



# LETTER AGREEMENT NO. R2-94-50-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
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INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W  
P.O. BOX 4790  
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(510) 933-6060

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RONALD L. BAILEY, MANAGER OR  
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK MCNALLY, BUSINESS MANAGER

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September 7, 1994

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

Attention: Mr. Jack McNally

Gentlemen:

Company proposes, pursuant to Section 306.10 and 301.20 and in conjunction with Letter Agreement R6-93-108-PGE, signed June 18, 1994, to streamline the current procedure used to comply with certain sections of the Agreement. The current procedure requires written notice be sent to the Company from employees who have been displaced in order to return to the employees' former department pursuant to Subsection 306.9(b). Clerical Assistants are required to submit a transfer if they want to be considered for a Routine Field Clerk classification pursuant to Subsection 301.19(b). As provided for in the Lines of Progression, certain field and Service Center classifications in the Fleet Management Department who wish to be considered for transfer/promotion must have a notice on file.

Letter Agreement R6-93-108-PGE will result in the establishment of prebid or transfer codes for all General Construction classifications covered by Title 300 of the Agreement. This proposal will allow for those employees identified above to submit their request by utilizing the applicable transfer or prebid form.

The parties recognize that in conjunction with establishing a transfer and prebid system for Title 300 General Construction classifications, the general principles contained in Section 205.4 (Prebid Procedure) and portions of Section 205.5 (Filling Beginner's Classifications) must be adopted and applied for those newly established transfers and prebids. In order to implement the transfer/prebid procedure, the parties agree to adopt modified provisions similar to Section 205.4 and portions of 205.5 as follows:

## GENERAL CONSTRUCTION PREBID PROCEDURE

Any regular employee of Company may submit a prebid on any existing job classification and promotion/demotion geographic area, as defined in Exhibit II on page 113 of the Agreement for which the employee desires consideration in accordance with the following procedure:

- (a) **Eligibility:** To be valid, an employee's prebid must be entitled to preferential consideration under the provisions of Section 305.5 or the provisions of Subsection (b) below. A list of existing classifications by promotion-demotion geographic area with appropriate prebid numbers is available in each headquarters where employees in the Physical bargaining unit regularly report for work.
- (b) **Filling of Vacancies:** Whenever a vacancy occurs in any job classification which the Company intends to fill on a regular basis, once the current provisions of Section 305.5 have been exhausted, Company shall fill the remaining vacancies as soon as practicable and in the following sequence:
- (1) Bids made by employees who are entitled to preferential consideration under Section 306.9 who are out of the Promotion-Demotion Geographic Area of the vacancy;
  - (2) Bids made by regular Title 300 General Construction employees in order of seniority who are:
    - a) in the same department but in a different Promotion-Demotion Geographic Area, who are either
      - (i) in the same classification as that in which the job vacancy exists, or
      - (ii) in classifications which are higher thereto in the Lines of Progression, or
      - (iii) at the top rate of pay of the next lower classification in the normal Line of Progression, except as otherwise provided in any applicable apprenticeship agreement.
    - b) from any other department
  - (3) Bids made by any regular Title 200 Division employee in order of seniority,
- (c) **Forms:** Prebids must be submitted on the form provided by Company or via Bid Express, the telephone input system.
- (d) **Mail:** Prebids may be submitted to Company by either United States or Company mail.
- (e) **Timeliness:** Company shall not consider any prebid which was received by Company less than eight calendar days prior to the date the fully authorized job vacancy report was received and date stamped by the local Human Resources Department to fill a job vacancy in the classification and promotion-demotion geographic area on which the prebid was made. Only those prebids valid as of the date stamped on the job vacancy report will be considered to fill such vacancy. Subsequent prebids may be considered only after that list has been exhausted. At that point where there are no qualified prebids on file, Company will have 60 days to fill the vacancy in the same manner as described in Section 205.13.

- (f) **Date of Receipt:** The date of receipt will be the date of the U.S. postmark if legible. If such postmark is illegible or if the prebid is submitted by Company mail, the date of receipt will be the Industrial Relations' date stamp.
- (g) **Acknowledgment:** Company will acknowledge receipt of all prebids within 15 calendar days from the date of receipt and without rejecting the prebid notify the employee in writing of any known reason which might preclude the employee's filling the classification on which the employee has submitted a prebid, including information regarding testing programs which must be completed. Information on whether or not an employee has completed such programs is available from the employee's Human Resources Department.
- (h) **Cancellation of Prebids:** Prebids are valid for a period of one year from the date of receipt or until such time as the employee changes classification or until such time as the employee rejects an appointment to the classification in a specific promotion-demotion geographic area (and shift, if appropriate) on which the prebid was made. Company will notify an employee of the cancellation of employee's prebids as indicated below, Cancellation shall be effective as follows:
- (1) at the expiration of one year from the date of the prebid and after 15 calendar days' advance notice from Company,
  - (2) upon the employee's declining an appointment to the classification in a specific promotion-demotion geographic area on which the prebid was submitted,
  - (3) 30 calendar days after any employee's change of classification which does not affect his or her status as a prebidder, and after 15 calendar days' advance notice from Company,
  - (4) immediately upon an employee's change of classification which affects his or her status as a prebidder,
  - (5) immediately upon receipt of authorization from an employee to cancel a prebid, or
  - (6) upon receipt of authorization from the local Human Resources Department to cancel prebids because a job is deleted from the directory or an employee improperly designates rights, as provided in Section 306.9, with notification to the employee by the local Human Resources Department of such cancellation. In the latter cases, the employee's prebid will be given the appropriate 305.5 consideration for 15 calendar days from the time the local Human Resources Department notifies employee of such cancellation.
- (i) **New Jobs in a Promotion-Demotion Geographic Area:** The Company shall post, on all bulletin boards throughout the System, a notice describing all new classifications in any promotion-demotion geographic area on the first or fifteenth of any month, as soon as such jobs are authorized to be filled. Such notice shall remain posted until the next Directory listing the new classification is posted on the bulletin board, but not less than 15 days. If no prebids are received 18 days after the date shown on the notice, or at the point there are no qualified bids on file, Company will have 60 days to fill the vacancy in a manner as described in the provisions of Section 205.13.

