

**PG and E**

**FOR INTRA-COMPANY USES**

DIVISION OR  
DEPARTMENT  
FILE NO.  
RE LETTER OF  
SUBJECT

INDUSTRIAL RELATIONS  
741.1

Guidelines for the Administration of the  
Job Bidding and Promotion Provisions of  
the Physical and Clerical Agreements

August 10, 1967

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The Company and Union in their recent negotiations have amended the Job Bidding Provisions of Title 205 of the Physical Agreement to be effective as of July 1, 1967, and Title 18 of the Clerical Agreement to be effective September 24, 1967. The enclosed guidelines have been revised to include the new clerical job bidding procedures, under Title 18 "Promotion and Transfer" of the Clerical Agreement.

These new guidelines will supersede and cancel the "Guidelines for the Administration of the Job Bidding and Promotion Provisions of the Physical Agreement", transmitted with my letter of May 15, 1967, which should be removed from your files.

The prebidding and postbidding system as previously established for the physical unit is unchanged. The clerical prebidding and postbidding procedures closely resemble the physical procedures.

The Employment Bulletin, bidding forms, and letters established exclusively for the physical unit have been revised to include the pertinent conditions of both the physical and clerical bidding provisions and are applicable to employees of both units. The revised forms and letters are attached to these guidelines and are shown as Appendices I through IX.

The following listed numbered forms will be in stock after September 1, 1967, and available by requisition through the Stationery Substore - Emeryville in the units as indicated:

62-3950-Rev.	- Prebid Application - Each
62-6308-Rev.	- Job Vacancy Bid - Each
62-4750-Rev.	- Job Vacancy Report - Pads of 100
62-4170B-Rev.	- Job Bid or Transfer Application Questionnaire - Pads of 50
62-4910-Rev.	- Results of Job Vacancy Bids - Packages of 25 sheets
62-7509	- Results of Job Vacancy Bids - Hectomaster - Set

Clerical job vacancies which Company decides to fill on a regular basis up to and including September 23 will be filled in accordance with the present provisions of Title 18 and Clerical Lines of Progression that are in effect until September 23, 1967. Thereafter, clerical job vacancies will be filled under the new clerical prebidding and postbidding procedures and Lines of Progression effective September 24, 1967.

Also enclosed is a Notice of Instructions for Clerical Employees on Job Bidding Promotion and Transfer Procedures. This notice may be duplicated and such information posted on your bulletin boards for the information of your clerical employees.

Any questions or requests for additional copies with respect to these guidelines should be directed to Mr. A. G. Mollart of my office on Ext. 1125.



V. J. THOMPSON

AGMollart:RS  
Encl.

cc: VCRedman  
HPBraun  
EHFisher  
JGSmith  
TJBianucci  
CRMachen  
HMMcKnight  
FCortese  
RHCunningham  
APPedotieff  
RBThompson  
Division Personnel Managers  
Chairmen-Division Job Awards Committees

GUIDELINES FOR THE ADMINISTRATION OF  
THE JOB BIDDING AND PROMOTION PROVISIONS OF  
THE PHYSICAL AND CLERICAL AGREEMENTS

Prepared and Issued by Industrial Relations  
Effective July 1, 1967 - Physical  
Effective September 24, 1967 - Clerical  
Superseding previous issue of May 15, 1967

GUIDELINES FOR THE ADMINISTRATION OF THE  
JOB BIDDING, PROMOTION AND TRANSFER PROVISIONS  
OF THE PHYSICAL AND CLERICAL AGREEMENTS

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GUIDELINES FOR THE ADMINISTRATION OF THE  
JOB BIDDING, PROMOTION AND TRANSFER PROVISIONS  
OF THE PHYSICAL AND CLERICAL AGREEMENTS

General

These guidelines are for the purpose of assisting the Divisions and Departments in the processing of employees' job bids and filling job vacancies under the provisions of Title 205, "Job Bidding and Promotion" of the Labor Agreement covering Division physical employees and Title 18, "Promotion and Transfer" of the Agreement covering Division clerical employees.

Each Division is responsible for processing bids and filling jobs in accordance with the Company's policy and its obligations under the Physical and Clerical Agreements. Questions which arise that are apparently not answerable under the appropriate Agreement or these guidelines should be directed to the Industrial Relations Department.

Whenever a vacancy occurs in a classification in the unit described in Section 200.1 of the Physical Agreement, or Section 2.1 of the Clerical Agreement, which the Company intends to fill on a regular basis, Company shall fill it as soon as practicable in accordance with the following procedure:

PROCEDURE FOR FILLING JOB VACANCIES

PREBIDS

Definition

A prebid postmarked within the time limits as stated in Section 205.4 of the Physical Agreement or Section 18.4 of the Clerical Agreement is a bid entitled to preferential consideration under Subsection 205.7(a) or (b) of the Physical Agreement and Subsection 18.8(a) or (b) of the Clerical Agreement made on a prepared Company form by any regular employee in anticipation of a job vacancy occurring in a particular classification at a specific headquarters where he desires to work.

Prebidding Within a Division or Department

Only a regular employee of Company entitled to preferential consideration under Subsection 205.7(a) or (b) of the Physical Agreement or Subsection 18.8(a) or (b) of the Clerical Agreement to fill a classification subject to the bidding provisions of such Titles may submit by United States mail on Prebid Job Vacancy Application Form No. 62-3950-Rev. (Appendix I) a prebid on any existing job classification and headquarters desired (Section 205.4 - Physical, or Section 18.4 - Clerical).

Company need not consider valid prebids which are postmarked less than eight (8) calendar days prior to the date of posting an award, as indicated on the "Results of Job Vacancy Bids" Form No. 62-4910-Rev. or 62-7509 (Appendix VII), to fill a job vacancy in the classification and headquarters on which the prebid was made. Prebids submitted other than by U.S. mail are not acceptable (Section 205.4 - Physical, or Section 18.4 - Clerical).

