



Eric Bachman
Senior Manager
Labor Relations

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LA 17-18-ESC

August 30, 2017

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 17-05 to remove an incorrect title reference and to replace with the correct title. The Company and Union discussed and agreed that the intent of the first paragraph of Letter of Agreement 17-05 was not to promote employees who passed the test to Lead; the intent was to make their date of passing the test retroactive, and this would then make them eligible for promotion based on the regular contractual process. Letter of Agreement 17-05 inadvertently said that employees would be promoted to Lead/Principal/Expert Technician, but should have stated "promoted to Senior Mapping Technician (passed test)". The remaining provisions of Letter of Agreement 17-05 remain in place.

Company proposes the following revisions:

- Delete "Lead/Principal/Expert Mapping Technician" and replace with "Senior Mapping Technician (passed test)".

A joint team including management and union-represented employees has worked together to develop a new promotional exam for Electric Mapping. Central to this work was moving the test to an electronic format, as committed in Letter of Agreement 15-10, item G. The Company began using the new format on September 20, 2016. Employees who did not pass the exam on that attempt and raised questions about the exam, will be promoted to **Senior Mapping Technician (passed test)** retroactive to September 20, 2016, if they pass the next offering of the exam. Under the new electronic format using software called "QuestionMark", the following changes will be made to the Electric Mapping testing process for the promotional exam:

1. Employees must have held the classification of Senior Electric Mapping Technician for the 90 days prior to the exam date to be eligible to take the exam.
2. Prior to taking the exam, employees must take the "QA/QC Checking the Work of Others" training module and pass the knowledge assessment for this module. Content of the module and the knowledge assessment must be approved by the MAP ad-hoc committee. The module will include a one-day Instructor Led Training component, led by an instructor(s) approved by the MAP ad-hoc committee.
3. There are no optional questions.
4. One employee appointed by the Union will conduct pre-review of the content of the exam prior to the exam date.
5. The passing score is intended to ensure that employees are competent to perform the duties of Lead/Principal/Expert Mapping Technician at a satisfactory level; it is not the intent of the parties to change the difficulty level of the passing score. The Union and Company will use validated methods, such as the Angoff method currently being used, to establish the score. Currently the passing score is 88%, but may be adjusted by agreement of management and ESC Subject Matter Experts (SMEs) using agreed-upon validation methods.

6. Corrected exams will not be returned to employees. Instead, employees will be provided with a coaching report that will highlight the topic missed as specifically as practicable, but not the exact question.
7. Appeals
 - a. There will be an automatic appeal/review process by the Promotional Exam Review Panel, which consists of management, and two ESC SMEs (one who wrote the exam and one who did not, as appointed by the ESC) for each failed exam.
 - b. Questions with a failure rate of 60% or greater will be reviewed by management and an ESC-represented SME who did not write the exam. Other questions may also be reviewed. If changes are made to a question, points may be awarded to employees who missed the question by agreement of the reviewers.
 - c. Appeals and reviews will be conducted within 90 days of the exam. In no case will points be awarded for an exam once the next exam has been given.
8. Any questions regarding the administration of the exam will be reviewed by the MAP ad-hoc committee.

These changes supersede the provisions for the Lead/Principal/Expert Mapping Technician in Exhibit D.II.B. This is not intended to cause any changes to work jurisdiction.

Exhibit D of the Labor Agreement will be updated to reflect the changes, after the next general negotiation as follows:

B. GENERAL PROCEDURE

(1) The Company and the Union shall review the proposed examination to determine that the content is appropriate for the purpose and to establish the base score for the particular examination. One employee for each test under discussion will be granted time off with pay, up to three days, while attending joint Company-Union Test Review Committee meetings. Pre-review meetings shall be held not later than the second week of February for the Associate Distribution Engineer; the third week of August for the Land ~~and Mapping department~~ and Senior Field Engineering Technician; *and prior to the exam date for Mapping department classification examinations.* The *Associate Distribution Engineer, Land, and Senior Field Engineering Technician* examination will consist of base questions and optional questions. The optional questions shall total not less than 25 percent of the base questions. *The Mapping examination will not have optional questions.* The following classifications must attain 70 percent of the base score established or confirmed at the post review in order to pass:

For Promotion to:

Field Engineering Technician

Senior Field Engineering Technician

If such employee attempts any optional questions in excess of the base test, he/she must attain 70 percent of all the questions attempted.

The following classifications must attain 75 percent of the base score established or confirmed at the post review in order to pass:

For Promotion to:

Senior Engineering Estimator

Associate Distribution Engineer

Land Technician

Senior Land Technician

If such employee attempts any optional questions in excess of the base test, he/she must attain 75 percent of all the questions attempted.

