

TITLE 206 & TITLE 19

DEMOTION AND LAY OFF PROCEDURE

EMPLOYEE HANDBOOK

Effective January 1, 2000

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TITLE 206 & TITLE 19 EMPLOYEE HANDBOOK

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TITLE 206 & TITLE 19 EMPLOYEE HANDBOOK

PURPOSE

Title 206 for IBEW Physical employees (Title 200) and **Title 19** for IBEW Clerical employees is the negotiated process used to effect movement between headquarters as a result of displacement, demotion or layoff due to a lack of work situation. This handbook was developed jointly by representatives from the Company and Union in order to explain the displacement process to bargaining unit employees and to guide them through the decision making process should they be affected by a lack of work situation.

TITLE 206 AND TITLE 19 DEFINITIONS

CLASSIFICATION Your classification for the purposes of Title 206 is your *regular* classification as specified on your payroll change tag. If you are on an upgrade, leave of absence, or workers compensation payroll, your rights under Title 206/19 will be based on your regular classification and headquarters. Unassigned and journey-level classifications are considered as one for the purpose of Title 206/19 displacements.

DEMOTION AREA Your *demotion area* is a specifically defined group of headquarters listed in the back of the Physical and Clerical Agreements (see Attachment I).

DEMOTION UNIT Your *demotion unit* is a specifically defined group of demotion areas also listed in the back of the Agreements (see Attachment I). Your 206/19 rights are based on your demotion area and unit.

REVERSE LINES OF PROGRESSION (RLOP) The reverse line of progression negotiated for your classification includes all of the jobs to which you may demote. The RLOP may or may not be identical to the Line of Progression used in the bidding process. The RLOPs can be found in the 206/19 Clarifications, and will be listed on your individual Employee Election Form. See samples on next page.

SENIORITY/SERVICE DATE Your seniority date is defined under the provisions of Title 106/17. In general, your seniority date is the date you started working for PG&E. It is not necessarily the date you started working in your current classification or headquarters. If you left the Company and came back, your service may or may not have been bridged. Title 206/19 is a seniority-based system.

STATUS There are three distinct categories of employment status: 1) full-time; 2) part-time; and 3) intermittent. Each of these categories are treated separately with respect to Title 206/19. Part-time and intermittent employees cannot displace full-time employees, regardless of seniority. Further, no regular full-time employee will be displaced, demoted or laid off due to the usage of part-time employees.

VACANCY A vacancy is any position the Company intends to fill on a regular basis. If a vacancy exists in the appropriate step of Title 206/19, it will be substituted for the displacement of another employee.

SAMPLE REVERSE LINES of PROGRESSION

All reverse lines of progression are listed by Department in Letter Agreement R3-00-03 (*effective 10-1-02*). When you receive an Employee Election Form, all the jobs to which you may demote will be listed on the form.

GAS CREW FOREMAN - WELDING



GAS CREW FOREMAN



GAS MECHANIC



FITTER - ARC



FITTER



APPRENTICE FITTER



FIELDMAN



UTILITY WORKER - GAS T&D

SR SERVICE REP II



SR SERVICE REP I



SERVICE REP



UTILITY CLERK - CUSTOMER SERVICES

TITLE 206 & 19 EMPLOYEE HANDBOOK

HOW THE PROCESS WORKS

STEP 1: EMPLOYEE ELECTION FORM

- This form instructs the Company as to the sequence in which you wish your displacement rights under Title 206/19 to be administered (see samples, pages 9-13).
- *All* employees will complete an Employee Election Form to be kept on file with the Company, not just those who are going to be displaced.
- Each time you change jobs, your prebid drop notice will include a reminder for you to resubmit an Employee Election Form.
- The Employee Election Form may be revised at any time up to two days prior to the start of a displacement procedure.
- **If a valid form is not on file when you are displaced, a default sequence will be used as follows: 1) demote to the immediate next lower classification in headquarters; 2) retain classification within Demotion Area, then Unit, then System; 3) return to a previous line of progression; 4) displace in a beginning level job within your Area, then Unit, then System; 5) layoff.**

STEP 2: NOTIFICATION

- Prior to beginning a workforce reduction, Company and Union will meet to explain the business reasons for the reduction; identify the number and classifications to be reduced; and to agree on a date for granting 206.1(a)/19.1(a) notice.
- Employees being displaced due to lack of work will be notified *at least* 14 days prior to the action taking place.
- There will also be a system-wide announcement of any impending 206/19 activity.

STEP 3: INITIAL MATCHING PROCESS

- All employees to be displaced will be placed on a list in order from most senior to most junior, known as *List A*.
- Starting with the most senior employee, each employee is initially matched to the first available position as determined by the selection sequence they have identified on their Employee Election Form.

STEP 3: INITIAL MATCHING PROCESS - Continued

- The exception to this is that an employee will be assigned to a position under Section 206.3/19.3, if one is available, *before* being placed under Section 206.5/19.5 or 206.6/19.6 *regardless of how they ranked-ordered their preferences*.
- If there are no positions to which the employee may displace based on their selection sequence, they will be assigned to layoff pursuant to Section 206.7/19.7.
- An employee who is displaced by a List A employee (bumped) during this step will be immediately added to List A in order of their seniority.
- This process is then repeated for the next most senior employee on List A and continues until all displaced employees receive an assignment or are laid off.

STEP 4: FINAL ASSIGNMENT PROCESS

- Following the initial matching process, all employees who have been initially matched to positions under Section 206.4/19.4 and 206.6/19.6 will be identified.
- Those employees who matched to the same classification within their Demotion Area will be provided a list of headquarters and will be asked to prioritize those headquarters.
- This process is then repeated for those employees who matched on Demotion Unit options, and then for those who matched on System options.
- Employees will have 7 calendar days to consider these options. Final assignments will be made on the basis of service.
- Employees who during the matching process are assigned to 206.3/19.3, 206.5/19.5 or 206.7 (layoff) will be given their final assignment notification immediately and advised to submit prebids immediately for any jobs they are interested in.
- Employees will be notified of their final assignment in a letter. They will then have two working days to accept or decline the assignment. Employees who decline the assignment will be laid off pursuant to 206.7/19.7, and notified to submit a Rehire form.
- When a displaced employee does not accept or report to the new position assigned during the displacement process, that position becomes a vacancy and will be filled through Title 205/18.
- Employees who accept the job assignment will be expected to report to their new work location as directed by their immediate supervisor, but no earlier than 10 workdays.

