDIT REPRESENTATIVE
2770 CREDIT REPRESENTATIVE AND METER READER

Next Lower Classifications

- 2660 Service Representative
- 2663 Service Representative-Steno
- 2666 Service Representative-Typist
- 2674 Stenographer
- 2785 Meter Reader

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2696 Senior Stenographer-Customer Services
- 2782 Senior Meter Reader
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2353 Power Surveyor

- * 2660 SERVICE REPRESENTATIVE
- * 2663 SERVICE REPRESENTATIVE-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required)
- * 2666 SERVICE REPRESENTATIVE-TYPIST (55 w.p.m. typing required)
- 2674 STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2698 TELEPHONE PBX OPERATOR

Next Lower Classifications

- ** 2675 Utility Clerk-Customer Services
- 2688 Utility Stenographer-Customer Services
- 2687 Utility Telephone PBX Operator -
Customer Services
- 2690 Utility Typist-Customer Services
- 2785 Meter Reader
- 2844 Stenographer C-Customer Services -
(Incumbent Only)
- 2863 Typist A-Customer Services -
(Incumbent Only)
- 2823 Telephone PBX Operator B-Customer Services
(Incumbent Only)
- ** 2679 Utility Clerk-Steno - Customer Services
- ** 2683 Utility Clerk-Typist - Customer Services
- 2731 Word Processing Operator - Customer Services

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2696 Senior Stenographer-Customer Services
- 2674 Stenographer-Customer Services
- 2698 Telephone PBX Operator-Customer Services
- 2782 Senior Meter Reader
- 2660 Service Representative
- 2663 Service Representative-Steno
- 2666 Service Representative-Typist
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2353 Power Surveyor

- * Employees who have previously held the position of Customer Services Clerk are considered to have met the test requirements for entering the classification of Service Representative (L.A. 818).
- ** Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

2785 METER READER

A Meter Reader is an employee assigned a route of meter locations. Each location is visited, the meter number checked and meter dials read and recorded. Any unusual or abnormal conditions observed are reported. Completed work is submitted at the office and other related work is performed as assigned. The following conditions are to be observed when assigning other related work: (a) Training is provided. (b) Meter Readers can safely perform their job duties. (c) Meter Readers will not be routinely assigned work which falls within the job description of another classification, and when additional work is assigned, route sizes are taken into account. (d) It is part of a Meter Reader's job to return to accounts missed by such Meter Reader. (e) If Union believes that the additional "other related work" merits an inequity adjustment to the Meter Reader wage rate, Company agrees to negotiate on an interim basis.

BEGINNER'S CLASSIFICATION.

- 2675 UTILITY CLERK-CUSTOMER SERVICES
- 2679 UTILITY CLERK-STENO - CUSTOMER SERVICES
- 2683 UTILITY CLERK-TYPIST - CUSTOMER SERVICES
- 2687 UTILITY TELEPHONE PBX OPERATOR - CUSTOMER SERVICES
- 2690 UTILITY TYPIST - CUSTOMER SERVICES
- 2785 METER READER
- 2688 UTILITY STENOGRAPHER - CUSTOMER SERVICES
- 2731 WORD PROCESSING OPERATOR - CUSTOMER SERVICES

See also Note 5(a), Page 31.

BEGINNER'S CLASSIFICATIONS.

PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES
IN THE CUSTOMER SERVICES LINE OF PROGRESSION ARE VALID
PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT

CUSTOMER SERVICES DEPARTMENT

2353 POWER SURVEYOR

An employee who surveys customer's connected electric load and uses and records the data relating thereto for the purpose of analyzing and applying the proper rate schedules; checks and sketches customer's wiring; locates and reports rate and rule deviations, metering irregularities, low voltage, overloads or other abnormal conditions; may be required to survey gas installations; is required to discuss rates and use with customers.

Next Lower Classifications

- 2785 Meter Reader
- 2660 Service Representative
- 2663 Service Representative—Steno
- 2666 Service Representative—Typist
- 2782 Senior Meter Reader

Same or Higher Classifications

- 2350 Head Power Surveyor
- 2353 Power Surveyor
- 2641 Senior Service Representative II
- 2761 Senior Service Representative—Steno II
- 2765 Senior Service Representative—Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative—Steno I
- 2811 Senior Service Representative—Typist I
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader

OPERATING LINES OF PROGRESSION

The following tables are for use in filling vacancies in the Region and General Office Operating Departments: (This line of progression may include such general functions as telephone switchboard operations, mail distribution and collection, Region or Division files, reproduction, stationery, accounting, office services, and new business, including administration and preparation of agreements and contracts.)

Region and Division Electric Superintendent's Office, Engineering, District and Local Office Operations as well as specialty Departments such as Underground, Operating, Hydro, Overhead, and Water;

Region and Division Gas Superintendent's Office, Engineering, District and Local Office Operations as well as specialty departments such as Transmission and Regulation, Service and Distribution;

Region and Division General Services, Building, Land, Transportation, and Materials (including General Office Garage and Materials Section within San Francisco Division);

Materials Distribution Department including the office, shop and warehouse sections, and the Decoto Pipe Yard and Plant.

Pipeline Operations Department, including the field office operations and chart office units;

Design Drafting Department, including such general functions as Records, Drawing Control, Index Files, Vault, Microfilm, Varitype, MTST and Administrative; and

Reprographics Section of Engineering Services Department, including production and office units.

Physical jobs to which Clerical Employees are valid pre-bidders under Section 18.8 of the Clerical Agreement and Section 205.7 of the Physical Agreement.

The tables should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than, the vacant classification. The classifications listed as next lower, the same as, or higher than, the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Example 1: If a vacancy exists in a Senior Operating Clerk I classification in the department, consideration under Subsection 18.8(b) and 18.8(c) of the agreement in order of employment date shall be given to employees classified as Operating Clerk, the equivalent, or higher in the Operating Line of Progression.

Temporary Assignments

Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such department and headquarters. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression.

Example 2: If a temporary vacancy exists in a Senior Operating Clerk I classification, consideration in order of employment date shall be given to employees classified as Operating Clerk in the office department and headquarters.

The transfer rights of employees of the Vice President and Comptroller's Organization and the General Office Operating Clerical (including the Design Drafting Clerical Unit, Reprographics Clerical Unit, and General Office Building Department) have been expanded to provide Subsection 18.5(c) (l) rights between these groups, effective 1-31-80.

OPERATING LINES OF PROGRESSION

- 2723 SENIOR OPERATING CLERK II
- 2645 SENIOR OPERATING CLERK-STENO II (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2646 SENIOR OPERATING CLERK-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

- 2789 Senior Operating Clerk I
- 2859 Senior Operating Clerk I-Truck Dispatcher
(San Francisco Division Only)
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I
- 0250 Foreman's Clerk
- 0247 Field Clerk - Water
- 0254 Utility Foreman's Clerk
- 4906 Reprographics Job Coordinator

Same or Higher Classifications

- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II
- 0243 Senior Field Clerk - G.C.
- 0263 Senior Hydro Clerk
- 0290 Senior Plant Clerk
- 0310 Senior Shop Clerk - G.C.
- 0253 Foreman's Clerk

- 2789 SENIOR OPERATING CLERK I
- 2654 SENIOR OPERATING CLERK-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2655 SENIOR OPERATING CLERK-TYPIST I (55 w.p.m. typing required)
- 2696 SENIOR STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)

Next Lower Classifications

- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist
- 2674 Stenographer
- 2698 Telephone PBX Operator
- 0252 Assistant Foreman's Clerk
- 0277 Parts Clerk
- * 0524 Fieldman

Same or Higher Classifications

- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II
- 2789 Senior Operating Clerk I
- 2859 Senior Operating Clerk I Truck Dispatcher
(San Francisco Division Only)
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I
- 2696 Senior Stenographer
- 0250 Foreman's Clerk
- 0253 Foreman's Clerk
- 0254 Utility Foreman's Clerk
- 0247 Field Clerk-Water

*If reclassified from 0240 Field Clerk on January 1, 1988 has 18.8(b) or 18.8(c) bid status.

