

**Date:** June 10, 2011

**Reference:** Title 2 – Continuity of Service

**Description:** The current language is unclear as to whether or not union members may support a strike or labor action by another union representing employees at PG&E.

**Proposal:**

## TITLE 2. CONTINUITY OF SERVICE

**2.2** The duties performed by employees of the Company as part of their employment pertain to and are essential to the operation of a public utility and the welfare of the public dependent hereon. During the term of this Agreement, employees shall not partially or totally abstain from the performance of their duties for the Company **including to support a strike or labor action initiated by another union or a strike or labor action taken by a separate bargaining unit of the same union.** The Union shall not call upon or authorize employees individually or collectively to engage in such activities and shall make a reasonable effort under the circumstances to dissuade employees from engaging in such activities, and the Company shall not cause any lockout. **In the event that the Agreement is terminated in accordance with the provisions of Section 500.1 and/or the Union calls upon or authorizes employees of the Company to individually or collectively to cease or abstain from the performance of their duties for the Company, all benefits will cease.** (Amended 7/1/72 1-1-12)

**Date:** June 10, 2011

**Reference:** TITLE 9. VACATIONS

SECTION 9.5

**Description:**

Due to the 2009 Vacation accrual process change, the Company does not see the necessity for providing employees with the option to take unpaid vacation days for forfeited vacation. Employees now earn time as they work and are able to take vacation time as it is earned, essentially immediately upon returning to work for a pay period. Additionally, the current administration burden associated with managing this is time consuming and costly. Employees also return to work after a lengthy absence and should not be able to take additional time off for leisure while the Customer and Company absorb the penalty of the absence.

**Proposal:**

**9.5 FORFEITURE OF VACATION**

(a) An employee who is absent for 240 cumulative hours or more in any calendar year by reason of leave of absence or layoff without pay for any reason or for 880 hours or more in any calendar year by reason of industrial disability shall, cease accruing vacation until the employee returns to work.

**An employee may, at his/her option, take the full vacation to which the employee would be otherwise entitled, in which event, he/she shall receive no vacation pay for the number of hours of vacation he/she has forfeited as herein determined.** (Amended 1/1/83, 1/1/88, 1/1/91, 1/1/09, 1/1/12)

Date: June 10, 2011

**Reference:**

Title 9. VACATIONS

9.3 SERVICE ANNIVERSARY VACATION - BONUS VACATION

**Description:**

Since the implementation of SAP, vacation is awarded by hours instead of days. Also, to be in compliance with the law, need to remove the language that states the vacation must be used in the year received.

**Proposal:**

**9.3 SERVICE ANNIVERSARY VACATION - BONUS VACATION**

(a) In the fifth calendar year following his employment date and in each fifth calendar year thereafter, the Company shall grant each employee a Service anniversary vacation of **40 hours five workdays**. A Service anniversary vacation shall be in addition to the annual vacation allowance set forth in Section 9.2 above to which the employee may be otherwise entitled in that calendar year, and he acquires no right as to all or any part of the Service anniversary vacation unless he works in the calendar year in which it is granted. The Service anniversary vacation, as herein provided, vests on the first day of each calendar year in which an employee qualifies for a Service anniversary ~~vacation and must be taken in that calendar year~~. The provisions of this Section shall not apply to part-time or intermittent employees. (Amended 1/1/80, 1/1/12)

(b) In each of the first five calendar years following his employment date, an employee who has used **40 hours five days** or less of paid or unpaid sick leave in the preceding year shall be entitled to have **8 hours one day** of bonus vacation in addition to any vacation allowance the employee is entitled to as set forth in Section 9.2. An employee must complete one year of Service before becoming qualified for such **hours day**. In the tenth calendar year following an employee's employment date and in each fifth calendar year thereafter, an employee who has used **200 hours 25 days** or less of sick leave during the five preceding calendar years shall be entitled to **40 five-bonus hours days** of vacation in addition to the vacation allowance the employee is entitled to as set forth in Section 9.2. In determining the number of sick **hours days** used in computing **200 hours 25 days** or less, no more than **10 days or** eighty hours will be charged to the employee in any one year. The bonus vacation, as herein provided, vests on the first day of each year in which an employee qualifies for a bonus vacation ~~and must be taken in that calendar year~~. An employee acquires no right to all or any part of the bonus vacation unless such employee works in the calendar year in which it is granted. The provisions of this Section shall not apply to part-time or intermittent employees. (Amended 1/1/84, 1/1/12)

**Date:** June 10, 2011

**Reference:**

The DDA was eliminated for management employees several years ago, but it is still in use for bargaining unit employees.

**Description:**

**ESC-96-21  
Expenses/DMA**

New Business Representatives who elect placement into an ESC covered classification will have the opportunity to continue on a DMA, assuming they meet the necessary criteria, or utilize a Company provided vehicle pursuant to Section 10.1(c). Such election will be at the employee's option and will be in effect for a period of one year. Such elections may occur on an annual basis thereafter assuming employees meet the necessary criteria.

**R1-09-30-ESC  
Vehicle Usage**

Employees shall have the option of using a PG&E pool car or their personal car for use on Company business. If the employee chooses to use their personal vehicle, usage shall follow USP 12.

**Proposal:**

Eliminate the DDA (DMA) reimbursement for bargaining unit employees.

Date: June 10, 2011

**Reference:**

TITLE 10. EXPENSES

**Description:**

To ensure compliance with the interpretations of California State labor laws and to maintain consistency with Subsection 10.20(a). This pertains to the rate of pay applicable to time spent traveling to training assignments. Need to update contractual language to be compliant with the law.

**Proposal:**

**GENERAL PROVISIONS FOR EMPLOYEES  
ATTENDING COMPANY TRAINING PROGRAMS**

**10.20** The provisions of Sections 7.3, 7.6, 10.1, and 10.2 shall not apply to an employee who is temporarily assigned to attend training classes at other than the employee's regular headquarters. In such assignments, the following provisions apply: (Amended 1-1-91)

(a) When arrangements are made for an employee to travel each day between the employee's living quarters and the training location, he/she shall be given an allowance for the time involved which is in excess of the time normally taken in traveling between his/her living quarters and regular headquarters and such time will be considered as time worked and paid at the appropriate rate of pay. (Amended 1/1/91, 1/1/09)

(b) (1) no change

(2) An allowance for reasonable travel time incurred by an employee in traveling between his regular headquarters or living quarters and the training location at the beginning and at the end of his training assignment shall be authorized. Such **time will be considered as time worked and paid at the appropriate rate of pay using allowance shall be computed at the straight rate of pay of his the employee's** classification at **the employee's** his temporary headquarters and shall also include reimbursement for reasonable cost of meals incurred while traveling.

**Date:** June 10, 2011

**Reference:**

Various

**Description:**

Some exempt Engineers (Distribution Engineers, Project Engineers, Protection Engineers, Substation Asset Strategy Engineers, Electric Standards Engineers, and M&C Engineers) are hired as a regular employee and bypass the Probationary period specified in 13.5(a). The Probationary status allows employees to be terminated for unsuitability, but also prevents employees from having paid holidays. With the difference in status, payroll process is complicated since the probationary status applies to certain labor agreements.

**Proposal:**

Incorporate the Provisions from the Distribution Engineer agreement with additional language to limit grievances for termination during the first 6 months of employment.

**Title 13. Status of Employees and Service**

13.5 Regular Status Newly Hired Exempt Employees

**(c) The provisions of 13.5 (a) shall not be applicable to a newly hired exempt employees. They shall be hired at a monthly rate of pay not less than the minimum rate established for the classification of work to be performed. During their first six months of employment, they shall not acquire any Service or seniority rights. On the completion of their first six months of Service which, notwithstanding the provisions of Section 13.3 above, is uninterrupted by absence for more than a cumulative total of thirty days due to (1) layoff, (2) sickness or disability, or (3) any other reason, they shall acquire their Service and/or seniority rights. The newly hired exempt employees are considered “at will” employees and may be terminated during the first 6 months of employment. If terminated, the grievability will be consistent with that in place for probationary employees.**

**Date:** June 10, 2011

**Reference:**

ESC Agreement Section 14.5(a) Additional Committees, Arbitration Board

**Description:**

The Company wants the American Arbitration Association to be the group to use when selecting arbitrators rather than the Federal Mediation and Conciliation Service.

**Proposal:**

**14.5 ADDITIONAL COMMITTEES**

**In addition the following Committees are established by this Agreement:**

(a) **Arbitration Board:** An Arbitration Board shall be appointed on each occasion that a grievance is submitted to arbitration. The Board shall be composed of two members appointed by the Company and two members appointed by the Union and a fifth member chosen by mutual agreement of the Company and the Union. Such fifth member shall act as Chairperson of the Arbitration Board. In the event that the Company and the Union are unable to agree on the selection of a Chairperson of the Arbitration Board, they shall request the **American Arbitration Association, or other mutually agreed upon service, to nominate five persons for Chairperson.** The Company and the Union each will alternately challenge two of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as Chairperson of the Arbitration Board. The compensation and expense of the Chairman and the Reporter shall be borne equally by the Company and the Union.

**Date:** June 10, 2011

**Reference:**

CBA exhibits Q (Distribution Engineers), R (Corporate Real Estate), T (Project Engineers), U (Protection Engineers), V (Substation Lifecycle Engineers), W (Project Managers and Project Controls Analysts), X (Electric Standards Engineers), Y (M&C Engineers).

**Description:**

To correct the overmarket pay for exempt through STIP implementation.

**Proposal:**

Eliminate General Wage Increase for exempt covered employees and implement STIP by amount of GWI each year for term of the contract unless base wages fall below market median by more than GWI.

**Date:** June 10, 2011

**Reference:**

IBEW LOA 09-11

**Description:**

Make STIP plan consistent with IBEW.

**Proposal:**

Incentives

Employees will be included in the Company's Short Term Incentive Plan (STIP) that is established for each plan year. Participation will be based on the Company's STIP administrative guidelines, as modified by Company from time to time.

**Date:** June 10, 2011

**Reference:**

CBA exhibits Q (Distribution Engineers), T (Project Engineers), U (Protection Engineers), V (Substation Lifecycle Engineers), W (Project Managers), X (Electric Standards Engineers), Y (M&C Engineers).

**Description:**

Because Entry Engineers are not in the bargaining unit, we establish salary guidelines for them annually based on market data. The market data reflects the going rate for an entry-level Engineer in California with less than 2 years of experience. After about 1 year, the Entry Engineers move from their NBU jobs into Associate level ESC jobs. Over time, the pay range minimum for an Associate Engineer has increased faster than the market for entry-level Engineers. As a result, the Entry Engineers are receiving 15-20% increases when they are promoted to Associate Engineers. This increase is significantly above market and out of alignment with other internal promotions of this type.

**Proposal:**

- Reduce 2012 pay range minimum for new Associate Engineers to \$5,416.67 per month (\$65,000 per year).

When promoted from an NBU Entry Engineer position, new ESC Associate Engineers receive pay range minimum or 5% PWI increase – whichever is higher.

**Date:** June 10, 2011

**Reference:**

15.3 Temporary Assignments to Higher Classification – Mgmt upgrades to be added (g)

**Description:**

Supervisor relief is often provided by ESC BU employees. Creating more flexibility for employees interested in short-term upgrades to Management will result in greater efficiency of resources and customer service.

**Proposal:**

No current language exists in the contract.

**15.3 (g) An employee who is temporarily upgraded to a management or supervisory position may continue to perform the duties of his/her base position.**

**Date:** June 10, 2011

**Reference:**

Title 15.3 (c) – Temporary Assignments to Higher Classification

**Description:**

6 month temporary assignments are frequently too short resulting in project hand-offs during the cycle time of serving customers (internal and external customers).

**Proposal:**

15.3 (c) The temporary assignment of an employee, other than an employee in the unit described in Section 3.1, to a classification within such unit shall be limited to a period of time not to exceed a total of (6) 12 months in any consecutive (12) 18 month period, provided that such assignment is to fill an additional job.

**Date:** June 10, 2011

**Reference:**

Title 15.3 – Temporary Assignments to Higher Classification

**Description:**

Employees receiving upgrades to temporary assignments while under active discipline.

**Proposal:**

None existing. **Add a new 15.3 (h)**

**Additionally, the bid of an employee to a classification having the same or (a) higher maximum wage rate will be rejected if the employee has been under active counseling for poor work performance during the previous 12 months.**

**Active counseling for the purpose of this Section is considered to be one written reminder, or a decision making leave, or a demotion for cause.**

Date: June 10, 2011

**Reference:**

16.1 INTENT

When work requirements outside of regular work hours or on nonworkdays prevent an employee from observing his/her usual and average meal practice or from eating a meal at approximately the usual time therefore, the Company shall provide a comparable substitute or reimburse him/her for the meal expense he/she incurs therein. (Amended 8/1/66)

**Description:**

When employees are called in for overtime (POT and EOT), they frequently start their shift by observing a paid meal, offsite, on company time. Despite the clarity that 104.2 brings, it is still common for crews to follow the language in 104.1, which states that states if an employee is prevented from observing a meal during a normal meal period, the company would provide a reasonable substitute.

**Proposal:**

**16.1 INTENT**

When work requirements outside of regular work hours or on nonworkdays prevent an employee from observing his/her usual and average on-duty meal practice or from eating a meal at approximately the usual time therefore, the Company shall provide a comparable substitute or reimburse him/her for the meal expense he/she incurs therein. (Amended 1/1/12 8/1/66)

Average and usual meal practices for day employees are defined as:

Breakfast: ½ hour to 1 hour prior to regular work hours.  
Lunch: non-workday lunch is same as workday lunch time period.  
Dinner: Between 6:00 p.m. and 7:00 p.m.

As stated in Section 2.1 of this Agreement, Company is engaged in rendering public utility services to the public, and Union and Company recognize that there is an obligation on each party for the continuous rendition and availability of such services. Therefore, ~~employees will be expected to exercise good judgment as to whether or not to obtain or delay the initial meal when called out for an emergency assignment to restore service to customers during an average and usual meal time. when called into work for an emergency assignment during an average and usual meal time, an employee is expected to come directly into work to begin his/her assignment. In such situations, the employee will be instructed to get a take out meal or management will provide such employee with a supplemental meal. The provisions of Section 16.6 will not apply.~~ (~~Added~~ Amended 1-1-12 4/1/09)

**16.7 MEALS - EMERGENCY OUTSIDE WORK HOURS AND NON-WORKDAYS – GENERAL**  
**(Added 1-1-12)**

**(a) Once an employee has been assigned the emergency overtime work, the employee is expected to come directly into work. In such situations, the employee will be instructed to get a take out meal or management will provide such employee with a supplemental meal. The provisions of Section 16.6 will not apply.**

*(b) If Company requires an employee to perform emergency work on the employee's non-workday or wholly outside of the employee's regular work hours on workdays, it shall, if possible, provide the employee with a meal at intervals of approximately four hours for as long as such work continues, but such employee shall not be required to work more than five consecutive hours without a meal if one can be provided. This Section shall be construed not to apply to cases wherein work extends beyond regular quitting time on a workday.*

Date: June 10, 2011

**Reference:**

Title 16 Meals

**Description:**

Under the current contract provisions, even when an employee has sufficient notice of his pre-arranged work, he is entitled to time off for a meal and the Company will reimburse him the reasonable cost of a meal

**Proposal:**

**16.7 MEALS-PREARRANGED WORK- OUTSIDE WORK HOURS (Added 1-1-12)**

If Company requires an employee to perform prearranged work wholly outside of regular work hours on either workdays or non-workdays such employee shall be permitted to have time off for a meal approximately four hours but not more than five hours after the employee starts work, such meal to be furnished by the employee at the employee's own expense. The time **necessary to take the meal up to one-half hour shall be borne by the employee.** ~~necessarily taken for any such meal up to one-half hour shall be at Company expense.~~ **(Amended 1-1-12)**

**16.8 MEALS – PREARRANGED WORK BEFORE REGULAR HOURS (Added 1-1-12)**

If Company requires an employee to perform prearranged work starting two hours or more before regular work hours on workdays or non-workdays and such employee continues to work into regular work hours, the employee shall provide for **all one meals** on the job, ~~and Company shall provide other meals as required by the duration of the work period.~~ **The time necessary to take the meals up to one-half hour shall be borne by the employee.** ~~The meals provided for in this Section shall be eaten at approximately the usual times therefore and~~ The usual practice relating to lunch periods on workdays shall prevail. **(Amended 1-1-12)**

Date: June 10, 2011

**Reference:**

Title 17. OVERTIME

Section 17.3 RATE AND DOUBLE TIME CONDITIONS

**Description:**

To amend Section 17.3 for hourly employees who are compensated more generously than required by State law.

**Proposal:**

**17.3 RATE AND DOUBLE TIME CONDITIONS**

(a) In general, overtime compensation at the rate of one and one-half times the straight rate of pay shall be paid to employees for overtime as defined in Items (a), (b), (c), (d) and (e) of Section 17.2; except that

**(1) The Company shall not be required to pay overtime compensation to a full-time employee who is off without pay on a regularly scheduled workday until the employee completes 8 hours at the straight time rate of pay or during the workweek until the employee completes 40 hours at the straight time rate of pay. (Added 1-1-11)**

**(2) The Company shall not be required to pay overtime compensation to a part-time employee who is off without pay during their regularly scheduled work hours or off work without pay during the workweek (except the scheduled day off [SDO]) until the employee completes 8 hours at the straight time rate of pay on a workday or 40 hours at the straight time rate of pay during a workweek. (Added 1-1-11)**

**The exceptions in 17.3(a1) and Section 17.3(a2) above shall not include (a) when employees take time off with permission without pay known as T-Time; (b) holidays when a probationary employee does not receive pay; (c) Hiring Hall employees; (d) time worked before the start of the employee's scheduled hours of work; or (e) mandatory overtime situations. (Amended 1-1-12)**

- (b) no change
- (c) no change
- (d) no change
- (e) no change

**Date:** June 10, 2011

**Reference:**

Subsection 17.3 (d)

**Description:**

Clarification of rate of overtime pay for employees' days off of those on alternate work schedules.

**Proposal:**

**17.3 RATE AND DOUBLE-TIME CONDITIONS**

- (a) no change
- (b) no change
- (c) no change

(d) The time worked in excess of eight hours on the seventh consecutive day of work counting from the first day of the employee's basic workweek shall be paid at the rate of two times the employee's straight rate of pay provided such employee has performed work on the sixth consecutive day. Employees scheduled to have four consecutive days off shall be entitled, in addition to the above allowance on the seventh consecutive day of work, to pay at the rate of two times the employee's straight rate of pay for the time worked in excess of eight hours on the fourth scheduled day off provided that such employee has also performed work on the third scheduled day off and, provided further, that such employee has worked on each of the five workdays in the basic workweek. **For employees on an alternative work schedule: If an employee performs work on any non-workday, the employee will receive double time after eight hours worked on the next day, provided that day is also a non-workday. Double-time after eight hours worked will continue until such time as the employee performs no work on a non-workday or a regular workday occurs. (Amended 1-1-12 Added 4/4/77)**

- (e) no change

**Date:** June 10, 2011

**Reference:**

Staffing Process, Title 21, as revised by letter agreements for Project Engineers, Protection Engineers, Substation Asset Strategy Engineers, Electric Standards Engineers, M&C Engineers, Project Managers, SNBR/IPEs, and Distribution Engineers and Design Engineers in the existing contract.