#### Employee Notification and Acknowledgement

Company will acknowledge on the postcard Form 62-3950-Rev. (Appendix I-A) each valid prebid. Such card will be mailed to the employee at the return address indicated on his prebid (Section 205.4 - Physical, or Section 18.4 - Clerical).

Company, without rejecting a valid prebid, will in writing also notify an employee who submits such a prebid, of any known reason which might preclude his filling the classification on which he has prebid, including information regarding testing programs which must be completed (Sections 205.4 and 205.11 - Physical, or Sections 18.4 and 18.11 - Clerical).

Although Company is not under any obligation to acknowledge or consider a prebid submitted by an employee that is not valid and proper, an effort should be made to inform the employee bidder of the reason his prebid is not acceptable.

#### Selection of the Senior, Qualified Employee to Fill a Vacancy Under the Prebidding Procedure

The Division selects the senior, qualified employee from its screened list of valid and proper prebids in accordance with the following sequence:

1. Section 205.17 - Physical, and Section 18.15 - Clerical, provide that under specified conditions Company by agreement with Union may appoint to fill a job vacancy any employee who requests such appointment for reasons of urgent necessity notwithstanding anything to the contrary in Title 205 - Physical, or Title 18 - Clerical. (Refer to Page 7 - Guidelines.)
2. Section 18.6 of the Clerical Agreement provides that under specified conditions Company may fill a vacancy in a clerical or office classification in its discretion by assignment before the application of Section 18.8.
3. Subsection 205.7(a) - Physical, and Subsection 18.8(a) - Clerical, provide for the consideration of employees regardless of their present classification or location who have been demoted or transferred and have preferential rights to promotion or transfer as provided in Section 206.9 - Physical; or, first, under Section 19.7 - Clerical, and, second, under Section 18.10, to return to their former status in accordance with their Company seniority - Physical, or employment date - Clerical.
4. Subsection 205.7(b) - Physical, and Subsection 18.8(b) - Clerical, provide for the consideration of employees in the Division in which the vacancy exists in accordance with their classification seniority under Section 205.9 - Physical, or in accordance with their employment date under Section 18.9 - Clerical, who are:

in the same classification as that in which the job vacancy exists, or

in classifications which are higher thereto in the Lines of Progression as shown in Title 600 - Physical, or Exhibit A - Clerical, or at the top rate of pay of the next lower classification in the normal Line of Progression. (Except as provided in Subsection 205.2(b) - Physical, or Subsection 18.2(b) - Clerical.)

5. Section 205.10 and the Labor Agreement Interpretation dated November 27, 1964, titled Veterans Preference - provides for the preferential consideration for physical employee veterans which must be considered and may affect any of the selections to fill physical job vacancies under the normal application of Subsections 205.7(a) and (b) above under the Physical Agreement.

#### Transfers of Successful Prebidders

A successful prebidder within the same Division will be contacted by his supervisor for the purpose of working out job transfer arrangements as soon as possible. Such transfers are to be completed within the Division.

A successful prebidder from outside the Division will be arranged between the Personnel Departments of the Divisions concerned. To initiate the transfer, the Division filling the job notifies the employee by letter that he is the successful bidder and forwards copies of such letter to the bidder's Division Personnel Manager. The type of letter to be used is illustrated in Appendix VIII.

#### Vacancies Not Filled Under the Prebidding System

Vacancies within a Division that are not filled under the prebidding system will then be posted for bid under the following systemwide postbidding procedure as provided in Section 205.6 - Physical, and Section 18.7 - Clerical.

### POSTBIDS

#### Definition

A postbid is a bid submitted on a prepared Company form by any regular employee on a known job vacancy, posted for bid on a systemwide basis in the monthly Employment Bulletin as provided in Section 205.6 - Physical, and Section 18.7 - Clerical.

#### Postbidding - Systemwide Bidding

Each regular physical or clerical employee of Company may submit by United States mail to Company a postbid (Appendix II) on any job posted as vacant in the Employment Bulletin (Appendix III), but Company need not consider any postbid which is postmarked more than ten (10) days from the date of posting of the job on which the bid is made. Postbids submitted other than by U.S. mail are not acceptable (Subsection 205.6(b) - Physical, or Subsection 18.7(b) - Clerical).

## Employment Bulletin - Listing of Job Vacancies - Systemwide

The Employment Bulletin (Appendix III) is issued by the General Office Industrial Relations Department each month as a means of publishing throughout the Company's system a list of all physical and clerical job vacancies as determined by Company which are in the units described in Section 200.1 of the Physical Agreement and Section 2.1 of the Clerical Agreement not filled through the pre-bidding system, including vacancies which have previously been posted but which have remained unfilled for a period of three (3) months from the date last posted, and including vacancies temporarily filled by Company as provided in Section 205.3 - Physical, and Section 18.3 - Clerical Agreements, and including new classifications at existing headquarters or any jobs at a new headquarters, but excluding temporary vacancies and vacancies in temporary jobs and in jobs in beginner's classifications.

Beginner's classifications in each of the recognized departments as listed in Exhibit VII of the Physical Agreement and Subsection 18.5(c) of the Clerical Agreement are not posted for bid or filled through the bidding procedure, but Subsection 205.5(a) of the Physical and Subsection 18.5(a) of the Clerical Agreements state the order of preferential consideration for filling such classifications. Since the lists contained in Exhibit VII - Physical, and Subsection 18.5(c) - Clerical, are subject to change, reference should also be made to the appropriate published Lines of Progression (Title 600) of the Physical and Exhibit A of the Clerical Agreements.

