



# LETTER AGREEMENT

## No. R2-94-29-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
201 Mission Street, 1513A  
San Francisco, California 94105  
[415] 973-3420

International Brotherhood of  
Electrical Workers, AFL-CIO  
Local Union 1245, IBEW  
P.O. Box 4790  
Walnut Creek, California 94596  
[415] 933-6060

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Ronald L. Bailey, Manager or  
David J. Bergman, Director and Chief Negotiator

Jack McNally, Business Manager

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October 10, 1994

Pacific Gas and Electric Company  
Industrial Relations Department  
201 Mission Street, Rm. 1513A  
San Francisco, CA 94105

Attention; Mr. Ronald L. Bailey, Manager of Industrial Relations

Gentlemen:

Attached is an update of Section 600.12, Exhibit VI-L, **Job Definitions and Lines of Progression, Division Electric Operating and Clerical Hydro** to incorporate changes resulting from 1988 and 1990 negotiations settlement and from various letter of agreements as stated below:

1) Page 1:

- Remove all references to System Operator 3 and 4.
- 1819 System Operator No. 2 (Helms) should be changed to System Operator No. 1 - Helms.
- Move System Operator No. 1 to "Same or Higher".

2) Page 3:

Amend job definition of Roving Operator classifications per LA 91-86.

3) Page 6:

- Change "Helper" to "Utility Worker" per 1990 negotiations.
- Amend job definitions of 0922 Utility Worker - Helms, per LA 87-217.
- Add 0921 Utility Worker - Drum, job description and classification per LA 91-193.

4) Page 7:

- Revise the 1<sup>st</sup> sentence in Note 1 of the job description for 1554 Operator In-Training to include (0921) Utility Worker per LA 91-193.

5) Page 10

- Add 0266 First Hydro Clerk - Helms to "Same or Higher" list for First Hydro Clerk.
- Eliminate the department designation for Operating Clerks per 1988 Nego.

6) Page 11

- Amend job description of 0265 Routine Hydro Clerk per LA 90-8.

7) Page 19 - 20:

- Amend Section 7 and C1 of the Operator-in-Training Agreement per LA R2-88-48.

8) Page 21:

- Amend Para. D-1 of the System Operating Training Program Agreement per LA 91-43.

Proposes to add the following letter of agreements:


- a) LA 90-16 regarding changes in the OIT Program
- b) LA 92-124, Healthwise program for Hydro Plant employees

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

Yours very truly,

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

By: \_\_\_\_\_

  
Jack McNally  
Business Manager

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

PACIFIC GAS AND ELECTRIC COMPANY

11/8, 1994

By: \_\_\_\_\_

  
Ronald L. Bailey  
Manager of Industrial Relations

Attachment: a/s

/lm

**PACIFIC GAS AND ELECTRIC COMPANY**

**AND**

**I.B.E.W. LOCAL UNION 1245**

**DIVISION ELECTRIC OPERATING  
AND CLERICAL-HYDRO**

**JOB DEFINITIONS AND LINES OF PROGRESSION**

**EXHIBIT VI-L AND SECTION 600.12  
OF THE AGREEMENT**

Updated October, 1994  
Replaces Book Dated October 9, 1986  
Changes made appear in *Italics*

**DIVISION ELECTRIC OPERATING AND CLERICAL-HYDRO**

**OPERATING**

**1610 (1609) DIVISION OPERATOR - SAN FRANCISCO & (Provisional)**

Employees classified as Division Operator - San Francisco, will be considered for the purposes of Titles 205 and 206 and Exhibit VI-L in the classification of System Operator No. 1.

**1805 SYSTEM OPERATOR NO. 1**

**1811 SYSTEM OPERATOR NO. 1 - UNASSIGNED**

**1812 SYSTEM OPERATOR NO. 1 - PROVISIONAL<sup>11</sup>**

**1819 SYSTEM OPERATOR NO. 1 - HELMS** (See Note on Helms Classifications, page 11 and LA 84-69, page 25.)

A shift employee at a designated location who has displayed the initiative, ability operating knowledge and temperament to supervise and is responsible for the operation of an assigned jurisdiction and is engaged in and/or supervises the issuing of clearances, shifting of loads and the prompt restoration of service when trouble occurs within his/her jurisdictional area. May also be required to operate and control remote or local generating equipment. Makes minor repairs to equipment, performs routine tests on automatic equipment, keeps records, cares for buildings and grounds and may be required to adjust relay and regulator settings. In addition, may be required to receive and dispatch calls by telephone or radio dealing with service to customers and with switching operations. Must have a complete knowledge of Company's service policies. Dispatches gas and electric operation tags to service employees in the field. May also be assigned responsibility for monitoring pressures and flows in the gas transmission and distribution lines in the territory assigned to him. Shall direct and train other operating employees, prepare code switching orders, and maintain operating diagrams.

**RELIEF OPERATOR**

A Relief Operator is a journeyman System Operator whose primary duties at one or more attended operating locations are to stand shifts as assigned, relieve other Operators and perform the duties of a Roving/Utility Operator. In addition, may be required to perform electrical, mechanical and building maintenance in substation/hydro plants and on related facilities.

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<sup>11</sup>*Bakersfield, Diablo Switching Center - East Bay Region, Drum, Edenvale Switching Center, Fresno Switching Center, Fulton, Ignacio, Merced Switching Center, Mission Switching Center - East Bay Region, Morro Bay, Newark, Pittsburg, Salinas, San Mateo/Belmont, Station "C", Stockton Switching Center, 500 kv. Switching Centers; Diablo Canyon Power Plant, Los Banos, Metcalf, Midway, Moss Landing, Round Mountain, Station "G", Table Mountain, Tesla, Vaca - Dixon.*

**1805 SYSTEM OPERATOR NO. 1**  
**1819 SYSTEM OPERATOR NO. 1 - HELMS**

**Next Lower Classifications**

1552 Assistant Operator\*  
1739 Roving Operator -  
Provisional  
1740 (1741) Roving Operator -  
Hydro Plants & (Un.)\*  
1745 Utility Roving Operator -  
Stockton Only\*  
1814 System Operator No. 2 -  
Provisional  
1879 Utility Operator - Provisional  
1880 (1878) Utility Operator -  
Substations & (Un.)\*  
1806 (1813) System Operator  
No. 2 & (Un.)

**Same or Higher Classifications**

1610 (1611) Division Operator & (Un.)\*\*  
1805 (1811) System Operator No. 1 &  
(Un.)  
1812 System Operator No. 1 - Provisional  
1819 System Operator No. 1 - Helms

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\* Must have completed Operator Training Program.

\*\* The classification of Division Operator - San Francisco will be continued until *either party issues a 30-days advance written notice to cancel LA 90-231.*

**1806 SYSTEM OPERATOR NO. 2**

**Next Lower Classifications**

1552 Assistant Operator\*  
1740 (1741) Roving Operator -  
Hydro Plants & (Un.)\*  
1745 Utility Roving Operator -  
Stockton Only\*  
1879 Utility Operator - Provisional  
1880 (1878) Utility Operator -  
Substations & (Un.)\*

**Same or Higher Classifications**

1610 (1611) Division Operator & (Un.)\*\*  
1805 (1811) System Operator No. 1 &  
(Un.)  
1806 (1813) System Operator No. 2 &  
(Un.)  
1812 System Operator No. 1 - Provisional  
1819 System Operator No. 1 - Helms

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\* Must have completed Operator Training Program.

\*\* The classification of Division Operator - San Francisco will be continued until *either party issues a 30-days advance written notice to cancel LA 90-231.*

**1880 (1878) UTILITY OPERATOR - SUBSTATIONS & (UN.)**

An employee who performs the duties of a System Operator at unattended substations and hydro plants. Will inspect equipment for proper operation, perform switching and routine tests on automatic equipment, adjust relay and regulator settings, performs the cleaning duties, takes readings and keeps records in unattended substations. In addition, may be required to perform routine maintenance work of a preventive or cleaning nature within any such substation and/or power plant, prepare code switching orders, maintain operating diagrams and give switching instructions to Troublemens and other employees.

**Hours of Work**

Pursuant to the provisions of Section 202.16 of the Agreement, Company and Union are in accord that a Utility Operator's hours of work may be regularly scheduled at any time between the hours of 6:00 a.m. and 6:00 p.m. There shall be no more than a one-hour break in the work period. Utility Operators may be required to relieve an absent shift employee under the provisions of Section "D" of the Relief Shift Agreement.

