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FOR INTER-DEPARTMENT USES

2-8-55
Title 102.8
102

PACIFIC GAS AND ELECTRIC COMPANY

DIVISION OR DEPARTMENT PERSONNEL

FILE NO.
RE YOUR LETTER OF
SUBJECT

DO NOT REMOVE!
FILE COPY

February 8, 1955

LOCAL INVESTIGATING COMMITTEE COMPANY MEMBERS:

MESSRS. FRED MANEELY	KIETH TAYLOR	E. N. BRITTON
ELTON MEYERS	AUSTIN LITTLE	HAL NEWINS
WILLIAM REED	J. L. GIBSON	R. W. PARKER
JACK LEE	DON RYAN	P. J. FITZPATRICK
T. V. ADAMS	EARL FOLEY	RAY THOMPSON

A question of procedure has arisen with respect to the type of case where an employee in one Division bids on a job posted as vacant in another Division; the employee's bid is rejected, and the subject of his qualifications is to be referred to a Local Investigating Committee.

The procedure for handling this type of case is as follows:

1. The grievance is filed in the Division which rejected the employee's bid.
2. The Local Investigating Committee in the Division where the grievance is filed is the Committee to which the grievance is referred for investigation.
3. To facilitate the investigation, the members of the Local Investigating Committee to which the grievance is referred may contact the respective members of the Local Investigating Committee in the Division where the employee works and ask that the latter assist in gathering pertinent facts. Thereafter, such Committee members should forward a report of gathered facts to the Local Investigating Committee to which the grievance was referred. This report may be a joint or separate report; it should outline only facts and contain no recommendations.
4. The two members of the Local Investigating Committee in the Division where the grievance has been filed then strive to reach agreement on the basis of all the information available, that is, information gathered locally, together with the report of facts forwarded from members of the other Division's Committee. If they are unable to agree, the grievance is then referred as outlined in the Contract to the Joint Grievance Committee of the Division in which the grievance has been filed.

R. J. TILSON.

VJT:IMC
cc: J.G.C.C.
HFC