(Continued on next page)

Same or Higher Classifications (continued)

0243 Senior Field Clerk - (G.C.)
0246 First Field Clerk - (G.C.)
0290 Senior Plant Clerk
0293 First Plant Clerk
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0310 Senior Shop Clerk - G.C.
0313 First Shop Clerk - G.C.
4906 Reprographics Job Coordinator

2859 SENIOR OPERATING CLERK I (TRUCK DISPATCHER) (SAN FRANCISCO DIVISION ONLY)

Next Lower Classifications

0462 Heavy Truck Driver

Same or Higher Classifications

2723 Senior Operating Clerk II
2645 Senior Operating Clerk-Steno II
2646 Senior Operating Clerk-Typist II
2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I
2655 Senior Operating Clerk-Typist I
2696 Senior Stenographer

2662 OPERATING CLERK
2664 OPERATING CLERK-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required)
2667 OPERATING CLERK-TYPIST (55 w.p.m. typing required)
2674 STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)
2698 TELEPHONE PBX OPERATOR-OPERATING

Next Lower Classifications

* 2676 Utility Clerk - Operating
* 2680 Utility Clerk-Steno - Operating
* 2684 Utility Clerk-Typist - Operating
2688 Utility Steno - Operating
2690 Utility Typist - Operating

Same or Higher Classifications

2723 Senior Operating Clerk II
2645 Senior Operating Clerk-Steno II
2646 Senior Operating Clerk-Typist II
2654 Senior Operating Clerk-Steno I
2655 Senior Operating Clerk-Typist I

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations

(Continued on next page)

Next Lower Classifications

2687 Utility Telephone PBX Operator - Operating
2823 Telephone PBX Operator - Operating
2844 Steno C - Operating
2863 Typist A - Operating
2732 Word Processing Operator - Operating

Same or Higher Classifications

2789 Senior Operating Clerk I
2662 Operating Clerk
2664 Operating Clerk-Steno
2667 Operating Clerk-Typist
2696 Senior Steno - Operating
2674 Steno Operating
2698 Telephone PBX Operator - Operating
0250 * Foreman's Clerk
0253 Foreman's Clerk
0254 Utility Foreman's Clerk
0252 Assistant Foreman's Clerk
0247 Field Clerk - Water
0277 Parts Clerk
0243 Senior Field Clerk (G.C.)
0246 First Field Clerk (G.C.)
4906 Reprographics Job Coordinator
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0265 Routine Hydro Clerk
0290 Senior Plant Clerk
0293 First Plant Clerk
0294 Routine Plant Clerk
0310 Senior Shop Clerk (G.C.)
0313 First Shop Clerk (G.C.)
0314 Routine Shop Clerk (G.C.)
0275 Partsman (G.C.)
* 0524 Fieldman

*If reclassified from 0240 Field Clerk on January 1, 1988 has 18.8(b) or 18.8(c) bid status.

2676 UTILITY CLERK - OPERATING
2680 UTILITY CLERK-STENO - OPERATING
2684 UTILITY CLERK-TYPIST - OPERATING
2688 UTILITY STENOGRAPHER - OPERATING
2687 UTILITY TELEPHONE PBX OPERATOR - OPERATING
2690 UTILITY TYPIST - OPERATING
2732 WORD PROCESSING OPERATING - OPERATING

See also Note 5(a), Page 31.

BEGINNER'S CLASSIFICATIONS.

**PIPE LINE OPERATIONS DEPARTMENT
GAS CHART OFFICE**

2709 SENIOR GAS ACCOUNTING CLERK II

Next Lower Classifications

2708 Senior Gas Accounting Clerk I

Same or Higher Classifications

2709 Senior Gas Accounting Clerk II

2708 SENIOR GAS ACCOUNTING CLERK I

Next Lower Classifications

2707 Gas Accounting Clerk

Same or Higher Classifications

2709 Senior Gas Accounting Clerk II

2708 Senior Gas Accounting Clerk I

2707 GAS ACCOUNTING CLERK

Next Lower Classifications

2706 Gas Chart Calculator

Same or Higher Classifications

2709 Senior Gas Accounting Clerk II

2708 Senior Gas Accounting Clerk I

2707 Gas Accounting Clerk

2706 GAS CHART CALCULATOR

BEGINNER'S CLASSIFICATION

GENERAL OFFICE ENGINEERING SERVICES DEPARTMENT

REPROGRAPHICS SECTION PRODUCTION UNIT

7110 COMMERCIAL PHOTOGRAPHER (LEAD JOB) *

Responsible for training, performing lead functions, and the performance of all duties of the Commercial Photographer and related clerical duties.

Next Lower Classifications

7004 Reprographics Operator

Same or Higher Classifications

7110 Commercial Photographer
7003 Senior Reprographics Operator

7003 SENIOR REPROGRAPHICS OPERATOR (LEAD JOB) *

Responsible for training, performing lead functions, and the performance of all duties of a Reprographics Operator and related clerical duties.

Next Lower Classifications

7004 Reprographics Operator A *

Same or Higher Classifications

7110 Commercial Photographer
7003 Senior Reprographics Operator

7004 REPROGRAPHICS OPERATOR A **

Next Lower Classifications

7005 Reprographics Operator B

Same or Higher Classifications

7110 Commercial Photographer
7003 Senior Reprographics Operator
7004 Reprographics Operator A

* With training and/or previous experience.

**Progression to Reprographics Operator A is automatic when qualifications have been met.

(Continued on next page)

REPROGRAPHICS SECTION (Continued)

7005 REPROGRAPHICS OPERATOR B

BEGINNER'S CLASSIFICATION

Requires passing Guilford-Zimmerman Mechanical Knowledge Test with at least 17 points and the Personnel Research Institute Name Comparison Test with at least 70 points. Employees will be allowed two opportunities to take the Guilford-Zimmerman Mechanical Knowledge Test with a three-month minimum interim between tests if an employee fails the first test (L.A. 84-124).

A transfer application from a Clerical employee in the Reprographics Section will be given priority "1" status under the job bidding system when transferring to a Reprographics Operator B. Priority "1" transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsections 18.8(a) or (b), as appropriate.

ADMINISTRATION UNIT

4906 REPROGRAPHICS JOB COORDINATOR

Next Lower Classifications

2662 Operating Clerk
7110 Commercial Photographer
7003 Senior Reprographics Operator

Same or Higher Classification

4906 Reprographics Job Coordinator

See pages 9, 10 and 11 for Operating and Utility Clerks in the Reprographics section.

PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES
IN THE OPERATING LINE OF PROGRESSION
ARE VALID PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT

DIVISION ELECTRIC DEPARTMENT OFFICE

0254 UTILITY FOREMAN'S CLERK

Job duties vary by headquarters: bidding rights same as Foreman's Clerk.

0253 FOREMAN'S CLERK - if directing the work of more than two Assistant Foreman's Clerks.

(Continued on next page)

0250 FOREMAN'S CLERK

An employee whose background and experience as such that he has a comprehensive knowledge of the operation and procedures of a General Foreman's or Assistant Supervisor's office and is engaged in performing clerical work and assisting in the administrative work of such office. This work includes such duties as coordinating various functions to facilitate the completion of jobs, assigning jobs to crews, receiving and dispatching customers' complaints or switching orders, preparing reports, processing time cards, work orders and GM's for the crews or for accounting purposes, and maintaining office files and records. May direct the work of one or two Assistant Foreman's Clerks.

Next Lower Classifications

- 0252 Assistant Foreman's Clerk
- 0458 Field Clerk - Electric T&D
- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist

Same or Higher Classifications

- 0243* Senior Field Clerk (G.C.)
- 0246 First Field Clerk (G.C.)
- 0250 Foreman's Clerk
- 0253 Foreman's Clerk
- 0254 Utility Foreman's Clerk
- 0310 Senior Shop Clerk (G.C.)
- 0313 First Shop Clerk (G.C.)
- 1750 Senior Service Operator (Incumbent Only)
- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating-Typist II
- 2789 Senior Operating-Clerk I
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I

0252 ASSISTANT FOREMAN'S CLERK

An employee in a General Foreman's or Assistant Supervisor's office who assists the Foreman's Clerk or Senior Clerk by performing clerical work requiring a basic knowledge of Electric Department office procedures and accounting principles. This work includes such duties as writing requisitions for work orders or GM's, processing time cards, work orders and GM's for the crews or for accounting purposes, and maintaining office files and records. May receive and dispatch customers' complaints.

