





PACIFIC GAS AND ELECTRIC COMPANY INDUSTRIAL RELATIONS DEPARTMENT 375 NORTH WIGET LANE, SUITE 150 WALNUT CREEK, CALIFORNIA 94598 (510) 746-4282 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, CHIEF NEGOTIATOR JACK MCNALLY, BUSINESS MANAGER

January 10, 1997

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 an effort to improve communications and effectiveness of the various 94-53 Committees in Customer Energy Services and after much discussion with the Union's staff the Company proposes the following changes to current CES 94-53 Committees.

- 1. All CES 94-53 Committees are subordinate to the CES Committee Co-Chaired by the Union's Business Manger and the Company's Senior Vice President and General Manager of the CES Business Unit. Charter for this Committee is attached.
- 2. Letter Agreements 94-64, **5**-65, 94-94, 94-103, 94-124, 94-125, 95-57 and 95-118 are canceled.
- 3. Charters for the various CES 94-53 Committees are attached along with a listing of current subcommittees.
- 4. Subcommittee Charge sheet is attached which should be completed for all subcommittee assignments.
- 5. New Charters are also attached for Materials and Fleet. These committees are not subordinate to the CES Overview Committee.

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

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

Feb 18 . 1997

**Business Manager** 

#### SUBCOMMITTEE CHARGE WHO? • **Classification and** Department WHAT? Scope **Time Frame** WHERE? • • Location To Be Impacted • • WHEN? • • **Time Frame for** • **Implementation of Results** • WHY? • ٠ **Purpose of Committee** • • HOW? • • **Action Plan** • Resume • • •

contact:		
Subcomittee Members	Title/Classification	Phone #
	,	

\*CO-CHAIRS

Rev. 12/3/96

· · .

Charter CES Coordinating Committee Page 2

### CES 94-53 COMMITTEE:

This committee will establish charters for 94-53 CES committees. These charters may only be amended by this coordinating committee.

The charters will include specific scope of work, a provision that the committee cannot exceed the scope of work, distribution of resumes and ability to establish subcommittees. 94-53 Committees will prepare and distribute resumes to the Coordinating Committee, all Local Title 8 Committees and other areas of CES as deemed appropriate.

### **SUBCOMMITTEES:**

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to the 94-53 committee and Coordinating Committee. Is also required that each subcommittee will complete a "Subcommittee Charge" (sample attached). The subcommittee charge will be completed by the originating committee. The charge identifies who is impacted, what will be worked on, where the system will be impacted, when will action be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative. The charge will also list the subcommittee members and how to contact them. Subcommittees will prepare and distribute resumes.

### **RECOMMENDATIONS:**

Recommendations requiring a Letter Agreement will be signed and approved by the 94-53 committee members and forwarded for review of the Senior Assistant Business Manager and the CES Director of Human Resources. The Senior Assistant Business Manager and the Director of CES Human Resources will determine if the recommendation should be sent to the Industrial Relations Department to draft a letter Agreement or to the Coordinating Committee for further review.

Recommendations that do not require Letter Agreements can be adopted by the sponsoring 94-53 Committee and will be communicated through the resume of that committee.

## **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER METER READER 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Meter Reader employees which will include Automated Meter Reading (AMR) and retraining.

### **COMMITTEE:**

The Committee will consist of seven members from the Union appointed by the Union's Business Manager and seven members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUME:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

#### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee and distribution resumes to the

Coordinating Committee, all Local Title 8 Committees and other areas of CES as deemed appropriate. Meter Reader 84-53 Committee Charter

## **SUBCOMMITTEES:**

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and signed report to the 94-53 committee and Coordinating Committee. It is also required that each subcommittee have a complete "Subcommittee Charge" (sample attached). The charge identifies who is impacted what will be worked on, where the system will be impacted, when will action be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative. The charge will also list the subcommittee members and how to contact them. Subcommittees will prepare and distribute resumes.

### **RECOMMENDATIONS:**

Recommendations requiring a Letter Agreement will be signed and approved by the 94-53 committee members and forwarded for review of the Senior Assistant Business Manager and the CES Director of Human Resources. The Senior Assistant Business Manager and the Director of CES Human Resources will determine if the recommendation should be sent to the Industrial Relations Department to draft a Letter Agreement or to the Coordinating Committee for further review.

Recommendations that do not require Letter Agreements can be adopted by the sponsoring 94-53 Committee and will be communicated through the resume of that committee.

## **CANCELLATION:**

Either party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER CALL CENTER 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Call Center employees.

