

REVIEW COMMITTEE DECISION

FILE RC NO. 14

DUTIES OF METER READER-COLLECTOR IN HALF MOON BAY  
SAN JOSE DIVISION

Subject of Grievance:

The duties of the Meter Reader-Collector at Half Moon Bay include relief work in the office during the lunch hour three Mondays out of each four also, janitorial work approximating one hour's time each week. These duties are compensated for at the employee's regular wage rate in his classification of Meter Reader-Collector. The Union believes that the relief office work should be compensated for at the Clerk "A" rate inasmuch as the office clerk who is relieved during the lunch hour is classified as a Clerk "A". Union further contends that the janitorial duties should not be a requirement of the Meter Reader-Collector classification. The Division takes a position that the relief clerical duties are such that they would normally fall within the classification of Clerk "C" or below, and that the Meter Reader-Collector wage which is paid for the performance of such duties is equivalent to or higher than the normal established wage rate for such an assignment. As to the janitorial work, the Division states that the Meter Reader in this area has helped out on such work for the past several years.

Statement and Decision:

This Committee recognizes that in small offices a problem often arises with respect to the performance of incidental duties not usually included as a part of the normal duties of a specified classification, and that such a problem must be handled in a practicable manner. Concerning the relief clerical work performed in the present case, it is believed that the Meter Reader-Collector wage rate meets the pay requirements of such duties as now performed. However, if these duties change in the future and it is determined that the relief work performed is that which would normally be assigned to a classification higher than a Clerk "C", then the Division should apply the higher rate for the period during which the employee performs such relief assignment. Concerning the janitorial work, this Committee recommends that if it is practicable to employ a part-time worker to perform the janitorial duties, such action should be taken by the Division. If not, the assignment of such duties to the Meter Reader-Collector meets the practical requirements of handling such type of work in a small office.

**FOR UNION:**

Ray Michaels  
Don Grandstaff  
L. L. Mitchell

By: L. L. Mitchell

Date: 3-10-53

**FOR COMPANY:**

H. F. Carr  
R. J. Tilson  
V. J. Thompson

By: [Signature]

Date: 3/10-53

*copies to Company  
Don Grandstaff  
Ray Michael  
By Lm.  
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