**Next Lower Classifications**

**Same or Higher Classifications**

0070 Station Attendant <sup>(1)</sup>  
1552 Assistant Operator

1610 (1611) Division Operator & (Un.)\*  
1740 (1741) Roving Operator - *Hydro Plants & (Un.)*  
1745 Utility Roving Operator - *Stockton Only*  
1805 (1811) System Operator No. 1 & (Un.)  
1806 (1813) System Operator No. 2 & (Un.)  
1812 *System Operator No. 1 - Provisional*  
1814 *System Operator No. 2 - Provisional*  
1819 System Operator No. 1 - Helms  
1880 (1878) Utility Operator - *Substations & (Un.)*

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<sup>(1)</sup> Applies only to an employee in a Station Attendant classification or a dual classification containing the Station Attendant classification who has satisfied all requirements of the Operator Training Program.

\* The classification of Division Operator - San Francisco will be continued until *either party issues a 30-days advance notice to cancel LA 90-231.*

**1740 ROVING OPERATOR - Hydro Plants**

**1745 UTILITY ROVING OPERATOR - Stockton Only**

*An employee who performs the duties of a System Operator at unattended Hydro plants and substations including the operation of any unattended powerhouse, water collection*

*and delivery system or stream gauging station in the Area (Northern, Central, Southern). May also perform switching duties at attended locations. May be required to operate emergency diesel or gas generating units. Shall perform such duties as routine electrical, mechanical and building maintenance as assigned and for which an employee has been properly trained in hydro plants, substations, camps, water collection and delivery systems, stream gauges and on their related facilities; shall prepare code switching orders, maintain operating diagrams and prints and give switching instructions to troublemen and other employees. May be assigned to maintenance or water systems repair crews. May be required to fly in a helicopter to perform duties. May be required to be a resident employee upon agreement between the Company and the Union.*

Hours of Work

Pursuant to the provisions of Section 202.16 of the Agreement, Company and Union are in accord that a Roving Operator may be required to work a schedule of ten consecutive workdays with four consecutive days off. Under such provisions the parties are also in accord that Roving Operators may be assigned to a shift schedule due to irregular water conditions which may arise. Roving Operators may be required to relieve an absent shift employee under the provisions of Section "D" of the Relief Shift Agreement.

Next Lower Classifications

0070 Station Attendant <sup>(1)</sup>  
1552 Assistant Operator

Same or Higher Classifications

1610 (1611) Division Operator & (Un.)\*  
1739 *Roving Operator - Provisional*  
1740 (1741) Roving Operator - *Hydro Plants & (Un.)*  
1745 Utility Roving Operator - *Stockton Only*  
1805 (1811) System Operator No. 1 & (Un.)  
1806 (1813) System Operator No. 2 & (Un.)  
1812 *System Operator No. 1 - Provisional*  
1914 *System Operator No. 2 - Provisional*  
1819 System Operator No. 1 - Helms  
1979 *Utility Operator - Provisional*  
1880 (1878) Utility Operator - *Substations & (Un.)*

<sup>(1)</sup> Applies only to an employee in a Station Attendant classification or a dual classification containing the Station Attendant classification who has satisfied all requirements of the Operator Training Program.

\* The classification of Division Operator - San Francisco will be continued until *either party issues a 30-days advance written notice to cancel LA-90-231.*

**0070 STATION ATTENDANT**

A resident employee who resides at, and is in charge of, a hydro plant and performs all of the functions of a System Operator in the plant, and a Ditch Patrolman or Lake Tender on the related water systems. May be required to operate diesel power generator plants.

**Next Lower Classifications**

1552 Assistant Operator

**Same or Higher Classifications**

0070 Station Attendant  
1610 (1611) Division Operator & (Un.)\*  
1739 Roving Operator - Provisional  
1740 (1741) Roving Operator - Hydro Plants & (Un.)  
1745 Utility Roving Operator - Stockton only  
1805 (1811) System Operator No. 1 & (Un.)  
1806 (1813) System Operator No. 2 & (Un.)  
1812 System Operator No. 1 - Provisional  
1814 System Operator No. 2 - Provisional  
1819 System Operator No. 1 - Helms  
1879 Utility Operator - Provisional  
1880 (1878) Utility Operator & (Un.)

\* The classification of Division Operator - San Francisco will be continued until either party issues a 30-days advance written notice to cancel LA 90-231.

**Progression of Station Attendants  
to Journeyman Electric Operator Positions**

1. **Provisions Applicable to Employees Assigned to Station Attendant Classification on March 25, 1975.**

- A. A Station Attendant who has been a journeyman Electric Operator, has passed the ACT test and requests to attend the advanced operating school shall be scheduled to attend the next available class as operating conditions permit. Upon successfully passing the appropriate operating school and the 30-month progression test, such Station Attendant shall be qualified to bid on journeyman Operator positions pursuant to provisions of Titles 205 and 206 of the Physical Agreement.
- B. A Station Attendant who has not been in a journeyman Electric Operating classification shall, upon request, be sent to the Operator Training Program schools including Basic Electricity School. Such an Operator must first demonstrate the ability to successfully complete these schools by passing the ACT test prior to attendance. Upon satisfactorily completing each of these schools including the 30-month progression test, the Station Attendants shall be considered for appointment to the Roving Operator classification only. If such employee is appointed to a Roving Operator position and subsequently wishes to bid to other journeyman Electric Operating classifications, such



employee shall have to satisfy all other requirements of the Operator Training Program prior to receiving consideration for bidding to a journeyman Electric Operator classification.

2. Provisions Applicable to Employees Assigned to Station Attendant Classification After March 25, 1975.

Employees who enter the Station Attendant classification after March 25, 1975 shall be given the opportunity on a voluntary basis to attend the Basic Electricity School and the Basic Operating School. Such employees must pass the ACT test prior to attendance at these schools. If such Station Attendant transfers to an OIT classification, shall not be required to attend these schools again. Successful completion of these schools along with any other pertinent factors shall be taken into consideration in placing such a Station Attendant into a wage step of an Operator Training Program classification.

**0922 UTILITY WORKER - Helms** (See LA 84-69, page 25 and Note on Helms Classifications, page 11.)

*An employee whose principle duties consist of semi-skilled work such as assisting a Journeyman or Apprentice including the use of hand tools under direction, assisting in Station Construction and Maintenance; or other miscellaneous semi-skilled work, such as record-keeping, cleaning buildings, equipment, and grounds. Will also assist the Electric Operators, as required. May be required under direction to use portable power tools for cleaning purposes or other work not requiring precision.*

*The Helms Utility Worker would continue to have bidding rights in both the Operation and Maintenance Line of Progression and be able to assist in both types of work.*

Beginner's Classification.

**0926 UTILITY WORKER** (Operating - Hydro only)

An employee who performs various types of semi-skilled work such as record keeping, cleaning buildings, equipment and grounds. Assists the electric operators as required.

Beginner's Classification.

**0921 UTILITY WORKER - DRUM**

*An employee whose principal duties consist of semi-skilled work such as record keeping, cleaning buildings, equipment and grounds, and assisting the electric operators as required. May also perform semi-skilled work such as assisting a journeyman or apprentice, including the use of hand tools under direction, assisting in station construction and maintenance, and other miscellaneous semi-skilled work. May be required under direction to use portable power tools for cleaning purposes or other work not requiring precision.*

*The Drum Utility Worker has bidding rights in both electric operating and electric maintenance lines of progression.*

Beginner's Classification.

## **1554 OPERATOR-IN-TRAINING**

A shift employee who is engaged in performing an electric operator's work as an assistant to and under the direct supervision of a journeyman Operator. In the course of his/her training, will be required to prepare and perform switching programs, to operate equipment, to keep records, receive and dispatch calls by telephone and radio dealing with service to customers and certain switching operations. In addition, may be required to care for buildings and grounds. Educational and general qualifications must be such that he/she is considered capable of progressing to a journeyman Operator at any of the Company's substations, hydro plants, or distribution/division operators offices. May be required to assist in maintenance duties at his/her assigned training locations.

### **Beginner's Classification.**

Note 1: A transfer application from an (0921, 0922 or 0926) *Utility Worker* or an employee in the Operator-in-Training Program to the Operator-in-Training classification will be given priority 1 status under the job bidding system. Under other circumstances, the Operator-in-Training classification will be considered a beginner's classification and filled pursuant to Subsections 205.5(c) and (d) of the Physical Agreement.

