



LETTER AGREEMENT NO. 96-16-PGE

IBEW



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

MEL BRADLEY, MANAGER OR
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK MCNALLY, BUSINESS MANAGER

March 1, 1996

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

In Letter Agreement 95-76, the Company and Union agreed to address the status of the Maintenance Assistant and Operating Clerk classifications assigned to work in the District Offices within the Gas Transmission and Storage Department. An Ad Hoc Committee was formed and began to negotiate changes to the line of progression in December 1995.

Company proposes that the following recommendations of the Ad Hoc Committee be adopted.

1. The work performed in the Gas Transmission and Storage District Field Offices by Maintenance Assistants and Operating Clerks will be performed by one classification in the future, Maintenance Assistant.
2. The Maintenance Assistant I classification will be a beginning classification. A copy of the job definition and line of progression is included as Attachment 1.
3. The next higher classification will be Maintenance Assistant II. For an employee to hold this classification, they must have held the Maintenance Assistant I classification for a minimum of 18 months or held the top wage step of Maintenance Assistant I for a minimum of 6 months. There will be an automatic progression from Maintenance Assistant I to Maintenance Assistant II after meeting the time in grade requirements. A copy of the job definition and line of progression is included as Attachment 2.

- 4. The next higher classification will be a Senior Maintenance Assistant. Employees will automatically progress from a Maintenance Assistant II to Senior Maintenance Assistant after six months at the top wage step of Maintenance Assistant II and successful completion of proficiency exams on budget monitoring, computer proficiency, and environmental training. A copy of the job definition and line of progression is included as Attachment 3.
- 5. Employees who currently hold Maintenance Assistant positions or Operating Clerk positions in the Gas Transmission and Storage Field Offices will be placed into the Maintenance Assistant II classification. Incumbents will be placed into the Maintenance Assistant II classification at the rate of pay closest to their current pay step, but not lower than their current rate. A list of employees currently holding these classifications within the Gas Transmission and Storage Department is included as Attachment 4.
- 6. Operating Clerks assigned to the GSBW Walnut Creek facility are not included in this agreement.
- 7. The Company and Union have established a subcommittee of the 94-53 Committee to establish the training program for progression to Senior Maintenance Assistant. The target date for completing this training program is March 31, 1996.
- 8. Maintenance Assistant II and Senior Maintenance Assistant will be considered as next lower classifications to the following classifications in the Gas Transmission and Storage line of progression:

- 2437 - Apprentice Gas Control Technician - GT&S
- 1401 - Apprentice Transmission Mechanic
- 1402 - Apprentice Transmission Mechanic - Cogen
- 1245 - Corrosion Mechanic
- 1705 - Operator Mechanic
- 1160 - Maintenance Worker

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: David J. Bergman / SAE
Chief Negotiator

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

March 29, 1996

By: John McKinley
Business Manager

0057 - Maintenance Assistant I
0058 - Maintenance Assistant I (Cogen)

An employee who, without direct supervision performs the following clerical duties: general typing, answering phones, maintaining office files, compiling manuals, making meeting arrangements, ordering stationery and office supplies, payroll entry (Employee Data), record keeping and preparing reports, computer applications (Word Processing, Spreadsheets, PLM, SMS, and other computer training), bill processing (FIS, Processing GM's, WO's, D&C's, Fleet Management / Monitoring, and Invoice Processing). Employee's will receive training on petty cash system and BSRP.

In addition to the foregoing, will be responsible for the following materials functions such as shipping, receiving, dispersal, salvage, processing materials requisitions, forklift operation and materials delivery. Transports supplies, materials or equipment in a pickup or passenger car and in addition, functions as a (0935) Utility Worker, Technical Maintenance or Transmission Maintenance as described in Exhibit VI-C. This includes, but is not limited to the following activities; yard maintenance, vehicle cleaning, fire extinguisher maintenance, weed abatement, first aid kit and eye wash inventory, tool operation, and mail delivery.

Beginner's Classification. Will automatically progress to Maintenance Assistant II classification after six months at top rate of classification.

PRE-EMPLOYMENT REQUIREMENTS:

Clerical Pre-employment test
Physical Pre-employment test
25 wpm typing test

		<u>1/1/95</u>	<u>1/1/96</u>
Wage Rate:	Start	\$528.20	\$545.40
	End 6 mo	\$594.65	\$614.00
	End 1 yr	\$660.95	\$682.45

0054 - Maintenance Assistant II
0051 - Maintenance Assistant II (Cogen)

An employee who, without direct supervision performs the following clerical duties: budget monitoring (BSRP, TP, 457 reports, DCMS), computer applications (JTM, ACCESS, EASY+, Electronic Metering, OLEC, Word Processing, Spreadsheets, PLM, SMS), coordinating contracts, permits and vendor contacts, handles the petty cash system, general typing, answering phones, maintaining office files, compiling manuals, making meeting arrangements, ordering stationery and office supplies, payroll entry (Employee Data), record keeping and preparing reports, bill processing (FIS, Processing GM's, WO's, D&C's, Fleet Management / Monitoring, and Invoice Processing).

