

REVIEW COMMITTEE

PG and E

PACIFIC GAS AND ELECTRIC COMPANY
245 MARKET STREET, ROOM 444
SAN FRANCISCO, CALIFORNIA 94106
(415) 781-4211, EXTENSION 1125

L.V. BROWN, CHAIRMAN

IBEW 

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(415) 933-6060
L.N. FOSS, SECRETARY

- DECISION
- LETTER DECISION
- PRE-REVIEW REFERRAL

East Bay Division Grievance No. D.Gr/C 1-75-4
P-RC 201
Computation of Ranking Traveling Machinists

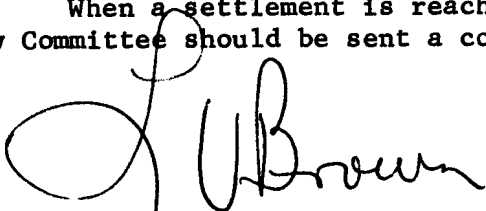
January 13, 1976


MR. C. E. ALTMAN, Chairman
East Bay Division
Joint Grievance Committee

The above-subject grievance has been discussed by the Pre-Review Committee prior to its docketing on the agenda of the Review Committee and is being returned to the Division for settlement in accordance with the following:

The unresolved issue is one of computing traveling assignments among Traveling Machinists in East Bay Division. In 1974, two of the Traveling Machinists traveled temporarily as Maintenance Foremen. The time was credited in their regular classification, which had a bearing on the rankings numbers of all other Machinists in the Division. In reviewing past practice, the Review Committee agrees that the Company has been consistent in its system wide application of the administrative procedure covering maintenance assignments, dated January 2, 1973, which includes the practice at issue here. It is the opinion of the Review Committee that a contractual violation did not occur nor has the practice at issue created any apparent inequality in out-of-town assignments. Therefore, the grievance should be settled without adjustment.

When a settlement is reached by the Joint Grievance Committee, the Review Committee should be sent a copy of the final disposition.


L. V. BROWN, Chairman
Review Committee


L. N. FOSS, Secretary
Review Committee

DJBergman:rto

cc: WDSkinner
IWBonbright
Personnel Managers

EAST BAY DIVISION

MINUTES OF JOINT GRIEVANCE COMMITTEE MEETING

1625 Clay Street, Oakland
10:30 a.m., February 25, 1976

RECEIVED
MAY 3 1976
L.U. 1245 I.B.E.W.

PRESENT

Committee Members, Pacific Gas & Electric Co.

C. E. Altman, Div. Steam Supt., Chairman
W. Funabiki, Div. Gas Supt.
W. H. Peterson, Div. Electric Supt.

Representing Pacific Gas & Electric Co.

R. F. Pape, Div. Personnel Manager

Guests

None

Committee Members, Local Union 1245, IBEW

R. W. Gibbs, Electric Department
R. C. Collins, Steam Electric Gen.
J. E. McCauley, Gas Department (Absent)
S. L. Kelly, Gas Department (Absent)

Representing Local Union 1245, IBEW

V. Stamps, Union Business Representative

Guests

D. L. Mitchell, Union Business Representative

The Minutes of the November 26, 1975 meeting were approved as written.

CORRESPONDENCE:

None

OLD BUSINESS:

1. GRIEVANCE NO. 1-72-7 - REVIEW COMMITTEE FILE NO. 1231-73-15 - RATE OF PAY FOR PART TIME CLERK TO FULL TIME CLERK
(Page 244)

Disposition:

Letter from L. V. Brown and L. N. Foss of the Review Committee to Mr. C. E. Altman dated February 2, 1976 closes this case as follows:

Mr. Brown's letter stated that Subsection 13.9(a) of the Clerical Agreement did not apply directly to the case at hand. Since the Agreement was silent on the issue and the transfer of the grievant was handled in the same manner as previous such transfers, the Review Committee agreed that the method used was appropriate.

2. GRIEVANCE NO. 1-75-4 - PRE-REVIEW COMMITTEE FILE NO. 201 - COMPUTATION OF RANKING TRAVELING MACHINISTS
(Page 299)

Disposition:

Letter from Messrs. Brown and Foss to Mr. C. E. Altman dated January 13, 1976, recommending settlement as follows:

The Pre-Review Committee agrees that the practice at issue here is consistent with systemwide application of administrative procedures covering maintenance assignments, letter dated January 2, 1973. Since no contractual violation occurred, the grievance should be settled without adjustment.