### **Classifications to be Given Priority 1 Consideration**

0921	<i>Utility Worker - Drum</i>
0922	<i>Utility Worker - Helms</i>
0926	<i>Utility Worker</i>
1552	<i>Assistant Operator</i>
1554	<i>Operator-in-Training</i>

Note 2: Only one lateral move allowed while in OIT program.

### **Headquarters**

Each Operator-in-Training shall have a regularly established headquarters. However, for purposes of experience and training the employee may be temporarily assigned under the provisions of Sections 201.7 through 201.11 inclusive to any headquarters in the employee's Division to which Operator is regularly assigned. In addition, the employee may be assigned to work with a maintenance crew for training and experience. An Operator-in-Training cannot be assigned away from his/her regular headquarters under the provisions of this paragraph for a combined total period exceeding three months in any six-month period. In addition, an Operator-in-Training can be assigned for training or work experience to another headquarters only for training that cannot be given at the employee's regular headquarters. All training or work experience assignments away from an employee's headquarters must be minimized consistent with that employee's training requirements and training schedule at his/her regular headquarters. Such temporary assignments shall normally be made in increments of one or more weeks. However, assignments of less than one week may be made for specialized training provided the purpose of such assignments is to provide training that cannot be given at the employee's regular headquarters. In the foregoing assignments, the Operator-in- Training shall perform duties as an assistant to the Operator or journeyman in the headquarters or operating

center. Such assignments shall not be made for relief purposes.

If an Operator-in-Training is assigned temporarily under the provisions of the Operator Training Program to another headquarters for relief purposes, such assignment shall be made under the provisions of Titles 201, 202 and 208 and appropriate Labor Agreement Clarifications.

#### Hours of Work and Workdays

The regular hours of work and the workdays of an Operator-in-Training will be scheduled to comply with the accepted work schedules at any location on his/her training curriculum to which *an employee* is assigned. Changes to such schedule are subject to the provisions of the clarification of "Title 202 - Hours" dated March 11, 1965, as amended July 30, 1965. When an Operator-in-Training is assigned to work with a Utility Operator, Roving Operator, Relief System Operator or maintenance crew, he/she will normally be assigned to work the same schedule of work hours and workdays as the Utility Operator, Roving Operator, Relief System Operator or maintenance crew in the headquarters to which *an employee* is assigned. An Operator-in-Training must work a minimum of three months of continuous revolving shifts.

### 1552 ASSISTANT OPERATOR

A shift employee who, under the direction of a journeyman Electric Operator, prepares and performs switching programs, tends equipment, keeps records, directs switching on lines and at other stations under the jurisdiction of the operating center to which he/she is assigned, and receives and dispatches calls by telephone or radio dealing with service to customers and certain switching operations that are delegated to him by the journeyman Operator. May be required to control remote or local generating equipment. Shall perform switching at unattended locations under the direction of a journeyman Operator. In addition, may be required to care for buildings and grounds. Educational and general qualifications must be such that he/she is considered capable of progressing to a journeyman Operator at any of Company's substations, hydro plants, or distribution/division operator's offices. May be required to assist in maintenance duties at his/*her* assigned training locations.

#### Headquarters

Each Assistant Operator shall have a regularly established headquarters. However, for purposes of experience and training the employee may be temporarily assigned under the provisions of Sections 201.7 through 201.11 inclusive to any headquarters in the employee's Division to which an Operator is regularly assigned. In addition, the employee may be assigned to work with a maintenance crew for training and experience. An Assistant Operator cannot be assigned away from his/her regular headquarters under the provisions of this paragraph for a combined total period exceeding three months in any six-month period. In addition, an Assistant Operator can be assigned for training or work experience to another headquarters only for training that cannot be given at the employee's regular headquarters. All training or work experience assignments away from an employee's headquarters must be minimized consistent with that employee's training requirements and training schedule at his/*her* regular headquarters. Such temporary assignments shall

normally be made in increments of one or more weeks. However, assignments of less than one week may be made for specialized training provided the purpose of such assignments is to provide training that cannot be given at the employee's regular headquarters. In the foregoing assignments, the Assistant Operator shall perform duties as an assistant to the Operator or journeyman in the headquarters or operating center. Such assignments shall not be made for relief purposes.

If an Assistant Operator is assigned temporarily under the provisions of the Operator Training Program to another headquarters for relief purposes, such assignment shall be made under the provisions of Titles 201, 202 and 208 and appropriate Labor Agreement Clarifications.

#### Hours of Work and Workdays

The regular hours of work and the workdays of an Assistant Operator will be scheduled to comply with the accepted work schedules in the area to which *an employee* is assigned. Changes to such schedule are subject to the provisions of the clarification of "Title 202 - Hours" dated March 11, 1965, as amended July 30, 1965. When an Assistant Operator is assigned to work with a Utility Operator, Roving Operator, Relief System Operator or maintenance crew, he/she will normally be assigned to work the same schedule of work hours and workdays as the Utility Operator, Roving Operator, Relief System Operator or maintenance crew in the headquarters to which he/she is assigned. An Assistant Operator, for training purposes, may be assigned to any standard shift on a non-rotational basis. Such assignments shall be for periods of one week or more.

- 0355 COOK (average less than 5 people)
- 0356 COOK (5-10 people)
- 0357 COOK (10-15 people)
- 0360 COOK (average more than 15 people)

An employee who prepares, cooks, and serves meals in a boardinghouse; maintains supplies and keeps records.

- 0964 COOK'S UTILITY WORKER (less than 10 people)
- 0965 COOK'S UTILITY WORKER (10-15 people)
- 0966 COOK'S UTILITY WORKER+ (more than 15 people)

An employee who assists in the kitchen and dining room of a boardinghouse; may also be required to do housework.

Beginner's Classification.

- 0980 HOUSEKEEPER (less than 10 people)
- 0983 HOUSEKEEPER (10-15 people)
- 0984 HOUSEKEEPER (more than 15 people)

An employee who does the housework in a boardinghouse or dormitory, may be required to assist in the kitchen and dining room.

Beginner's Classification.

**CLERICAL - HYDRO**

**0263 SENIOR HYDRO CLERK**

An employee who has the qualifications of a First Hydro Clerk, performs clerical work and assists in the administrative work of the Hydro Supervisor's office and is the lead clerk in directing the work of other Hydro Clerks. When qualified, may be required to drive light Company vehicles.

Next Lower Classifications

0247 Field Clerk - Water  
0264 First Hydro Clerk  
0266 First Hydro Clerk - Helms  
2645 Senior Operating Clerk -  
Steno II  
2646 Senior Operating Clerk -  
Typist II -  
2723 Senior Operating Clerk II

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)  
0263 Senior Hydro Clerk  
0310 Senior Shop Clerk (G.C.)

**0264 FIRST HYDRO CLERK**

**0266 FIRST HYDRO CLERK - Helms** (See LA 84-69, page 25 and Note on Helms Classifications, page 11.)

An employee, under general supervision, whose background and experience are such that *the employee* has a comprehensive knowledge of the operation and procedures of the Hydro Department and is engaged in performing clerical work and assisting in the administrative work of the Hydro Supervisor's office. This work encompasses such duties as coordinating various functions to facilitate completion of jobs, including associated clerical duties in the field, assigning jobs to crews, ordering materials, preparing reports, processing time cards, work orders and GMs for the crews or for accounting purposes and maintaining office files and records. May supervise details of boardinghouse operations. Must have the clerical and typing skills required of a Routine Hydro Clerk and may be required to take dictation. When qualified, may be required to drive light Company vehicles.

Next Lower Classifications

0265 Routine Hydro Clerk  
2662 Operating Clerk  
2664 Operating Clerk  
2667 Operating Clerk - Typist

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)  
0246 First Field Clerk (G.C.)  
0247 Field Clerk - Water  
0263 Senior Hydro Clerk  
0264 First Hydro Clerk  
0266 *First Hydro Clerk - Helms*  
0310 Senior Shop Clerk (G.C.)  
0313 First Shop Clerk (G.C.)  
2645 Senior Operating Clerk-Steno II  
2646 Senior Operating Clerk-Typist II  
2654 Senior Operating Clerk-Steno I  
2655 Senior Operating Clerk-Typist I  
2723 Senior Operating Clerk II  
2789 Senior Operating Clerk I

## **0265 ROUTINE HYDRO CLERK**

An employee who performs routine clerical work requiring a basic knowledge of established Hydro Department office procedures and elementary accounting principles; may operate PBX board. Must be able to type with reasonable speed and accuracy (*35 words per minute*); may be required to learn shorthand prior to promotion to First Hydro Clerk. When qualified, may be required to drive light Company vehicles.