In addition to the foregoing, will be responsible for the following materials functions such as shipping, receiving, dispersal, salvage, processing materials requisitions, forklift operation and materials delivery. Transports supplies, materials or equipment in a pickup or passenger car and in addition, functions as a (0935) Utility Worker, Technical Maintenance or Transmission Maintenance as described in Exhibit VI-C. This includes, but is not limited to the following activities; yard maintenance, vehicle cleaning, fire extinguisher maintenance, weed abatement, first aid kit and eye wash inventory, tool operation, and mail delivery.

Note: For an employee to hold this classification, they must have held the Maintenance Assistant I classification rate for 18 months or held the top pay step for 6 months. Will automatically progress to next higher classification (Senior Maintenance Assistant) after six months at top rate of classification and successful completion of appropriate training program.

		<u>1/1/95</u>	<u>1/1/96</u>
Wage Rate:	Start	\$727.35	\$751.00
	End 6 Mo	\$764.80	\$789.70
	End 1 Yr	\$803.90	\$830.05

Bidding Rights:

The Maintenance Assistant II will be considered a next lower classifications to the following positions within the Gas System Maintenance Department:

- 2437 - Apprentice Gas Control Technician - GSM
- 1401 - Apprentice Transmission Mechanic
- 1402 - Apprentice Transmission Mechanic - Cogen
- 1245 - Corrosion Mechanic
- 1705 - Operator Mechanic
- 1160 - Maintenance Worker

0052 - Senior Maintenance Assistant
0050 - Senior Maintenance Assistant (Cogen)

A classification which may be required to supervise up to three employees, including themselves. This employee will be responsible for providing clerical support for the hazardous waste monitoring program. Note: The intent of this agreement is not to replace the Environmental Monitor Special Skill Block with a Senior Maintenance Assistant.

This position will also be responsible for the duties performed by a Maintenance Assistant II classification which include the following clerical duties: budget monitoring (BSRP, TP, 457 reports, DCMS), computer applications (JTM, ACCESS, EASY+, Electronic Metering, OLEC, Word Processing, Spreadsheets, PLM, SMS), coordinating contracts, permits and vendor contacts, handles the petty cash system, general typing, answering phones, maintaining office files, compiling manuals, making meeting arrangements, ordering stationery and office supplies, payroll entry (Employee Data), record keeping and preparing reports, bill processing (FIS, Processing GM's, WO's, D&C's, Fleet Management / Monitoring, and Invoice Processing).

In addition to the foregoing, will be responsible for the following materials functions such as shipping, receiving, dispersal, salvage, processing materials requisitions, forklift operation and materials delivery. Transports supplies, materials or equipment in a pickup or passenger car and in addition, functions as a (0935) Utility Worker, Technical Maintenance or Transmission Maintenance as described in Exhibit VI-C. This includes, but is not limited to the following activities: yard maintenance, vehicle cleaning, fire extinguisher maintenance, weed abatement, first aid kit and eye wash inventory, tool operation, and mail delivery.

	<u>1/1/95</u>	<u>1/1/96</u>
Wage Rate:	\$838.90	\$866.20

Bidding Rights:

The Senior Maintenance Assistant will be considered a next lower classifications to the following positions within the Gas Transmission and Storage Department:

- 2437 - Apprentice Gas Control Technician - GSM
- 1401 - Apprentice Transmission Mechanic
- 1402 - Apprentice Transmission Mechanic - Cogen
- 1245 - Corrosion Mechanic
- 1705 - Operator Mechanic
- 1160 - Maintenance Worker

Note: For an employee to hold this classification, they must have held the top rate of the Maintenance Assistant II classification for 6 months and have successfully passed the following proficiency examinations:

- Budget Monitoring
- Computer Proficiency Test
- Environmental Training Program

Should the employee fail any of these examinations, re-test will be given not less than 30 days following failure. A maximum of 2 re-tests will be given upon request. If an employee does not successfully complete these proficiency examinations, they will remain in the Maintenance Assistant II classification.

**Listing of Employees Currently Holding the Maintenance Assistant or
Operating Clerk Classification Impacted by this Agreement**

Classification	Last Name	First Name	Hire Date	Class Date
Maintenance Asst	Alioto	Pamela	2/10/77	12/5/90
"	Bacom	Courtney	7/8/91	11/2/92
"	Boydstun	Keith	5/1/89	11/1/89
"	Capsaliaris	Linda	2/24/64	5/19/82
"	Clement	Debra	2/26/75	10/29/90
"	Daniel	Peggy	7/19/78	8/18/86
"	DeFlores	Grace	7/30/84	5/2/90
"	Ferguson	Marjorie	11/4/91	11/4/91
"	Garcia	Leticia	2/15/72	12/14/92
"	Harden	Carolynn	1/21/92	3/16/92
"	Higgins	Dianne	7/31/72	2/1/91
"	Jacks	Ramona	7/16/90	5/6/91
"	Martinez	Oscar	12/26/84	7/24/95
"	Meikle	Trisha	12/15/75	8/9/93
Maintenance Asst (Cogen)	Scott	Paul	6/11/73	6/1/92
Maintenance Asst	Shattuck	Chris	1/7/67	9/5/95
"	Smith	Michele	6/2/86	6/2/86
"	Stewart	Russell	7/22/85	5/1/89
Opr Clk-Typist	Henderson	Susan	7/12/83	1/24/86
"	Henry	Catherine	9/15/86	6/13/89
"	Walters	Nancy	11/1/90	8/5/91