(Continued on next page)

0252 ASSISTANT FOREMAN'S CLERK (continued)

Next Lower Classifications

- *2676 Utility Clerk - Operating
- *2680 Utility Clerk-Steno - Operating
- *2684 Utility Clerk-Typist - Operating
- **2732 Word Processing Operator - Operating

Same or Higher Classifications

- 0456 T & D Driver
- 0458 Field Clerk - Electric T&D
- 1750 Senior Service Operator
- 0243 Senior Field Clerk (G.C.)
- 0245 Routine Field Clerk (G.C.)
- 0246 First Field Clerk (G.C.)
- 0250 Foreman's Clerk
- 0253 Foreman's Clerk
- 0254 Utility Foreman's Clerk
- 0252 Assistant Foreman's Clerk
- 0310 Senior Shop Clerk (G.C.)
- 0313 First Shop Clerk (G.C.)
- 0314 Routine Shop Clerk (G.C.)
- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II
- 2789 Senior Operating Clerk I
- 2793 Senior Operating Clerk I
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I
- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist

*Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

**The 30-month wage step of Word Processing Operator will be considered as top rate of pay when bidding to Assistant Foreman's clerk.

Notes: The starting rate for an employee who is a successful bidder on an Assistant Foreman's Clerk vacancy and who bids from T&D Driver and who is at the top rate of the T&D Driver classification, shall be the top rate of Assistant Foreman's Clerk. If he is not at the top rate of T&D Driver, he shall be placed at the 18-month wage step, and time worked in the T&D Driver classification shall be credited as time worked in the Assistant Foreman's Clerk Classification.

(Continued on next page)

0252 ASSISTANT FOREMAN'S CLERK (continued)

Employees in Foreman's Clerk or Assistant Foreman's Clerk classifications shall be considered as next lower to Senior Operating Clerk II or Senior Operating Clerk I vacancies, respectively, in the Electric Department as indicated in the appropriate Division Clerical Lines of Progression.

DIVISION ELECTRIC DEPARTMENT
CLERICAL—HYDRO

0263 SENIOR HYDRO CLERK

An employee who has the qualifications of a First Hydro Clerk, performs clerical work and assists in the administrative work of the Hydro Supervisor's office and is the lead clerk in directing the work of other Hydro Clerks. When qualified, may be required to drive light Company vehicles.

Next Lower Classifications

Same or Higher Classifications

- 0247 Field Clerk - Water
- 0264 First Hydro Clerk
- 2723 Senior Operating Clerk II
- 2726 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II

- 0243 Senior Field Clerk (G.C.)
- 0263 Senior Hydro Clerk
- 0310 Senior Shop clerk (G.C.)

0264 FIRST HYDRO CLERK

An employee, under general supervision, whose background and experience are such that he has a comprehensive knowledge of the operation and procedures of the Hydro Department and is engaged in performing clerical work and assisting in the administrative work of the Hydro Supervisor's office. This work encompasses such duties as coordinating various functions to facilitate completion of jobs, including associated clerical duties in the field, assigning jobs to crews, ordering materials, preparing reports, processing time cards, work orders and GM's for the crews or for accounting purposes and maintaining office files and records. May supervise details of boardinghouse operations. Must have the clerical and typing skills required of a *Routine Hydro Clerk and may be required to take dictation. When qualified, may be required to drive light Company vehicles.

(Continued on next page)

0264 FIRST HYDRO CLERK (continued)

Next Lower Classifications

- *0265 Routine Hydro Clerk
- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist

Same or Higher Classifications

- 0243 Senior Field Clerk (G.C.)
- 0244 Field Clerk - G.C. (3 years and above)
- 0246 First Field Clerk (G.C.) and Combination
- 0247 Field Clerk - Water
- 0263 Senior Hydro Clerk
- 0264 First Hydro Clerk
- 0310 Senior Shop Clerk (G.C.) Department and Combination
- 0313 First Shop Clerk (G.C.)
- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II
- 2789 Senior Operating Clerk I
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I

*0265 ROUTINE HYDRO CLERK

An employee who performs routine clerical work requiring a basic knowledge of established Hydro Department office procedures and elementary accounting principles; may operate PBX board. Must have a high school education or its equivalent and be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Hydro Clerk. When qualified, may be required to drive light Company vehicles.

BEGINNER'S CLASSIFICATION

WATER DEPARTMENT

0247 FIELD CLERK

An employee whose background and experience is such that he has a comprehensive knowledge of the operation and procedures of a general foreman's or foreman's office in the Water Department and who performs the clerical work and assists in the administrative work of such office. This work includes such duties as coordinating various functions to facilitate the completion of jobs, assigning jobs to crews, receiving and dispatching customer's complaints, preparing reports, processing time cards, work orders, and GM's for the crews or for accounting purposes and maintaining office files and records. His duties may require that he work in the office, in a camp, or in the field.

(Continued on next page)

0247 FIELD CLERK (continued)

Next Lower Classifications

0265 Routine Hydro Clerk
 2662 Operating Clerk
 2664 Operating Clerk—Steno
 2667 Operating Clerk—Typist

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)
 0245 Routine Field Clerk - G.C.
 0246 First Field Clerk (G.C.)
 0263 Senior Hydro Clerk
 0264 First Hydro Clerk
 0310 Senior Shop Clerk (G.C.)
 0313 First Shop Clerk (G.C.)
 2723 Senior Operating Clerk II
 2645 Senior Operating Clerk—Steno II
 2646 Senior Operating Clerk—Typist II
 2789 Senior Operating Clerk I
 2654 Senior Operating Clerk—Steno I
 2655 Senior Operating Clerk—Typist I

STEAM GENERATION AND NUCLEAR PLANT OPERATIONS DEPARTMENTS

0290 SENIOR PLANT CLERK

An employee who has the qualifications of a First Plant Clerk performs clerical work and is the lead clerk in a plant office directing the work of the other Plant Clerks.

Next Lower Classifications

0293 First Plant Clerk
 2723 Senior Operating Clerk II
 2645 Senior Operating Clerk—Steno II
 2646 Senior Operating Clerk—Typist II

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)
 0263 Senior Hydro Clerk
 0290 Senior Plant Clerk
 0310 Senior Shop Clerk (G.C.)

0293 FIRST PLANT CLERK

An employee who, under general supervision, performs clerical work requiring a working knowledge of all procedures used in steam plant office work and the normal amount of judgement accompanying that knowledge. May also be required to maintain special and routine statistical records of operation and maintenance and to make computation for the preparation of reports. May be required to type accurately with reasonable speed.

(Continued on next page)

0293 FIRST PLANT CLERK (continued)

Next Lower Classifications

0294 Routine Plant Clerk
 2662 Operating Clerk
 2664 Operating Clerk—Steno
 2667 Operating Clerk—Typist
 0301 Control Room Assistant (DCPP)

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)
 0246 First Field Clerk (G.C.)
 0263 Senior Hydro Clerk
 0264 First Hydro Clerk
 0290 Senior Plant Clerk
 0293 First Plant Clerk
 0310 Senior Shop Clerk (G.C.)
 0313 First Shop Clerk (G.C.)
 2723 Senior Operating Clerk II
 2645 Senior Operating Clerk—Steno II
 2646 Senior Operating Clerk—Typist II
 2789 Senior Operating Clerk I
 2654 Senior Operating Clerk—Steno I
 2655 Senior Operating Clerk—Typist I

0301 CONTROL ROOM ASSISTANT (DCPP)

A shift employee in a nuclear power plant who is assigned to assist the shift foreman in the performance of his administrative duties and who performs clerical work on shift. Is responsible to the plant office supervisor for the quality and quantity of the work performed. Performs such duties as verifying and preparing time cards for the foreman's signature, making and receiving calls relating to personnel and other matters for the shift foreman, maintaining logs, preparing summaries, assembling reports, preparing permits, and similar duties. Is responsible for maintaining supply of and preparation of food for required meals. Must be familiar with Company's accounting and record-keeping procedures, and shall be able to use a typewriter with moderate skill (25 words per minute net).

