



# LETTER AGREEMENT No.

R2-89-219-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
215 Market Street  
San Francisco, California 94106  
[415] 973-1125

International Brotherhood of  
Electrical Workers, AFL-CIO  
Local Union 1245, IBEW  
P.O. Box 4790  
Walnut Creek, California 94596  
[415] 933-6060

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Richard Bradford, Manager

Jack McNally, Business Manager

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June 28, 1990

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, dated May 9, 1990, on the same subject. We have incorporated the corrections and suggestions noted in the attached IBEW memos, dated February 7, February 28, June 5, and June 27, 1990.

Attached is an update of Title 600.2, Exhibit VI-A, Job Definitions and Lines of Progression for the Materials Distribution Department. Company proposes to make changes as follows:

1. 1210 Materialsman - Amend Note (1), to eliminate "or (c) as appropriate. The current language implies prioritizing Priority 1 applicants by bidding unit.
2. 0462 Heavy Truck Driver - delete 0464 Heavy Truck Driver Water.
3. 0416 Truck Driver - delete 0419 Truck Driver Gas; 0464 Heavy Truck Driver Water.
4. 0422 Light Truck Driver - delete 0419 Truck Driver Gas; 0464 Heavy Truck Driver Water.

Items 5. through 14. are as a result of LA 84-155.

5. 1455 Metal Worker - Add Job Definition and Line of Progression to Machine Shop classifications.
6. 1132 Apprentice Machinist - Add 1455 Metal Worker and 1151 Certified Welder/Mainman Arc to LOP. Delete 0110 Blacksmith.

7. 1165 Maintenceman - Add 1455 Metal Worker and 1151 Certified Welder/Mainman Arc to LOP . Delete 0110 Blacksmith.
8. 1700 Machine Operator - Add 1455 Metal Worker and 1151 Certified Welder/Mainman Arc to LOP . Delete 0110 Blacksmith.
9. 0110 Blacksmith - Delete job definition and line of progression.
10. 2626 Certified Welder - Add 1151 Certified Welder/Mainman Arc to LOP.
11. 2624 Routine Welder - Add 1151 Certified Welder/Mainman Arc to LOP.  
Add 1455 Metal Worker. Delete 0110 Blacksmith.
12. 0160 Carpenter - Add 1151 Certified Welder/Mainman Arc to LOP.  
Add 1455 Metal Worker. Delete 0110 Blacksmith.
13. 0400 Crater - Add 1151 Certified Welder/Mainman Arc to LOP.  
Add 1455 Metal Worker. Delete 0110 Blacksmith.
14. 1460 Sheet Metal Worker - Add (Incumbent Only) following Job Title and indicate (Inc. Only) status wherever the Sheet Metal Worker appears in other lines of progression.
15. 0750 Electric Maintenance Crew Foreman - Add 1151 Certified Welder/Mainman Arc to LOP.
16. 19<sup>3</sup>/<sub>74</sub> Painter - Add 1151 Certified Welder/Mainman Arc to LOP.
17. Materials Distribution Tool list - Add Metal Worker Tool List. Delete Blacksmith and Sheet Metal Worker lists.
18. Procedures Materials Training Program and Test Requirements
  - A) Add to I.3. Note from original Materials Department Training Program 12/11/78.

"Employees in the Materials Distribution Line of Progression prior to [the effective date of this agreement] January 15, 1979 shall not be required to take the training course as a condition of promotion or continued employment. However, the material shall be made available to them, and they shall be encouraged to complete it."

18. Con't.

B) Delete Item V, Paragraph 3. " Dispute Procedure" of Procedures for Materials Training 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 Richard B. Bradley  
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

July 11, 1990

By Joe Williams  
Business Manager

:bb

**JOB DEFINITIONS AND LINES OF PROGRESSION**

**MATERIALS DISTRIBUTION**

**AND**

**DIVISION MATERIALS DEPARTMENTS**

**INCLUDING PIPELINE OPERATIONS**

**Revised 06/28/90**

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JOB DEFINITIONS AND LINES OF PROGRESSION  
MATERIALS DISTRIBUTION, DIVISION MATERIALS DEPARTMENTS  
INCLUDING THE PIPE LINE OPERATIONS DEPARTMENT

CLASSIFICATION COMPARISON

<u>Old</u>	<u>New (1-31-72)</u>
Stores Subforeman Senior Storekeeper	Materials Facility Subforeman
Storekeeper Storekeeper-Substore #2	Materials Facility Man
Senior Warehouseman Section Storekeeper Platform Subforeman	Materials Leadman or Leadman Driver (eff. 1/15/79)
Craneman	Crane Operator
Checker Slinger Warehouseman	Materialsman

MATERIALS

**0765 MATERIALS FACILITY SUBFOREMAN**

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where three or more employees including the subforeman are employed, interprets and administers Materials Department procedure, and both supervises and performs duties relating to materials related office procedures, shipping/receiving, disbursing, and salvaging of materials. The subforeman shall have the personal qualifications of leadership and supervisory ability and be familiar with Company's applicable rules and procedures. If assigned to a Materials Facility where the subforeman is subordinate to a materials supervisory employee not in the bargaining unit, the subforeman may perform the duties of a Materials Leadman.

Next Lower Classifications

Same or Higher Classification

1215 Materials Facility Man	0765 Materials Facility Subforeman
*1085 Materials Leadman	
+*0433 Leadman Driver	

\*If no valid bid on file from Materials Facility Man or Materials Facility Subforeman.

+Must have, on or before 1/15/79, been classified as Senior Warehouseman, (1085) Materials Leadman or temporarily upgraded for a period of six months or more to (0765) Materials Facility Subforeman or (1215) Facility Man.

- Note: (1) It is understood that the classification of Materials Facility Subforeman may, at Company's discretion, be used in Materials Facilities or Distribution Centers for the relief of nonbargaining unit materials supervisors or as working supervisors in these facilities (five to eight employees excluding the supervisor).
- (2) It is also understood that Company may, at its discretion, use the classification of Materials Facility Subforeman as an assistant to a nonbargaining unit materials supervisor on a temporary basis during the transition to centralized facilities or centers. When this is done, the classification shall be offered on the basis of Service and qualifications to employees who are in the next lower classification at the facility or center.
- (3) Should establishment of a Materials Facility Subforeman or Materials Facility Man classification become necessary at a Distribution Center or Materials Facility, the classification shall be offered on the basis of Service and qualifications to employees in the next lower classification at that facility or center. If the classification is not filled in the manner

outlined above, the employee with the least Service in the next lower classification at that headquarters shall be assigned the Materials Facility Subforeman or Materials Facility Man classification.

