



**Pacific Gas and
Electric Company**

Claire landoli
Principal Negotiator
Labor Relations

245 Market St. Room 241
San Francisco, CA
415-973-8599

18-29-ESC

December 4, 2018

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:

The Company and the Union have been in discussions regarding the Tuition Refund Program (TRP) and its course selection. To enhance the benefits that ESC members receive and serve as a retention tool for both the Company and the Union, the parties agree to include additional, pre-selected, non-accredited courses as part of the TRP.

Therefore, the Company proposes to cancel and supersede Letter of Agreement 16-05-ESC, and amend Exhibit E of the Agreement, the Tuition Refund Program, effective January 1, 2019. The proposed amendments to Exhibit E are attached to this Letter Agreement.

The proposed amendment will:

- Update the list of acceptable institutions to include pre-selected, non-accredited providers for Project Management Professional (PMP) and Engineering Exam Preparation Courses
- Require employees, who within 2 years of receipt of TRP funds either paid directly to an educational institution or as reimbursement to the employee, to repay any funds received if an employee voluntarily terminates his/her employment with the Company.

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 AND ELECTRIC COMPANY

By: Claire Landoli
Claire landoli
Principal Negotiator

The Union is in agreement.

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

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12/4

2018

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 registrations 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 online 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)*