Next Lower Classifications

0294 Routine Plant Clerk

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)
 0246 First Field Clerk (G.C.)
 0263 Senior Hydro Clerk
 0264 First Hydro Clerk
 0290 Senior Plant Clerk
 0293 First Plant Clerk
 0301 Control Room Assistant (DCPP)

(Continued on next page)

0301 CONTROL ROOM ASSISTANT (DCPP) (continued)

Same or Higher Classifications

- 0310 First Shop Clerk (G.C.)
- 0313 First Shop Clerk (G.C.)
- 2723 Senior Operating Clerk II
- 2645 Senior Operating Clerk–Steno II
- 2646 Senior Operating Clerk–Typist II
- 2789 Senior Operating Clerk I
- 2654 Senior Operating Clerk–Steno I
- 2655 Senior Operating Clerk–Typist I

0294 ROUTINE PLANT CLERK

An employee who performs routine clerical work requiring a basic knowledge of established Company steam plant office procedures and elementary accounting principles; may operate PBX Board or take readings during plant tests; in training for advancement to First Plant Clerk. Must have a high school education or its equivalent and be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Plant Clerk.

BEGINNER'S CLASSIFICATION

Note: A transfer application from a Utility Plant Clerk (DCPP) to Routine Plant Clerk will be given Priority 1 status under the Job Bidding System. Priority 1 transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsection 207 (a), (b) or (c) as appropriate.

0296 UTILITY PLANT CLERK (DCPP)

An employee who performs routine typing, filing, microfilming, photocopying and general clerical work. May operate PBX terminal, CRT terminal, and other standard office equipment. May be required to type with reasonable speed (35 words per minute net). Must have met all of Company's pre-employment clerical requirements.

BEGINNER'S CLASSIFICATION

GARAGE DEPARTMENT

0277 PARTS CLERK

A employee with a thorough knowledge of automotive parts and stores procedures, who performs without direct supervision, duties which include the purchasing, storing, issuing and requisitioning of automotive parts and tools. He may also be required to perform clerical work and assist in the administrative work of the Foreman's or General Foreman's office.

Next Lower Classifications

0880 Garageman
1210 Materialsman
2662 Operating Clerk
2664 Operating Clerk-Steno
2667 Operating Clerk-Typist

Same or Higher Classifications

0277 Parts Clerk
0730 Garage Subforeman
1254 Utility Equipment Mechanic
1255 (1256) Equipment Mechanic & (Unassigned)
1258 Apprentice Equipment Mechanic
2645 Senior Operating Clerk-Steno II
2646 Senior Operating Clerk-Typist II
2723 Senior Operating Clerk II
2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I
2655 Senior Operating Clerk-Typist I

ACCOUNTING AND COMPUTER OPERATIONS LINES OF PROGRESSION

The tables shown are for use in filling vacancies in the Disbursement Accounting Department, Assistant Comptroller—Processing and Control Section, Computer Operations Department, Customer Accounting Department, Plant Accounting Department, Mail Services Section of General Office Building Department, and Corporate Accounting (except Special Report and Analysis Section). They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended. In addition, the transfer rights of employees of the Vice-President and Comptroller's Organization and the General Office Operating Clerical (including the Design Drafting Clerical Unit, Reprographics Clerical Unit, and the Mail Services Section of the General Office Building Department) have been expanded to provide Subsection 18.5(c)(1) rights between these groups.

Transfer rights of employees in the Computer Operations Department and the Vice President and Comptroller's Organization have been established to provide 18.5(c)(1) rights between these groups.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than the vacant classification. The classifications listed as next lower, the same as, or higher than the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Example 1: If a vacancy exists in a Senior Accounting Clerk I classification in the Payroll Section, consideration under Subsection 18.8(b) and 18.8(c) of the Agreement in order of employment date shall be given to employees classified as Accounting Clerk, the equivalent, or higher.

Temporary Assignments: Temporary upgrades shall take place within the unit in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such unit. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the unit shall be made from the section, then the department, and last, the Vice President and Comptroller's Organization.

Example 2: If a temporary vacancy exists in a Senior Accounting Clerk I classification in a unit of the Vice President and Comptroller's Organization, consideration in order of employment date shall be given to employees classified as Accounting Clerk in that unit.

Transfers within Vice President and Comptroller's Organization (LA 82-4)

"An employee who has been promoted or transferred into or within the Vice President and Comptroller's Organization will not have his or her bids or applications for transfer to move laterally considered for a minimum of six months following such promotion or transfer. The foregoing shall not apply to shift changes. Employees transferring or bidding between departments in Vice President and Comptroller's and Computer Operations Department will not be bypassed pursuant to Section 18.11 of the Clerical Agreement if solely based on a lack of job knowledge and/or experience. The foregoing shall not abrogate the parties' intent to develop and implement training and testing procedures for promotional eligibility to all senior classifications in the Vice President and Comptroller's Organization. Once such training and testing procedures are negotiated and implemented, Company and Union will review the contents of this paragraph."

ACCOUNTING AND COMPUTER OPERATIONS LINES OF PROGRESSION
Accounting

- 2642 SENIOR ACCOUNTING CLERK II
 2763 SENIOR ACCOUNTING CLERK-STENO II (80 w.p.m. shorthand and 50 w.p.m. typing required)
 2767 SENIOR ACCOUNTING CLERK-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

- 2788 Senior Accounting Clerk I
 2797 Senior Accounting Clerk-Steno I
 2813 Senior Accounting Clerk-Typist I
 2878 Computer Operator I
 2778 Computer Operator I-B
 2808 Lead Data Entry Operator (1)
 2696 Senior Stenographer - Accounting

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
 2763 Senior Accounting Clerk-Steno II
 2767 Senior Accounting Clerk-Typist II
 2879 Senior Computer Operator
 2779 Computer Operator 1-A

- 2788 SENIOR ACCOUNTING CLERK II
 2797 SENIOR ACCOUNTING CLERK-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required)
 2813 SENIOR ACCOUNTING CLERK-TYPIST I (55 w.p.m. typing required)
 2696 SENIOR STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)

Next Lower Classifications

- 2661 Accounting Clerk
 2665 Accounting Clerk-Steno
 2873 Accounting Clerk-Typist
 2877 Computer Operator II
 2697 Machine Operator - Accounting
 2674 Stenographer - Accounting
 2673 Typist - Accounting

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
 2763 Senior Accounting Clerk-Steno II
 2767 Senior Accounting Clerk-Typist II
 2808 Lead Data Entry Operator (1)
 2788 Senior Accounting Clerk I
 2797 Senior Accounting Clerk-Steno I
 2813 Senior Accounting Clerk-Typist I
 2879 Senior Computer Operator
 2779 Computer Operator I-A
 2778 Computer Operator I-B
 2878 Computer Operator I
 2696 Senior Steno - Accounting

(1) An employee classified as a Lead Data Entry Operator - Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "EEI Clerical Test Battery," or has qualified in accordance with the provisions outlined on pages 34 - 36.

2661 ACCOUNTING CLERK
 2665 ACCOUNTING CLERK-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required)
 2873 ACCOUNTING CLERK-TYPIST II (55 w.p.m. typing required)
 2697 MACHINE OPERATOR
 2674 STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)
 2673 TYPIST (55 w.p.m. typing required)

Next Lower Classifications

Same or Higher Classifications

*2677 Utility Clerk - Accounting	2642 Senior Accounting Clerk II
*2681 Utility Clerk-Steno - Accounting	2763 Senior Accounting Clerk-Steno II
*2685 Utility Clerk-Typist - Accounting	2767 Senior Accounting Clerk-Typist II
2875 Computer Operator III	2788 Senior Accounting Clerk I
2876 Computer Operator III-A	2797 Senior Accounting Clerk-Steno I
2688 Utility Stenographer - Accounting	2813 Senior Accounting Clerk-Typist I
2807 Data Entry Operator	2879 Senior Computer Operator
2690 Utility Typist - Accounting	2779 Computer Operator I-A
2689 Utility Machine Operator - Accounting	2778 Computer Operator I-B
2773 Mail Clerk Driver	2878 Computer Operator I
2844 Stenographer C - Accounting (Incumbent Only)	2877 Computer Operator II
2863 Typist A - Accounting (Incumbent Only)	2697 Machine Operator
2805 Machine Operator B (Incumbent Only)	2808 Lead Data Entry Operator (1)
2733 Word Processing Operator - Accounting	2661 Accounting Clerk
	2665 Accounting Clerk-Steno
	2873 Accounting Clerk-Typist
	2696 Senior Stenographer - Accounting
	2674 Stenographer - Accounting
	2673 Typist - Accounting

(1) An employee classified as Data Entry Operator or Lead Data Entry Operator—Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the “EEI Clerical Test Battery,” or has qualified in accordance with the provisions outlined on pages 34 - 36.