- (4) That all Materials Department employees assigned a shift at a Materials Facility or a Distribution Center, including the crew assigned duties at a Materials service point remote from the Materials Facility or Distribution Center, be included in determining the need for a Materials Facility Subforeman or a Materials Facility Man.

**1215 MATERIALS FACILITY MAN**

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where one or two employees, including the Facility Man, are employed; interprets and administers Materials Department procedure, and both directs and performs duties relating to the materials related office procedures, shipping, receiving, disbursing, and salvaging of materials. The Facility Man shall be familiar with Company's applicable rules and procedures and be able to use a typewriter with moderate skill (25 words per minute, net) or a data terminal and possess a valid Class 3 Driver's License.

If assigned to a Materials Facility where the Facility Man is subordinate to a Materials Facility Subforeman or a nonbargaining unit materials supervisor, the Facility Man may be required to perform the duties of a Materials Leadman. (See Notes 3 and 4 under Materials Facility Subforeman.)

Next Lower Classifications

1085 Materials Leadman  
\*0433 Leadman Driver

Same or Higher Classifications

0765 Materials Facility  
Subforeman  
1215 Materials Facility Man

\*Must have, on or before 1/15/79, been classified as Senior Warehouseman, (1085) Materials Leadman, or temporarily upgraded for a period of six months or more to (0765) Materials Facility Subforeman or (1215) Materials Facility Man.

**1085 MATERIALS LEADMAN**

An employee, subordinate to a Materials Facility Subforeman or a nonbargaining unit materials supervisor, who is in charge of one or more functions and who both directs and performs duties relating to materials related office procedures, shipping, receiving, disbursing, and salvaging of materials.

An employee who is headquartered at a materials service point (2) which is physically removed from the Materials Distribution Center but is accountable to and assigned duties from the Center; or



An employee who, while assigned to one facility as his headquarters, is assigned duties at one or more materials service points which are normally unattended.

In any of the above situations, he shall be able to use a typewriter or data terminal and may be required to operate materials handling equipment (other than a traveling, gantry, or mobile crane) and any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between facilities or to a jobsite.

Next Lower Classifications

\*1210 Materialsman

Same or Higher Classifications

0433 Leadman Driver  
0765 Materials Facility Subforeman  
1215 Materials Facility Man  
1085 Materials Leadman

\*See test requirements and training program - pages 23 and 24.

Note: (1) There shall not be less than four (4) Materials Leadmen assigned to the primary shift at a Materials Distribution Center.

(2) Materials Leadmen assigned to a satellite location shall be considered for the purposes of Titles 202 and 205 of the Physical Labor Agreement as headquartered at the remote location.

0433 LEADMAN DRIVER

An employee who operates a heavy truck to transport material between Distribution Centers, Materials Facilities, materials service points, or to a job site. An employee who, while assigned to one Materials Facility or Distribution Center as his headquarters, may be assigned duties at one or more materials service points which are normally unmanned by Materials employees. May be assigned, subordinate to Materials Facility Subforeman or a nonbargaining unit materials supervisor, the direction and performance of duties relating to materials related office procedures<sup>(1)</sup>, shipping, receiving, disbursing, and salvaging of materials. Must possess a valid Class I Driver's License and may be required to operate materials handling equipment (other than a traveling, gantry, or mobile crane).

Next Lower Classifications

\*1210 Materialsman (2)

Same or Higher Classifications

0433 Leadman Driver  
0765 Materials Facility  
Subforeman (1)  
1215 Materials Facility Man (1)  
1085 Materials Leadman (1)  
\*\*1594 Crane Operator

\*See test requirements and training program - pages 23 and 24

\*\*Limited to Crane Operator who previously held classification of Materialsman.

0433 LEADMAN DRIVER (cont'd)

Note: (1) Will not be required to type or use a data terminal.

(2) An employee prior to entering the classification of Leadman Driver (0433) shall be required to satisfactorily complete Company's Driver's Training Course.

1210 MATERIALSMAN

An employee who performs without direct supervision, subordinate to the employee in charge, routine duties in a Materials Facility or Distribution Center relating to shipping, receiving, related materials office procedure, disbursing, and salvaging of materials.

An employee who, while assigned to one Materials Facility or Distribution Center as his headquarters, may be assigned, as an assistant to a Materials Leadman or Leadman Driver, routine duties at one or more materials service points which are normally unmanned by Materials employees.

In addition, he operates materials handling equipment (other than a traveling, gantry, or mobile crane); and may be required to drive any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between Materials Facilities or to a jobsite; may be assigned to assist the Crane Operator and engages in preparing a load for lifting, hooking, or unhooking a load or removing a load from the sling during crane operations.

The employee shall be able to use a typewriter with moderate skill (25 words per minute) or a data terminal and shall possess a Class 3 California Drivers License. The employee must meet requirements of Fork Lift Operation Course (see page 24) and have passed the EEI Clerical Pre-employment Test Battery

Beginner's Classification.

Note: (1) A transfer application from a Materialsman or a higher classification in the Line of Progression will be given Priority 1 status under the Job Bidding System and filled under the provisions of Subsection 205.5(b) of the Physical Agreement.

Incumbent Division Materials Department and Materials Distribution employees will be exempt from the Clerical Pre-employment Test and the Fork Lift Training requirements when submitting a Priority 1 transfer to Materialsman.

(2) Duties involving interoffice mail delivery shall be limited to the practice in effect on January 31, 1972, in the Materials Distribution Department.

- (3) "Employee in charge" refers to Materials Facility Subforeman, Materials Facility Man, Materials Leadman, or Leadman Driver but shall not limit or restrict a nonbargaining unit supervisor's right to supervise or direct the work consistent with Titles 2 and 7 of the current Labor Agreement, including the 1966 Statement of Intent relative to bargaining unit work.

Bidding Rights of Materialsman to Garage Department

The (1210) Materialsman classification is considered for bidding purposes to Parts Clerk, Exhibit VI-D, Job Definitions and Lines of Progression, General Services Department, Division Garage Department, as a classification next lower, thereby entitling a Materialsman to submit a prebid for consideration pursuant to Subsection 205.7(b).

