

Summary of 205.5

Effective July 1, 1962

205.5 As used herein, a beginner's classification is defined as the classification with the lowest wage rate in each of the recognized departments and subdivisions of the Divisions and Departments described in Section 200.1.

Effective July 1, 1966

205.5 (a) In making an appointment to fill a vacancy in a beginner's classification, Company shall give preferential consideration in the order of sequence provided in Section 205.7 to regular employees who have previously requested in writing a transfer to fill such vacancy, but Company may nevertheless reject the request of any employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant.

(b) Any employee aggrieved by Company's application and interpretation of Subsection 205.5(a) in filling a vacancy in a beginner's classification, may thereon invoke the grievance procedure of this Agreement, except that such a grievance shall not be submitted to arbitration as provided under Section 102.12.

(c) Attached hereto, made a part hereof and marked Exhibit VII, is a list of such beginner's classifications.

Effective July 1, 1970

205.5 (a) In making an appointment to fill a vacancy in a beginner's classification, Company shall give preferential consideration in the order of sequence provided in Section 205.7 to regular employees who have previously requested in writing a transfer to fill such vacancy, but Company may nevertheless reject the request of any employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant.

(b) Any employee aggrieved by Company's application and interpretation of Subsection 205.5(a) in filling a vacancy in a beginner's classification, may thereon invoke the grievance procedure of this Agreement, except that such a grievance shall not be submitted to arbitration as provided under Section 102.12.

(c) Attached hereto, made a part hereof and marked Exhibit VII, is a list fo such beginner's classifications.

Effective July 1, 1974

205.5 (a) Company shall make unrestricted appointments in filling one-half of the vacancies in beginner's classifications.

(b) In making appointments to fill the remaining one-half of the vacancies in beginner's classifications in each line of progression in a given headquarters Company shall give preferential consideration to regular physical and clerical employees, who have previously requested in writing a transfer to fill such vacancies,

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205.5(b) cont'd...

preference for appointment being given to the employee in each classification who has the greatest Service, in the following sequence:

- (1) To such physical and clerical employees in the Division where the vacancy exists.
- (2) To any other such physical or clerical employees.

The provisions of this Subsection shall be applicable to a beginner's classification in a line of progression at a headquarters where a transfer application for such vacancy is on file and the number of unrestricted appointments under provisions of Subsection 205.5(a) exceeds transfers within 12 months of the beginner's classification becoming vacant.

Notwithstanding the foregoing, Company may nevertheless reject the transfer request of any such employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant.

(c) Company shall acknowledge receipt of all transfer applications within fifteen (15) calendar days from date of receipt and without rejecting such transfer application shall notify in writing an employee who submits a transfer application hereunder, of any known reason which might preclude his filling the classification on which he has applied, including information regarding testing programs which must be completed.

(d) Within ten (10) calendar days after the first of each month, Company shall, within each Division or Department, provide Union information on beginning job vacancies that have been filled the previous month as follows:

- (1) Name of individual, social security number, employment date and classification.
- (2) Classification of vacancy filled.
- (3) Department and Headquarters of vacancy filled.
- (4) Date vacancy filled.
- (5) Show whether vacancy is regular or part-time.
- (6) Show whether vacancy is filled by transfer, new hire or new hire-no transfers on file.

(e) Attached hereto, made a part hereof and marked Exhibit VII, is a list of such beginner's classifications.

Effective July 1, 1977

205.5 (a) Company shall make unrestricted one-half of the vacancies in beginner's classifications:

205.5 (b) In making appointments to fill the remaining one-half of the vacancies in beginner's classifications in each line of progression in a given headquarters, Company shall give preferential consideration to regular physical and clerical employees who have previously requested in writing a transfer to fill such vacancies, preference for appointment being given to the employee in each classification who has the greatest Service in the following sequence:

- (1) To such physical and clerical employees in the Division where the vacancy exists.
- (2) To any other such physical and clerical employees.

The provisions of this Subsection shall be applicable to a beginner's classification in a line of progression at a headquarters where a transfer application for such vacancy is on file and the number of unrestricted appointments under provisions of Subsection 205.5(a) exceeds transfers.

All transfer requests must be submitted by United States mail on a form provided by Company. In no event shall the Company consider any transfer application which was postmarked or, in the event the postmark cannot be read, received by Company less than eight (8) calendar days prior to filling the beginner's classification.

(c) Company shall acknowledge receipt of all transfer applications within fifteen (15) calendar days from date of receipt and without rejecting such transfer applications shall notify in writing an employee who submits a transfer application hereunder, of any known reason which might preclude his filling the classification on which he has applied, including information regarding testing program which must be completed.