COMPLETING THE EMPLOYEE ELECTION FORM

Your Employee Election form is specific to your regular, base classification and Line of Progression. Your classification should be listed in the “Applies To” section on the top of the form. You will be asked to rank order your preferences for displacement, using number 1 as your first choice and so on, according to the following Sections below.

Note: When numbering your choices, do not repeat any numbers. The numbers should be in sequence throughout the entire form.

SECTION A ELECTION TO STAY IN YOUR HEADQUARTERS AND DEMOTE

206.3/19.3 To Stay in Your Headquarters and Demote

This election means you are choosing to stay in your current headquarters, and demote to jobs that are lower in your Reverse Line of Progression. All jobs to which you may demote will be listed on your Employee Election Form. If there is a 206.3/19.3 option available to you, it will be assigned before you are assigned a 206.5/19.5 or 206.6/19.6 option. If there are no next lower classifications in your headquarters, you may elect a lower classification in your Demotion Area, then Unit, then in the entire System.

SECTION A ELECTIONS TO RETAIN YOUR CLASSIFICATION

The 206.4/19.4 options are intended to retain your current classification. In order to do so, you are electing to move to another headquarters within your demotion area, demotion unit or the system. When choosing this option, you must elect area before unit, and unit before system.

For some physical classifications, you may also elect to change departments. *For example, there are Certified Welders in three different departments: Materials Distribution, Steam Generation and Nuclear Power Generation. A list of physical classifications common to more than one department is in Attachment III.*

206.4(a1)/19.4(a1) To Change Headquarters and Stay in Your Demotion Area

This means you are choosing to maintain your classification but move to another headquarters within your *demotion area*. You are also electing to stay in the same department. This option is also available for successively lower classifications in your reverse line of progression.

206.4(a2)/19.4(a2) To Change Headquarters and Stay in Your Demotion Unit

This means you are choosing to maintain your classification but move to another headquarters within your *demotion unit*. You are also electing to stay in the same department. This option is also available for successively lower classifications in your reverse line of progression.

COMPLETING THE EMPLOYEE ELECTION FORM

continued

206.4(a3)/19.4(a3) To Change Headquarters and Stay in the System

This means you are choosing to retain your classification but move to another headquarters within the entire PG&E *system*. You are also electing to stay in the same department. This option is also available for successively lower classifications in your reverse line of progression.

206.4(b1)/19.4(b1) Election to Change Headquarters and Department in Area

This is an election to retain your classification, but change headquarters and department, and stay within your *demotion area*. This option is also available for successively lower classifications in your reverse line of progression.

206.4(b2)/19.4(b2) Election to Change Headquarters and Department in Unit

This is an election to retain your classification, but change headquarters and department, and stay within your *demotion unit*. This option is also available for successively lower classifications in your reverse line of progression.

206.4(b3)/19.4(b3) Election to Change Headquarters and Department in System

This is an election to retain your classification, but change headquarters and department, and move anywhere within the entire *system*. This option is also available for successively lower classifications in your reverse line of progression.

SECTION B

ELECTION TO RETURN TO A PREVIOUS LINE OF PROGRESSION

206.5(a)/19.5(a) Return to Previous Line of Progression in the Area

You will not be assigned this option until you have elected at least one 206.3/19.3 option. Then, if you previously worked in any other classification in another line of progression for at least six months, you may be assigned to displace that employee in such classification and line of progression in your *demotion area* who has the least service. To qualify, you must have worked in that job immediately prior to entering your current line of progression. An employee in a Title 200 physical classification may elect to return to a line of progression covered by the clerical bargaining unit, and vice versa. However, a Title 200 physical or a clerical classification may not return to a Title 300 physical line of progression.

206.5(b)/19.5(b) Return to Previous Line of Progression in the Unit

This is the same as 206.5(a)/19.5(a) above except that you are choosing to displace the junior employee in your *demotion unit*.

COMPLETING THE EMPLOYEE ELECTION FORM

continued

SECTION B ELECTION TO TAKE A BEGINNING LEVEL JOB

206.6/19.6 Election to Take a Beginning-level Job

You will not be assigned this option until you have elected at least one 206.3/19.3 option. If there is a 206.3/19.3 option available to you, it will be assigned before you are assigned a 206.6/19.6 option. This option means you are choosing to displace the employee with the least service in a beginning level job in either your demotion area, demotion unit, or the entire system. *A list of beginning level jobs for physical and clerical is in Attachment II.* In order to elect this option, you must meet the qualifications of a transfer to the specific beginning level job. *A list of testing requirements is in Attachment II.*

SECTION C ELECTION TO TAKE LAYOFF

206.7/19.7 Election to Take Layoff

You may choose to elect layoff in lieu of exercising options under any of the above Sections.

Note that there are two choices under Section C on the form. The first choice below is to be used when you are not personally impacted by a displacement, but someone in your same classification and headquarters is impacted. You may choose to take the layoff with severance in place of that more junior employee.

	206.7		
I volunteer to be laid off if anyone in my classification at my headquarters is to be displaced (includes severance). <u>Option available at any time</u>	<input type="checkbox"/>	N/A	N/A

The second choice below can be elected, in any order, along with your other elections when you are personally impacted by a displacement.