The addresses of the Division offices indicating where bids are to be mailed are published in the Employment Bulletin along with other instructions regarding the submitting of job bids.

### Preparation of the Employment Bulletin

To assist in the preparation of the Employment Bulletin, each Division shall prepare a list of physical and clerical job vacancies, other than those vacancies excluded in Subsection 205.6(a) - Physical, and Subsection 18.7(a) - Clerical, to be posted each month. Such list must show the Division job vacancy number, classification job code number, the department, location or headquarters of the vacancy listed, and are to be prepared in the form illustrated in Appendix IV. Lists must be received by the Manager of Industrial Relations, General Office, 245 Market Street, Room 904, San Francisco, California, 94106, no later than the 23rd day of each month.

### Distribution of the Employment Bulletin

After the Employment Bulletin is prepared and printed each month, the Industrial Relations Department distributes it in accordance with the physical and clerical mailing lists which are on file and which must be kept up-to-date by the Divisions. Bulletins must be further forwarded, if necessary, within the Division to other local headquarters. On the first day of each month, Employment Bulletins are required to be posted throughout the Company's system (Subsection 205.6(a) - Physical, and Subsection 18.7(a) - Clerical) on all bulletin boards normally used by employees in the physical and clerical bargaining units.

### Selection of the Successful Bidder to Fill a Vacancy Posted in the Employment Bulletin

To select the successful bidder, the Division reviews the postbids from all employees in accordance with the intent as expressed in Section 205.1 of the Physical and Section 18.1 of the Clerical Agreements.



The Division should enter each bidder's name on Form No. 62-4750-Rev. (Appendix V), which is the record listing employees considered for a posted job, along with such information as required on the form to determine his bidding status in accordance with the provisions of Section 205.7 of the Physical and Section 18.8 of the Clerical Agreements.

Section 205.7 of the Physical Agreement and Section 18.8 of the Clerical Agreement outline the preferential sequence in which bids on any job vacancy shall be given consideration on the basis of the employee's status, classification, Line of Progression, seniority, and employment date.

Section 205.11 of the Physical and Section 18.11 of the Clerical Agreements state that the Company may reject the bid of any employee who does not possess the proper qualifications for the job. This includes, among other reasons, those Company and Union-approved tests, programs and schools which are a condition precedent to an employee's bid to receiving further consideration.

Section 205.14 of the Physical and Section 18.13 of the Clerical Agreements provide that in making appointments to public contact, technical, or supervisory jobs, Company shall consider the bids submitted by employees, but may nevertheless make such appointments from among those qualified employees on the basis of ability and personal qualifications.

The employee's priority of bid consideration and Contract section should be indicated in the "Priority and Contract Section" columns of Form No. 62-4750-Rev. (Appendix V).

#### Determining Employee Status

An employee's status as to his Division, Subdepartment, classification, wage rate, qualifications, etc., shall be determined as of the 10th of the month in which the vacancy is posted.

The employee's records and a statement of his qualifications may be obtained from the bidder's Division Personnel Department. In this respect, Form No. 62-4170B-Rev. (Appendix VI) should be used. This form may be prepared by the Personnel Department where the bidding employee is located, at the oral request of the Division Personnel Department seeking the information. Such a request should not be made unless there is a reasonable possibility that the out-of-Division bidder will be successful. Supervisors receiving requests for information on such employees should give the request their immediate attention and return the completed form as soon as possible in order to avoid delay in the filling of jobs.

#### Personal Interviews

Personal interviews at the Company's request should be kept to a minimum and only required in those instances where the pertinent information is not otherwise obtainable from the Division in which the bidding employee is located.

Personal interviews, when required, before awarding a job to outside Division employees may be arranged by contacting the Personnel Department of the Division where the bidding employee is located. Expenses in connection with such interviews, if at the request of the employee, are to be paid by the employee and are not subject to reimbursement by the Company.

Interviews requested by an employee are arranged on the employee's own time, if possible. Any time off allowed to an employee for the purpose of an interview at his request is to be without pay.

In cases of personal interviews either required by Company or requested by the employee, a full and complete understanding with the employee as to the arrangement of time, transportation and expenses should be made before the interview takes place.

#### Notification of Results of Job Vacancy Bids

Each Division issues the notice entitled "Results of Job Vacancy Bids", on Form No. 62-4910-Rev. or 62-7509 (Appendix VII), covering job vacancies filled by prebids or postbids. Copies of such notice must be posted on the appropriate bulletin boards within the Division at least once each month and within an interval of not more than thirty-one (31) days (Subsection 205.20(a) - Physical, and Subsection 18.18(a) - Clerical). Such notices may be posted more often at the Division's discretion. If no physical or clerical job vacancies were filled through prebidding or postbidding during the month, the notice should so state. Employees from other Divisions who have bid on jobs must be sent copies of the notice (Subsection 205.20(b) - Physical, and Subsection 18.18(b) - Clerical). This latter action should not be overlooked.

#### Transfers of Successful Postbidders

An employee who is the successful postbidder within the same Division will be contacted by his supervisor for the purpose of working out job transfer arrangements as soon as possible. Such transfers are to be completed within the Division.

The transfer of an employee who is the successful postbidder from outside the Division will be arranged between the Personnel Departments of the Divisions concerned. To initiate the transfer, the Division filling the job notifies the employee by letter that he is the successful bidder and forwards copies of such letter to the bidder's Division Personnel Manager. The type of letter to be used is illustrated in Appendix VIII.