0462 HEAVY TRUCK DRIVER

An employee who drives a heavy truck transporting men, supplies, and equipment; loads and unloads the truck; performs necessary paperwork in connection therewith; assists materials employees in the performance of their work; and may be assigned to operate material handling equipment. Must possess a valid Class 1 California Driver's License.

A heavy truck is defined as:

1. a truck tractor coupled with one or more trailers or;
2. a 3-axle truck or;
3. any combination of truck and trailers exceeding 50 feet in length.

Two wheel pole or pipe dollies without any part of the weight of the dolly resting upon the towing vehicle are not considered trailers for purposes of the above.

Next Lower Classifications

0416 Truck Driver-Materials

Same or Higher Classifications

0433 Leadman Driver  
0434 Special Driver-GC Svc. Ctr.  
0435 Special Driver-GC  
0461 Heavy Truck Driver-GC  
0462 Heavy Truck Driver-Materials  
0463 Heavy Truck Driver-Electric  
0465 Heavy Truck Driver-Gas  
1594 Crane Operator

**0416 TRUCK DRIVER**

An employee who drives a truck transporting men, supplies, and equipment, loads and unloads the truck; performs necessary paperwork in connection therewith; assists materials employees in the performance of their work and may be assigned to operate material handling equipment. Must possess a valid Class 3 California Drivers License.

Next Lower Classifications

0422 Light Truck Driver-Materials

Same or Higher Classifications

0415 Truck Driver-G.C.  
0416 Truck Driver-Materials  
0417 Truck Driver-Electric  
0418 Truck Driver-Water  
0433 Leadman Driver  
0434 Special Driver-GC Svc. Ctrs.  
0435 Special Driver-GC  
0461 Heavy Truck Driver-GC  
0462 Heavy Truck Driver-Materials  
0463 Heavy Truck Driver-Electric  
0465 Heavy Truck Driver-Gas  
1594 Crane Operator

**0422 LIGHT TRUCK DRIVER**

An employee who drives a station wagon or pickup truck transporting men, supplies and equipment; loads and unloads the truck; performs necessary paperwork in connection therewith; assists employees in the performance of their work in the department to which he is assigned. Must possess a valid Class 3 California Drivers License.

Next Lower Classifications

None

Same or Higher Classifications

0415 Truck Driver-G.C.  
0416 Truck Driver-Materials  
0417 Truck Driver-Electric  
0418 Truck Driver-Water  
0422 Light Truck Driver-Materials  
0423 Light Truck Driver-Garage  
0424 Light Truck Driver-Electric  
0425 Light Truck Driver-Water  
0426 Light Truck Driver-Steam  
0433 Leadman Driver  
0434 Special Driver-GC Svc. Ctrs.  
0435 Special Driver-GC  
0461 Heavy Truck Driver-GC  
0462 Heavy Truck Driver-Materials  
0463 Heavy Truck Driver-Electric  
0465 Heavy Truck Driver-Gas  
1594 Crane Operator

1594 CRANE OPERATOR

An employee who operates a traveling, gantry, or mobile crane for the purpose of moving materials, supplies or equipment, switching cars, and is responsible for the care of the crane equipment. May be assigned to other materials related duties when not operating the crane.

Next Lower Classifications

0461 Heavy Truck Driver-GC  
0462 Heavy Truck Driver-Materials  
0463 Heavy Truck Driver-Electric  
0465 Heavy Truck Driver-Gas  
1210 Materialsman

Same or Higher Classifications

0433 Leadman Driver  
0765 Materials Facility Subforeman  
1085 Materials Leadman  
1215 Materials Facility Man  
1594 Crane Operator  
1596 Crane Operator-GC Svc. Ctrs.  
1597 Crane Operator-GC Field

Note: For purposes of this definition, a crane is defined as a mobile, self-propelled lifting device that uses a lattice structure boom, cable, and pulley lift mechanism.

1050 JANITOR

An employee who is engaged in performing all types of janitorial work on the Company premises or section thereof assigned to him.

Beginner's Classification.

MACHINE SHOP

0745 MACHINE SHOP SUBFOREMAN

An employee who shall have the qualifications of a Machinist and shall be a working foreman called upon by the Foreman to assist him by allocating and supervising work in and around the machine shop.

Next Lower Classifications

\*1112(1127) Machinist & (Un)

Same or Higher Classifications

0745 Machine Shop Subforeman

\*Experience in the Machine Shop required.

1455 METAL WORKER

An employee who makes and repairs articles and tools, sharpens and tempers same and does other miscellaneous jobs requiring the use of hand tools, forge, anvil triphammer, and who forms, welds, and unites sheet, rolled, cast and extruded metals, including the fabrication of jobs from plans and sketches. Must have working knowledge of metallurgy and pattern drafting. The employee's background and experience must be such that these duties can be performed with skill and efficiency.

1455 METAL WORKER (cont'd)

Next Lower Classifications

1165 Maintenance  
1700 Machine Operator

Same or Higher Classifications

0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1455 Metal Worker

1112 MACHINIST

An employee who is a journeyman and who is qualified to do precision work wi

engaged in the performance of such work in connection with the manufacture, maintenance, and repair of all types of machinery. This may include the complete fabrication of a job from plans or sketches, the grinding or shaping of tools, related welding and rigging, and laying out and setting up of jobs. His background of apprenticeship and experience must be such that he can perform these duties with skill and efficiency.

Next Lower Classifications

1132 Apprentice Machinist

Same or Higher Classifications

0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1110 Machinist (G.C. Svc. Ctr.)  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist & (Un)  
1113(1128) Machinist & (Un)-DCPP  
1146(1129) Trv. Mach. & (Un)-DCPP  
1147(1124) Traveling Mach.& (Un)  
1180 Plant Maintenceman

1132 APPRENTICE MACHINIST

An employee who is engaged in performing Machinist's work as an assistant to or under the general direction of a journeyman for training purposes. In order to gain experience for advancement to Machinist, he may be required to work alone or under indirect supervision on jobs for which he has been trained and instructed. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Next Lower Classifications

0400 Crater  
0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)  
\*1165 Maintenceman  
\*1700 Machine Operator

Same or Higher Classifications

0160 Carpenter  
0690 Carpenter Subforeman  
1131 Appr. Machinist - Stm  
1132 Apprentice Machinist  
1151 Certified Welder/Mainmain Arc

(cont'd)

1132 APPRENTICE MACHINIST (cont'd)

Next Lower Classifications

Same or Higher Classifications

1455 Metal Worker  
1460 Sheet Metal Worker (Inc only)  
2626(2623) Certified Welder & (Un)  
2631(2632) Certified Welder &  
(Un)-DCPP  
2634(2635) Trv. Cert. Welder &  
(Un)-DCPP  
2637(2636) Trv. Cert. Welder & (Un)

\*An employee in any one of these classifications will be given six months' classification seniority as an Apprentice Machinist if he is the successful bidder on such job and has spent at least one year in one or more of the classifications.

