



**Pacific Gas and
Electric Company™**

REVIEW COMMITTEE



IBEW

PACIFIC GAS AND ELECTRIC COMPANY
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
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RECEIVED
JAN. 20, 2000
CASE CLOSED
FILED & LOGGED

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(510) 933-6060
PERRY ZIMMERMAN, SECRETARY

MARGARET A. SHORT, CHAIRMAN

- DECISION
- LETTER DECISION
- PRE-REVIEW REFERRAL

San Francisco Grievance No. SFO-99-21
Fact Finding No. 7033-99-191
Pre-Review Committee No. 2243

Carol Quinney
Company Member
Local Investigating Committee

Hunter Stern
Union Member
Local Investigating Committee

Subject of the Grievance

This case concerns the discharge of a San Francisco Service Representative for not properly safeguarding company funds.

Facts of the Case

The grievant was working as a Cash Receiver at a local office. On June 23, 1999 a surprise audit was conducted of the cash drawers of the three Cash Receivers. The audit was conducted first thing in the morning, prior to taking any customer payments. The Cash Receivers had balanced their cash drawers the night before and no transactions occurred between that time and when the audit was conducted. Each cash drawer was properly locked prior to the audit. Each Cash Receiver signs an IOU when first assigned to cash to establish a bank of \$150 to be used for making change. At the beginning of each day and/or after balancing at the end of the day and turning in all collections, each Cash Receiver should have the \$150 in their drawer.

The grievant was the second to be audited. When he counted his cash drawer in the presence of the Lead Clerk, the total amount of cash in his drawer was \$29.60 which is a shortage of \$120.40. The grievant had no explanation for the shortage. The grievant had the only key to his cash drawer other than the extra key that is sealed and initialed by him in an envelope and kept in the Office Cashier's vault for emergency purposes. The emergency key can only be utilized after the envelope is opened in double custody (by two people). The sealed envelope with the extra key to the grievant's drawer was intact.

The drawers of the other two Cash Receivers had the required \$150.

The grievant had twenty-one years of service at the time of discharge. He was also on an active Decision Making Leave which had about six more months to run. The DML was issued for continuing unacceptable attendance and tardiness problems. He had an active Written Reminder for the same reason issued about six weeks prior to the DML. In addition there were a number of coaching and counseling sessions for attendance and two for work performance for two prior cash shortages.

Discussion

Union opined that the grievant made a cash handling error within the performance standard of no more than .6 errors per thousand transactions (stubs) and that he should not be subject to disciplinary action.

Company responded that this could not be a cash handling error as the grievant had balanced the night before. When balancing, the Cash Receiving Guidelines require that Cash Receivers first count out their bank and set it aside, that would be the \$150 (See Standard Practice 864-3, Collections - Counter, Field, Depository, Mail and Paystation, Balancing Counter Collections, Item 1a.). They then count the rest of the money, checks, and turn-ins for the day and compare to the stubs. Any overage or shortage would be in the daily transactions, not in the bank. To do otherwise is called forced balancing, taking the overage or shortage in the bank which is intended to be the constant with the fluctuations occurring in the daily transactions.

Apparently the grievant did not count out his cash drawer when balancing or the only other explanation is that he accessed the \$150 bank after balancing or on some other day or days. Since the grievant denies knowledge of what happened to the cause the bank to be so short, he must be held accountable for failure to properly safeguard Company funds.

The performance standard tied to the number of transactions is intended to track and evaluate routine errors. However, significant overages or shortages will be individually investigated (See Item 13 of SP864-3). Discipline or discharge may result.

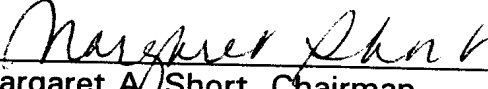
After much discussion of this case at several steps in the grievance procedure, the Union agreed the discharge was for just and sufficient cause because:

- the grievant was already on a DML
- Company policy requires that the Cashiers properly safeguard Company funds
- the grievant offers no explanation for what happened to the money
- there was no plausible explanation other than he did not properly safeguard

While the above forms the basis for the Union's concurrence that there was just and sufficient cause for discharge, Company opined that even if the grievant was not already under active discipline, he would have been discharged as a result of this audit.

Decision

The PRC agrees the discharge was for just and sufficient cause and closes this case without adjustment.



Margaret A. Short, Chairman
Review Committee

1/12/00

Date



Bob Choate, Secretary
Review Committee

1/12/00

Date