(d) Within ten (10) calendar days after the first of each month, Company shall, within each Division or Department, provide Union information on beginning job vacancies that have been filled the previous month as follows:

- (1) Name of individual, social security number, employment date and classification.
- (2) Classification of vacancy filled.
- (3) Department and Headquarters of vacancy filled.
- (4) Date vacancy filled.
- (5) Show whether vacancy is regular or part-time.
- (6) Show whether vacancy is filled by transfer, new hire or new hire-no transfers on file.

(e) Attached hereto, made a part hereof and marked Exhibit VII, is a list of such beginner's classifications.

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PACIFIC GAS AND ELECTRIC COMPANY  
EMPLOYEE TESTING POLICY ON TRANSFERS TO  
ENTRY-LEVEL CLASSIFICATIONS AS REVISED 5-1-78 (1,2,3)

Testing Status of Employee	Clerical to Physical (4)	Physical to Clerical (5,6,7)	Clerical to Clerical (5,6,7)	Physical to Physical (4,8,9)
Never Tested:				
T/A or summer employee to regular status	Physical battery	Clerical battery	Clerical battery	Physical battery
Employee in clerical job with no clerical function	Physical battery	-	Clerical battery	-
Other	Physical battery	Clerical battery	Test requirement fulfilled	Test requirement fulfilled
Took six test Clerical battery	Physical battery	Test requirement fulfilled if passed; clerical battery otherwise	Test requirement fulfilled	-
Took ten test Physical battery	Test requirement fulfilled if passed; clerical battery otherwise	Clerical battery	-	Test requirement fulfilled
Took current Clerical battery	EAS #5 - Space Visualization (unless passed)	PRI Name Comparison test (unless passed)	Test requirement fulfilled	-
Took current Physical battery	EAS #5 - Space Visualization (unless passed)	PRI Name Comparison test (unless passed)	-	Test requirement fulfilled

Notes

- (1) Total of two attempts permitted on PRI Name Comparison Test, EAS #2 and EAS #5 with minimum three month separation between attempts.
- (2) Materialsman is a clerical job and Mapper and Estimator are physical jobs in this table.
- (3) Consult Standard Practice 712-1 for special testing programs in effect for the following classifications - Terminal Operator, Building Services Helper, Operators hired into Nuclear Power Plants.
- (4) Candidates for the Operator-In-Training classification must qualify on the ACT test.
- (5) EAS #2 score must be 27 or higher for transfers to Meter Reader.
- (6) Administer typing and shorthand tests whenever appropriate.
- (7) Tests are not required for clerical jobs having no clerical function.
- (8) Do not test employees who bid down in same line of progression.
- (9) G.C. - to - Division transfers must qualify on preemployment tests.

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PG+E EMPLOYEE TESTING POLICY  
As Revised March 20, 1978

Division-to Division Transfers to Entry-Level Classifications (1,6)

Testing Status of Employee	Clerical to Physical	Physical to Clerical (2,4)	Clerical to Clerical (2,4)	Physical to Physical (3,5)
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Never tested:				
T/A or summer employee to regular status	Physical battery	Clerical battery	Clerical battery	Physical battery
Employee in clerical job with no clerical function	Physical battery		Clerical battery	-
Other Reg employees	Physical battery	Clerical battery	Test requirement fulfilled.	Test requirement fulfilled

Took six test Clerical battery

Physical battery

Test requirement fulfilled if passed; clerical battery otherwise

Test requirement fulfilled

-

Took ten test Physical Battery

Test requirement fulfilled if passed; physical battery otherwise

Clerical battery

-

Test requirement fulfilled

Took current clerical battery

Why? How many times?   
 Space test (unless passed)   
 What about Phys Bat?

Name comparison test (unless passed)   
 15 Passed

Test requirement fulfilled

-

Took current physical battery

Space test (unless passed)   
 why?

Name comparison test (unless passed) ?

-

Test requirement fulfilled

Notes

- (1) Total of two attempts permitted on name comparison, EAS #2 and EAS #5 with minimum three month separation between attempts. *Passing to be*
- (2) EAS #2 score must be 27 or higher for transfers to meter reader. *Employee aptitude Survey - 20 percent to passing - 7*
- (3) Do not test employees who bid down for transfers to meter reader. *what is passing score EAS #5 - 3 mos new - was one year*
- (4) Administer typing and shorthand tests whenever appropriate.
- (5) G.C. - to - Division transfers must qualify on pre-employment tests. *what is minimum for clerical?*
- (6) Materialsman is a clerical job in this table. *why?*

3 da, climbing School?

EAS #2  
EAS #5  
Cl  
EAS #2  
N/A