1165 MAINTENANCEMAN

An employee who repairs and maintains buildings and equipment pertaining to the operation thereof; also greases and oils shop machinery and equipment.

Next Lower Classifications

Same or Higher Classifications

1700 Machine Operator

0159 Lead Carpenter-GC Svc. Ctrs.  
0160 Carpenter  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1110 Machinist-GC Svc. Ctrs.  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist & (Un)  
1113(1128) Machinist & (Un)-DCPP  
1131 Appr. Machinist-Stm  
1132 Apprentice Machinist  
1146(1129) Trv. Mach.& (Un)-DCPP  
1147(1124) Trv. Machinist & (Un)  
1151 Certified Welder/Mainman Arc  
1165 Maintenceman  
1180 Plant Maintenceman  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc only)  
2626(2623) Certified Welder & (Un)  
2631(2632) Certified Welder &  
(Un)-DCPP  
2634(2635) Trv. Cert. Welder &  
(Un)-DCPP  
2637(2636) Trv. Cert. Welder & (Un)

1700 MACHINE OPERATOR

An employee who does work requiring skill and accuracy in the use of certain power tools, machines, or equipment such as the drill press, punch press, or some of the more common power-operated machine shop tools or similar work but not requiring the precision and skill of a journeyman. He lays out and sets up work in connection with the routine operation of his machine. He may be called upon to assist a machinist or other employees.

Next Lower Classifications

0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)

Same or Higher Classifications

1113(1128) Machinist & (Un)-DCPP  
0159 Lead Carpenter-GC Svc. Ctrs.  
0160 Carpenter  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1110 Machinist-GC Svc. Ctrs.  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist & (Un)  
1131 Appr. Machinist-Steam  
1132 Apprentice Machinist  
1147(1124) Traveling Machinist  
1151 Certified Welder/Mainman Arc  
1165 Maintenceman  
1180 Plant Maintenceman  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc. Only)  
1700 Machine Operator  
1146(1129) Trv. Mach. & (Un)-DCPP  
2624 Routine Welder  
2626(2623) Certified Welder & (Un)  
2631(2632) Cert. Welder &  
(Un)-DCPP  
2634(2635) Trv.Cert.Welder &  
(Un)-DCPP  
2637(2636) Trv.Cert.Welder & (Un)

1460 SHEET METAL WORKER - Present Incumbent Only

An employee who forms, welds, and unites sheet, rolled, cast and extruded metals including the fabrication of jobs from plans and sketches. Must have working knowledge of metallurgy and pattern drafting. His background and experience must be such that he can perform these duties with skill and efficiency.

2626 CERTIFIED WELDER

An employee who does both electric and acetylene welding to build, reinforce, or repair Company material or equipment. He may lay out metal in accordance with plans or sketches before welding. His background of experience must be such as to qualify him for certification by the State if requested to perform a class of work requiring certification.



2626 CERTIFIED WELDER (cont'd)

Next Lower Classifications

2624 Routine Welder

Same or Higher Classifications

0690 Carpenter Subforeman  
0710 Electric Shop Subforeman  
0745 Machine Shop Subforeman  
0749 Electric Maintenance Subforeman  
(Steam)  
0750 Elec. Maintenance Crew Foreman  
1151 Certified Welder/Mainman Arc  
1460 Sheet Metal Worker (Inc only)  
2617 Welder (G.C.)  
2622 AWS Cert. Welder (G.C.)  
2626(2623) Certified Welder & (Un)  
2631(2632) Cert. Welder &  
(Un.)-DCPP  
2634(2635) Trv. Certified Welder &  
(Un) - DCP  
2637(2636) Trv. Cert. Welder & (Un)

2624 ROUTINE WELDER

An employee who does work requiring moderate skill and accuracy in the use of welding equipment. He may be called on to assist a Certified Welder or other employee.

Next Lower Classifications

0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)

Same or Higher Classifications

0160 Carpenter  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1111(1126) Machinist & (Un) - Steam  
1112(1127) Machinist & (Un)  
1113(1128) Machinist & (Un) - DCP  
1131 Appr. Machinist - Steam  
1132 Apprentice Machinist  
1146(1129) Trv. Mach. & (Un) - DCP  
1147(1124) Trv. Mach. & (Un)-Steam  
1151 Certified Welder/Mainman Arc  
1180 Plant Maintenance man  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc Only)  
2617 Welder (G.C.)  
2622 AWS Cert. Welder - GC Svc. Ctrs.  
2624 Routine Welder  
2625 Arc Welder - GC  
2626(2623) Certified Welder & (Un)  
2631(2632) Cert. Welder & (Un)-DCPP  
2634(2635) Trv. Cert. Welder &  
(Un)-DCPP  
2637(2636) Trv. Cert. Welder & (Un)

0690 CARPENTER SUBFOREMAN

An employee who shall have the qualifications of a Carpenter and shall be a working foreman called upon by the Foreman to assist him by allocating and supervising work in and around the carpenter shop.

Next Lower Classification

0160 Carpenter

Same or Higher Classifications

0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
0854 Working Foreman C  
(Carpenter G.C.)

0160 CARPENTER

An employee who performs all classes of carpenter work, including cabinet making, journey, and other work requiring a high degree of precision, employing hand and machine wood working tools. He may be required to do other work such as the repair and maintenance of buildings and fixtures.

Next Lower Classifications

0400 Crater

Same or Higher Classifications

0159 Lead Carpenter - GC Svc. Ctrs.  
0160 Carpenter  
0163 Carpenter A (G.C.)  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
0854 Working Foreman C (Carpenter  
G.C.)  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist  
1113(1128) Machinist & (Un)-DCPP  
1146(1129) Trv. Mach. & (Un)-DCPP  
1147(1124) Trv. Mach. & (Un)-Stm  
1151 Certified Welder/Mainman Arc  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc. Only)  
1180 Plant Maintenceman  
2626(2623) Certified Welder & (Un)  
2631(2632) Cert. Welder & (Un)-DCPP  
2634(2635) Trv. Cert. Welder & (Un)  
DCPP  
2637(2636) Trv. Cert. Welder & (Un)

0400 CRATER

An employee, qualified to do rough carpenter work, who crâtes materials, supplies, or equipment, in such manner as to comply with shipping regulations; may perform other rough carpenter work or packing. Must be able to do millwork necessary to the crating operation.