#### Jobs Held Pending - Bidders to be Notified

If additional information is required in order to make a selection to fill a job vacancy which has been posted for bid, the award bulletin "Results of Job Vacancy Bids" (Appendix VII) should state that such job is "Pending -- bidders to be notified." Subsequently, when the final decision with respect to filling the job is made, the information can be published in a later notice "Results of Job Vacancy Bids." Each employee from other Divisions who has postbid on such a job vacancy must be forwarded a copy of the "Results of Job Vacancy Bids" (Subsection 205.20(b) - Physical, and Subsection 18.18(b) - Clerical). It is important that notice of such an award be given to all bidders simultaneously with the notice of job award to the successful bidder.

The Labor Agreement requires that job vacancies be reposted that have remained unfilled for a period of three (3) months from the date last posted (Subsection 205.6(a) - Physical, and Subsection 18.7(b) - Clerical) or which have not been filled at Company's discretion as provided under Section 205.13 - Physical, or Section 18.12 - Clerical.

## Postbidding Procedure Discrepancies

In such matters, judgment with respect to the discrepancies should be exercised in a manner which will, if practicable, give effect to the postbids rather than consider them inoperative, provided the Physical or Clerical Labor Agreement provisions are not violated.

## Communications with the Union

The Job Bidding provisions of the Physical Agreement and Clerical Agreement provide that under stated circumstances job vacancies may be filled in a special manner and such action requires communication with the Union.

## Appointments to Vacancies on the Basis of Qualifications (Section 205.15 - Physical, and Section 18.14 - Clerical, Agreements)

When an employee is to be appointed to fill a vacancy in preference to an employee with greater seniority, Company shall notify Union of its decision prior to such appointment. In adhering to the provisions of this section, Divisions are to notify the Union. A sample letter such as outlined in Appendix IX should be used for this purpose.

Reference is also made to procedure for grievances which concern an employee's qualifications for promotion or transfer (Page 2 - Summary of Grievance Procedures - May 1, 1963).

## Transfers for Reasons of Urgent Necessity (Section 205.17 - Physical, and Section 18.15 - Clerical, Agreements)

Under specified conditions and provided that an appointment shall not be made to a classification which has a wage rate higher than the classification of the employee who requests the transfer, Company by agreement with Union may appoint an employee to fill a job vacancy who requests such appointment for reasons of urgent necessity.

The provisions of Section 205.17 apply only to Division physical employees covered by Part II of the Physical Agreement. General Construction employees are not eligible for transfer under the provisions of this section.

The required agreement should be in the form of written communication between the appropriate Division Personnel Manager and the Union Business Representative. Copies of such agreements should be forwarded to the Manager of Industrial Relations and the Union's Business Manager.

Requests for transfer because of urgent necessity must be substantiated before Company and Union representatives agree to apply this section.

If joint written agreement is obtained, the transfers will be completed in a manner as heretofore provided.

## Special Agreements Between Company and Union (Sections 205.18 and 205.19 - Physical, and Sections 18.16 and 18.17 - Clerical, Agreements)

Agreements as provided for in Section 205.18 - Physical, and Section 18.16 - Clerical for an exchange of headquarters between employees in the same

classification and Line of Progression within and between Divisions will be discussed and concluded between the Division Personnel Manager(s) and the Union Business Representative(s). Such agreements may provide for an exchange of jobs between employees in more than one Division. Copies of such agreements should be forwarded to the Manager of Industrial Relations and the Union's Business Manager.

Agreements as provided for in Section 205.19 - Physical, and Section 18.17 - Clerical will be discussed at the General Office level and concluded between the Manager of Industrial Relations and the Union Business Manager.

#### Records and Files

Each Division or Department must maintain adequate records and files on all matters relating to Prebidding and Postbidding procedures for filling job vacancies within their respective Division or Department.

FOLD AND SEAL BEFORE MAILING  
THIS SIDE OUT

APPENDIX I

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLACE  
STAMP  
HERE

PACIFIC GAS AND ELECTRIC COMPANY

\_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

CALIFORNIA

APPENDIX I-A

This acknowledges receipt and the filing of your prebid for:

CLASSIFICATION

LOCATION

If you are a successful bidder you will be contacted and given reporting instructions.

This prebid will be effective unless your status under either Subsection 205.7(a) or (b) for Physical Unit Classifications or Subsection 18.8(a) or (b) for Clerical Unit Classifications has changed or you have previously withdrawn your prebid by notification to the Division Personnel Department at the address indicated on the reverse side of this card, or you receive notification from the Company that your prebid will be cancelled.

Tests required are:

FROM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLACE  
STAMP  
HERE

**PACIFIC GAS AND ELECTRIC COMPANY**

\_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

**CALIFORNIA**

# P. G. and E. PREBID JOB VACANCY APPLICATION (PHYSICAL AND CLERICAL)

FOR COMPANY USE ONLY

EMPLOYEE (PRINT NAME)

SOCIAL SECURITY NO.

## PRESENT STATUS

REGULAR CLASSIFICATION (DO NOT SHOW TEMPORARY CLASS.)

WAGE RATE

CLASSIFICATION

CODE NO.

DIVISION

DIST. or DEPT.

LOCATION

FUNCTION

SENIORITY DATE

Yr. Mo. Day

CLASSIFICATION

COMPANY

EMPLOYMENT DATE

BID PRIORITY

(a)

(b)

SECTION 205.7

SECTION 18.8

## PREBIDDING STATUS

CLASSIFICATION

CODE NO.

DIVISION

DIST. or DEPT.

LOCATION

FUNCTION

TESTS  
COMPLETEDYES ☐ NO ☐SCHOOLS  
COMPLETEDYES ☐ NO ☐

This is my Prebid for the following job classification and headquarters which will be effective until my status under either Subsection 205.7(a) or (b) for Physical Unit Classifications or Subsection 18.8(a) or (b) for Clerical Unit Classifications has changed. (Do not use for postbidding job vacancies listed in the Employment Bulletin.)

