

# REVIEW COMMITTEE

## PG and E

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

D.J. BERGMAN, CHAIRMAN

- DECISION
- LETTER DECISION
- PRE-REVIEW REFERRAL

## 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  
R.W. STALCUP, SECRETARY

RECEIVED JAN 2 1986


Stockton Division Grievance No. 16-386-85-4  
P-RC 1048

December 20, 1985

R. MIKE EDWARDS, Company Member  
Stockton Division  
Local Investigating Committee

MICKEY HARRINGTON, Union Member  
Stockton Division  
Local Investigating Committee

Pursuant to Step Five A(v) of the grievance procedure, the above-subject case is being returned to the Fact Finding Committee for settlement. The parties agreed that the subject work rules are appropriate and agreed further to revise the last sentence of the responsibility summary to read, "Company will take whatever action it believes is appropriate if the aforementioned work rules are violated." Please prepare a Memorandum of Disposition to that effect.



DAVID J. BERGMAN, Chairman  
Review Committee



ROGER W. STALCUP, Secretary  
Review Committee

RRDoering(222-1408):ml

MAY 26 1986

MEMORANDUM OF DISPOSITION  
STOCKTON DIVISION  
GRIEVANCE NO. 16-386-85-4  
FACT FINDING COMMITTEE NO. 3223-85-48

**CASE CLOSED**  
**LOGGED AND FILED**

SUBJECT OF GRIEVANCE

RECEIVED MAY 26 1986

The subject of this grievance pertains to a document entitled "Electric T&D Responsibility Summary" issued by Stockton Division General Foreman to bargaining-unit employees.

FACTS OF CASE

Attached and made part of this report is the local Investigating Committee Report.

In January, 1985, the Delta District General Foreman requested that each of his T&D employees review and sign a set of work rules governing their on-the-job behavior. None of the employees were forced to review and sign the work rules, only that they were requested to do so. Each employee was given a copy of the work rules. As of the date of the local Investigatory Committee Meeting, no disciplinary action arose as a result of a violation of the rules.

This "Responsibility Summary" applied only to the Stockton yard.

CONCLUSION

Initially, the Fact Finding Committee could not reach agreement and elected to forward this case to the Pre-Review Committee.

Pursuant to Step Five A(v) of the grievance procedure, this case was returned to the Fact Finding Committee for settlement.

This case is therefore settled on the basis that the parties agree to the changed subject work rules attached.

Chris J. Kovach  
CHRIS J. KOVACH, COMPANY MEMBER

~~CONCUR/DISSENT~~ 4-24-86  
DATE

M.A. Short  
MARGARET SHORT, COMPANY MEMBER

~~CONCUR/DISSENT~~ 5/22/86  
DATE

C. J. Wheeler  
CORBETT WHEELER, UNION MEMBER

~~CONCUR/DISSENT~~ 5-22-86  
DATE

Don Custer  
DON CUSTER, UNION MEMBER

~~CONCUR/DISSENT~~ 5/21/86  
DATE

Attachments: LIC Report  
12/20/85 R.C. Letter

Stockton Electric T&D  
Responsibility Summary  
(Revised 7-12-85)

MEMO TO ELECTRIC T&D PERSONNEL:

As an employee of PGandE, you are representing our Company while you are performing all of your assigned duties. Our customers, and the public in general, look upon you as representatives of the entire Company.

The following will help you understand some of our daily requirements. These are not all of the practices you are expected to follow, but they are the most common ones.

REPORTING LOCATION

1. You are expected to report to your assigned headquarters and be ready to begin work at the time designated for the start of your work day. The Ready Room is the place to which you should report. Troublemakers are to report to the Troublemakers' Room.
2. You are expected to report to the Ready Room at the time designated as the end of your work day. Troublemakers are to report to the Troublemakers' Room.
3. You are not to be in the Ready Room before 3:50 p.m. unless you are on business. You are to continue working either in the field or in the yard until 3:50 p.m., not Troublemakers.