### **COMMITTEE:**

The Committee will consist of ten members from the Union appointed by the Union's Business Manager and ten members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### **AGENDAS:**

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

### **REFERRALS AND RECOMMENDATIONS:**

Subcommittee recommendations that do not require a Letter Agreement require review and approval of this Call Center 94-53 Committee prior to implementation. Recommendations requiring a Letter Agreement requires review by the Sr. Assistant Business Manager of the Union and the Director of Human Resources in CES prior to review of the CES 94-53 Coordinating Committee. Recommendations need to be signed by all committee members.

After approval of the CES Coordinating Committee the committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

### **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

## CHARTER CUSTOMER FIELD SERVICES 94-53 COMMITTEE

#### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Customer Field Service employees.

#### **COMMITTEE:**

The Committee will consist of seven members from the Union appointed by the Union's Business Manager and seven members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

#### MEETINGS:

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

#### **AGENDAS:**

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

#### **RESUME:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

#### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

#### **SUBCOMMITTEES:**

This committee may be amended by the CES Coordinating Committee only.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

Charter Call Center 94-53 Committee Page 2

#### **REFERRALS AND RECOMMENDATIONS:**

Subcommittee recommendations that do not require a Letter Agreement require review and approval of this Customer Field Services 94-53 Committee prior to implementation. Recommendations requiring a Letter Agreement requires review by the Sr. Assistant Business Manager of the Union and the Director of Human Resources in CES prior to review of the CES 94-53 Coordinating Committee. Recommendations need to be signed by all committee members.

After approval of the CES Coordinating Committee the committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

### **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

## CHARTER GAS AND ELECTRIC CONSTRUCTION AND MAINTENANCE 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Gas and Electric Maintenance and Construction employees in CES.

### **COMMITTEE:**

The Committee will consist of eight members from the Union appointed by the Union's Business Manager and eight members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

Charter Gas and Electric Construction and Maintenance Page 2

### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

### **REFERRALS AND RECOMMENDATIONS:**

Subcommittee recommendations that do not require a Letter Agreement require review and approval of this Gas and Electric Construction and Maintenance 94-53 Committee prior to implementation. Recommendations requiring a Letter Agreement requires review by the Sr. Assistant Business Manager of the Union and the Director of Human Resources in CES prior to review of the CES 94-53 Coordinating Committee. Recommendations need to be signed by all committee members.

After approval of the CES Coordinating Committee the committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

### **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER CUSTOMER SERVICES 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Customer Services employees in CES.

### **COMMITTEE:**

The Committee will consist of eight members from the Union appointed by the Union's Business Manager and eight members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### **AGENDAS:**

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

Charter Customer Services Page 2

### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

### **REFERRALS AND RECOMMENDATIONS:**

Subcommittee recommendations that do not require a Letter Agreement require review and approval of this Customer Services 94-53 Committee prior to implementation. Recommendations requiring a Letter Agreement requires review by the Sr. Assistant Business Manager of the Union and the Director of Human Resources in CES prior to review of the CES 94-53 Coordinating Committee. Recommendations need to be signed by all committee members.

After approval of the CES Coordinating Committee the committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

## **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER RE-RATE 94-53 COMMITTEE

## **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect System Operators in CES.

### **COMMITTEE:**

The Committee will consist of four members from the Union appointed by the Union's Business Manager and four members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

Charter Re-Rate Page 2

## **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

## **REFERRALS AND RECOMMENDATIONS:**

Subcommittee recommendations that do not require a Letter Agreement require review and approval of this Re-rate 94-53 Committee prior to implementation. Recommendations requiring a Letter Agreement requires review by the Sr. Assistant Business Manager of the Union and the Director of Human Resources in CES prior to review of the CES 94-53 Coordinating Committee. Recommendations need to be signed by all committee members.

After approval of the CES Coordinating Committee the committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

## **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER ELECTRIC METERING 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Customer Energy Services Metering.

### **COMMITTEE:**

The Committee will consist of ten members from the Union appointed by the Union's Business Manager and ten members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

#### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

## AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

#### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

### **CHARTER AMENDMENTS:**

This charter may be amended by the CES Coordinating Committee only.

Charter Re-Rate Page 2

### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

### **RECOMMENDATIONS:**

Recommendations requiring a Letter Agreement will be signed and approved by the 94-53 committee members and forwarded for review of the Senior Assistant Business Manager and the Director of CES Human Resources will determine if the recommendation should be sent to the Industrial Relations Department to draft a Letter Agreement or to the Coordinating Committee for further review.

