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PACIFIC GAS AND ELECTRIC COMPANY

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

January 27, 1971

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

The attached guidelines entitled "Hiring Rates for Clerical Employees" have been in uniform use throughout the P. G. and E. system since March 8, 1968.

Company proposes the use of these guidelines as the basis for solution of current and future grievances pertaining to the application of that part of Exhibit F of the Clerical Agreement concerned with hiring rates based on experience.

If you are in accord with the foregoing 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 *W. Bonbrugh*
Manager of Industrial Relations *B*

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

February 4, 1971 By *Ronald T. Weakley*
Business Manager

PACIFIC GAS AND ELECTRIC COMPANY

INDUSTRIAL RELATIONS

712

Hiring Rates for Clerical Employees

March 8, 1968

MESSRS. R. R. JAMES	H. G. THOMAS
G. N. SCOURKES	I. J. CHINN
T. J. SNAPP	J. L. GIBSON
D. P. WILBUR	A. M. KEZER
R. F. PAPE	D. S. SOLBERG
R. H. TAYLOR	F. CORTESE
E. A. PETERLE	A. P. FEDOTIEFF
J. KINDER	

There have been several requests for a set of guidelines to be used in determining the applicable rate to be paid to newly hired clerical employees under the Clerical Agreement as amended July 1, 1967. During the negotiations, Company stated that it would apply these clerical hiring rates on the following basis:

1. An employee with less than six months' clerical job experience would be hired at the starting rate.

An employee with six months, but less than 12 months' clerical job experience, would be hired at the six-month rate.

An employee with 12 months, but less than 18 months' clerical job experience, would be hired at the one-year rate.

An employee with 18 months, but less than 24 months' clerical job experience, would be hired at the 18-month rate.

An employee with two years or more of clerical job experience would be hired at the two-year or experienced hiring rate.

2. In applying Paragraph 1 to employees hired for clerical work other than machine operation, credit should be given for any office clerical work. "Office clerical work" does not include: (a) sales work in any type of retail establishment; (b) military assignments as a company, a regimental or a staff clerk of any kind; or (c) work as a teller in a bank or savings institution.
3. In applying Paragraph 1 to employees hired for machine operation, the experience must be on the same type of machine (i.e., keypunch, comptometer, tabulating or peripheral equipment) as he is being hired to operate. Such time should include military assignments where the employee's full-time job in the military consisted of such machine operation.

[Signature]
BONBRIGHT

IWB:RS

cc: TVAdams	VJThompson
TJBianucci	RHCunningham
ORGrigsby	RBThompson
CRMachen	ECSuess
LDCoughran	