1 ARBITRATION PROCEEDING In the Matter of a Controversy between: 3 INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL NO. 1245, 4 Complainant, 5 and 6 PACIFIC GAS AND ELECTRIC COMPANY, 7 Respondent, 8 Involving Termination 9 10 **APPEARANCES:** 11 On behalf of the Union: 12 Jane Brunner, Staff Attorney IBEW Local 1245 13 P.O. Box 4790 Walnut Creek, CA 94596 14 15 On behalf of the Company: 16 Maureen L. Fries Attorney At Law 17 Pacific Gas and Electric Company Law Department 18 77 Beale Street San Francisco, CA 94106

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PRELIMINARY STATEMENT

ARBITRATOR'S
OPINION AND AWARD

ARBITRATION CASE NO. 169

David C. Nevins, Arbitrator: This proceeding involves a dispute between Local 1245 of the International Brotherhood of Electrical Workers (the "Union") and Pacific Gas and Electric Company (the "Company"). A hearing was held on February 15, 1990, where the parties were given a full opportunity to participate and present evidence. Post-hearing arguments were then submitted on or about March 30, 1990.

The following question is to be resolved in our proceeding:

ISSUE

Was the discharge of the grievant,

S , for just cause; and, if not, what is the appropriate remedy?

BACKGROUND

I. The Grievant's Work History.

The grievant was hired by the Company in 1971 as a routine plant clerk at its Pittsburg power plant. He served as a first plant clerk, the next highest classification in his line of job progression, at the Martinez power plant from 1979 until 1984. He was promoted to senior plant clerk, a lead clerk position, at the Martinez power plant in December, 1984. The Martinez plant was closed in 1987, and in August of that year, the grievant exercised his seniority to transfer into the senior plant clerk position at the Pittsburg power plant. Senior plant clerk is the highest position in the grievant's job progression.

The Pittsburg plant is the largest non-nuclear power plant in the Company's system. In comparison, the Martinez plant was quite small. There are approximately 400 total employees at the Pittsburg plant, as compared with 100 who were at the Martinez plant. As senior plant clerk in Pittsburg, the grievant's position would normally have lead responsibility for three routine plant clerks and three first plant clerks; while at Martinez he had lead responsibility for only one routine plant clerk. As senior plant clerk at Pittsburg, the grievant managed a petty cash fund of \$3,000, as opposed to a \$500 fund at Martinez. Beginning in 1986, the Martinez plant began the

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process of shutting down, and from that point on the workload for processing contracts and invoices, other duties associated with a senior or first plant clerk, was quite low. At Pittsburg, the grievant was responsible for overseeing the processing of 30 to 60 contracts per month, while at Martinez (at least beginning in 1986) there was an average of approximately six contracts per month. Similarly, during the shut-down period in Martinez there was a very low volume of invoices to be processed. In comparison, the Pittsburg plant has a high volume of invoices with more complicated processing procedures.

When the grievant was first assigned to the Pittsburg plant, his job duties were reviewed with him by Administrative Supervisor Jose Palomino. The primary duties consisted of processing invoices, processing contracts, and maintaining petty The grievant was familiar with these duties from his cash. prior work as senior plant clerk in Martinez, although the volume and complexity was greater in Pittsburg. In addition, the grievant wa given responsibility for checking daily on the status of pool cars, calling building maintenance contractors, and determining when the garbage dumpsters were full enough to be taken to the compactor. Although the job of senior plant clerk is normally a lead clerk position, initially the grievant was assigned little or no responsibility at Pittsburg for work assignments to other clerks and assisting other clerical employees.

The grievant performed his duties satisfactorily for the first two or three weeks in Pittsburg. After that, however,

Mr. Palomino began to notice that invoices were not being processed in timely fashion and that the invoice log was not being maintained. Palomino spoke with the grievant and the grievant acknowledged that invoices were not being processed and said he would get to them. The grievant's performance improved for several days, and then no invoices were processed for the next several days. In addition, problems arose in the processing of contracts and maintenance of the contract log.

