

PACIFIC GAS AND ELECTRIC COMPANY

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June 10, 1988

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes to update Title 600, Exhibit VI-H, Division and General Office Building Departments to reflect changes which have occurred through interim negotiations as well as vacated incumbent only classifications.

Company also proposes to cancel letter agreement 81-54 which established a 7-man, 49-day rotation shift schedule for Building Engineers and return the subject classifications to the provisions of letter agreement 78-53 which provides the following:

May be assigned regular hours of work pursuant to Section 202.15 including the standard shifts of 7-3, 3-11, and 11-7. When more than one shift is utilized at a headquarters, the shifts may be assigned on either a rotational or non-rotational basis. It is not the intent to change any practices relative to the rotation of shifts in effect on the effective date of this agreement without the prior agreement of the Union.

If you are in accord with the foregoing and attachment 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 AND ELECTRIC COMPANY

By Richard B. Buegel
Manager of Industrial Relations

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

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

July 29, 1988

By Jack McNally
Business Manager

JOB DEFINITIONS

AND

LINE OF PROGRESSION

DIVISION AND GENERAL OFFICE
BUILDING DEPARTMENTS
EXHIBIT VI-H OF THE AGREEMENT

BETWEEN

LOCAL UNION 1245 OF
INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS,

AFL-CIO

AND

PACIFIC GAS AND ELECTRIC COMPANY

JOB DEFINITIONS AND LINES OF PROGRESSION
DIVISION AND GENERAL OFFICE BUILDING DEPARTMENTS

0665 BUILDING SUBFOREMAN

An employee who is a working foreman and has the qualifications of a Lead Building Mechanic. He supervises employees engaged in the operation, maintenance, and minor construction of buildings and related systems. He shall have the personal qualifications of leadership and supervisory ability and shall be familiar with the buildings to which he is assigned and with Company's maintenance and safety standards, accounting procedures, and other applicable rules and procedures.

Next Lower Classifications

0493 Lead Building Engineer
1235 Lead Building Mechanic
1935 Lead Painter

Same or Higher Classifications

0665 Building Subforeman
2355 Building Technician

(See pg. 5 - Hours of Work)

1235 LEAD BUILDING MECHANIC

An employee who is a journeyman, who without direct supervision performs maintenance, repairs, and miscellaneous service work required in the use, care, minor construction, and reconstruction of buildings and grounds, and the parts thereof. His job skills shall include, but not be limited to the following: read and work from design drawings, be familiar with all building related codes, job planning, and layouts; diagnosing and making routine adjustments and repairs to electrical and mechanical equipment including controls; the safe use of hand, portable power, and shop tools; and welding operations. He may also be required to direct the work of other Building Department employees.

Next Lower Classifications

0492 Building Engineer
1242 Building Mechanic

Same or Higher Classifications

0493 Lead Building Engineer
0665 Building Subforeman
1235 Lead Building Mechanic
1935 Lead Painter
2355 Building Technician

(See pg. 5 - Hours of Work)

1242 BUILDING MECHANIC

An employee who is engaged in performing building work or is engaged in training assignments as an assistant to a Lead Building Mechanic or higher classification, may be required to work alone or under indirect supervision on all jobs for which he has been trained and has demonstrated his ability. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

1242 BUILDING MECHANIC (cont'd)

Next Lower Classification

Same or Higher Classifications

0927 Helper

0492 Building Engineer
0493 Lead Building Engineer
0665 Building Subforeman
1235 Lead Building Mechanic
1242 Building Mechanic
2355 Building Technician

(See pg. 5 - Hours of Work)

0927 HELPER

An employee whose principle duties consist of semiskilled work such as assisting the higher classifications, including the use of hand tools. Under indirect supervision, may also be required to perform work such as cleaning, replacing light globes or tubes, moving furniture, changing washers in plumbing fixtures and replacing or repairing window blinds.

Beginner's Classification.

(See pg. 5 - Hours of Work)

2355 BUILDING TECHNICIAN

An employee who, without direct supervision, adjusts, maintains and repairs building electronic, hydronic and pneumatic equipment. May assist in developing or modifying devices used in the building operation. May be required to perform the duties of Lead Building Mechanic and Lead Building Engineer. May be delegated to assign work among employees in other classifications and furnish them with functional guidance in the performance of such work. Must have qualifications including demonstrated proficiency/ability in working with electrical, electronic, mechanical, Hydronic, and pneumatic equipment.