**Description:**

Entry Engineers need to be placed into vacancies in beginning level jobs. In Project Services, in particular, placement is impossible due to existing ESC candidates desiring to transfer to Project Services.

The general language provides that Entry Engineers may be considered for selection for half of the Associate level positions and selections are made based on qualifications.

Most recent agreements allow management to place employees upon successful completion of entry program

Make exempt staffing agreements consistent with most recent agreements. (Language from Power Generation)

**Proposal:**

The advancement of Entry Engineers to Associate Engineers shall not be treated as the filling of a vacancy to which this process is applicable. Entry Engineers may be placed into the Unit upon the completion of their training program.

**Date:** June 10, 2011

**Reference:**

Title 21.6 (b) -Qualifications

**Description:**

Employees bidding positions when on active discipline. Current language is 2 written reminders, proposed language to be 1 written reminder.

**Proposal:**

Additionally, the bid of an employee to a classification **having the same** or (a) higher maximum wage rate will be rejected if the employee has been under active counseling for poor work performance during the previous 12 months.

Active counseling for the purpose of this Section is considered to be (two) **one** written reminders, or a decision making leave, or a demotion for cause.

**Date:** June 10, 2011

**Reference:**

21.7 EXAMINATIONS FOR PROGRESSION AND APPOINTMENT TO TEMPORARY VACANCIES

**Description:**

Filling temporary Project Manager, Project Management Analyst and M&C Engineer vacancies by others not already in the unit or do not have prior experience in the unit is problematic because there is a steep learning curve to be effective in the position.

**Proposal:**

Refer to LOA 08-18:

**For the Project Services and M&C Engineering Units, the Company may fill temporary vacancies at its discretion by the most qualified candidate. Employees shall be considered in respect to the full requirements of the classification, giving preference to individuals within Project Services who are within a commutable distance.**

**Date:** June 10, 2011

**Reference:**

Title 27. MANAGEMENT OF COMPANY

**Description:**

Employees are able to transfer/bid into a position where a relative is the supervisor or to a crew with a relative. Establish a nepotism policy.

**Proposal:**

**NEPOTISM (Added 1-1-12)**

**27.3 Relatives will not be treated differently from other applicants for employment, promotion, or transfer to a vacant position, except that an employee may not enter/bid into a position where an immediate member of his/her family is in their supervision/management structure with appointment, promotional or grievance adjustment authority.**

**An immediate family member is as defined in Subsection 12.10(a).**

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER

21.1(d) FORFEITURE

**Description:**

Need stability in the workforce after an employee accepts a job offer.

**Proposal:**

(d) **Forfeiture:** An employee who is the senior qualified bidder to more than one vacancy, which is currently being filled, shall be given the option of accepting the classification and headquarters desired. If an employee is the senior qualified bidder for a job vacancy and turns down a bona fide offer for such vacancy, such employee's pre-bid or transfer application on such vacancy shall be canceled. Such employee's pre-bid or transfer application to such classification and headquarters need not be considered for a period of six months. Exceptions to the aforementioned will be as follows:

- 21.4, and
- (1) Such employee shall retain rights to consideration for appointment under Section
  - (2) employees with preferential bidding rights under Title 22 shall not be subjected to the provisions of this Section.
  - (3) **Upon reporting to a job after receiving a bona fide job offer, an employee's prebid or transfer application will not be considered for a period of 24 months. (Added 1-1-12)**

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER

21.1(d) FORFEITURE

**Description:**

Delay in filling jobs due to employees who accept job offers and then decline them at a later date.

**Proposal:**

(d) **Forfeiture:** An employee who is the senior qualified bidder to more than one vacancy, which is currently being filled, shall be given the option of accepting the classification and headquarters desired. If an employee is the senior qualified bidder for a job vacancy and turns down a bona fide offer for such vacancy, such employee's pre-bid or transfer application on such vacancy shall be canceled. Such employee's pre-bid or transfer application to such classification and headquarters need not be considered for a period of six months. Exceptions to the aforementioned will be as follows:

- 21.4, and
- (1) Such employee shall retain rights to consideration for appointment under Section
  - (2) employees with preferential bidding rights under Title 22 shall not be subjected to the provisions of this Section.

**(b) If an employee turns down a bona fide job offer after the third calendar day of accepting it, all of such employee's prebid and transfer applications will be cancelled immediately and such employee's prebid and transfer applications will not be considered for a period of 24 months. (Added 1-1-12)**

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER  
21.2 SEQUENCE OF CONSIDERATION FOR PRE BIDDING

**Description:**

When CJBT reviews the history of an employee, prior time is considered as regular employment – Hiring Hall, Internship, TA and summer hires do not count. There is a lot of confusion amongst employees and supervisors as many think hiring hall, etc. should count. Adding regular would clarify it.

**Proposal:**

**21.2 SEQUENCE OF CONSIDERATION FOR PRE-BIDDING**

(i) In the event a conflict arises as to seniority between two or more employees whose seniority date is the same, the following will be the sequence of consideration for the purpose of a tie breaker:

(1) Any prior Service as a ***regular*** Company employee shall be taken into consideration and the employee whose prior Service is greater shall be deemed to have the greater seniority ***(Amended 1-1-12)***

(2) ~~(2) Deleted 1-1-12 the employee whose application was first filed with the Company will be deemed to have the greater seniority or~~

(3) No change

**Date:** June 10, 2011

**Reference:**

Title 21: Job Bidding, Promotion and Transfer

**Description:**

CJBT posts New Jobs at Headquarters and Job Award Bulletins to the website and also sends out a word document (via E-mail) to recipients to post on bulletin boards throughout the system. Previously there were designated employees who were responsible for posting the bulletins (operating clerks or local Human Resources). Due to changes with Company, there is no longer a valid list of designated employees who are responsible to post. Also, there is no record of locations of existing bulletin boards. Even if the bulletins are posted, anyone can remove the postings.

**Proposal:**

**21.1 (c) New Job at Headquarters:**

Company shall post, on **the HR Intranet**, a notice describing all new classifications at existing headquarters or any job at a new headquarters in the Company, every Wednesday, as soon as such jobs are authorized to be filled. Such notice shall remain posted for not less than 8 days. If no prebids are received 8 days after the date shown on the notice, or after two lists have been exhausted, Company may fill the job at its discretion under provisions of Section 21.4 ( Amended 1/12/11)

**21.14 Posting of Job Awards**

At least once a month and within an interval of not more than 31 days, each Region or Department of the Company shall post on the **HR Intranet**, a list of all job awards made through pre-bids or transfer since the last list was posted. Such list will include the job vacancy number (where appropriate), classification, and headquarters, the appointed employee's name and Service, and the Agreement Section relief upon the award. (Amended 1/12/11.)

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER

**Description:**

The higher the number of prebids/transfers on file, the more delays are caused in filling jobs since extra bids/transfers that employees are not serious about still require a job offer to them.

**Proposal:**

21.1 BIDDING PROCEDURES AND TIMELINESS

**(f) Any regular employee of Company may submit a prebid on any existing job classification and headquarters for which the employee desires consideration in accordance with the following procedure provided the employee does not exceed a combined maximum number of 30 prebids and transfers.**

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER

21.1 BIDDING PROCEDURES AND TIMELINESS

21.3 FILLING BEGINNING CLASSIFICATIONS

**Description:**

The intent of the language was for all bids to drop once employees reported to a new position. Due to the language and programming, employees who change a position but remain at the headquarters and in the same classification will have their bids remain on file. This has caused disharmony amongst employees since employees at the same address are treated as being from different headquarters (call centers v. local office); therefore, bids are not treated equally. Even when the bids do not drop and the employees do not resubmit, their bid remains on the list and tends to be improperly prioritized. This results in misawards, potential grievances, and mistrust amongst the employees.

**Proposal:**

(b) **Cancellation of Pre-Bids:** Pre-bids are valid for a period of one year from the date of receipt or until such time as the employee changes classification and/or headquarters or until such time as the employee rejects an appointment to the classification and headquarters on which the pre-bid was made. The Company will notify an employee of the cancellation of the employee's pre-bids as indicated below. Cancellation shall be effective as follows:

(1) at the expiration of one year from the date of the pre-bid and after 15 calendar days advance notice from the Company,

(2) immediately upon the employee's declining an appointment to the classification and headquarters on which the pre-bid was submitted (Amended 1/1/09)

(3) immediately after an employee's change **in position of headquarters or classification** (Amended 1/1/12 ~~1/1/09~~)

(4) Deleted 1/1/09

(5) Immediately upon receipt of authorization from an employee to cancel a pre-bid,  
or

(6) upon receipt of authorization from the CJBT to cancel pre-bids because a job is deleted from the directory or an employee improperly designates rights, as provided in Subsection 22.3(c), with notification to the employee by the CJBT of such cancellation. In the latter cases, the employee's pre-bid will be given appropriate consideration for 15 calendar days from the time the CJBT notifies the employee of such cancellation. Amended 1/1/09

**21.13 FILLING BEGINNING CLASSIFICATIONS**

(i) **Cancellation of Transfers:** Applications for transfer are valid for a period of one year from the date of receipt or until such time as the employee changes classification and/or headquarters or until such time as the employee rejects an appointment to the classification and headquarters for which the transfer application was made. The Company will notify an employee of the cancellation of employee's applications for transfer as indicated below. Cancellation shall be effective as follows:

(1) at the expiration of one year from the date of the transfer and after 15 calendar days advance notice from the Company,

(2) immediately upon the employee's declining an appointment to the classification and headquarters on which the transfer was submitted,

(3) immediately after any employee's change ***in position*** ~~of headquarters or classification~~ **(Amended 1/1/12 1/1/09)**

(4) (Deleted 1/1/09)

(5) immediately upon receipt of authorization from an employee to cancel a transfer, or (Amended 1/1/09)

(6) upon receipt of authorization from the CJBT to cancel transfers because a job is deleted from the directory or an employee improperly designates rights, as provided in Subsection 22.3(c) with notification to the employee by the CJBT of such cancellation. In the latter cases, the employee's transfer will be given the appropriate consideration for 15 calendar days from the date of notification. (Amended 1/1/09)

**Date:** June 10, 2011

**Reference:**

TITLE 21. JOB BIDDING, PROMOTION AND TRANSFER

21.2 SEQUENCE OF CONSIDERATION FOR PRE-BIDDING

**Description:**

When CJBT reviews the history of an employee, prior time is considered as regular employment – Hiring Hall, Internship, TA and summer hires do not count. There is a lot of confusion amongst employees and supervisors as many think hiring hall, etc. should count. Adding regular would clarify it.

**Proposal:**

**21.2 SEQUENCE OF CONSIDERATION FOR PRE-BIDDING**

(i) In the event a conflict arises as to seniority between two or more employees whose seniority date is the same, the following will be the sequence of consideration for the purpose of a tie breaker:

(1) Any prior Service as a regular Company employee shall be taken into consideration and the employee whose prior Service is greater shall be deemed to have the greater seniority (Amended 1-1-12)

(2) ~~(2) Deleted 1-1-12 the employee whose application was first filed with the Company will be deemed to have the greater seniority or~~

(3) No change

Date: June 10, 2011

**Reference:**

TITLE 21: JOB BIDDING, PROMOTION AND TRANSFER  
21.1 BIDDING PROCEDURES AND TIMELINESS

**Description:**

Employees are not required to leave a contact number for job offers when they are on vacation. Delay in filling jobs while employees are on vacation.

**Proposal:**

---

21.1 BIDDING PROCEDURES AND TIMELINESS

(e) **Accepting Job Offer:** An employee will be expected to provide a response by the next business day if s/he accepts a position that will not result in the employee needing to relocate his/her residence.

An employee will be expected to reply within 48 hours of receiving a job offer request when accepting the offered position will result in the employee needing to relocate his/her residence. Under certain circumstances of hardship or operational needs, the supervisor offering the position may grant up to 72 hours for the employee to respond. Further, based on operational needs, an employee may be granted the use of a floating holiday or vacation day to assist in determining whether or not to accept a job offer. Failure to respond in the aforementioned time frame will cause the employee's bid to forfeit.

An employee who is scheduled to go on vacation ~~will be required is encouraged to voluntarily~~ leave a phone number with his/her supervisor at which s/he can be reached ~~and a prioritized list with his/her supervisor~~ if a job offer is extended. **If the employee does not leave a phone number or respond to a phone call within 24 hours and does not provide a prioritized list, s/he will be bypassed for any job offers that come up while s/he is on vacation. As an alternative, an employee may voluntarily leave his/her supervisor a prioritized list of vacancies s/he will accept if offered a position.** This **prioritized** list will expire after the vacation period is ended. ~~In no case will an employee be bypassed for an offer due to being on vacation.~~

The aforementioned timelines will also apply to the filling of beginning classifications. (~~Added 6/1/03~~  
**Amended 1/1/12**)

21.13 FILLING BEGINNING CLASSIFICATIONS

**(j) An employee will be expected to reply within 48 hours of receiving a job offer request when accepting the offered position will result in the employee needing to relocate his/her residence. Under certain circumstances of hardship or operational needs, the supervisor offering the position may grant up to 72 hours for the employee to respond. Further, based on operational needs, an employee may be granted the use of a floating holiday or vacation day to assist in determining whether or not to accept a job offer. Failure to respond in the aforementioned time frame will cause the employee's bid to forfeit.**

**An employee who is scheduled to go on vacation will be required to leave a phone number with his/her supervisor at which s/he can be reached and a prioritized list with his/her supervisor if a job offer is extended. If the employee does not leave a phone number or respond to a phone call within 24 hours and does not provide a prioritized list, s/he will be bypassed for any job offers that**

*come up while s/he is on vacation. This prioritized list will expire after the vacation period is ended. (Added 1-1-12)*

**Date:** June 10, 2011

**Reference:**

Title 22.3(c)

**Description:**

To eliminate the provision of Title 22.3(c), which provides a headquarters option for accelerated return rights for displaced, exempt personnel

**Proposal:**

(c) Notwithstanding the provisions of Title 21, preferential consideration shall be accorded to any employee who has been displaced for lack of work, pursuant to the provisions of this Title, in filling the next vacancy in either his/her original or successively lower classification(s) or headquarters or both. **For Monthly positions, consideration will be afforded pursuant to the provisions of this Title, in filling the next vacancy in either his/her original or successively lower classification(s) or his/her original classification and headquarters.**

**Date:** June 10, 2011

**Reference:**

Title 22.8 Rehire Provisions, per 22.3: add an (e) Rehire Pool

**Description:**

Prior employees who were laid off have been offered positions in locations where displaced employees have expressed interest in returning; however they do not have contractual rights to these locations based on the current language.

**Proposal:**

Notwithstanding the provisions of Section 21.13, a regular full-time employee with one continuous year of Service who has been laid off for lack of work for a period not in excess of 30 continuous months shall be entitled to preferential rehire in the reverse order of layoff as follows.

Language to be rewritten to provide current incumbents to exercise their A rights prior to exercising the rehire of employees impacted in Title 22 in a specific headquarters.

**Date:** June 10, 2011

**Reference:**

Title 7.6-Temporary Headquarters- Travel Time

**Description:**

Both the Company and Union have supported temporary assignments for employees that have resulted in shorter commute times from employees' home, where parties mutually benefit from the arrangement. This proposal eliminates the reimbursement for time spent traveling to the closer location.

**Proposal:**

If such employees are required to report directly from their living quarters to a temporary headquarters, **any additional** travel time involved shall be considered as time worked. Such employees who go directly from a temporary headquarters to their living quarters shall be paid (for) the **additional** amount of travel time involved as time worked.. (Amended 8/1/03).

**Date:** June 10, 2011

**Reference:**

ESC Review Committee, File No 722, Kern Grievance ESC 25-29-98

**Description:**

Assignment of planned overtime work is cumbersome when a Principal, Lead, or Senior Mapper (passed test) is required to be available when other mapping personnel is performing overtime work. This requirement is not cost effective or efficient. Also, the resolution of the Kern grievance has been interpreted as a system wide resolution. Clarifying language is needed for this issue.

**Proposal:**

**Proposed Contract Language**

**A Senior Mapping Technician and or a Mapping Technician may be assigned to work alone, or in the absence of a Principal, Lead or Senior Mapping Technician (passed test) as situations require during normal work and overtime hours.**

**In these situations a Senior Mapping Technician and or a Mapping Technician may perform the mapping duties identified by the Mapping Supervisor to which the employee has demonstrated the ability to perform.**

**If these situations are the result of management shifting the locations of its working forces, which require a Senior Mapping Technician or a Mapping Technician to work alone, said employee will be entitled to 1.5 percent above their corresponding wage step, until the situation is corrected or the employee has met the requirements and is assigned to a Local designation.**

**Date:** June 10, 2011

**Reference:**

2009 ESC Agreement Title 21; 2009 ESC Agreement Section IV, Specific Job Description, page 82 thru 93 for Estimating and Mapping classification descriptions.

**Description:**

The hiring process (Title 21) for gas transmission Mappers and Estimators does not achieve the desired results. Due to the different skill set needed to perform gas transmission work, distribution estimators and mappers often do not bid these positions, therefore, filling the position(s) result in external hires.

**Proposal:**

Gas transmission Mappers and Estimators can bid to the distribution Estimating and Mapping organization. Also, distribution Estimators and Mapping can be temporarily assigned to gas transmission for special projects.

The company would like to establish classifications and lines of progression for the gas transmission gas Estimators and Mappers. Job requirements for these classifications would differ from section IV of the ESC agreement. Place the existing gas transmission mappers and estimators in the existing bid unit GAS SERVICES AND OPERATIONS. Collapse the North and South units to one system wide unit.

**Current Contract Language:**

None

**Proposed Language:**

See Job Description attachments.

## **Associate Distribution Engineer**

### **DUTIES**

Under supervision of an Estimating Supervisor, prepares reviews and directs the preparation of engineering plans and cost estimates for construction of or improvement to gas transmission systems.

Completes general assignments from supervisor involving applications for service, operating problems, or general improvements by gathering field and office information, by making field observations and measurements, and by consulting maps and operating records. Makes engineering analyses of problems, plans and prepares layouts showing recommendations for installation of new facilities or rearrangement of existing facilities. Recommends types, kinds, quantities, and sizes of facilities to be installed and methods and types of construction. Assists in preparing annual budgets. Under the supervision of an engineer or local operating head, makes specific work assignment to employees in lower classifications and provides guidance and training to estimating and mapping employees performing field and office work of a less difficult nature than that performed by the Associate Distribution Engineer, may be required to accept upgrades in increments of one week or more to exempt positions pursuant to Title 15 of the Agreement, for the sole purpose of performing on-call duties. When required to report for work outside regular work hours, the Associate Distribution Engineer will be compensated in accordance with Title 17 of the Agreement. During the period of upgrade, the Associate Distribution Engineer will continue to perform normal bargaining unit duties.

Makes construction drawings, field sketches and prepares layouts for construction of additions or improvements to gas systems of such a nature that the plans and methods are embodied in existing standards, specifications, rules, and regulations. Estimates labor and material costs, work with land department to initiate right-of-way procedures, licenses, permits, etc., and performs such other work as required to prepare the estimate in final form. All work performed on Transmission pressure steel lines >60lbs. Typical jobs include cathodic protection, relocations, replacements, work requested by others, capacity improvements, station cost estimates, and transmission service requests.

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Engineering Estimator will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups including Corporate Real Estate, Environmental, Biological and Technical Services and General Construction to assist in preparing a job package.