(cont'd)

0400 CRATER (cont'd)

Next Lower Classifications

0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)

Same or Higher Classifications

0159 Lead Carpenter- GC Svc. Ctr.  
0160 Carpenter  
0400 Crater  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist  
1132 Apprentice Machinist  
1147(1124) Trv. Machinist &  
(Un)-Steam  
1151 Certified Welder/Mainman Arc  
1165 Maintenceman  
1180 Plant Maintenceman  
1113(1128) Mach. & (Un)-DCPP  
1131 Appr. Machinist-Stm  
1146(1129) Trv. Mach. & (Un)-DCPP  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc. Only)  
2624 Routine Welder  
2626(2623) Certified Welder  
2631(2632) Cert. Welder & (Un.)DCPP  
2634(2635) Trv. Certified  
Welder & (Un)-DCPP  
2637(2636) Trv. Certified  
Welder & (Un)-Stm

1180 PLANT MAINTENANCEMAN

A qualified employee who performs all types of repair and preventive maintenance work on all yard and shop machinery and buildings operated by the Materials Distribution Department. Inspects facilities to determine work necessary. Must be proficient in the use of bench, hand, power and air tools, and welding equipment necessary for such work. Shall also perform minor electrical repair work.

Next Lower Classifications

1132 Apprentice Machinist

Same or Higher Classifications

0159 Lead Carpenter-GC Svc. Ctrs.  
0690 Carpenter Subforeman  
0745 Machine Shop Subforeman  
1111(1126) Machinist & (Un)-Steam  
1112(1127) Machinist  
1113(1128) Mach. & (Un)-DCPP  
1146(1129) Trv. Mach. & (Un)-DCPP  
1147(1124) Trv. Mach. & (Un)-Steam  
1180 Plant Maintenceman

0920 HELPER

An employee whose principal duties consist of routine semi-skilled work such as assisting the employee in charge. He may be required to prepare and handle tools and material under the supervision of a journeyman or perform other semi-skilled duties as directed.

Beginner's Classification.

ELECTRIC AND UTILITY

0750 ELECTRIC MAINTENANCE CREW FOREMAN

An employee who shall have the qualifications of an electrician and be a working foreman; may be in charge of a small crew engaged in station constructions and maintenance work.

Next Lower Classifications

\*0469(0486) Electrician & (Un)  
0710 Electric Shop Subforeman  
1151 Certified Welder/Mainman Arc  
\*2626(2623) Certified Welder

Same or Higher Classifications

0650 Subforeman A - GC Station  
0653 Subforeman B - GC Station  
0750 Elec Maintenance Crew Foreman  
0850 Working Foreman A - GC Station  
0853 Working Foreman B - GC Station

\*Experience in hydroelectric maintenance required.

0710 ELECTRIC SHOP SUBFOREMAN

An employee who is a working foreman and who performs and directs the work in the bushing repair shop of the electric and utility section of the Central Store Shops. In addition, he may be required to assist on bushing repair work at other locations on Company's system and to give advice and direction concerning such work. He shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of an electrician and a background of experience in bushing repair work. He shall be familiar with Company's construction and safety standards, accounting procedures and other applicable rules and procedures.

Next Lower Classifications

\*0469(0486) Electrician & (Un) ·  
Matls. & Other

Same or Higher Classifications

0650 Subforeman A-GC Station  
0653 Subforeman B (GC Station)  
0710 Electric Shop Subforeman  
0720 Electric Subforeman  
0749 Electric Maint. Subforeman  
0750 Electric Maintenance Crew  
Foreman  
0850 Working Foreman A (GC - Sta.)  
0853 Working Foreman B (GC - Sta.)

\*Experience in electric shop required.

0469 ELECTRICIAN

An employee who is a journeyman and who is engaged in performing all classes of electrical work. This may include the complete formation and assembly of a job from plans, sketches, or instruction, the drawing of plans for the completion of the supplementary work and for the reassembly of the specific job by other employees. His background of apprenticeship and experience must be such that he can perform these duties with skill and efficiency.

Next Lower Classifications

0483 Apprentice Electrician

Same or Higher Classifications

0466 Electrician-GC Svc. Ctr.  
0467(0484) Electrician & (Un) -  
Electric Mtc.  
0468(0485) Electrician & (Un) -  
Steam Gen.  
0469(0486) Electrician & (Un) -  
Matls. & Other  
0472(0489) Electrician &  
(Un.) - (DCPP)  
0474 Electrician-GC  
0477(0476) Trv. Electrician & (Un)  
0479(0491) Trv. Electrician &  
(Un.) - (DCPP)  
0650 Subforeman A-GC Station  
0653 Subforeman B-GC Station  
0710 Electric Shop Subforeman  
0720 Electric Subforeman  
0749 Electric Mtc. Subforeman  
0850 Working Foreman A - GC Station  
0853 Working Foreman B - GC Station

0483 APPRENTICE ELECTRICIAN

An employee who is engaged in performing Electrician's work as an assistant to or under the general direction of a journeyman for training purposes. In order to gain experience for advancement to Electrician, he may be required to work alone or under indirect supervision on jobs for which he has been trained and instructed. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Next Lower Classifications

0400 Crater  
0530 Filterman  
0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)  
1934 Painter

Same or Higher Classifications

0481 Apprentice Electrician -  
Elec. Maint.  
0482 Appr. Electrician -  
Stm Gen.  
0483 Appr. Electrician -  
Matls. & Other  
0488 Appr. Electrician - GC

2626 CERTIFIED WELDER

An employee who does both electric and acetylene welding to build, reinforce or repair Company material or equipment. He may lay out metal in accordance with plans or sketches before welding. His background of experience must be such as to qualify him for certification by State if requested to perform a class of work requiring a certification.

