

La 94

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET · SAN FRANCISCO, CALIFORNIA 94106 · TELEPHONE 781-4211

February 9, 1966

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
1918 Grove Street  
Oakland, California 94612

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

Due to the changes which have taken place in the General Accounting and Customer Accounting Departments in the last year, Company proposes to amend the lines of progression in these two departments as shown on the attached lines of progression sheets.

If you are in accord with the foregoing and the attachments, 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 [Signature]  
Manager of Industrial Relations

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

March 1, 1966 By [Signature]  
Business Manager

LINES OF PROGRESSION  
GENERAL ACCOUNTING DEPARTMENT

The tables shown below are for use in filling vacancies in the General Accounting Department. They should be used in connection with Subsections 18.8(a) and 18.8(c) of the Clerical Agreement dated July 1, 1953.

To use these tables, find the vacant classification in the left-hand column. Opposite the vacant classification are listed the code designations of the next lower classification. Combination classifications (i.e., Clerk-Typist B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification and classification seniority shall accrue only in such primary classification.

To determine the classification seniority of an employee in the next lower classification, accumulate all time which the employee has spent on a regular basis in each of the classifications designated as next lower to the vacant classification. Such time shall include time spent in the same classification in the accounting departments of the Company.

Example 1

If a vacancy exists in a Clerk B classification in the Work Order Section (Section D), consideration under Subsection 18.8(a) of the Agreement in order of classification seniority shall be given to employees classified as Clerk C (including combination Clerk C jobs) in the Work Order, Account Assignment, Sundry Sales, Report, Payroll, M & S Invoice and M & S Utility Sections, as Machine Operator A in the Report and Payroll Sections, as Stenographer B in the M & S Invoice Section and as Typist AA in the Payroll Section. For determining classification seniority all time spent in these classifications and in any of these classifications in the Accounting Department of a Division and the various sections of the former Central Accounting Department and G. O. Auditing Department and other accounting departments of the Company is additive.

Temporary Assignments

Temporary upgrades shall take place within the section in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such section. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the section shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the Work Order Section (Section D), consideration in order of classification seniority shall be given to employees classified as Clerk C in the Work Order Section. For determining classification seniority the method outlined in Example 1 above is used.

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
<u>Section A - Account Assignment</u>	
A-1 Clerk A	A-2, B-2, C-2, D-2, E-2, H-2, J-3, K-2.
A-2 Clerk B	A-3, B-3, C-3, C-5, D-3, E-3, E-5, E-7, J-4, J-6, J-7, K-3.
A-3 Clerk C	A-4, B-4, B-5, C-4, C-6, D-4, E-4, E-6, E-8, H-3, J-5, J-8, K-4, K-5.
A-4 Clerk D	Beginner's Classification
<u>Section B - Sundry Sales</u>	
B-1 Clerk A	B-2, A-2, C-2, D-2, E-2, H-2, J-3, K-2.
B-2 Clerk B	B-3, A-3, C-3, C-5, D-3, E-3, E-5, E-7, J-4, J-6, J-7, K-3.
B-3 Clerk C	B-4, B-5, A-4, C-4, C-6, D-4, E-4, E-6, E-8, H-3, J-5, J-8, K-4, K-5.
B-4 Clerk D	Beginner's Classification
B-5 Typist A	Beginner's Classification
<u>Section C - Report</u>	
C-1 Clerk A	C-2, A-2, B-2, D-2, E-2, H-2, J-3, K-2.
C-2 Clerk B	C-3, C-5, A-3, B-3, D-3, E-3, E-5, E-7, J-4, J-6, J-7, K-3.
C-3 Clerk C	C-4, C-6, A-4, B-4, B-5, D-4, E-4, E-6, E-8, H-3, J-5, J-8, K-4, K-5.
C-4 Clerk D	Beginner's Classification
C-5 Machine Operator A	C-6, B-5, E-6, <sup>E-8</sup> J-8., K-5, <i>RAW</i>
C-6 Machine Operator B	Beginner's Classification
<u>Section D - Work Order</u>	
D-1 Clerk A	D-2, A-2, B-2, C-2, E-2, H-2, J-3, K-2.
D-2 Clerk B	D-3, A-3, B-3, C-3, C-5, E-3, E-5, E-7, J-4, J-6, J-7, K-3.

Vacant Classification

Next Lower Classification

Section D - Work Order (Cont'd)

D-3 Clerk C

D-4, A-4, B-4, B-5, C-4, C-6, E-4, E-6,  
E-8, H-3, J-5, J-8, K-4, K-5.

D-4 Clerk D

Beginner's Classification

Section E - Payroll

E-1 Clerk A

E-2, A-2, B-2, C-2, D-2, H-2, J-3, K-3, K-2.

E-2 Clerk B

E-3, E-5, E-7, A-3, B-3, C-3, C-5, D-3,  
J-4, J-6, J-7, K-3.

E-3 Clerk C

E-4, E-6, E-8, A-4, B-4, B-5, C-4, C-6,  
D-4, H-3, J-5, J-8, K-4, K-5.

