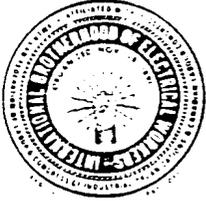


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# IBEW LOCAL UNION 1245

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

P.O. Box 4790, Walnut Creek, CA 94596

(3063 Citrus Circle) • (415) 933-6060

March 12, 1986

Mr. I. W. Bonbright  
Manager of Industrial Relations  
Pacific Gas and Electric Company  
245 Market Street, Room 444  
San Francisco, CA 94106

RE: Medical Clarification Examination (Fitness-For-Duty) Procedures

Dear Mr. Bonbright:

Thank you for giving my staff the opportunity to discuss the above-noted procedures at our offices in Walnut Creek on March 11, 1986.

By this letter, I confirm the following statements made by you or other Company representatives at that meeting:

1. PG&E will not require medical clarification unless it has reasonable grounds to believe that an employee's faculties are impaired on the job.
2. PG&E will not require medical clarification unless the employee is in a position where such impairment presents a clear and present danger to the physical safety of the employee, another employee, or to a member of the public.
3. PG&E will provide any employee required to submit to medical clarification, at the Company's expense, the opportunity to have any blood or urine sample tested or evaluated by a State - licensed independent laboratory/testing facility and will provide the employee with a reasonable opportunity to rebut or explain the results.
4. The refusal of an employee to submit to urine or blood screening as part of the medical clarification or to release the results of any such screening to PG&E will not constitute insubordination and will not subject the employee to disciplinary action.

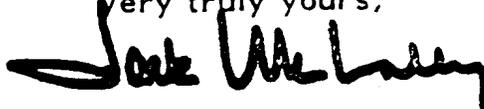
I. W. Bonbright  
March 12, 1986  
Page 2

5. The Company's position with respect to off-the-job drug-related conduct is as stated in the corporate drug policy and the correspondence concerning same, not as stated by Mr. Thornberry in PG&E Week.

6. The Company is not contemplating either random or periodic drug testing, and will not institute either absent a formal order from the NRC or other regulatory agency requiring same.

If you agree with the statements set forth above, we agree that we will not challenge the procedures as drafted and interpreted above, although we reserve the right to challenge any specific application of the procedures to individual employees.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jack McNally". The signature is written in a cursive, somewhat stylized font.

Jack McNally  
Business Manager

JM/fz

RECEIVED FEB 7 1986

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

February 5, 1986

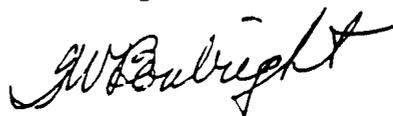
Mr. Jack McNally, Business Manager  
Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, California 94596

Dear Mr. McNally:

Enclosed, for your information is a copy of PGandE's Medical Clarification Examination (Fitness-For-Duty) Procedures. Copies have been sent to the Regions and General Office departments.

A draft copy of this Clarification was sent to you on December 16, 1985 for your comments.

Sincerely,



IWB:RS  
Encl.

*File in effect*

(1-01-86)

Pacific Gas and Electric Company

Medical Clarification Examination (Fitness-For-Duty) Procedures

Instructions for PGandE Supervisor

Pacific Gas and Electric Company (PGandE) employees are expected to report for work in a physically and mentally sound condition which will enable them to work in a safe and efficient manner. If a supervisor has reason to believe an employee may not be fit to perform his/her job duties in a safe and efficient manner, the supervisor is responsible for taking those actions necessary to ensure that safe work conditions are maintained. The supervisor shall notify the local Personnel Department and then inform the employee that he/she will be taken to a medical facility for a physical examination to medically clarify his/her condition. The medical clarification examination will be given by a medical doctor listed on the Company's panel of physicians at no expense to the employee. If no panel physician is available, take the employee to the nearest emergency medical facility. The results of this examination must be known before the employee can be returned to work.