Recommendations that do not require Letter Agreements can be adopted by the sponsoring 94-53 Committee and will be communicated through the resume of that committee.

## **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER DIVISION AND GENERAL CONSTRUCTION GARAGE (FLEET) 94-53 COMMITTEE

## **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Garage employees.

### **COMMITTEE:**

The Committee will consist of seven members from the Union appointed by the Union's Business Manager and seven members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Senior Vice President and General Manager of the CES Business Unit will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

## AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

### **RESUMES:**

The secretary of the committee will be responsible for the writing and distribution of the resume. The resume will include all discussions of the committee. Prior to distribution the resumes will be approved by the Co-Chairs. Resumes will be given wide distribution for posting throughout CES, including distribution to all CES 94-53 Committees and Local Title 8 Committees.

Charter Fleet Page 2

### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Subcommittees will have a clearly defined charge, defined time frame and are to forward a resume and a signed report to this committee. Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative.

## **REFERRALS AND RECOMMENDATIONS:**

The Committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager for their agreement.

## **CANCELLATION:**

Either Party may cancel this agreement by giving 30 days written notice of cancellation.

# CHARTER MATERIALS 94-53 COMMITTEE

### **OBJECTIVE:**

This Committee is established to provide a Labor Management forum to discuss issues of a systemwide nature that affect Materials Department employees.

### **COMMITTEE:**

The Committee will consist of members from the Union appointed by the Union's Business Manager, one member from each warehouse and two members from the larger warehouses and up to an equivalent number of members appointed by the Company.

The Union's Business Manager will appoint a co-chair for the Union and Company's Vice President General Services will appoint the Company Co-Chair. The secretary of the committee will be appointed by the Manager of Industrial Relations.

### **MEETINGS:**

The Committee should be scheduled to meet on a quarterly basis or as needed by agreement between the parties. The secretary of the committee will be responsible for agendas, notification and meeting arrangements.

### AGENDAS:

Agenda items should be sent to the secretary of the committee two weeks prior to the scheduled meeting date.

#### **RESUME:**

The secretary of the committee will be responsible for the writing and distribution of the resume. Prior to distribution and resumes will be approved by the Co-Chairs.

#### **SUBCOMMITTEES:**

This committee may establish subcommittees to address issues identified by the committee.

Subcommittees can be of any size but should have an equal number of management and bargaining unit employees. The Committee appoints members to the subcommittees. Members of the subcommittee do not have to be members of this 94-53 committee.

Each subcommittee will have a completed "Subcommittee Charge" (sample attached). The charge identifies who is impacted, what will be worked on, where the system will be impacted, when the action will be taken, why the subcommittee is working on the initiative and how the subcommittee will work on the initiative. The charge will also list the subcommittee members and how to contact them.

# **REFERRALS AND RECOMMENDATIONS:**

The committee's joint recommendation relative to the Collective Bargaining Agreement will be sent to the Manager of Industrial Relations and the Union's Business Manager's for their agreement.

## **CANCELLATION:**

-

.

Either party may cancel this agreement by giving 30 days written notice of cancellation.

# CUSTOMER ENERGY SERVICES

# <u>94-53</u>

COMMITTEE/CO-CHAIRS	SUB-COMMITTEES
Customer Energy Services Haywood/McNally	Coordinating Sub-Committee
Meter Reader Peterson/Dalzell	AMR Transition/Career Planning
Call Center Floyd/Fortier	Silent Call Monitoring Part-time Employees - on going Senior Service Rep Training Call Center Enhancements Work Schedules
Customer Field Services Jorgensen/Mitchell	Field Service Automation - Territory Gridding Workforce Flexibility Senior Meterman

.

1

# CUSTOMER ENERGY SERVICES

# <u>94-53</u>

COMMITTEE/CO-CHAIRS	SUB-COMMITTEES
Gas and Electric T&D	FCAT Work Management OH/GG Inspections Leak Survey Restoration T300
McLoughlin/Mitchell	New Business Pilot T200 Electric LOP
Customer Services	Measure, Bill, Collect, Printing, Mailing and Payment
Fong/Fortier	Records, Bilingual
Re-Rate	System Operators - CES
Moffat/Stalcup	Switching Center Manpower - CES
Emergency Response Bhattacharya/Mitchell	OIS
Contracting Bhattacharya/Mitchell	Joint Poles
Electric Metering	Apprentice Meter Technician
Janz/Dalzell	Meter Quality Assurance