TIME OFF

1. If you are ill or disabled and cannot report to work, you must report this by phone to a supervisor, if possible. If a supervisor is not available, the information is to be given to a clerk. Absences should be reported in this manner prior to your starting time. If it is practicable to do so, you must call in each day of your absence prior to your starting time. The phone number is: 942-1507.
2. If you require time off for any reason (i.e., doctor appointment, dental appointment, etc.), you must obtain prior approval from your supervisor.
3. You may be allowed vacation in increments of one day or more on any day of the week except where prohibited by operational needs; or

where necessary relief cannot be provided; or where payment of overtime to another employee would be required. Request for a one-day vacation must be made to the supervisor in charge prior to the start of the work period involved.

#### COMPANY RECORDS

1. All Company forms, reports, and records must be prepared as accurately and completely as possible. Show exact times of arrivals and departures, this includes meals.
2. All paperwork is to be filled out on the jobsite during the working day, including overtime, if practicable.
3. You are required to report all accidents, whether to Company or customer property, to your supervisor. All vehicle accidents involving the public are to be reported to local law enforcement personnel.
4. It is requested that you report to a supervisor any unusual, threatening or aggressive behavior toward you. Also, a Personal Safety Incident Report should be filled out.

#### OVERTIME

1. When working overtime, you or the Subforeman in charge of a crew are required to notify the D.O. when you or the crew go to eat, giving the name of the restaurant. After completing the meal, you or the Subforemen in charge of the crew must notify the D.O. that you have finished eating.
2. Language has been grieved. Currently being considered by the Pre-Review Committee.
3. At the conclusion of your overtime, you or the Subforeman in charge of a crew are required to notify the "on-call supervisor" that you have completed your work and are going home. At that time your supervisor will assign you other work, or release you, and if a rest period is involved, he will tell you when to report back for work.
4. When the Company is required to pay travel time under the IBEW Contract, you will be paid for actual travel time (i.e., portal to portal).

USE OF COMPANY VEHICLES

1. You are not to use a Company vehicle for the purpose of obtaining a meal or meals on a regular work day, except overtime meals as required by the IBEW contract, or by prior approval of your supervisor. You shall not stop at any establishment or travel outside your assigned work area during working hours unless on Company business, to use a restroom, or with permission from your supervisor.
2. Vehicle doors, bins and windows shall be closed and locked at quitting time. All air brake tanks shall be drained.
3. All vehicles and equipment shall be locked whenever unattended.
4. The driver or Subforeman in charge of a crew is responsible for reporting all operational equipment defects on the equipment assigned to him. Tail-lights, clearance lights, brake lights, directional signals, and headlights shall be checked before the vehicle is placed in operation and at the conclusion of its use. A motor vehicle Equipment Complaint tag reporting any defects shall be submitted to the garage on the same day as the defects are discovered.
5. Vehicle keys are to be in the key locker at quitting time.
6. Seat belts shall be worn while vehicle is in motion.

MATERIALS

1. Special tools required for the next day's job or jobs will be requested on forms and turned in at quitting time for pre-loading.
2. Material requests for the next day's job or jobs shall be turned in at quitting time.
3. If material is needed during the day, call the office to determine whether the material can be delivered to the job site.
4. If material is needed during overtime hours, call the D.O. to see if the material can be delivered to the job site.

GENERAL

1. Use of intoxicants by any employee during working hours is prohibited. See APR Rule #13, Standard Practice 735.6-1, Division Manager's letter, Alcohol Policy, dated October 24, 1984.

2. Employees shall conform to the requirements of the Corporate Drug Prevention Policy (March, 1985).
3. Any material or tool considered "no value" shall not be taken unless prior written permission is granted (i.e., poles, hardware, etc.)
4. Copies of Standard Practice 735.6-1, Corporate Drug Prevention Policy (3/85), Division Manager's letter, Alcohol Policy (10-24-85), and Accident Prevention Rule Book were issued to you. Replacement copies are available upon request from your supervisor. These policies and rules shall be observed.
5. Inclement Weather: At starting time, you are to stay in the Ready Room until given other instructions by your supervisor.

Violations of the aforementioned work rules may subject any employee to disciplinary action, up to and including discharge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Foreman's Signature

\_\_\_\_\_  
Date