Classifications within the Mapping department must attain the minimum established score using validated methods, such as the Angoff method currently used, to establish the score. Currently the passing score is 88%, but may be adjusted by agreement of Management and Union SME's using agreed-upon validation methods.

(2) The completed examinations shall be scored by the appropriate General Office Department within the times specified in (3) below.

(3) Prior to release of information on the test results, the Company and the Union shall review the scored examinations. *Within the classification of Associate Distribution Engineer, Senior Field Engineering Technician, and the Land department.* Upon agreement at this post review of the examinations, questions which proved to be unclear, lacking sufficient information necessary to complete the problem or have any other such irregularity, may be discarded from the examination and a new base score established. Such revision of the base score shall not act as a detriment to any individual employee. This review will be scheduled no later than the last full or partial week of May for the Associate Distribution Engineer; and the first full or partial week of December for the Land ~~and Mapping~~ department examinations. The reviews for Senior Field Engineering Technician will coincide with the ADE ~~and Mapping~~ review periods.

(4) *Within the classification of Associate Distribution Engineer, Senior Field Engineering Technician, and the Land department.* A copy of the examination and answer key shall be returned to the employee through his/her supervisor. Other than a notation of passing or failing the examination, no record shall be made in the employee's personnel record. *Within the Mapping department, corrected exams will not be returned to employees. Instead, employees will be provided with a coaching report that will highlight the topic missed as specifically as practicable, but not the exact question.*

(5) *Within the classification of Associate Distribution Engineer, Senior Field Engineering Technician, and the Land department.* An employee who has taken the examination will be given an opportunity to review the results of his/her examination with his/her supervisor or other designated Company representative during the 30-day period after he/she receives a copy of the test.

(6) Appeal Process:

(a) *Associate Distribution Engineer; Senior Field Engineering Technician, and the Land Department:*

- i. An employee has 30 days from receipt of the graded exam and answer key to submit an appeal of the grading of any question(s). The appeal must be prepared by the employee and include an analysis of each question the employee wishes reviewed. The analysis will be forwarded to the Labor Relations Department along with the employee's original examination. Appeals submitted after the 30-day period will not be processed. (Amended 1/1/09)
- ii. The Test Review Committee will receive copies of all appeals prior to meeting to discuss the appeals. This committee will respond to each appeal in writing. The Test Review Committee will meet within 30 days following the date the last timely appeal is received and will respond to each appeal in writing.

(b) *Mapping Department:*

- i. *There will be an automatic appeal/review process by the Promotional Exam Review Panel, which consists of management, and two ESC SMEs (one who wrote the exam and one who did not, as appointed by the ESC) for each failed exam.*
- ii. *Questions with a failure rate of 60% or greater will be reviewed by management and an ESC-represented SME who did not write the exam. Other questions may also be reviewed. If changes are made to a question,*

- points may be awarded to employees who missed the question by agreement of the reviewers.*
- iii. *Appeals and reviews will be conducted within 90 days of the exam. In no case will points be awarded for an exam once the next exam has been given.*

(7) *Within the classification of Associate Distribution Engineer, Senior Field Engineering Technician, and the Land department. Should a complaint arise concerning the fairness of administration or correction of an examination, the Union may refer it to the Company's Labor Relations Department. Any such complaint referred shall be reviewed by a Company representative with a representative of the Union prior to the time the Company makes a final decision with respect to the result of the examination. Disputes which involve other matters under this Agreement may be submitted to the Investigating Committee and will be given consideration under the provisions of Subsection 14.3(c) of the Agreement. (Amended 1/1/09) Any questions regarding the administration of the Mapping exam will be reviewed by the MAP ad-hoc committee.*

C. ELIGIBILITY

(1) *Within the classification of Associate Distribution Engineer, Senior Field Engineering Technician, and the Land department. An employee shall be eligible to take the examination given for advancement within the employee's own department, where such higher job has been established, if on the last day of the month in which the examination is held, the employee will have been in the classification of Land Technician on a regular basis for 18 months. Employees who hold the above classifications on the last day of the month in which the examination is held will also be eligible provided they are at a rate of pay which is equal to or higher than the cut-off rate.*

(2) *Within the Mapping department, employees must have held the classification of Senior Electric Mapping Technician for the 90 days prior to the exam date to be eligible to take the exam. Additionally, prior to taking the exam, employees must take the "QA/QC Checking the Work of Others" training module and pass the knowledge assessment for this module. Content of the module and the knowledge assessment must be approved by the MAP ad-hoc committee. The module will include a one-day Instructor-Led Training component, led by an instructor(s) approved by the MAP ad-hoc committee.*

This Letter of Agreement cancels and supersedes Letters of Agreement 17-05-ESC.

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
Senior Manager

The Union is in agreement.

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

By: 

Joshua Sperry
Senior Union Representative

9/19

, 2017