The Joint Grievance Committee agreed to settle this case as recommended by the Pre-Review Committee.

NEW BUSINESS:

1. LIC CASE NO. 1-13-76-13 - VIOLATION OF ARBITRATION CASE NO. 34 - GAS SERVICEMAN, CONCORD

Disposition: After a brief discussion, the Committee agreed to pend this case until its March meeting for further investigation.


2. LIC CASE NO. 1-75-87 - GARAGEMEN ALLEGEDLY PERFORMING CLERICAL WORK, CONCORD

Disposition: The Committee agreed to pend this case until its March meeting to allow for further investigation.

GENERAL DISCUSSION:

Several items of mutual interest were discussed.

The meeting was adjourned at 10:55 a.m. The next meeting will be held on March 24, 1976, in the Sun Porch of 1625 Clay Street, Oakland, at 10:30 a.m.


P. E. PETTIGREW
Secretary

PEP:jaf

cc: General Office 46
Department Heads 25
District Managers 39
Union 145

ADMINISTRATIVE PROCEDURES FOR TRAVELING MAINTENANCE ASSIGNMENTS

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

Arrangements for Borrowing Men

Arrangements for borrowing Traveling Maintenance personnel are to be made through Mr. E. D. Renschen, Maintenance Specialist, on the General Office staff who maintains central records on all assignments.

Responsibilities of the Borrowing Plant or Divisions

1. The borrowing plant is responsible for notifying Mr. Renschen of the needed manpower requirements sufficiently in advance to permit adequate planning and arrangements. This is to be completed not less than two weeks prior to the start of any scheduled maintenance work. He is to be notified of the starting and ending dates of each assignment and the total days away from their home plant of each traveling member participating.

"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 on motels.
3. Plant supervision may approve borrowed men'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 men prior to the start of work.
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.

Responsibilities of the Lending Plant or Divisions

1. Normally, provide transportation for men and their company-issued tools to their temporary headquarters--charging these expenses directly to the work order involved.
2. Furnish the men a supply of timecards bearing their home plant R.C. Number.
3. Provide the men 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.

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 any other miscellaneous expense while at the temporary headquarters. Lodging and transportation will be arranged for and paid by company under the provisions of Title 201, "Expense" of the Physical Contract.

The company considers a sum of \$11 per day as reasonable for purposes of administering the cost provisions relative to meals, laundry, telephone calls and any other miscellaneous expense for each member of the traveling maintenance crews. This figure is based on a survey and is subject to a review in January of each year.

3. Lodging

Lodging shall be paid by the company by issuing a local order to the selected motels and hotels. The men 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 cut-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 and department so that the plant will 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. Job assignment and equalizing assignments.

Compute the cumulative "total days away from home"* for each traveling employee.

*----as defined under Responsibilities of the Borrowing Plant - Item 1.

Divide this total number of days by the years (to the nearest month) each employee has been on the traveling crew to obtain the average for ranking purposes.

Accumulate the time away from home during the current year and add it to last year's average.

At the end of each year, recompute this average figure of total days away from home to provide the figures for next year's ranking list.

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.

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.

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.

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.

Revised March 8, 1973

TRAVELING MAINTENANCE CREW
EMPLOYEE ASSIGNMENT NOTIFICATION

Date: _____

Employee: _____ Soc. Sec. No. _____

Classification: _____ Home Plant: _____ R.C.No. _____

ASSIGNMENT

Plant: _____ Division: _____

Period: From _____ Through _____

Planned Work: _____

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

Expense Allowance: \$ _____. Please sign and return the attached I.O.U.
This expense allowance must be returned to the Company without delay upon
receipt of your final expense check.

PLEASE COMPLETE THE FOLLOWING AND RETURN:

1. Scheduled Vacation: _____
2. Scheduled Birthday Holiday: _____
3. Preferred Work Shift: _____
4. Transportation between Home Plant and Temporary Headquarters will be provided by the Company. Other arrangements, if any: _____

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: _____ Tel.No.: _____

Address: _____

7. Special Comments: _____

Signature _____

Traveling Maintenance
Crew Member