



**Pacific Gas and  
Electric Company**

Eric Bachman  
Principal Negotiator  
Labor Relations

375 N. Wiget Lane, Suite 130  
Walnut Creek, CA 94598  
925.974.4403

**16-05-ESC**

January 25, 2016

Joshua Sperry, Senior Union Representative  
Engineers and Scientists of California, Local 20  
IFPTE (AFL-CIO & CLC)  
810 Clay Street  
Oakland, CA 94607

Dear Mr. Sperry:

Company proposes to cancel and supersede Letter of Agreement 13-22, and replace the Educational Assistance Program in Exhibit E of the Agreement, effective upon execution of this letter of agreement. The proposed amendment will:

- Change the name in the Exhibit from Educational Assistance to Tuition Refund Program to be consistent with Company's program name
- Update the list of acceptable institutions in accordance with the current Tuition Refund Program Standard
- Revise the timeline for submitting application for program participation
- Revise the timeline for submitting grades and other documents following course completion
- Delete inapplicable language "home study courses" to correspond with the change made in LA 13-22
- Change language to gender neutral
- Delete reference to courses started after January 1, 1967

This Letter of Agreement and its attachment cancel and supersede Letter of Agreement 13-22-ESC and its attachment. Administration of the Tuition Refund Program for ESC-represented employees will continue to be in accordance with the Company's Tuition Refund Program Standard. In the event there are conflicts between the Standard and the letter of agreement, the letter of agreement prevails.

If you agree, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Eric Bachman  
Principal Negotiator

The Union is in agreement.

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

By:   
Joshua Sperry  
Senior Union Representative

2/23

, 2016

## EXHIBIT E

### TUITION REFUND PROGRAM

The Company shall provide a program of partial reimbursement for tuition and required textbooks as follows:

#### ELIGIBILITY

- (A) Any regular full-time employee on the active payroll of the Company is eligible to participate in the plan.
- (B) Only courses taken at an *Accrediting Commission for Schools, Western Association of Schools and Colleges*, or one of its regional counterparts; or at a national Distance Education and Training Council accredited correspondence school; or schools selected by the Company are acceptable for refund. Approved courses are those that add to effectiveness in the job or to acquire qualifications for positions to which the employee could reasonably expect to advance. (Amended 1/1/16)
- (C) The employee must earn a grade of "C" (or equivalent) or better in each course to qualify for a tuition refund.
- (D) An employee eligible for educational aid through federal and state educational programs or veterans' benefits is not eligible for refund from the Company for tuition or fees for the same course of instruction.
- (E) Attendance at these courses shall not interfere with the regular working hours of the employee.

#### PROCEDURE

An employee who desires to receive such tuition refund shall, prior to his/her enrollment in a course of study, submit in writing through his/her supervisor to *the Tuition Refund Program administrator* for approval and details of the course for which this refund will be sought. The employee, at this time, must state that he/she is not eligible for educational aid through federal or state educational programs or for veterans' educational benefits.

Employees should submit a *tuition refund application by or before the course start date to be eligible for program participation*. (Amended 1/1/16)

Within 90 days after completion of the approved course, the employee shall submit the following to *the Tuition Refund Program administrator*. (Amended 1/1/16)

- (A) Copies of his/her certificate of completion with a grade of "C" (or equivalent) or better, in each course.

- (B) Copies of the receipt indicating monies paid for the above courses and textbooks. (Amended 1/1/88)
- (C) Other materials as requested. (Amended 1/1/16)

## REFUNDS

After successful completion of an approved course of study, a refund of 100 percent of the direct costs will be made. Direct costs apply only to registration fees, tuition, required textbooks, laboratory fees, and other charges made by the institution such as program fees, department-based college academic fees, academic fees, and technology fees required for on-line education. Costs of materials and equipment purchased separately by the employee are not covered. (Amended 7/15/13)

- (A) Refunds will be made only for courses in which regular employees enrolled after completion of six months or more of continuous service and are employed by the Company on the completion date of the course.
- (B) The refund is limited to \$6,000 per calendar year for all career-related courses or degree programs. (Added 1/1/94, amended 1/1/09, 1/1/12)
- (C) Refunds exceeding \$6,000 per calendar year to any one employee will not be allowed except under unusual circumstances. Requests for refunds in excess of \$6,000 in any one year will be considered only if (Added 1/1/94, amended 1/1/09)
  - (1) The course or courses are of a special nature, and
  - (2) Such course or courses are not available elsewhere, and it is unlikely that such courses will be repeated in the foreseeable future. (Amended 1/1/88)