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At the end of December, 1987, some four months after the grievant began working at Pittsburg, the Union filed a grievance over delays experienced by numerous employees in getting their meal reimbursements. As part of administering petty cash, the grievant provided employee meal reimbursements and this grievance resulted from his lack of promptness. The grievant says that because the Pittsburg plant must stay on line constantly, there is much more overtime than he had experienced at Martinez, and this increased overtime resulted in a larger volume of meal claims that he failed to promptly reimburse.

Beginning on January 15, 1988, Mr. Palomino maintained a record of his discussions with the grievant concerning his performance problems. This record was maintained as part of the Positive Discipline System negotiated with the Union and implemented in September, 1987. As discussed in more detail below, that system provides for coaching and counseling with regard to performance problems, to be followed by three disciplinary steps: oral reminder, written reminder, and decision-making leave. On January 15, the grievant was given an "oral reminder" (in written form), which referenced four

previous discussions about unsatisfactory processing of invoices and, on one occasion, sleeping at his desk. In addition, the grievant was advised of the availability of an employee assistance program ("EAP") counselor to discuss any problems.

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After January 15, Mr. Palomino recorded two other discussions with the grievant concerning invoice processing, and then on February 8, he gave the grievant a written job duty requirement plan. In this memo, the grievant was instructed to bring his performance to acceptable levels and to inform Palomino of any problems in performing his assigned duties. In discussing the job plan with Mr. Palomino, the grievant concurred in the job requirements.

After February 8, there were two additional discussions regarding invoices, contracts, and petty cash, and on February 18, the grievant was given a written reminder (step 2 in the Positive Discipline System), following another incident in which he was found asleep at his desk. He was again advised he could contact the EAP counselor.

Between February 18 and July 5, there were 14 coaching and counseling sessions for the grievant regarding his processing of invoices and contracts, prompt petty cash payments, and his tardiness. On July 5, the grievant was given a one day decision-making leave (step 3 in the Positive Discipline System) for continued poor performance in three areas. According to a memo prepared by Mr. Palomino following the grievant's return from his decision-making leave, the grievant stated he was ready to perform his job and that he had

the knowledge and ability to do so. The grievant was warned of possible termination if his performance did not improve.

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December 9, there were 14 additional counseling sessions. 1 On October 5, Mr. Palomino wrote a memo to the grievant stating that invoices were still backlogged and that a contract file had not been started. Although the grievant had been offered overtime to bring his work current, he had availed himself of less than two hours of overtime and had not brought his work current. Mr. Palomino's memo also stated:

R , you stated that your job is more than one person can handle; that with all the office activity, you are not able to keep up with your work. I know that the office is busy at times, but it is not constant, and you should be able to manage your priorities to accomplish your work. Again, other work has not been assigned to you because you have not been able to handle your present work. You need to look at what you are doing and manage your work so that the important tasks are accomplished first.

An October 17 memo from Mr. Palomino stated that for the previous two weeks the grievant had completed the work on his desk and had met the requirements of the earlier, October 5 memo. The later memo noted that the grievant had stated a concern that he would get backlogged if the office was shorthanded. Mr. Palomino stated that the grievant should let him know if a problem developed, and help would be made available. Mr. Palomino also stated in his October 17 memo that additional

During this time frame, an internal Company audit determined five deficiencies in the plant's operation, three of which related to office procedures within the grievant's area of responsibilities. Those three findings related to incomplete contract bid documents, unfiled contract change orders, and the failure to maintain the invoice log.

duties, which had not been previously assigned to the grievant because of his inability to complete his work, would be assigned within a few weeks.

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The final meeting prior to the grievant's termination occurred on November 29. Mr. Palomino wrote a memo dated December 5 documenting the discussion at that meeting, which related to the grievant's backlog of 100 invoices and his failure to process any invoices in the previous two weeks. According to the memo, the grievant did not have any explanation for failing to process the invoices except that he had been working on contracts the previous two days. The memo also cites the discussion about the grievant's incorrect processing of a particular invoice and his tardiness on five of the last ten working days. On December 9, a letter from Plant Manager E. W. Simpson again confirmed the November 29 meeting, and it notified the grievant that based the previous oral reminder, written reminder, decision-making leave, and the grievant's continued failure to meet work performance standards and his attendance problems, his employment was terminated.