I want to be laid off <u>ONLY</u> if my position is to be displaced (includes severance). <u>Option available at any time</u>	<input type="checkbox"/>	N/A	N/A

JOB QUALIFICATIONS/REQUIREMENTS

- Each classification has a unique set of requirements. Before you can be assigned to a position, you must have met ALL of the requirements for that classification. You will have up until two days prior to a displacement action to meet all the requirements for any classification which you may choose to elect. (You will also have up until two days prior to a displacement action to revise your Employee Election Form.) If you have not met the requirements of a job, you should not prioritize that job on your Employee Election Form.
- To access your individual testing history on line, follow these steps:
 - 1) Go to PageOne of the Intranet.
 - 2) Click on the Human Resources (HR) button from the list on the left side of the page.
 - 3) Click on the “About You” button on the top banner of the Human Resources home page.
 - 4) Log in to “About You” by entering your Social Security Number (SSN) and Personal Identification Number (PIN). The correct PIN is the one you use to access the Benefits On Call phone system for open enrollment. It may be different from your Savings Fund Plan or Credit Union PIN. For a PIN reminder, call the Benefits Service Center at 223-2363 or 415/973-2363.
 - 5) Select “Testing History” from the Start Page drop-down menu.
 - 6) The page will display all tests on file. Please review it for accuracy. If you think there is an error, please contact your local Human Resources Department.
- The testing requirements for all beginning level jobs (which you may be able to elect under Section 206.6 or 19.6) are listed in **Attachment II**.
- Some tests have a limit on the number of times an employee may take them. In general, skill based tests such as typing tests, have no limit to the number of attempts. Aptitude tests, such as the Clerical Test Battery or the Physical Test Battery, may only be taken twice. Once you receive notice of your displacement, the waiting period between attempts is waived, providing you have not exhausted the number of attempts allowed.

Displacement and Layoff Process

EMPLOYEE ELECTION FORM

GAS TRANSMISSION and DISTRIBUTION (Group 1 of 3)

Applies to (0640) Gas Crew Leader (Welding); (0641) Gas Crew Leader (Non-Welding); (1300) Gas Mechanic; (0562) Fitter-Arc; (0560) Fitter; (0563) Un. Fitter; (0561) Apprentice Fitter; (0242) Utility Field Clerk-Bakersfield; (0241) Utility Field Clerk-Modesto; (0248) Utility Field Clerk-San Francisco; (0524) Fieldperson; (0526) Night Fieldperson.

Return Form To:
 HR Service Center
 245 Market St., N3Y
 P.O. Box 770000
 San Francisco, CA 94177

SSN: _____

For assistance call: 415-973-2363 - PTT
 8-223-2363 - Co.

206.3 - Demotion in headquarters. Will be assigned (if available) prior to being placed under 206.5 or 206.6.

206.4 - Must elect Area before Unit and Unit before System.

Select the order in which you want the 206 displacements rights to be applied. You may not elect any options listed above your classification.

SECTION A

		SAME DEPARTMENT			DIFFERENT DEPARTMENT			
Class Code	Classification	<u>206.3</u> I want to stay in my Head-quarters as:	<u>206.4(a1)</u> I want to stay in my AREA as:	<u>206.4(a2)</u> I want to stay in my UNIT as:	<u>206.4(a3)</u> I want to stay in the SYSTEM as:	<u>206.4(b1)</u> I want to stay in my AREA as:	<u>206.4(b2)</u> I want to stay in my UNIT as:	<u>206.4(b3)</u> I want to stay in the SYSTEM as:
0640	Gas Crew Leader (Welding)	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0738	UG Const. Crew Leader-Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0641	Gas Crew Leader (Non-Welding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
1300	Gas Mechanic (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0562	Fitter-Arc (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
1078	UG Const. Journeyman-Gas (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0560 0563	Fitter (2) Un. Fitter (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
1645	Equipment Opr.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A

SECTION A

Class Code	Classification	<u>206.3</u> I want to stay in my Head-quarters as:	<u>206.4(a1)</u> I want to stay in my AREA as:	<u>206.4(a2)</u> I want to stay in my UNIT as:	<u>206.4(a3)</u> I want to stay in the SYSTEM as:	<u>206.4(b1)</u> I want to stay in my AREA as:	<u>206.4(b2)</u> I want to stay in my UNIT as:	<u>206.4(b3)</u> I want to stay in the SYSTEM as:
0465	Heavy Truck Driver-Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0241	Utility Field Clerk-Modesto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0242	Utility Field Clerk-Bakersfield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0248	Utility Field Clerk-San Francisco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0561	Apprentice Fitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0524	Fieldperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0526	Night Fieldperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
0930	Utility Worker-Gas T&D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) Not available to Gas Crew Leader (Non-Welding).

(2) If you are a Gas Crew Leader - Non-Welding (0641), you must have previously held a Fitter, Un. Fitter, Fitter-Arc or UG Construction Journeyman Gas classification to demote to it

SECTION B

	206.5(a) AREA	206.5(b) UNIT	
<p>If I am unable to obtain a 206.3 option and either don't elect or am not assigned a 206.4 option, I want to return to my immediate previous line of progression.</p> <p><i>Indicate highest classification held:</i></p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	206.6(a) AREA	206.6(b) UNIT	206.6(c) SYSTEM
<p>If I am unable to obtain a 206.3 option and either don't elect or am not assigned a 206.4 option, I want to be placed in a beginning level classification.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C

	206.7		
I volunteer to be laid off if anyone in my classification at my headquarters is to be displaced (includes severance). <u>Option available at any time</u>	<input type="checkbox"/>	N/A	N/A
I want to be laid off ONLY if my position is to be displaced (includes severance). <u>Option available at any time</u>	<input type="checkbox"/>	N/A	N/A

Print Name: _____

Signature: _____

Date: _____

Phone Number Where You Can Be Contacted: _____

Please keep a copy for your records.

