

9-16-07
2015
UNION THANKS
PGE STD PRACT.

Memo to: All Staff with PG&E Assignments
From: Roger Stalcup
Date: February 16, 1984
Subject: Telephone Expense

Attached is a copy of Review Committee File No. 1550 in which Union grieved over the rate employees were being paid for having telephone service at home. Union alleged that use of the lifeline rate was in violation of Section 107.1 of the Agreement and Company Standard Practice 724.4-1. The Decision provided that employees are entitled to reimbursement at the two-party rate if available, otherwise at the single party rate, plus taxes and assessments. During discussion at the Review Committee, both Buchholz and Stoutamore expressed surprise that the Standard Practice contained provisions for use of a two-party phone, recognizing that if the employee elected to utilize that type of service, Company may not be able to contact the employee because the second party may be using the phone. Both stated that they would recommend revision of the Standard Practice.

The Standard Practice was revised, effective November 1, 1983. Company did not advise Union of the revision, but Ken Ball "discovered" the revision during his travels in Coast Valleys Division and brought it to my attention. I contacted the Industrial Relations Department requesting confirmation and a copy of the revised Standard Practice.

You should make affected employees aware of the revision so that they receive reimbursement at the correct rate.

RS:kem
Attachment



PACIFIC GAS AND ELECTRIC COMPANY

STANDARD PRACTICE

VICE PRESIDENT AND COMPTROLLER

GAS OPERATIONS

STANDARD PRACTICE NO. 724.4-1

EXECUTIVE OFFICE OR DIVISION

ELECTRIC OPERATIONS

PAGE NO. 1 EFFECTIVE 11/1/83

ISSUING DEPARTMENT

TELECOMMUNICATIONS

REPLACING PAGE NO. 1 EFFECTIVE 3-1-75

SUBJECT:

EMPLOYEES' TELEPHONES AT COMPANY EXPENSE

POLICY

1. The Company may, under certain conditions, require an employee to be "on call" and thus require a telephone in his home. The Company will reimburse the employee for certain expense of the telephone and for any business calls made from that telephone.

RESCISSIONS

- *2. Standard Practice 724.4-1, effective March 1, 1975.

REFERENCE

3. Standard Practice 143-1 - Working Funds - Other.

PROCEDURE

- *4. The Company will reimburse certain telephone service for "on call" nonexempt employees under Union Agreement when authorized by the Division Manager. This reimbursement will be for business calls and telephone service installed not in excess of one single line desk type instrument (Type 500 or equivalent) on single party service. If an employee elects to purchase his telephones, the Company will pay the rental fee for one instrument as described above and the employee will be responsible for the purchase cost and all maintenance.
- *5. The authorization for reimbursement will specify the type of service.
- *6. The Company will reimburse an employee for the expense of moving a Company-paid telephone to a new address only when the employee moves at the request of the Company.
- *7. Each month, the employee will submit one copy of Form 62-3761, Reimbursement for Monthly Telephone Service (Exhibit A), to his supervisor for approval and include all pertinent information. Reimbursement of the approved tag will be made from local working funds and the tag will then be attached to the local working fund report.
- *8. Reimbursements should be charged to Activity 3500, Telecommunication Expense, and the responsibility centers which have been established in each division for division telecommunication expenses.

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

VICE PRESIDENT AND COMPTROLLER
 GAS OPERATIONS

STANDARD PRACTICE NO. 724.4-1

EXECUTIVE OFFICE OR DIVISION _____

PAGE NO. 2 EFFECTIVE 11/1/85

ISSUING DEPARTMENT _____

ELECTRIC OPERATIONS
 TELECOMMUNICATIONS

REPLACING ² PAGE NO. _____ EFFECTIVE 3-1-75

SUBJECT:

EMPLOYEES' TELEPHONES AT COMPANY EXPENSE

ADDENDUM

Exhibit A - Reimbursement for Monthly Telephone Service

ISSUED BY

R. A. JOHNSON
 Manager, Telecommunications

APPROVED BY

K. S. TAYLOR
 Assistant Comptroller-Accounting

H. M. MCKINLEY
 Vice President, Gas Operations

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