According to Mr. Palomino, a consistent theme as to the many counseling sessions was that the grievant acknowledged he was able to do the job and said he would improve. Mr. Palomino recalls the grievant was generally told he should ask for help if he needed it, but he nevertheless continued to fall behind in his job. Although Palomino's October 5 memo reflects that the grievant stated there was too much work to do, and although Palomino's positive discipline log shows the grievant had made similar complaints on two earlier occasions, Mr. Palomino does

not recall this to be a consistent complaint. According to the grievant, however, during at least 75% of his counseling sessions, he complained that the volume of work was too great for him to handle. He did not deny any specific allegation of work failure but he says that in comparison with his work as senior plant clerk in Martinez, his Pittsburg job involved so much greater volume and responsibility that he was unable to complete all of his duties.

After the grievant's termination, W a first plant clerk at Pittsburg, was promoted to the senior plant clerk position.² For approximately the first three months W occupied the position, she worked 30 to 40 hours of overtime per month and received help from other clerks to eliminate the backlog on her desk. Since that time, she has maintained the work on the desk with only a slight amount of overtime.

Ms. W recalls that while the grievant was senior plant clerk, she offered several times to help him since she was aware that he was behind in his work, but he always refused. She often observed him at his desk reading "PG&E Week" or some other piece of material for excessive periods of time, and he often appeared to be sleeping at his desk. He also left the office frequently, lighting a cigarette on the way out. On several occasions after the grievant was counseled for work performance, Ms. W heard him remark, "Well, they slapped my hand again."

Ms. W , along with other clerks with more seniority, had pre-bid the senior plant clerk position at the time that the grievant exercised his seniority to claim the job, following closure of the Martinez plant.

II. The Positive Discipline System.

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As previously noted, the Company and the Union have negotiated a Positive Discipline System, which was implemented beginning in September, 1987. The introduction to the System states:

"Positive Discipline is designed to provide the opportunity to correct deficient performance and build commitment (not merely compliance) to expected performance in a manner that is fair and equitable to all employees. Each step is a reminder of expected performance, stressing decision making and individual responsibility, not punishment."

The System provides that a supervisor is to inform an employee about work performance problems by coaching and counseling, and that when an employee fails to respond to counseling, positive discipline steps should be implemented in accordance with the seriousness of the performance problem. The three steps prior to discharge are oral reminder, written reminder, and decision-making leave. Each of these steps remains active for specified periods of time, and termination may follow if a performance problem has not been corrected within 12 months of a decision-making leave. However, the System states,

. . . if a performance problem which normally would result in formal discipline occurs during an active DML, the Company shall consider mitigating factors (such as Company service, employment record, nature and seriousness of violation, etc.) before making a decision to discharge, all of which is subject to the provisions of the appropriate grievance procedure for bargaining unit employees.

The System provides that in two situations demotion should be considered: (1) in the case of "an employee who exhibits an inability to work in a classification that is not

directly supervised," and (2) "[f]or some types of performance problems, caused by an ability deficiency." Because a first clerk in the Pittsburg plant was promoted to the grievant's position upon his termination, and that clerk's position was then filled by promoting a routine plant clerk from the Contra Costa power plant, the grievant was eligible under section 206.15 for demotion to either of those vacated positions.

ANALYSIS AND DISCUSSION

I. The Parties' Basic Arguments.

The Company argues that the grievant's continued unsatisfactory job performance constituted just cause for his discharge. The Company says that the grievant was in a highly responsible position, and he failed to perform even routine tasks, such as logging invoices. The Company notes that in the course of innumerable counselings the grievant acknowledged the problems and agreed to improve; nevertheless, his continued failure to perform his job jeopardized the plant's credit status, caused complaints from vendors, and resulted in deficient performance by the office. The Company argues, therefore, that it had no choice but to discharge the grievant.