Next Lower Classifications

2624 Routine Welder

Same or Higher Classifications

0690 Carpenter Subforeman  
0710 Electric Shop Subforeman  
0745 Machine Shop Subforeman  
0749 Electrical Maintenance  
Subforeman  
0750 Elec. Maintenance Crew Foreman  
2617 Welder-GC  
2622 AWS Cert. Welder - GC  
2626(2623) Certified Welder & (Un.)  
2631(2632) Cert. Welder & (Un)-DCPP  
2634(2635) Trv. Cert. Welder &  
(Un.)-DCPP  
2637(2636) Trv. Cert. Welder &  
(Un)-Steam

0530 FILTERMAN

An employee who maintains and operates filtering and storage tank equipment for transformer and switch oils, prepares samples for testing, maintains records of all oil handled, prepares charges and credits and performs other related duties as directed.

Next Lower Classifications

0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)  
1934 Painter

Same or Higher Classifications

0469(0486) Electrician & (Un)  
0477 Traveling Electrician  
0483 Apprentice Electrician  
0530 Filterman  
0710 Electric Shop Subforeman  
0750 Elec. Maintenance Crew Foreman  
2626(2623) Certified Welder & (Un.)  
2637(2636) Trv. Certified Welder &  
(Un.)-Steam

1934 PAINTER

An employee who is regularly engaged in painting such equipment as transformer tanks, regulators, etc.

Next Lower Classifications

0530 Filterman  
0920 Helper (Machine Shop)  
0923 Helper (Electric Shop)

Same or Higher Classifications

0469(0486) Electrician & (Un)  
0477 Traveling Electrician  
0483 Apprentice Electrician  
0710 Electric Shop Subforeman  
0750 Elec. Maintenance Crew Foreman  
1151 Certified Welder/Mainman Arc  
1934 Painter  
2626(2623) Certified Welder & (Un)  
2637(2636) Trv. Certified Welder & (Un)

0923 HELPER

An employee whose principle duties consist of routine semi-skilled work such as assisting the employee in charge. He may be required to prepare, lay out and handle tools and material under the supervision of a journeyman and perform other semi-skilled duties as directed.

Beginner's Classification.

DECOTO PIPE YARD AND PLANT

1594 CRANE OPERATOR

An employee who operates a mobile crane for the purpose of moving pipe, material, supplies, equipment, etc.; shall perform minor repairs and maintenance work on such crane.

Next Lower Classifications

0914 Pipe Handler

Same or Higher Classifications

1594 Crane Operator  
1596 Crane Operator-GC Svc. Ctr.  
1597 Crane Operator-GC Field

Note: For purposes of this definition, a crane is defined as a mobile, self-propelled lifting device that uses a lattice structured boom, cable and pulley lift mechanism.

1910 PIPE MACHINE OPERATOR

An employee who operates and maintains a pipe cleaning and priming machine or a pipe wrapping machine in the complete operation of cleaning and priming pipe or soil proofing pipe and directs other employees as necessary in the complete operation. When not engaged in pipe wrapping or priming and cleaning operation may perform other duties in the pipe yard and plant such as checking, loading, or other duties as may be assigned.

(cont'd)

1910 PIPE MACHINE OPERATOR (cont'd)

Next Lower Classifications

0914 Pipe Handler  
1960 Pipeman

Same or Higher Classifications

1910 Pipe Machine Operator

0914 PIPE HANDLER

An employee who operates a fork lift for the purpose of moving or transporting pipe, material, supplies, or equipment and performs minor repairs and maintenance work on such fork lift. Is responsible for the operation of tar pots and performs such duties as lighting the burners, maintaining proper heat, charging the pots with tar, keeping the tar at the proper level to feed the pipe wrapping machines and keeping his work area clean. During the night work period, he shall also do such routine maintenance work as changing screens, cleaning and making adjustments as instructed by Plant Maintenceman or day crew. Without direct supervision, subordinate to the employee in charge, assists in tallying, receiving and shipping pipe, including records and related paper work with this operation.

Next Lower Classifications

1960 Pipeman

Same or Higher Classifications

0914 Pipe Handler  
1910 Pipe Machine Operator

1960 PIPEMAN

An employee whose principle duties consist of routine work in a pipe priming or wrapping crew; shall perform semi-skilled or unskilled work as directed.

Beginner's Classification.

1050 JANITOR

An employee performing all types of janitorial work in the pipe yard and plant.

Beginner's Classification.



## MATERIALS DISTRIBUTION TOOL LIST

### WELDERS

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1. Outside Calipers, 4" & 12"         | 8. Klein Cutters, or Equivalent    |
| 2. Dividers, 0" - 12" radius          | 9. Hammer, Small Ball Peen         |
| 3. Square, Combination 12"            | 10. Hammer, Medium Size Ball Peen  |
| 4. Square, 24"                        | 11. Hammer, Small Cross Peen       |
| 5. Brass Rule, 12" (Inside, Outside)  | 12. Hammer, Medium Size Cross Peen |
| 6. Trammels, 12" to 36"               | 13. Scribes                        |
| 7. Center Punches, Fine Point & Heavy |                                    |

### MACHINE OPERATOR

- |  |                                     |
|--|-------------------------------------|
| 1. Tool Box  | 6. Dividers, 6" & 12" - 1 ea.       |
| 2. Ball Peen Hammer                                    | 7. 6" Steel Rule                    |
| 3. Screwdrivers, 10" & 6" - 1 ea.                      | 8. Steel Tape                       |
| 4. Crescent Wrench, 10" & 6" - 1 ea.,<br>or Equivalent | 9. Combination Square               |
| 5. Center Punch  | 10. Pliers, Gas                     |
|  | 11. Pliers, Klein, 8" or Equivalent |

### MAINTENANCEMAN

- |   |  |
|---|--|
| 1. Tool Box   | 7. Combination Square                                  |
| 2. Ball Peen Hammer                                   | 8. Combination Open End & Box Wrench<br>3/8" to 1-1/8" |
| 3. Screwdrivers, 10", 6", 2" - 1 ea.                  | 9. Dividers, 6" & 12" - 1 ea.                          |
| 4. Crescent Wrench, 10" & 6" - 1 ea.<br>or Equivalent | 10. 8" Vice Grip or Equivalent                         |
| 5. Center Punch                                       | 11. Pliers, Gas  |
| 6. 6' Steel Tape                                      | 12. Pliers, Klein, 8" or Equivalent                    |

