

PACIFIC GAS AND ELECTRIC COMPANY  
245 MARKET STREET  
SAN FRANCISCO, CALIFORNIA

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JULY 22, 1959

LOCAL UNION No. 1245  
INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, A.F.L.-C.I.O.  
1918 GROVE STREET  
OAKLAND 12, CALIFORNIA

ATTENTION: MR. RONALD T. WEAKLEY, BUSINESS MANAGER

GENTLEMEN:

THE APPRENTICESHIP COMMITTEE AT RECENT MEETINGS HAS DISCUSSED THE ESSENTIAL AND PROPER ENTRANCE REQUIREMENTS NECESSARY TO ADEQUATELY PREPARE A PROSPECTIVE APPRENTICE LINEMAN FOR THE COMPREHENSIVE FORMALIZED TRAINING HE WILL RECEIVE DURING THE APPRENTICESHIP PERIOD. IN ORDER TO IMPLEMENT THESE DISCUSSIONS, THE COMPANY PROPOSES TO ESTABLISH THE FOLLOWING ENTRANCE REQUIREMENTS FOR EMPLOYEES FOR THE CLASSIFICATION OF APPRENTICE LINEMAN:

1. EDUCATION

AS A MEASURE OF EDUCATION, THE WONDERLIC PERSONNEL TEST WILL BE USED. THE MINIMUM PASSING GRADE ON THIS TEST IS A SCORE OF 18. THE APPLICABLE ALLOWANCE FOR AGE WILL BE INCLUDED IN COMPUTING A SCORE. THE AUTHOR'S DIRECTIONS FOR ADMINISTRATION WILL BE FOLLOWED. A COPY OF SUCH DIRECTIONS IS ATTACHED.

2. DEXTERITY

AS A MEANS OF MEASURING PROFICIENCY IN THE USE OF ORDINARY MECHANICS' TOOLS, THE HAND-TOOL DEXTERITY TEST WILL BE USED. THE MAXIMUM TIME ALLOWED FOR DISASSEMBLING AND REASSEMBLING THE BOLTS IS SIX MINUTES, 35 SECONDS. THE AUTHOR'S DIRECTIONS FOR ADMINISTRATION WILL BE FOLLOWED. A COPY OF SUCH DIRECTIONS IS ATTACHED.

3. ARITHMETIC

TO ASCERTAIN THAT THE PROSPECTIVE APPRENTICE HAS AN ADEQUATE KNOWLEDGE OF BASIC ARITHMETIC, THE MADDEN-PEAK ARITHMETIC COMPUTATION TEST WILL BE USED. THE MINIMUM PASSING GRADE ON THIS TEST IS A SCORE OF 48. THE AUTHOR'S DIRECTIONS FOR ADMINISTRATION WILL BE FOLLOWED. A COPY OF SUCH DIRECTIONS IS ATTACHED.

PROSPECTIVE APPRENTICES WHO SCORE BETWEEN 40 AND 47 ON THE TEST THE FIRST TIME IT IS ADMINISTERED WILL BE ELIGIBLE TO ATTEND THE LINEMAN TRAINEE SCHOOL, BUT MUST ATTAIN A SCORE OF AT LEAST 48 IN ORDER TO BE CONSIDERED FOR APPOINTMENT TO A VACANCY IN THE APPRENTICE LINEMAN CLASSIFICATION.

IN ADDITION TO THE REQUIREMENTS REFERRED TO ABOVE, COMPANY WILL MAKE APPOINTMENTS TO VACANCIES IN ACCORDANCE WITH THE PRINCIPLES OUTLINED IN SECTION 205.11 OF THE AGREEMENT.

IF A DISPUTE SHOULD ARISE CONCERNING THE COMPANY'S APPOINTMENT TO A VACANCY IN THE APPRENTICE LINEMAN CLASSIFICATION, IT MAY BE REFERRED BY UNION TO THE LOCAL INVESTIGATING COMMITTEE, AND THE PROVISIONS CONTAINED IN SECTION 102.8 OF THE AGREEMENT WILL BE APPLICABLE. SUCH REFERRAL SHALL BE MADE AS SOON AS PRACTICABLE AFTER AN EMPLOYEE HAS BEEN NOTIFIED IN WRITING OF HIS DISQUALIFICATION.