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

2773 MAIL CLERK DRIVER

Next Lower Classifications

- *2677 Utility Clerk - Accounting
- *2681 Utility Clerk-Steno - Accounting
- *2685 Utility Clerk-Typist - Accounting
- 2688 Utility Steno - Accounting
- 2690 Utility Typist - Accounting
- 2807 Data Entry Operator (1)
- 2689 Utility Machine Operator
- 2875 Computer Operator III
- 2876 Computer Operator III-A
- 2844 Stenographer C - Accounting
(Incumbent Only)
- 2863 Typist A - Accounting (Incumbent Only)
- 2805 Machine Operator B (Incumbent Only)
- 2733 Word Processing Operator - Accounting

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
- 2763 Senior Accounting Clerk-Steno II
- 2767 Senior Accounting Clerk-Typist II
- 2788 Senior Accounting Clerk I
- 2797 Senior Accounting Clerk-Steno I
- 2813 Senior Accounting Clerk-Typist I
- 2879 Senior Computer Operator
- 2779 Computer Operator I-A
- 2778 Computer Operator I-B
- 2878 Computer Operator I
- 2877 Computer Operator II
- 2773 Mail Clerk Driver
- 2808 Lead Data Entry Operator (1)
- 2825 Office Machine Repairman
- 2673 Typist - Accounting
- 2661 Accounting Clerk
- 2665 Accounting Clerk-Steno
- 2873 Accounting Clerk-Typist
- 2697 Machine Operator - Accounting
- 2819 Senior Office Machine Repairman

(1) An employee classified as Data Entry Operator or Lead Data Entry Operator—Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "EEI Clerical Test Battery," or has qualified in accordance with the provisions outlined on pages 34 - 36.

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

- 2677 UTILITY CLERK
- 2681 UTILITY CLERK-STENO
- 2685 UTILITY CLERK-TYPIST
- 2689 UTILITY MACHINE OPERATOR
- 2688 UTILITY STENOGRAPHER
- 2690 UTILITY TYPIST
- 2733 WORD PROCESSING OPERATOR - ACCOUNTING

See also Note 5(a), page 31.

BEGINNER'S CLASSIFICATIONS

Computer Operations

2879 SENIOR COMPUTER OPERATOR

SENIOR COMPUTER OPERATOR—GENERAL OFFICE COMPUTER CENTER

Will assist in providing on-the-job training and be responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, and perform related clerical duties.

SENIOR COMPUTER OPERATOR—FAIRFIELD COMPUTER CENTER

Will assist in providing on-the-job training and be responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, Tape Library management, Scheduling and Control functions, off-site storage functions, and perform related clerical duties.

Next Lower Classifications

2779 Computer Operator I-A (Incumbents Only) (1)
2878 Computer Operator I(1)
2778 Computer Operator I-B (Incumbents Only) (1)

Same or Higher Classification

2879 Senior Computer Operator

24-month step of Computer Operator I (2878) is considered as top rate for bidding purposes from any of the above classifications. Computer Operator I's, I-A's and I-B's must be at top rate of pay for bidding purposes and have successfully completed the appropriate Senior Computer Operator Course to be considered qualified bidders.

- (1) Upon reaching the top of the CO I classification and successfully completing the Senior Computer Operator course, an employee shall be eligible to bid into the Senior Computer Operator classification for the Section in which such employee has completed the required courses.

2878 COMPUTER OPERATOR I

Responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, and may perform related clerical duties.

New Lower Classification

Automatic progression upon completion of six months at top rate of Computer Operator II and successful completion of Computer Operator I training course.

2877 COMPUTER OPERATOR II

Responsible for the operation of input/output equipment, alternate consoles and/or terminals and may perform related clerical duties.

Next Lower Classification

Automatic progression upon completion of six months at top rate of Computer Operator III and successful completion of Computer Operator II training course.

2875 COMPUTER OPERATOR III

Will, under direction, perform the duties to operate input/output equipment and/or terminals and may perform related clerical duties. A Computer Operator III is not required to have prior experience.

All Computer Operator III's (new hires and transfers) must successfully complete the appropriate Computer Operator in Training Course within 6 months.

BEGINNER'S CLASSIFICATION

2808 LEAD DATA ENTRY OPERATOR

Lead Data Entry Operators must be familiar with and proficient in all the work of the unit. Each Lead Operator will be expected to provide training to Data Entry Operators in all work of the unit and will batch, assign and control the work; and act as the Lead Operator in the Unit. Each Lead Operator will also be expected to coordinate his or her attendance with the Unit Supervisor under the flextime system. To be eligible for promotion to the classification, a Data Entry Operator must have a six-month performance rating of 1.10 or better.

Next Lower Classifications

2807 Data Entry Operator.

Same or Higher Classifications

2808 Lead Data Entry Operator

2807 DATA ENTRY OPERATOR

BEGINNER'S CLASSIFICATION

**PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES IN THE ACCOUNTING
LINE OF PROGRESSION ARE VALID PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT**

2819 SENIOR OFFICE MACHINE REPAIRMAN

Senior Office Machine Repairmen will be responsible for the maintenance and repair of bill inserting machines, training Office Machine Repairmen for the second and third shifts, training of inserting machine operators, ordering machine parts, keeping of maintenance records, performing preventative maintenance, maintaining contacts with machine manufacturer's representatives, and performing other duties as assigned. (L.A. 81-23)

Next Lower Classification

Same or Higher Classification

2825 Office Machine Repairman

2819 Senior Office Machine Repairman

2825 OFFICE MACHINE REPAIRMAN

As per Letter of Agreement 81-47, successful bidders must pass the Office Machine Repairman's Qualification Test with a minimum score of 65%.

Next Lower Classifications

Same or Higher Classifications

2788 Senior Accounting Clerk I
2797 Senior Accounting Clerk-Steno I
2813 Senior Accounting Clerk-Typist I
2661 Accounting Clerk
2665 Accounting Clerk-Steno
2873 Accounting Clerk-Typist
2878 Computer Operator I
2877 Computer Operator II
2673 Typist - Accounting

2642 Senior Accounting Clerk II
2763 Senior Accounting Clerk-Steno II
2767 Senior Accounting Clerk-Typist II
2808 Lead Data Entry Operator (1)
2825 Office Machine Repairman
2779 Computer Operator I-A
2879 Senior Computer Operator
2779 Computer Operator I-A
2778 Computer Operator I-B
2819 Senior Office Machine Repairman

(1) An employee classified as Lead Data Entry Operator--Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "EEI Clerical Test Battery," or has qualified in accordance with the provisions outlined on pages 34 - 36.

CLERICAL WAGE AND CLASSIFICATION AGREEMENT
Effective January 1, 1980

1.) The parties have agreed to establish a new Job Evaluation System replacing the Clerical Cross-Hatch Index System as provided for in the letter agreement dated March 8, 1974. The new System must be agreed to no later than 24 months after the effective date of this Agreement, and in the event the parties are unable to reach agreement, the issue would then be submitted to arbitration pursuant to Title 9 of the Agreement to resolve the dispute. The arbitrable issue will be restricted to the adoption of one of the parties' Job Evaluation Systems as submitted to the arbitrator with the understanding that Company would not submit the Clerical Cross-Hatch Index System and, in turn, the Union would not submit job definitions.

2a.) During the 24-month period described above or until such time as the parties agree to a new Job Evaluation System, the Company will continue to fill new clerical vacancies and assign the rates of pay on the basis of comparing the new job to existing classifications of comparable duties. In other words, the method Company will use in determining the rate of pay will be a slotting method of comparing the new job to existing jobs with comparable duties. The Union will be notified of all such placements and has the right to challenge each rate of pay. Once the parties have agreed to a Job Evaluation System, all jobs challenged during the interim period will be re-evaluated using the new Evaluation System and if adjustments are necessary, they will be made retroactive to the date of filling.

b.) Further, Company will remove all "RWV" designations from the existing clerical classifications in the bargaining unit and during the interim period consider these classifications for purposes of Titles 13, 18, and Exhibit F at the higher level. Once the parties have agreed to a new Evaluation System, the former "RWV" classifications will be reevaluated and assigned and adjusted if necessary. If as a result of the re-evaluation it is necessary to lower the classification and rate of pay, then the employees filling the jobs will be given displacement or demotion and layoff rights pursuant to Title 19 of the Agreement. An employee's right to use Title 19 will be limited to the displacement of the employee with the least Service who entered the classification after the employee seeking to use the provisions of Title 19. Company will supply Union with a list of all classifications which are formerly designated as "RWV" on the effective date of this Agreement. It is also understood that grievances currently pending that were filed pursuant to the Clerical Job Grading Grievance Procedure dated March 8, 1974, will be resolved by the Pre-Review Committee.

