

Review Committee Decision

ESC Review Committee File Number #923 - Grievance # 22095

Clerical Scanning Gas As-Builts

Subject of the Grievance

The Union alleged that the Company violated section 27.2(a) of the Contract by having Clerical employees scan as-built packages and enter them into computer systems after they had been mapped by Gas Mapping Technicians.

Facts of the Case

In February 2013, PG&E introduced a new process for order closure of gas jobs. The major change from the previous process was moving the processing of the job in the RMC OMD (Order Management Desk) to the final step of the process chain. This step involves scanning the job package. ESC argued that this meant that Mapping Technicians were no longer responsible for final data entry of the as-built information into the Company's computer systems.

Discussion

The Company's position was that it changed only the order in which work is performed. The Company pointed out that Mapping Technicians are the ones who receive all incoming information from the field crews – whether on paper or electronically – and that the work of the Clerical employees in this instance was similar to simply filing away a paper document in a filing cabinet. The Company insisted that this new process was necessary for efficiency, and that Mapping Technicians still performed all of their essential functions of quality control, data validation and correction of errors in addition to posting all the information to the Company's mapping systems (MET and GIS in the future).

The union expressed concerns that failure to contest the changes that the Company has made will be viewed as a waiver of its right to contest future changes in Mapping regarding electronic media data entry. The Union believes that scanning and naming a file, even if no checking is done, is still Mapping Technician work, because it is entry of data into an electronic system.

During discussion of this grievance, the Company approached the Union regarding the use of Engineering Assistants to perform the work of assigning Attributes to scanned as-built documents for Gas Transmission mapping. The Union and Company reached an agreement to enable the use of Engineering Assistants for this function in Gas Transmission, which facilitated the settlement of this grievance along similar lines.

Disposition

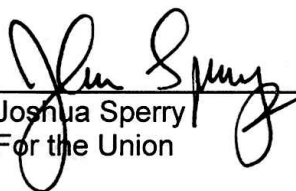
The Company reiterated that it is the exclusive role of Mapping Technicians to update records and verify data within the jurisdiction of mapping that comes from the field, whether in an electronic or paper environment. There is no intent on the part of the Company to eliminate Mapping Technicians from these activities or to alter any of its previous commitments under LOA 13-02-R1 (06-08 revised). The Union agrees to permit clerical employees to continue to


scan as-built job packages, name the electronic files, and assign the file type (GSR, A-form, etc.). This only applies to as-built job packages that have been checked by Mapping and does not include any error checking or data correction functions. Clerical employees may reconfirm completeness of as-built job packages. Clerical employees may not attach the scanned document to facilities in GIS or any other system.

Engineering Assistants will assign the attributes to the scanned documents on an ongoing basis, and may perform scanning work as well. The Company will provide Engineering support for technical guidance and direction. Their work will be checked by Mapping. Engineering Assistants will not be permitted to perform any other Mapping functions, including attaching the scanned document to facilities in GIS or any other system.

The company recognizes that the assigning of attributes to electronic records of physical assets is Mapping Technician work. The Company recognizes that Mapping Technician work includes electronic media data entry and will negotiate any future changes to work processes involving electronic media data entry, whether into MET, GIS, Documentum or any other computer system, with ESC.

This is agreed upon as a complete settlement of the Union's grievance referenced above.

 6/25/14
Joshua Sperry date
For the Union

 6/25/14
Matthew Levy date
For the Company