JOB CLASSIFICATION

DEPARTMENT

HEADQUARTERS

Place an X in this box ☐ if you are an employee in the Physical Unit and believe you now have veteran's preference under Section 205.10 of the Agreement.

Place an X in the applicable box if you have been demoted and wish this bid considered under Section 206.9 ☐ of the Physical Agreement, or under Section 19.7 ☐ or under Section 18.10 ☐ of the Clerical Agreement.

Place an X in this box ☐ if you believe you are now prepared and desire to take the required tests to qualify for the classification to which you are prebidding.

Return your Prebid by United States mail to the Personnel Department in your division. For the address, check your bulletin board or the Company telephone directory.

Prebids received other than by U. S. Mail are not acceptable.

FROM: DIVISION PERSONNEL DEPARTMENT

Please Fill In Your  
Return Address

TO: \_\_\_\_\_

STREET ADDRESS OR P. O. BOX

CITY

ZIP CODE

STATE

**PG&E**

**POSTBID APPLICATION  
FOR BIDDING ON PHYSICAL AND CLERICAL JOB VACANCIES  
POSTED AS VACANT IN THE EMPLOYMENT BULLETIN**

Mail a separate postbid to each Division or Department into which you are bidding. List jobs which are all in one Division in one bid application in order of preference. Addresses of the various headquarters are shown on the Employment Bulletin. This form is prepared to assist you in bidding for jobs for which you are qualified. Please fill in completely and return by United States mail not more than ten days after the Employment Bulletin is posted.

PACIFIC GAS AND ELECTRIC CO.

\_\_\_\_\_  
Division or Department

This is my postbid in order of my choice for the following jobs posted as vacant in the Employment Bulletin dated \_\_\_\_\_, 19

JOB VACANCY NO.	JOB CLASSIFICATION	JOB LOCATION
-----------------	--------------------	--------------

PLEASE FOLD AND SEAL  
ENVELOPE NOT NECESSARY

Place an X in this box ☐ if you are an employee in the Physical Bargaining Unit and believe you now have veterans' preference under Section 205.10 of the Physical Agreement as a result of leaving employment of Company to enter the armed forces under any Act of Congress.

Place an X in the applicable box if you have been demoted and wish this bid to be considered under Section 206.9 of the Physical Agreement ☐, or under Section 19.7 ☐ or under Section 18.10 ☐ of the Clerical Agreement.

My Regular Classification is \_\_\_\_\_  
(Do Not Show Temporary Classification)

at \_\_\_\_\_ in \_\_\_\_\_  
Name of Town, City, Pwr. Hse., etc. Division

Name \_\_\_\_\_  
Please Print

\_\_\_\_\_  
Street Address or P. O. Box City Zip Code

State reasons why you consider yourself qualified if your bid is for a job which is not in the same line of progression with your present job classification.



PACIFIC GAS AND ELECTRIC COMPANY

# EMPLOYMENT BULLETIN

PHYSICAL and CLERICAL  
LIST OF JOB VACANCIES TO BE  
FILLED THROUGH POSTBIDDING

## INSTRUCTIONS

- ★ When submitting bids—use the printed envelope postbid application form (No. 62-6308—Rev.) which is provided for this purpose.
- ★ When bidding on jobs in more than one Division or Department, mail a separate postbid application form to each Division or Department into which you are bidding.
- ★ All bids must be submitted by United States mail.
- ★ The Company need not consider any bid mailed more than 10 days from the date of this notice (Employment Bulletin).
- ★ Attention is called to the fact that all jobs of regular employees who enter the Armed Forces of the United States, and who qualify for re-employment under any Act of Congress, are protected by law.
- ★ **Physical Employees—**  
Check the appropriate box on the postbid application form if your bid is entitled to consideration under Section 205.10 (Veterans' Preference) or Section 206.9 (Demotion) of the Physical Agreement.
- ★ **Clerical Employees—**  
Check the appropriate box on the postbid application form if your bid is entitled to consideration under Section 19.7 (Demotion) or Section 18.10 (Maternity Leave) of the Clerical Agreement.

FOR INTRA - COMPANY USES

DIVISION OR  
DEPARTMENT

FILE NO. 732.21

RE LETTER OF

SUBJECT Job Vacancies to be Posted for Bid

Date: \_\_\_\_\_

INDUSTRIAL RELATIONS DEPARTMENT:

Please include the following numbered job vacancies in the next Employment Bulletin dated \_\_\_\_\_:

DIV. JOB  
VACANCY

NO.	CLASSIFICATION - CODE NO.	DEPARTMENT	HEADQUARTERS
-----	---------------------------	------------	--------------

PHYSICAL UNIT:

(List Physical Job Vacancies)

CLERICAL UNIT:

(List Clerical Job Vacancies)

s/DIVISION PERSONNEL MANAGER

NOTES:

1. Each Division must assign its own postbid job vacancy numbers, using the Division's accounting number as a prefix.
2. The start of each calendar year, a new job vacancy numbering series for both physical and clerical units will begin starting again with the Division number, colon, number one, i.e. (2:1).
3. If there is more than one vacancy in the same classification at the same location, they can be included in the same entry and indicated numerically as follows:  
(2:1-3 - Lineman - Electric T & D - Shotwell St., or 2:501-503 - Clerk C - Customer Services - Mission St.)
4. An asterisk (\*) should be used to denote when reposting an unfilled job as provided in Subsection 205.6(a) - Physical, or Subsection 18.7(a) - Clerical, and a new number assigned, i.e. (\*Reposted).
5. New classifications at existing headquarters or any jobs at a new headquarters must be filled initially through the systemwide postbidding procedure. Thereafter, such jobs may be filled through the prebidding procedure (Subsection 205.6(a) - Physical, and Subsection 18.7(a) - Clerical). Indicate on your list such new classifications, new headquarters, or both, by the number sign (#), i.e. (#New classification or headquarters).
6. Each entry should be doubled spaced on this form.
7. Mail original to the Manager of Industrial Relations, General Office, 245 Market Street, Room 904, San Francisco, California, 94106, to arrive no later than the 23rd of each month.
8. When posting a Utilityman vacancy in the physical unit, the classifications which make up such a job should be shown under it in parenthesis: Utilityman  
(Water Serviceman, Fitter)
9. When posting job vacancies in relief classifications in the physical unit they will be designated as a relief classification, i.e., Relief Control Operator or Relief Steam Heat Engineer.