3.) Company will review Company offices, departments, and the Comptroller's Organization for the purpose of restructuring the duties to provide for additional senior positions. As a result of the commitment to establish additional senior positions, Company, starting no later than January 1981 and in each January and July thereafter for the term of this Agreement, will meet with Union to review progress. If the Company has not lived up to its commitment, then Union will have the right to initiate a grievance pursuant to Title 9 of the Clerical Labor Agreement to resolve the issue.

4.) The parties agreed jointly to attempt to develop training and testing procedures for promotional eligibility to all senior classifications within the Clerical Agreement with the understanding that the initial implementation of the training and testing procedures would start in the Customer Services Department and follow either in the Vice President and Comptroller's Organization or Clerical Operating. During the interim period, the provisions of Title 18 would still apply.

5a.) Placement into the Utility Clerk classification will start on the effective date of this Agreement, (1-31-80). Employees who currently hold the classification of Clerk D and its equivalent will retain such classification and their wage progression as established in 1976 and be allowed to progress to the top of such current wage progressions until such time as they vacate the classification. Employees classified as Clerk D and equivalent who go on Long Term Disability or a leave of absence or who transfer laterally in the same line of progression pursuant to Title 18 of the Agreement will retain their Clerk D or equivalent status until such time as they vacate the Clerk D or equivalent classification. All other transfers of Clerk D's will be to the Utility Clerk classification and its rate of pay. Any other employee entering the beginning clerical level (except as a Meter Reader, Computer Operator-in-Training, or Data Entry Operator) shall be classified and paid as a Utility Clerk.

5b.) The provisions of Section 13.9 of the Clerical Agreement will apply to all beginning level appointments. However, in case of transfer between Utility Clerk and Meter Reader, the provisions of Section 18.10 of the Clerical Agreement will apply, whether or not there is a change in line of progression.

6.) Revise entry starting rate guidelines as outlined below.

7.) Combination classifications and dual classifications will be handled in the same manner as provided for in Exhibit A, Lines of Progression, Division Clerical Departments.

8.) (2730) Supervising Clerk B classification is eliminated from Exhibit F of the clerical contract. Those employees classified as Supervising Clerk B on the effective date of this Agreement will be maintained at their current wage rate subject to general wage increases until such time as they vacate the classification.

9.) A Senior I classification shall not be required to act as lead over a Senior II classified employee.

CLERICAL HIRING RATE GUIDELINES

The following hiring rate guidelines apply to clerical employees hired under the Agreement:

1.) An employee with less than 6 months of directly related clerical job experience will be hired at the starting rate of the applicable clerical classification.

An employee with 6 months, but less than 12 months directly related clerical job experience will be hired at the 6-month rate of the applicable clerical classification.

An employee with 12 to 18 months directly related clerical job experience, will be hired at the one-year rate of the applicable clerical classification.

An employee with 18 to 24 months directly related clerical job experience, shall be hired at the 18-month rate of the applicable clerical classification.

An employee, other than Utility Clerk, with 2 years or more directly related clerical job experience, shall be hired at the 24-month rate of the applicable clerical classification.

A Utility Clerk with 24 to 30 months directly related clerical job experience, shall be hired at the 24-month rate of the Utility Clerk.

A Utility Clerk with 30 months directly related clerical job experience, shall be hired at the 30-month rate of the Utility Clerk.

- 2.) In applying paragraph 1, credit will be given for office clerical work, "office clerical work" does not include: (a) sales work in any type of retail establishments; (b) work as a teller in a bank or savings institution.
- 3.) Credit for work experience will not be given for jobs held prior to a five-year break in employment.
- 4.) No credit will be given for non-verifiable work experience.
- 5.) No credit will be given for summer or part-time work experience accrued while a student.
- 6.) Credit will not be given for experience accrued on a casual or intermittent basis, including work performed while employed through a temporary agency.

DEFINITIONS OF THE PHRASE "AT THE TOP RATE OF PAY OF THE NEXT LOWER CLASSIFICATION" IN CLERICAL LINES OF PROGRESSION

TITLE 18—JOB BIDDING, PROMOTION AND TRANSFER

For the purpose of clarification, the "top rate of pay of the next lower classification" is defined as the top wage rate of that classification which has the lowest maximum wage rate of the group of classifications combined and indicated as the next lower to any particular higher classification.

Example: Senior Service Representative I
Senior Stenographer

Next Lower Classifications:

Service Representative
Stenographer – Customer Services
Credit Representative
Credit Representative and Meter Reader
Power Surveyor
Telephone PBX Operator – Customer Services

In the above example, the Service Representative, Stenographer – Customer Services, and Telephone PBX Operator – Customer Services, are the classifications with the lowest maximum wage rate of the group of classifications shown as next lower. An employee in any of the "next lower classifications" who is receiving a wage rate equal to or greater than the maximum rate of such classifications would be considered as being "at the top rate of pay of the next lower classification" as referred to in Subsection 18.8(b) or (c). Where a physical classification is "next lower" in Exhibit A, the clerical classification with the lowest maximum wage rate shall prevail in determining the "top rate of pay of the next lower classification."

To be entitled to preferential consideration an employee who is presently in any of the "next lower classifications" or any of the "same or higher classifications" to a classification in the normal line of progression for which he has bid must be receiving a rate of pay equal to or greater than the lowest maximum wage rate of the group classifications combined and indicated as the next lower to the classification on which he bid.

With regard to the filling of the Service Representative classification, an employee who has completed six months of continuous service and has been given regular employee status and who is in any of the classifications on either side indicated as being the "next lower classifications" or the "same or higher classifications" to Service Representative, will be considered as being "at the top rate of pay of the next lower classification" for bidding purposes under Subsection 18.8(b) or (c) to a job vacancy in the classification of Service Representative.

See Subsection 18.2(c) for the definition of the top of the rate of pay of the next lower classification when bidding from a beginner's classification, except to Service Representative.

CLERICAL AND METER READER TEST BATTERIES

A. CLERICAL TEST BATTERY

The Clerical Test Battery consists of four tests:

EEI 1982	Arithmetic Test
EEI 1982	Using Tables Test
EEI 1981	Language Skills Test
EEI 1981	Classifying Test

The scores on the tests are combined algebraically to yield an overall Clerical Aptitude Score. (See scoring instructions in the EEI Clerical and Meter Reader Testing Program Administration Manual [September, 1985]). The minimum Clerical Aptitude Score required for transfer to, or employment in, any entry-level clerical classification except Meter Reader, Reprographics Operator, or Data Entry Operator is 180 points.

B. METER READER TEST BATTERY

The Meter Reader Test Battery consists of two tests:

EEI 1982	Using Tables Test
EEI 1981	Coding Test

Scores on the two tests are combined algebraically to yield an overall Meter Reader Aptitude Score. (See Scoring instructions in the EEI Clerical and Meter Reader Testing Program Administration Manual [September, 1985]). The minimum Meter Reader Aptitude Score required for transfer to, or employment as, a Meter Reader is 130 points.

C. RETESTING PROVISIONS

An employee shall be entitled to two opportunities to pass the above aptitude tests. An employee who fails to attain a passing score on the first attempt may take the tests a second time 90 days or later following the date of the first testing.

Any employee is permitted two attempts to pass the EEI Clerical or EEI Meter Reader Test Battery. Any failure on a Clerical Preemployment Test before July 1, 1986 will not be counted as an attempt.

D. APPLICATION FOR TESTING

1. Employees submitting prebids or transfer applications will receive a Company acknowledgement, listing test requirements for each job classification.
2. If employees have not already satisfied those test requirements, they must notify the Human Resources Department in writing that they are prepared and desire to take the required tests.