In addition, the Company argues that the grievant's discharge was consistent with past precedential decisions, including a pre-review committee decision and a recent arbitration decision in Case No. 166, in which the discharge was upheld under what the Company sees as very similar circumstances. In addition to this precedent, the Company argues that the grievant's discharge was consistent with the Positive Discipline System, which provides for demotions in two

narrow and specific situations, neither of which is involved in the grievant's case. The Company takes the position that the grievant was not in an unsupervised position, nor was his poor work performance due to a skill deficiency. The Company notes that the grievant has a college degree in business administration, more than 12 years experience as a plant clerk, and two years as a senior plant clerk in Martinez. In addition, the Company argues that the grievant acknowledged he could meet the job requirements, and did so on occasion. Also, the Company says the grievant had not been assigned actual lead clerk duties and was therefore effectively performing first clerk duties, making a demotion to that position inappropriate. The Company argues that the examples of demotions offered by the Union involved employees who were unable to perform in a higher classification, whereas the grievant was able but unwilling to perform, even after his decision-making leave. For these reasons, the Company argues that the discharge should be sustained.

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The Union, on the other hand, takes the position that given the grievant's long employment and demonstrated ability to function at the lower positions of first plant clerk and routine plant clerk, he should have been demoted rather than terminated. The Union argues that demotion would be consistent

Although noting that past performance evaluations are not admissible under Arbitration Decision No. 45, the Union argues that the grievant's past satisfactory performance in lower classifications may be surmised from his job history and promotions to first clerk and senior clerk. In a post-brief letter, the Company has objected to this argument, noting that the Union had objected at the hearing on the basis of Decision (continued...)

with past practice and with traditional just cause. The Union notes that the parties have provided for demotions for reasons other than lack of work in Section 206.15 of their collective bargaining agreement, which provides:

An employee who is demoted for any reason other than for lack of work may be placed in a vacancy created in such employee's headquarters by the promotion of one or more employees to fill the job which the demoted employee vacated. If no such vacancy occurs the employee may be demoted to a vacancy in a lower classification in the Division in which he/she is employed or if no such vacancy occurs, the employee may be demoted to a vacancy in a lower classification in the Region in which he/she is employed. In the application of this Section, an employee shall be demoted to vacancy in the first successively lower classification which the employee is qualified to fill.

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The Union argues that the grievant could have been demoted to vacancies as first plant clerk in Pittsburg or routine plant clerk at the Contra Costa plant, and because his problems as senior plant clerk were caused by an "ability deficiency," as that term is used in the Positive Discipline System, he should have been demoted. In support of its position that the grievant was unable to perform his job, the Union argues that the record demonstrates he was simply overwhelmed by the job in the Pittsburg plant, following the relatively undemanding senior plant clerk job in Martinez. The Union relies on numerous grievance committee and arbitration decisions

^{3(...}continued)

No. 45 to the admission of the L.I.C. report from a prior grievance filed by the grievant when he was first plant clerk, and that the objection was sustained. That L.I.C. report had not been offered to support the termination directly, but rather to reflect some prior unsatisfactory work characteristics manifested by the grievant and to counter the Union's proposed remedy of demotion.

to demonstrate that there is a history of demoting employees for poor work performance at the Company instead of discharging The Union asserts that this practice was intended to continue under the Positive Discipline System. The Union also points out that the grievant told his supervisor he was unable to keep up with the job, a fact which distinguishes this case from Arbitration Decision No. 166, which upheld the termination of an entry-level clerk for poor work performance. The Union argues that the testimony of the current senior plant clerk should not be relied on, and points out that the grievant must have felt overwhelmed, battered, and harassed by the constant counselings to which he was subjected. Therefore, the Union argues that the grievant should have been demoted rather than terminated and that he should be reinstated as a first plant clerk at Pittsburg with commensurate backpay.