Next Lower Classification

Same or Higher Classification

0493 Lead Building Engineer
(G.O.)

2355 Building Technician (G.O.) -
Fairfield

(See pg. 5 - Hours of Work)

0493 LEAD BUILDING ENGINEER (General Office Only)

A shift employee who is a journeyman and who, without direct supervision, repairs and maintains equipment and machinery in the General Office complex. His duties shall include, but not be limited to, the maintenance and adjustment of pneumatic controls, electronic controls, steam flow valves, humidity sensors, etc. He may also be required to direct the work of other Building Department employees.

0493 LEAD BUILDING ENGINEER (General Office Only) (cont'd)

Next Lower Classification

Same or Higher Classifications

0492 Building Engineer

0493 Lead Building Engineer
1235 Lead Building Mechanic
2355 Building Technician

(See pg. 5 - Hours of Work)

0492 BUILDING ENGINEER (General Office Only)

A shift employee who operates, cleans and performs routine preventive maintenance tasks on or in relation to equipment, machinery and appurtenances in Boiler Rooms, Machine Rooms or other locations in the General Office complex. May be required to work alone or under direct supervision on all jobs for which he has been trained and has demonstrated his ability. The employee's educational and general qualifications must be such that he is considered capable of attaining journeyman status.

Next Lower Classification

Same or Higher Classifications

0927 Helper

0492 Building Engineer
0493 Lead Building Engineer
0665 Building Subforeman
1235 Lead Building Subforeman
1242 Building Mechanic
2355 Building Technician

(See pg. 5 - Hours of Work)

1935 LEAD PAINTER - GENERAL OFFICE

An employee who is a journeyman, who without direct supervision, performs painting, furniture and paneling refinishing, wall repair and taping, and miscellaneous work required in the use, care, minor construction and reconstruction of buildings and parts thereof. His job skills shall include, but not be limited to, the following: read and work from design drawings, job planning, mixing stains and paints to match existing finishes, repairing damaged furniture finishes, general taping, spray painting metal furniture, vinyl wall covering, and plastic laminate repairs. He may also be required to direct the work of other Building Department employees or contract painters.

Next Lower Classifications

Same or Higher Classifications

1170 Building Maintenceman
(Inc. Only)
1235 Lead Building Mechanic
1240 Building Mechanic (Inc. Only)

0665 Building Subforeman
1935 Lead Painter - General Office

(See pg. 5 - Hours of Work and pg. 12 - Training Program)

0060 GARAGE ATTENDANT (General Office)

An employee who is engaged in general servicing of motor vehicles, including fuel and oil servicing, battery servicing, tire changing, minor adjustments, windshield and window washing, etc.; logs car assignments and records mileage of cars; cleans garage and oversees parking lot; performs driving assignments as required.

Next Lower Classification

0880 Garageman

Same or Higher Classifications

0060 Garage Attendant
0730 Garage Subforeman
1252 Utility Equip. Mechanic - Balch
1253 Utility Equip. Mechanic - Helms
1254 Utility Equip. Mechanic - DER
1255(1256) Equipment Mechanic & (Un.)
1258 Apprentice Equipment Mechanic
1345 Lead Mechanic

Note: For bidding purposes Garage Attendant in the General Office shall be considered as a San Francisco Division Job. For bidding to the job in the Garage Department Line of Progression an employee classified as Garage Attendant shall be considered as a Garageman.

0890 GARDENER

An employee engaged in the care of lawns, gardens, grounds, etc. Beginner's Classification.

1073 LEAD JANITOR

An employee who is a leadman and who performs janitor work and directs the work of a group of janitorial employees who are on duty at night. May be required to operate an elevator.

Next Lower Classifications

0590 Floorman
1050 Janitor
1060 Janitress

Same or Higher Classifications

0492 Building Engineer (G.O.)
0493 Lead Building Engineer (G.O.)
0665 Building Subforeman
1073 Lead Janitor
1170 Building Maintenceman (Inc. Only)
1235 Lead Building Mechanic
1240 Building Mechanic (Inc. Only)
1242 Building Mechanic

0590 FLOORMAN (General Office Only)

An employee who maintains the specially treated floors, including the preparing, cleaning and application of finish and preserving materials to them.

0590 FLOORMAN (General Office Only) (cont'd)

Next Lower Classifications

1050 Janitor
1060 Janitress

Same or Higher Classifications

0492 Building Engineer (G.O.)
0493 Lead Building Engineer
0665 Building Subforeman
1073 Lead Janitor
1170 Building Maintenceman (Inc.
Only)
1235 Lead Building Mechanic
1240 Building Mechanic (Inc. Only)
1242 Building Mechanic

1050 JANITOR
AND
1060 JANITRESS

An employee who performs all types of janitorial work in an assigned building or section thereof; may be required to operate an elevator and perform other related work.