Beginner's Classification.

**\*Note on Helms Classifications:** (See LA 84-69, page 25.)

Helms classifications will be required to reside at Company residences adjacent to Helms, and for the first two years in the job, pay the established Company-housing rent. Furthermore, Helms classifications may be required to travel in a helicopter. Company will maintain the conditions of employment regarding Company-owned housing, emergency transportation and educational facilities, as has been previously discussed and agreed upon in Union's letter of August 10, 1981, and Company's response thereto dated August 14, 1981. Company will continue to advise the successful bidders to Helms of the remoteness of the plant location. It was further agreed that the Labor Agreement Clarification of Titles 202, 205 and 208, Utilization of Relief Shift Employees, will be utilized as it relates to the System Operators. However, Company will continue to utilize the existing Helms classifications in the same manner that was provided for in Letter Agreement 80-72-PGE.

## NOTES

### Standard Operating Shifts

"Standard operating shifts" shall commence at 11:00 p.m., 7:00 a.m., 10:00 a.m. and 3:00 p.m. The shift commencing at 11:00 p.m. shall be considered as the beginning of the workday. Shifts other than "standard operating shifts" may be established under the provisions of Section 202.16 of the Agreement.

### Hours of Work - Relief Employees\*

- A. Pursuant to the provisions of Section 202.16 of the Agreement, Company and Union are in accord that Relief Operator may be required to assume the hours of work of a non-shift employee provided that:
1. He/she is notified of the change from shift to non-shift hours by 5:00 p.m. or his/her quitting time, whichever is later, on the day before such change is made, and
  2. He/she is assigned to work with a maintenance crew, or
  3. He/she is assigned to work with a non-shift employee at a location other than his/her headquarters.
- B. Employees assigned relief classifications may be regularly scheduled to work either the 7-3 or the 10-6 "standard operating shift" when such employees are not providing relief. The foregoing applies only in locations where two or more Relief Operators are assigned.

### Replacing an Absent Employee: 10-6 Shift\*

1. Call in the shift employee who is on his/her non-workday in the same classification in which the relief is required.
2. Split the vacant eight-hour watch by calling in the employee scheduled to work the following (2nd) watch five hours early and extending the work period of the employee on the day (1st) watch for three hours.
3. Call back 3rd shift employee to work from 10-3, and extend the work period of the employee on day (1st) watch for three hours.

\*In addition, see Labor Agreement Clarification - Titles 202 and 208, "Relief Shift Employees."

### Demotion Procedure

The procedure as outlined in Section 206.1 shall apply when operating employees are to be displaced due to the permanent shutdown or conversion to automatic operation of a hydro plant or substation.

**Accelerated Promotion Procedure**

An employee who, under the provisions of Title 206 of this Agreement, transfers at a reduced wage rate within the same classification (i.e., from System Operator No. 1 to System Operator No. 2) shall be considered as having been demoted within the meaning of Section 206.9 of this Agreement.

**JOURNEYMAN CLASSIFICATIONS**

For the purpose of Section 206.12, employees in classifications having the same or a higher maximum wage rate than System Operator No.2 shall be considered as journeyman.



## Temporary Upgrade to Position of Absent Relief System Operator

In selected cases where a valid need exists, the Company may temporarily upgrade a qualified employee to fill the position of an absent Relief System Operator which will be otherwise vacant for an extended period of time.

- A. For the purpose of this Agreement, absent Relief System Operators may be temporarily replaced if their absence was created by one of the following circumstances.
1. Temporarily assigned outside of the bargaining unit, e.g., to Line or Staff Supervisor, Assistant System Dispatcher, or System Operator School Instructor (not less than one month).
  2. Long-term illness, short of being placed on long-term disability (1 - 6 months).
  3. Industrial injury (not less than one month).
  4. Leave of absence Union business (not to exceed six months). Leave of absence for urgent and substantial reasons other than Union business (not to exceed one year).
- B. A temporary assignment to Relief System Operator will not be made where it would result in a reduction of the established non-relief System Operator complement at the headquarters or require a change in the established schedule; or for periods of less than a complete watch rotation cycle, but in no event for less than 28 days.

Any such assignment shall be made in accordance with the applicable provisions of the current Physical Labor Agreement, the clarifications titled "Utilization of Relief Shift Employees, Titles 202, 205 and 208"; "Titles 202 and 208, Hours of Relief Shift Employees"; and Exhibit VI-L, Section 600.12 "Job Definitions and Lines of Progression, Division Electric Operating Substation and Hydro."

Agreements to implement temporary replacement of a Relief System Operator may be executed at the Division level between the Union Business Representative and the Division Personnel Manager. A fully executed copy of such Local Agreement shall be forwarded to the Manager of Industrial Relations and the Business Manager of Local Union No. 1245, IBEW. In the event there is disagreement locally, the disagreeing party must show cause, in writing, as to why the proposal was rejected. The proposal, including the reason for rejection, will then be submitted to Industrial Relations Department to be executed only upon agreement between the Manager of Industrial Relations and the Business Manager of Local Union No. 1245, International Brotherhood of Electrical Workers.

The following list of training locations where operators may be assigned and/or trained should be used to ascertain the locations where an Operator-in-Training or an Assistant Operator may be required to train. This list is also to be used in assigning unassigned journeymen to job vacancies under Paragraph E4 of the operator training agreement.

Neither the operation of the training program nor the use of this list requires the existence of operator positions, including training positions, in each location shown.

<b>Division</b>	<b>A job vacancy which occurs in the Operating Center shown below:</b>	<b>May be filled under Paragraph E4 of the Operator Training Agreement from the training location below:</b>
<b>Coast Valleys</b>	<b>Morro Bay</b>  <b>Diablo Canyon Switching</b>  <b>Salinas</b>  <b>Moss Landing Switching</b>	<b>Morro Bay</b> <b>Diablo Canyon Switching</b>  <b>Diablo Canyon Switching</b> <b>Morro Bay</b>  <b>Salinas</b> <b>Moss Landing Switching</b>  <b>Moss Landing Switching</b> <b>Salinas</b>
<b>Colgate</b>	<b>Table Mountain</b>	<b>Table Mountain</b>
<b>De Sabla</b>	<b>Chico</b>  <b>Caribou PH</b>  <b>Rock Creek</b>	<b>Chico</b>  <b>Caribou PH (Hydro)</b> <b>Rock Creek (Hydro)</b>  <b>Rock Creek (Hydro)</b> <b>Caribou PH (Hydro)</b>
<b>Drum</b>	<b>Drum</b>  <b>Wise</b>	<b>Drum</b>  <b>Wise</b>
<b>Stockton</b>	<b>Stockton Switching Center</b>  <b>Tesla</b>  <b>Tiger Creek</b>	<b>Tesla</b> <b>Stockton Switching Center</b>  <b>Tesla</b> <b>Stockton Switching Center</b>  <b>Tiger Creek (Hydro)</b>

Division	A job vacancy which occurs in the Operating Center shown below:	May be filled under Paragraph E4 of the Operator Training Agreement from the training location below:
East Bay	Oakland Station "C"  El Cerrito "G"  Moraga  Pittsburg Switching Diablo Switching Center  Mission Switching center Newark	Moraga, Oakland "C", Newark Sub, El Cerrito "G", Mission Switching Center  Moraga, Oakland "C" El Cerrito "G"  Moraga Pittsburg Switching Center Diablo Switching Center  Pittsburg Switching Diablo Switching Center and Moraga  Mission Switching Center Newark, Oakland "C"
Humboldt	Humboldt Substation	Humboldt Substation
San Francisco	Mission  San Francisco D.O.	Mission  San Francisco D.O.
San Joaquin	Midway Bakersfield Switching Center  Fresno Switching Center  Merced Switching Center  Los Banos  Helms	Midway Bakersfield Switching Center  Fresno Switching Center  Merced Switching Center  Los Banos  Helms (Hydro)
North Bay	Ignacio  Fulton  Santa Rosa	Santa Rosa Ignacio Fulton  Ignacio Fulton Santa Rosa  Ignacio Fulton Santa Rosa
Sacramento	Vaca Dixon	Vaca Dixon

