



REVIEW COMMITTEE

IBEW



JUN 05 1989

PACIFIC GAS AND ELECTRIC COMPANY
215 MARKET STREET, ROOM 916
SAN FRANCISCO, CALIFORNIA 94106
(415) 973-1125

April 25, 1989

D.J. BERGMAN, CHAIRMAN

- ☐ DECISION
☐ LETTER DECISION
☐ PRE-REVIEW REFERRAL

DAN J. COYNE, Company Member
Coast Division
Local Investigating Committee

**CASE CLOSED
LOGGED AND FILED**

RECEIVED MAY 31 1989

Coast Division Grievance No. 8-1116-87-27 R.W. STALCUP, SECRETARY
P-RC 1273

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(415) 933-6060

LARRY PIERCE, Union Member
Coast Division
Local Investigating Committee

The Pre-Review Committee has discussed the above-referenced case and agrees to refer it back to the Local Investigating Committee for settlement with the following recommendations. The numbered items refer to items contained in the Local Investigating Committee's February 4, 1988 addendum.

- Item No. 3 - supervisor may perform
- Item No. 4 - supervisor may perform
- Item No. 6 - ordering of stationary and office supplies should be performed by a clerical employee
- Item No. 8 - supervisor may perform
- Item No. 9 - supervisor may set up job files for his own use; however, official Company job files should be maintained by clerical employees
- Item No. 14 - filing of test reports and updating and filing of history cards should be performed by a clerk
- Item No. 19 - supervisor may perform
- Item No. 20 - if the items filed are general clerical records similar to those in Item No. 14, the work should be performed by a clerk. Supervisor may arrange his own follow-up file as well as file T&D Bulletins, standard practices, Company policy letters, correspondence, etc.
- Item No. 24 - ordering material is not the exclusive domain of clerical bargaining unit employees. The shop employees may complete the Materials requests.


DAVID J. BERGMAN, Chairman
Review Committee


ROGER W. STALCUP, Secretary
Review Committee

PACIFIC GAS AND ELECTRIC COMPANY
MISSION TRAIL REGION
ADDENDUM TO LIC NO. 08-1092-87-03

At the request of the Fact Finding Committee, the Local Investigating Committee met on 12/23/87 in Santa Cruz to attempt to determine the amount of time the supervisor spends performing the clerical duties in question. Specifically the Local Investigating Committee evaluated items # 3, 4, 6, 8, 9, 14, 19, 20, 24, 25, 27, and 29. Present were the members of the original Local Investigating Committee and Mr. Walt Rhinehart, the supervisor in question.

The following is the results of the Local Investigating Committee's investigation:

Item #3: Overtime List, Recordkeeping

Findings: Both the E.O.T. and P.O.T. lists are prepared by the Salinas clerk and mailed to Mr. Rhinehart. Mr. Rhinehart is them responsible for posting the list, and mailing it back to Salinas for updating. Mr. Rhinehart and Mr. Nolan have supplied information concerning the time spent on overtime record-keeping (See Exhibit #3)

Item #4 Mail

Findings: Mr. Rhinehart stated that the mail is delivered directly to his office. Mr. Rhinehart then stated he sorts the mail and may give some mail to the Telecommunication employees. The total time spent was 1 minute, 5 seconds. Mr. Rhinehart stated that the mail is delivered twice a day but the P.M. mail rarely has anything for him.

Item #6 Order Material, Stationary, etc.

Findings: Attached as Exhibit #2a and 2b is a copy of a materials stationary order book. This order book represents the total amount of materials and stationary ordering performed by Mr. Rhinehart. Mr. Rhinehart also maintains the office supply cabinet (See photo #5). Mr. Rhinehart also uses the file cabinet in the clerks office for stationary storage.

Item #8 Reproduction

Findings: Mr. Rhinehart took two pages of the materials stationary log book to the Reproduction Room and copied the pages. The total time taken was 3 minutes. Mr. Rhinehart stated that on some days he has no copying to perform, on other days he has more. Mr. Rhinehart stated that on each Monday, he copies approximately 21 pages of information for his weekly report.

Item #9 Job Files

Findings: Mr. Rhinehart set up a work folder and filed it, then marked the amount of time used in a log book. Total time taken 1 minute, 20 seconds. Mr. Rhinehart stated that he set up two work files in 1987.

Item #14 File and Update History Cards, Test Reports

Findings: Mr. Rhinehart reviewed a History Card and filed it. Total time take 36 seconds. Mr. Rhinehart stated that he never performed this duty in 1987. Mr. Rhinehart stated that he reviews test reports and then files them. This process takes 3 minutes each and he performed that duty 46 times between 9/1/87 and 12/1/87.

Item #19 Training Records

Findings: Mr. Rhinehart has no Apprentices so he spent no time on this duty.

Item #20 Miscellaneous Filing

Findings: Mr. Rhinehart stated that each month he reviews his follow-up file and reorganizes it. In addition, Mr. Rhinehart files information in a number of 3-ring binders. (See photos 1 - 4). On average, Mr. Rhinehart stated that he spends 5 minutes each day performing this action.

Item #24 Look up Material Order Codes

Findings: See Item #3 (Exhibit #2a and 2b) for specific examples. The code book itself is kept in the Shop so other employees may use it.

Item #25 Order copies of Prints & Field Corrections

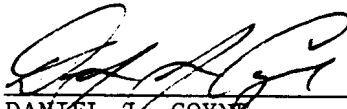
Findings: The Committee was informed that this work is performed by the Field employees. Mr. Rhinehart stated that he must authorize any request.

Item #27 Vacation Schedule

The clerk in Salinas collects the necessary statistics and sends the master vacation schedule to Mr. Rhinehart. Mr. Rhinehart stated that he does post the vacation schedule. He issues and collects individual vacation requests which he posts on the master vacation schedule to determine that no conflicts exist.

Item #29 Benefit Forms

Findings: Mr. Rhinehart states that he has his employees call the Division Human Resources Department to get this information.

 2/4/88
DANIEL J. COYNE DATE
LABOR RELATIONS SUPERVISOR

 2-4-88
LARRY PIERCE DATE
IBEW UNION REPRESENTATIVE

Exhibits:

1. Photos of Supervisor's office
2. Materials Requisition Log 2b and 1st. 2 pages of Materials Log 9/87
3. Note from Walt Rhinehart dated 12/24/87
4. Individual vacation schedule form