

Date: June 22, 1992
To: VARIOUS
From: INDUSTRIAL RELATIONS
Subject: Scope of Crew Foreman Authority

File #:

**DIVISION HR MANAGERS:**

As you will remember from the minutes of the January 22, 1992 Quarterly Labor-Management meetings, the union took issue with some of the wording in materials used to train crew foremen on the scope of their authority and how those materials were received by the participants. The issue was resolved by rewording the materials and distributing the edited version, with the editing process evident, to the participants in those trainings. A copy of the edited material, with the editing process evident, is enclosed for your information. The enclosed clean copy of this handout should be used in the future. These answers should not be modified lest we revisit this issue.

Many of you were contacted during the problem identification and involved in the solution. As you requested, the enclosed materials are provided so we'll come full circle and you'll be equally informed of the resolution. Thank you for all your insight and assistance.

DAVE BERGMAN

JMMeehan(222-5093):dk

cc: Lisa Bates	Linda McHugh
Dave Borg	Darrel Mitchell
Guy Creighton	John Moffat
Joe DeMartini	Roger Stalcup
Kelsey Kenfield	George Tressa
Brett Knight	Mike Tyburski

Date: June 17, 1992
To: VARIOUS
From: SHELLY BROTT
Subject: "Checking your Authority" Handout

DIVISION CREW FOREMAN:

The material you received in your last training session was reworded at the request of the IBEW, in order to accurately reflect the proper scope of your authority. Attached you will find the revised version of the "Checking Your Authority" handout. This modified information has been agreed upon by both the company and the union.

If you have any questions please contact your supervisor.

SHELLY BROTT

JMMeehan (222-5093)

DAVE BERGMAN

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Mike Towner
George Tress
Bobby Searup
John Martin
Daniel Madsen
Linda Matting

Ken Knight
Kathy Kniffel
Joe DeLamare
Guy Oringer
Dave Day
Linda Hines

15. Can I do a job different than the drawing for convenience?
Answer: **Yes**, with the concurrence of the CS or Engineering Department. Sometime things are planned you may not be aware of.
16. Do I have the authority to refuse construction by a third party that does not meet Company Standards?
Answer: **Yes**, and you should inform the CS.
17. Can I give away excess material if it is cost-effective?
Answer: **No**
18. Can I approve tool and/or material requisitions?
Answer: **No**, tools should be approved by the CF.
Yes, you may approve material orders needed for your jobs.
19. Can I do minor work for a contractor if the Company will Benefit?
Answer: **No**.
20. Can I authorize extra paving or plants to gain good will, or to compromise with a client for Company benefit?
Answer: **No**.
21. Can I send equipment away from a job when I finish with it?
Answer: **Yes**.
22. Can I come into the yard when I finish a job earlier than 15 minutes before the contractual quitting time?
Answer: **Yes**, you should stay productive during the time you are in the yard, i.e.: loading or unloading material, clean the equipment. etc.

6. Can I extend the day into overtime if it's more economical for the Company?
Answer: **Yes**, if specifically delegated by ECS, GCS or GF. This should be discussed with your ECS before going out or by calling in to let him know.

7. If I work overtime for extended periods, can I authorize any type of meal?
Answer: **No**, only as provided by the Labor Agreement.

8. Can I temporarily upgrade?
Answer: **Yes**, this should only be done as field conditions require and then per the Labor Agreement.

9. Do I have a role in discipline?
Answer: **Yes**, you are the supervisor in the field. Review the just cause principles and steps of disciplinary actions, attached. No. Discipline should always be handled by a supervisor. However, as the crew foreman at the job site, it is appropriate for you to provide positive recognition or constructive criticism whenever performance on the job warrants either.

10. Can I discuss a problem about a person with a shop steward?
Answer: **Yes**, when appropriately warranted. This does not mean that you should discuss grievances with the shop steward. The first step for all grievances is between the shop steward and a exempt supervisor.

11. Do I have a role in "Performance Reviews?"
Answer: **Yes**, you are the employees supervisor and have the best knowledge of a subordinates job performance. You must have a Construction Supervisor there when discussing it with the employee. Yes, your role is to relay information so that the supervisor can provide a meaningful & effective review for the employee. All other aspects of Performance Reviews should always be handled by a supervisor.

12. Can I correct unsafe work conditions?
Answer: **Yes**, within the job being performed.

13. Can I transport an injured employee to the nearest medical facility?
Answer: **Yes**, as directed by the D.O. or dispatch or Management Supervisor. Let people know what and why you are doing.

14. Can I deviate from construction standards to save money if it does not cause an infraction of PG&E Standard Practice?
Answer: **Yes**, with the concurrence of the JCS or Engineering Department.

CHECKING YOUR AUTHORITY

(DIVISION CREW FOREMAN)

Your formal duties and responsibilities also give you specific authority. The extent and type of authority you have depends on your type of work, location of work, and your local supervisor. One question you might ask yourself is, "Do I have enough authority to get the job done?" The answer should be YES.

Be clear in all areas of your authority. Many key questions about the scope of your authority cannot be answered in the classroom; yet it's important for you to know exactly what authority you have on the job. The following series of questions have been developed to help you assess your present authority.

The questions below may need to be clarified. Look them over; add to them and make notes if you wish. You should review these questions with your supervisor. He is aware that you are going to discuss these areas with him after this training program.

These answers are for your use only. They will not be collected.

They will only be discussed with you in a few minutes.

AREAS OF AUTHORITY

1. Can I suspend remove an employee from a work site?

Answer: **Yes**, you may suspend an employee, but only from his work cycle not from payroll. You may stop the employee from working and order him into the truck for situations such as serious safety violations, insubordination or fights. Arrange to have the employee returned to the yard. This would normally be done by calling your supervisor. Disciplinary decisions, such as suspending the employee from the payroll, will be determined by the supervisor.

2. Am I required to train others on my crew?

Answer: **Yes**, it is a very important part of the job.

3. Can I allow a person to leave early on special occasions?

Answer: **No**.

4. Can I authorize a break during the day?

Answer: **Yes**, such as lunch breaks, mid-morning and mid-afternoon breaks. However, the work and image projected to the public should be a consideration.

5. Can I authorize personal business during the day on special occasions?

Answer: **No**.

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