Shall be required to develop and review scaled construction drawings with GPS field data collection.

Shall be required to generate and review plan and profile construction drawings.

Shall be required to develop working relationships with outside agencies including; Cities, Counties, Cal-trans and Railroads.

Shall be required to prepare and review Pipe Line Features Lists for In Line Inspection.

The Associate Distribution Engineer shall provide guidance for the purpose of training, orientation, or familiarization at any time deemed necessary by the individual, or upon request, to employees in a lower classification. Each interaction will be well intentioned, and presented in a manner that is conducive to a good learning environment.

### **REQUIREMENTS**

Must have thorough practical knowledge of Company standards of engineering, operating and construction as evidenced by successfully passing a Company examination demonstrating ability to perform listed duties. Must have the ability to direct the work of others and the knowledge and ability to meet the public and discuss problems relating to service.

## Senior Engineering Estimator

### DUTIES

Under supervision and with latitude for independent action or decision, performs responsible engineering/estimating work on a professional level in design of engineering jobs, projects, or parts thereof. Prepares design, estimates, calculations, construction drawings, preliminary sketches, rough diagrams, specifications, and/or instructions, requiring knowledge of engineering practices and shop and field procedures. Checks construction drawings, estimates and/or other work. As requested by supervisor or assigned Associate Distribution Engineer coordinates and directs the work of employees in lower classifications and provides guidance for training orientation, or familiarization purposes to associates engaged in allied work.

Makes construction drawings, field sketches and prepares layouts for construction of additions or improvements to gas systems of such a nature that the plans and methods are embodied in existing standards, specifications, rules, and regulations. Estimates labor and material costs, work with land department to initiate right-of-way procedures, licenses, permits, etc., and performs such other work as required to prepare the estimate in final form.

May be required to prepare construction drawings, final sketch or layout and cost estimate of more complex jobs from field notes prepared by an employee in a higher classification. May be required to investigate and prepare reports on third-party accidents. All work performed on Transmission pressure steel lines >60lbs. Typical jobs include cathodic protection, relocations, replacements, work requested by others, capacity improvements, station cost estimates, and transmission service requests.

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Engineering Estimator will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups including Corporate Real Estate, Environmental, Biological and Technical Services and General Construction to assist in preparing a job package.

Shall be required to develop scaled construction drawings with GPS field data collection.

Shall be required to generate plan and profile construction drawings.

Shall be required to develop working relationships with outside agencies including; Cities, Counties, Cal-trans and Railroads.

Shall be required to prepare and check Pipe Line Features Lists for In Line Inspection.

The Senior Engineering Estimator shall provide guidance for the purpose of training, orientation, or familiarization at any time deemed necessary by the individual, or upon request, to employees in a lower classification. Each interaction will be well intentioned, and presented in a manner that is conducive to a good learning environment.

### REQUIREMENTS

The full qualifications of Engineering Estimator and the demonstrated ability to perform work of a difficult nature as evidenced by the quality and quantity of his/her work as an Engineering Estimator and by completing the Estimator Training Program (ETP).

## Engineering Estimator

### DUTIES

Under general supervision, prepares cost estimates and construction plans of less difficult nature than work performed by a Senior Engineering Estimator.

Makes construction drawings, field sketches and prepares layouts for construction of additions or improvements to gas systems of such a nature that the plans and methods are embodied in existing standards, specifications, rules, and regulations. Estimates labor and material costs, work with land department to initiate right-of-way procedures, licenses, permits, etc., and performs such other work as required to prepare the estimate in final form.

May be required to prepare construction drawings, final sketch or layout and cost estimate of more complex jobs from field notes prepared by an employee in a higher classification. May be required to investigate and prepare reports on third-party accidents. All work performed on Transmission pressure steel lines >60lbs. Typical jobs include cathodic protection, relocations, replacements, work requested by others, capacity improvements, station cost estimates, and transmission service requests.

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Engineering Estimator will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups including Corporate Real Estate, Environmental, Biological and Technical Services and General Construction to assist in preparing a job package.

Shall be required to develop scaled construction drawings with GPS field data collection.

With guidance from Senior Engineering Estimator will be required to generate plan and profile construction drawings.

Shall be required to develop working relationships with outside agencies including; Cities, Counties, Cal-trans and Railroads.

With guidance from Senior Engineering Estimator may be required to prepare Pipe Line Features Lists for In Line Inspection.

### REQUIREMENTS

An Associates degree in the appropriate field of CAD from a recognized college or its equivalent in education and experience. Equivalency may include education, design and or drafting equaling four years. Knowledge of the Company's construction standards and specifications, and some operating knowledge and experience a plus.

## **Lead Gas Mapping Technician**

### **DUTIES**

Under supervision directs the work of not more than three other mapping employees. Uses redline job estimates to post updates to electronic maps and GIS, prepares and updates Operating maps and diagrams, single-line job drawings and keeps maps and databases (GIS, TPL, AR, IGIS) of gas transmission system up to date.

From data or sketches provided by others, makes masters for job drawings and maps requiring the interpretation of Surveyor's notes.

Shall be required to operate reproduction machines.

Shall be required to perform field checking and clerical work related to Mapping Department including record retention, job distribution and job closeout.

Shall be required to update GIS with GPS field data collection (ILI, Direct Assessment, Estimates).

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Gas Transmission Mapper will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups.

The Lead Gas Mapping Technician shall provide guidance for the purpose of training, orientation, or familiarization at any time deemed necessary by the individual, or upon request, to employees in a lower classification. Each interaction will be well intentioned, and presented in a manner that is conducive to a good learning environment.

### **REQUIREMENTS**

Must have thorough practical knowledge of Company standards of engineering, operating and construction as evidenced by successfully passing a Company examination demonstrating ability to perform listed duties. Must have the ability to direct the work of others and the knowledge and ability to work interdepartmentally to ensure all job requirements have been met.

## **Gas Mapping Technician**

### **DUTIES**

Under the direction of a Principal or Lead Mapping Technician, uses redline job estimates to post updates to electronic maps and GIS, prepares and updates Operating maps and diagrams, single-line job drawings and keeps maps and databases (GIS, TPL, AR, IGIS) of gas transmission system up to date.

From data or sketches provided by others, makes masters for job drawings and maps not requiring the interpretation of Surveyor's notes.

May be required to operate reproduction machines.

Shall be required to perform field checking and clerical work related to Mapping Department including record retention, job distribution and job closeout.

Shall be required to update GIS with GPS field data collection (ILI, Direct Assessment, Estimates).

In an agreed-upon testing and promotion procedure, may be assigned work of a Senior Mapping Technician to provide training for advancement to such classification.

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Gas Transmission Mapper will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups.

### **REQUIREMENTS**

An Associates degree in the appropriate field of GIS from a recognized college or its equivalent in education and experience. Equivalency may include education, design and or drafting equaling two years. Knowledge of the Company's construction standards and specifications, and some operating knowledge and experience a plus.

## **Principal Gas Mapping Technician**

### **DUTIES**

Under supervision directs the work of not more than eight or less than four other mapping employees. Uses redline job estimates to post updates to electronic maps and GIS, prepares and updates Operating maps and diagrams, single-line job drawings and keeps maps and databases (GIS, TPL, AR, IGIS) of gas transmission system up to date.

From data or sketches provided by others, makes masters for job drawings and maps requiring the interpretation of Surveyor's notes.

Shall be required to operate reproduction machines.

Shall be required to perform field checking and clerical work related to Mapping Department including record retention, job distribution and job closeout.

Shall be required to update GIS with GPS field data collection (ILI, Direct Assessment, Estimates).

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Gas Transmission Mapper will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups.

The Principal Gas Mapping Technician shall provide guidance for the purpose of training, orientation, or familiarization at any time deemed necessary by the individual, or upon request, to employees in a lower classification. Each interaction will be well intentioned, and presented in a manner that is conducive to a good learning environment.

### **REQUIREMENTS**

Must have thorough practical knowledge of Company standards of engineering, operating and construction as evidenced by successfully passing a Company examination demonstrating ability to perform listed duties. Must have the ability to direct the work of others and the knowledge and ability to work interdepartmentally to ensure all job requirements have been met.

## **Senior Gas Mapping Technician and Senior Gas Mapping Technician Passed Test**

### **DUTIES**

Under minimal instruction of a Principal or Lead Mapping Technician with latitude for independent action or decision, uses redline job estimates to post updates to electronic maps and GIS, prepares and updates Operating maps and diagrams, single-line job drawings and keeps maps and databases (GIS, TPL, AR, IGIS) of gas transmission system up to date.

From data or sketches provided by others, makes masters for job drawings and maps requiring the interpretation of Surveyor's notes.

Shall be required to operate reproduction machines.

Shall be required to perform field checking and clerical work related to Mapping Department including record retention, job distribution and job closeout.

Shall be required to update GIS with GPS field data collection (ILI, Direct Assessment, Estimates).

In an agreed-upon testing and promotion procedure, may be assigned work of a Lead Mapping Technician to provide training for advancement to such classification.

Typical projects require proactive communication and interaction with Pipeline Engineers, Station Engineers, Project Managers and Designers involved with the detailed engineering design and construction of various gas transmission system projects. Through this interaction, the Gas Transmission Mapper will become familiar with natural gas transmission pipeline system operations throughout the service territory, and will work closely with other PG&E workgroups.

The Senior Gas Mapping Technician shall provide guidance for the purpose of training, orientation, or familiarization at any time deemed necessary by the individual, or upon request, to employees in a lower classification. Each interaction will be well intentioned, and presented in a manner that is conducive to a good learning environment.

### **REQUIREMENTS**

Must have thorough practical knowledge of Company standards of engineering, operating and construction as evidenced by successfully passing a Company examination demonstrating ability to perform listed duties. Must have the ability to direct the work of others and the knowledge and ability to work interdepartmentally to ensure all job requirements have been met.

**Date:** June 10, 2011

**Reference:**

LOA R3-04-13-ESC, dated June 15th, 2004. LOA R1 94-28-ESC, dated Sept 12th, 1994, regarding dual commodity work in Redding.

**Description:**

No system wide language exists that allows Mappers to perform simple dual commodity work. This issue results in; increased time to complete requests, inefficient management of resources, and increased costs due to OT assignments.

**Proposal:**

**Current Contract Language**

**LOA R3-04-13-ESC, dated June 15<sup>th</sup>, 2004**

***Cross Commodity Work***

*Common routine mapping duties maybe assigned to either gas or electric Mapping Technicians without regard to functional responsibility. The agreed to cross functional assignments are:*

- Base map preparation
- ~~Underground Service Alert~~
- Scanning Maps
- Reproduction
- File maintenance

*Any additional cross-functional assignments not listed above require mutual agreement.*

**Proposed Contract Language (in addition to the above)**

An employee maybe assigned additional cross commodity duties beyond those listed above, providing said employee is enrolled in the MAP training program for the commodity in which they are not normally assigned.

At the execution of this contract language, all subsequent employees who enter the gas or electric Mapping Technician classification, must be enrolled in and begin the Map Advancement Program (MAP) training for both commodities as soon as possible, usually within one week of placement.

Upon successful completion of the aforementioned training, these Mapping Technicians will be classified as a Senior Mapping Technician (dual commodity).

**Incumbent Mapping Employees**

A Mapping Technician may choose to be concurrently enrolled in a MAP Module program in a commodity in which they are not normally assigned, to be eligible for additional cross commodity duties. Mapping Technicians will follow the same provisions as outlined in LOA RS-04-13-ESC; section II, paragraphs A-E.

A Senior Mapping Technician who is enrolled in a MAP Module program for a commodity in which they are not normally assigned maybe allowed one challenge for each module after two months time in a given module. If challenge is unsuccessful, employee will be required to complete the specified duration required for the particular module challenged, before retesting. Challenge failures will count as a first-time failure as described in LOA RS-04-13-ESC, section II, paragraph D, and a second failure will result in the removal from the MAP program and the employee will not be eligible for additional cross commodity duties and limited only to those described as routine.

At the execution of this contract language, all incumbent Senior Mapping Technicians with the Local designation must complete all the MAP modules for the commodity in which they are not normally assigned and will be eligible for the same challenge provisions detailed in the above paragraph.

In addition requirements for any future Local designations must include the successful completion of dual commodity training as outlined above.

A Senior Mapping Technician who has successfully completed all the MAP modules for a given commodity is eligible to take the Company Principal/Lead examination for that commodity. A Senior Mapping Technician who has successful completed the Company Principal/Lead examination for both commodities, will have the new classification of Senior Mapping Technician-ID (I designates passed test and D designates dual commodity).

A Senior Mapping Technician-ID will have the same job bidding, promotion, transfer, demotion and layoff rights as described in Titles 21 and 22, for both commodities.

**Date:** June 10, 2011

**Reference:**

Exhibit XIV - Severance

**Description:**

Company proposes the adoption of IBEW's severance agreement.

**Proposal:**

ATTACHMENT 1

**SEVERANCE AGREEMENT AND RELEASE (Amended 10-1-03 1-1-11)**

This Severance Agreement and Release is made and entered into between Mr./Ms. \_\_\_\_\_ and the Pacific Gas and Electric Company (PG&E). Mr./Ms. \_\_\_\_\_ and PG&E (collectively referred to as "the parties"), in their wish to compromise, resolve, settle, and terminate any dispute or claim between them with respect to Mr./Ms. \_\_\_\_\_ employment with PG&E and severance therefrom, have agreed as follows:

1. **Severance Payment:** Effective close of business, \_\_\_\_\_ Mr./Ms. \_\_\_\_\_ shall be laid off from PG&E employment.
  - 2- On \_\_\_\_\_, or seven calendar days following the execution of this Severance Agreement and Release, whichever is later, PG&E shall pay to Mr./Ms. \_\_\_\_\_ the amount of \_\_\_\_\_, less applicable deductions. Mr./Ms. \_\_\_\_\_ ~~agrees that he/she is~~ **shall be** responsible for paying any taxes on the amount paid to him/her pursuant to this Severance Agreement and Release. If Mr./Ms. \_\_\_\_\_ is rehired within 30 calendar days of layoff, then PG&E's obligation to pay is null and void. The parties agree that the payment provided in this paragraph is in addition to, and does not affect, any payment and benefit to which Mr./Ms. \_\_\_\_\_ may be otherwise entitled under PG&E's compensation, ~~performance incentive, stock option,~~ and other benefit programs.
2. ~~3-~~ **No Pending Claims.** Mr./Ms. \_\_\_\_\_ represents that he/she does not have any pending claim, charge or action in or with any federal, state or local court or any administrative agency relating to his/her employment against PG&E, its officers, attorneys, agents, employees, subsidiaries, parent company, assigns, affiliated companies and successors. If Mr./Ms. \_\_\_\_\_ does have pending claims described in the preceding sentence, Mr./Ms. \_\_\_\_\_ agrees that such claims are covered by the release aspect of this Severance Agreement and Release and that he/she shall take all necessary action to seek dismissal with prejudice of each claim, within two business days after the effective date of this Severance Agreement and Release.
3. **Release.** In consideration for the payment which PG&E shall provide Mr./Ms. \_\_\_\_\_ under this Severance Agreement and Release, Mr./Ms. \_\_\_\_\_ ~~is~~ **on** behalf of his/herself, his/her heirs, estate, executors, administrators, successors, and assigns, releases and agrees to hold harmless PG&E, its officers, attorneys, agents, employees, subsidiaries, parent company, assigns, affiliated companies, and successors, from all actions, causes of action, claims, disputes, judgments, obligations, damages, liabilities of whatsoever kind and character, relating to Mr./Ms.

\_\_\_\_\_ employment with PG&E, including his/her employment severance and any action which led to the severance. Specifically, Mr./Ms. \_\_\_\_\_ understands and agrees that the actions, causes of action, claims, disputes, judgments, obligations, damages, and liabilities covered by the preceding sentence include, but are not limited to, those arising under any federal, state, or local law, regulation, or order relating to civil rights (including but not limited to employment discrimination on the basis of race, color, religion, age, sex, national origin, ancestry, physical or mental handicap or disability, medical condition, veteran status, marital status, pregnancy, and sexual orientation), wage and hour, labor, contract, or tort.

5- Mr./Ms. \_\_\_\_\_ understands and agrees that the Severance Agreement and Release extends to all claims of every nature and kind whatsoever, known or unknown, suspected or unsuspected, past or present, and all rights under Section 1542 of the California Civil Code are hereby expressly waived. Such section reads as follows:

**A general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known to his/her must have materially affected his/her settlement with the debtor.**

6- Mr./Ms. \_\_\_\_\_ agrees not to initiate, participate or aid, in any way, in any lawsuit or proceeding upon any claim released by him/her under this Severance Agreement and Release. The preceding sentence, however, shall not prohibit Mr./Ms. \_\_\_\_\_ from participating in any judicial or administrative proceeding that relates to the subject matter of, or any claim covered by, this Severance Agreement and Release, if he/she is compelled to do so by a properly-issued subpoena or valid court order. PG&E also acknowledges that Mr./Ms. \_\_\_\_\_ may be legally required to appear and testify at a deposition, court hearing or trial, or otherwise respond to a subpoena. In the event of any such subpoena, court order, or request, Mr./Ms. \_\_\_\_\_ shall notify PG&E's Human Resources Department as soon as possible.

4. ~~7-~~ **Return of PG&E Property.** Mr./Ms. \_\_\_\_\_ represents and agrees that prior to signing this Severance Agreement and Release, he/she returned to PG&E all originals and copies of all files, memoranda, records, software, credit cards, identification cards, keys, and any other property of PG&E or its affiliates which he/she had in his/her possession, custody or control. Mr./Ms. \_\_\_\_\_ further agrees that his/her violation of this paragraph shall constitute a material breach of this Severance Agreement and Release.

5. ~~8-~~ **Non Disclosure.** Mr./Ms. \_\_\_\_\_ agrees not to use, disclose, publicize, or circulate any secret, confidential or proprietary information concerning PG&E, its subsidiaries, parent company, or affiliates, which has come to his/her attention during his/her employment with PG&E, unless his/her doing so is consistent with any rights he/she may have under any applicable whistleblower laws, is authorized in writing by PG&E or is required by law, including subpoena. Before making any legally-required disclosure, Mr./Ms. \_\_\_\_\_ shall give PG&E as much advance notice as possible. Mr./Ms. \_\_\_\_\_ further agrees that his/her violation of this paragraph shall constitute a material breach of this Severance Agreement and Release.

6. ~~9-~~ **Anti-Disparagement.** Mr./Ms. \_\_\_\_\_ agrees not to make, issue, endorse, publicize, or circulate to any person or entity statements or remarks that can reasonably be construed as disparaging toward PG&E, including its officers, directors, attorneys, agents, employees, assigns, parent company, subsidiaries, affiliated companies and successors, or any aspect of its operations. Mr./Ms. \_\_\_\_\_ also agrees that, if called upon to do so, he/she will cooperate with, and provide reasonable assistance to, PG&E to protect and further its lawful interests in all judicial, administrative, investigative, and legislative proceedings involving PG&E or any aspect of its operations. The parties agree that this paragraph does not affect Mr./Ms. \_\_\_\_\_'s legitimate exercise of his/her rights under applicable whistleblower laws or his/her obligation to comply with all validly-issued court or administrative orders, including subpoenas. Mr./Ms. \_\_\_\_\_ further agrees that his/her violation of this paragraph shall constitute a material breach of this Severance Agreement and Release.

