



**LETTER AGREEMENT
NO. 93-121-PGE**



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
201 MISSION STREET, ROOM 1513A
MAIL CODE P15A
P.O. BOX 770000
SAN FRANCISCO, CALIFORNIA 94177
(415) 973-3425

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(510) 933-6060

RONALD L. BAILEY, MANAGER OR
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

December 8, 1993

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Jack McNally

Gentlemen:

Company proposes to amend the Educational Assistance Program (Exhibit I of the Physical Agreement and Exhibit B of the Clerical Agreement) as attached, effective January 1, 1994. The proposed amendments will provide qualified employees with payment in advance from PG&E to approved educational institutions. Under this proposal, qualified employees will receive payment in advance by an Official Tuition Voucher as direct payment to the institution for tuition and covered fees. Additional minor "clean-up" changes to Exhibit I are also contained within the attached proposal.

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.

Yours very truly,

PACIFIC GAS & ELECTRIC COMPANY

By: 
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

Jan 7, 1994

By: 
Business Manager

EDUCATIONAL ASSISTANCE

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:

- One of the six Regional Associations of Schools and Colleges through a regular program of instruction, a correspondence program, an extension division, or an evening division;
- The California Department of Education;
- The Directory of Accredited Private Home Study Schools approved by the Accrediting Commission of the National Home Study Council; or,
- 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 this request for approval at least 30 days prior to the enrollment date to allow ample time for processing.
- Upon review and approval of the Tuition Refund Application, employees will 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.
- 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 moneys paid for textbooks, within 30 calendar days to the Plan Office.
- 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 at a rate of 75 percent or 90 percent of direct costs. Direct costs apply only to registration fees, tuition, required textbooks, laboratory fees, and other charges made by the institution. Costs of material and equipment purchased separately by the employee are not covered.

- A. Refunds under the current Tuition Refund Program will be made only for those approved courses begun on or after January 1, 1971. Payment in advance under the revised Tuition Refund Program will be provided only for those approved courses begun on or after January 1, 1994.

- B. Where the institution includes the costs of textbooks and/or supplies in its charges or fees, a refund of 75 percent of the direct costs will be made (E.G., ICS, La Salle, etc.).
- C. In all other cases, a refund of 90 percent of the direct cost charged by the institution will be made (e.g., City or State Colleges, Heald's, etc.).
- D. 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.
- E. There is an annual limit of \$1,200 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.