<b>Division</b>	<b>A job vacancy which occurs in the Operating Center shown below:</b>	<b>May be filled under Paragraph E4 of the Operator Training Agreement from the training location below:</b>
<b>San Jose</b>	<b>Metcalf</b>  <b>San Mateo</b>  <b>Santa Cruz Switching Center</b>  <b>Cupertino Switching Center</b> <b>Edenvale Switching Center</b> <b>Metcalf</b>	<b>Metcalf</b> <b>Edenvale Switching Center</b> <b>and Cupertino Switching Center</b>  <b>San Mateo</b>  <b>Santa Cruz Switching Center</b>  <b>Cupertino Switching Center</b> <b>Metcalf and</b> <b>Edenvale Switching Center</b>
<b>Shasta</b>	<b>Cottonwood</b>  <b>Round Mountain</b>  <b>Pit #3</b>  <b>Pit #5</b>	<b>Cottonwood</b> <b>Round Mountain</b>  <b>Cottonwood</b> <b>Round Mountain</b>  <b>Pit #3 (Hydro)</b>  <b>Pit #5 (Hydro)</b>

## SYSTEM OPERATING TRAINING PROGRAM AGREEMENT

### A. Placement Into the Operator-in-Training Classification

An employee appointed to the Operator-in-Training classification shall start at the beginning step of the classification and progress through the Assistant Operator classification to journeyman status upon successfully meeting the standards outlined in this program. Based on the employee's current knowledge, skill, efficiency, adaptability and physical ability which relate directly to prior performance of journeyman operator duties and which supplant need for training in the Operator Training Program, the employee may be placed in a wage step above the beginning rate. Since such a placement will alter the negotiated length of the training period, Company and Union agreement is required.

### B. Training and Testing of Employees in Operating Training Program

All employees in the Operator Training Program shall be required to successfully complete the three-week Basic Electricity School for Operators, the Basic and Advanced Operating School, and to successfully demonstrate acceptable performance in the on-the-job aspects of the program by successfully passing the appropriate established wage progression test prior to advancing to the next wage step in the program.

The intent of the Operator Training Guidelines is to allow each employee the full amount of time provided in order to qualify both academically and through actual work experience. As the 30-month test is both a review of academic accomplishment and, through the use of the simulator, a test of job experience, it is mandatory that each employee be given the fullest opportunity under the Guidelines to succeed. The immediate supervisor or training coordinator has the obligation to notify employees of this upcoming wage progression test and then the employees who are prepared and who request in writing to take a wage progression test will be allowed to take them as follows:

1. 6-month and 12-month: during the 6th and 12th month of training
2. 18-month and 30-month: during the 17th and 23rd month of training

Upon successful completion of the 18-month and 30-month academic portion of the examination, the employee will be scheduled for testing on the simulator, if possible, during the 18th or 24th month of training.

A grade of 70 percent shall be considered as qualifying for all tests in the program. An employee in the program who has spent six months at the current wage step, and who meets or exceeds the established standards of achievement, including passing the wage progressive test for such a wage step, shall be advanced to the next higher wage step of the progressive wage rate.

An employee who is due to progress to the next higher wage step in the wage progression who fails to meet the established standards of achievement or established wage progression test shall:

1. be notified of the inadequate performance in writing prior to the date the employee is scheduled to receive the next higher wage step;

2. be held in the present wage step; and
3. be allowed a maximum of three months, including one retest to meet the established standards for the wage step for which the employee is being held. Such a three-month period shall commence the day the original progression test failure occurs.

The 18 and 30-month wage progression tests are two-part consisting of a written test plus a series of operating problems that must be satisfactorily completed on the power system simulator. Both parts of these tests must be satisfactorily completed within this three-month time period.

4. An employee in the Operator Training Program [who fails to successfully pass the tests established for the three-week Basic Electricity School, the Basic Operator School or the Advanced Operator School] shall have three opportunities in a three-month period to pass the tests. Such three-month period will commence on the date the school, which the employee failed, ended.
5. A copy of the written notification shall be furnished to the Union's Business Representative.
6. If, during such three-month period, the employee meets the established standards, shall receive the next higher step wage rate effective the date such standards are met. Will not be eligible for further progression in the wage rate until six months have elapsed since the date *an employee* received such wage increase and until the standards for such wage step have been met. If such employee has successfully met the standards to progress to the Assistant Operator classification, including the established 6, 12, and 18-month progressive tests, shall, effective on the date *an employee* has met such standards, be progressed to the Assistant Operator classification at his/*her* present headquarters.
7. If an employee who is attempting to meet the standards established to progress in the allotted time fails, he/she shall be removed from the classification and demoted to a Groundman or *Utility Worker* classification in the Electric Department in his/*her* Division provided such employee possesses the necessary qualifications to progress in the line of progression to which *an employee* is transferring and is able to perform the duties of the Groundman or *Utility Worker* classification. As a *Utility Worker* or Groundman, shall either fill a vacancy if one exists or displace the junior employee in the classification provided such junior employee does not have service greater than his/*her* own. If such an employee cannot exercise one of the above options, shall be terminated.

*When an OIT fails the Operator-in-Training program and is demoted into another work group, the employee's bid will not be considered to another Apprentice classification that the employee had not held prior to being an Operator-in-Training, for a period of one year after demotion.*

*In recognition of Company's reorganization, Company proposes to refer this language to the System Operator Training Committee for evaluation in order to reflect the current organization of the Company. However, until such time as*

*that committee meets to evaluate the subject language, Company proposes, under the provisions of Section 206.12, that its provisions be administered in accordance with the organization in existence at the time of the System Operator Training Program agreement, i.e., the then 13 existing Divisions.*

8. An employee within one year of demotion from the Operator Training Program under provisions of Paragraph 7 above, upon presentation of acceptable evidence that *an employee* has remedied the deficiencies which caused his/*her* demotion or, if demotion was due to academic failure, that *an employee* has pursued an outside study program and by completing the required tests meets the established standards for the wage step that *an employee* left, shall have his/*her* application for transfer to a vacancy in the appropriate Operator Training Program classification considered under the provisions of Title 205. If transferred, shall be restored to the training program at the wage step *an employee* left, and will progress as outlined in B above to the next higher wage step six months after *an employee* re-enters the program.
9. An employee who has voluntarily removed himself from the Operator Training Program, or a Journeyman Operator classification, or an employee who was demoted for reasons other than failure to meet the standards and who is a successful transferee to return to a vacancy in the operating line of progression shall be placed by Company in the wage step of the training classification or as an Unassigned Journeyman Operator commensurate with his/*her* current knowledge, skill, efficiency, adaptability and physical ability. Company shall notify Union's Business Representative of any such placement.
10. An employee is entitled to two opportunities to participate in the Operator Training Program. His/*her* subsequent application for transfer to fill a job vacancy in the Operator Training classification will not receive consideration under provisions of Title 205.

C. Progression to Unassigned Journeyman Status

An Assistant Operator who has successfully met all requirements in the Operator Training Program shall, effective on the day *an employee* meets such standards in accordance with Section B of this agreement, be progressed at Company's option in the following manner:

1. To Unassigned Journeyman Operator at the System Operator No. 3 rate until they become assigned. Such an Unassigned Journeyman Operator may be rotated on a pre-determined schedule through the four standard operating shifts. Assignment to any rotation shall be for a minimum of 28 consecutive days. *During this assignment, he may be required to assume all the duties of a System Operator as described in the job definition. The employee will be paid at the appropriate rate of pay of the station.*
2. To Unassigned Journeyman Relief Operator at the location headquartered. At that location the Operator shall assume the duties of a Relief Operator until such time as *an employee* is appointed to a permanent position under application of Paragraph E below. Assignment of an Unassigned Journeyman to relief status under this option shall only be made after existing assigned non-Relief Operators at the location are given an opportunity in Service order

to assume relief status pursuant to the provisions of Section G of the Utilization of Relief Shift Employees, Titles 202, 205 and 208, dated November 1, 1967. If an Assigned Operator assumes relief status under this option, the Unassigned Operator shall assume the schedule and rate of pay of the Assigned Operator who assumes relief status. Such assignments shall continue until the Unassigned Journeyman Operator is assigned a permanent position.