E-4 Clerk D

Beginner's Classification

E-5 Machine Operator A

E-8,  
E-6, B-5, C-6, J-8., K-5.

E-6 Machine Operator B

Beginner's Classification

E-7 Typist AA

C-6,  
E-6, E-8, B-5, J-8., K-5.

E-8 Typist A

Beginner's Classification

Section F - Tabulating

F-1 Clerk A (Tab Machine experience  
required.)

F-2

F-2 Machine Operator X

F-3

F-3 Machine Operator A

F-4

F-4 Machine Operator B

Beginner's Classification

Section G - Key punch

G-1 Clerk A (Key punch experience  
required.)

G-2

G-2 Clerk B

G-3

G-3 Machine Operator A

G-4

G-4 Machine Operator B

Beginner's Classification

*RTW 1/8/66*  
*1/8/66*  
*1-1-66*

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
<u>Section H - Immediate Office</u>	
H-1 Stenographer A	A-3, B-3, C-3, C-5, D-3, E-3, E-5, E-7, J-4, J-6, J-7, K-3.
H-2 Clerk B	A-3, B-3, C-3, C-5, D-3, E-3, E-5, E-7, J-4, J-6, J-7, K-3.
H-3 Clerk D	Beginner's Classification
<u>Section J - M &amp; S Invoice</u>	
J-1 Supervising Clerk B	J-2, A-1, B-1, C-1, D-1, E-1, F-1, G-1, K-1.
J-2 Clerk A	J-3, A-2, B-2, C-2, D-2, E-2, H-2, K-2.
J-3 Clerk B	J-4, J-6, J-7, A-3, B-3, C-3, C-5, D-3, E-3, E-5, E-7, K-3.
J-4 Clerk C	J-5, J-8, A-4, B-4, B-5, C-4, C-6, D-4, E-4, E-6, E-8, H-3, K-4, K-5.
J-5 Clerk D	Beginner's Classification
J-6 Machine Operator A (Comptometer)	J-8, B-5, C-6, E-6, E-8, K-5 <i>RTW 10/3/64</i>
J-7 Stenographer B	J-5, J-8, A-4, B-4, B-5, C-4, C-6, D-4, E-4, E-6, E-8, H-3, K-4, K-5.
J-8 Typist A	Beginner's Classification
<u>Section K - M &amp; S Utility</u>	
K-1 Clerk A	K-2, A-2, B-2, C-2, D-2, E-2, H-2, J-3.
K-2 Clerk B	K-3, A-3, B-3, C-3, C-5, D-3, E-3, E-5, E-7, J-4, J-6, J-7.
K-3 Clerk C	K-4, K-5, A-4, B-4, B-5, C-4, C-6, D-4, E-4, E-6, E-8, H-3, J-5, J-8.
K-4 Clerk D	Beginner's Classification
K-5 Machine Operator B (Comptometer)	Beginner's Classification

LINES OF PROGRESSION  
CUSTOMER ACCOUNTING PROMOTION AND TRANSFER UNIT

The tables shown below are for use in filling vacancies in the Customer Accounting Department, including the EDP Operations Section and the Control Bureau. They should be used in connection with Subsections 18.8(a) and 18.8(c) of the Clerical Agreement dated July 1, 1953.

To use these tables, find the vacant classification in the left-hand column. Opposite the vacant classification are listed the code designations of the next lower classification. Combination classifications (i.e., Clerk-Typist B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification and classification seniority shall accrue only in such primary classification.

To determine the classification seniority of an employee in the next lower classification, accumulate all time which the employee has spent on a regular basis in each of the classifications designated as next lower to the vacant classification. Such time shall include time spent in the same classifications in the accounting departments of the Company.

Example 1

If a vacancy exists in a Clerk B classification in the Cycle Balance Section (Section D), consideration under Subsection 18.8(a) of the Agreement in order of classification seniority shall be given to employees classified as Clerk C (including combination Clerk C jobs) in the Cycle Balance, Typing and Rewrite, Cash Stubs, Change Tags, Mail, Meter Book Control, Night Crew, Post Audit, Utility, Pre-Audit, Industrial Power Sections and the Control Bureau, and as Typist AA in the Typing and Rewrite Section. For determining classification seniority all time spent in these classifications and in any of these classifications in the Customers Records Department of a Division and the various sections of the former Domestic and Commercial Accounts and Power Bureaus and other accounting departments is additive.

Temporary Assignments

Temporary upgrades shall take place within the section in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such section. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the section shall be made in accordance with the lines of progression.

Example 2

If a temporary vacancy exists in a Clerk B classification in the Cycle Balance Section (Section D), consideration in order of classification seniority shall be given to employees classified as Clerk C in the Cycle Balance Section. For determining classification seniority the method outlined in Example 1 above is used.