### APPRENTICE MACHINIST

- |   |   |
|---|---|
| 1. Tool Box                                 | 9. 6' Steel Tape  |
| 2. Set Micrometer, 0" to 1"                 | 10. Center Punch  |
| 3. Calipers-Outside & Inside, 6" -<br>1 ea. | 11. Screwdrivers, 6" & 10" - 1 ea.                      |
| 4. Dividers, 6" & 12" - 1 ea.               | 12. Crescent Wrenches<br>6" & 12" - 1 ea. or equivalent |
| 5. Combination Square, 12"                  | 13. Hacksaw   |
| 6. Center Head                              | 14. Pliers, Gas   |
| 7. 6" Steel Rule                            | 15. Pliers, Klein, 8" or Equivalent                     |
| 8. Center Gauge                             |   |

## ELECTRICIAN

1. \*Crescent Wrench, 6", 8", 10", 12" - 1 ea. or Equivalent
2. \*Screwdriver, 6", 8", 10" - 1 ea.
3. \*Screwdriver, Standard Phillips Holding, 6"
4. \*Ball Peen Hammers - Standard & Heavy - 1 ea.
5. \*Center Punch
6. \*Chisel
7. \*Allen Wrenches, Set
8. Calipers-Inside & out, 8" & 10" - 1 ea.
9. Dividers, 10"
10. Drift Pin Drivers, Set
11. Offset Screwdrivers - 1 Straight & 1 Phillips
12. \*Lineman Pliers, Diagonal
13. \*Needle Nose, Channel Lock or Equivalent
14. \*Pliers, Vice Grip, Round Nose or Equivalent
15. \*Scriber
16. Open End and Box Wrenches, 1/4" to 1-1/4"
17. \*Combination Square, 12"
18. Socket Set, 3/8" Drive, 1/4" - 1-1/8"
19. Feeler Gauges
20. Set, Spin Tights
21. \*Tool Box
22. Tin Snips

\*Apprentice Electrician and Apparatus Repairman

## CARPENTER

1. Claw Hammer
2. Brace, 10"
3. Set, Auger Bit, 1/4" to 1"
4. Expansion Bit
5. Set, Screw Mate Drill
6. Set of Wood Chisels, No. 6-1/4" to 1"
7. 24" Level
8. Scratch Awl
9. Marking Gauge
10. Set of Nail Sets
11. Hacksaw
12. Wood Saw, Cross Cut
13. Smooth Plane, 8"
14. Block Plane
15. Steel Tape, 6'
16. 50' Tape
17. Set of Screwdrivers
18. Framing Square
19. Combination Square
20. Wing Divider
21. Keyhole Saw
22. Common Pliers
23. Sliding Tee Bevel Square
24. Center Punch
25. Ripping Bar, 24"

## MACHINIST

1. Tool Box
2. Machinist Handbook
3. Set, Micrometer, 0" to 1"
4. Set, Micrometer, 1" to 2"
5. Calipers-Outside & Inside, 6" & 12" - 1 ea.
6. Dividers, 6" & 12" - 1 ea.
7. Thread Gauge - Small & Large
8. Combination Square
9. 6" Depth Gauge & Angle
10. 6" Steel Rule
11. Center Gauge
12. 12" Surface Gauge
13. Small Bench Level
14. 6' Steel Tape
15. Center Punch
16. Screwdriver, 6" & 10" - 1 ea.
17. Crescent Wrench, 6" & 12" (or Equivalent) - 1 ea.
18. Small Carbon Stone
19. Ball Peen Hammer
20. Hacksaw
21. Set of Thickness Gauges
22. Small Vee Block
23. Pliers, Gas
24. Pliers, Klien, 8" or Equivalent

### ELECTRICIAN (BUSHING DEPARTMENT)

- |  |   |
|--|---|
| 1. Screwdriver, 2", 6", 7" - 1 ea.                           | 10. Scratch Awls                          |
| 2. Screwdriver, Phillips, 4", 6", 12" - 1 ea.                | 11. Offset Screwdriver                    |
| 3. Sidecutters, 8-1/2"                                       | 12. Punch 6"                              |
| 4. Crescent Wrench, 6", 8", 10", 12" (or Equivalent) - 1 ea. | 13. Micrometer, 1"                        |
| 5. Pliers, Channel Lock, 9" or Equivalent                    | 14. Set, Sockets Wrenches, 3/8" to 1-1/8" |
| 6. Pliers, Vice Grip, 10" or Equivalent                      | 15. Allen Wrench Set                      |
| 7. Straight Nose Pliers, 7"                                  | 16. Outside Calipers, 8"                  |
| 8. Box Wrench, 1/2" to 1"                                    | 17. Dividers, 12"                         |
| 9. Drift Pins, 1/2" to 3/4"                                  | 18. Cutting Snips Gauge                   |
|  | 19. Combination Square                    |
|  | 20. Thread Gauge                          |
|  | 21. Hammer - Large & Small                |

### METAL WORKER

- |   |  |
|---|--|
| 1. Ball Peen Hammer, 16 oz.                       | 13. Tape Rule 12'                        |
| 2. Ball Peen Hammer, 8 oz.                        | 14. Rafter Square                        |
| 3. Hammer, Small Cross Peen                       | 15. Square, 24                           |
| 4. Hammer, Medium Cross Peen                      | 16. Scribe                               |
| 5. Stanley Handyman Hammer, or equivalent         | 17. Combination Square                   |
| 6. Tinners Setting Hammer                         | 18. Trammel, 12" to 36"                  |
| 7. Hacksaw, 12 inches                             | 19. Center Punches, Fine Point and Heavy |
| 8. Kit, Coldchisel & Punches                      | 20. Klein Cutters or Equivalent          |
| 9. Pliers, 8"                                     | 21. Divider, 6" & 12" - 1 ea.            |
| 10. Diagonal Cutter                               | 22. Calipers, 8" & 3" - 1 ea.            |
| 11. 3 Adjustable Wrenches, 6", 10", & 12" - 1 ea. | 23. Outside Calipers, 4" and 12"         |
| 12. 2 Set, Screwdrivers, 6" & 8" - 1 ea.          | 24. Metal Shears                         |
|   | 25. Brass Rule, 12" (Inside, Outside)    |