<p>HR Service Center Use Only</p> <p>Date Received _____</p> <p>Date Entered _____</p> <p>By _____</p>

Displacement and Layoff Process

EMPLOYEE ELECTION FORM

CLERICAL OPERATING DEPARTMENT (Group 1 of 1)

Applies to (2723) Senior Operating Clerk II; (2646) Senior Operating Clerk-Typist II; (2789) Senior Operating Clerk I; (2654) Senior Operating Clerk-Steno I (PIO); (2655) Senior Operating Clerk-Typist I; (2662) Operating Clerk; (2664) Operating Clerk-Steno (PIO);(2667) Operating Clerk-Typis; (2703) E&P Operating Clerk (PIO).

Return Form To:
HR Service Center
245 Market St., N3Y
P.O. Box 770000
San Francisco, CA 94177

SSN: _____

For assistance call: 415-973-2363 - PTT
 8-223-2363 - Co.

19.3 - Demotion in headquarters. Will be assigned (if available) prior to being placed under 19.5 or 19.6.

19.4 - Must elect Area before Unit and Unit before System.

Select the order in which you want the 19 displacements rights to be applied. You may not elect any options listed above your classification.

SECTION A

			SAME DEPARTMENT				DIFFERENT DEPARTMENT		
Class Code	Classification	19.3 I want to stay in my Headquarters as:	19.4(a1) I want to stay in my AREA as:	19.4(a2) I want to stay in my UNIT as:	19.4(a3) I want to stay in the SYSTEM as:	19.4(b1) I want to stay in my AREA as:	19.4(b2) I want to stay in my UNIT as:	19.4(b3) I want to stay in the SYSTEM as:	
2723 2646	Sr. Opr. Clerk II Sr. Opr. Clerk-Typist II	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	
2789 2654 2655 2586	Sr. Opr. Clerk I Sr. Opr. Clerk-Steno I (PIO) Sr. Opr. Clerk-Typist I Sr. Svc. Planning Clerk I (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	
662 2664 2667 2587 2703	Opr. Clerk Opr. Clerk-Steno (PIO) Opr. Clerk-Typist Svc. Planning Clerk (1) E&P Opr. Clerk (PIO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	
2676 2680 2684	Utility Clerk(2) Utility Clerk-Steno(2) (PIO) Utility Clerk-Typist(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- (1) If you displace a Sr. Svc. Planning Clerk I or Svc. Planning Clerk, your classification will be Sr. Operating Clerk I or Operating Clerk.
- (2) If you previously held the classification of Clerk D, you will be demoted to the Clerk D classification instead of being demoted to Utility Clerk.

SECTION B

	19.5(a) AREA	19.5(b) UNIT	
<p>If I am unable to obtain a 19.3 option and either don't elect or am not assigned a 19.4 option, I want to return to my immediate previous line of progression.</p> <p><u>Indicate highest classification held:</u></p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	19.6(a) AREA	19.6(b) UNIT	19.6(c) SYSTEM
<p>If I am unable to obtain a 19.3 option and either don't elect or am not assigned a 19.4 option, I want to be placed in a beginning level classification.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C

	19.7		
<p>I volunteer to be laid off if anyone in my classification at my headquarters is to be displaced (includes severance).</p> <p><u>Option available at any time.</u></p>	<input type="checkbox"/>	N/A	N/A
<p>I want to be laid off <u>ONLY</u> if my position is to be displaced (includes severance).</p> <p><u>Option available at any time.</u></p>	<input type="checkbox"/>	N/A	N/A

Print Name: _____

Signature: _____

Date: _____

Phone Number Where You Can Be Contacted: _____

Please keep a copy for your records.

<p>HR Service Center Use Only</p> <p>Date Received _____</p> <p>Date Entered _____</p> <p>By _____</p>

DEMOTION UNITS & AREAS - PHYSICAL
--

DEMOTION UNIT ONEAREA ONEBerkeley
El CerritoPinole
Richmond

Rodeo

AREA TWOAlameda
EmeryvilleOakport

Oakland

AREA THREEAntioch
Avon
Brentwood
ConcordLafayette
Martinez
MoragaOrinda
Pittsburg
Walnut CreekAREA FOURFremont
Gas Meter Repair - Fremont
Elec. Meter Repair -Fremont
HaywardLivermore
Newark
Pleasanton
San LeandroSan Ramon
Sunol
Union City**DEMOTION UNIT TWO (2)**AREA FIVEBelmont
BurlingameHalf Moon Bay
Redwood CitySan Carlos
San MateoAREA SIX

San Francisco

AREA SEVENBrisbane
ColmaDaly City
PacificaSan Bruno
South San Francisco**DEMOTION UNIT THREE**AREA EIGHTIgnacio
Mill Valley
NovatoOlema
Point ReyesSan Rafael
SausalitoAREA NINECloverdale, Inc.
Geyserville
GuernevilleHealdsburg
Petaluma
Rohnert ParkSanta Rosa
Sebastopol
Sonoma

**ATTACHMENT I
PHYSICAL Continued**

AREA TEN

Boonville
Clearlake Highland
Covelo
Fort Bragg

Lakeport
Mendocino
Middletown
Point Arena

Potter Valley
Ukiah
Willits

AREA ELEVEN

Benicia
Calistoga

Napa
St. Helena

Vallejo

AREA TWELVE

Arcata
Bridgeville
Eureka

Ferndale
Fortuna
Garberville

Humboldt
Weott
Willow Creek

DEMOTION UNIT FOUR

AREA THIRTEEN

Brighton
Cameron Park

Folsom
Placerville

Sacramento

AREA FOURTEEN

Cordelia
Davis
Dixon

Fairfield
Rio Vista
Vacaville

West Sacramento
Winters
Woodland

AREA FIFTEEN

Big Bend Village
Big Springs
Bucks Lake
Caribou
Centerville
Chico

Greenville
Hamilton City
Lake Almanor
Magalia
Nelson
Orland

Paradise
Prattville
Quincy
Rodgers Flat
Storrie
Willows

AREA SIXTEEN

Arbuckle
Colusa
Dobbins
East Nicolaus
Gridley

Lincoln
Marsyville
Meridian
Oroville
Smartville

Table Mountain
Wheatland
Williams
Yuba City

AREA SEVENTEEN

Anderson
Burney
Cassel
Central Valley
Cloverdale
Corning
Cottonwood
Fall River Mills

