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FOR INTRA - COMPANY USES

From Division or Department SR. V.P. - PERSONNEL

FILE NO. 116.3

RE LETTER OF SUBJECT Wage Garnishments

To Division or Department

March 18, 1983

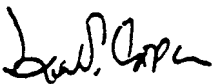
OFFICERS
DEPARTMENT HEADS

Personnel has thoroughly reviewed policy and practices regarding wage garnishments and attachments. As a result of this review, effective immediately, it is company policy to process wage garnishments and attachments as legally required. Employees will no longer be subject to disciplinary action solely because of garnishments. However, since a garnishment may be an indication that an employee needs advice in handling their financial affairs, it is also policy that those receiving garnishments shall be informed of counseling options which they may opt to use. Internally, the Employee Assistance Program is most appropriate for employees who would like to discuss other issues than just financial issues which may be related to their financial problem. Externally, Consumer Credit Counselors of California is appropriate for employees who wish only to discuss a financial problem. Attachment 1 provides further information on the counseling options.

A copy of garnishments or attachments processed by the Payroll Department will continue to be sent to the employee's division or department so that the policy can be implemented.

This letter cancels and supersedes the letter of September 5, 1979, issued by R. H. Cunningham, Manager, Personnel Relations, and I. W. Bonbright, Manager, Industrial Relations. Any information regarding disciplinary counseling of employees solely for garnishments should be removed from their personnel (701) files when feasible to do so. All such disciplinary counseling which may be underway must be immediately suspended.

If you have questions about this policy, please contact Ms. Barbara A. Jereb on Extension 3735.


JOHN S. COOPER

BAJereb(3735):mlj

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|-------------------|-----------------------------|
| cc: SMBaldassarre | TCPhebus |
| IWBonbright | LGSilton |
| GClerk | CTaylor |
| RHCunningham | RCThompson |
| AWDefoe | Division Personnel Managers |
| JLKoch | G.O. Personnel Directors |

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PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

I. WAYLAND BONBRIGHT
MANAGER
INDUSTRIAL RELATIONS

March 25, 1983

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

Dear Mr. McNally:

I am enclosing, for your information, a copy of Mr. John S. Cooper's letter of March 18, 1983 with regard to the Company's wage garnishment policy.

Sincerely,

I. W. Bonbright

IWB:RS
Encl.

Wage Garnishment Policy
Internal and External Counseling Options

Internal: Employee Assistance Program

If the employee would like help resolving other issues than just financial issues, the Employee Assistance Program provides this service.

The Employee Assistance Program (EAP) offers confidential assistance to any company employee experiencing medical or behavioral problems. A medical/behavioral problem may involve psychological or emotional upset, marital or family conflicts, alcohol or drug dependencies, and some financial difficulties.

Professional staff counselors can help employees to gain insights, deal with crisis situations, and develop plans of action for resolving personal or work-related conflicts. If an employee needs further assistance, a counselor will provide referrals for additional counseling, treatment agencies, or self-help groups that can provide ongoing support. The counselor will continue to be available to work with the employee, his/her family, and the outside treatment resource as needed.

Involvement in EAP is voluntary and can be arranged during work hours. Employees may contact the program on their own or request their supervisor to make arrangements for them. Meetings with an EAP counselor can be arranged either in the EAP office, a company office, or some other convenient location.

Confidential treatment of records and information shared with EAP counselors is assured and EAP involvement will not influence employee standing at work. Information will be released only with the employee's specific consent or when required by law, such as a court order.

The program is part of the Manager's Office of Personnel Relations. It is located at 333 Market Street, Suite A210, San Francisco, California 94106. The staff includes:

- Robbi D. Simons, Ph.D. - (Employee Assistance Supervisor), Ext. 22-1628
 - John D. Jordan, M.F.C.C. - (Employee Counselor), Ext. 22-1148
 - Joe A. Mattox, Ph.D. - (Employee Counselor), Ext. 22-2634
 - Vladimir Tuchinsky, Ph.D. - (Psychology Intern), Ext. 22-1147
 - * Diane L. Dubow, Ph.D. - (Employee Counselor), Ext. 69-3427
 - ** Donna L. Montgomery, L.C.S.W. - (Employee Counselor), Ext. 72-273
 - *** Lloyd P. Ramos, Ph.D. - (Employee Counselor), Ext. 44-2590
 - Theresa M. Kerrigan - (Secretary), Ext. 22-2615
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- * Regionally located in San Luis Obispo, California, providing assistance to the Southern Service Area.
 - ** Regionally located in Chico, California, providing assistance to the Northern Service Area.
 - *** Regionally located in Oakland, California, providing assistance to the East Bay Service Area.

External: Consumer Credit Counselors of California

If an employee is interested in discussing only their financial problem, Consumer Credit Counselors provides this service.

Consumer Credit Counselors is a non-profit debt counseling service and a credit educational service. Its purpose is to help people with debt problems by assisting with budgeting and money management, to develop a common sense plan to liquidate debts with creditors' cooperation and to provide education to prevent financial problems.

There is no charge for their counseling or advice and recommendations given. If a debt repayment plan is developed and administered by them, a monthly fee based on the amount disbursed monthly is charged.

There are branches of Consumer Credit Counselors located throughout the state. Below is a list of a few branches in our service territory; however, local phone books should be checked for branches nearer to your location:

Consumer Credit Counselors of Kern County
1706 Chester
Bakersfield, CA 93301
(805) 324-9628

Consumer Credit Counselors of Fresno
2135 Fresno St., Room 213
Fresno, CA 93721
(209) 233-6221

Consumer Credit Counselors of Twin Cities
729 - "D" Street
Marysville, CA 95901
(916) 743-1785

Consumer Credit Counselors of East Bay
1212 Broadway, Room 706
Oakland, CA 94612
(415) 832-7555

Consumer Credit Counselors of Sacramento
1815 J Street
Sacramento, CA 95614
(916) 444-0740

Consumer Credit Counselors of San Francisco
1429 Market Street
San Francisco, CA 94103
(415) 431-0510

Consumer Credit Counselors of Santa Clara Valley
P.O. Box 1082
San Jose, CA 95108
(408) 554-9494