7. 40. **Breach.** Mr./Ms. \_\_\_\_\_ agrees that, if he/she engages in a material breach of this Severance Agreement and Release, PG&E shall not be required to make any unpaid payment due under this Severance Agreement and Release, and he/she shall repay to PG&E the payment he/she received under this Severance Agreement and Release within seven (7) calendar days upon written demand by PG&E. The parties agree that this paragraph shall not apply to the lawful exercise of any right Mr./Ms. \_\_\_\_\_ may have under the Age Discrimination in Employment Act and that such matters shall be governed by the provisions of said act.
8. 44. Mr./Ms. \_\_\_\_\_ understands that if he/she engages, or has engaged, in misconduct that would warrant his/her termination of employment under PG&E's employee conduct standards and the collective bargaining agreement's just cause standard, he/she shall forfeit his/her right to sign this Severance Agreement and Release.
9. 42. **Arbitration.** Any dispute regarding any aspect of this Severance Agreement and Release, including its validity, interpretation, or any action which would constitute a violation of this Severance Agreement and Release (hereinafter referred to as an "arbitrable dispute") shall be resolved by an experienced arbitrator, selected by the parties in accordance with the rules of the American Arbitration Association. The fees of the arbitrator and the cost associated with producing a transcript of the proceedings shall be paid in equal shares by Mr./Ms. \_\_\_\_\_ and PG&E. The parties agree that arbitration shall be the exclusive remedy for resolving arbitrable disputes and that the decision of the arbitrator shall be final and binding. The judgment rendered by the arbitrator may be entered in any court having competent jurisdiction. The prevailing party in any such arbitration shall be entitled to costs and reasonable attorneys' fees. In addition, any party who attempts to pursue an arbitrable dispute in any forum other than arbitration shall be liable for costs and attorneys' fees incurred by the other party in seeking to compel arbitration. The parties agree that this paragraph shall not apply to the lawful exercise of any right Mr./Ms. \_\_\_\_\_ may have under the Age Discrimination in Employment Act and that such matters shall be governed by the provisions of said Act.
10. 43. **Repayment.** Mr./Ms. \_\_\_\_\_ agrees that, if he/she initiates an administrative, judicial, arbitral, or other similar proceeding, to bring a claim released by this Severance Agreement and Release or to challenge the validity of this Severance Agreement and Release, PG&E shall not be required to make any unpaid payment due under this Severance Agreement and Release and he/she shall repay to PG&E the payment he/she received under this Severance Agreement and Release concurrent with his/her initiation of the proceeding. Mr./Ms. \_\_\_\_\_'s failure to make the prescribed repayment shall be a basis for rejecting his/her claim and/or his/her attempt to challenge the validity of this Severance Agreement and Release. Mr./Ms. \_\_\_\_\_ also agrees that, if the claim he/she brought or his/her attempt to challenge the validity of this Severance Agreement and Release is rejected, he/she shall pay to PG&E any loss, cost, damage, or expense, including, without limitation, reasonable attorney fees PG&E incurred in the proceeding, within seven (7) calendar days from the final decision rejecting his/her claim or attempt. Further, notwithstanding the foregoing, if Mr./Ms. \_\_\_\_\_ obtains against PG&E a monetary judgment or settlement for a claim released under this Severance Agreement and Release, the payment he/she received under this Severance Agreement and Release shall be deducted from any such monetary judgment or settlement. The parties agree that this paragraph shall not apply to the lawful exercise of any right Mr./Ms. \_\_\_\_\_ may have under the Age Discrimination in Employment Act and that such matters shall be governed by the provisions of said Act.
11. 44. **No Admission of Liability.** This Severance Agreement and Release shall not be considered an admission of liability or a violation of any applicable contract, law, rule, regulation, guideline, or order of any kind.
12. 45. **Older Workers Benefit Protection Act (Age 40 or over).** Mr./Ms. \_\_\_\_\_ agrees that all claims he/she may have arising under the Age Discrimination in Employment Act before he/she signs this Severance Agreement and Release are covered by paragraphs 3, 4 and 5 of

this Severance Agreement and Release and that his/her waiver of those age discrimination claims is an integral part of the release aspect of this Severance Agreement and Release. Therefore, consistent with the Older Workers Benefit Protection Act, Mr./Ms. \_\_\_\_\_ states that he/she was given this Severance Agreement and Release on \_\_\_\_\_, and understands that he/she has 45 calendar days from \_\_\_\_\_ until \_\_\_\_\_, to consider the Severance Agreement and Release. Further, Mr./Ms. \_\_\_\_\_ understands that, if he/she signs this Severance Agreement and Release, he/she may revoke it within seven (7) calendar days of the agreement's execution. To revoke this Severance Agreement and Release, Mr./Ms. \_\_\_\_\_ must submit to the local Human Resources Department, a signed statement to that effect by close of business of the seventh (7<sup>th</sup>) day. Mr./Ms. \_\_\_\_\_ understands and agrees that this Severance Agreement and Release will not take effect until the expiration of the seven-day revocation period. Further, Mr./Ms. \_\_\_\_\_ may elect to consider the severance package for fewer than 45 days, at his/her own option, but is under no obligation to shorten the period. If Mr./Ms. \_\_\_\_\_ elects to consider the severance package for fewer than 45 days at his/her option and executes this Severance Agreement and Release before the 45-day consideration period has expired, said employee may receive the severance payment before the 45-day consideration period, but only after the seven-day revocation period has expired. In no event, however, shall Mr./Ms. \_\_\_\_\_ receive the payment until he/she has completed his/her consideration period, which may be less than 45 days at his/her option, as well as the seven-day revocation period.

- 13. 46. **Entire Agreement.** This Severance Agreement and Release sets forth the entire agreement between the parties and fully supersedes any and all prior agreements or understandings between the parties pertaining to the subject matter of this Severance Agreement and Release. This Severance Agreement and Release, however, shall not affect any right either party has or may have against the other regarding Workers' Compensation claims and Supplemental Benefit payments made for those claims. The parties agree that this Severance Agreement and Release may not be modified or canceled in any manner except by a writing signed by Mr./Ms. \_\_\_\_\_ and an authorized PG&E official. If any provision of this release is found to be unenforceable, all other provisions will remain fully enforceable.
- 14. 47. **Consultation with Counsel.** Mr./Ms. \_\_\_\_\_ states that he/she has read this Severance Agreement and Release in its entirety, that he/she has been given the necessary time to consider its contents, that he/she fully understands its terms, that he/she has been advised that he/she should consult legal counsel of his/her choosing, that the only promises made to him/her to sign are those stated herein, and that he/she is signing this Severance Agreement and Release voluntarily.

**PLEASE READ CAREFULLY. THIS SEVERANCE AGREEMENT AND RELEASE INCLUDES A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.**

\_\_\_\_\_  
~~PACIFIC GAS AND ELECTRIC COMPANY~~  
***Pacific Gas and Electric Company***

\_\_\_\_\_  
 EMPLOYEE  
***First Name Last Name (Pernr)***

\_\_\_\_\_  
 Social Security

\_\_\_\_\_  
 DATE  
**Date**

\_\_\_\_\_  
 DATE  
**Date**

**Date:** June 10, 2011

**Reference:**

Various Letters of Agreement: Exhibit S-1 (SNBR/IPE), Exhibit T (Project Engineers), Exhibit U (System Protection), Exhibit V (Substation Life Cycle), Exhibit W (Project Managers), Exhibit X (Electric Standards), Exhibit Y (M&C Engineers)

**Description:**

The early exempt staffing groups use a joint selection panel which includes a tie-breaking process that enables the union committee to have final right of selection for some positions. The Company does not believe the final right of selection should reside with the Union committee given

**Proposal:**

Change joint selection language in Exhibits S-1, T, U, V, W, X, Y to delete the current language and replace with the following:

For all vacancies, the selection board shall evaluate and select the most qualified candidate based upon the selection criteria, interview performance and, for PG&E employees, current performance and seniority. In the event the board is deadlocked the Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before deciding.

**Date:** June 10, 2011

**Reference:**

Exhibit Q

**Description:**

Work with the union to improve emergency response for Distributions Engineers.

**Proposal:**

To work with the union to establish to improve emergency response for Distribution Engineers.

**Date:** June 10, 2011

**Reference:**

Letter agreements

**Description:**

Provide additional flexibility in providing rewards and recognition to employees.

**Proposal:**

Expand scope of eligibility to work groups and individuals and allow additional awards such as cash. Increase the maximum award amount to \$400 for non-exempt employees and \$1,000 for exempt employees per quarter and allow for cash awards.

**Date:** June 10, 2011

**Reference:**

Exhibit C- Hiring Hall Agreement (R3-01-37-ESC)- Overtime

**Description:**

Section A.5-Overtime Policy – current language requires one hiring hall employee to trigger OT in Local Headquarters.

**Proposal:**

Add:

**Overtime policy when Hiring Hall are working in Local Headquarters:  
Hiring Hall employees in the Local Headquarters will not trigger overtime until Hiring Hall employees have been in place continuously for 6 months of service. More than 6 months may trigger the requirement to offer 20% per week overtime to employees in the same commodity.**

Date: June 10, 2011

**Reference:**

Exhibit S-1: LOA 07-19

**Description:**

Assign customer field notes and assessment to Sr. NB Reps/IPE's. The company wants to maximize opportunities to streamline work processes. Current IPE and Senior New Business Representatives do not provide estimate fielding of new business projects. This requires scheduling a second project site visit for an estimator to complete. Ultimately extending the project cycle time and costs to the customer.

**Proposal:**

Proposed language:

**IPE and Senior New Business Representative classifications are to complete gas and /or electric assessment of field conditions and provide proposals/recommendations for PG&E service tie-in for small commercial projects within the range of 400 amp single phase electric and 750 mbtu gas. Job owners are required to meet with the customer to ascertain utility tie-in locations and other relevant aspects of the project. At the same time, the job owner could complete provisions for field conditions in preparation of the estimate production, similar to the current activities of the local estimator providing for RMC estimator work.**

**IPE and Senior New Business Representative(s) who previously held positions in gas and/or electric estimating classifications can be assigned duties to streamline the project cycle time.**

**Duties as assigned include: Under supervision, prepares construction layouts/plans, makes field sketches, drawings of existing facilities, etc. Final Cost estimate preparation to be performed in the estimating tool based on training and experience. Scope can include "Project hand-offs" for "pricing and material ordering" to estimating personnel.**

**Date:** June 10, 2011

**Reference:**

LOA – Life Cycle Planning, 08-15-ESC, dated June 19, 2008. LOA – Electric Standards Group, 08-2-ESC, dated February 3, 2009

**Description:**

Desire to consolidate Substation Asset Strategy and Electric Standards Letter agreements

**Proposal:**

LOAs are fairly consistent except for specific job descriptions. These letters contain Title 21 language regarding Job Bidding, Promotion and Transfer.

**Date:** June 10, 2011

**Reference:**

LOA – Engineering in the System Protection Engineering Department, 08-09-ESC, dated February 8, 2008.

**Description:**

The implementation of new technology has created a need to revisit the R&R of the transmission and distribution protection engineers. Distribution automation has significantly increased the complexity of the work for the protection engineers. Currently the ratio of 30 Transmission to 6 Distribution protection engineers is not meeting the Company's needs nor is the language that allows for long term assignments.

**Proposal:**

**Current Contract Language:**

08-09-ESC Attachment B, Title 22:

**Line of Progression and Reverse Line of Progression**

The Transmission Protection and Distribution Protection engineer classifications will be a separate line of progression and reverse line of progression.

Protection Engineers shall be based in either the Transmission or Distribution discipline and shall be assigned work within their discipline. Consistent with agreed-upon training and development provisions, employees will be afforded opportunities to develop their skills and knowledge in their non-base discipline. To the extent possible, the Company will make assignments consistent with the employee's developmental plan.

The Company intends to staff both disciplines appropriately so that engineers in each discipline can carry the work load in that discipline. However, and only as a last resort during extraordinary circumstances and when other measures of re-balancing work load are not successful, the Company may assign work across disciplines.

In the event unplanned work assignments across disciplines are necessary, the Company will first assign work to qualified employees who have expressed interest in cross-discipline work. Such assignments shall carry a 2.5% pay premium during the length of the assignment, and shall not lead to an increase in the employee's total workload. Employees who perform work across disciplines at their own request for training purposes will not be eligible for this premium.

If no employees volunteer for cross-discipline duty, then the Company may assign work across disciplines to the least senior qualified protection engineer in the department. Such assignments shall carry a 2.5% pay premium during the length of the assignment, and shall not lead to an increase in the employee's total workload.

**Proposed Language:**

Update LOA – Engineering in the System Protection Engineering Department, 08-09-ESC, date February 8, 2008 and collapse T&D protection classifications to one classification which will allow all 36 employees to work on Transmission or Distribution work.

**Date:** June 10, 2011

**Reference:**

2009 ESC Contract, Exhibit Q “Job Duties for Electric Distribution Engineer (Planning)”. Operations Section Items 4 and 5.

**Description:**

When customer complaints concerning electric reliability or electromagnetic fields are received by the Call Centers, a help ticket is created and is forwarded to the electric distribution engineer responsible for the area. For recurring outage complaints, the electric distribution engineer is currently responsible for researching the outage history, identifying any planned or future corrective actions, and calling the customer to discuss the situation. For electromagnetic field inquiries, the electric distribution engineer is responsible for talking to the customer and, in some cases, making an appointment with the customer to perform on site measurements. Making contact with the customer can require several phone calls and follow up on the part of the engineer.

**Proposal:**

**Current Contract Language (2009 ESC Contract, Exhibit Q – Job Duties for Electric Distribution Engineer)**

**OPERATIONS:**

4. Address customer complaints (Help Tickets) for recurring outages as assigned.
5. Prepare initial responses for CPUC complaints for recurring outages.
11. Address customer EMF requests involving distribution facilities as assigned.

**Proposed Contractual Language**

**Operations:**

4. **Provide information to address customer complaints (Help Tickets) for recurring outages as assigned. Required to contact customers at the discretion of management.**
5. **Provide information to address escalated (CPUC or Officer Level) complaints for recurring outages. Required to contact customers at the discretion of management.**
11. **At the discretion of management, provide data for or address customer EMF requests involving distribution facilities as assigned.**

**Date:** June 10, 2011

**Reference:**

15.3(c) The temporary assignment of an employee other than an employee in the unit described in Section 3.1 to a classification within such unit shall be limited to a period of time not to exceed a total of 6 months in any consecutive 12 month period, provided that such assignment is to fill an additional job.

**Description:**

The jobs of Planning, Scheduling, Procedure Writer, and QV Specialist have been filled in the past by IBEW employees who have rotated into the position. IBEW employees will not accept these jobs because they do not wish to leave IBEW on a permanent basis.

**Proposal:**

Update the DCP Professional Letter agreement to eliminate the provisions of 15.3(c) for these assignments:

The temporary assignment of an employee other than an employee in the unit described in Section 3.1 to a classification within such unit shall be limited to a period of time not to exceed a total of 2 years. These temporary assignments would be limited to no more than 2 assignments in the classification of Planner, Scheduler, Procedure Writer, and QV Specialist.

**Date:** June 10, 2011

**Reference:**

Exhibit S-1: LOA 07-19- IPE Job Description

**Description:**

Industrial Power Engineer minimum qualifications currently require only 1 year of Sr. New Business Rep experience to be qualified to interview. This is insufficient experience to ensure that the best candidates are selected to fill these critical positions.

**Proposal:**

Exhibit 1, Attachment B - Qualifications for an IPE Job: A bachelor's degree from a recognized college or its equivalent in education and experience. Such experience may include (1) 5 years as a Senior New Business Rep or 5 or more years in areas of project management. Must have strong project management, customer contact and communications skills. Basic computer skills: MS Word, Excel, e-mail.

**Date:** June 10, 2011

**Reference:**

Title 26 – Estimating Performance Standards

**Description:**

Productivity enhancement language for estimating classifications similar to those in LOA 07-19 for Sr. NB Reps/IPEs.

**Proposal:**

Table Agreement line item 17 stipulated that the parties agreed to meet and establish performance standards based on the 1999 Service Planner Agreement for Estimators. This language to be expanded and applied to incorporate estimating baseline production for all estimating work (i.e. customer contact, production estimating, reasonable equivalency indices, etc).

26 (b) Productivity Enhancement Committee: The Company and the Union will establish Joint Committees on Productivity Enhancement. One Such committee consisting of four members appointed by the Company's Director of Labor Relations and four members appointed by the Union shall meet at the call of either party. Other Productivity Enhancement Committees will be established as agreed between the Union and the Company at other levels of the Company's organization. Union members of such committees who are employees of the Company shall be paid by the Company for attendance at mutually agreed to meetings of such committees. (Amended 1/1/09).

26(c) The Productivity Enhancement Committee at any level may request of the Director of Labor Relations and the Union's Business Manager to establish efficiency experiments temporarily amending the provisions of the Agreement excluding wages, manpower and conflict with any Federal or State law, regulation or executive.

(refer to performance standards in Attachment C for Local Headquarters, establish standards for estimating)

**Date:** June 10, 2011

**Reference:**

Exhibit C- Hiring Hall Agreement- ADE

LA01-37 R2 ESC

LA04-24 ESC

**Description:**

An LOA is required to bring on Leads (i.e. HH ADE). There are occasions when lead HH classifications can provide greater flexibility and work flow during peak workloads.

**Proposal:**

The Hiring Hall agreement will apply to all ESC Local 20 represented classifications (~~except leads~~), unless otherwise specified by agreement between Union and management.

**Date:** June 10, 2011

**Reference:**

Exhibit S-1

**Description:**

Agreement allows employees to opt to either use their vehicle or a pool car. This proposal is to eliminate the choice. Although no SNBRs/IPEs are on a DDA, the removal of DDA could result in a desire for increased use of pool cars

**Proposal:**

*Current Language:*

**Vehicle Usage**

Employees shall have the option of using a PG&E pool car or their personal car for use on Company business. If the employee chooses to use their personal vehicle, usage shall follow USP 12.

*Proposed Language:*

**Vehicle Usage**

**Employees shall have the option of using a PG&E pool car, if one is available, or their personal car for use on Company business. If the employee chooses to use their personal vehicle, usage shall follow USP 12.**

**Date:** June 10, 2011

**Reference:**

Title 15.3, Temporary Assignment to a Higher Classification does not apply per LOA-08-18-ESC. Assignment of project for an Associate Project Manager is not addressed.

**Description:**

The company is interested in continued development of Associate Project Managers beyond the Entry Engineer Training Program.

**Proposal:**

Associate Project Managers may be assigned to work on up to three Journey or Sr. Project Manager Projects as defined on the attached table of Project Types by Career Stage. The Associate Project Manager will not have primary responsibility for these assigned projects, but rather work under the guidance and direction of a Project Manager of a higher classification for developmental purposes. The Associate Project Manager will not be upgraded when assigned projects in this manner.

**Date:** June 10, 2011

**Reference:**

Clarification of Order Creation responsibilities

**Description:**

Expanding responsibilities for order creation enables a more streamlined process, resulting in greater efficiencies for workflow.

**Proposal:**

Provide for varied classifications (i.e. estimating personnel, planning engineers, IPE's, SNBR's, Project Managers, etc.) to complete the parameters for work type and order creation in SAP. All appropriate guidelines for cost accounting will be adhered to through appropriate quality assurance measures.