Forest Glen
Hat Creek
Hayfork
Junction City
Manton
Montgomery Creek
Paynes Creek

Red Bluff
Redding
Round Mountain
Trinity Center
Weaverville
Whitmore
Wildwood

**ATTACHMENT I
PHYSICAL Continued**

AREA EIGHTEEN

Alta
Auburn
Colfax
Downieville

Dutch Flat
Emigrant Gap
Fresh Pond

Grass Valley
Nevada City
Roseville

DEMOTION UNIT FIVE

AREA NINETEEN

Groveland
Jamestown
Long Barn
Modesto

Newman
Oakdale
Patterson
Pinecrest

Sonora
Tuolumne
Turlock
Twain Hart

AREA TWENTY

Angels Camp
Arnold
Bellota
Hathaway Pines

Jackson
Lodi
Manteca
Martell

San Andreas
Stockton
Tracy
Victor

AREA TWENTY-ONE

Auberry
Avenal
Caruthers
Clovis
Coalinga
Corcoran
Dinuba

Five Points
Fresno
Helms
Huron
Kerman
Kettleman
Lemoore

Piedra
Reedley
Riverdale
Sanger
Selma
Springville

AREA TWENTY-TWO

Arvin
Bakersfield
Boron
Buttonwillow

Hinckley
Ridgecrest
Rosedale
Taft

Tehachapi
Trona
Wasco

AREA TWENTY-THREE

Chowchilla
Dos Palos
Firebaugh

Los Banos
Madera
Mariposa

Merced
North Fork
Oakhurst

DEMOTION UNIT SIX

AREA TWENTY-FOUR

Capitola

Santa Cruz

Watsonville

AREA TWENTY-FIVE

Cupertino
Los Gatos

Mountain View

Sunnyvale

**ATTACHMENT I
PHYSICAL Continued**

AREA TWENTY-SIX

Cinnabar
Coyote
Edenvale

Gilroy
Milpitas
San Jose

San Martin
Santa Clara

AREA TWENTY-SEVEN

Carmel
Hollister
King City

Monterey
Pacific Grove

Salinas
Soledad

AREA TWENTY-EIGHT

Arroyo Grande
Atascadero
Buellton
Lompoc

Paso Robles
Pismo Beach
San Luis Obispo
Santa Maria

Santa Ynez
Solvang
Templeton

DEMOTION UNIT SEVEN

HYDRO GENERATION

AREA TWENTY-NINE

Northern Area

AREA THIRTY

Central Area

AREA THIRTY-ONE

Southern Area

DEMOTION UNIT EIGHT

GAS SYSTEM MAINTENANCE/GAS SYSTEM OPERATIONS (including Gas Chart Office)

DEMOTION UNIT NINE

MATERIALS DISTRIBUTION

Emeryville, Fremont, and Decoto Pipe Yard only

DEMOTION UNIT TEN

(Deleted 1-1-94)

DEMOTION UNIT ELEVEN (3)

GENERAL OFFICE

Materials
Reprographics
Mail
Building and Maintenance Operations
Telecommunications
Garage
Computer Operations
Vice President & Comptroller's Organization (including Customer Accounting)
Design Drafting

DEMOTION UNIT TWELVE

STEAM GENERATION
NUCLEAR POWER GENERATION

AREA THIRTY-TWO

Geysers Power Plant in *Demotion Areas 8, 9, 10 and 11.*

AREA THIRTY-THREE

Pittsburg and Contra Costa in *Demotion Areas 1, 2, 3 and 4.*

AREA THIRTY-FOUR

Oakland, Potrero and Hunters Point in *Demotion Areas 6 and 7.*

AREA THIRTY-FIVE

Morro Bay, Moss Landing, Diablo Canyon in *Demotion Areas 27 and 28.*

AREA THIRTY-SIX

Humboldt Bay Power Plant in *Demotion Area 12.*

NOTES:

- 1) The Demotion Unit will be the geographical area listed in 1 through 6 above, unless a work group or department is specifically designated as a separate demotion unit, such as Hydro Generation.
- 2) Demotion Unit Eleven Garage, Building and Materials employees have 206.4, 206.5 and 206.6 demotion rights to Garage, Building and Materials classifications in Demotion Unit Two.
- 3) Demotion Unit Two Garage, Building and Materials employees have 206.4, 206.5 and 206.6 demotion rights to Garage, Building and Materials classifications in Demotion Unit Eleven.

DEMOTION UNITS & AREAS - CLERICAL
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DEMOTION UNIT ONEAREA ONEBerkeley
El CerritoPinole
Richmond

Rodeo

AREA TWOAlameda
EmeryvilleOakport

Oakland

AREA THREEAntioch
Avon
Brentwood
ConcordLafayette
Marinez
MoragaOrinda
Pittsburg
Walnut CreekAREA FOURFremont
Elec. Meter Repair - Fremont
Gas Meter Repair - Fremont
HaywardLivermore
Newark
Pleasanton
San LeandroSan Ramon
Sunol
Union City**DEMOTION UNIT TWO (2)**AREA FIVEBelmont
BurlingameHalf Moon Bay
Redwood CitySan Carlos
San MateoAREA SIXG.O. Garage & Materials-
Clerical

San Francisco

AREA SEVENBrisbane
ColmaDaly City
PacificaSan Bruno
South San Francisco**DEMOTION UNIT THREE**AREA EIGHTIgnacio
Mill Valley
NovatoOlema
Point ReyesSan Rafael
Sausalito