**D. Transfer Status of Employees In Operator Training Program**

A transfer application from an employee in the Operator-in-Training Program to the Operator-in-Training classification will be given Priority I status under the job bidding system. Under other circumstances, the Operator-in-Training classification will be considered a beginner's classification and will not be posted for bidding. However, such an employee shall be limited to one change in headquarters *prior to entering the Centralized Training Program at San Ramon. Transfers or prebids to other operating positions will not be honored from the time the employee enters the Centralized Training at San Ramon until they attain Journeyman status.*

**E. Filling Journeyman Vacancies**

1. A regular job vacancy which is to be filled in a Journeyman Operator classification shall be filled by prebid in the normal application of Subsection 205.7 (a) or (b).
2. If the job vacancy is not filled under the above paragraph, Company shall assign the Unassigned Journeyman with the greatest service at the headquarters where the vacancy exists to the job vacancy.
3. If the job vacancy is not filled under the above Paragraph 1 or 2, Company shall post the job vacancy and fill it in accordance with Subsection 205.7(a) or (c). (See Apprenticeship Committee Interpretation, page 27.)
4. If the job vacancy is not filled under the above paragraphs, the Unassigned Journeyman Operator who has received training at the location and who has the least service shall be assigned to the job vacancy.
5. If the job vacancy is not filled under the above Paragraphs 1, 2, 3 or 4, Company shall fill the job vacancy with the Unassigned Journeyman Operator with the least service in the Division. In applying this paragraph, if the Unassigned Journeyman Operator is required to move beyond commutable distance as defined in Section 206.8 of the Agreement, shall be entitled to moving expense payments as provided for in Section 206.8 and the Labor Agreement Interpretation relating to moving expenses.
6. When a System Operator transfers to another Operating Center and is not capable of assuming shift after a reasonable time period, prior to the application of Section 206.15 of the Physical Agreement, his/*her* status shall be referred to a subcommittee consisting of one Company and one Union member of the Rerate Committee. Action of this subcommittee shall be limited to the determination of an extension of time which is to be allowed to complete the orientation. It is understood that situations may occur where no additional time is warranted for the transferred employee's orientation.



**F. Temporary Assignments**

An Unassigned Journeyman Operator may be temporarily assigned to any attended location within his/her Division under the provisions of Titles 201, 202, 205, 208 and the Labor Agreement, "Clarification of Utilization of Relief Shift Employees." The temporary assignment applies only to vacancies that will extend for 28 days or more and no Unassigned Operators are available at that location.

**G. Training of Employees Presently in Journeyman Operator Classifications**

Journeyman Operators have the responsibility to direct and train new Operators assigned to work with them. Guidelines and tests for each training period have been established to insure the orderly progression of the new Operator through his/her training.

In order to assist existing Journeyman Operators in carrying out this responsibility and to improve their present operating skills, all existing Journeyman Operators will be required to attend a refresher session at the System Operator School. The training responsibility and instructions on the record-keeping responsibility of the Journeyman Operator for on-the-job training aspects of the Operator Training Program will be an item in the curriculum of the refresher session. (Refer to Section II(F) of the "Hours" clarification.)

**H. Journeyman Bids and Transfer Requests**

A transfer request or a bid made by a journeyman to fill a job vacancy in an Operator-in-Training or an Assistant Operator classification shall not receive consideration under the provisions of Subsections 205.5 (b) (1) or (2).

**I. Operator Wage Placement**

Company's intent has not changed in establishing the two-step rate of the various System Operator classifications which allow an employee assigned a particular station ample time (six months) to learn and become familiar with a new jurisdiction and prepare himself to stand watch efficiently and safely.

Therefore, the following guidelines are to be used for all System Operator placements.

1. Journeyman Operator's six-month orientation time may be accumulated at any time during a System Operator's career and applies to the System Operator's pay rate for any transfer.
2. All placements in Journeyman Operator classifications will be as follows:
  - a. The starting rate of the System Operator classification to which *an employee* is assigned, or
  - b. The wage step determined by the time previously spent at the designated station, e.g., a System Operator or Operator-in-Training who bids a station and had formally worked at the particular station for six months or more would go to the top rate of pay of that station. This applies without regard to the rating of the stations involved.

- c. Transfers within Divisions to the same level of responsibility or lower, i.e., a 1 to a 1 of a 1 to a 2 may be placed at the top rate of pay if the operating jurisdiction is of a similar nature. General Office approval is required for such a placement.

**J. General**

1. Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Subsections 102.3(a)(2) and 102.6(3)(b) of the Agreement; however,
2. If the grievance pertains to:
  - a. the fairness of administration or correction of a test required in the program, or
  - b. the attainment of a standard or proficiency which does not require a test as such, the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to an Apprentice Training Committee for its recommendations, pursuant to Section 109.2.
3. This Operator Training Agreement shall be in effect for the current term of the Agreement and may be amended during such term by written agreement between Company and Union.

OPERATOR TRAINING COMMITTEE DECISION

Subject: Referral of E.B. LIC

The Operator Training Committee has met to review East Bay Grievance No. 1-29-76-29 concerning the request of Mr. H. V. Gordon, Provisional First Operator, Station G, Bay District, to take the 30-month test in the Operator Training Program prior to the attainment of the 24-month wage step and commensurate on-the-job experience.

The intent of the Operator Training Guidelines is to allow each employee the full amount of time provided in order to qualify both academically and through actual work experience. As the 30-month test is both a review of academic accomplishment and, through the use of the simulator, a test of job experience, it is mandatory that each employee be given the fullest opportunity under the Guidelines to succeed. All other agreed-to training programs have established, standardized procedures which are not deviated from except by agreement.

The Operator Training Committee recommends that in this case and all such cases in the future that employees who are prepared and who request in writing to take a wage progression test be allowed to take them as follows:

- A. 6-month and 12-month: during the 6th and 12th month of training
- B. 18-month and 30-month: during the 17th and 23rd month of training

Upon successful completion of the 18-month and 30-month academic portion of the examination, the employee will be scheduled for testing on the simulator, if possible, during the 18th and 24th month of training.

/s/ Patrick N. Long  
Company Member  
Operator Training Committee

/s/ John J. Wilder  
Union Member  
Operator Training Committee

2/15/78  
Date

2/15/78  
Date

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LA-84-69-PGE

August 22, 1984

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, California 94596

Attention: Jack K. McNally, Business Manager

Gentlemen:

This is a revision of our Letter Agreement dated June 1, 1984 to incorporate additional information.

In an effort to meet current manpower needs at Helms Pumped Storage Facility, and in an attempt to uniformly apply the provisions to currently existing resident employees at the Helms Powerhouse, Company proposes to establish the following general conditions of employment for all employees working at the Helms Project.

Under this proposal, such agreement would serve as a "generic" agreement whose general terms and conditions would apply to all physical bargaining unit employees employed at the Helms facility. Accordingly, the following will detail the requirements associated with employment at the Helms Project.

All employees assigned to the Helms Pumped Storage Project shall be paid the established Helms Powerhouse premium rate of 5 percent above each step of the respective classification's basic wage rate for the first year and 7.5 percent above the basic wage rate of such classification after one year in the classification at Helms. Accordingly, such individuals employed at the Helms facility shall be considered as resident employees. Such employees shall be required to have the knowledge and capability of performing normal and emergency operating functions at the Helms Project. Furthermore, such employees may be assigned to a shift schedule in accordance with the provisions of Section 202.17 of the Physical Agreement due to irregular water or plant conditions.

Pursuant to the provisions of Section 202.11 of the Physical Agreement, such employees at the Helms Project may be required to work a schedule of ten consecutive workdays with four consecutive days off. Helms' classifications will also be required to reside at Company residences adjacent to Helms for the first two years in the job and pay the established Company-housing rent. They will also be required to ride in a helicopter. Furthermore, the terms and conditions set forth in Company's letter to Union dated August 14, 1981 shall be in effect for all individuals employed at the Helms Powerhouse Project as follows:

1. Company-Owned Housing (Helms)

The established rent is currently \$50 per month and is subject to change by

bargaining between the parties. The residences will be equipped with telephones, and the current plans are to provide PT&T restricted one plus dialing lines for each residence. The residence will be equipped to receive TV broadcasts.

2. Emergency Transportation

Company will make every effort to provide the employees and their families with emergency transportation via helicopter. If winter weather conditions prohibit the use of helicopters, alternate transportation will be provided which will include emergency transportation and medical supplies. Weather permitting, there will be regularly scheduled trips to Helms throughout the year.

3. Additional Classifications (Helms)

It is anticipated that intermittent employees will be needed in the classifications of Cook, Cook's Helper, and Housekeeper. It is intended that the members of employees' families will be considered for these classifications if they so desire and if they have the necessary qualifications.