**Date:** June 10, 2011

**Reference:**

LOA 06-08- Attachment 1, Item 2

**Description:**

Some PG&E customers request either a disconnect or reconnect are put in a service planning cue prior to a service representing being dispatched to perform disconnect/reconnects. The delays for the customer are generating dissatisfaction; work-around (electricians performing work themselves). Revisit language to err on the side of direct dispatch, with any field exceptions/GreenBook violations (as observed by field service representatives) to be forwarded to Service Planning for resolution.

**Proposal:**

Examples of situations where direct-dispatching is not appropriate, and review by estimating is required:

- A new **larger sized** panel is being installed, ~~regardless of load adjustment~~ **due to added connected load.**
- A panel is being relocated, **greater than 10'** ~~for any reason~~

Where estimating needs to make the determination of whether or not 3<sup>rd</sup> party billing is required (i.e. secondary work or 3 man crew required).

**Date:** June 10, 2011

**Reference:**

LOA-08-18-ESC. Attachment B: Job Descriptions (Pages 9-17)

**Description:**

The Company wants to ensure that it hires the most qualified candidates for vacant Project Manager and Project Control Analyst positions. The current Selection Panel deadlock process could result in less than the most qualified candidates being selected due to political interests or favoritism.

**Proposal:**

The Company is proposing that all new entrants to Project Services have a bachelor's degree in an appropriate field from an accredited college. A candidate without a bachelor's degree in an appropriate field from an accredited college could only be hired by a unanimous decision of the Joint Selection Committee.

**Date:** June 10, 2011

**Reference:**

Exhibit S-1: LOA 07-19: Review document for exempt language provisions and update.

**Description:**

Change selection panel language for IPE's to include the option to add external candidates in all panel interviews.

**Proposal:**

**For Senior New Business Rep positions a** selection board comprised of two management and two union appointed employees will interview interested and qualified employees, using jointly-developed job qualifications and interview questions.

Candidates for the vacancies will be considered using the alternating process described below:

For half of the Senior New Business Representative ~~and IPE~~ vacancies, only the following prioritized ESC-represented titles will be considered:

- For Senior New Business Representative vacancies, consideration will be given to Senior New Business Representatives, Associate Distribution Engineers and Senior Estimators.
- ~~For IPE vacancies, consideration will be given to Senior New Business Representatives and IPEs.~~

In the event the selection panel determines that there are not qualified candidates from the prioritized titles, additional candidates, both within and outside the unit, may be considered.

For **IPE** ~~the remaining~~ vacancies, the Company may identify candidates, both within and outside the unit, for consideration along with other interested parties.

**Date:** June 10, 2011

**Reference:**

Title 15.3, Temporary Assignment to a Higher Classification does not apply per LOA-08-18-ESC. Vacation and short-term relief is not addresses in LOA.

**Description:**

From time to time, Project Managers are absent due to vacations or short-term illnesses.

**Proposal:**

At the 3/16/11 Labor Management meeting, the Company and the Union agreed that a Project Controls Analysts can review and track Project Management work and get support from an assigned back-up PM covering for a vacationing or otherwise absent Project Manager for up to two weeks. For vacations or temporary absences exceeding two weeks, a back-up Project Manager will be assigned to work with the assigned Project Controls Analyst to provide coverage.

**Date:** June 10, 2011

**Reference:**

M&C Engineering Letter of Agreement

**Description:**

Proposed revisions to M&C Engineering Letter of Agreement

**Proposal:**

The proposed revisions solve some issues with the existing Letter of Agreement that were not working very well. Additionally, the proposed changes improve work management processes, increase work flexibility and clarifies the intent of how work is defined.



**Jeff Delaney**  
Principal Negotiator  
Labor Relations

Mail Code N2Z  
P. O. Box 770000  
San Francisco, CA 94177

(415) 973-5998  
Fax (415) 973-6736

**08-XX-ESC**

**XX**, 2008

Mark Mitchell, Business Manager  
Engineers and Scientists of California  
Local 20, IFPTE, AFL-CIO & CLC  
350 Frank H. Ogawa Plaza, 8<sup>th</sup> Floor  
Oakland, CA 94612

Dear Mr. Mitchell:

The Company and Union have concluded negotiations for newly represented M&C Engineers. The agreed upon contract language for Exhibit **XX** and job descriptions are included as attachments to this agreement.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By: \_\_\_\_\_  
Jeff Delaney  
Principal Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO and CLC

\_\_\_\_\_, 2008

By: \_\_\_\_\_  
Mark Mitchell  
Business Manager

**Exhibit 2**

**Maintenance and Construction (M&C) Engineers**

For the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, the Company recognizes the Union as the exclusive representative of M&C Engineer positions, conducted on December 18, 2007. Pursuant to the Neutrality Agreement between the Company and Union, these classifications will be incorporated into the ESC Agreement. Those conditions are described in the remainder of this exhibit. Unless otherwise noted, the term "employee" refers to those in classifications covered in the aforementioned unit certification.

**Job Descriptions**

The job descriptions are shown on Attachment A.

**New Positions**

The Company shall assign additional work to Ravi Goel in accordance with the Senior Consulting Engineer job description in the attachment. If work performance is successful, Ravi Goel shall be promoted to Senior Advising Engineer within 6 months of implementation; this position shall have the same job duties and pay band as the Senior Consulting Engineer.

**Rate of Pay**

The annual salary ranges are effective upon the implementation date, which is the first of the month following ratification, expected to be **November 1, 2008** and are shown below.

Pay Bands (annual):	Min-Max
Associate Engineer:	70,550-90,418
Journey Engineer:	88,188-111,946
Senior Engineer:	97,525-125,278
Senior Consulting Engineer:	107,900-139,440

**Pay Increase Upon Implementation**

Effective the first of the month following ratification each employee's salary will be moved to the salary minimum or receive a 5% increase, whichever is greater; however, no employee's salary shall be increased beyond the maximum of their pay band. Future progressive wage increases shall occur in accordance with the Agreement on the anniversary date of ratification of this agreement.

Employees whose current wage rate is greater than the pay band maximum shall have their current wage rate "grandfathered," i.e. they will continue to reside outside the pay band but will not receive increases until the pay band maximum surpasses their current salary, at which time their salary will be increased to the pay band maximum and the employee will receive all future general wage increases.

**2007 STIP**

A transitional payment equal to each employee's calculated 2007 STIP award will be paid at a reasonable date after ratification. The payment will be based on the employee's current pay prior to ratification including any retroactive pay adjustment and the organization's final STIP score; it will be paid at a flat percentage to all employees and not based on individual performance ratings.

**Pro-Rated 2008 STIP**

Provided STIP is paid, a transitional payment equal to each employee's calculated 2008 STIP award, prorated to the date of ratification, will be paid to employees at the time of the regular STIP payout in 2009. The payment will be based on the employee's current pay prior to ratification including any retroactive pay adjustment and the organization's final STIP score; it will be paid at a flat percentage to all employees and not based on individual performance ratings.

**Benefits**

Vacation granted for 2008 and subsequent years will be in accordance with the provisions of Section 9.2. Employees whose vacation accrual rate is greater than that set forth in Section 9.2 as the result of a Special Employment Offer shall have their vacation accrual rate "grandfathered" – i.e., maintained at its present level until the amount of vacation due the employee per Section 9.2 is greater than present, at which time they shall receive vacation per Section 9.2.

**ESC Agreement**

These employees will be Incorporated into the existing ESC Collective Bargaining Agreement ("Agreement") and Benefit Agreement, with the following noted exceptions:

The Company and Union agree that these classifications shall be Exempt pursuant to wage and hour regulations. To recognize the different applications of the contract for Exempt, monthly paid, the attached modification to the agreement, including but not limited to Titles 7, 8, 9, 11, 16, 17, 21, and 22 are included as Attachment B.

**Seniority Application**

Seniority shall be determined using the employee's date of hire at PG&E.

**Performance Standards**

The Company will continue with the existing performance appraisal standards and those will be updated by a joint Company-Union Committee to support the shared objective of achieving top quartile performance. ~~The company may from time to time update appraisal standards and annual goals provided that such updates are not substantially different from the previously agreed standards.~~

Formatted: Font: Bold, Font color: Red

Formatted: Font color: Red

**Management Relocation Offer**

The Company may continue to offer the management relocation program and additional vacation to new hires into the department.

**Professional Certification, Membership and Training**

~~For positions that require certification as a Project Management Professional (PMP) the certification must be maintained in accordance with the current requirements of the Project Management Institute.~~

Deleted: or Certified Associate in Project Management (CAPM),

~~The company shall pay for membership in the Project Management Institute (PMI) and membership in the local PMI Chapter. The Company will reimburse the cost for the one PMI exam upon demonstration of successful completion.~~

Deleted: For Projects Managers / Project Control Analysts, t

The company shall pay for basic national membership and one local chapter membership in the appropriate professional association for each employee.

Deleted: ¶

Reimbursement of professional registration (PE) license fees shall follow current practices: Company shall reimburse employees for the first PE exam, but not for second and later exams. Company shall reimburse PE registration renewal fees. PE review courses shall be attended on employee's time; tuition is covered under Tuition Refund Program.

Based on the employee's approved developmental plan, Company shall reimburse for reasonable costs incurred attending conferences or training specific to the discipline. Employees will not be paid for additional time beyond normal work hours to attend training or conferences; however, the time spent traveling to or from training may be considered as time worked under the provisions of Title 7

M&C Engineers LOA

Hours as provided in this letter agreement. Programs reimbursed by the Tuition Refund program are not eligible for Additional Time Worked compensation.

Company shall meet with the union annually to discuss the training opportunities, developmental plans, and the distribution of the program among the employees. In order to provide transparency, the company will provide the union with information including which employees have requested and attended trainings, the type and content of trainings attended, etc.

**Attachment A: Job Descriptions for M&C Engineers**

Formatted: Font: 10 pt, Not Bold

<b>Associate M&amp;C Engineer</b>	
<b>Summary</b>	<p>This is an entry-level M&amp;C position that works under the general direction of more experienced M&amp;C Engineers. This position is responsible for managing the scope, schedule and cost of low to medium complexity Transmission Line or Transmission and Distribution Substation projects from inception thru completion. An Associate M&amp;C Engineer works with limited supervision and guidance. Upon hire, he/she will be assigned a Senior M&amp;C as a mentor for a minimum of one year, with timing dependent upon the skills developed. This position has project management responsibility for routine projects and is a main point of contact for those projects. This position is used to develop independent judgment in applying Project Management and engineering fundamentals, working with minimal supervision, and as a project team member developing, discussing and reporting progress. The level of responsibility of this position increases with experience.</p>
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>• Develops and defines initial project scope and objectives.</li> <li>• Establishes and leads project team with agreed-upon roles and responsibilities.</li> <li>• Obtain commitment on work plans including schedule, cost, resource and contingency plans.</li> <li>• Obtains management approval of PA, Project Scope and JE.</li> <li>• Track and analyze project costs, scope and schedule.</li> <li>• Ensures SAP is updated with accurate Settlement and Retirement information.</li> <li>• Updates required Company Tools (presently Transmission Register, Distribution Register, TSM&amp;C Database) with required information on projects assigned.</li> <li>• Ensures project documentation is maintained.</li> <li>• <u>In coordination with assigned Project Control Analyst (if applicable), develops, monitors and updates the project cash flow, and financial forecasts in the current tool (eg SAP PRJ) monthly.</u></li> <li>• <u>In coordination with assigned Project Control Analyst (if applicable), manages dates, operations, tasks and scheduling in the current software system (eg WM, EPM)</u></li> <li>• Communicates project status and end-of-year financial projection to stakeholders.</li> <li>• Assesses project risk and formulates mitigative contingency plans.</li> <li>• Implements basic quality standards, reviews project deliverables and, with Sponsor approval, adjusts scope and schedule communicating variances accordingly.</li> <li>• Identifies and communicates lessons learned with Team, and incorporates prior lessons learned into projects.</li> <li>• Adjusts project scope, with project sponsor approval, and schedule as appropriate to accommodate change</li> <li>• Identifies project performance issues and addresses them in a timely manner.</li> <li>• Effectively completes multiple projects concurrently.</li> <li>• Represents and promotes the project and its contribution to company goals.</li> <li>• Prepares Post Estimates for emergency jobs</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work with both internal and external customers/clients.</li> <li>• Ability to handle projects simultaneously and prioritize work effectively.</li> <li>• Problem resolution and decision making ability – shows initiative and good judgment in resolving issues.</li> <li>• Ability to lead group meetings effectively, influence others and build agreement.</li> <li>• Strong communications and analytical skills.</li> <li>• Good facilitation and presentation skills.</li> <li>• Business computer skills, such as Microsoft Office Suite Programs (Emphasis</li> </ul>

Deleted: Steel

Deleted: D

Deleted: M

Deleted: status

Formatted: Bullets and Numbering

Deleted: M

Deleted: on a monthly basis t

Formatted: Font: Not Bold

Deleted:

Deleted: <#>Performs Decision Quality Transmission Line Rerate analyses and costs.¶

	<p>on Excel, Word) and SAP WM.</p> <ul style="list-style-type: none"><li>• Forecasting skills</li></ul>
<b>Qualifications</b>	<p><b>Education:</b> A 4-year BS degree in Engineering or a related technical discipline from an accredited curriculum in the US or the equivalent from outside the US.</p> <p><b>Experience:</b> 1 year experience in project management, or other electrical engineering discipline and/or construction.</p> <p><b>Certifications:</b> EIT Certificate or California PE License desired</p>

<b>Journey M&amp;C Engineer</b>	
<b>Summary</b>	This is a journey-level M&C position that requires mastery of the Associate level M&C skills and is responsible for all aspects of the development and implementation of more complex assigned projects. This position has overall project management responsibility and is the single point of contact for those projects. Uses independent judgment in applying project management and engineering fundamentals, working with minimal supervision. Interacts with various internal contacts to solve problems or explore alternative solutions.
<b>Job Duties</b>	<p>Is able to perform the job duties of an Associate Maintenance &amp; Construction Engineer. Additional job duties include:</p> <ul style="list-style-type: none"> <li>• Provides management for more complex projects.</li> <li>• Provides technical and analytical guidance to Associate M&amp;C's and project team.</li> <li>• Recommends and takes action to direct the analysis and resolution of problems.</li> <li>• Provides thorough analysis of issues and mitigates impacts to assigned projects.</li> <li>• Works with minimal assistance or guidance to implement assigned projects.</li> <li>• May guide the work of Associate M&amp;C Engineers.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience with Steel Transmission Line and T&amp;D substation projects.</li> <li>• Uses independent judgment in selecting and applying Project Management methods and techniques to determine cost-effective and practical solutions.</li> <li>• Fluent in the use of current company tools, such as EASOP, <u>SAP</u>, SAP Work Management <b>and EPM</b>.</li> <li>• Knowledgeable in PG&amp;E accounting practices, engineering and construction processes and standards.</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b> A 4-year BS degree in Engineering or a related technical discipline from an accredited curriculum in the US or the equivalent from outside the US.</p> <p><b>Experience:</b> 3 years experience in M&amp;C Engineering, <u>electrical, civil or mechanical</u> engineering, and/or construction.</p> <p><b>Certifications:</b> California <u>Professional Engineer (PE)</u> License desired. <u>Project Management Professional (PMP)</u> <b>Certification desired</b></p>

Deleted: ,

Deleted: and

Deleted: .

Formatted: Font: Bold

Deleted: electrical ,

<b>Senior M&amp;C Engineer</b>	
<b>Summary</b>	<p>This is a Senior level M&amp;C job that requires mastery of the journey level job duties and is responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. <b>Manages numerous projects of a highly complex nature and with high company risk from original concept through final implementation.</b> Assignments may have high visibility, require extensive project management skills and often require specific discipline and areas of expertise. Works with only general direction and exercises judgment and independent discretion. Provides leadership, guidance and knowledge transfer to team members. May be called upon to deliver presentations and lead Team Meetings.</p>
<b>Job Duties</b>	<p>Is able to perform the job duties of a journey level Maintenance &amp; Construction Engineer. Additional job duties include:</p> <ul style="list-style-type: none"> <li>• Determine that project objectives are achievable.</li> <li>• Provides guidance to engineering on producing complex risk and alternative analyses, studies and conceptual designs for presentation to project sponsor.</li> <li>• Applies extensive knowledge of concepts, principles and practices in engineering, construction, capital accounting, rates and rules.</li> <li>• Completes assignments of broad scope and complexity and assignments that require integration of information from a variety of sources.</li> <li>• Arbitrate and resolve conflicts within the project.</li> <li>• Mentors and provides guidance to less experienced M&amp;C's and others.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of engineering, job estimate processes, Capital Accounting Instructions, and EPC contracting procedures.</li> <li>• Superior ability to interface with and across supporting organizations and conduct presentations to stakeholders, team members and officers.</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b> A 4-year BS degree in Engineering or a related technical discipline from an accredited curriculum in the US or the equivalent from outside the US.  <b>Experience:</b> 8 years experience in M&amp;C engineering, project management, <del>electrical, civil or mechanical</del> engineering and/or construction.  <b>Certifications:</b> California <a href="#">Professional Engineer (PE)</a> License desired. <a href="#">Project Management Professional (PMP)</a> <del>Certification and maintenance required.</del></p>

Formatted: Not Strikethrough

Deleted: .

Formatted: Font: Not Bold

<b>Senior Consulting M&amp;C Engineer</b>	
<b>Summary</b>	<p>This is a Senior-Consulting level position that requires mastery of the Senior M&amp;C duties and a current California PE license. The Senior Consulting M&amp;C Engineer provides expert-level project management and leadership to diverse teams for the largest projects. These projects impact Business Unit financial performance, success, and strategic objectives. Projects typically are multi-year, requiring significant risk management, and are highly complex. Provides technical leadership and coaching within the team and outside, and serves as a senior technical expert on the team. Researches and identifies practical solutions to highly complex problems. Identifies opportunities and brings forward ideas which improve company performance.</p> <p>Takes numerous projects of a highly complex nature and company risk from original concept through final implementation.</p> <p>Additional responsibilities beyond Senior M&amp;C Engineer include, but are not limited to: developing and implementing multi-functional processes to improve performance and the accomplishment of company goals; provides high level advice and expertise within the M&amp;C Team and to other lines of business.</p>
<b>Job Functions</b>	<p>Is able to perform the job duties of a Senior, Journey or Associate M&amp;C Engineer. Additional job duties include:</p> <p><b>PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Establishes/develops unit costs and monitors progress/accomplishment</li> <li>• Identifies and implements non-traditional processes to implement projects that reduce cost and/or schedule.</li> <li>• Implements the largest and most complex projects assigned to M&amp;C Engineering.</li> <li>• Concurrently manages multiple (3 or more) major equipment replacement jobs, each being over \$1Million, without supervision.</li> <li>• Coordinate large system-wide Program (example: Automation/Protection EPC Bundling).</li> <li>• Make presentation to PG&amp;E Officers as appropriate.</li> </ul> <p><b>COMMUNICATION/TEAMWORK</b></p> <ul style="list-style-type: none"> <li>• Communicates regularly with PG&amp;E managers, critical project partners and high-level public sector contacts.</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Mentors and provides guidance to less tenured M&amp;C Engineers and other team partners.</li> <li>• Assigned as immediate mentor to any M&amp;C having a project greater than \$1Million.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Proven advanced project management skills.</li> <li>• Mastery of Associate, Journey and Senior level of M&amp;C Engineer job duties and demonstrated knowledge and ability to perform the basic duties of Senior Consulting Level M&amp;C Engineer.</li> <li>• Able to develop complex schedules with multiple dependencies.</li> <li>• Understanding of integrated cost and schedule management.</li> <li>• Strategic and business acumen skills.</li> <li>• Superior ability to interface with and across supporting organizations and conduct formal presentations.</li> <li>• Ability to successfully mentor others within and outside the M&amp;C Team.</li> </ul>
<b>Qualifications</b>	<b>Education:</b> A 4-year BS degree in Engineering or a related technical discipline from

	<p>an accredited curriculum in the US or the equivalent from outside the US. <b>Experience:</b> Plus 13 years experience in M&amp;C Engineering, project management, <u>electrical, civil or mechanical</u> engineering and/or construction. <b>Certifications:</b> Current California <u>Professional Engineer (PE)</u> License required, <u>Project Management Professional (PMP) Certification and maintenance required.</u> Company <u>at its sole discesion</u>, may decide to fill the position as a Senior Advising Engineer if candidate does not possess a current California PE License.</p>
--	--

- Formatted: Font: Not Bold
- Deleted: .
- Formatted: Font: Not Bold
- Deleted: ¶

## Attachment B: ESC Agreement Changes for M&C Engineers

### Title 7. Hours

Since the work hours of Exempt employees covered by this Exhibit may vary on any given day, it is expected that they may be required to work for more than eight hours on a workday or to work on a non-workday as the occasion demands. Additional time worked may be eligible for compensation as outlined by the Additional Time Worked policy in Title 17 of this Exhibit.