**ATTACHMENT I
CLERICAL Continued**

AREA NINE

Cloverdale, Inc.
Geyserville
Guerneville

Healdsburg
Petaluma
Rohnert Park

Santa Rosa
Sebastopol
Sonoma

AREA TEN

Boonville
Clearlake Highland
Covelo
Fort Bragg

Lakeport
Mendocino
Middletown
Point Arena

Potter Valley
Ukiah
Willits

AREA ELEVEN

Benicia
Calistoga

Napa
St. Helena

Vallejo

AREA TWELVE

Arcata
Bridgeville
Eureka

Ferndale
Fortuna
Garberville

Humboldt
Weott
Willow Creek

DEMOTION UNIT FOUR

AREA THIRTEEN

Brighton
Cameron Park

Folsom
Placerville

Sacramento

AREA FOURTEEN

Cordelia
Davis
Dixon

Fairfield
Rio Vista
Vacaville

West Sacramento
Winters
Woodland

AREA FIFTEEN

Big Bend Village
Big Springs
Bucks Lake
Caribou
Centerville
Chico

Greenville
Hamilton City
Lake Almanor
Magalia
Nelson
Orland

Paradise
Prattville
Quincy
Rodgers Flat
Storrie
Willows

AREA SIXTEEN

Arbuckle
Colusa
Dobbins
East Nicolaus
Gridley

Lincoln
Marsyville
Meridian
Orville
Smartville

Table Mountain
Wheatland
Williams
Yuba City

**ATTACHMENT I
CLERICAL Continued**

AREA SEVENTEEN

Anderson
Burney
Cassel
Central Valley
Cloverdale
Corning
Cottonwood
Fall River Mills

Forest Glen
Hat Creek
Hayfork
Junction City
Manton
Montgomery Creek
Paynes Creek

Red Bluff
Redding
Round Mountain
Trinity Center
Weaverville
Whitmore
Wildwood

AREA EIGHTEEN

Alta
Auburn
Colfax
Downieville

Dutch Flat
Emigrant Gap
Fresh Pond

Grass Valley
Nevada City
Roseville

DEMOTION UNIT FIVE

AREA NINETEEN

Groveland
Jamestown
Long Barn
Modesto

Newman
Oakdale
Patterson
Pinecrest

Sonora
Tuolumne
Turlock
Twain Hart

AREA TWENTY

Angels Camp
Arnold
Bellota
Hathaway Pines

Jackson
Lodi
Manteca
Martell

San Andreas
Stockton
Tracy
Victor

AREA TWENTY-ONE

Auberry
Avenal
Caruthers
Clovis
Coalinga
Corcoran
Dinuba

Five Points
Fresno
Helms
Huron
Kerman
Kettleman
Lemoore

Piedra
Reedley
Riverdale
Sanger
Selma
Springville

AREA TWENTY-TWO

Arvin
Bakersfield
Boron
Buttonwillow

Hinckley
Ridgecrest
Rosedale
Taft

Tehachapi
Trona
Wasco

AREA TWENTY-THREE

Chowchilla
Dos Palos
Firebaugh

Los Banos
Madera
Mariposa

Merced
North Fork
Oakhurst

**ATTACHMENT I
CLERICAL Continued**

DEMOTION UNIT SIX

AREA TWENTY-FOUR

Capitola	Santa Cruz	Watsonville
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AREA TWENTY-FIVE

Cupertino Los Gatos	Mountain View	Sunnyvale
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AREA TWENTY-SIX

<u>Cinnabar</u> Coyote <u>Edenvale</u>	Gilroy Milpitas San Jose	San Martin Santa Clara
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AREA TWENTY-SEVEN

Carmel Hollister King City	Monterey Pacific Grove	Salinas Soledad
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AREA TWENTY-EIGHT

Arroyo Grande Atascadero <u>Buellton</u> Lompoc	Paso Robles <u>Pismo Beach</u> San Luis Obispo Santa Maria	Santa Ynez Solvang <u>Templeton</u>
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DEMOTION UNIT SEVEN (See L/A 92-149)

HYDRO GENERATION

AREA TWENTY-NINE

Northern Area <i>Burney</i> <i>Camp 1</i> <i>Caribou</i> <i>Chico</i>	<i>DeSabra</i> <i>Hamilton Beach</i> <i>Kilare</i> <i>Pit 3</i>	<i>Manton</i> <i>Pit 5</i> <i>Rock Creek</i>
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AREA THIRTY

Central Area <i>Alta</i> <i>Angels Camp</i> <i>Camp 5</i>	<i>Drum</i> <i>Salt Springs</i> <i>Spring Gap</i>	<i>Tiger Creek</i> <i>Wise</i>
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AREA THIRTY ONE

Southern Area <i>Auberry</i> <i>Balch</i>	<i>Helms</i> <i>Kern Canyon</i>	<i>Tule River</i>
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DEMOTION UNIT EIGHT

GAS SYSTEM MAINTENANCE/GAS SYSTEM OPERATIONS (including Gas Chart Office)

DEMOTION UNIT NINE

MATERIALS DISTRUBTION

Emeryville, Fremont, and Decoto Pipe Yard only

DEMOTION UNIT TEN

(Deleted 1-1-94)

DEMOTION UNIT ELEVEN

GENERAL OFFICE (Including Fairfield Computer Center and West Sacramento Billing Center)

Reprographics
Mail
Building
Telecommunications
Computer Operations
Vice President & Controller's Organization (including Customer Accounting)
Design Drafting

DEMOTION UNIT TWELVE

STEAM GENERATION
NUCLEAR POWER GENERATION

AREA THIRTY-TWO

Geysers Power Plant in *Demotion Areas 8, 9, 10 and 11.*

AREA THIRTY-THREE

Pittsburg and Contra Costa in *Demotion Areas 1, 2, 3 and 4.*

AREA THIRTY-FOUR

Oakland, Potrero and Hunters Point in *Demotion Areas 6 and 7.*

AREA THIRTY-FIVE

Morro Bay, Moss Landing, Diablo Canyon in *Demotion Areas 27 and 28.*

AREA THIRTY-SIX

Humboldt Bay Power Plant in *Demotion Area 12.*

NOTES:

- 1) The Demotion Unit will be the geographical area listed in 1 through 6 above, unless a work group or department is specifically designated as a separate demotion unit, such as Hydro Generation.
- 2) General Office, Garage and Materials employees have 19.4, 19.5 and 19.6 demotion rights in Demotion Unit 2.