**PROCEDURES  
MATERIALS TRAINING PROGRAM  
AND  
TEST REQUIREMENTS**

**I. MATERIALS DEPARTMENTS TRAINING COURSE**

1. Materialsmen hired after January 15, 1979, who are eligible to prebid in the Materials Distribution Line of Progression as of December 1, 1983, will not be required to successfully complete the Materials Department Training Course in order to progress in the line of progression.
2. All other Materialsmen not covered in Item 1 above hired after January 15, 1979, will be required to successfully participate in the Materials Department Training Course in order to progress in the Materials Distribution Line of Progression.
3. All employees in the Materials Distribution Line of Progression must participate in the Materials Department Training Course. Employees in the Materials Distribution Line of Progression prior to January 15, 1979 shall not be required to take the training course as a condition of promotion or continued employment. However, the material shall be made available to them, and they shall be encouraged to complete it.
4. Employees will be provided a maximum of 40 hours total study time during working hours over an 18-month period from the date of enrollment in the course. Such date shall be after the employee has attained regular status and upon receipt of the training manual. The amount of study time necessary per lesson will be at the employee's option and the scheduling of this study time will be at the discretion of the employee's supervisor in order to minimize the impact on work schedules. However, supervisors should endeavor, if at all possible, to make available a minimum of 4 hours of study time per month. Should a circumstance arise where an employee has successfully completed all but one of the lessons and failed the first retest more than 17 months, but less than 18 months, after beginning the course, the employee will be allowed to take the second retest one month after failing the first retest.
5. All tests given in this course will be "open book" with test periods lasting a maximum of 90 minutes.
6. An employee who is participating in the Materials Department Training Course shall have a reasonable amount of time on the job for study. Company shall supply all needed instructional material. Each employee shall indicate to his immediate supervisor his readiness for a test. A grade of 70 percent on any of the agreed-to tests shall be deemed as passing. An employee who has failed, on his first attempt, to receive a passing score on the agreed-to tests will be eligible to be retested on such test in the following manner:

2nd Testing - (1) month following the date of the initial test

3rd Testing - (1) month following the date of the first retest

Once an employee has satisfied the requirements of this program, he shall not be required to repeat any portion of it.

7. Such an employee's wage progression as a Materialsman shall not be held up in relation to an employee's progress in this program. However, the Materialsman must satisfactorily complete the course prior to progressing in the Materials Distribution Line of Progression.

## II. FORK LIFT OPERATION COURSE

1. Each Materialsman shall be required to successfully demonstrate his ability to operate a fork lift by successfully participating in and successfully completing a fork lift training program.
2. All incumbent Materials Department employees who are required to operate a fork lift must also participate in this training program.

## III. TRUCK DRIVING COURSE

1. An employee prior to entering the 0433 Leadman Driver Classification shall be required to satisfactorily complete a driver's training course. The training effort shall be conducted by an outside Truck Driving School selected by the Company for this training effort.
2. Reports relative to an employee's participation in the School, including all recommendations, shall be final. However, each party shall retain the right to review these records. Company's application of the final recommendation shall be subject to the grievance procedure outlined herein.
3. All employees who were reclassified to the 0433 Leadman Driver classification, on December 1, 1983, shall be required to satisfactorily complete the Driver's Training Course. Failure to satisfactorily complete the course shall result in the employees' removal from the employees' present classification. Such employees shall be placed into positions in accordance with Section 206.15 of the Physical Agreement.
4. An employee who fails the Truck Driving School shall have one chance to reenter the School within one year of the initial failure based upon agreement between the Company and Union.

## IV. TYPING TEST

1. The test will be administered by the employee's Human Resources Department in the following manner:
  - A. The employee shall be given written instructions on how the test will be administered, including a warm-up period.

- B. The test shall be taken in a testing area, and if possible, the employee given the choice of a personal computer or electric typewriter.
- C. The employee's Human Resources Department shall establish the examination date once having received written notice from the employee.
- D. An employee who has failed on employee's first attempt to receive the minimum passing score will be eligible to be retested on such test in the following manner:
  - 2nd Testing - 30 days, or thereafter, following the date of the first testing;
  - 3rd Testing - 60 days, or thereafter, following the date of the second testing.
- E. An employee who fails will be advised when eligible for a retest. In addition to the testing schedule provided above, if an employee who has failed the test can provide evidence of successful completion of a typing course, the employee may be retested not less than six months from the date last retested.
- F. When Company determines that the typing requirement in various Materials classifications can be waived due to operating flexibility or other valid reasons, agreement to waive such requirement may be sought under Sections 205.19 and 206.12 of the Physical Labor Agreement.

#### V. DISPUTE PROCEDURE

- 1. Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Section 102.8 of the Agreement; however,
- 2. If the grievance pertains to:
  - A. the fairness of administration or correction of a test required in the program, or
  - B. the attainment of a standard or proficiency which does not require a test as such, or
  - C. an evaluation by the outside Truck Driving School,the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.

## GENERAL INFORMATION

### I. TEMPORARY UPGRADES

Subsection 205.3(a) of the Physical Labor Agreement states that employees at a headquarters in which a vacancy occurs shall be assigned to the temporary vacancy, if practicable. In applying this intent to situations where shift operations have been established, such as at a consolidated Materials Distribution Center, it is proper, for periods of short duration (less than five workdays), to upgrade the senior qualified employee on the shift in which the temporary vacancy occurs rather than upgrade the senior prebidder at the headquarters regardless of shift.

The senior prebidder in the headquarters should only be upgraded when the temporary vacancy is of a duration of one week (five workdays) or more or when upgrading an employee on the shift for a short duration assignment would result in additional transfers or upgrades from other shifts, making it impossible to avoid shift changes.

### II. HOURS OF WORK

The workday of Materials Distribution employees who report for their day's work after 3 p.m. and finish their day's work at or before 8 a.m. shall consist of eight consecutive hours.

### III. DEFINITIONS

#### Materials Distribution Center

A large Materials facility which serves one entire Division or multiple Divisions.

Note: (1) A Division may have Materials Facilities at Power Plants, Hydro Plants, Compressor Plants, or other speciality facilities and still have its main materials distribution point qualify as a Materials Distribution Center.

(2) Materials Facilities 470 - Eureka and 16 Central Gas Meter Shop are excluded from the above definition.

#### Materials Facility

A manned location or headquarters from which material is disbursed to satisfy normal demands.

#### Materials Service Point

A location normally unmanned by Materials people where some materials services are performed.

#### IV. FUNCTIONS OF WORK

1. Materials related office procedure (includes operation of a data terminal).
2. Shipping
3. Receiving
4. Disbursing
5. Salvage

#### V. ROTATIONAL TRAINING

It is Company's policy to provide for rotational training for employees in the Materials Department. Such rotation shall be for training and will offer employees exposure to all functions performed by the employees' particular classification. Such rotational training assignments shall be made within the classification when necessary and when adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. Length of service shall be a consideration for rotational training assignments.