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
<u>Section A - Typing and Rewrite</u>	
A-1 Clerk C	A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
A-2 Clerk D	Beginner's Classification
A-3 Typist AA	A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
A-4 Typist A	Beginner's Classification
<u>Section B - Cash Stubs</u>	
B-1 Clerk A	C-1, D-2, E-2, J-2, K-2, L-1, M-3, N-1.
B-2 Clerk C	B-3, A-2, A-4, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
B-3 Clerk D	Beginner's Classification
B-4 Clerk (Machine Operator) C	B-3, A-2, A-4, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
<u>Section C - Change Tags</u>	
C-1 Clerk B	C-2, A-1, A-3, B-2, B-4, D-3, F-3, G-2, H-1, J-3, K-3, L-2, N-2.
C-2 Clerk C	A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
<u>Section D - Cycle Balance</u>	
D-1 Clerk A	D-2, C-1, E-2, J-2, K-2, L-1, M-3, N-1.
D-2 Clerk B	D-3, A-1, A-3, B-2, B-4, C-2, F-3, G-2, H-1, J-3, K-3, L-2, N-2.
D-3 Clerk C	A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
<u>Section E - Key punch</u>	
E-1 Clerk (Machine Operator) A	E-2.
E-2 Clerk (Machine Operator) B	E-3.
E-3 Machine Operator A	E-4.

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
<u>Section E - Keypunch (Cont'd)</u>	
E-4 Machine Operator B	Beginner's Classification
E-5 Clerk D	Beginner's Classification
<u>Section F - Mail</u>	
F-1 Clerk (Machine Operator) A	C-1, D-2, E-2, J-2, K-2, L-1, M-3, N-1.
F-2 Office Machine Repairman (Experience required.)	A-1, A-3, B-2, B-4, C-2, D-3, F-3, G-2, H-1, J-3, K-3, L-2, N-2.
F-3 Clerk C	F-4, F-5, A-2, A-4, B-3, E-5, G-3, H-2, K-4, M-4, N-3.
F-4 Mail Clerk Driver (Night only.)	F-5, A-2, A-4, B-3, E-5, G-3, H-2, K-4, M-4, N-3.
F-5 Clerk D	Beginner's Classification
<u>Section G - Meter Book Control</u>	
G-1 Supervising Clerk B	B-1, D-1, E-1, F-1, J-1, K-1, M-2.
G-2 Clerk C	G-3, A-2, A-4, B-3, E-5, F-4, F-5, H-2, K-4, M-4, N-3.
G-3 Clerk D	Beginner's Classification
<u>Section H - Night Crew</u>	
H-1 Clerk (Machine Operator) C	H-2, A-2, A-4, B-3, E-5, F-4, F-5, G-3, K-4, M-4, N-3.
H-2 Clerk D	Beginner's Classification
<u>Section J - Post Audit</u>	
J-1 Clerk A	J-2, C-1, D-2, E-2, K-2, L-1, M-3, N-1.
J-2 Clerk B	J-3, A-1, A-3, B-2, B-4, C-2, D-3, F-3, G-2, H-1, K-3, L-2, N-2.
J-3 Clerk C	A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2, K-4, M-4, N-3.
<u>Section K - Utility</u>	
K-1 Clerk A	K-2, C-1, D-2, E-2, J-2, L-1, M-3, N-1.
K-2 Clerk B	K-3, A-1, A-3, B-2, B-4, C-2, D-3, F-3, G-2, H-1, J-3, L-2, N-2.

Vacant Classification

Next Lower Classification

Section K - Utility (Cont'd)

K-3 Clerk C

K-4, A-2, A-4, B-3, E-5, F-4, F-5, G-3,  
H-2, M-4, N-3.

K-4 Clerk D

Beginner's Classification

Section L - Pre-Audit

L-1 Clerk B

L-2, A-1, A-3, B-2, B-4, C-2, D-3, F-3,  
G-2, H-1, J-3, K-3, N-2.

L-2 Clerk C

A-2, A-4, B-3, E-5, F-4, F-5, G-3, H-2,  
K-4, M-4, N-3.

Section M - Industrial Power

M-1 Supervising Clerk B

M-2, B-1, D-1, E-1, F-1, J-1, K-1.

M-2 Clerk A

M-3, C-1, D-2, E-2, J-2, K-2, L-1, N-1.

M-3 Clerk B

A-1, A-3, B-2, B-4, C-2, D-3, F-3, G-2,  
H-1, J-3, K-3, L-2, N-2.

M-4 Clerk D

Beginner's Classification

Section N - Control Bureau

N-1 Clerk B

N-2, A-1, A-3, B-2, B-4, C-2, D-3, F-3,  
G-2, H-1, J-3, K-3, L-2.

N-2 Clerk C

N-3, A-2, A-4, B-3, E-5, F-4, F-5, G-3,  
H-2, K-4, M-4.

N-3 Clerk D

Beginner's Classification

Section O - E.D.P. Operations

O-1 Supervising Clerk B

O-2.

O-2 Clerk A (Tape Librarian)

O-3.

O-3 Machine Operator X

O-4.

O-4 Machine Operator A

O-5.

O-5 Machine Operator B

Beginner's Classification