HOURS OF WORK

The classifications of Building Subforeman, Lead Building Mechanic, Building Mechanic, Helper, Building Technician, Lead Painter-General Office, Building Engineer and Lead Building Engineer may be assigned regular hours of work pursuant to Section 202.15 including the standard shifts of 7-3, 3-11, and 11-7. When more than one shift is utilized at a headquarters, the shifts may be assigned on either a rotational or non-rotational basis. It is not the intent to change any practices relative to the rotation of shifts in effect on the effective date of this agreement without the prior agreement of the Union. (LA 78-53)

INCUMBENT ONLY CLASSIFICATIONS

1170 BUILDING MAINTENANCEMAN

An employee engaged in the operation, maintenance, and upkeep of buildings and mechanical and electrical equipment therein. He performs maintenance and repair work and miscellaneous duties in connection with the care, use and minor construction and reconstruction of the building and the parts thereof. He shall be able to read blueprints and to operate a Company vehicle. He shall be required to refinish furniture and other routine work. He may also be required to direct the work of other Building Department employees.

1240 BUILDING MECHANIC

An employee who operates, maintains and cleans the equipment, machinery and appurtenances in the boiler room and performs routine building maintenance work such as the repair of building equipment and accessories, office fixtures and furnitures, floor plugs, light switches and fixtures, plumbing valves, windows, minor painting and plaster patching; and performs building operation work such as operating elevators, air conditioning systems, paper baling machines, and other equipment and machinery.

Building Department Training Program

All employees in the Building Helper classification and the Building Mechanic classification must successfully participate in a Training Program for purposes of rate progression and promotion.

This Training Program consists of separate courses of instruction designed to be taken in six-month increments starting with the Building Helper classification and ending at the top of the Building Mechanic classification. Employees in the Program will receive instruction specifically tailored to meet the needs of the facilities in the Division where the employee is employed.

This Training Program shall be administered as follows:

A. Placement Into the Building Department Training Program

1.) An employee who transfers to a vacancy in the Building Helper classification shall be placed pursuant to Section 204.4 of the Physical Agreement. Such an employee must satisfactorily complete all required training commensurate with such employee's wage step prior to further wage progression or prior to bidding or transferring pursuant to Title 205 to another Building Department classification. Such an employee must pass an entry level test prior to transfer to the Helper position.

2.) Employees classified as Building Helpers, on the effective date of this agreement, shall be maintained at their present wage rate and will enter the Building Department Training Program upon successfully passing the entry level test. Such employees may progress to the top Helper rate but may not progress to a higher classification in the line of progression until such time as they satisfactorily meet all standards established for the Building Helper classification.

3.) Employees who entered the classifications of Building Mechanic, Building Engineer or Building Service Subforeman subsequent to July 1, 1974, shall be red-circled and maintained in their present classification and the wage step they have attained on the effective date of this agreement. Such employees shall be required to satisfactorily complete the Helper portion of the Training Program and that portion of Building Mechanic training that corresponds to their present wage rate. Upon successfully attaining the standards in the Building Mechanic classification, which corresponds to their rate in their red-circled classification, they shall be reclassified to Building Mechanic and allowed to progress in accordance with the remaining portion of the Building Department Training Program.

Should such an employee fail to attain any of the above standards, he may be subject to transfer or demotion to the Building Helper classification or to that rate in the Building Mechanic wage progression for which he has previously qualified. Such employee shall be maintained at that wage step. Prior to such action, Company and Union shall discuss the placement.

Employees in the Building Mechanic, Building Engineer or Building Service Subforeman classifications who held such classification on July 1, 1974, shall be red-circled in their present classification and maintained in their present wage step and be required to take the Building Department Training

Program and may progress in the manner outlined above. However, should an employee fail to meet one of the standards, such employee shall be maintained at his red-circled wage step and classification.

4.) Employees in the Building Maintenceman classification, on the effective date of this agreement, shall be red-circled in their present classification and maintained at their present wage step and required to participate in the Training Program. Upon successful attainment of all the standards of the Program, such employees shall be reclassified depending upon their present job duties to either Lead Building Mechanic or Lead Building Engineer.

If such a Building Maintenceman who is at the top rate and entered such classification subsequent to July 1, 1974, fails to meet an established standard, such Building Maintenceman shall be subject to demotion to the Building Helper classification or to such other wage step in the Building Mechanic classification as he may have attained through the Training Program.