4. Helms Project Rate

When it is necessary to utilize electric and hydro operating classifications at Helms, the appropriate rate of pay will be the highest System Operator rate established for the Hydro Generation Department.

During the course of further discussions on October 26, 1983, Company communicated that, due to the nature of this situation at the Helms Project, it was unable to specify the duration of the proposed operator positions. It was further discussed and agreed that at such time as the Helms Project may not require operating personnel due to the projected full functioning of the automated systems which were designed for this facility, the parties shall meet, prior to any displacements, to discuss the procedure through which such displacements may be implemented. Company will continue to utilize the existing Helms classifications in the same manner that was provided for in Letter Agreement 80-72-PGE dated July 28, 1981.

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 Company.

Yours very truly,  
PACIFIC GAS AND ELECTRIC COMPANY

By /s/ I. Wayland Bonbright  
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  
September 20, 1984 By /s/ Jack McNally  
Business Manager

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APPRENTICESHIP COMMITTEE INTERPRETATION

Apprenticeship Committee File No. 82-9  
San Jose Division Grievance No. 8-565-81-48

At the request of the San Jose Division Fact Finding Committee, the Operator Training Committee offers the following interpretation of the Committee's August 10, 1981 letter:

This Committee intends that Provisional System Operators spend 17 months in the classification, irrespective of individual wage rates, before being allowed to take the 30-month qualifying test on the simulator. The Committee does not consider training requirements to be met or waived based solely upon an employee's placement in a particular wage step. Testing on the simulator is, of course, subject to availability. It may happen that a testing opportunity can occur before the employee has reached the 17th month of training, and to miss the opportunity would delay the employee's next opportunity an inordinate amount of time. If such is the case, the Division may schedule the employee to take the simulator test no earlier than two weeks before attaining the 17th month of training.

When a Provisional System Operator has successfully met all academic and on-the-job training requirements including the 30-month simulator test at Emeryville prescribed by the OIT Guidelines and has attained the 17th month or more of training in the "Provisional" position, such employee shall be considered a 205.7(b) prebidder or a 205.7(c) postbidder to other journeyman classifications in the Line of Progression. Following the completion of the above requirements, the employee's "Provisional" status should be removed. This interpretation in no way alters any of the provisions of the Operator-in-Training Guidelines.

For the Company:

For the Union:

/s/ Patrick N. Long

/s/ Ronald G. Fitzsimmons

Date December 29, 1982

Date January 5, 1983

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**LA-90-16-PGE**

**January 25, 1990**

**Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94596**

**Attention: Mr. Jack McNally, Business Manager**

**Gentlemen:**

**This proposed Letter Agreement is to revise Letter Agreement R1-89-136-PGE to explain more thoroughly the requirements for wage progression testing in the Operator-In-Training (OIT) Program as it pertains to the qualification and progression to the 6-month through the 30-month wage steps. (See outline on page 2.) No other changes were made to Letter Agreement R1-89-136. It is understood that employees who complete training in the existing operator program and the new revised program are considered equally qualified and both programs will be State certified. Company further proposes that no positions will be filled in the original OIT program during the term of this agreement, and placement in the program will be consistent with applicable letters of agreement.**

**The following provisions will apply:**

- 1. Employees hired or transferred into the OIT position must complete five months on-the-job training before entering the centralized formal training school. The employee will be held at the beginning rate of pay for OIT until he/she passes the four-month written Wage Progression Test, not to exceed 12 months.**
- 2. OIT's will be given a 16-month concentrated training schedule, which includes 10 months of on-the-job training with six months of centralized training at the San Ramon Learning Center. The 10 months of on-the-job training will be administered in two separate periods of five months - both before and after the six months of centralized San Ramon Learning Center training (see Attachment "A" for training schedule.**
- 3. The OIT hours of training will be 0700 to 1500 hours, 1300 to 2100, and 1500 to 2300 hours to be adjusted to interface with existing school schedules and allow maximum use of the training simulator.**

4. The wage progression testing of the OIT's will be conducted as follows:

- A. Four-month written Progression Test in the fourth-month of training. } 6-MONTH } WAGE STEP
- B. Seven-month Written Wage Progression Test in the seventh month of training. } 12-MONTH } WAGE STEP
- C. Twelve-month written Wage Progression Test in the eleventh month of training. } } 18-MONTH
- D. Twelve-month simulator portion of the Wage Progression Test in the twelfth month of training. } WAGE-STEP }
- E. After successful completion of the twelve-month Simulator Test, the Assistant Operator will receive the next wage step at the completion of the fourteenth month. } 24-MONTH } WAGE STEP } AUTOMATIC
- F. Sixteen-month written Wage Progression Test in the fifteenth month of training. } } 30-MONTH
- G. Sixteen-month simulator portion of the Wage Progression Test in the sixteenth month of training. } WAGE STEP }

5. An employee who is due to progress to the next higher wage step in the Wage Progression, who fails to meet the established standards of achievement or established Wage Progression Test, shall:

- A. Be allowed a maximum of 30 days, including one retest, to meet the established standards for the wage step for which the employee is being held. Such a 30-day period shall commence the day the original Progression Test failure occurs.
- B. The 12- and 16-month Wage Progression Test are of two parts consisting of a written test plus a series of operating problems that must be satisfactorily completed on the power system simulator. Both parts of these tests must be satisfactorily completed within this 30-day time period.
- C. An employee in the Operator Training Program (who fails to successfully pass the test established for the three-week Basic Electricity School, the Basic Operator School, or the Advanced Operator School) shall have three opportunities in the 30-day period to pass the tests. Such 30-day period will commence on the day the school, which the employee failed, ended.



- D. If, during such 30-day period, the employee meets the established standards, the employee shall receive the next higher step wage rate effective the date such standards are met. During this 30-day period, the employee's training will continue as scheduled. If such employee meets the standards, his next Wage Progression Test will be scheduled as outlined in Section VI of this Letter Agreement. If such employee has successfully met the standards to progress to the Assistant Operator classification, including the established 4-, 7-, and 12-month progressive tests, the employee shall, effective on the date the employee has met such standards, be progressed to the Assistant Operator classification.
  
- E. If an employee who is attempting to meet the standards established to progress in the allotted time fails, the employee shall be removed from the classification and demoted to a Helper or Groundman classification in a Region/Division Electric Department, provided such employee has the necessary qualifications to move forward in the line of progression to which the employee is transferring and is able to perform the duties of the Groundman or Helper classification. As a Helper or Groundman, the employee shall either fill a vacancy, if one exists, or displace the junior employee in the classification, provided such junior employee does not have service greater than employee's own. If such an employee cannot exercise one of the above options, the employee shall be terminated.
  
- F. Paragraph 8 is amended to read as follows:

The OIT may be used to relieve a temporary vacancy as outlined in Section "D" of the "Utilization of Relief Shift Employees," after successful completion of the 12-month Simulator Test.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By /s/ Richard B. Bradford  
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 12, 1990

By /s/ Jack McNally  
Business Manager

**CENTRALIZED OPERATOR IN TRAINING  
PROGRAM**

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**SUGGESTED TRAINING**

**MONTH 1 - 5 (AT HEADQUARTERS)**

1. COMPLETE THREE-WEEK BASIC ELECTRIC SCHOOL
2. COMPLETE OTM SECTIONS AND REVIEW QUESTIONS
3. BE ABLE TO TYPE 25 WORDS PER MINUTE & COMPUTER LITERACY.
4. FIELD TRAINING WITH MAINTENANCE DEPT. SUBSTATION MAINT. CREW & ELECTRIC TECH.
5. FIELD TRAINING WITH T&D DEPT. LINE CREW & T-MAN (3 DAYS W/CREW, 2 DAYS W/T-MAN)
6. FIELD TRAINING WITH CUSTOMER SERVICE DEPARTMENT (1 DAY)
7. FIELD TRAINING WITH GAS SERVICEMAN (1 DAY)
8. FIELD TRAINING AT HYDRO OR THERMAL GENERATING STATION
9. COMPLETE OTM CHAPTER FINAL EXAMINATIONS
10. COMPLETE APPROPRIATE APR QUIZZES
11. OBTAIN BASE STATION LICENSE
12. COMPLETE THREE-MONTH WAGE PROGRESSION TEST.