3. Employees will not be bypassed for a vacancy because they have not taken the required test(s), if they have notified the Company in accordance with paragraph 2 above and the Company has not administered the required test(s).
 4. Employees must be qualified for the vacancy on the control date, except in those situations described in paragraph 3 above, or where Company and Union have agreed to specific prerequisites that provide for appointments to be held pending the determination of qualification. Title 18.4(d) and 18.5(c).
- E. TESTING REQUIREMENTS IN EFFECT PRIOR TO JULY 1, 1986:
1. Passing the six-text Clerical Battery Test in effect in 1967.
 2. Scoring 70 points or higher on the Name Comparison Test and 20 points or higher on EAS #2—Numerical Ability.
 3. Scoring 86 points or higher on the Number Perception Test and 14 points or higher on Differential Aptitude Test—Numerical Ability.
- F. TESTING POLICY REGARDING TRANSFERS TO CLERICAL CLASSIFICATIONS:
1. A transferee to a Routine Hydro Clerk or Routine Plant Clerk or a clerical classification other than Meter Reader, Data Entry Operator, or Reprographics Operator, is qualified if the employee:
 - a. Currently holds, or previously demonstrated satisfactory performance in, a classification (other than Meter Reader) requiring the Clerical Test Battery, or
 - b. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, or
 - c. Passed the EEI Clerical Test Battery on or after July 1, 1986, and
 - d. Passed any required skills tests (typing, shorthand) within one year of the vacancy as provided in Review Committee Decision No. 1517. (See page 41.)
 2. A transferee to Meter Reader is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Meter Reader, or
 - b. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, or
 - c. Passed the EEI Meter Reader Test Battery on or after July 1, 1986.

3. A transferee to Reprographics Operator is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Reprographics Operator, or
 - b. Passed the Reprographics Operator test battery consisting of the Guilford-Zimmerman and Name Comparison tests. The Name Comparison test is not required if the transferee is currently in or previously demonstrated satisfactory performance in a clerical classification other than Data Entry Operator.
4. A transferee to Data Entry Operator is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Data Entry Operator, or
 - b. Passed the Key punch Skills test.
5. A transferee to Materialsman is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Materialsman, or
 - b. Currently holds, or previously demonstrated satisfactory performance in, a clerical job classification other than Data Entry Operator or Reprographics Operator and passed the typing and Forklift Operator tests, or
 - c. Passed the Name Comparison, EAS #2—Numerical Ability, Forklift Operator tests, and scored 25 w.p.m. or higher on the typing test.

SERVICE REPRESENTATIVES' TRAINING PROGRAM

Each employee who will be required to take and pass the test will first be given the opportunity to complete the training program. After completing the training program, the employee will be tested as to that information upon which he has received instruction. A passing score on the test is 72.6%. In the event an employee fails the initial test, additional instruction will be given and an opportunity to take the failed section(s) of the test a second time will be provided at the employee's request within 90 days of the date he failed the test.

Employees who fail to attain a passing score on the retest, or who do not request a retest within the 90-day period, shall be removed from the Service Representative classification.

Six months, or thereafter, following demotion, the employee will have the opportunity to take the failed section(s) of the test a third time, provided the employee is able to show satisfactory evidence that the employee has prepared himself or herself to pass the test.

SENIOR SERVICE REPRESENTATIVES' TRAINING PROGRAM

1. Eligibility

A. Employees in the Customer Services Department who are next lower in the line of progression to Senior Service Representative I and have prebids on file are eligible for Senior Service Representatives' Training. Upon successful completion of the training and testing program, an employee will have met the Senior Service Representative I and II promotional eligibility requirements. (Employees are still subject to the provisions of Sections 18.11 and 18.13 of the Clerical Agreement.)

B. Bidding

An employee who has valid prebids on file and is the senior bidder to the Senior Service Representative I or II vacancy and is otherwise qualified, will not be bypassed if such employee has not had the opportunity to participate in or complete the training program. The job will be awarded pending successful completion of the training program. If an employee voluntarily withdraws from the training program, the job will be reawarded. However, if an employee is removed from the training program for reasons beyond his control, he will retain the job award pending rescheduling and successful completion of the training program. This does not include a retest.

C. Employees who have voluntarily withdrawn from the training program will be eligible to be rescheduled for training after 90 days.

2. Training

The program will consist of a 48-hour classroom workshop, which includes time for review, quizzes, testing and non-productive time. This is to be conducted during a consecutive ten day work period (e.g., five days the first week and one day the second, or three days both weeks) and may be provided at a location other than an employee's regular headquarters.* The 48-hour workshop will consist of the following:

- A. Key references for performing Customer Services procedures and functions (customer relations, tariffs, commercial guides, standard practices, procedure manuals, service requirements, conservation and controls).
- B. Meter reading activities and procedures.
- C. Residential lifeline rates.
- D. Commercial, industrial, agricultural and time-of-use rates.
- E. Customer records, billings, adjustments, load surveys and rate analysis.
- F. Credit and Collection.
- G. New business principles and related gas and electrical rules.

Further, Company proposes to provide leadership training by requiring employees to attend a course in leadership skills no less than six months after placement in a Senior Service Representative classification.*

3. Testing

- A. The Senior Service Representative Promotional Eligibility Test will be administered at the end of the last day of the workshop. A test score of 38 passing will constitute successful completion of the course. (The passing score of 38 or more is to be reevaluated for possible change after a minimum of 50 employees have received the training, taken the test, and a period of time has passed wherein the employees' performance on the job can be rated by supervision.)
- B. If the employee fails the test, he/she will have 90 days to request a retest using a different but equivalent test.
- C. If the employee fails the test on the second attempt, he/she must demonstrate that they have made an attempt to improve their test performance through self-study, classes, etc., prior to being granted a retest.

*The general provisions established for employees attending Company training classes will apply. (See Title 15 of the Clerical Agreement.)

- D. There will be self-study guides available at the employee's regular headquarters for review prior to attending the workshop and/or the taking of a retest.
- E. Should a grievance arise concerning the fairness of administration, correction of the test, or eligibility for retest, the Local Investigating Committee, prior to the decision and as part of the deliberation, may refer such grievance to the Clerical Promotional Committee.

CONFIDENTIAL EMPLOYEES' LINES OF PROGRESSION

Confidential employees in the Regional Manager's office and Human Resources Department in Golden Gate Region are considered as being in the Customer Service Line of Progression as set forth in Exhibit A of the Clerical Agreement, and that confidential employees in the Gas and Electrical Departments of Golden Gate Region are considered as being in the Operating Line of Progression for their respective departments, as set forth in Exhibit A of the Clerical Agreement, for the purposes of applying provisions of Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

In other Regions these employees are considered in the Line of Progression in the Region, Division or Department in which they are located; employees who are in the Human Resources Department or who are secretaries to Region Vice Presidents, Region Department or Division Managers are considered as being in the Customer Service Line of Progression, and employees who are secretaries to Region Operating Managers are considered as being in the Operating Line of Progression.

EXHIBIT A SUPERSEDES THE FOLLOWING LABOR AGREEMENT INTERPRETATION AND LETTERS OF AGREEMENT

Labor Agreement Interpretation applicable to Title 18 which defines the phrase "at the top rate of pay of the next lower classification," effective January 26, 1968.

Letter Agreements relative to the Clerical Test Battery—Customer Service Clerk, Training Program and appointments to vacancies in this classification, one dated February 15, 1967, signed February 28, 1967 by the Union, and another dated May 2, 1968, signed May 7, 1968 by the Union.

Letter Agreement dated May 19, 1975, with respect to Confidential Employees' Lines of Progression, and signed by the Union on May 29, 1975.

Letter Agreement dated May 4, 1977, and signed by the Union on May 10, 1977, with respect to transfer rights between and among employees in the Comptroller's Organization and Design Drafting.

Letter Agreement dated April 4, 1979, and signed by the Union on June 25, 1979, relating to a Limited Modification of Clerical Pre-employment Test Battery.

REVIEW COMMITTEE DECISION

Review Committee File No. 1517-81-1 Sacramento Division Grievance No. 6-110-80-9

Subject of the Grievance

The grievant, an intermittent Clerk D in Customer Services Department, was required by Company to requalify her typing skills before being awarded a transfer to a full-time Utility Clerk-Typist position. Due to her failure to pass the typing retest, the grievant was bypassed for the job in question.