The provisions for overtime pay in Section 7.3 are not applicable to M&C Engineers included in this unit.

The provisions of Section 7.4 (f) shall apply to employees covered by this Exhibit.

Business travel for Exempt employees is an integral part of their duties and may be considered as time worked and paid under the Additional Time Worked policy. However, employees are not eligible for pay for additional time worked for commuting to or from their regular headquarters. To receive payment for travel time incurred outside of normal work hours, Exempt employees must receive approval in advance from their supervisor or higher as described in Title 17 of this Exhibit.

The Company will discontinue the pre-existing on-call rotation for this group and members of this unit will not be required to stand call in the capacity of Maintenance Supervisor.

Deleted: Construction

### Title 8. Holidays

The provisions for overtime pay in Section 8.5 are not applicable for Exempt employees.

### Title 9. Vacations

#### 9.16 Hourly Increments

Exempt employees shall not be charged vacation leave for increments used of less than four (4) hours.

### Title 11. Sick Leave

#### 11.6 Hourly Increments

Exempt employees shall be charged sick leave in four (4) hour increments, with no charge made for increments of less than four (4) hours. Once the four (4) hour threshold is met, additional sick leave will be charged in hourly increments. No deduction shall be made for an increment of less than four (4) hours from the wages of an employee who has exhausted his/her sick leave.

- Example #1: Employee is off 3 hours for a medical appointment – the employee's sick leave account is not charged.
- Example #2: Employee is off 5 hours for a medical procedure – the employee's sick leave account is charged for the 5 hours.

## Title 15. Wages and Classifications

### 15.3 Temporary Assignments to Higher Classification

The provisions of Section 15.3 shall not be applicable to these Exempt employees.

1. Project Controls Analysts can review and track M&C Engineering work and get support from an assigned back-up M&C Engineer covering for a vacation or otherwise absent M&C

Formatted: Bullets and Numbering

[Engineer for up to two weeks. For vacations or temporary absences exceeding two weeks, a back-up M&C Engineer will be assigned to provide coverage.](#)

#### **Title 16. Meals**

The provisions of Section 16.2, 16.4 and 16.6 shall not be applicable to these Exempt employees.

(a) Meals are reimbursable if required for:

- 1) a business need to host customers or guests
- 2) out of town or overnight travel
- 3) business related circumstances that prevent normal meal practice
- 4) conferences or training sessions
- 5) business meetings
- 6) group or individual recognition

Approval for reimbursement is required by an employee's supervisor. Meals involving only PG&E employees conducting internal PG&E business or staff related meetings (i.e., items 5 and 6 above) are discouraged and are only reimbursable if approved by the employee's Director or VP.

Employees are expected to use good judgment in selecting moderately priced meals.

(b) Groceries or the cost of meals prepared at home are not usually eligible for reimbursement. Exceptions may include meals prepared when on extended assignment away from home and home prepared meals when hosting clients on Company business. When such meals are reimbursable, reimbursement is limited to the actual cost of food and beverages purchased and consumed, or the catering costs if applicable.

#### **Title 17. Overtime**

The following overtime provisions shall be applicable to Exempt employees covered by Exhibit R and will replace the provisions of this Title in the Agreement. Further, provisions for overtime payment contained elsewhere in the Agreement, including its exhibits or any other agreements between the parties, shall not be applicable to these Exempt employees unless otherwise specifically agreed upon.

Additional Time Worked for Monthly Paid ("Exempt") Employees

- a) Exempt employees will be eligible for compensation at the straight-time rate of pay for work beyond normal work schedules, subject to the conditions contained below:
1. Employee receives prior authorization from a supervisor, manager or director within the department to work beyond normal daily work schedule or on a non-workday to meet critical work requirements, including time worked by telecommuting or remote access or on Regular Days Off associated with Alternative Work Schedules.
  2. Employee works at least one hour beyond the normal daily work schedule, or works on a non-workday. On normal workdays, only the time beyond the initial one hour beyond the normal work schedule will be compensated. On non-workdays, all time worked will be compensated.
  3. Employee is not eligible for any other type of special incentive to offset additional time worked.

#### **Title 21. Job Bidding, Promotion and Transfer**

**Advancement Associate-Journey-Senior Engineer**

Associate Engineers who meet the requirements of the Journey Engineer position and are performing satisfactorily in their current classification shall advance to Journey Engineer upon reaching 3 years of relevant engineering experience. Journey Engineers, who are similarly performing satisfactorily in their current classification and meet the qualifications of the Senior Engineer classification, shall automatically advance from Journey Engineer to Senior Engineer upon reaching 8 years of relevant engineering experience; such experience may include related industry or PG&E experience as well as time in M&C Engineering. Relevance of prior experience (PG&E or industry experience) shall be documented by the Selection Board at the time of selection.

**Associate-Journey-Senior level Vacancies**

When vacancies occur at the level of Associate, Journey or Senior Engineer, a selection board comprised of two management and two union appointed employees will interview all interested and qualified employees, using jointly-developed job qualifications and interview questions. The selection board shall evaluate the candidates against the selection criteria to determine who is most qualified.

Candidates for the vacancies will be considered using an alternating process. Only ESC-represented titles will be considered for interviews for alternate vacancies for Associate, Journey, or Senior Engineer. If no ESC-represented candidates apply, or the selection board determines that the interested ESC candidates are not qualified for the position, additional candidates from within and outside the unit may be considered. For the remaining vacancies in these classifications, the Company may add candidates for consideration.

In either case, applicants must meet minimum qualifications in order to be considered by the selection board. In the event the board is deadlocked, the Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before deciding.

Deleted: , a fifth member alternately selected by the Union and the Company will be added to the panel to resolve disputes.¶

Formatted: Font: Not Bold

**Senior Consulting Engineer Vacancies**

When vacancies occur at the level of Senior Consulting Engineer, the selection panel will first consider qualified Senior Engineers covered by this agreement. If no Senior Engineers apply, or the panel rejects all Senior Engineer applicants, the panel may consider other candidates. In the event the selection board is deadlocked, the Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before deciding.

**Senior Advising Engineer**

When considering candidates for Senior Consulting Engineer vacancies, the selection committee may elect to fill a Senior Advising Engineer position if the best qualified candidate does not possess an active California Professional Engineer registration. The committee may grant preference among candidates with relatively equal qualifications to a candidate with a PE over a candidate without a PE. The duties and pay range will be the same for Senior Advising and Senior Consulting Engineers. In the event the selection board is deadlocked, the Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before deciding.

**Title 22. Demotion and Layoff**

In the event that Demotions and Layoffs are needed, the company will follow the provisions of Title 22 of the Agreement. Within the established unit, employees who meet the full requirements of the position may displace less senior employees in their reverse line of progression with service based on overall company seniority

**Line of Progression and Reverse Line of Progression**

These classifications will be separate line of progression, reverse line of progression and bidding unit.

**Title 27. Management of Company**

M&C Engineers LOA

Engineer Trainees may perform bargaining unit work as part of the Engineer Trainee Program for a period not to exceed one year.

**Date:** June 10, 2011

**Reference:**

LOA-08-18-ESC. Attachment B: Job Descriptions (Pages 9-17)

**Description:**

The Company desires to increase Project Management rigor and discipline across the unit. The Company is proposing broader Project Management Certification (PMP) and Certified Associate in Project Management (CAPM).

**Proposal:**

The Company proposes that all new entrants to Project Services at the Sr. Project Manager level and above have and maintain a PMP. The company is also proposing that new entrants to Project Services at the Sr. Project Control Analysts level have and maintain a PMP or CAPM. Existing Sr. Project Managers and Sr. Control Analysts within Project Services shall obtain and maintain their PMP/CAPM certification within twelve months from the effective date of the Agreement. The Company will reimburse existing Project Services employees for the cost of obtaining and maintaining the PMP/CAPM certification.

**Date:** June 10, 2011

**Reference:**

ESC LOA 08-18

**Description:**

The proposed revisions solve some issues with the existing Letter of Agreement that were not working very well. Additionally, the proposed changes improve work management processes, increase work flexibility, and clarifies the intent of how work is defined.

**Proposal:**

See attached proposed revisions to Project Services Letter of Agreement.



**Jeff Delaney**  
Principal Negotiator  
Labor Relations and  
Human Resources

Mail Code N2Z  
P. O. Box 770000  
San Francisco, CA 94177

(415) 973-5998  
Fax (415) 973-6736

**R1-08-18-ESC**

February 27, 2009

Mark Mitchell, Business Manager  
Engineers and Scientists of California  
Local 20, IFPTE, AFL-CIO & CLC  
835 Howard Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

Dear Mr. Mitchell:

The Company and Union have concluded negotiations for newly represented Project Managers and Project Controls Analysts in the Project Services department. The agreed upon contract language for Exhibit W and job descriptions are included as attachments to this agreement.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By: \_\_\_\_\_  
Jeff Delaney  
Principal Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO and CLC

\_\_\_\_\_, 2009

By: \_\_\_\_\_  
Mark Mitchell  
Business Manager

**Exhibit W**

**Project Managers and Project Controls Analysts**

For the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, the Company recognizes the Union as the exclusive representative of Project Managers and Project Controls Analysts in the Project Services department based on the majority card count conducted on October 5, 2007. Pursuant to the Neutrality Agreement between the Company and Union, these classifications will be incorporated in to the ESC Agreement pursuant to the conditions provided for in the table agreement reached April 28, 2008. Those conditions are described in the remainder of this Exhibit. Unless otherwise noted, the term "employee" refers to those in classifications covered in the aforementioned unit certification.

**Job Descriptions**

The job descriptions are shown on Attachment B.

**Rate of Pay**

The annual salary ranges are effective upon the implementation date, which is the first of the month following ratification, expected to be June 1, 2008 and are shown below.

	No Engineering Degree	With Engineering Degree
Associate Project Manager	70,550 – 90,418	(same)
(Journey) Project Manager	88,188 – 111,946	92,597 – 117,543
Senior Project Manager	97,525 – 125,278	102,401 – 131,542
Sr. Consulting Project Manager	107,900 – 139,440	113,295 – 146,412

  

Project Controls Analyst	60,000 – 80,000
Sr. Project Controls Analyst	74,700 – 93,375

The Engineering Degree requirement for the higher pay band shall refer specifically to a BS degree in Engineering from an accredited college or university. It shall also apply on a Present Incumbent Only basis to incumbents holding a BS in Architecture.

**Pay Increase Upon Implementation**

Effective the first of the month following ratification, each employee's salary will be moved to the salary minimum or receive a 5% increase, whichever is greater; however, no employee's salary shall be increased beyond the maximum of their pay band. Incumbent Senior Project Managers will receive an increase to \$110,000 annual salary or a 5% increase, whichever is greater; however, no employee's salary shall be increased beyond the maximum of their pay band. Future progressive wage increases shall occur in accordance with the Agreement on the anniversary date of ratification of this agreement.

Employees whose current wage rate is greater than the pay band maximum shall have their current wage rate "grandfathered," i.e. they will continue to reside outside the pay band but will not receive increases until the pay band maximum surpasses their current salary, at which time their salary will be increased to the pay band maximum and the employee will receive all future general wage increases.

**2007 STIP**

A transitional payment equal to each employee's calculated 2007 STIP award will be paid to employees upon ratification of this agreement, if they have not already received a 2007 STIP award. The payment will be based on the employee's eligible earnings as of 12/31/07 including any retroactive pay adjustment and the organization's final STIP score; it will be paid at a flat percentage to all employees and not based on individual performance ratings.

**Pro-Rated 2008 STIP**

A transitional payment equal to each employee’s calculated 2008 STIP award, prorated to the date of ratification, will be paid to employees at the time of the regular STIP payout in 2009. The payment will be based on the employee’s eligible earnings in 2008 prior to ratification including any retroactive pay adjustment and the organization’s final STIP score; it will be paid at a flat percentage to all employees and not based on individual performance ratings.

**Work Jurisdiction**

The parties agree that there is shared work jurisdiction between the Principal Project Manager and this unit. The Company and Union agree to continue the shared work jurisdiction as currently practiced; there are currently 4 Principal Project Manager positions: 2 regular Principal Project Managers and 2 rotational Principal Project Managers (whose base classification is Senior Project Manager). The Company will notify the Union of projects assigned to Principal Project Managers in advance and will meet and confer with the Union before increasing the number of Principal positions, including rotational positions, to more than 4.

The Company also agrees to maintain a minimum ratio of Senior Project Managers in this unit such that a minimum of 50% of all Project Manager positions are Senior Project Manager positions or higher. Additional Senior Project Manager positions will be added as regular Project Manager positions are added to reflect this ratio as closely as possible. Normal rounding will apply in determining the number of Senior Project Manager positions. In no case will the ratio result in the selection of a Senior Project Manager who is unqualified for the position. The Company may expand or reduce the number of Senior Project Manager positions provided it maintains the minimum ratio. If the Company chooses to downgrade a Senior Project Manager position to a journey Project Manager position solely to maintain the ratio, the incumbent will be placed as a PIO Senior Project Manager, however, such PIO assignment will not be made if the reduction is the result of the application of Title 22 or due to a demotion resulting from a documented performance deficiency.

**Benefits**

Vacation granted for 2008 and subsequent years will be in accordance with the provisions of Section 9.2. Employees whose vacation accrual rate is greater than that set forth in Section 9.2 as the result of a Special Employment Offer shall have their vacation accrual rate “grandfathered” – i.e., maintained at its present level until the amount of vacation due the employee per Section 9.2 is greater than present, at which time they shall receive vacation per Section 9.2.

**ESC Agreement**

These employees will be Incorporated into the existing ESC Collective Bargaining Agreement (“Agreement”) and Benefit Agreement, with the following noted exceptions:

The Company and Union agree that these classifications shall be Exempt pursuant to wage and hour regulations. To recognize the different applications of the contract for Exempt, monthly paid, the attached modification to the agreement, including but not limited to Titles 7, 8, 9, 11, 16, 17, 21, and 22 are included as Attachment A.

**Seniority Application**

Seniority shall be determined using the employee’s date of hire at PG&E.

**Performance Standards**

The Company will continue with the existing performance appraisal standards and those will be updated by a joint Company-Union Committee to support the shared objective of achieving top quartile performance. The company may from time to time update appraisal standards and annual goals provided that such updates are not substantially different from the previously agreed standards.

**Management Relocation Offer**

The Company may continue to offer the management relocation program and additional vacation to new hires into the department.

**Professional Certifications and Memberships**

For positions that require certification as a Project Management Professional (PMP) or Certified Associate in Project Management (CAPM), the certification must be maintained in accordance with the current requirements of the Project Management Institute.

The company shall pay for membership in the Project Management Institute (PMI) and membership in the local PMI Chapter. For Projects Managers / Project Control Analysts, the Company will reimburse the cost for the one PMI exam upon demonstration of successful completion.

Reimbursement of Professional Engineering registration license fees shall follow current practices; Company shall reimburse employees for the first exam, but not for second and later exams. Company shall reimburse registration renewal fees. Review courses shall be attended on employee's time; Tuition for PE review courses are covered under Tuition Refund Program.

**Attachment A: ESC Agreement Changes for Project Managers and Project Controls Analysts**

**Title 7. Hours**

Since the work hours of Exempt employees covered by this Exhibit may vary on any given day, it is expected that they may be required to work for more than eight hours on a workday or to work on a non-workday as the occasion demands. Additional time worked may be eligible for compensation as outlined by the Additional Time Worked policy in Title 17 of this Exhibit.

The provisions for overtime pay in Section 7.3 are not applicable to Project Services employees included in this unit.

The provisions of Section 7.4 (f) shall apply to employees covered by this Exhibit.

Business travel for Exempt employees is an integral part of their duties and may be considered as time worked and paid under the Additional Time Worked policy. However, employees are not eligible for pay for additional time worked for commuting to or from their regular headquarters. To receive payment for travel time incurred outside of normal work hours, Exempt employees must receive approval in advance from their supervisor or higher as described in Title 17 of this Exhibit.

**Title 8. Holidays**

The provisions for overtime pay in Section 8.5 are not applicable for Exempt employees.

**Title 9. Vacations**

9.16 Hourly Increments

Exempt employees shall not be charged vacation leave for increments used of less than four (4) hours.

**Title 11. Sick Leave**

11.6 Hourly Increments

Exempt employees shall be charged sick leave in four (4) hour increments, with no charge made for increments of less than four (4) hours. Once the four (4) hour threshold is met, additional sick leave will be charged in hourly increments. No deduction shall be made for an increment of less than four (4) hours from the wages of an employee who has exhausted his/her sick leave.

- Example #1: Employee is off 3 hours for a medical appointment – the employee's sick leave account is not charged.
- Example #2: Employee is off 5 hours for a medical procedure – the employee's sick leave account is charged for the 5 hours.

**Title 15. Wages and Classifications**

15.3 Temporary Assignments to Higher Classification

The provisions of Section 15.3 shall not be applicable to these Exempt employees.

1. Journey Project Managers shall be upgraded to Senior Project Manager while assigned three or more projects defined as Senior Project Manager level on the attached table of Project Types by Career Stage.
2. Senior Project Managers shall be upgraded to Senior Consulting Project Manager while assigned one or more projects defined as Senior Consulting Project Manager level on the attached table of Project Types by Career Stage. The PMP certification is not required for upgrade to Senior Consulting Project Manager.

Formatted: Space After: 6 pt

Deleted: e

3. ~~Deleted~~
4. For all these upgrades, the term of assignment is defined as initial assignment until the end of construction. Projects that have finished construction shall not be counted. For Upgrades to Sr. Consulting Project Manager that require a CPCN or CEQA permit, the term of the upgrade is defined as the time the PG&E Law Department advises that a CPCN or CEQA permit will be required until the end of construction.
5. Project Controls Analysts can review and track Project Management work and get support from an assigned back-up PM covering for a vacation or otherwise absent Project Manager for up to two weeks. For vacations or temporary absences exceeding two weeks, a back-up Project Manager will be assigned to provide coverage.
6. Associate Project Managers may be assigned to work on up to three Journey or Sr. Project Manager Projects as defined on the attached table of Project Types by Career Stage. The Associate Project Manager will not have primary responsibility for these assigned projects, but rather work under the guidance and direction of a Project Manager of a higher classification for developmental purposes. The Associate Project Manager will not be upgraded when assigned projects in this manner. Notwithstanding the above, Associate Project Managers shall be upgraded to the appropriate Project Manager position while assigned three or more projects to manage on an independent basis as defined in the attached table of Project Types by Career Stage.

