



# LETTER AGREEMENT NO. 16-06-PGE



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
375 N. WIGET LANE  
SUITE 130  
WALNUT CREEK, CA 94598  
925.974.4461

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 2547  
VACAVILLE, CALIFORNIA 95696  
(707) 452-2700

ROBERT JOGA  
SR. DIRECTOR AND CHIEF NEGOTIATOR

TOM DALZELL  
BUSINESS MANAGER

January 25, 2016

Mr. Tom Dalzell, Business Manager  
Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 2547  
Vacaville, CA 95696

Dear Mr. Dalzell:

Company proposes to amend the Educational Assistance Program in Exhibit I of the Physical Agreement and Exhibit B of the Clerical Agreement as attached, effective January 1, 2016. The proposed amendment will:

- Change the title in the Exhibits from Educational Assistance to Tuition Refund Program to be consistent with Company's program name.
- Update the list of acceptable institutions in accordance with the current Tuition Refund Program Standard.
- Revise due date of tuition refund application to "before the course start date" from 10 days prior.
- Revise "will" to "may elect" for payment in advance for an Official Tuition Voucher.
- Revise the timelines for requesting program approval and submitting grades.

This Letter of Agreement and its attachments (Exhibit I and Exhibit B) cancel and supersede Letter of Agreement 13-36 and its attachments. Administration of the Tuition Refund Program for IBEW-represented employees will continue to be in accordance with the Company's Tuition Refund Program Standard. In the event there are conflicts between the Standard and the letter of agreement, the letter of agreement prevails.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Robert J. Joga  
Sr. Director and Chief Negotiator

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

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

February 16, 2016

By:   
Tom Dalzell  
Business Manager

## EXHIBIT I

### TUITION REFUND PROGRAM

The Company shall provide a program of partial reimbursement for tuition and required textbooks, as follows:

#### Eligibility

- A. Any regular full-time employee on the active payroll of the Company, except employees in an apprentice classification covered by the provisions of the Master Apprenticeship Agreement, is eligible to participate in the plan. Employees on Long Term Disability may be eligible for reimbursement as determined on a case-by-case basis. Qualified employees may apply for payment in advance to the school.
- B. Courses must be accredited by one of the following:
- Accrediting Commission for Schools, Western Association of Schools and Colleges, or one of its regional counterparts; (Amended 1/1/16)*
  - Distance Education and Training Council; or, (Amended 1/1/16)*
  - Schools selected by the Company.

Approved courses are those that add to your effectiveness in your job. Courses that contribute to your overall development may also be approved.

- C. Proof of successful completion of an approved course with a grade of "C" (or equivalent) or better in each course is required in order to qualify for a tuition refund.
- D. Employees eligible for State or Federal Veteran's Assistance will be reimbursed the difference between the Veteran's reimbursement percent and PG&E's.
- E. Attendance at these courses shall not interfere with the regular working hours of the employee.

#### Procedure

- An employee who desires to receive tuition refund must submit a completed a Tuition Refund application to his/her supervisor for approval, prior to enrollment in a course of study. The completed Tuition Refund application must contain details of the course for which payment in advance will be sought and if the employee is qualified for financial assistance through a Federal or State Veteran's Education Assistance, an outline of those program benefits must be attached.
- Employees should submit a *tuition refund application by or before the course start date to be eligible for program participation. (Amended 1/1/16)*
- Upon review and approval of the Tuition Refund Application, employees *may elect to* receive payment in advance by an Official Tuition Voucher in the amount of tuition and fees and a Textbook Reimbursement - Form within the established employee reimbursement limit as direct payment to the institution for tuition and covered fees. *(Amended 1/1/16)*

- ❑ The employee must provide proof of successful completion of an approved course with a grade of "C" (or equivalent) or better, in each course, and copies of receipts indicating monies paid for textbooks, within 90 calendar days to the Plan Office. *(Amended 1/1/16)*
- ❑ If an employee has received payment in advance and does not successfully complete the course within one year from the term ending date or does not provide passing grades or proof of satisfactory completion within 120 calendar days of the end of the course, he/she is responsible for repayment to PG&E of the tuition and fees advanced. This requirement will be waived in the event the employee is unable to complete an approved course due to Company initiated transfer or excessive mandatory overtime.

### **Payment In Advance**

Payment in advance for approved courses of study will be provided up to the annual maximum of \$5,250 for registration fees, tuition, required textbooks, laboratory fees, and other charges made by the institution such as program fees, department-based college academic fees, academic fees, and technology fees required for on-line education. Costs of material and equipment purchased separately by the employee are not covered.

- A. Payment in advance will be made only for courses in which regular employee enrolled after completion of six months or more of continuous service. Employees who voluntarily terminate employment with PG&E or are discharged for cause must repay PG&E for any tuition and fees advanced.
- B. There is an annual limit of \$5,250 per employee per calendar year. Requests for payment in excess of this limit will be considered only if:
  - 1. The course or courses are of a special nature, and
  - 2. Such course or courses are not available elsewhere, and
  - 3. It is unlikely that such course or courses will be repeated in the foreseeable future.

## EXHIBIT B

### TUITION REFUND PROGRAM

The Company shall provide a program of partial reimbursement for tuition and required textbooks, as follows:

#### Eligibility

- A. Any regular full-time employee on the active payroll of the Company, except employees in an apprentice classification covered by the provisions of the Master Apprenticeship Agreement, is eligible to participate in the plan. Employees on Long Term Disability may be eligible for reimbursement as determined on a case-by-case basis. Qualified employees may apply for payment in advance to the school.
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