

K.A. 241A
na 11-16-67

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211

November 16, 1967

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

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

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

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *[Signature]*
Manager of Industrial Relations

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

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

November 27, 1967

By *Ronald T. Weakley*
Business Manager

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211

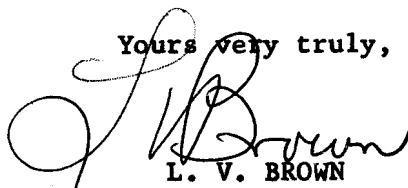
November 22, 1967

Mr. J. J. Wilder
Assistant Business Manager
Local Union No. 1245
I.B.E.W., AFL-CIO
1918 Grove Street
Oakland, California 94612

Dear Mr. Wilder:

In reference to our conversation yesterday, I am enclosing the revised addendum to the letter agreement dated November 16, 1967 regarding "Procedure for Grievances Which Concern the Reclassification of Vacant Clerical Positions."

Yours very truly,



L. V. BROWN

Senior Industrial Relations Representative

LVB:RS
Encl.

PROCEDURE FOR GRIEVANCES WHICH CONCERN THE
RECLASSIFICATION OF VACANT CLERICAL POSITIONS

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