ATTACHMENT II

**ENTRY LEVEL CLERICAL JOBS
and TESTING REQUIREMENTS**

JOB CODE	JOB TITLE	TESTING REQUIREMENT
2875	Computer Operator	CTB
2807	Data Entry Operator	CTB
2772	Meter Reader and Utility Clerk	CTB
7005	Repro Operator B *	GZT, NC
2823	Telephone PBX Operator B	CTB
2677	Utility Clerk Accounting	
2675	Utility Clerk CS/Mkt	
2676	Utility Clerk Opr	
2679	Utility Clerk-Steno CS/Mkt, PIO	CTB, TYP = 50, SHT
2681	Utility Clerk-Steno Accounting, PIO	
2680	Utility Clerk-Steno Opr, PIO	
2588	Utility Clerk-Service Planning	CTB
2683	Utility Clerk-Typist CS/Mkt	CTB, TYP = 55
2685	Utility Clerk-Typist Accounting	
2684	Utility Clerk-Typist Opr	
2689	Utility Machine Operator	CTB
2688	Utility Steno	CTB, TYP = 50, SHT
2687	Utility Tel PBX Operator	CTB
2690	Utility Typist	CTB, TYP = 55
2866	Word Processing Operator	
2733	Word Processing Opr Accounting	
2731	Word Processing Opr CS/Mkt	
2732	Word Processing Operator	

* = Beginning level only until 18 month step

ATTACHMENT II (continued)

**ENTRY LEVEL PHYSICAL JOBS
and TESTING REQUIREMENTS**

JOB CODE	JOB TITLE	TESTING REQUIREMENT
1560	Auxiliary Operator	POSSA/PPP and ACT within first 6 months
1718	Asst Power Plant Operator - Steam	ACT
2482	Assistant Pump Tester	None
see 1699	Auxiliary Operator - DCP (Obsolete position replaced by Nuclear Operator)	POSS/PDC & ACT
0964	Cook's Utility Worker	None
0545	Firefighter	PTB
0060	Garage Attendant	None
0880	Garageman	PTB
0890	Gardener	None
1836	Gas Supply Coordinator	CTB, TYP = 25
0910, 0913	Groundman, Night Groundman	PTB
1050	Janitor	None
1210	Materials Handler (Title 200) *	CTB, TYP = 25, FLO
0058	Maintenance Assistant*	CTB, TYP = 25
2785	Meter Reader	MTB

ATTACHMENT II (continued)

**ENTRY LEVEL PHYSICAL JOBS
And TESTING REQUIREMENTS**

JOB CODE	JOB TITLE	TESTING REQUIREMENT
1699	Nuclear Operator *	POSSA/PDC Transfer: add ACT
1578 1588	Operator in Training *	REGULAR EMPLOYEES: Must past ACT and then pass OTB = (NR, VR, NM, SV2)
1960	Pipeman	PTB
0055	Plant Assistant	PTB
4394	Programming Assistant	None
0265	Routine Hydro Clerk	CTB, TYP = 35
0294	Routine Plant Clerk	CTB, TYP = 35
0547	Shift Firewatch (DCPP)	PTB
0939	Shift Chemistry & Radiation Protection (C&RP) Helper - DCPP	TECH & FLO, Transfer: PTB & FLO
0297	Shift Utility Ptl Clerk	CTB, TYP = 35
0950	Shift Utility Worker	PTB
1489	Shop Meterperson	PTB
0915	Steel Assem Grnd	PTB
1096, 1098	T&D Assistant, Night T&D Assistant	PTB & ACT
2392	Telcom Equip Inst	PTB, ACT
2406	Telcom Installer	PTB, ACT
2417	Telcom Opr Analyst	PTB
0498	Trv Utility Worker - Materials	PTB
0963	Trv Utility Worker - Mechanical, Steam/Nuclear	MASSA Transfer: PTB only
0942	Trv Utility Worker - Electric, Steam/Nuclear	MASSA Transfer: PTB only
0946	Trv Utility Worker - Tech, Steam/Nuclear	TECH Transfer: PTB only
0296	Utility Plant Clerk	CTB, TYP = 35
0931	Utility Helper - PIO	PTB

ATTACHMENT II (continued)

**ENTRY LEVEL PHYSICAL JOBS
And TESTING REQUIREMENTS**

JOB CODE	JOB TITLE	TESTING REQUIREMENT
0935	Utility Worker	PTB
0929	Utility Worker - Bldg-DCPP	NC , NM , SV , NSC
0925	Utility Worker - Electric Maintenance	PTB
0926	Utility Worker - Electric Operator	PTB
0937	Utility Worker - Plant	PTB
0945	Utility Worker - Water	PTB
0927	Utility Worker - Bldg Svc	NC , NM , SV , NSC
0924	Utility Worker - Electric Meter	PTB
0934	Utility Worker - Gas Pt Mtce	PTB
0930	Utility Worker - Gas T&D	PTB
0922	Utility Worker - Helms	PTB
0920	Utility Worker - Materials Distribution	PTB
0943	Utility Worker - Steam Generation Electric	MASSA Transfer: PTB only
0944	Utility Worker - Steam Generation Instrument & Control	TECH Transfer: PTB only
0940	Utility Worker - Steam Generation Mech	MASSA Transfer: PTB only
0923	Utility Worker - Electric Mt Dsb	PTB
0938	Utility Worker - Chem/Radiation NOTE: This position is the same as Shift Chemistry & Radiation Protection (C&RP) Helper - DCPP 0939	TECH, FLO Transfer:PTB, FLO
0498	Utility Worker - Traveling	PTB

* = Beginning level only until 18 month step.

