

INDUSTRIAL RELATIONS  
741.5

Review Committee Files Nos. 625 and 752  
San Jose Division Grievance No. D.Gr/C 8-65-2  
(Reclassification of Clerk D to Clerk C)  
San Jose Division Grievance No. D.Gr/C 8-67-1  
(Appointment to Clerk C Vacancy)

March 25, 1968

MR. F. L. NETTELL, Chairman  
San Jose Division  
Joint Grievance Committee

The Union has recently informed the Company members of the Review Committee that the above-subject grievances have been withdrawn from the agenda of the Review Committee. We are attaching copies of the Union's letters for your information.

It will be in order for you to note in the minutes of your next Division Joint Grievance Committee meeting that these cases are considered closed.

L. V. BROWN

L. V. BROWN, Chairman  
Review Committee

LVB:RS  
Attach.

cc: EBLangley, Jr.  
TJBianucci  
CRMachen  
VJThompson  
JLGibson  
AGMollart  
JJWilder, IBEW

March 21, 1968

Mr. L. V. Brown, Chairman  
Review Committee  
Pacific Gas & Electric Company  
248 Market Street  
San Francisco, California

Dear Mr. Brown:

Reference is made to R. C. #625-65-19 (San Jose Division Grievance #8-65-2). Union wishes to withdraw this case from the active agenda of the Review Committee on the basis of a letter agreement signed November 27, 1967, which established the procedure for grievances which concern the reclassification of vacant clerical positions.

Very truly yours,

John J. Wilder, Secretary  
Review Committee

JJW:do  
cc: WMFleming  
RWFields



# PACIFIC GAS AND ELECTRIC COMPANY

PG&E

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211

November 16, 1967

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
1918 Grove Street  
Oakland, California 94612

Attention: Mr. Ronald T. Weakley, Business Manager

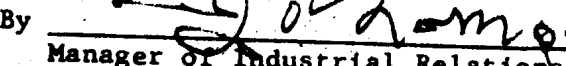
Gentlemen:

Several grievances questioning classification assignments in the clerical work forces have been referred to the Review Committee. Most of these grievances concern Company's utilization of the "Clerical Index Plan" to effect a change of classification and wage range prior to filling a vacated job. To provide a more expedient means of resolving future problems of a like nature, Company proposes, first, to note on either the monthly clerical job vacancy bulletin or the job award bulletin all position reclassifications; and, secondly, to amend the letter agreement executed May 1, 1963, titled "Summary of Grievance Procedures", to provide an addendum designated: "Procedure for Grievances Which Concern the Reclassification of Vacant Clerical Positions." The proposed addendum is attached.

If you are in accord with the foregoing proposal and the attachment and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By   
Manager of Industrial Relations

The Union is in accord with the foregoing and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By   
Business Manager

November 27, 1967

PROCEDURE FOR GRIEVANCES WHICH CONCERN THE  
RECLASSIFICATION OF VACANT CLERICAL POSITIONS

1. At the outset, the Union Business Representative may request from the Division or Department Personnel Manager, or his designated alternate, a copy of the "Job Assignment Questionnaire" (Questions 1 through 6), from which the reclassification has been made. Such request, subject to the time limitations discussed in Item 4 below, may precede the filing of a grievance.
2. After reviewing the Questionnaire, and making his own analysis as to the assignment of weight factors, the Business Representative may review his analysis with the Personnel Manager, or other designated person, to compare the weight factors and classification designated by the Personnel Department.
3. If a grievance is filed, it may be submitted directly to the Joint Grievance Committee.
4. The time limits provided in Subsection 9.5(2) shall be observed and such a grievance must be filed within thirty (30) days following the posting of the job vacancy notice or award, whichever occurs first, which denotes that the job has been reclassified.