

Gas Mapping Voluntary Consolidation Program
Summary and Frequently Asked Questions
ESC Local 20 – PG&E
June 8, 2018

Main points of the agreement:

1. **No layoffs** for 24 months for affected classifications.
2. **Moving Incentives** of \$20,000 for a commitment to move during first 12 months (June 2018-May 2019) and \$10,000 to move during June 2019-May 2020. The preferred locations are:
 - Concord (Detroit Ave)
 - Sacramento (Florin-Perkins Rd)
 - Stockton (Boeing Way)
 - Hayward
 - San Ramon (Bishop Ranch)
- Not all employees will qualify for the incentives.
3. **Prevent Involuntary Relocations** for Gas Mappers for 24 months. There are limited exceptions allowed for office closure, shorter commute time, or certain moves under 30 miles outside bay area or 20 miles within bay area.
4. **Alternate Work Schedules.** 4x10 schedules will be offered in the consolidated HQ's (listed above).

Summary: Moving Incentives

1. **Impacted employees.** Only Impacted Employees will receive an Option Election Form. An “Impacted Employee” is defined as Gas Mappers who are not in the offices listed above.

2. To receive a moving incentive, you must meet ALL of the following criteria:

- Be an “Impacted Employee” (see definition above)
- Report to a “preferred” location.
- Your commute mileage must increase
- Your new commute must be more than either 20 or 30 miles, as shown on the chart below:

		New HQ	
		Bay*	Non-Bay
Home	Bay*	20 miles or more to get incentive	20 miles or more to get incentive
	Non-Bay	20 miles or more to get incentive	30 miles or more to get incentive

*Bay Area = San Francisco, Peninsula, De Anza, San Jose, Mission, East Bay, Diablo and North Bay Divisions

3. Amount of Relocation Incentive:

- **\$20,000** to move prior to May 31, 2019
- **\$10,000** to move prior to May 31, 2020
- **\$5,000** Moving allowance: employees who change headquarters and qualify for the incentive will also receive a “moving allowance” of \$5,000 if you also meet the criteria for moving allowance in Section 22.7 of the ESC Contract. You do not need to move or present receipts to receive this allowance.

Summary: Involuntary Moves

There will be a small number of employees who can be relocated by the company without being paid an incentive as follows:

- A. If your commute to the new office is shorter than your current commute, you may be relocated (but not across Bid Region boundaries).
- B. If your current office is being closed, you will be relocated. For this agreement, “Closed” means PG&E is selling the property or giving up the lease, i.e. no PG&E employees will be there.
- C. You may be relocated if your commute to the new office is under 20 miles in the Bay Area, or 30 miles outside the Bay Area:

Frequently Asked Questions

1. Q: Why is this move necessary?

A: Due to the recent significant changes and upcoming changes in tools, processes, and technologies, the Company intends to consolidate and optimize its Gas Mapping Operations.

2. Q: How will mileage be calculated from home to office, by using road miles or “as the crow flies”?

A: An accepted Road Mapping program such as Google Maps will be used to calculate the mileage.

3. Q: When will this all happen?

A:

- Management and ESC will work together to develop the election forms and the selection process.
- Once the process is defined and forms are ready, the company will distribute election forms to all impacted employees.
- There will be conference calls held with ESC, Employees, and the Company to answer questions and provide more information to help the employees understand their options.
- The employees will be provided two weeks (14 days) from the date that the election form has been received to make their selections.
- Once election forms are received, the Company will determine the assignment, the Oversight Committee will review the assignments and the Company will then communicate the assignments.

4. Q. What if an employee is on Vacation, Leave or Short-Term Disability etc.?

A: All impacted employees will receive an Election Form. The Company will make every attempt to contact all impacted employees through phone calls, US Mail, etc.

5. Q: What if I list several options on my election form, and the Company offers me my “second choice”? Can I wait to see if my first choice becomes available?

A: If the employee has submitted his/her options letter and was unable to be placed in the first location selected, and the first choice becomes available before reporting, the Oversight Committee will conduct a review to determine if the first choice can be considered as an option. Once you report to the assigned location, you will not be allowed to change your selection and will remain in this position for up to 24 months (if you accepted the incentive payment).

6. Q: What if I don’t choose anything?

A: If you choose not to submit a selection form or submit a form without selecting an option, you will be allowed to remain in your current Headquarters location until June 1, 2020. By doing so you will not be eligible to receive the cash incentive payment. However, you will be allowed to use the current bidding process to move to other locations you choose too. The Company has committed not to do any involuntary relocations (except as noted above) or layoffs until June 1, 2020. After that time, all the normal contract sections will be in effect. This does not mean you will be laid off or relocated, but that the Company can implement those types of impacts following the processes of the Contract (Title 22).