ATTACHMENT II (continued)

KEY TO TEST BATTERIES	
BATTERY ID	TEST BATTERY NAME
BSH	Building Services Utility Worker Test Battery
CLAPT	Clerical Aptitude Test Battery (replaced by CTB 1/98)
CTB	New Clerical Test Battery
GCF-NW	Gas Crew Foreman (non-welding) Test Battery
MASS	EEI Maintenance Aptitude Selection System
MASSA or MAS	EEI Maintenance Aptitude Selection System - Aptitude
MASSO or MSO	EEI Maintenance Aptitude Selection System - Overall
MRAPT	Meter Reader Aptitude Test Battery (replaced by MTB 1/98)
MTB	New Meter Reader Test Battery
OTB	Operator in Training Test battery
POSS	EEI Power Plant Operator Selection System See: PPP & PDC codes below
PPP PDC	EEI Power Plant Operator Selection System - Aptitude (Different passing scores for Fossil vs. Nuclear)
PTB	Physical Test Battery

ATTACHMENT II (continued)

KEY TO INDIVIDUAL TESTS

TEST ID	TEST NAME
ACT	Arithmetic Computation Test
AC1	Assistant Control Operator Test - Level 1
AC2	Assistant Control Operator Test - Level 2
ADE	Associate Distribution Engineer Exam
AIT	Apprentice Instrument Tech Test
AMT	Apprentice Meter Systems Technician Test
ARITH	Arithmetic Test - part of the CLAPT battery
CCT	Apprentice Control Tech Test
COT	Control Operator Test
CDG	Coding Test - part of the MRAPT battery
CLFYG	Classifying Test - part of the CLAPT battery
CSTGA	Graphic Arithmetic - part of CAST battery
CSTMC	Mechanical Concepts - part of CAST battery
CSTMU	Mathematical Usage - part of CAST battery
CSTRC	Reading Comprehension - part of CAST battery
CTT	Apprentice Comm. Tech Test
DAT	Differential Aptitude Test - Numerical Ability
ETT	Apprentice Elec Tech Test
FLO	Fork Lift Operator Test
GZT	Guilford Zimmerman Mechanical Knowledge Test
KPT	Keypunch Skills Test
LS	Language Skills Test - part of CLAPT battery
MET	Journey Mechanic Entry Test
NC	Name Comparison Test
NM	EAS #2 - Numerical Ability Test
NP	Number Perception Test
NR	EAS #6 - Numerical Reasoning Test
NSC	Number Series Completion Test

ATTACHMENT II (continued)

KEY TO INDIVIDUAL TESTS

TEST ID	TEST NAME
OMR	Office Machine Repairman's Qualification Test
RPM	Radiation & Protection Monitor Test
SCO	Senior Control Operator Test
SHT	Shorthand Test
SV	EAS #5 - Space Visualization Test
TYP	Typing Test
VR	EAS #7 - Verbal Reasoning Test

**(EXHIBIT IX of the Physical Agreement)
CLASSIFICATIONS COMMON TO MORE THAN ONE DEPARTMENT**

The attached list indicates the departments and subdepartments in which the classifications listed will be considered as the same classification within the meaning of Sections 205.7, 205.8 and 206.4 of the Agreement. This list does not necessarily connote that the jobs within the several departments have identical duties or that performance of the job in one department of itself qualifies an employee for the same classification in another department.

Unless so provided in the departmental Lines of Progressions, the fact that a classifications is considered as next lower to another in one department does not mean that the same job is next lower to the higher job in another department.

CLASSIFICATION

DEPARTMENTS

Carpenter	Gas Plant, Materials Distribution
Telecommunications Technician	Electric Maintenance
Apprentice Telecommunications Technician	Electric Maintenance
Tractor Driver, Heavy	Electric Maintenance, Water
Tractor Driver, Light	Electric Maintenance, Water
Truck Driver, Heavy	Electric Maintenance, Water, Gas T&D, Materials Distribution
Truck Driver, Light	Electric Maintenance, Steam Generation, Materials Distribution
Truck Driver	Electric Maintenance, Water, Gas T&D, Material Distribution
Electric Crew Foreman Electric Maintenance Crew Foreman Electric Shop Crew Foreman	Electric T&D, Electric Maintenance, Steam Generation, Materials Distribution
Electrician	Steam Generation, Nuclear Power Generation
Apprentice Electrician	Electric Maintenance, Steam Generation, Nuclear Power Generation, Materials Distribution
Labor Foreman	Electric T&D, Electric Maintenance, Water
Maintenance Crew Foreman (Mechanical)	Electric Maintenance, Steam Generation, Materials Distribution

ATTACHMENT III (continued)**CLASSIFICATIONS COMMON TO MORE THAN ONE DEPARTMENT**

CLASSIFICATION	DEPARTMENTS
Machinist	Electric Maintenance, Steam Generation, Nuclear Power Generation, Gas Plant, Gas System Maintenance/Gas System Operations, Materials Distribution
Apprentice Machinist	Electric Maintenance, Steam Generation, Nuclear Power Generation, Materials Distribution
Materials Handler	Materials Distribution
Materials Leadman	Materials Distribution
Mechanic Mechanic - Rigger	Electric Maintenance, Gas Plant, Steam Generation, Nuclear Power Generation
Painter	Garage, Materials Distribution
Rigger Mechanic Rigger	Electric Maintenance, Steam Generation, Nuclear Power Generation
Certified Welder	Steam Generation, Nuclear Power Generation, Materials Distribution
Welder	Electric Maintenance, Gas Plant
Apprentice Welder	Electric Maintenance, Steam Generation, Nuclear Power Generation

Exhibit IX does not currently contain all appropriate common classifications and should not be an exclusive resources for the purpose intended.