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January 23, 1979

Mr. John J. Wilder, Assistant
Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Dear Mr. Wilder:

In our meeting of November 1, 1978, concerning various problems relative to the Traveling Maintenance Crews, Company has revised its administrative procedures for traveling maintenance assignments, which is attached for your review. Some of the significant changes concern the posting, in order of ranking, of all traveling classifications on Company bulletin boards at the start of each calendar year. This will notify employees as to where they stand in relation to other employees, with some idea as to when they may be expected to travel.

As to some of the issues that were brought up in the meeting of November 1, 1978, by your Committee, Company is modifying the expense allowance provisions to try to insure that traveling employees will have enough expense money to pay for their needs while assigned to the traveling crews. If future problems occur relative to this issue, it would be very helpful for the General Office Steam Generation Department to be notified immediately of the problem.

It is Company's intent to try and arrange the work assignments in such a manner as to provide for two days off periodically, if possible, during a traveling assignment. Further, Company will submit a letter agreement clarification establishing a prearranged overtime accounting system for traveling maintenance employees that will provide for equitable distribution of prearranged overtime at an employee's regular headquarters.

Yours very truly,

L. Wayland Bonbright

DJB:rto

Attachment

bcc: WHBarr
IRIrwin

The administrative procedures for the use of Traveling Maintenance personnel shall normally be as follows:

Request to Borrow Personnel

Request for traveling maintenance personnel will be made to the Maintenance Specialist on the Staff of the Manager of Steam Generation.

Responsibilities of the Borrowing Plant or Divisions

1. The borrowing plant will make request for personnel not less than two weeks prior to the report date of requested personnel. With the request the plant will indicate the starting and ending dates of each assignment and the total days away from the home plant of each traveling member.

"Total days away from their home plant" is defined as the total time away from home accumulated in days and consisting of the total elapsed days of the traveling assignment including travel days and holidays but excluding vacation days.

2. Make local arrangements for lodging--normally these expenses should be handled on local orders.
3. Plant supervision may approve borrowed personnel's expense accounts with advance arrangements made through Accounts Payable in order to expedite payment. A copy of each expense account shall be sent to the home plant for record purposes. Expense accounts of borrowed men shall bear the borrowing plant's R.C. Number.
4. Review job detail with lending plant or division and provide necessary accounting information not less than two weeks prior to start of work.
5. Review each new job in detail with the borrowed personnel prior to the start of work. Borrowed personnel will not be assigned to jobs other than those for which they were requested.
6. Normally, provide local "Company Business" transportation for borrowed personnel.
7. Notify the lending plant or division in advance of the return of the traveling crew personnel. Notification shall be made during normal working hours and at least 24 hours in advance of their scheduled return.
8. When traveling personnel are to be returned to their home plant, they should be consolidated into the largest group possible in order that reasonable connections can be made with public transportation and the most advantageous arrangements can be made with company transportation.

9. Company-issued tools of the traveling crew personnel shall be returned to the lending plant without delay.
10. Submit a list of all travelers borrowed, showing the total days away from the home plant, to the General Office Maintenance Specialist at the end of each job.

Responsibilities of the Lending Plant or Division

1. Normally, provide transportation for travelers and their company-issued tools to their temporary headquarters--charging these expenses directly to the work order involved.
2. Furnish the travelers a supply of timecards bearing their home plant R.C. Number.
3. Provide the travelers with needed advance funds.
4. Provide each employee with an "Employee Assignment Notification" form with upper portion completed by the lending plant. One copy of each employee's completed form is to be sent to the borrowing plant prior to the assignment starting date. (See Exhibit A)
5. Brief all employees at the time of assignment of each new job as to the job's general condition. Include in the briefing procedures to be taken if an emergency or an accident should occur while in transit between home plant and their temporary headquarters.

Procedures to be Followed by All Divisions

1. Transportation

Transportation is furnished or authorized for personnel who are traveling on company business. Company transportation should normally be used.

a. Company Transportation

Travel between the place of lodging and the plant, between the place of lodging and local restaurants for meals is considered to be company business for traveling crews. Any other use of company-furnished vehicles should not be authorized except in emergencies.

No more than four employees should be required to travel in a compact model car and no more than five in a full size model.

b. Rental Vehicles

When company transportation is not available, request a local order from the borrowing plant and rent the required vehicle(s) charging the cost to the local order. Use of rental cars shall be in accordance with the procedures for company and personal cars.

c. Personal Cars

If a crew member wishes to take his personal car and other transportation is to be provided, he may do so at his own expense. The use of a personal car may be authorized subject to reimbursement at the usual company mileage rates provided that authorization is restricted to one personal car to each multiple of five traveling crew members or fraction thereof. Such authorized mileage shall be for one round trip between his home plant and the borrowing plant and for reasonable local transportation at the temporary headquarters.

d. Public Transportation

The company may authorize transportation by public carrier or a combination with other means noted above.

2. Expenses

Each employee assigned to a traveling maintenance crew shall be allowed a reasonable sum for meals, laundry, telephone calls and other miscellaneous expense while at the temporary headquarters. This sum figure is based on a survey made in January of each year.

