

PACIFIC GAS AND ELECTRIC COMPANY

245 MARKET STREET - SAN FRANCISCO, CALIFORNIA 94106 - TELEPHONE 781-4211

October 6, 1965

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LOCAL 1245, I.B.E.W.

Mr. L. L. Mitchell
Senior Assistant Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
1918 Grove Street
Oakland, California 94612



Dear Mr. Mitchell:

In accordance with your verbal request, enclosed is a copy of each of the following:

1. Outline of Contract sections to consider when filling office or clerical vacancies.
2. Outline of Contract sections to consider when office or clerical employees are displaced, demoted or laid off under Title 19, Clerical Agreement.

The above outlines have been prepared and distributed to all Divisions and Departments for their assistance and use.

The use of these guides, we believe, should eliminate the possibility of any employee being overlooked and not receiving the contractual consideration to which they may be entitled.

Yours very truly,

Arthur G. Mollart
ARTHUR G. MOLLART

Senior Industrial Relations Representative

AGM:LH

Enclosure

FILLING OFFICE OR CLERICAL VACANCIES

SEQUENTIAL OUTLINE OF CONTRACT SECTIONS TO CONSIDER

Note: This is only an outline of sequential order of consideration when filling office or clerical vacancies - further reference to the pertinent sections of the Clerical Agreement is necessary to eliminate any possibility of misinterpretation.

<u>Steps</u>	<u>Same P. & T. Unit</u>	<u>Other P. & T. Units</u>
1.	18.10 Company discretion by assignment. Beginning jobs (Section 18.9) or temporary jobs.	
2.	18.6 Company discretion by assignment, other than beginning jobs. Same classification or identical wage.	
3.	19.7 Demoted employees, formerly in vacant classifications (Company seniority).	19.7 Such preferential consideration is also applied on a systemwide basis, providing a transfer application has been made for the classification which is vacant and is filed in the Division or Department where the vacancy exists (Company seniority).
4.	18.11 Veterans (maximum pay in next lower classification) in normal line of progression (seniority in P. & T. Unit).	
5.	18.8(f) Preferential consideration to former classification of employee returned to work from maternity leave of absence (Subsection 6.21(b)) by Company seniority.	
6.	18.8(a) Employees (maximum pay in next lower classification) in normal line of progression (classification seniority).	
7.		18.8(b) Employees in same classification or have identical wage or higher classification, regardless of their P. & T. Unit (Company seniority). (Section 18.7 applicable.)

<u>Steps</u>	<u>Same P. & T. Unit</u>	<u>Other P. & T. Units</u>
8.	18.11 Veterans in next lower classification in normal line of progression. (Seniority in P. & T. Unit.)	
9.	18.8(c) Employees in next lower classification in normal line of progression (classification seniority).	
10.	18.8(d) Employees in lower classifications by <u>Company seniority</u> .	
11.		18.8(e) Employees in lower classifications by Company seniority and if not filled hereunder, then by Company discretion. (Section 18.7 applicable.)

References:

- 18.2 "Promotion and Transfer Unit" - (Defined)
- 18.3 "Normal Line of Progression" - (Defined)
- 18.4 "Transfer" - (Defined)
- 18.5 "Promotion" - (Defined)
- 18.7 Transfer application (Form No. 62-4170) must be filed for the classification which is vacant when there is a change of headquarters or Promotion and Transfer Unit.
- 18.12 Posting requirements and procedure.
- 21.2 Probationary employees do not acquire any rights with respect to leave of absence, promotion or transfer, displacement, demotion and layoff, etc.

OUTLINE OF CONTRACT SECTIONS TO CONSIDER WHEN
OFFICE OR CLERICAL EMPLOYEES ARE DISPLACED, DEMOTED OR LAID OFF

COMPANY SENIORITY SHALL BE THE DETERMINING FACTOR

Further reference to the pertinent sections of the Clerical Agreement is necessary to eliminate any possibility of interpretation.

<u>Same P. & T. Unit</u>	<u>Same Division</u>	<u>Systemwide</u>
2 Same classification or other classification with same wage rate (Company seniority). Not applicable to employees in beginner's classifications unless demoted thereto for lack of work - Section 19.11.		19.12 { Company may transfer into the Unit any employee outside of such Unit for any of the reasons enumerated in Section 19.1 under the seniority provisions of Title 19.
3 Next lower classification (Company seniority).	19.4(a) Elections in lieu of demotion: (1)*Return to last office or clerical job and classification if held for at least 6 months and if not demoted therefrom (Company seniority). (2)*Displace in beginner's classification (Company seniority).	
		19.4(b)*Employee with 3 years of Company seniority - Section 19.11, may displace another employee who has the least Company seniority, but not greater than his own in a beginner's classification as follows: (1)*Displace in beginner's classification with highest maximum wage rate, which is not higher than the classification of the employee being considered for transfer. (2)*Displace in beginner's classification with successively lower maximum of pay.

to transfer to another location - employee
Company not more than 2 work days after

General References:

- 19.1 Application - (1) Layoff due to lack of work.
(2) Demotion - Lack of work or inability to perform duties.
(3) Displacement - L/A Union business or military L/A.
(4) Displacement - Any under Title 19.
- 19.5 Successive Displacements - Determined under the procedures set forth in Sections 19.2 to 19.4, inclusive - not applicable to employees in beginner's classifications - Section 19.11.
- 19.6 Unable to Place ^(19.7) Under Title 19 - employee will be laid off for the reason of lack of work.
- 19.7 Right of Return ^(19.9) Preferential consideration to return to a vacancy in his former higher classification - systemwide basis.
Change of headquarters - requires the filing of a transfer application (Form No. 62-4170).
- 19.8 Notice of Demotion ^(19.2a) - Company shall give as much notice as possible - but not less than five (5) calendar days prior to effective date of demotion.
- 19.9 Notice of Layoff ^(19.11)
(Lack of work) - Company shall give as much notice as possible - but not less than ten (10) calendar days to regular employees. No notice of layoff need be given to probationary employees.
- 19.10 Expenses ^(19.8) - Employee bears any expense incurred by him in making any move as a result of the application of Sections 19.2 to 19.5, inclusive.
- 19.11 Qualifications - In the application of Title 19, employee shall not be placed in a job unless he is qualified to perform the duties thereof.
^(19.1f)