An employee who is the senior, qualified bidder to more than one vacancy, which is currently being filled, shall be given the option of accepting the classification and promotion-demotion geographic area desired.

- (k) **Prebid Directory:** The Company shall identify all prebidable classifications covered under the Physical and Clerical Agreements. Such identification shall include the location, function and prebid number.

#### **FILLING BEGINNER'S CLASSIFICATIONS**

Whenever Company intends to fill a beginner's classification, Company shall fill it in the following sequence:

- (a) Transfers made by regular employees who are entitled to preferential consideration under Section 306.9 who are:
1. in the same Promotion-Demotion Geographic Area as the vacancy, then;
  2. out of the Promotion Demotion Geographic area as the vacancy.
- (b) Company shall make unrestricted appointments in filling one-half of the vacancies in beginner's classifications.
- (c) In making appointments to fill the remaining one-half of the vacancies in beginner's classifications in each Line of Progression in a given department in a promotion-demotion geographic area, Company shall give preferential consideration to employees who have previously filed a transfer to fill such vacancies. An employee who is the senior, qualified transferee to more than one vacancy, which is currently being filled, shall be given the option of accepting the vacancy desired. Preference for appointment shall be given to the employee for each vacancy in each classification who has the greatest Service in the following sequence:
- (1) Title 300 General Construction employee in the same department as the vacancy.
  - (2) Any other Title 300 General Construction employee.
  - (3) Title 200 Division employees.

The above provisions shall be applicable to a beginner's classification in a Line of Progression in a promotion-demotion geographic area where a transfer application for such vacancy is on file and the number of unrestricted appointments exceeds transfers.

All transfer requests must be submitted by United States or Company mail on a form provided by Company. Transfer requests also may be submitted via Bid Express, the telephone input system. The date of receipt shall be the postmark date if delivered by U.S. Mail, or Industrial Relations date stamp if delivered by Company mail or if the U.S. postmark is illegible. In no event shall the Company consider any transfer application which was received by Company less than eight calendar days prior to the established control date. The control date is first established on the date the fully authorized personnel

requisition is received and date stamped by the local Human Resources Department to fill a job vacancy in the classification and promotion-demotion geographic area on which the transfer application was made. If the transfer listing is exhausted without a successful candidate, a new control date will be established. This new control date will be the date of the decline or bypass of the last transfer applicant. Transfers which were not timely under the original control date but were received eight days prior to the new control date will then be given consideration. If the vacancy cannot then be filled by transfer, it may be filled by unrestricted appointment -- no transfers on file.

- (d) Company shall acknowledge receipt of all transfer applications within 15 calendar days from date of receipt and, without rejecting such applications, notify in writing an employee who submits a transfer application of any known reason which might preclude the employee from filling the classification on which the employee has submitted a transfer application, including information regarding testing programs which must be completed. Information on whether or not an employee has completed such programs is available from the employee's Human Resources Department.
- (e) Within ten calendar days after the first of each month, Company shall, within each department identified in Exhibit 11 and by promotion-demotion geographic area, provide Union information on beginning job vacancies that have been filled the previous month as follows:
  - (1) Name of individual, social security number, employment date and classification.
  - (2) Classification of vacancy filled.
  - (3) Department and promotion-demotion geographic area of vacancy filled.
  - (4) Date vacancy filled.
  - (5) Show whether vacancy is regular or part-time.
  - (6) Show whether vacancy is filled by transfer, new hire or new hire - no transfers on file.
- (f) For the purposes of this agreement, beginner's classifications are those listed in Exhibit VII, General Construction Field and Service Center classifications.
- (g) Cancellation of Transfers: Applications for Transfer are valid for a period of one year from the date of receipt or until such time as the employee changes classification or until such time as the employee rejects an appointment to the classification and promotion-demotion geographic area on which the transfer application was made. Company will notify an employee of the cancellation of employee's applications for transfer as indicated below. Cancellations shall be effective as follows:
  - (1) At the expiration of one year from the date of the transfer and after 15 calendar days advance notice from Company,

- (2) Upon the employee's declining an appointment to the classification and promotion-demotion geographic area on which the transfer was submitted,
- (3) 30 calendar days after any employee's change of classification, which does not affect his or her priority status as a transfer, and after 15 calendar days advance notice from Company,
- (4) Immediately upon an employee's change of classification which affects his or her priority status as a transfer,
- (5) Immediately upon receipt of authorization from an employee to cancel a transfer, or
- (6) Upon receipt of authorization from the local Human Resources Department to cancel transfers because a job is deleted from the directory or an employee improperly designates rights, as provided in Section 306.9 with notification to the employee by the local Human Resources Department of such cancellation. In the latter cases the employee's transfer will be given the appropriate consideration for 15 calendar days from the date of notification.

**POSTING OF JOB AWARDS:**

Company shall post biweekly on the bulletin boards in each headquarters within the system a list of all job awards made through prebids and through transfers since the last list was posted. Such list will include the job vacancy number (where appropriate) and the Promotion/Demotion Geographic Area, the appointed employee's name and Service, and the Section of this Agreement relied upon for the award.

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.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto.

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

Sept 9, 1994

By:   
Business Manager