



REVIEW COMMITTEE

205.3 -Performing full range of Payroll duties requires upgrade from

/Rtn to 1st
/Plant Clk.



IBEW

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AUG 30 1993

**CASE CLOSED
LOGGED AND FILED**

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
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R.W. STALCUP, SECRETARY

RICK R. DOERING, CHAIRMAN

RECEIVED AUG 27 1993

- DECISION
- LETTER DECISION
- PRE-REVIEW REFERRAL

**Diablo Canyon Grievance No. 22NPG-491-92-2
Pre-Review Committee File No. 1681**

**CHER ANTHONY, Company Member
Diablo Canyon Power Plant
Local Investigating Committee**

**MIKE HAENTJENS, Union Member
Diablo Canyon Power Plant
Local Investigating Committee**

Subject of the Grievance:

This grievance concerns the issue of whether the Company is obligated to upgrade Routine Plant Clerks to First Plant Clerk when performing payroll processing duties.

Facts of the Case:

At the Diablo Canyon Power Plant, a Senior Plant Clerk is responsible for all payroll activity for the plant. Each department within the plant has a Routine Plant Clerk assigned to handle payroll processing for their respective departments. Specifically, Routine Plant Clerks are responsible for inputting time card information into the Plant Information Management System (PIMS). Supervisors are responsible for ensuring that the payroll information is accurate. Any questions concerning payroll processing are handled by the Senior Plant Clerk. The Senior Plant Clerk is the contact point for the General Office Payroll Department to correct or verify payroll information. Finally, the Routine Plant Clerks do not interface with the General Office Payroll Department.

The Local Investigating Committee Report indicates that on occasion a Routine Plant Clerk will review time cards to ensure that the information is accurate and contractually correct. In addition the clerk may enter the information into PIMS before it is reviewed by a supervisor.

A survey of the other power plants indicated that in the overwhelming majority of locations payroll processing duties are assigned to First Plant Clerks.

Discussion:

The Company argued that simply entering payroll information from a time card is Routine Plant Clerk work and an upgrade is not appropriate.

The Union argued that Routine Plant Clerks are performing the full scope of payroll duties, including reviewing time cards for accuracy, preparing payroll transmittals, and entering the information into PIMS. Since this work is performed by First Plant Clerks in other plants, the Routine Plant Clerks are entitled to an upgrade.

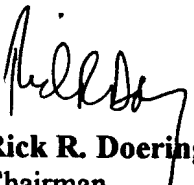
The Committee noted that the Local Investigating Committee had initially agreed to settle this grievance on the basis that the Routine Plant Clerks would be responsible for entering the payroll information into PIMS but would not be expected to interpret the contract or change time cards.

Decision

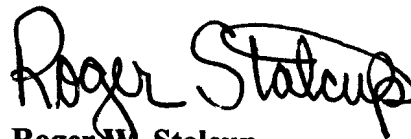
The Committee agreed that inputting payroll information into PIMS is work that may be performed by a Routine Plant Clerk. If, on the other hand, the Routine Plant Clerks are assuming responsibility for payroll preparation in their section or department, they would be entitled to an upgrade to the First Plant Clerk classification.

The parties agreed to return the grievance to the Local Investigating Committee to determine whether an upgrade was appropriate based on the foregoing. The Pre-Review Committee retains jurisdiction to settle this case if the Local Investigating Committee is unable to do so.

This case is considered closed on the basis of the above.


Rick R. Doering
Chairman
Review Committee

Date: 8/18/93


Roger W. Stalcup
Secretary
Review Committee

Date: 8/17/93