**SUGGESTED TRAINING**

**MONTHS 6 - 11 (AT SAN RAMON LEARNING CENTER)**

1. COMPLETE TWO-WEEK BASIC OPERATING SCHOOL AND THREE-WEEK ADVANCED OPERATING SCHOOL
2. REVIEW OF TRAINING COMPLETED AT HEADQUARTERS
3. ONGOING EVALUATIONS TO DETERMINE LEVELS OF PROFICIENCY
4. ON SHIFT OPERATION IN SIMULATOR
5. ELECTRICAL THEORY & APPROPRIATE MATHEMATICS
6. PRINT READING -  
MAPS, TIE LINE DIAGRAMS SINGLE LINE DIAGRAMS, SINGLE LINE METER Y RELAY DIAGRAMS,  
ELEMENTARY DIAGRAMS, ARRANGEMENT
7. DETAILS OF STATION EQUIPMENT
8. DETAILS OF PROTECTION SCHEMES

9. DETAILS OF LINE EQUIPMENT
10. OPERATING CENTER MANUAL  
DETAILED KNOWLEDGE OF GOI AND APPROPRIATE STANDARD PRACTICES AND BULLETINS.
11. CONCEPTS OF ROUTINE SWITCHWRITING  
TRANSMISSION & DISTRIBUTION
12. EMERGENCY RESPONSE USING SIMULATOR
13. EMERGENCY SWITCHING
14. EQUIPMENT LIMITATIONS
15. SECTIONALIZING PROCEDURES
16. LOAD TRANSFERS
17. ADMINISTER THE SEVEN AND TWELVE MONTH WRITTEN WAGE PROGRESSION TESTS.

#### **SUGGESTED TRAINING**

##### **MONTHS 12 - 15 (AT HEADQUARTERS)**

1. ADMINISTER THE TWELVE MONTH SIMULATOR TEST AT SAN RAMON.
2. UNDERSTAND COMPLETE FUNCTION, AUTHORITY AND DAILY OPERATION OF A SWITCHING CENTER.
3. SWITCHING AT ALL VOLTAGE LEVELS.
4. WORKING KNOWLEDGE OF ALL RELAY SCHEMES IN JURISDICTION.
5. ROUTINELY PERFORM SWITCHING WITHOUT SUPERVISION AT THE SWITCHING CENTER.
6. CONTINUALLY REVIEW ALL OPERATING CENTER MANUALS AND REFERENCES
7. ADMINISTER 16-MONTH WRITTEN WAGE PROGRESSION TEST

##### **MONTH 16 (AT SAN RAMON LEARNING CENTER)**

1. ADMINISTER 16-MONTH SIMULATOR WAGE PROGRESSION TEST.

- COPY -

LA 92-124-PGE

September 11, 1992

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, CA 94596

Attention: Mr. Jack McNally

Gentlemen:

During the last General Negotiations, the parties agreed to establish a Healthwise program to enhance the quality of the employee's lives by the promotion of health and fitness through education and the support of healthy lifestyles. In conjunction with the Company-wide program and in recognition of the unique working environment for hydro plant employees, Hydro Generation proposes to establish an Employee Physical Fitness Program (EPFP) that will allow its' employees to co-invest" with PG&E in membership with targeted fitness organizations. In order to provide a consistent approach, Company proposes the following provisions be applicable to all such programs implemented after the date of signature of this agreement. The provisions of this agreement may only be put into effect if local hydro management and the respective Union Business Representative elect to do so.

#### PROPOSED PROGRAM STRUCTURE

##### General Program Design:

During 1992, the EPFP will allow Hydro Generation employees to join a quality fitness organization at reduced initiation and monthly dues rates. Employees will be eligible to receive further financial assistance through a sponsored "co-investment" plan. This co-investment plan allows eligible employees to receive 100% (maximum \$200) off their one-time initiate fee and up to 35% (maximum \$25) of their normal monthly dues paid. To remain eligible for co-investment benefits, an employee must maintain a regular pattern of use at their fitness facility.

##### Tax Implications:

The IRS view fitness facility memberships as "services." Therefore, participating employees will be responsible for paying tax at the ordinary income level for the value of PG&E's co-investment. For example, if PG&E pays \$400 annually towards an employee's membership and dues, that employee would see an additional \$400 inputted to his/her gross W-2 earnings at year's end. The employee is responsible for taxes due on this \$400.

Local Management Disclaimer:

Each area maintains the right to operate the EPFP in the manner and fashion it deems appropriate. Local programs will be established only if there is sufficient employee interest to initiate and manage the program. Management of this program by employees will be considered as voluntary and non-compensable. Further, the establishment of the EPFP in no manner entitles employees to compensation outside of that settled upon during the course of recognized collective bargaining.

The administrative Steering Committees will have full responsibility for fair and equitable administration of the program. Therefore, only disparate treatment issues concerning the establishment and application of eligibility and/or usage standards will be subject to the grievance procedure.

The administrative guidelines for participation in the program are attached and considered part of this agreement. Company reserves the right to suspend and/or cancel any and all part of this agreement upon fifteen days notice.

If you are in accord with the foregoing and attachment 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 AND ELECTRIC COMPANY

By /s/ David J. Bergman  
Director and Chief Negotiator

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

Jan. 21, 1993

By /s/ Jack McNally  
Business Manager

## **EMPLOYEE PHYSICAL FITNESS PROGRAM**

### Administrative Steering Committee

An Administrative Steering Committee comprise of 3 to 5 program participants will be established in each watershed or area office to determine the most efficient and effective manner to operate the program in a professional, businesslike manner. The Committee will be responsible for finalizing the program proposal, completing a participant's contract, promulgating Administrative Guidelines under which the program will operate, and managing the on-going program activities.

A management employee will be assigned to the position of Committee Liaison for a one-year period in each watershed or area. This position will serve to foster and support the Committee and to ensure that the program is allowed to be truly "employee managed."

### Administration Committee/Administrative Guidelines

The following guidelines for participation in the EPFP program will apply:

1. An eligible participant must be a regular, full-time employee of Hydro Generation.
2. Eligible employees must agree to the following program membership conditions:
  - A. Imputed tax responsibility;
  - B. Agree to and sign a disclaimer of liability protecting PG&E and Hydro Generation from any injury or damage that may occur as a result of being a program member.
  - C. Hydro Generation will pay 100% (maximum \$200) towards each employee's one-time initiation fee and 35% (maximum \$25) monthly towards each employee's dues assuming all conditions of the program agreement are met.
  - D. The EPFP is budget-driven program requiring annual funding. Failure to gain specific annual funding may result in program suspension or cancellation. In the event of program suspension or cancellation, each employee will be responsible for accepting full financial responsibility for any contract he/she entered into with a fitness organization.
  - E. This program is expressly managed by Hydro Generation and Company has exclusive jurisdiction over all matters concerning funding levels, program evaluation and fitness providers.
  - F. Participants are individually responsible for maintaining the currency of their payment accounts with their selected fitness organizations. Hydro Generation accepts no responsibility for initiation fee or monthly dues payment beyond that expressly indicated in this proposal.

- G. Program participants must maintain a "regular pattern of use" at their selected fitness facility. A "regular pattern of use" is defined as:

"Attending a fitness facility for the purpose of exercising an average of 2 times a week during each six-consecutive-month period." (Must attend at least 52 times during each six-consecutive-month period.)

An employee's failure to participate regularly during any six consecutive month period will result in his/her suspension from the program. If a suspended employee, at his/her own expense, maintains a regular pattern of attendance as described above for a period of six consecutive months, he/she will become re-eligible for program participation.

Attendance records will be made available to the Committee for use in determining whether use pattern guidelines are being met. Each participant is responsible for ensuring the accuracy of his/her attendance records and providing them to the Committee each month.

Exceptions: Those employees on an approved leave of absence, worker's compensation or extended sick leave may request an exception to the preceding guidelines. Requests for an exception must be made by the affected employee in writing to the Committee during a regularly scheduled meeting.

- H. If an employee is not satisfied with the services provided by a specific fitness facility, he/she may make a one-time membership change to a new facility. Initiation fee and monthly dues co-payments will apply to this one-time change of membership. Upon an employee's second change of membership, no initiation fee co-payment will be made. Employees who are precluded from continuing membership by the fitness facility for any reason will not be eligible for co-payments of monthly dues or initiation fee and will be precluded from EPFP participation for a one year period.
- I. Employees who resign, are discharged or laid off for any reason will no longer be eligible for participation effective within 30 calendar days of said action.
- J. Memberships are not transferrable between employees or to a non-employee.
- K. Company reserves the right to suspend and/or cancel any and all part of this agreement by providing fifteen days notice.