**PG and E****JOB BID OR TRANSFER APPLICATION QUESTIONNAIRE****INQUIRY** (FROM DEPARTMENT OR DIVISION TO WHICH EMPLOYEE DESIRES TO TRANSFER OR WHERE VACANT JOB IS LOCATED)

G. O. DEPT. HEAD OR DIVN. MANAGER

DATE

TO

MISS  
MRS.  
MR.CROSS OUT ONE.  
BID ON JOB IN -  
REQUESTS TRANSFER TO -

DEPARTMENT OR DIVISION

IS BEING  
CONSIDERED FOR

JOB CLASSIFICATION

MONTH POSTED

JOB VACANCY NO.

DEPARTMENT

LIST DUTIES IF  
NO JOB DEFINITION

REQUESTED BY

ADDRESS

**REPLY**

(FROM A SUPERVISOR IN THE DEPARTMENT OR DIVISION WHERE EMPLOYEE WORKS)

HAS FULL KNOWLEDGE OF PRESENT JOB

YES NO

☐☐

IS A GOOD WORKER

☐☐

GETS ALONG WELL WITH OTHERS

☐☐"NO" ANSWERS ARE  
EXPLAINED AS FOLLOWS

IS FREE FROM PHYSICAL HANDICAPS

YES NO

☐☐

I WOULD ACCEPT HIM BACK IN MY EMPLOY

☐☐

HAS SAFE WORKING HABITS

☐☐

BIRTH DATE

EMPLOYMENT DATE

SENIORITY  
DATESCLASSIFICATION  
COMPANY

EDUCATION

CLASSIFICATION

WAGE RATE

REACHED TOP OF PRESENT  
CLASSIFICATIONYES ☐ NO ☐

DEPARTMENT

SUB-DEPARTMENT

WRITTEN REQUEST MADE TO TAKE APPRENTICE ENTRANCE TESTS

YES ☐NO ☐

DATE

APPROPRIATE ENTRANCE TESTS PASSED

YES ☐NO ☐

ATTENDED COMPANY SCHOOL

YES ☐NO ☐

TYPE OF SCHOOL

RESULTS

HAS PREFERENTIAL CONSIDERATION FOR:

VETERANS' PREFERENCE

YES ☐ NO ☐MATERNITY LEAVE PREFERENCE YES ☐ NO ☐

DEMOTION PREFERENCE

YES ☐ NO ☐IS QUALIFIED TO PERFORM THE DUTIES OF THE CLASSIFICATION EXPLAINED IN InquiryYES ☐ NO ☐

EXPLANATION

FURNISHED BY

DATE

**DISTRIBUTION**

(MAKE 2 COPIES AND RETURN COMPLETED QUESTIONNAIRE IN SEALED ENVELOPE MARKED CONFIDENTIAL)

By Requesting Dept. or Divn.SEND 2 COPIES TO DEPT. OR DIVN. WHERE  
EMPLOYEE IS CURRENTLY EMPLOYED.By Replying Dept. or Divn.RETURN ONE COPY TO REQUESTER.  
ONE COPY TO EMPLOYEE'S DIVISION.  
PERSONNEL FILE.

# JOB VACANCY REPORT

Classification	Wage Rate \$	Date Open	Month Posted	Vacancy No.
----------------	-----------------	--------------	-----------------	-------------

Department	Location
Reason For Vacancy	

Remarks .....

## RECORD OF BIDS RECEIVED

[illegible]

\* NOTE: PLEASE PLACE AN ASTERISK AFTER DATE WHEN SENIORITY DATE HAS BEEN ADJUSTED DUE TO LEAVES OF ABSENCE, LAYOFFS, etc.

**PACIFIC GAS AND ELECTRIC COMPANY**  
**RESULTS OF JOB VACANCY BIDS**

\_\_\_\_\_  
 DIVISION OR DEPARTMENT

\_\_\_\_\_  
 DATE OF POSTING

DIV. JOB VACANCY NO.	CLASSIFICATION	CLASS. CODE NO.	DEPARTMENT	JOB HEADQUARTERS	NAME OF SUCCESSFUL EMPLOYEE OR OTHER INFORMATION RE DISPOSITION OF JOB	APPLICABLE DATES			REFER TO CONTRACT SECTION
						COMPANY SENIORITY*	CLASSIFICATION SENIORITY*	EMPLOY- MENT	

**INSTRUCTIONS:**

Physical or clerical job vacancies filled through Prebids or Postbids can be indicated on this form under the applicable heading as follows:

Physical Unit:

Re: Jobs filled through Prebids since (Date of Last Posting).

Re: Jobs filled through Postbids - Employment Bulletin \_\_\_\_\_ (Date) \_\_\_\_\_.

Clerical Unit:

Re: Jobs filled through Prebids since (Date of Last Posting).

Re: Jobs filled through Postbids - Employment Bulletin \_\_\_\_\_ (Date) \_\_\_\_\_.

