



**LETTER AGREEMENT
NO. 93-88-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

September 29, 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:

The Company has developed a career transition workshop for employees impacted by the current workforce reduction program. Company proposes to offer career transition workshops to the following group of employees:

- Employees eligible for severance pursuant to Letter Agreement 93-42-PGE; and,
- Employees who are retiring pursuant to Special Provision N.

These workshops will be offered on a voluntary basis and held during normal business hours.

Under this proposal, active employees who voluntarily elect to participate in the career transition workshop are not eligible for any additional compensation as may be provided under the applicable collective bargaining agreement. Retirees who voluntarily elect to participate in the career transition workshop will do so on their own time, and are not eligible for any compensation.

An outline of the proposed career transition workshop is attached. Company wishes to pilot this program with a group of IBEW represented employees in Bay Region during early October. Minor program modifications may occur based upon input received during this pilot session.

Local Union No. 1245, IBEW

September 29, 1993
93-88-PGE

This agreement may be canceled by either party providing thirty days written notice.

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

PACIFIC GAS & ELECTRIC COMPANY

By: 
Director and Chief Negotiator

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

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

Oct 8, 1993

By: 
Business Manager

TWO DAY WORKSHOP FOR BARGAINING UNIT EMPLOYEES

Day One

I. Opening Statements/Introductions

- Introductions
- Listening to your individual concerns
- What you can expect from us
- What we will need from you

II. Facts About Careers and the Job Market

- What are your career options now?
- Is it as bad as you read in the newspapers?
- How long is it going to take to find a new job?
- How much effort is it going to take?
- What about your age, education and other concerns?
- How do you tell people you're unemployed?
- How do you manage your finances?
- Where are the jobs? Industries, companies, geographic areas?

III. Letters, Resumes & Application Forms

- What is a resume and why do you need one?
- How you will use your resume
- Parts of a resume and how to write one
- How to write a simple cover letter
- How to fill-out applications and other forms

IV. 13 Ways to Find a New Job

- Union programs
- Help wanted ads
- Job fairs
- Job postings
- Applying in person
- Applying by telephone
- Applying by mail
- Networking with friends and relatives
- Job hotlines
- State employment services
- Employment agencies
- Retraining programs
- Applying for government jobs

Day Two

V. What Employers are Looking For

- Common things employers need in employees
- How to talk about yourself
- Who could be a good reference for you and why

VI. How to Succeed in a Job Interview

- How to prepare for interviews
- Suggested answers to interview questions
- Answering the "how much do you want to make" question
- Questions you should ask an interviewer
- Image checklist for interviews

VII. Organizing Your Job Search

- The importance of being organized
- Common approaches to organizing a search

VIII. How to Evaluate and Negotiate a Job Offer

- Things to consider in evaluating a job offer
- How to negotiate an offer in good faith
- Items you can negotiate for
- Techniques for negotiating

IX. Summary and Questions

- Questions and concerns
- What you should do next
- What we will do next

X. Editing and Counseling

- Edit individual resumes and letters
- Individual career counseling