**Deleted:** Journey Project Controls Analysts shall be upgraded to Senior Project Controls Analyst while assigned three or more projects defined as Senior Project Manager level on the attached table of Project Types by Career Stage.

**Formatted:** Bullets and Numbering

### **Title 16. Meals**

The provisions of Section 16.2, 16.4 and 16.6 shall not be applicable to these Exempt employees.

(a) Meals are reimbursable if required for:

- 1) a business need to host customers or guests
- 2) out of town or overnight travel
- 3) business related circumstances that prevent normal meal practice
- 4) conferences or training sessions
- 5) business meetings
- 6) group or individual recognition

Approval for reimbursement is required by an employee's supervisor. Meals involving only PG&E employees conducting internal PG&E business or staff related meetings (i.e., items 5 and 6 above) are discouraged and are only reimbursable if approved by the employee's Director or VP.

Employees are expected to use good judgment in selecting moderately priced meals.

(b) Groceries or the cost of meals prepared at home are not usually eligible for reimbursement. Exceptions may include meals prepared when on extended assignment away from home and home prepared meals when hosting clients on Company business. When such meals are reimbursable, reimbursement is limited to the actual cost of food and beverages purchased and consumed, or the catering costs if applicable.

### **Title 17. Overtime**

The following overtime provisions shall be applicable to Exempt employees covered by Exhibit R and will replace the provisions of this Title in the Agreement. Further, provisions for overtime payment contained elsewhere in the Agreement, including its exhibits or any other agreements between the parties, shall not be applicable to these Exempt employees unless otherwise specifically agreed upon.

Additional Time Worked for Monthly Paid ("Exempt") Employees

a) Exempt employees will be eligible for compensation at the straight-time rate of pay for work beyond normal work schedules, subject to the conditions contained below:

1. Employee receives prior authorization from a supervisor, manager or director within the department to work beyond normal daily work schedule or on a non-workday to meet critical work requirements, including time worked by telecommuting or remote access or on Regular Days Off associated with Alternative Work Schedules.
2. Employee works at least one hour beyond the normal daily work schedule, or works on a non-workday. On normal workdays, only the time beyond the initial one hour beyond the normal work schedule will be compensated. On non-workdays, all time worked will be compensated.
3. Employee is not eligible for any other type of special incentive to offset additional time worked.

## **Title 21. Job Bidding, Promotion and Transfer**

### **Advancement to Senior Analyst**

Project Controls Analyst who meet the requirements of the Senior Project Controls Analyst position and are performing satisfactorily in their current classification shall advance to Senior Project Controls Analyst upon reaching 5 years experience; such experience may include 7 years PG&E relevant experience or 8 years related industry experience as well as time in Project Services.

### **Project Controls Analyst Vacancies**

When vacancies occur for Project Controls Analyst or Senior Project Controls Analyst positions, a selection board comprised of two management and two union appointed employees will interview all interested and qualified employees, using jointly-developed job qualifications and interview questions. The selection board shall evaluate the candidates against the selection criteria to determine who is most qualified.

Candidates for the vacancies will be considered using an alternating process. Every other vacancy shall be considered "ESC Preferred" and will be subject to the following process.

1. The Company must post the position internally and may also advertise the position externally.
2. The first candidates to be interviewed for Project Controls Analyst opening shall be only other ESC-represented Analysts and Senior Analysts; for Senior Project Controls Analyst openings, only other ESC-represented Senior Analysts. Only if no such candidates apply, or the panel rejects all candidates in this round, will second round interviews be held.
3. The second round of candidates to be interviewed shall be other ESC-represented employees meeting minimum the qualifications for the position. Only if no such candidates apply, or the panel rejects all candidates in this round, will third round interviews be held.
4. The third round of interviews will be all other candidates.
5. The Company may create the schedule of interviews for all three rounds of candidates at the same time.

In either case, applicants must meet minimum qualifications in order to be considered by the selection board. In the event the board is deadlocked, a fifth member alternately selected by the Union and the Company will be added to the panel to resolve disputes.

### **Advancement Associate-Journey Project Manager**

Associate Project Managers who meet the requirements of the Journey Project Manager position and are performing satisfactorily in their current classification shall advance to Journey Project Manager upon reaching 3 years experience; such experience may include 3 years of PG&E relevant experience or 4 years related industry experience as well as time in Project Services.

### **Associate and Journey Project Manager Vacancies**

When vacancies occur at the level of Associate or Journey Project Manager, a selection board comprised of two management and two union appointed employees will interview all interested and

qualified employees, using jointly-developed job qualifications and interview questions. The selection board shall evaluate the candidates against the selection criteria to determine who is most qualified.

Candidates for the vacancies will be considered using an alternating process. Every other vacancy shall be considered "ESC Preferred" and will be subject to the following process.

1. The Company must post the position internally and may also advertise the position externally.
2. The first candidates to be interviewed shall be only other ESC-represented Project Managers. Only if no such candidates apply, or the panel rejects all candidates in this round, will second round interviews be held.
3. The second round of candidates to be interviewed shall be other ESC-represented employees meeting minimum the qualifications for the position. Only if no such candidates apply, or the panel rejects all candidates in this round, will third round interviews be held.
4. The third round of interviews will be all other candidates.
5. The Company may create the schedule of interviews for all three rounds of candidates at the same time.

In either case, applicants must meet minimum qualifications in order to be considered by the selection board. Associate and Journey Project Manager positions require a bachelor's degree from an accredited college or its equivalent in education and experience. The Selection Panel may only select a candidate without a bachelor's degree from an accredited college by unanimous agreement of the Selection Panel. In the event the board is deadlocked, Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before deciding.

~~The advancement from Entry Engineers to Associate Project Manager shall not be treated as the filling of a vacancy to which this process is applicable.~~

**Deleted:** a fifth member alternately selected by the Union and the Company will be added to the panel to resolve disputes.

### Senior and Senior Consulting Project Manager Vacancies

When vacancies occur at the level of Senior Project Manager, the selection panel will first consider qualified journey Project Managers covered by this agreement. If no journey Project Managers apply, or the panel rejects all journey Project Manager applicants, the panel may consider other candidates.

When vacancies occur at the level of Senior Consulting Project Manager, the selection panel will first consider qualified Senior Project Managers covered by this agreement. If no Senior Project Managers apply, or the panel rejects all Senior Project Manager applicants, the panel may consider other candidates.

In the event the Selection Panel is deadlocked, the Company will make the final decision, which shall be subject to the grievance procedure only to determine whether the Company considered all of the factors listed above before.

**Deleted:**

Sr. Project Manager and Sr. Consulting Project Manager positions require a bachelor's degree from an accredited college or its equivalent in education and experience. The Selection Committee may only select a candidate without a bachelor's degree from an accredited college by unanimous agreement of the Selection Committee.

In the event that the Company desires to promote a Journey Project Manager to Sr. Project Manager without the benefit of a vacancy, the Company will only consider existing Journey Project Managers within the specific local office or a commutable distance (50 miles). The Selection Panel process as described above shall be used to make the selection.

**Deleted:** All potential locations must be in the same geographical bid region; there are currently 4 geographical bid regions per Title 21.3 of the contract: Bay Region, Mission Trail Region, Northern Region and San Joaquin Valley Region. If these are changed, any changes will also apply to this agreement.

### Posting of Positions in more than one Headquarters

In filling positions in field locations, the Company may identify multiple locations as a possible headquarters. In those cases, the successful candidate will choose by mutual agreement with the company the office from those listed or situated nearby to use as their work headquarters. In the event work shifts locations, any movement of employees on a non-voluntary basis will follow the provisions of Title 22.

**Deleted:** . If an employee vacates a position, the position may be re-posted in more than one office, as long as all potential headquarters are within the same geographical bid region.

**Filling Temporary Project Manager Vacancies by a Project Controls Analyst**

The Company may fill temporary vacancies at its discretion by the most qualified candidate. For temporary vacancies that exceed two weeks, the company shall temporarily upgrade the Project Controls Analyst to the appropriate Project Manager position.

**Title 22. Demotion and Layoff**

In the event that Demotions and Layoffs are needed, the company will follow the provisions of Title 22 of the Agreement. Within the established unit, employees who meet the full requirements of the position may displace less senior employees in their reverse line of progression with service based on overall company seniority

**Line of Progression and Reverse Line of Progression**

Project Manager classifications will be separate line of progression, reverse line of progression and bidding unit. Project Controls Analyst classifications will be separate line of progression, reverse line of progression and bidding unit.

**Title 27. Management of Company**

Engineer Trainees may perform Project Managemet or Project Controls work as defined in this Letter of Agreement as part of the Entry Engineer Trainee Program for a period not to exceed one year.

Deleted: bargaining unit

**Attachment B: Job Descriptions for Project Managers and Project Controls Analysts**

<b>Associate Project Manager</b>	
<b>Summary</b>	<p>This project management position is the first in a progression and is responsible for managing the scope, schedule, and cost of low to medium complexity <b>electric and gas transmission and</b> distribution projects. In this role, there are no direct reports; rather people and other resources are managed indirectly as part of a project team with limited supervision and guidance. External contacts are typically limited to overseeing contractors and providing information to third parties. Project duration is typically less than 1 year and projects do not require CPUC or Agency permits. The level of responsibility of this position increases with experience.</p> <p><u>Associate Project Managers may be assigned to work on up to three Journey or Sr. Project Manager Projects as defined on the attached table of Project Types by Career Stage. The Associate Project Manager will not have primary responsibility for these assigned projects, but rather work under the guidance and direction of a Project Manager of a higher classification for developmental purposes.</u></p>
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>• Develops and defines project scope and objectives.</li> <li>• Establishes and leads project team with agreed-upon roles and responsibilities.</li> <li>• Obtain commitment on detailed work plans including schedule, cost, resource, contingency and communication plans.</li> <li>• Obtains management approval as needed and is responsible for project tracking and analysis of project costs, scope and schedule.</li> <li>• Ensures project documentation is maintained.</li> <li>• Develops, monitors and updates the project cash flow <u>and financial forecasts.</u></li> <li>• Manages dates, operations, tasks and scheduling in current software system (e.g. WM, <u>EPM Microsoft Project Server</u>).</li> <li>• Ensures all specialized materials are ordered in a timely manner.</li> <li>• Manages the integration of vendor tasks and tracks and reviews vendor deliverables.</li> <li>• Communicates project status on a regular basis to all stakeholders.</li> <li>• Assesses project risk and formulates mitigative contingency plans.</li> <li>• Implements quality standards, reviews project deliverables and communicates variances accordingly.</li> <li>• Identify and communicate lessons learned and incorporate prior lessons learned as best practices into projects.</li> <li>• Adjusts project scope, with project sponsor approval, and schedule as appropriate to accommodate change</li> <li>• Identifies project performance issues, analyzes and addresses them in a timely manner.</li> <li>• Effectively completes multiple projects concurrently.</li> <li>• Represents and promotes the project and its contribution to company goals.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work with both internal and external customers/clients.</li> <li>• Ability to handle many projects simultaneously and prioritize work effectively.</li> <li>• Problem resolution and decision making ability – shows initiative and good judgment in resolving issues.</li> <li>• Ability to lead group meetings effectively, influence others and build agreement.</li> <li>• Strong communications and analytical skills.</li> <li>• Good facilitation and presentation skills.</li> <li>• Business computer skills, such as Microsoft Office Suite Programs (Emphasis on Excel, Word, and MS Project)</li> <li>• Ability to forecast and manage costs and schedules based on project assignments.</li> </ul>
<b>Qualifications</b>	<p>A bachelor's degree from an accredited college or its equivalent in education and experience. Plus 1 year experience in project management, project controls, engineering and/or construction if PG&amp;E/2 years if outside hire.</p>

Deleted: ¶

<b>Journey Project Manager</b>	
<b>Summary</b>	This is a career or journey level project management position that requires mastery of the Associate level Project Manager skills and duties and is responsible for all aspects of the development and implementation of assigned projects. This position has overall project management responsibility and provides a single point of contact for those projects. Uses independent judgment in applying Project Management fundamentals, working with minimal supervision. Interacts with senior internal and external contacts. External contacts include overseeing contractors and providing information to or exchanging information with third parties (e.g. Government, regulatory, or community groups).
<b>Job Duties</b>	<p>Is able to perform the job duties of an Associate Project Manager. Additional job duties include:</p> <ul style="list-style-type: none"> <li>• Provides technical and analytical guidance to project team.</li> <li>• Recommends and takes action to direct the analysis and resolution of problems.</li> <li>• Oversees and administrates low risk EPC contracts per project type table in accordance with ESC Work Oversight Committee.</li> <li>• Represents PG&amp;E to government agencies as required for assigned projects.</li> <li>• <u>Mentors and provides guidance to Associate Project Managers,</u></li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience with <u>electric substations</u>, gas and electric distribution and transmission projects.</li> <li>• Uses independent judgment in selecting and applying Project Management methods and techniques to determine cost-effective and practical solutions.</li> <li>• Fluent in the use of <u>Project Management</u> tools and current company tools, such as SAP Financials and Work Management modules <u>and Microsoft Project Scheduling Software</u>.</li> </ul>
<b>Qualifications</b>	A bachelor's degree from an accredited college or its equivalent in education and experience. Plus 3 years experience in project management, project controls, engineering, and/or construction if PG&E/4 years if outside hire. <u>Project Management Professional (PMP) Certification desired.</u>

Formatted: Bullets and Numbering

Deleted:

<b>Senior Project Manager</b>	
<b>Summary</b>	This job is the fully qualified, career-oriented, Senior Project Manager position that requires mastery of the journey level Project Manager job duties. Under general direction, exercises judgment and discretion and is responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Project duration is generally multi-year, requires significant risk management, and may include formal partnering agreements with outside firms. Assignments will have high visibility, require extensive project management skills and often require specific discipline and areas of expertise.
<b>Job Duties</b>	<p>Is able to perform the job duties of a journey level Project Manager. Additional job duties include:</p> <ul style="list-style-type: none"> <li>• Determines that project objectives are achievable.</li> <li>• Provides guidance to engineering on producing complex risk and alternative analyses, studies and conceptual designs for presentation to project sponsor.</li> <li>• Oversees and administrates EPC contracts in accordance with ESC Work Oversight Committee.</li> <li>• Negotiates third party contracts, in support of other departments when appropriate.</li> <li>• Develops and champions company-wide best practices.</li> <li>• Makes presentations to PG&amp;E Officers as appropriate.</li> <li>• Arbitrates and resolves conflicts within the project.</li> <li>• Mentors and provides guidance to less experienced project managers.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of land acquisition, CPUC and environmental permitting and EPC contracting procedures.</li> <li>• Superior ability to interface with and across supporting organizations and conduct formal presentations to officers.</li> </ul>
<b>Qualifications</b>	A bachelor's degree from an accredited college or its equivalent in education and experience. Plus 8 years experience in project management, project controls, engineering and/or construction if PG&E/9 years if outside hire. <u>Project Management Professional (PMP) certification and maintenance required.</u>

<b>Senior Consulting Project Manager</b>	
<b>Summary</b>	This position provides expert-level project management and leadership of diverse teams for Project Management's largest projects. These projects impact Business Unit financial performance, success, and strategic objectives. Projects typically are multi-year, exceed \$10 million, require significant risk management, are highly complex, and may include formal Partnering agreements with other firms. Under general direction, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects.
<b>Job Functions</b>	<p>Is able to perform the job duties of a Senior Project Manager. Additional job duties include:</p> <p><b>PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Establishes unit cost and monitors progress/accomplishment</li> <li>• Identifies and implements non-traditional processes to implement the project that reduce cost and/or schedule.</li> </ul> <p><b>COMMUNICATION/TEAMWORK</b></p> <ul style="list-style-type: none"> <li>• Communicates regularly with PG&amp;E Officers, managers, critical project partners and high-level public sector contacts.</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Mentors and provides guidance to less tenured project managers.</li> </ul>
<b>Knowledge / Abilities</b>	<ul style="list-style-type: none"> <li>• Proven advanced project management skills.</li> <li>• Able to develop complex schedules with multiple dependencies.</li> <li>• Understanding of integrated cost and schedule management.</li> <li>• Strategic and business acumen skills.</li> <li>• Superior ability to interface with and across supporting organizations and conduct formal presentations to officers.</li> <li>• Ability to mentor other PMs.</li> </ul>
<b>Qualifications</b>	A bachelor's degree from an accredited college or its equivalent in education and experience. Plus 13 years experience in project management, project controls, engineering and/or construction if PG&E/14 years if outside hire. Project Management Professional (PMP) certification and maintenance required.

