

**REVIEW COMMITTEE****PG and E****IBEW** PACIFIC GAS AND ELECTRIC COMPANY  
245 MARKET STREET, ROOM 444  
SAN FRANCISCO, CALIFORNIA 94106  
(415) 781-4211, EXTENSION 1125INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
(415) 933-6060  
R.W. STALCUP, SECRETARY**CASE CLOSED** SEP 1 1983  
**LOGGED AND FILED**

D.J. BERGMAN, CHAIRMAN

- DECISION  
 LETTER DECISION  
 PRE-REVIEW REFERRAL

General Construction Grievance No. 3-1157-82-115  
P-RC 838

August 24, 1983

MR. R. S. BAIN, Chairman  
General Construction  
Joint Grievance CommitteeMR. G. VALLEY, Chairman  
General Construction  
Joint Grievance CommitteeFacts of the Case

This grievance, which was filed on December 16, 1982, alleges that employees in physical classifications were improperly denied opportunities to displace Field Clerks under the General Construction demotion and layoff procedure because Company unilaterally instituted a "typing familiarity" test and used it to disqualify such employees for entry into the Field Clerk classification. The Union claimed that these disqualifications resulted, in turn, in improper layoffs of the subject employees.

Company's answer on the grievance was that "...Grievance No. 3-1059-82-18 (P-RC 771), which complained about Company's unilateral imposition of a typing test requirement for entry into the Field Clerk and Routine Shop Clerk classifications, was resolved by the Pre-Review Committee on October 6, 1982. Since that date, Company has not imposed any new test requirements for entry into the Field Clerk classification. Additionally, no employee has been denied entry into the Field Clerk classification since October 6."

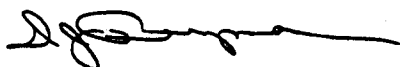
Discussion and Decision

Company maintained that the grievance was not filed within the time limits specified in Section 102.3 of the Agreement. Company also maintained that "typing familiarity" has been a prerequisite to transfer into the Field Clerk and Routine Shop Clerk classifications for several years. Such "typing familiarity" is not determined by an actual timed or objective test, Company stated; rather, it is merely a visual observation of the applicant attempting to perform routine typing tasks. Such observation is conducted by an exempt clerical supervisor. The observer determines whether the applicant has demonstrated an ability to type with reasonable speed and accuracy, including proper setting of margins and tabs, etc., Company said. Company further stated that an individual must pass a 25 WPM typing test before he is hired into either of the subject classifications.

Union acknowledged that the Company apparently had used the "typing familiarity" prerequisite for some time and without complaint until this case and P-RC 837. Therefore, the Pre-Review Committee agrees that it is appropriate to continue this prerequisite for transfers into the Field Clerk (Routine Field Clerk)

and Routine Shop Clerk classifications. Furthermore, the Committee concludes that the grievance which is the subject of this case does not appear to have been timely filed.

For these reasons, the case is closed without adjustment.



D. J. BERGMAN, Chairman  
Review Committee



R. W. STALCUP, Secretary  
Review Committee

DJB:ml