An advance allowance sufficient to cover the first three weeks of a traveling assignment shall be available for each traveler. The traveler may obtain the allowance by signing a company I.O.U. Form No. 62-4020. The allowance will be returned to the Company with the employees final expense account form at the borrowing plant.

Lodging and transportation will be arranged for and paid by the Company under the provisions of Title 201, "Expense" of the Physical Contract.

3. Lodging

Lodging shall be paid by issuing a local order to the selected motels and hotels. The traveler should be told that the Company will not pay for room service, telephone calls other than those discussed above, or other expenses above the cost of the room. Such additional expenses will be out-of-pocket cost to the employee.

Occasionally, an employee may request accommodations with kitchen facilities. If accommodations with kitchen facilities are reasonably available, such requests will be considered only if submitted in the individual's written statement and approved only if justified such as for medical or dietary reasons.

4. Vacations

Vacations of all maintenance employees will be scheduled in accordance with the provisions of Title 111.13 so as to limit the number of employees on vacation in any one classification. This allows the plant to maintain an adequate work force during the entire vacation period.

Assigned vacation periods for traveling personnel will not be made or changed for the convenience of traveling job assignments.

5. Birthday Holiday

For the limited purpose of traveling maintenance crews, the provisions of Subsection 103.2 (b) of the Physical Agreement have been changed by a Company-Union Letter of Agreement dated 8-21-72, effective 9-1-72. Each employee, following notice of a traveling maintenance assignment, is permitted to elect and enter into a written agreement with his normal headquarters' immediate supervisor to take another day as his birthday holiday when such holiday would occur during the course of the assignment.

6. Traveling Assignments

In making assignments to traveling maintenance crews, company will attempt to equalize out-of-town assignments among employees in the same traveling classifications. Equitable methods of establishing job assignments, equalizing assignments, ranking of new crew members and record-keeping are as follows:

a. Ranking of Employees and Job Assignment

Effective January 1, 1979, the ranking numbers shall be computed as follows:

1. Compute the cumulative "total days away from home" for each employee as defined under item of responsibilities of the borrowing plant.
2. Add this number to the previous years ranking number and divide the sum by two.
3. Recompute the ranking numbers at the end of each year and submit a copy to the General Office Maintenance Specialist.

A current list of all traveling employees by name, classification and assignment ranking number shall be posted on the Company-Union Bulletin Board in January of each year. The list should also indicate the number of days traveled and the ranking numbers of each employee for each of the three previous years.

Where applicable, each division will make assignments each year for the required number of employees for each traveling assignment on the basis of this list without regard for individual plant assignment. Unusual workload requirements at a plant which may affect its assignments will have to be considered.

- b. Ranking of an employee, newly assigned to the traveling crew, in his proper position relative to existing traveling maintenance members in the same classification.

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Assign him a figure of one day less than the average annual figure of the lowest man on the list of travelers within his classification. Retain this figure as his basis in computing future rankings. This number cannot be less than one.

- c. Recordkeeping and crediting where a traveling employee secures a substitute.

Except for sickness or other extenuating circumstances for which he may be excused from an assignment, the responsibility for going on a given assignment rests with the traveling employee. If he wishes to do so and can find an acceptable substitute to go in his place, the original traveler will be excused from going and will not be credited with time away from home.

The substitute, if a regular traveling crew member, will be credited for the total time away from home.

- d. Work Schedule

A traveler can be assigned to any of the work schedules but regardless of the schedule the employee shall be given the weekend off following each three consecutive weeks of work.

7. Exceptions

Any exception to the above procedures which may arise, such as use of trailers, special expense allowance, etc., is to be discussed with the office of Manager, Steam Generation, prior to local agreement.

EXHIBIT A
TRAVELING MAINTENANCE CREW
EMPLOYEE ASSIGNMENT NOTIFICATION

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DATE: _____

EMPLOYEE: _____ SOC. SEC. NO. _____ R.C. NO. _____

CLASSIFICATION: _____ HOME PLANT: _____

JOB: _____ ACCOUNTING: _____

ASSIGNMENT

Plant: _____ Division _____ Report first to Plt. Motel

Assignment Duration From _____ To _____

Work Schedule: _____ Shift(s)/day: _____ Hours/shift, _____ Days/week

PT&T Phone No. of borrowing Plant _____

Report to Mr. _____ (at borrowing plant).

Planned work: _____

Tools required Yes No Comment _____

Motel Name and Address _____

Expense Allowance: \$ _____. Please sign and return attached I.O.U.

This expense allowance must be returned to the Company with your final expense account form at the borrowing plant.

PLEASE COMPLETE THE FOLLOWING AND RETURN:

- 1. Scheduled vacation: _____
- 2. Scheduled Holidays _____
- 3. Preferred work shift: _____
- 4. Transportation between Home Plant and Temporary Headquarters will be provided by the Company. Other arrangements, if any: _____

When driving personal car, name of insurance carrier: _____

- 5. Payroll Check Information: (Check one)
 - a. Forward check to Temporary Headquarters
 - b. Hold until return
 - c. Authorize _____ to pick up check
 - d. Other - Explain _____

6. In an emergency, notify the following:
Name: _____ Phone No. _____

Address: _____

7. Special Comments: _____

Signature _____
Traveling Crew Member

cc: Assigned Power Plant Office
Employee
File