Deleted: e

<b>Project Controls Analyst</b>	
<b>Summary</b>	A journey level Analyst position that provides support to Associate to Journey Project Manager level distribution and/or transmission projects (per Project Types table) with minimal guidance of the Project Manager/PCA Supervisor.
<b>Job Functions</b>	<p><b>Schedule Development and Analysis:</b></p> <ul style="list-style-type: none"> <li>• In coordination with Project Manager develop project schedule and cash flow/forecast plans with functional department input.</li> <li>• Attend Project and Job kickoff and walk down meetings.</li> <li>• Create, maintain and update schedules.</li> <li>• Document, monitor and communicate project milestones and risks with appropriate stakeholders.</li> <li>• Participate in project status meetings, collect progress data and revise project plan as needed.</li> <li>• Monitor financial progress and maintain Project Manager's order group. Develop, maintain and control project schedule plans using appropriate software (for ex: SAP Project System, SAP Work Management System, and MS Project).</li> </ul> <p><b>Cost Plan Development and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Use the cost and schedule plan to determine if project objectives are achievable.</li> <li>• Create, maintain, and update monthly forecast budgets.</li> <li>• Prepare various cost reports and maintain forecast accuracy. Prepare project performance analysis, cost, and schedule status reports. Identify cost and schedule variances from objectives and recommend corrective action.</li> <li>• Assess and report on project performance using established industry standards.</li> <li>• Ensure that responses to project budget, and GRC or FERC cost requests reflect accurate and current project cost information and stakeholders are in concurrence.</li> <li>• Provide regular communication on project cost, schedule and risk status to project team members, stakeholders and public.</li> <li>• Interface with design and planning resources and software systems.</li> <li>• Review and assist in the preparation of Advance Authorizations, Job Estimates and Re-Authorizations and assist PM in routing for approval.</li> <li>• Prepare journal entries and coordinate or process goods receipts in current software system.</li> <li>• Ensure that responses to budget and cost requests reflect correct project cost information and stakeholders are in concurrence.</li> <li>• Input data into various programs and prepare various cost and forecasting reports.</li> </ul> <p><b>Project Documentation &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>• Verify that project cost and schedule milestones were/were not attained and provide input to identify future process or business improvements and work with responsible parties to implement.</li> <li>• Manage orders from inception through completion and all required documentation is entered in current software system (Ex: EDMS).</li> <li>• Resolve all open items, ensure compliance requirements are met and settlement rules are entered, and close out order.</li> <li>• Maintain scope change, contingency release, change order, and journal entry logs.</li> <li>• Maintain written and electronic project documentation and records for required aspects of the project: Maintain project files in accordance with established guidelines and requirements (Ex: utilizing the electronic document management system or EDMS).</li> <li>• Document change order requests, project status, key issues, risks and</li> </ul>

	<p>resolution, priority changes and approvals.</p> <ul style="list-style-type: none"> <li>• Provide Project Manager with monthly report of project costs and/or schedule information including variance analysis according to an agreed upon level of detail and prioritization.</li> <li>• Provide Project Team members with current status report containing schedule and cost information. Comply with Utility Operations Policies, Standards and Guidelines.</li> <li>• Assist PM with Post Job Critique.</li> </ul>
<b>Knowledge / Abilities</b>	<p><b>DESIRED:</b></p> <ul style="list-style-type: none"> <li>• Experience with appropriate software tools, currently SAP Work Management, Controlling Orders, Planning Orders, and BW</li> <li>• Project Management, Project Controls, or Construction Management experience</li> <li>• Risk Management and Earned Value Analysis experience</li> <li>• Accounting/budgeting knowledge</li> <li>• Mathematical skills</li> <li>• Forecasting skills</li> </ul>
<b>Qualifications</b>	<p>A bachelor's degree from an accredited college or its equivalent in education and experience. Must include minimum 1 year experience in <u>an electric or gas transmission and/or distribution a business operations area</u>, business planning, accounting, and/or finance. <u>Two years experience</u> if hired externally. <u>Certified Associate in Project Management (CAPM) Project Management Professional (PMP) Certification</u> desired.</p>

Deleted: ,

Deleted: or

Deleted: e

<b>Senior Project Controls Analyst</b>	
<b>Summary</b>	A senior level analyst position able to work and to provide analytical support on any distribution and transmission projects. The Senior Analyst will have excellent computer skills and knowledge of the various tools and software of Project Services. If assigned, may perform different functions in the Central Data Management or Financial units.
<b>Job Functions</b>	<p>May perform all the functions of the Project Controls Analyst and in addition:</p> <p><b>Schedule Development and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Attend, actively participate and at times assist in leading the project and job kick-off and walk down meetings</li> <li>• Lead the project team to develop project plans</li> <li>• Educate and ensure team members understand and utilize appropriate project accounting. Conduct project status meeting, collect progress data and revise project plan, as needed.</li> <li>• Use the schedule plan as the basis for developing, maintaining and controlling the cost plan. Manage project forecast by collecting, coordinating, monitoring and tracking project forecasts from project players, vendors and contractors to ensure that expenditures are within the agreed-upon costs.</li> <li>• Provide cost variance explanations to program managers or planners when necessary</li> <li>• Work in collaboration with the Project Manager and project team to develop, maintain and control project schedules.</li> <li>• Analyze schedule start, completion, and duration variances utilizing the baseline schedule as the approved plan. Identify schedule variance and provide Project Manager with recommendations for corrective actions.</li> </ul> <p><b>Cost Plan Development and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Analyze and trend cost variances by comparing the current cost plan against the actual cost to date.</li> <li>• Forecast costs to completion up to approved or authorized cost budget amount.</li> <li>• Identify cost variances and investigate suspicious charges and provide recommendations for corrective action. Analyze and validate actual charges to project orders and notify responsible individual(s) of cost issues; take corrective actions as necessary.</li> <li>• Manage controlling orders which may include order creation, order status changes, entry of asset settlement rules, etc. and ensure team members understand and utilize appropriate project accounting.</li> <li>• Ensure that responses to budget and cost requests reflect correct project cost information and stakeholders are in concurrence.</li> <li>• Create Work Management System Notifications as needed to identify future work and resources.</li> </ul> <p><b>Project Documentation &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>• May provide special reports for supervisor or manager upon request.</li> </ul> <p style="text-align: center;"><b>Central Data Management Functions</b></p> <p><b>Data Management</b></p> <ul style="list-style-type: none"> <li>• Maintain Project Management and Construction Management databases for tracking Operational Metrics.</li> <li>• Work with the Project Management Leadership Team to automate data gathering and reporting.</li> <li>• Act as the point of contact for Project Management group for any PMD or CMP updates or modifications to order groups.</li> <li>• Work with the appropriate departments to resolve issues and implement</li> </ul>

solutions.

**Quality and Analysis**

- Prepare various monthly and weekly project management reports and report performance reports to management group including scorecards.
- Ensure quality of reports for the department, to report out to stakeholders.
- Validate weekly and monthly data sets.
- May provide support to project manager(s) as necessary

**System Support**

- Provide technical support for the PMD system, for the Department.
- Provide computer installation advice to the Department.
- Act as the Project Management User Rep, for all new PMD/CMP developments and enhancements, that impact Project Management work.

**Special Projects**

Fulfill ad-hoc requests for cost-related data and analysis

**Central Financial Analysis Functions**

**Project Budget & Cycle Forecast Planning:**

- Work with Business Planning in preparing the Annual Budget Plan, for all three Project Management Departments – Electric and Gas Transmission, and Distribution.
- Document, monitor, and communicate the Budget plan with appropriate stakeholders.
- Attend all department-related planning meetings, and revise project plan, as needed.
- Oversee the Budget planning, in BW, and ensure the PRJ planning version data is properly rolled up to RES.
- Work with Management Reporting to ensure the PCC rates are accurate and are copied correctly into all planning versions in SAP/BW.
- Act as the point of contact, for Project Management, for BW and for Budget forecast planning issues. Work with the appropriate departments to resolve issues and implement solutions.

**Project Budget & Cycle Forecast Monitoring/Reporting:**

- Prepare various monthly and weekly project performance reports - budget and cycle forecast reports; and finance status reports, utilizing the SAP/BW system and PMD.
- Coordinate and work with all stakeholders, on creating new reports, that best measure and support good business decisions, to meet the Year End Annual Budget target.
- Coordinate and summarize project cycle forecast variance explanations, for the department, to report out to stakeholders.
- Ensure that all responses to budget, quarterly cycle requests reflect accurate and current project cost information and stakeholders are in concurrence.
- Post and update all the project performance; budget and cycle forecast; and status reports on the Project Management website.

**Financial and Performance Management:**

- Monitor, analyze and report out on the Department's Forecasting Performance, with weekly performance reports, utilizing the SAP/BW system and PMD.
- Analyze financial results on a monthly basis, providing explanations of significant cost drivers to PM Leadership – reports such as the Green-Red Scorecard and Lessons Learned Reports.
- Create new and maintain existing BW reports, for use with upper

	<p>Management, and for Project Manager/Analysts, to review forecast performance.</p> <p><b>Capital Accounting Support:</b></p> <ul style="list-style-type: none"> <li>• Single point of contact for all Capital Accounting data requests (Various)</li> <li>• Coordinate the department responses, for the following Monthly Capital Accounting data requests:             <ol style="list-style-type: none"> <li>1. Major Capital Projects Status Report</li> <li>2. Construction Work in Progress Report for projects not operative</li> <li>3. Plant in Service Report for projects that are operative</li> </ol> </li> <li>• Prepare accurate and timing responses to all internal and external accounting/financial data requests, related to T&amp;D project work, including GRC/TO filings to the CPUC.</li> </ul> <p><b>System Support:</b></p> <ul style="list-style-type: none"> <li>• Act as the User Rep in developing, testing, and troubleshooting technical issues within SAP/BW system, for the Department.</li> <li>• Serves as the Department Hot Line, for resolving technical bugs and systems errors. This involves working with programmers in ISTS; developing and testing solutions; or creating new BW reports; and communicating resolutions.</li> <li>• Develop and provide SAP/BW training to the Department.</li> <li>• Act as the Project Management User Rep, for all new SAP developments and enhancements, that impact Project Management work.</li> </ul>
<b>Qualifications</b>	<p>A bachelor's degree from an accredited college or its equivalent in education and experience, plus 5 years as a Project Controls Analyst; or 7 years PG&amp;E experience in transmission, distribution, business planning, accounting, and/or finance; or 8 years of related experience if hired externally. <u>Certified Associate in Project Management CAPM</u> or <u>Project Management Professional (PMP) Certification, required.</u></p>

Deleted: e

Deleted: desired

**Attachment C: Project Types by Career Stage**  
**Energy Delivery Project Services - Gas and Electric Transmission and Distribution**

**Associate PM**

- Electric Distribution substation equipment replacements (e.g. switches, circuit breakers and circuit switchers).
- Electric Distribution substation distribution bank replacements
- Electric Distribution electric overhead relocation and reconductoring.
- Generator Interconnection relay work
- Electric transmission wood, fiberglass and light duty steel pole replacements and relocations
- Electric Transmission circuit breaker and switch replacements
- Electric Transmission 230 kV and below relay replacements
- Electric Transmission and Distribution MRTU installations and upgrades
- Electric Transmission and Distribution security installations and upgrades
- Distribution gas relocation.
- GPRP and copper services
- Gas meter protection
- Gas compressor station in-kind equipment replacements.
- Gas storage station in-kind equipment replacements.
- Gas metering and regulation station (greater than 60 psi) in-kind equipment replacements.
- Gas transmission pipeline (greater than 60 psi) projects (to include small routine projects such as pipe repairs; replacements; hydro-tests; recoating, and casing contacts).

Deleted: <#>Electric transmission wood pole relocations ¶

Formatted: Bullets and Numbering

NOTE: The above gas project types:

1. Do not require development of engineering alternatives, new engineering designs, equipment specifications or work procedures; however, alternative analyses are expected in the job authorization process.
2. Employ commonly used standard designs and specifications.
3. Are straight forward and implementation can be replicated from similar successful projects.
4. Require limited interactions and input from Station or Pipeline Engineering and Maintenance/Operations or similar line work groups.

## Journey PM

- Distribution substation circuit breaker installations.
- Distribution substation bank installations
- SCADA installations.
- Distribution underground cable replacement and relocation.
- Rule 20A with one joint trench participant.
- Distribution reliability work.
- New distribution electric capacity circuits.
- New distribution gas capacity pipelines.
- Electric Transmission 230 kV and below integrated (IPAC) relay replacements
- Electric Transmission and Distribution emergency like for like transformer replacements
- Electric transmission steel relocations.
  
- Gas distribution regulator installations.
- Gas compressor station equipment replacement projects.
- Gas storage station equipment replacement projects.
- Gas metering and regulation station (greater than 60 psi) equipment replacement projects.
- Gas transmission pipeline (greater than 60 psi) projects (such as replacement in-kind [reliability]; upgraded operating pressure [reclassification]; new installation [relocation, capacity, Work Required by Others (WRO), and New Business [new or upgraded services for power plants and major commercial/industrial customers]).

← - - - - Formatted: Bullets and Numbering

NOTE: The above gas project types:

1. Require development of engineering alternatives and business analysis, and include project specific engineering designs, equipment specifications or work procedures.
2. Employ a combination of standard and non-standard engineered designs and specifications
3. Require close interactions with Station or Pipeline Engineering, Maintenance/Operations, Marketing and similar work groups
4. Entail land acquisition or environmental permitting issues requiring interaction with Land and Environmental Services Departments, land owners, and regulatory agencies.
5. Require the PM to provide Project Sponsors and others with recurring status updates and tailboard like presentations.

## **Senior PM**

- Rule 20A with multiple joint trench participants.
- Generator interconnections transmission line work.
- Electric transmission line reconductoring
- SPS automation work.
- Electric Transmission 500 kV relay replacements
- Electric transmission bank/substation work.
- New electric transmission line.
- Greenfield transmission and substation work.
- MPAC projects.
- Static VAR Compensation (SVC) Systems.
  
- Gas compressor station major equipment and system overhauls, replacements, upgrades or new construction projects (such as gas compressors, compressor engines and motors, gas coolers, station/unit controls, electric substations, emergency power systems and environmental equipment retrofits).
- Gas storage station major equipment and system replacements, upgrades or new construction projects (such as gas dehydration equipment, gas odorizer, main gas piping, valves, meter runs, station/process controls, emergency power systems and environmental equipment retrofits).
- Gas metering and regulation station (greater than 60 psi) major equipment and system replacements, upgrades or new construction projects (such installation of main gas metering, regulation and SCADA equipment)
- Gas transmission pipeline (greater than 60 psi) projects (such as large diameter, long distance or built-up pipeline reliability replacements, WRO, relocations, capacity installations, and integrity (pigging) projects. On a project by project basis, these projects entail pipelines serving large geographic core gas customer areas, or large commercial/industrial customers or wholesale gas shippers.

← --- Formatted: Bullets and Numbering

NOTE: The above gas project types:

1. Require development of engineering alternatives and business analysis, and include project specific engineering designs, equipment specifications or work procedures. Non-standard engineered designs and specifications are used. One-off or special techniques, technologies and/or skills may be required to engineer, design, procure and construct the project.
2. Require close interactions with Station or Pipeline Engineering, Maintenance/Operations and Marketing work groups.
3. May entail land acquisition or environmental permitting issues requiring interaction with Land and Environmental Services Departments, land owners, regulatory agencies, as well as other IOUS and CPUC representatives.
4. Routinely require the PM to provide Project Sponsors, upper management and others both with in and outside the Company, with recurring status updates and presentations.

**Senior Consulting PM**

- Any electric transmission, distribution or substation project requiring CPCN with extensive permitting from both Local, State and Federal Agencies.
- Transmission substation or transmission interconnection or reconstruction involving other utility companies
- Major gas pipeline projects (e.g. 57C) requiring CEQA permitting (i.e., full EIR required, not just negative declaration).
- Gas Transmission new/rebuild compressor stations.
- Program Management work for Gas and Electric, Transmission and Distribution, i.e. a grouping of projects having a common purpose to be implemented over multiple years. The Sr. Consulting Project Manager is expected to both manage individual projects and provide programmatic guidance to other Project Managers to implement the program in a efficient, organized and repeatable manner.

Deleted: ,

Deleted: , &

#### **Attachment D: Implementation Agreement Project Managers/Project Controls Analysts**

The parties, while recognizing the delay in signing the final letter of agreement for Project Managers and Project Controls Analysts, met on December 18, 2008 to discuss implementation issues. The following agreement will be attached to the signed letter of agreement:

- 1) Overtime Policy  
The parties agree that the employees covered by this agreement must receive approval for additional time from the Director of this organization. The Company reserves the right to change the designated approver in the future. The organization will redistribute the current process to employees.
- 2) CPCN/CEQA  
The parties agreed the intent of the CPCN and CEQA requirements for the Senior Consulting Project Managers applied to PG&E projects where the Project Manager is responsible for managing the environmental assessment and work necessary for obtaining state approval for the CPCN permit or CEQA.
- 3) Selection Committee  
The parties agreed that the Union would identify additional employees by area for the selection committees and the parties would have specific discussions about the selection committees for the new Senior Consulting Project Managers.
- 4) The parties agreed to grandfather, by separate agreement, the vacation of an individual.

Date: June 10, 2011

**Reference:**

TITLE 12. LEAVE OF ABSENCE  
12.1 ELIGIBILITY  
TITLE 11. SICK LEAVE  
TITLE 9. VACATIONS

**Description:**

All paid sick and vacation time to run concurrent with Company Medical Leave of Absence so that the total time off for sick leave, vacation and Medical Leave of Absence combined is 12 months.

**Proposal:**

12.1 ELIGIBILITY

"Leave of absence" ~~without pay~~ shall be granted to regular employees, under the conditions set forth in this Title for urgent or substantial personal reasons, provided that adequate arrangements can be made to take care of the employee's duties without undue interference, or if required by law, undue hardship, with the normal routine of work. A "leave" will not be granted if the purpose for which it is requested may lead to the employee's resignation. **A leave of absence will not be granted or continued for any reason during the period that an employee is confined for any reason in a penal or correctional facility. (Amended 1-1-12)**

For the purpose of this Agreement the terms "leave of absence" and "leave" signify absence ~~without pay~~ for periods in excess of ten consecutive workdays. ~~In the computation of the length of a "leave of absence" there shall not be included any time the employee is absent with pay.~~ Absences ~~without pay~~ for ten consecutive workdays or less shall also be authorized under these provisions. **The leave begins on the first, full day of absence. (Amended 1-1-12 4-1-09)**

In addition to the provisions of this Title, it is the intent of the parties to include leave benefits as mandated by State and Federal law, including both the California Family Rights Act of 1991 and the Federal Family and Medical Leave Act of 1993. (Amended 1-1-94)

**Medical Leaves: Employees must use all accrued sick leave while on a medical leave of absence. After sick leave is expired, an employee may elect to use accrued vacation, floating holiday, etc. prior to going on unpaid status. (Added 1-1-12)**

**If on leave under the Pregnancy Disability Law (PDL), Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA), an employee may be exempt from this requirement, upon providing actual documentation of payments received from a private or state disability plan, including CA State Disability Insurance (SDI ). (Added 1-1-12)**

TITLE 112. SICK LEAVE

**11.15 PAID SICK LEAVE DURING LEAVE OF ABSENCE (Added 1-1-12)**

**An employee's use of sick leave under this Section does not extend the maximum period of leave to which the employee may be entitled under the provisions of Section 12.2.**

TITLE 111. VACATION

**9.16 PAID VACATION DURING LEAVE OF ABSENCE (Added 1-1-12)**

**An employee's use of vacation under this Section does not extend the maximum period of leave to which the employee may be entitled under the provisions of Section 12.2.**

**Date:** June 10, 2011

**Reference:**

TITLE 12. LEAVE OF ABSENCE  
TITLE 12.2 Periods of Leave  
Letter Agreement 89-22

**Description:**

Employees are currently taking time off for Child Care Leave within the first year of birth of a child, which is within the FMLA/CFRA guidelines. The letter agreement expands this to allow them to take time off within a three-year period.

**Proposal:**

**12.2 PERIODS OF LEAVE**

(a) The Company may grant a "leave of absence" without pay to a regular employee for a period not in excess of six consecutive months. It may grant an additional "leave of absence" without pay to such employee if personal circumstances and service to the Company warrant the granting thereof or as otherwise required by applicable law. Except as provided in Sections 12.6 and 12.9, a "leave of absence" will not be granted which, together with the last "leave" or "leaves" granted, will exceed twelve consecutive months. (Amended 1/1/91, 1/1/09)

(b) In addition to the provisions of this Title, it is the intent of the parties to include leave benefits as mandated by state and federal law, including both the California Family Rights Act of 1991 and the Federal Family and Medical leave Act of 1993. (Added 1/1/94)

(c) **Child Care Leave:** A regular employee who has become a parent by the birth or adoption of a child, or has become the legal guardian of a child shall be entitled to an unpaid "leave of absence" for a period not to exceed the six consecutive-month "leave" provided for in Subsection 12.2(a) without reference to urgent and substantial personal reasons to care for such newborn or adopted child. When an employee who was granted a leave for child care applies for reinstatement, the employee will be returned to the employee's former classification and headquarters which the employee vacated. **The leave shall be taken and completed within the first year following the birth or adoption of a child.** (Amended 1/1/91, **1/1/12**)

An employee shall be entitled to an additional "leave of absence" for a period not in excess of six consecutive months for child care with the understanding that the employee may return to work provided a vacancy exists in the classification and headquarters which the employee vacated or in a classification lower thereto in the line of progression at such headquarters.

If no such vacancy of this kind exists after the second six consecutive months, the employee's Service shall be terminated. (Added 1/1/84)