Facts of the Case

The grievant was employed on March 10, 1975, as an unscheduled, temporary, part-time Clerk D in the Customer Services Department. Subsequent to this, she submitted transfer applications to various full-time clerical jobs. In order to qualify herself for consideration to the position of Clerk D-Typist (now Utility Clerk-Typist), on February 2, 1978, she took and passed the required typing test.

In May 1980, the grievant was the senior transfer applicant for a position of Utility Clerk-Typist in Solano District, Sacramento Division. Prior to being awarded this job, the grievant was notified by Company that she would have to requalify her typing skill level. The grievant requested and received a one week's delay in taking the test as she felt a need to brush up her typing skill which had not been utilized in her work as Cashier in the Customer Services Department.

When the grievant retook the typing test on May 14, 1980, she failed to achieve a passing grade and was bypassed for the vacant position. The Union filed a grievance contending that Company had no right to require a retest of the grievant's typing skills and that once the grievant had qualified for the job in question, she remained qualified.

Discussion

The Review Committee, in discussing this case, took notice of the fact that before the Clerical Agreement was changed in 1977, through General Negotiations, Subsection 18.5(b)(2) * provided that "Company may nevertheless reject the transfer request of any such employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant." In thinking that this now-absent language might have a bearing on this case, the Committee reviewed the intent of the Negotiating Committees in removing this language from the Agreement. It was determined that the basic intent at that time was to remove the requirement of successfully completing the A.C.T. math test in order to transfer to certain jobs. The language was not removed to indicate that there was no longer a need to require a demonstration of certain appropriate work skills before awarding a vacancy in accordance with the transfer procedure.

In the case at hand, over the two-year period since the grievant had taken the typing test, her typing skill had deteriorated and also the test had been changed. Both of these factors seemed to have an effect on the grievant's ability to pass the typing test. It was also apparent that the one week's delay requested by the grievant to brush up her typing skill was not adequate.

The Company's members of the Review committee opined that for two specific clerical skills, typing and shorthand, there was a valid need to test transfer applicants prior to awarding a job which primarily utilized these skills. The Union's members of the Committee agreed with the Company's opinion noting that an employee, placed in a beginning level job, who did not possess the necessary skills of that classification could be subjected, at some point, to demotion or dismissal. However, the Union's members opined that for at least one year's time following testing, it could be reasonably assumed that an employee would retain his/her tested skills at the same level.

Also discussed, in passing, was a recent Materials Department negotiated settlement relating to the right to utilize Company typewriters, either manual or electric, but not during work hours to sharpen typing skills prior to taking the typing test required for certain of the Material Department's jobs.

Decision

Taking all of the above into consideration, the Review Committee determined that the job bypass of the grievant was not in violation of the Agreement. However, in the future, any employee who, except those employees then classified as typist or stenographer, is the senior transfer applicant for a clerical job classification of typist or stenographer may be required by Company to pass a retest of such skills if more than one year's time has elapsed since the employee was last tested and met the minimum requirements for those skills.

Also at the employee's request, the retest and the award of the job for which the employee is being considered shall be pended for not more than 30 calendar days in order to allow the employee time to sharpen or improve the skills referred to above. Company shall notify the employee of this option at the time he/she is being considered for the job. During this 30-calendar-day period, the Company will make a typewriter available for typing practice on Company property but not necessarily during the employee's work hours provided that there is a typewriter at that headquarters which is not in use. If at the end of the 30-day period, or sooner if the employee desires, the employee takes and fails the retest, such employee shall be bypassed for the job in question.

The Review Committee, in going beyond this instant case, determines that an employee other than a typist or stenographer who is the senior bidder for a clerical job classification of typist or stenographer will be subject to the same rules and rights as specified in this "Decision." That is, the employee must have qualified on the appropriate typing or stenographic test within a one-year period of the date of consideration for a vacancy or must requalify under the same conditions stipulated above.

This case is closed without adjustment.

FOR COMPANY:

L. C. Beanland
F. C. Buchholz
J. B. Stoutamore
D. J. Bergman

By /s/ David J. Bergman
Date 6-3-81

FOR UNION:

G. W. Abrahamson
W. H. Burr
P. Pelucca
R. W. Stalcup

By /s/ Roger Stalcup
Date 6-3-81

*Effective 1/1/84, 15.5(b)(2) was changed to 18.5(c)(2).

REVIEW COMMITTEE DECISION

Review Committee File Nos. 1005, 1009, 1028, 1030, 1325, and 1331
Humboldt Division Grievance Nos. D.Gr/C 19-70-2, D.Gr/C 19-70-6, and D.Gr/C 19-70-12
North Bay Division Grievance Nos. D.Gr/C 4-70-7 and D.Gr/C 4-70-9
Sacramento Division Grievance No. D.Gr/C 6-73-4
East Bay Division Grievance No. D.Gr/C 1-73-19

Subject of the Grievances

Each of the grievances arose from similar facts. The grievants are employees who are not headquartered at the location where the temporary upgrade occurred. At the headquarters where the temporary vacancy occurred, Clerk C's or D's were upgraded to fill Clerk A or B positions. There were no immediate next-lower classifications in any of the offices concerned in these grievances.

The contention, then, of each of the grievants is that he or she should have been temporarily assigned to the location where the vacancy occurred inasmuch as each would have been the successful bidder if the vacancy had been permanent rather than temporary.

Discussion

The Clerical Labor Agreement specifically deals with the question of filling temporary vacancies in Subsection 18.3(a): "Whenever a vacancy occurs in any job classification, Company may temporarily fill it by assignment. In making temporary assignments to fill job vacancies other than vacancies in beginner's classifications, Company shall first consider regular full-time employees at the headquarters in which the job vacancy exists in the order of their preferential consideration under Section 18.8." (Emphasis added.) Further, in Exhibit A - Lines of Progression - Division Clerical Departments, the following example of a temporary assignment is given: "Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next-lower classification to the vacant classification in such department and headquarters." (Emphasis added.) Temporary upgrades into classifications where there is no next-lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression."

As the facts point out, in these particular offices there was no immediate next-lower classification to the vacant A or B positions. The question, then, involves the second sentence of the example, and the question specifically is whether this opens the appointment to persons outside of the headquarters. The language of the example is certainly not crystal clear. It could be read to mean that, if there is no person in an immediate lower classification to the one that is temporarily vacated, it must be filled from outside of the headquarters. To read the Exhibit this way, however, would, with regard to such assignments, conflict with the literal meaning of Subsection 18.3(a). That section, which is paramount to the example in any event, speaks in terms of the entire line of progression to the temporary vacancy.

In an effort to resolve the conflict, the Review Committee has taken into account several factors: (1) The promotional system is based on prebids from next-lower classifications within a Division assuming that the bidders are qualified. (2) The most common method for employees to attain the requisite skills and knowledge for promotion is temporary upgrades to higher classifications. (3) The extent of the Company's obligation to train employees for promotion. (4) In the filling of temporary vacancies, the Company is only obligated to give consideration to those senior employees who have prebids on file provided the assignment does not disrupt Company's operations to a point where it become impracticable to do so or the expense outweighs the Company's commitments to provide promotional training.

Decision

For the foregoing reasons where there is no next-lower classification in the line of progression, it is the decision of the Review Committee that: (1) Temporary upgrades for one basic workweek or less shall be made within the headquarters following the line of progression to successively lower classifications provided that such a person is qualified to handle the work of the higher classification to which the temporary appointment is being made and; (2) such temporary upgrades for more than one basic workweek shall be offered to the senior qualified prebidder within a district provided that such person resides within a commutable distance ("commutable distance" as used in this decision shall mean a temporary headquarters located not more than 45 minutes or 30 miles from his residence). In the application of item (2), the upgraded employee shall report to the temporary headquarters in accordance with the provisions of Section 10.8 of the Clerical Agreement. When the temporary assignment lasts for more than 60 consecutive calendar days, the upgraded employee will then be considered reporting to his "regularly established headquarters."

These grievances are closed without adjustment.

FOR UNION:

W. H. Burr
E. R. Sheldon
L. N. Foss

By s/L. N. Foss

Date March 4, 1974

FOR COMPANY:

J. A. Fairchild
H. J. Stefanetti
L. V. Brown

By s/L. V. Brown

Date March 4, 1974