Company policy prohibits employees from using alcohol or drugs or from being under their influence while on duty. It also prohibits employees from endangering themselves or others due to any other physical or emotional reason. Section 2.1.4 of the Company Security Manual outlines procedures for handling drug/alcohol incidents and should be reviewed before initiating a medical clarification examination, if drug or alcohol usage is suspected.

NOTE: The following procedures do not apply to employees at the time they sustain an industrial injury. Please refer to Standard Practice 251-2 for more information concerning procedures for handling industrial injuries.

A. Procedures Prior to Physical Examination

<u>Responsibility</u>	<u>Action</u>
Local Personnel Department	1. Provide guidance to exempt supervisor and medical forms to take to the examining physician's office.
Exempt PGandE Supervisor	2. Complete Section B of the "Medical Clarification Examination" form, Code 62-5611. Attach a copy of the employee's job description if it is available.
Witness PGandE Supervisor	3. Sign the "Medical Clarification Examination" form in the space provided to confirm the immediate supervisor's observations.
Exempt PGandE Supervisor	4. Retain a copy of the "Medical Clarification Examination" form for record purposes.

<u>Responsibility</u>	<u>Action</u>
Exempt PGandE Supervisor	<ol style="list-style-type: none"><li>5. Complete the "Request for Physical Examination" form, Code 62-0681, and retain the "Notification of Request" portion for verification of doctor's invoices.</li><li>6. Inform employee he/she is being referred to a medical facility for a physical examination, which may include a drug and alcohol drug analysis, to determine their fitness for duty.</li></ol>
	<p>NOTE: If the employee refuses, please refer to Section B, "Refusal to Undergo Medical Clarification Examination," for information on the next course of action.</p>
	<ol style="list-style-type: none"><li>7. If the employee is to be interviewed regarding his/her condition, inform the employee that he/she has the right to a shop steward.</li><li>8. Complete the top portion of the "Chain Of Custody For Drug And Alcohol Analysis" form ("Chain of Custody"), Code 62-5643, noting the name, address, and phone number of the local Personnel Department representative.</li><li>9. Complete the required information in Section 1 of the "Release of Medical Information" form, Code 62-4160.</li></ol>
Employee	<ol style="list-style-type: none"><li>10. Sign and date the "Release of Medical Information" form.</li></ol>
Exempt PGandE Supervisor	<ol style="list-style-type: none"><li>11. Ensure the medical clarification examination is scheduled as closely as practicable following the exempt supervisor's determination that the employee may not be fit to perform his/her job duties in a safe and efficient manner.</li></ol>

NOTE: Delays in scheduling the medical clarification examination may negate the effectiveness of the blood and urine analysis test procedure as well as needlessly prolong a potentially unsafe situation.

<u>Responsibility</u>	<u>Action</u>
Exempt PGandE Supervisor	<p>12. Place the "Request for Physical Examination" form along with copies of the following documents in its own envelope. Then arrange to have the employee transported to the appropriate doctor's office, accompanied by an exempt supervisor, where available.</p> <ul style="list-style-type: none"><li>- "Medical Clarification Examination" form, Code 62-5611;</li><li>- doctor's copy (yellow) of the "Release of Medical Information" form, Code 62-4160 (Personnel Department retains white copy); and</li><li>- all copies of the "Chain Of Custody For Drug And Alcohol Analysis" form, Code 62-5643.</li></ul>

#### B. Refusal to Undergo Medical Clarification Examination

If the employee refuses to sign the "Release of Medical Information" form, 62-4160, inform the employee that neither specific medical nor laboratory test results from the examination will be released to PGandE, but that the medical clarification examination is nevertheless required to establish that the employee is physically fit to perform his/her work. Further inform the employee that refusal to submit to a medical clarification examination constitutes insubordination. If the employee refuses to go for the examination, he/she will be suspended without pay pending an investigation. The supervisor is responsible for telling the employee he/she must be in touch with the office on a daily basis during the course of the suspension. If the employee does not, it will be assumed they are home.

NOTE: The supervisor should send a confirming registered or certified (return receipt) letter to the employee reiterating the events that have transpired, especially the employee's duty to remain in touch daily with the office.