An employee classified as a Building Maintenceman prior to July 1, 1974, who fails to meet an established standard included in the Training Program shall be maintained in the red-circled wage step until the standard is met. Such an employee's bid to a higher classification in the Building Department line of progression shall not receive consideration for promotion.

B. Training and Testing of Employees in the Building Department Training Program

All employees in the Building Department Training Program shall be required to successfully complete the training specified for each wage step in the Program and to successfully demonstrate acceptable performance in the on-the-job aspects of the Program. Such employees must also pass the appropriate agreed-to wage progression tests and any agreed-upon performance tests if applicable for the involved wage step prior to advancing to the next wage step in the Program.

An employee in the Program who has spent six months at his current wage step and who has successfully completed the specified training for that wage step shall be advanced to the next higher wage step of the progressive wage rate.

An employee who is due to progress to his next higher wage step in the wage progression who fails to meet the established criterion for each specified training for that wage step shall:

- 1.) Be notified of his inadequate performance in writing prior to the date he is scheduled to receive the next higher wage step.
- 2.) A copy of the written notification shall be furnished to the Union's Business Representative.
- 3.) Be held in his present wage step, and
- 4.) Be allowed a maximum of five months, including three retests for each training step, to meet the established criterion for each training step not

successfully completed. All specified training must be successfully completed by the end of this five-month period.

5.) An employee shall be entitled to take tests, described above, a maximum of four times in accordance with the following schedule:

1st test - at any time prior to the date on which the examination requirement must be met as provided above

2nd test - within one month, following the date of the original test

3rd test - within two months, following the date of the first test

4th test - three months, following the date of the third test

If an employee fails to pass a test a fourth time, Company will not be required to test such an employee further.

An employee will be deemed to have met the test requirement if he attains a grade of 70% on any form of a written test for the wage step he is attempting to attain and passes the performance test, if required, for the wage step he is attempting to attain. If such standard is attained, further examinations for progression within the applicable classification will not be required.

6.) If, during the above period, the employee meets the established criterion for all specified training, he shall receive the next higher wage rate effective the date of such criteria are met. He will not be eligible for further progression in the wage rate until six months have elapsed since the date he received such wage increase and until he successfully completes the specified training for such wage step.

7.) If an employee classified as a Building Helper, who was hired after the effective date of this agreement, fails to meet the established requirements for any wage step in the Program during the specified time, he shall be removed from the classification.

If an employee fails to pass the established requirements to progress to any other step of the Program other than above within the allotted time, such employee shall be removed from his present classification and demoted in accordance with provisions of Section 206.15 of the Physical Agreement.

8.) A Building Helper may elect to continue in the Training Program above the level of Helper; however, he may not advance to the first wage step in the Building Mechanic classification until a vacancy exists, and he is awarded the job under Title 205 of the Physical Agreement. Upon award of such job, the employee may be placed at the wage step for which he has successfully completed the training and can demonstrate satisfactory on-the-job performance.

9.) An employee within one year of demotion from the Building Department Training Program upon presentation of acceptable evidence that the employee has remedied the deficiencies which caused the demotion or, if demotion was due to academic failure, that the employee has pursued an outside study program and by completing the required tests meets the established standards for

the wage step that the employee left, shall have his or her application for transfer to a vacancy in the appropriate Building Department Training Program classification considered under the provisions of Title 205. If the employee is transferred, he or she shall be restored to the Training Program at the wage step the employee left and shall progress as outlined above to the next higher wage step six months after re-entering the Program.

C. Application of Program to Title 205 - Job Bidding and Promotion

Since the Program is tailored to meet specific conditions in each Division, employees who have met all of the requirements in one Division will not necessarily have done so for all Divisions. However, employees who have satisfactorily met all requirements in their present Divisions may bid to another Division pursuant to provisions of Title 205 and may be awarded a job without having taken all of the training required in the Division to which the employee is bidding. However, such an employee must complete any necessary training material in the new Division in a reasonable time. This waiver of qualifications applies only to portions of the Training Program that an employee may be missing. An employee who does not satisfactorily pass the necessary training in the new Division shall not be qualified for progression to a higher Building Department classification pursuant to Title 205 of the Physical Agreement. All other requirements pertinent to qualifications shall apply.

D. General

1.) Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Section 102.8 of the Agreement; however,

2.) If the grievance pertains to:

a.) the fairness of administration or correction of a test required in the Program, or

b.) the attainment of a standard or proficiency which does not require a test as such,

the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.