AN EMPLOYEE WHO HAS BEEN DISQUALIFIED WILL NOT BE CONSIDERED FOR APPOINTMENT, UNDER THE PROVISIONS OF TITLE 205 OF THE AGREEMENT, TO A VACANCY IN THE APPRENTICE LINEMAN OR LINEMAN CLASSIFICATIONS, EXCEPT FOR TEMPORARY APPOINTMENT FOR SHORT PERIODS OF TIME DUE TO EXCEPTIONAL SITUATIONS CAUSED BY OPERATING REQUIREMENTS WHERE COMPANY CANNOT CONVENIENTLY OR PRACTICABLY APPOINT AN ELIGIBLE EMPLOYEE.

AN EMPLOYEE WHO HAS NOT BEEN TESTED WILL NOT BE CONSIDERED FOR APPOINTMENT, UNDER THE PROVISIONS OF TITLE 205 OF THE AGREEMENT, TO A VACANCY IN THE APPRENTICE LINEMAN OR LINEMAN CLASSIFICATIONS, EXCEPT FOR TEMPORARY APPOINTMENT FOR SHORT PERIODS OF TIME, DUE TO EXCEPTIONAL SITUATIONS CAUSED BY OPERATING REQUIREMENTS WHERE COMPANY CANNOT CONVENIENTLY OR PRACTICABLY APPOINT AN ELIGIBLE EMPLOYEE. HOWEVER, AN EMPLOYEE WHO HAS SATISFIED REQUIREMENTS 1 THROUGH 4 ABOVE, BUT WHO HAS NOT HAD THE OPPORTUNITY TO ATTEND A LINEMAN TRAINEE SCHOOL WILL BE CONSIDERED FOR APPOINTMENT TO A VACANCY IN THE APPRENTICE LINEMAN OR LINEMAN CLASSIFICATIONS.

EMPLOYEES WHO WANT TO QUALIFY SHALL NOTIFY THEIR SUPERVISOR IN WRITING OF THEIR INTENT. AFTER SUCH NOTIFICATION HAS BEEN MADE, ARRANGEMENTS WILL BE MADE FOR EMPLOYEES TO TAKE THE TESTS OUTLINED IN 1 THROUGH 4 ABOVE. TESTS WILL BE ADMINISTERED DURING REGULAR WORK HOURS.

A LINEMAN OR AN APPRENTICE LINEMAN WHO IS DEMOTED DUE TO LACK OF WORK WILL NOT BE REQUIRED TO SATISFY THE ENTRANCE REQUIREMENTS LISTED ABOVE IN ORDER TO BE CONSIDERED FOR RE-APPOINTMENT TO HIS FORMER CLASSIFICATION.

#### GENERAL CONSTRUCTION DEPARTMENT

THE ABOVE ENTRANCE REQUIREMENTS ARE NOT APPLICABLE TO EMPLOYEES IN THE GENERAL CONSTRUCTION DEPARTMENT. DISCUSSION AND DECISION ON THE ENTRANCE REQUIREMENTS OF EMPLOYEES OF THIS DEPARTMENT WILL BE DEFERRED FOR FUTURE ACTION OF THE APPRENTICESHIP COMMITTEE.