The exempt supervisor is responsible for ensuring the employee is offered transportation home. If the employee refuses transportation and attempts to drive his/her vehicle, the supervisor is responsible for ordering the employee not to drive. If the employee persists, the supervisor should notify the local law enforcement agency and provide them with the following information:

1. Make, model, year, color, license number of employee vehicle.
2. Probable direction of travel.

Then the exempt supervisor and other witness supervisor should complete Company "Medical Clarification Examination" form, Code 62-5611.

C. PGandE Panel Physician Procedures

Responsibility

Action

PGandE Panel Physician

1. Take the sealed envelope from the PGandE supervisor and check its contents to ensure the following documents are enclosed:
  - "Request For Physical Examination and Instructions For Billing" form, Code 62-0681;
  - "Medical Clarification Examination" form, Code 62-5611;
  - "Release of Medical Information" form, Code 62-4160 (Yellow Copy); and
  - "Chain of Custody For Drug and Alcohol Analysis" form, Code 62-5643 (All 3 Copies).
2. Review the PGandE supervisor's observations, then make appropriate notations on the "Medical Clarification Examination" form. If the employee is deemed to be fit for duty, return this form to the PGandE supervisor.
3. If further clarification is needed, inform the PGandE supervisor that the employee should not return to work until results of further clarification are known.
4. If a blood and urine analysis is recommended, collect the urine sample using the bottle provided. Then collect the blood sample and place it in a blood tube.
5. Affix identification labels to urine and blood samples.
6. Complete Items 1 through 8 on the "Chain of Custody" form.
7. Complete Item 9 on the "Chain of Custody" form.

Employee

<u>Responsibility</u>	<u>Action</u>
PGandE Panel Physician	8. Complete Item 10 on the "Chain of Custody" form, place all three copies of this form along with the plastic bag containing the urine and blood samples in the mailer carton and then contact the courier service to pick up the mailer carton and deliver it to laboratory for analysis.

D. Procedures Following the Physical Examination

<u>Responsibility</u>	<u>Action</u>
Local Personnel Department	1. Request drug analysis test results by phone from the laboratory, if employee has signed the "Release of Medical Information" form. 2. Inform PGandE Supervisor of blood and urine analysis test results, if applicable. 3. Retain all documents pertaining to the incident in the employee's 701 file.
Exempt PGandE Supervisor	4. Take appropriate action with employee.
PGandE Panel Physician	5. Submit further medical clarification results, if required. 6. Submit billing statement in triplicate to appropriate PGandE office with the "Request For Physical Examination and Instructions for Billing" form attached.
Appropriate PGandE Office	7. Process doctor's billing statement for payment.

E. Returning the Employee From Suspension

1. If the employee was suspended for medical reasons, the employee must obtain a doctor's release to return to work. Medical evidence may be subject to certification by a PGandE panel physician.
2. If the employee was suspended for other than a medical reason (e.g., suspension pending investigation), the immediate exempt supervisor and the local Personnel Department will determine when the employee is to be returned to work from suspension. The employee may be required to provide proof he/she is physically able to return to work.

(1-01-86)

Pacific Gas and Electric Company

Medical Clarification Examination (Fitness-For-Duty) Procedures

Instructions For The Examining Physician

Pacific Gas and Electric Company (PGandE) employees are expected to report for work in a physically and mentally sound condition which will enable them to work in a safe and efficient manner. PGandE policy prohibits employees from using alcohol or drugs or from being under their influence while on duty. It also prohibits employees from endangering themselves or others due to any other physical or emotional reason. We have reason to believe that the employee who has been referred to your office may not be fit to perform his/her job duties in a safe and efficient manner. Your facility is being provided with information to assist you in making your diagnosis. When a PGandE employee has been referred to your office for medical clarification of his/her condition, please follow the guidelines outlined below.