If you decide that your choice is to stay in your current HQ, please submit a form stating this. This will help the Oversight Committee know that you made a choice.

7. Q: Will I get to choose my report date?

A: You may choose which month you wish to report to a new HQ. The specific date will have to be worked out with the sending and receiving supervisors.

8. Q: What if I sign up to move in the first 12 months but management postpones my report date beyond that?

A: If you commit to move in the first 12 months, but the Company is unable to move you before May 31, 2019, you will still be paid the amount of \$20,000; similarly, if you sign up to move in the second 12 months and you are not moved before May 31, 2020, you will still be paid the \$10,000 incentive.

9. Q: Can I retire after receiving an incentive?

A: Yes, however you must report to your new work location and physically work there for at least one day to receive the Relocation incentive payment.

10.Q: Can I bid to other positions once I report to a new HQ?

A: By receiving the moving incentive the employee has agreed to the 24 months commitment provided in the LOA, however the employee will be allowed to take promotions in his/her line of progression. (e.g. if you are Passed Test, or you pass the Expert exam, you could bid into Expert vacancies).

11.Q: Can I bid to another position before I report?

A: Yes, prior to reporting to your new assignment you can submit and receive a bid to another position. However, once you have reported to your new location and accepted the incentive payment, there will be a 24 months restriction on bidding to other positions.

12.Q. When will positions again be open to fill through bidding?

A: Following the initial Election Form process, the Oversight Committee will continue to regularly review any election options and vacancies during the two-year relocation period. Available open positions not selected and filled through the process mentioned above, will be filled utilizing the Title 21 Bidding Processes. Employees are encouraged to submit bids for any position they are interested in.

13.Q: Will I receive “A” rights in this process, even if I accept the relocation incentive?

A: Yes if you have relocated or accepted another position. For example, a Sr. Gas Mapper in San Francisco who chooses to relocate to Concord (or another office) will have “A” rights (section 22.3.c) to return to the first vacancy in San Francisco and to the first Sr. Gas Mapper vacancy in San Francisco.

14.Q: I currently have “A” rights to another office. If I relocate and accept an incentive, am I waiving my ability to use those “A” rights for 24 months?

A: No. Pre-existing “A” rights are specifically preserved and will not be waived

15.Q: I am eligible for a relocation incentive to move to a new HQ. Can I choose to relocate without waiving my bidding rights and without accepting the \$10/20,000?

A: Yes, that option will be available through the Commitment Letter Process.

16.Q: Can one employee "bump" out another employee in this process?

A: No. No employee will lose their current position (meaning their classification and HQ) in this process to another employee. In the ESC contract, displacement (bumping) only occurs when there is a lack of work situation. There is no lack of work in Gas Mapping now.

17.Q: Where can I find the seniority list?

A: The lists can be located through the PG&E Intranet at:

Please note that these lists are organized by the SAP Job Codes, and there are multiple codes for each ESC classification. For example, Gas Mapping Tech, Sr. Gas Mapping Tech, and Sr. Gas Mapping Tech (passed test) are all different Job Codes but are all the same ESC classification for this process. Please keep this concept in mind when reviewing the lists.

18.Q: Can I retire after receiving the incentive payment? How does that affect how I fill out the election form?

A: Any plans you have for retirement are not impacted by these forms. You may retire after reporting to a new location and receiving the incentive payment. You are encouraged to communicate your retirement plans to your current and/or future supervisor; but this is at your discretion.

19.Q: I have already scheduled vacation. Will this still be honored if I report to a new HQ prior to that vacation?

A: Prior to leaving the old work location the employee has an existing approved schedule vacation the new supervisor will honor it. However, the employee has an obligation to make the new supervisor aware of his/her vacation schedule as soon as he/she has been made aware of his/her new work location and supervisor. Any changes to the existing scheduled vacations would fall under the same process as any other scheduled vacations would. (e.g. major emergency)

20.Q: Can I put down a report date later than May 31, 2020?

A: No.

21.Q: What are the bid regions?

- A: Bidding Units
- Bay Region – Diablo, East Bay, North Bay, Peninsula, and San Francisco Divisions
- Bishop Ranch is in this region
 - Mission Trail Region – Central Coast, De Anza, Los Padres, Mission, and San Jose Divisions
 - Northern Region – North Coast, North Valley, Sacramento, and Sierra Divisions
 - San Joaquin Valley Region – Fresno, Kern, Stockton, and Yosemite Divisions