WONDERLIC PERSONNEL TESTDIRECTIONS FOR ADMINISTRATION

AFTER PASSING OUT THE TEST, THE EXAMINER SAYS: "READ THE FIRST PAGE CAREFULLY AND WORK THE SAMPLE PROBLEMS. DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO." AFTER THOSE BEING TESTED HAVE HAD AN OPPORTUNITY TO WORK EACH OF THE SAMPLES AND READ ALL THE DIRECTIONS ON THE FIRST PAGE, THE EXAMINER SHOULD ASK IF EVERYONE UNDERSTANDS THE WAY IN WHICH THEY ARE TO WORK. HE THEN SAYS: "YOU WILL HAVE EXACTLY 12 MINUTES IN WHICH TO ANSWER AS MANY PROBLEMS AS YOU CAN. YOU PROBABLY WILL NOT BE ABLE TO FINISH ALL OF THEM. WORK AS CAREFULLY AS YOU CAN, BUT DO NOT SPEND TOO MUCH TIME ON ANY ONE PROBLEM. I WILL STOP YOU AT THE END OF 12 MINUTES. BEGIN NOW."

AT THE END OF 12 MINUTES, ALL PAPERS ARE COLLECTED FOR SCORING.

MADDEN-PEAK ARITHMETIC COMPUTATION TESTDIRECTIONS FOR ADMINISTERING TEST

"TODAY YOU ARE TO TAKE AN ARITHMETIC TEST--THE MADDEN-PEAK ARITHMETIC COMPUTATION TEST. WE WANT TO SEE HOW WELL EACH OF YOU HAS LEARNED THE IMPORTANT ARITHMETIC SKILLS SUCH AS ADDING, SUBTRACTING, MULTIPLYING, AND SO ON.

"AS SOON AS YOU GET YOUR BOOKLET, YOU MAY BEGIN FILLING IN THE BLANKS ON THE TITLE PAGE. BEGIN WITH ROW 1, WHERE YOU WILL WRITE YOUR NAME.

"WILL YOU NOW PLEASE READ CAREFULLY THE DIRECTIONS, BEGINNING AT THE BOTTOM OF THE TITLE PAGE AND GOING ON TO THE TOP OF THE NEXT PAGE? DO ALL THAT YOU ARE TOLD TO DO."

WHEN ALL HAVE FINISHED, ASK:

"ARE THERE ANY QUESTIONS? DO YOU ALL UNDERSTAND JUST WHAT YOU ARE TO DO?...ALL RIGHT. NOT NOW--BUT WHEN I TELL YOU TO START--YOU ARE TO BEGIN WITH PART I, ADDITION AND SUBTRACTION, BELOW."

IF ANSWERS ARE TO BE MARKED IN THE BOOKLET, SAY:

"YOU DO NOT NEED TO READ WHAT IS SAID JUST BELOW THE SAMPLES. THAT IS ONLY FOR PERSONS WHO ARE TO USE A SEPARATE ANSWER SHEET.

"ALL RIGHT. IS EVERYONE READY? REMEMBER YOU ARE TO DO ALL OF YOUR FIGURING ON THE BOOKLET, IN THE BOX FOR THE EXAMPLE. THEN MARK THE PROPER ANSWER SPACE OVER AT THE RIGHT. BE VERY SURE THAT YOU MARK EACH ANSWER IN THE ROW THAT HAS THE SAME NUMBER AS THE EXAMPLE. WHEN YOU FINISH PART I, TURN TO PART II AND DO THAT NEXT; THEN PART III; THEN PART IV. YOU ARE TO STOP THERE, AT THE END OF PART IV. DO NOT GO ON TO PART V. ARE YOU READY NOW? GO AHEAD WITH PART I."

AT THE TIME FOR "GO TO PART II" (AFTER EXACTLY 6 MIN. OF WORK), SAY:

"YOUR TIME IS UP NOW FOR PART I. WHETHER YOU HAVE FINISHED OR NOT, TURN TO PAGE 3--PART II, MULTIPLICATION AND DIVISION, AND START WORKING THERE."

AT THE TIME FOR "GO TO PART III" (AFTER 12 MIN. ON PART II), SAY:

"STOP WORK NOW ON PART II. TURN TO PART III AND START WORK ON NUMBER 27."

AT THE TIME FOR "GO TO PART IV" (AFTER 11 MIN. ON PART III), SAY:

"THE TIME IS UP FOR THIS PART. YOU SHOULD START NOW ON PART IV. READ THE NOTE FIRST; THEN START ON NUMBER 43."