A. Physical Examination Procedures

<u>Responsibility</u>	<u>Action</u>
Examining Physician	<ol style="list-style-type: none"><li>1. Take the sealed envelope from the PGandE supervisor and check its contents to ensure the following documents are enclosed:<ul style="list-style-type: none"><li>— "Request For Physical Examination and Instructions For Billing" form, Code 62-0681;</li><li>— "Medical Clarification Examination" form, Code 62-5611;</li><li>— "Release of Medical Information" form, Code 62-4160 (Optional Form-Yellow Copy);</li><li>— "Chain of Custody For Drug and Alconol Analysis" form, Code 62-5643 (All 3 Copies).</li></ul></li><li>2. Review the PGandE supervisor's observations, Section B of the "Medical Clarification Examination" form, and then make appropriate notations. If the employee is deemed to be fit-for-duty, return this form to the PGandE supervisor. If further medical clarification is needed, inform the PGandE supervisor that the employee should not return to work until further evaluation has been completed.</li></ol>

Responsibility  
Examining Physician

Action

If a blood and urine drug analysis is recommended, refer to Sections B and C for further instructions; otherwise, proceed to Section D for further instructions.

B. Urine Sample Collection

Responsibility  
Examining Physician

Action

1. Check to ensure the following supplies are enclosed in the sealed envelope to collect the urine sample:

- \_\_\_ Cap for Vial
- \_\_\_ Evidence Tape
- \_\_\_ Label for Sample Bottle
- \_\_\_ Mailer Carton
- \_\_\_ Plastic Bag for Sample Bottle (Opt.)
- \_\_\_ Vial

PGandE Employee

2. Is robed in a gown to give urine specimen.

Physician's Staff

3. Collect the urine sample using the bottle provided.

NOTE: If it is necessary for the employee to initially give you the urine sample in a container other than the sample bottle provided, it is imperative that the employee him/herself later transfer the urine to the sample bottle provided in the presence of medical personnel.

4. Check to ensure the urine sample collected is warm, of normal color, and contains 45 ml. of urine or the sample bottle is at least 3/4 full.

NOTES: If it becomes necessary to retain the urine specimen overnight, the chemical laboratory recommends that it be refrigerated until it can either be picked up by the courier or be placed in the U.S. Mail.

The chemical laboratory does not normally accept any specimen which contains less than 45 ml. of urine. However, if the employee does not provide the required urine specimen amount, you should, nevertheless, forward the specimen to the laboratory for analysis.

Responsibility  
Examining Physician

Action

5. Complete the required information on the specimen labels for the urine sample bottle and mailer carton, as follows:
  - Specimen Date: Note date urine sample was collected.
  - Specimen ID/Code No.: Note employee's initials and social security number.

PGandE Employee

6. Verify accuracy of specimen label information by initialing the labels, using indelible ink.

Examining Physician

7. In the presence of the applicant, affix specimen label to urine sample bottle, use evidence tape to seal sample bottle cap, and place bottle in plastic bag provided.

C. Blood Sample Collection

Responsibility

Action

Examining Physician

1. Draw blood and place it in a Becton Dickinson 5 ml. gray top blood tube or equivalent type tube (your office must provide the blood tube).
2. In the presence of the employee, affix identification label to blood tube, noting employee's initials and social security number.

PGandE Employee

3. Verify accuracy of specimen label information by initialing the label, using indelible ink.

Physician's Staff

4. Complete Items 1 through 8 on the "Chain of Custody" form.

Employee

5. Complete Item 9 on the "Chain of Custody" form.

Examining Physician

6. Complete Item 10 on the "Chain of Custody" form.

<u>Responsibility</u>	<u>Action</u>
Examining Physician	7. Place all three copies of the "Chain of Custody" form along with the plastic bag containing the urine and blood samples in the preaddressed, postage paid mailer carton, seal the carton and place it in the U.S. mail.

NOTE: PGandE panel physicians may use the same courier service which has been arranged to handle preemployment drug analysis testing.

D. Procedures Following the Physical Examination

<u>Responsibility</u>	<u>Action</u>
Examining Physician	1. Submit further medical clarification results, if required, provided PGandE employee has authorized the release of medical information to PGandE. 2. Submit billing statement in triplicate to appropriate PGandE office with the "Request For Physical Examination and Instructions For Billing" form attached.
Appropriate PGandE Office	3. Process doctor's billing statement for payment.