II. <u>Discussion</u>.

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In support of its decision to discharge the grievant, the Company has presented a meticulously documented record of poor work performance by the grievant for a period of more than a year after he was transferred to the senior plant clerk position at the Pittsburg power plant. The record establishes that the grievant failed to perform his required job duties with respect to processing both contracts and invoices, that he was repeatedly counseled, that on occasion he performed adequately before lapsing into poor performance, and that he was offered assistance and overtime to clear up his backlog but in general failed to avail himself of these offers. Indeed, his poor performance in reimbursing employees for meals from his petty

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cash fund generated a grievance from the Union. During this lengthy time period, an internal Company audit of the plant's operations also found deficiencies in office procedures within the grievant's areas of responsibility. He was twice counseled for sleeping at his desk. In addition, he was counseled for repeated tardiness, but continued to be tardy.

None of the above facts is disputed by the Union.

Rather, it is the Union's position that the grievant was overwhelmed by the difficulties of his senior plant clerk job in Pittsburg, which was far more demanding than the grievant's former position at the Martinez plant. Because he was forced to transfer due to the Martinez plant closure, and in view of his eighteen years of service, the Union argues that the grievant's lack of performance should be seen as an "ability deficiency," for which demotion, rather than discharge, is appropriate under the terms of the Positive Discipline System.4

In presenting its basic argument, the Union relies on the one area of counseling which is subject to some dispute. According to Mr. Palomino, the grievant's supervisor, the grievant only complained on a few occasions of having too much work to do, while the grievant states he made this complaint repeatedly.

The Union seems to rely most heavily on the Positive Discipline System provision which recommends demotion where there is an employee unable to work in a classification that is not directly supervised. This provision, however, clearly does not apply in the grievant's case, and to apply it would ignore the extensive record of close supervision and counseling in his senior plant clerk job.

Several considerations arise in connection with the dispute over the grievant's purported complaints of too much work. First, from Mr. Palomino's October 5 memo and his log entries it seems fair to surmise that if and when the grievant brought up a complaint over too much work, Mr. Palomino addressed it by indicating the grievant had to better manage his Second, there is, however, no corroboration that the grievant frequently or regularly brought up this complaint to Palomino, and it can be noted that in a number of meetings involving them the grievant had a representative present as Third, as will be addressed further, if the grievant did, in fact, believe the work was too much for him and so stated this repeatedly to Mr. Palomino, it is quite surprising that he made no effort to avail himself of Palomino's offer to have others help him, or the offer to work overtime, or to take up Ms. Webb's offer to help assist in his work, and that he would regularly indicate his agreement with the work goals set by Mr. Palomino. For someone who now claims that the work was too much for him, the grievant did little or nothing to outwardly manifest that view during his employment.

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The central issue comes down to whether the grievant could perform the job duties of the Pittsburg senior plant clerk position, or could not because of "an ability deficiency."

Certainly, the position was more demanding than the one he held at the Martinez plant during the year or so preceding that plant's closure. During that period of time, the volume of invoices and contracts was reduced, which reduced the grievant's workload. The grievant was, however, in the senior plant clerk

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position for over a year before Martinez began closing, and presumably he carried a heavier workload during that time. addition, although the general workload in Pittsburg was far greater than in Martinez, there were seven plant clerks in Pittsburg to share the work as opposed to the two clerks in Martinez. Although the Union suggests that the grievant's lead responsibility for the additional clerks in Pittsburg increased his job demands, in fact there is little available to dispute Mr. Palomino's statement that lead responsi-bilities were not assigned to the grievant due to his failure to complete the other work duties he was assigned. Indeed, the grievant's testimony as to his lead responsibilities was only in respect to typing work brought to him by maintenance supervisors and that, "I had to review what was needed to be typed and get it to one of the other clerks to have the process done." It is not terribly productive, however, to try to compare the grievant's work loads at Pittsburg and Martinez, since there is no showing that Martinez can be used as a work standard; indeed, it would appear that Martinez provided an exception--namely, that the workload was very light.

We do, nonetheless, have a number of factors which more directly reflect on whether the grievant was unable or unwilling to perform his necessary job duties. We know, for example, that he did not perform them even though the lead responsibilities, also a normal part of his job at Pittsburg, were not really assigned to him. We know, too, that Ms. Webb, a co-worker, recalls observing the grievant reading a Company newsletter at his desk for extended periods of time and that he often appeared

to be sleeping. Although Ms. W was later promoted to fill the grievant's job, her testimony appeared credible at the hearing, and moreover essentially corroborated or confirmed Mr. Palomino's observations. Thus, Mr. Palomino on at least two occasions believed he observed the grievant sleeping at his desk; Palomino, likewise, faulted the grievant for being repeatedly tardy at work. These factors do not reflect a person unable to perform his job, but one who is not seriously attempting to perform it.

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Other considerations also lend themselves to the same conclusion. As noted, the grievant never availed himself of Mr. Palomino's offer of other assistance to do his job. Nor did the grievant take up Palomino's offer of overtime to help accomplish his work. Similarly, the grievant did not pursue Ms. W 's offer of help. Nor did the grievant file any grievances during the stages of discipline he experienced under the Progressive Discipline System and he made no overt requests that he be allowed to change jobs, either of which activities one might expect if the grievant really felt the work was too much or too difficult for him personally. Finally, at times the grievant acknowledged as appropriate the amount of work he was told he needed to perform, and at other times (e.g. at the November 29 meeting) the grievant simply had no explanation why he had not performed the required work (in that case he had not processed invoices for some 12 days, without explanation).

In sum, our record is convincing that it was not his inability to perform the job, but the grievant's unwillingness to make a sufficiently serious effort to perform it that chiefly

led to his very poor work performance. The Company repeatedly and patiently attempted to deal with the problem, without success. Under those circumstances, it was not inappropriate for the Company to conclude that it would need to discharge the grievant, and its decision did not violate just cause principles. The Company, in short, was not obligated under such principles or under the Progressive Discipline System to keep at work a person who was unwilling to make a serious effort to perform his job, was certainly able to at least make that effort, and despite long and repeated efforts to encourage the grievant to make the effort the lack of success became eventually obvious.

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Both the Company and the Union have relied on prior grievance settlements and arbitration decisions in support of their opposing positions, but necessarily each case of unsatisfactory job performance arises from its own unique circumstances. Unquestionably, on many occasions the Company has demoted employees for unsatisfactory job performance, but on other occasions it has discharged them. The Positive Discipline System which was negotiated with the Union explicitly directs consideration of an employee's length of service and the possibility of demotion for a performance deficiency, although demotion is certainly not mandated under the System. case, however, the Company repeatedly counseled the grievant on his job performance for over a year, advised him of the availability of employee assistance counseling, followed all disciplinary steps of the Positive Discipline System, clearly warning the grievant of possible discharge if he did not

improve, withheld assignment of full lead clerk responsibilities from his job, and encouraged him to request assistance if he needed it. None of these steps resulted in consistent improvement in the grievant's job performance. Nor does our record show by the grievant's detailed observations, or through the observations of others, or through a detailed analysis of his job that either the work was too heavy or that he was physically or mentally unable to perform it (as opposed to some lesser position). Even though the grievant was an eighteen year employee, the Company gave him every reasonable opportunity to improve and the Company cannot be required to continue to employ, even in a lower classification, an individual who is unwilling to make a sufficient effort to perform his job. Accordingly, it is regrettable but necessary to conclude that the Company was not required to demote the grievant as an alternative to discharge. AWARD The grievant's discharge was for just cause. The grievance is denied.

Dated: June 11, 1990

Arbitrator

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Concur/ Dissent	Muguet A. Short	6/21/90 Date
	Company Member	
Concur/ Dissent	Brett Knight Company Member	6/25/90 Date
-Genery/Dissent	Roger W. Stalcup Union Member	7/20/90 Date
-Concaf/Dissent	Dorothy Fortier Union Member	7-20-90 Date