This report can be prepared at the discretion of each Division, but such a report must be made at least once each month within an interval of not more than 31 calendar days and posted on the bulletin boards in the local Division or Department (Subsection 205.20(a) - Physical, and Subsection 18.18(a) - Clerical).

For the purpose of notifying employee bidders who have bid from an outside Division on job vacancies being filled in the local Division, a copy of this report must be forwarded by mail to such employees (Subsection 205.20(b) - Physical, and Subsection 18.18(b) - Clerical).

Employees awarded jobs through bidding within the local Division are to be contacted by their respective supervisors for the purpose of working out transfer arrangements.

Employees awarded jobs through bidding from outside the local Division must be notified by letter and transfer arrangements completed through the Division where they are employed. (Refer to Appendix VIII for sample letter.)

When there are "No Qualified Bidders", "No Bidders" or "No Eligible Bidders" on job vacancies posted in the Employment Bulletin, Company may then fill the job by appointment within a prescribed time as provided in Section 205.13 - Physical, or Section 18.12 - Clerical.

If no physical or clerical job vacancies are to be filled at the time of posting this notice by either Prebids or Postbids, such a statement should be made in this report and posted on the bulletin boards.

Copies of this report must be forwarded to the Manager of Industrial Relations, General Office, and also mailed to the Union Business Manager and Union Business Representative, IBEW, Local Union 1245.

This form is also available, by requisition, in Hecto Master, Code No. 62-7509 - set.

DIVISION OR DEPARTMENT  
LETTERHEAD

EMPLOYEE'S NAME

You are the successful bidder on

You will be contacted by your supervisor who will arrange the completion of your transfer. You are to report to Mr. \_\_\_\_\_ at \_\_\_\_\_ as soon as operations permit.

Your rate on the job which you have been awarded will be \$ \_\_\_\_\_ for a 40-hour workweek. Moving and other expenses in connection with this transfer are to be paid by you and are not subject to reimbursement by the Company.

Please indicate your acceptance of this position in the space provided below, sign your name, detach and return immediately in the enclosed addressed envelope.

\_\_\_\_\_ I accept this position and shall contact  
my supervisor for a report date.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

NOTE: Send a copy of this letter to the bidder's Division Personnel Manager.

732.21

## Notification of Bypass on Job Vacancy

(Date)

UNION BUSINESS REPRESENTATIVE: (Insert Name)

<u>NAMES OF EMPLOYEES</u>	<u>CLASSIFICATION</u>	<u>DIVISION OR DEPARTMENT</u>	<u>LOCATION OR HEADQUARTERS</u>	<u>USE APPLICABLE SENIORITY OR EMPLOYMENT DATE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
* _____	_____	_____	_____	_____

\*To be awarded job - bypass based on Section (insert no.). (See Note below.)

s/DIVISION PERSONNEL MANAGER

Union is in accord with this bypass.

Date: \_\_\_\_\_

s/\_\_\_\_\_  
UNION BUSINESS REPRESENTATIVE

NOTE: Show the section number which is the basis for the bypass, such as Section 205.11 or Subsection 205.14(a) or (b) for physical employees and Section 18.11 or Section 18.13 for clerical employees.

INSTRUCTIONS FOR CLERICAL EMPLOYEES ON  
JOB BIDDING PROMOTION AND TRANSFER PROCEDURE

FOR BIDDING TO CLERICAL JOBS WITHIN THE CLERICAL BARGAINING UNIT THAT BECOME VACANT ON OR AFTER SEPTEMBER 24, 1967, EMPLOYEES WILL BE ABLE TO FILE ADVANCE PREBID APPLICATIONS FOR CONSIDERATION OF ANTICIPATED CLERICAL JOB VACANCIES IN THEIR RESPECTIVE DIVISION AND LINE OF PROGRESSION. AFTER SEPTEMBER 1, 1967, "P. G. AND E. PREBID JOB VACANCY APPLICATION", FORM 62-3950-REV., WILL BE IN STOCK AND AVAILABLE UPON REQUEST THROUGH YOUR SUPERVISOR. A LIST SHOWING THE JOBS AT EACH HEADQUARTERS IS NOW POSTED ON COMPANY'S BULLETIN BOARDS FOR EMPLOYEES' REFERENCE.

FAILURE TO HAVE A VALID PREBID ON FILE WILL RESULT IN THE POSITION BEING AWARDED TO ANOTHER EMPLOYEE AS JOBS WILL NOT BE POSTED FOR BIDDING WHEN EXISTING VALID PREBIDS ARE ON FILE. FOR THIS REASON, ALL EMPLOYEES ARE URGED TO FILE ADVANCE PREBIDS ON EVERY JOB AT SPECIFIC HEADQUARTERS TO WHICH THEY FEEL THEY MAY WISH TO TRANSFER.

TO REDUCE DELAYS, EMPLOYEES SHOULD READ THE PREBID APPLICATION FORM CAREFULLY AND FILL THE FORM OUT AS DIRECTED. YOU ARE REQUESTED TO BE PARTICULARLY CAREFUL IN ADDRESSING YOUR APPLICATION TO THE PROPER DIVISION HEADQUARTERS AND IN FILLING OUT YOUR RETURN ADDRESS ON COMPANY'S RETURN PORTION OF THE CARD.

BE SURE THAT YOU PRINT AND DO NOT WRITE WHEN FILLING OUT THE FORM.

WHERE CLERICAL JOB VACANCIES CANNOT BE FILLED FOR THE LACK OF VALID PREBIDS OR QUALIFIED EMPLOYEES WHO HAVE A VALID PREBID ON FILE, COMPANY WILL THEN POST ON THE BULLETIN BOARDS THE FIRST OF EACH MONTH A LIST OF THE JOB VACANCIES IN THE MONTHLY EMPLOYMENT BULLETIN. SUCH LISTED CLERICAL JOB VACANCIES WILL BE SUBJECT TO BIDS FROM EMPLOYEES ON A SYSTEMWIDE BASIS AND FILLED IN ACCORDANCE WITH THE POSTBIDDING PROVISIONS OF THE CLERICAL AGREEMENT.

FOR MORE SPECIFIC DETAIL - READ YOUR REVISED CLERICAL AGREEMENT.



## JOB BIDDING AND TRANSFER PROCEDURES

Weekly salaried vacancies above the beginning level are normally filled through one of two separate job bidding procedures:

Prebids - At least once a month, vacancies are filled by selecting the senior qualified employee who has indicated in advance (by prebidding) his/or her desire to fill the vacancy. In order to be eligible to prebid, an employee must:

- Be a regular employee in the Division in which the vacancy exists, and

- Be in the same classification (or higher) in the same line of progression, or

- Be at the top rate of pay of the next lower classification in the same line of progression (or 3 years in the job for beginning clerical classification).

Prebids to apprentice classifications, Reserve Gas Serviceman, or Corrosion Mechanic can be made by any regular employee in the physical or clerical bargaining units within the Company. Prebids must be made on a PG&E Prebid Job Vacancy Application form (62-3950) and submitted through U.S. Mail postmarked no later than 8 calendar days prior to the date of the posting of the award. Valid prebids shall be valid for a period of one year from the date of receipt or until such time as the employee changes his classification and/or headquarters. This time limit will not start to run until the calendar year following the computerization of bidding procedures. Jobs are awarded to the senior qualified prebidder on the basis of Company employment date. Jobs that are not filled under the prebidding procedure will then be posted for bid under a system-wide (all Divisions) postbidding procedure.

Postbids - On the first of each month, the Company posts on all employee bulletin boards, job vacancies throughout the system.

All regular employees may postbid any job posted as vacant. Company need not consider any postbid received which is postmarked later than the 10th of the same month. Postbids from regular employees are considered in this order:

Employees in the Division in which the vacancy exists, and are in the same classification (or higher) in the same line of progression, or

who are at the top rate of pay of the next lower classification in the same line of progression (or 3 years in the job for beginning clerical classification).

Regular employees in the physical or clerical bargaining units within the Company.

Bids made by any regular employee of the Company.

Jobs filled under the Prebidding or Postbidding procedures are normally posted on appropriate bulletin boards every other Friday on the "Results of Job Vacancy Sheet".

Transfers - To be considered for a beginning level job in another Department, or at a different headquarters or Division, you should submit a transfer application (Form 62-4170) to the Personnel Department at the location you would like to work. Applications are valid for one year from the date submitted, or until such time the employees change classification and/or headquarters. They are used only for beginning level jobs. Any regular employee may submit a transfer. One half of vacant beginning jobs are filled by transfers and one half by unrestricted appointments. Transfers are given to employees in each classification who have the greatest service

(Company employment date), in the following sequence for

I.B.E.W. physical and clerical employees:

1. To such physical and clerical employees in the Division where the vacancy exists.
2. To any other such physical or clerical employees.

Engineers and Scientists of California members' (Mappers, Engineering Estimators, etc.) transfers are appointed by employment date in the following sequence:

1. To such E.S.C. employees in the Division where the vacancy exists.
2. To any other E.S.C. employee.

Employees seeking a transfer to a beginning classification in a

line of progression to an apprenticeship, or Reserve Gas Serviceman, or

*OPERATOR-IN-TRAINING*, are required to take and pass the "Arithmetic Computation Test".

205.7 Whenever a vacancy occurs in any job classification, except those covered by Section 205.8, which the Company intends to fill on a regular basis, Company shall fill it by award as soon as practicable. Bids on any job covered by this Section shall be given preferential consideration in the following sequence:

(a) Bids made by employees who are entitled to preferential consideration under Section 206.9.

(b) Bids made by regular employees in the Division in which the vacancy exists who are:

- in the same classification as that in which the job vacancy exists, or
- in classifications which are higher thereto in the Lines of Progression as shown in Title 600, or
- at the top rate of pay of the next lower classification in the normal Line of Progression, except as otherwise provided in any applicable apprenticeship agreement.

(c) Bids made by any regular employee in the physical or clerical bargaining units within the Company.

(d) Bids made by any regular employee of Company.

205.8 Whenever a vacancy occurs in an apprentice classification, Reserve Gas Serviceman classification or Corrosion Mechanic classification, except Apprentice Communication Technician, Apprentice Electrical Technician, and Apprentice Control Technician, which the Company intends to fill on a regular basis, Company shall fill it by award as

soon as practicable. Bids on any job covered by this Section shall be given preferential consideration in the following sequence:

(a) Bids made by employees who are entitled to preferential consideration under Section 206.9.

(b) Bids made by regular employees in the Division in which the vacancy exists who are:

- in the same classification as that in which the job vacancy exists, or
- in classifications which are higher thereto in the Lines of Progression as shown in Title 600, or
- at the top rate of pay of the next lower classification in the Line of Progression, except as otherwise provided in any applicable apprenticeship agreement.

(c) Bids made by any regular employee in the physical or clerical bargaining units within the Company.

(d) Bids made by any regular employee of Company.

FROM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMPANY MAIL**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This acknowledges receipt and the filing of your transfer application for:

Classification: \_\_\_\_\_ Location: \_\_\_\_\_

1. This transfer application will expire either one year from the date submitted or immediately following an offer to transfer the employee to the subject job, whichever is sooner.
2. An employee who is to be transferred shall be advised of classification rate of pay, reporting date and the name of his/her new supervisor.

Reasons why you are not eligible for transfer:

The following tests must be completed: