



**Pacific Gas and
Electric Company™**



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
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ENGINEERS AND SCIENTISTS OF
CALIFORNIA
LOCAL 20, IFPTE, AFL-CIO AND CLC
810 CLAY STREET
OAKLAND, CA 94607
510.238.8320

MATTHEW LEVY
SENIOR DIRECTOR

FRANCISCO PRECIADO
EXECUTIVE DIRECTOR

23-08-ESC

February 27, 2023

Carl Harland, Assistant Executive Director
Engineers and Scientists of California, Local 20
IFPTE (AFL-CIO & CLC)
810 Clay Street
Oakland, CA 94607

Dear Mr. Harland:

The Company and Union met several times to review letter agreement language and minor contract clean-up items. As a result, the Company proposes that the letter agreement language and minor contract clean-up items be incorporated into the next update of the ESC Agreement.

The attachments to this letter agreement provide all details of this proposal:

- Attachment 1: Matrix of updates made to the ESC Agreement
- Attachment 2: Full text of changes to the ESC Agreement based on previously agreed-to letters of agreement and language cleanup items (which include gender neutral terms)
- Attachment 3: List of updates for Appendix 1 – Monthly Job Descriptions

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: 
Matthew Levy
Senior Director

The Union is in agreement.

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

By: 
Carl Harland
Assistant Executive Director

_____, March 23rd, 2022

Attachment 1

List of Updates

	Title/Exhibit	Section	Subject	LA	Date signed
1	3	Recognition	Add 28. NLRB Case 20-RC-191149, March 9, 2017, RAP Engineers	17-20	10/3/2017
2	3	Recognition	Add 29. NLRB Case 20-RC-123231, October 31, 2016, Substation Test Specialists	17-26	1/3/2018
3	3	Recognition	Add 30. NLRB Case 20-RC-183495, October 31, 2016, Senior and Expert Gas Distribution Engineers	18-01	1/16/2018
4	3	Recognition	Add 31. NLRB Case 20-RC-204177, October 16, 2017, Sourcing Quality Inspection Engineers	18-31	12/11/2018
5	3	Recognition	Add 32. NLRB Case 20-RC-183467, October 31, 2016, Supplier Quality Engineers	18-32	12/12/2018
6	3	Recognition	Add 33. NLRB Case 20-RC-174840, May 31, 2016, Gas Process Safety Engineers	18-33	12/13/2018
7	3	Recognition	Add 34. NLRB Case 20-RC-223579, September 13, 2018, Sourcing Specialists	19-15	8/6/2019
8	3	Recognition	Add 35. NLRB Case 20-RC- NLRB Case 32-RC-213182, April 6, 2018, IT Project Managers	19-21	1/8/2020
9	3	Recognition	Add 36. NLRB Case 20-RC-183497, October 31, 2016, Gas Storage Asset Management Group	22-04	3/10/2022
10	3	Recognition	Add 37. NLRB Case 20-RC-260942, August 21, 2020, Electric Contract Management Group	22-30	12/20/2022
11	8.1	Holiday Entitlement	Juneteenth Day	21-21	1/7/2022
12	9.2	Vacation Allowance	Remove (g): PUV (Planned Unpaid Vacation)	22-20	09/23/2022
13	13.5	Regular Status	Remove the word "daily": (2) New employees shall be hired as probationary employees at a daily rate of pay not less than the minimum wage established for the classification of work to be performed.	N/A	

14	13.5	Regular Status	Add updated language to 13.5(a)(3)	21-18	11/1/2021
15	13.5	Regular Status	Add new paragraph after 13.5(c)	21-18	11/1/2021
16	15.8	Senior Advising Engineers	Add new section for Senior Advising Engineers	21-17	8/31/2021
17	21.2	Sequence of Consideration for Pre-Bidding	Add updated language to 21.2(i)	14-27	1/15/2015
18	21.2	Sequence of Consideration for Pre-Bidding	Add updated language to 21.2(i) (2) (3)	15-22	9/17/2015
19	21.10	Filling Weekly Classifications Subject to Joint Interview Process	Remove bullet: Senior New Business Representative	21-11	6/15/2021
20	21.17	Beginning Level Monthly Vacancies	Add note after 21.17(b)(4)	21-09	5/25/2021
21	24.4	Part-Time Employees	Corrected typo to reference 13.6 Part-Time Employment	N/A	
22	27.2(b)	Outside Contractors	Strike through: "Also see Exhibit B, LOA 93-7-ESC (added 6/1/03)"	93-07	8/11/1993
23	27.2(c)	Temporary Agencies	(2) Add Substation Test Specialist	17-26	1/3/2018
24	II – Classifications Alphabetically	II Classifications Alphabetically	Replace "Legacy Code" to "Pay Scale Group"	N/A	
25	II – Classifications Alphabetically	II Classifications Alphabetically	Delete various obsolete/reclassified classifications and correct various job codes		
26	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Electric Dist. Engineer, Sr. Electric Dist. Engineer, Sr. Adv Electric Dist. Engineer, Prn	17-20	10/3/2017
27	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Gas Metering Engineer, Assoc Gas Metering Engineer Gas Metering Engineer, Sr. Gas Metering Engineer, Sr. Consl Gas Metering Engineer, Sr. Adv	17-06	3/17/2017

28	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Gas Process Safety Engineer, Assoc Gas Process Safety Engineer Gas Process Safety Engineer, Sr Gas Process Safety Engineer, Sr Adv Gas Process Safety Engineer, Sr Conslt Gas Process Safety Engineer, Prn	18-33	12/13/2018
29	II – Classifications Alphabetically	II Classifications Alphabetically	Remove: Nuclear Maintenance Planner Senior Construction Planner-DCPP Senior Nuclear Maintenance Planner Add: Senior Nuclear Planner	10-28	10/13/2010
30	II – Classifications Alphabetically	II Classifications Alphabetically	Include Pay Scale Groups for: Sourcing Specialist, Associate Sourcing Specialist Sourcing Specialist, Senior		
31	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Sourcing Quality Inspection Engineer Sourcing Quality Inspection Engineer, Senior. Sourcing Quality Inspection Engineer, Senior Advising	18-31	12/11/2018
32	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Substation Test Specialist, Assoc Substation Test Specialist Substation Test Specialist, Senior	17-26	1/3/2018
33	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Supplier Quality Engineer, Assoc Supplier Quality Engineer Supplier Quality Engineer, Senior Supplier Quality Engineer, Sr. Advising	18-32	12/12/2018
34	II – Classifications Alphabetically	II Classifications Alphabetically	Add: IT Infrastructure Project Manager, Associate IT Infrastructure Project Manager IT Infrastructure Project Manager, Senior IT Infrastructure Project Manager, Expert IT Infrastructure Project Manager, Principal	19-21	1/8/2020
35	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Gas Reservoir Specialist, Associate Gas Reservoir Specialist Gas Reservoir Specialist, Senior Gas Reservoir Specialist, Expert Gas Storage Reservoir Engineer, Associate Gas Storage Reservoir Engineer Gas Storage Reservoir Engineer, Senior	22-04	3/10/2022

			Gas Storage Reservoir Engineer, Principal Gas Storage Reservoir Engineer, Senior Consulting Gas Storage Asset Analyst, Principal		
36	II – Classifications Alphabetically	II Classifications Alphabetically	Add: Electric Distribution Ops Engineer, Sr. Advising Electric Distribution Ops Engineer, Sr. Consulting	22-23	11/21/2022
37	III – Beginning Classifications	III – Beginning Classifications	Remove: Engineering Assistant C Add: Gas Metering Engineer, Associate Add Substation Test Specialist, Assoc Supplier Quality Engineer, Associate Gas Process Safety Engineer, Assoc Sourcing Specialist, Associate New Business Representative Permit Facilitator IT Infrastructure Project Manager, Associate Gas Storage Reservoir Engineer, Associate Gas Reservoir Specialist, Associate Electric Contract Administrator, Associate		
38	Exhibit C Hiring Hall	D. Priority of Referrals	Add new language	21-01	1/13/2021
39	Exhibit C Hiring Hall	E. Temporary Status	Remove: Second paragraph, “Any temporary employee covered by this agreement...”	21-01	1/13/2021
40	Exhibit C Hiring Hall	F. Temporary Employee Compensation	Add updated language No. 1-5	21-01	1/13/2021
41	Exhibit C Hiring Hall	F. Temporary Employee Compensation	Add No. 6	22-01	1/18/2022
42	Exhibit D Job Descriptions and Testing Procedures	II-General Testing and Promotion Procedures A. Application for Assoc Distribution Engineer/Eng ineering Estimator	Add updated language	21-11	6/15/2021

	Exhibit D Job Descriptions and Testing Procedures	II-General Testing and Promotion Procedures B. General Procedure for Assoc Distribution Engineer/Engineering Estimator	Correct department and exam information	17-18	9/19/2017
43	Exhibit D Job Descriptions and Testing Procedures	For Promotion To Assoc Distribution Engineer/ Senior Mapping Technician (passed test)/Senior Land Technician C. Eligibility	Correct Senior Mapping Technician to Senior Mapping Technician (passed test) Add new paragraph, "Classifications within Mapping department...". Add updated language to (3), (4), (5), (6) & (7) Add updated language to (1), (2)	17-18	9/19/2017
44	Exhibit D Job Descriptions and Testing Procedures	E. Senior Engineering Estimator Examination	Add new language	20-15	9/25/2020
45	Exhibit D Job Descriptions and Testing Procedures	IV. Specific Job Descriptions 1. Division Gas & Electric Departments F. Senior New Business Representative Examination	Add qualifications	21-11	6/15/2021
46	Exhibit D Job Descriptions	IV. Specific Job Descriptions 1. Division Gas & Electric Departments B. Requirement s C. Application Senior Engineering Estimator	Add language to Senior Engineering Estimator examination completion	MOU- Sr. Estimator Exam	10/16/2016
47	Exhibit D Job Descriptions	IV. Specific Job Descriptions 1. Division Gas & Electric Departments B. Requirements Engineering Estimator	Add qualifications	19-13	7/10/2019
48	Exhibit D Job Descriptions	IV. Specific Job Descriptions 1. Division Gas & Electric Departments	Rename Estimator Training Program Governance Committee (ETTGC) to Joint Training Committee	22-22	09/23/2023

		D. Estimator Training Programs Provisions			
49	Exhibit D Job Descriptions	SNBR AND IPE PROVISIONS D. Qualifications	Add Qualifications	21-11	6/15/2011
50	Exhibit D Job Descriptions	IV. Specific Job Descriptions 1. Division Gas & Electric Departments New Business Representative	Add new classification	18-02	1/15/2018
51	Exhibit D Job Descriptions	IV. Specific Job Descriptions 2. Division Mapping Departments Mapping Technician	Update Application language	15-10	6/24/2015
52	Exhibit D Job Descriptions	IV. Specific Job Descriptions 2. Division Mapping Departments Scheduler	Update Application language	22-21	9/23/2022
53	Exhibit D Job Descriptions	IV. Specific Job Descriptions 3. Land Departments Senior Engineer Designer B. Requirements 5. Design Drafting Department Senior Design Engineer B. Requirements DCPP Sr. Field Design Engineer/Sr. Field Design Engineer B. Requirements	Update to: California State Board for Professional Engineers, Land Surveyors, and Geologists	N/A	9/23/2022
54	Exhibit D Job Descriptions	IV. Specific Job Descriptions 8. Construction Departments Standards Adherence Engineer	Add new classifications	22-10	4/21/2022
55	Exhibit D Job Descriptions	IV. Specific Job Descriptions 10. Distribution Engineers E. Advancement	Update qualifications from Associate to Journey	N/A Clean up	

56	Exhibit D Job Descriptions	IV. Specific Job Descriptions 10. Distribution Engineers Senior Advising Engineer	Add new language (Attachment 1)	17-20	10/3/2017
57	Exhibit D Job Descriptions	IV. Specific Job Descriptions 10. Distribution Engineers Senior Advising Engineer	Remove contractual sections pertaining to Senior Advising Engineers	21-17	8/31/2021
58	Exhibit D Job Descriptions	IV. Specific Job Descriptions 10. Distribution Engineers	Add: Disciplines PE License Requirement Seniority and Title 22 Application	18-01	1/16/2018
59	Exhibit D Job Descriptions	IV. Specific Job Descriptions 10. Distribution Engineers	Add: Modification to Line of Progression for Electric Distribution Operations Engineers	22-23	11/21/2022
60	Exhibit D Job Descriptions	IV. Specific Job Descriptions 14. Substation Asset Strategy Engineers	Remove section	19-01 (Att 1)	1/25/2019
61	Exhibit D Job Descriptions	IV. Specific Job Descriptions 16. Electric Standards and Strategy	Update Classification Name, Add second paragraph to A. Work Jurisdiction	19-01 (Att 1)	1/25/2019
62	Exhibit D Job Descriptions	IV. Specific Job Descriptions 16. Electric Standards and Strategy	Remove C. Senior Advising Engineer	21-17	8/31/2021
63	Exhibit D Job Descriptions	IV. Specific Job Descriptions 17. Maintenance & Construction (M&C) Engineers	Remove C. Senior Advising Engineer	21-17	8/31/2021
64	Exhibit D Job Descriptions	IV. Specific Job Descriptions 19. Telecommunications Engineers	Remove D. Senior Advising Engineer	21-17	8/31/2021
65	Exhibit D Job Descriptions	IV. Specific Job Descriptions 21. Distribution Outage Coordinators	Add D. Lateral Job Bidding	21-09	5/25/2021
66	Exhibit D Job Descriptions	IV. Specific Job Descriptions 22. Nuclear Engineering and Quality Verification	Add B. Advancement	09-42	05/18/2011

67	Exhibit D Job Descriptions	IV. Specific Job Descriptions 25. Transmission Planning	Remove A. Senior Advising Engineer	21-17	8/31/2021
68	Exhibit D Job Descriptions	IV. Specific Job Descriptions 26. Metering Engineers	Remove B. Senior Advising Engineer	21-17	8/31/2021
69	Exhibit D Job Descriptions	IV. Specific Job Descriptions 26. Metering Engineers	Add Metering Engineers & Cross Commodity Assignments	17-06	3/17/2017
70	Exhibit D Job Descriptions	IV. Specific Job Descriptions 27. Automation and Power Quality Engineers	Remove B. Senior Advising Engineer	21-17	8/31/2021
71	Exhibit D Job Descriptions	IV. Specific Job Descriptions 28. Transmission Operations Engineering	Remove A. Senior Advising Engineer	21-17	8/31/2021
72	Exhibit D Job Descriptions	IV. Specific Job Descriptions 30. Gas Station Engineering	Remove A. Senior Advising Engineer	21-17	8/31/2021
73	Exhibit D Job Descriptions	IV. Specific Job Descriptions 31. Substation Test Specialists	Add Substation Test Specialists	17-26	1/3/2018
74	Exhibit D Job Descriptions	IV. Specific Job Descriptions 32. Permitting	Add Permit Facilitator	18-02 (Att 2)	1/17/2018
75	Exhibit D Job Descriptions	IV. Specific Job Descriptions 33. Sourcing Quality Inspection Engineers	Add Sourcing Quality Inspection Engineers	18-31	12/11/2018
76	Exhibit D Job Descriptions	IV. Specific Job Descriptions 33. Sourcing Quality Inspection Engineers	Remove E: "Remote Employee..."	18-31	12/11/2018
77	Exhibit D Job Descriptions	IV. Specific Job Descriptions 34. Supplier Quality Engineering	Add Supplier Quality Engineering	18-32	12/12/2018
78	Exhibit D Job Descriptions	IV. Specific Job Descriptions 35. Gas Process Safety Engineering	Add Gas Process Safety Engineering	18-33	12/13/2018
79	Exhibit D Job Descriptions	IV. Specific Job Descriptions 35. Gas Process Safety Engineering	Remove Senior Advising Engineer	21-17	8/31/2021
80	Exhibit D Job Descriptions	IV. Specific Job Descriptions	Add Sourcing Specialists	19-15	8/6/2019

		36. Sourcing Specialists			
81	Exhibit D Job Descriptions	IV. Specific Job Descriptions 37. IT Project Managers	Add IT Project Managers	19-21	1/8/2020
82	Exhibit D Job Descriptions	IV. Specific Job Descriptions 38. Gas Storage Reservoir Engineering	Add Gas Storage Reservoir Engineering	20-04	3/10/2022
83	Exhibit D Job Descriptions	IV. Specific Job Descriptions 39. Electric Contract Administrators	Add Electric Contract Administrators	22-30	12/20/2022
84	Exhibit D Job Descriptions	IV. Specific Job Descriptions 3. Land Departments 8. Construction Departments	Rename job classifications to: Field Drafting Technician Junior Land Drafter Land Drafter Senior Field Drafting Technician Senior Transit Technician Transit Technician	N/A	
85	Various	Various – Update gender specific terms (e.g. he/she; him/her; his/her)	Update to gender neutral terms (e.g. they, their, them)	N/A	
86	Exhibit E Tuition	Refund Program	Update: Eligibility Procedure	18-29	12/4/2018

Full text of changes to the ESC Agreement based on previously agreed-to letters of agreement

Item #	Title
1-10	<p>3.1 RECOGNITION</p> <p>For the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, the Company recognizes the Union, in the following NLRB certifications and other recognitions, as the exclusive representative of employees in the classifications which are enumerated in Exhibit A, which is attached hereto and made a part hereof. Group names in the list below are for purposes of identification only. (4/1/15)</p> <ol style="list-style-type: none"> 1. NLRB Case 20-RC-1502, May 21, 1952, original certification 2. NLRB Case 20-RC-17430, September 10, 1998, Distribution Engineers 3. NLRB Case No 20-RC-17980, October 19, 2004, Land/Corporate Real Estate 4. Card Check Recognition December 27, 2006, SNBR's and IPE's 5. Card Check Recognition December 27, 2006, Project Engineers 6. Card Check Recognition February 21, 2007, Protection Engineers 7. Card Check Recognition February 29, 2007, Nuclear Maintenance Planners 8. Card Check Recognition June 12, 2007, Life Cycle Planning Engineers 9. Card Check Recognition October 5, 2007, Project Managers and Business Analysts 10. Card Check Recognition November 5, 2007, Electric Standards Engineers 11. Card Check Recognition December 18, 2007 and NLRB Case 20-RD-2452, M&C Engineers 12. Card Check Recognition February 2, 2008, and NLRB Case 20-RD-2451, Power Generation 13. Card Check Recognition and NLRB Case 31-RC-8684, April 1, 2008, Nuclear Engineers and QV Auditors 14. Card Check Recognition May 12, 2008, Environmental Services and Remediation 15. Card Check Recognition June 13, 2008 and NLRB Case 20-RD-2460, Telecom Engineers 16. Card Check Recognition May 29, 2008 and NLRB Case 31-RD-1589, Nuclear Professionals 17. Card Check Recognition October 10, 2008, Outage Coordinators 18. NLRB Case 20-RC-18326, February 2, 2011, Transmission Planning and Generation Interconnection 19. NLRB Case 20-RC-18355, June 20, 2011, Metering Engineers 20. NLRB Case 20-RC-18352, August 8, 2011, SmartMeter Operations Center 21. NLRB Case 20-RC-62435, September 15, 2011, Substation Analysts 22. Letter of Recognition October 1, 2013, Rule 20A Liaisons 23. NLRB Case 20-RC-123231, April 16, 2014, Transmission Operations Engineers 24. NLRB Case 32-RC-1214501, May 1, 2014 Gas IC&E Engineers 25. NLRB Case 32-RC-125912, May 8, 2014, Gas Station Engineers 26. Letter of Recognition July 22, 2014, Construction Engineers 27. Letter of Recognition October 28, 2014, Gas Meter Engineers 28. <i>NLRB Case 20-RC-191149, March 9, 2017, RAP Engineers</i> 29. <i>NLRB Case 20-RC-123231, October 31, 2016, Substation Test Specialists</i> 30. <i>NLRB Case 20-RC-183495, October 31, 2016, Senior and Expert Gas Distribution Engineers</i> 31. <i>NLRB Case 20-RC-204177, October 16, 2017, Sourcing Quality Inspection Engineers</i> 32. <i>NLRB Case 20-RC-183467, October 31, 2016, Supplier Quality Engineers</i> 33. <i>NLRB Case 20-RC-174840, May 31, 2016, Gas Process Safety Engineers</i> 34. <i>NLRB Case 32-RC-223579, September 13, 2018, Sourcing Specialists</i> 35. NLRB Case 32-RC-213182, April 6, 2018, IT Project Managers 36. NLRB Case 20-RC-183497, October 31, 2016, Gas Storage Asset Management Group 37. <i>NLRB Case 20-RC-260942, August 21, 2020, Electric Contract Management Group</i>
11	<p>8.1 HOLIDAY ENTITLEMENT</p> <p>Only regular employees who are not on a "leave of absence" and who</p> <ol style="list-style-type: none"> (a) are paid for the workdays immediately before and after the holiday, or (b) are off work with permission but without pay for reasons of illness or disability on the workdays immediately before and after the holiday, or (c) are paid for the workday either before or after the holiday but are off work with permission

	<p>without pay on the other day shall be entitled to have the following holidays off with pay when they fall on a workday in such employee's basic workweek:</p> <ul style="list-style-type: none"> • New Year's Day (January 1) • Martin Luther King, Jr. Day (3rd Monday in January) • President's Day (3rd Monday in February) • Memorial Day (last Monday in May) • <i>Juneteenth Day</i> (June 19) • Independence Day (July 4) • Labor Day (1st Monday in September) • Veteran's Day (November 11) • Thanksgiving Day (4th Thursday in November) • Friday after Thanksgiving (See 8.1(d)) • Christmas Day (December 25) • Three Floating Holidays
12	<p>9.2 Vacation Allowance Removed (g): Beginning January 1, 2017, employees may purchase up to five (5) days of vacation referred to as Vacation-Buy Days (VB Days) per calendar year. Administration of this program will be in accordance with the Summary of Benefits Handbook (Added 1/1/17)</p>
13-15	<p>13.5 REGULAR STATUS</p> <p>(a) (1) Region employees shall be designated as probationary and regular depending on the length of their Service.</p> <p>(2) New employees shall be hired as probationary employees at a daily rate of pay not less than the minimum wage established for the classification of work to be performed. As long as a probationary employee retains such status, he/she shall not acquire any Service or seniority rights or rights with respect to leave of absence, holidays, job bidding and promotion, demotion and layoff, , vacation usage, or similar rights and privileges. Note that employees with less than one year of Service may not transfer to a beginning-level hourly job, per Section 21.13(e). (Amended 1/1/16, 1/1/17)</p> <p>(3) <i>To attain the status of a regular employee, a probationary employee is required to complete a six-month Uninterrupted period of Service. Notwithstanding the provisions of Section 13.3 above, "Uninterrupted" means interrupted by no more than a cumulative total of thirty (30) days of absence due to (i) layoff, (ii) sickness or disability, or (iii) any other reason. Upon completion of an Uninterrupted period of Service, the probationary employee shall be given the status of a regular employee, a definite job classification, and placed on a weekly or monthly rate.</i></p> <p><i>Time-off that is statutorily protected by local, state, or federal law shall not count as a day of "absence" for purposes of the prior sentence. However, if a probationary employee accumulates more than a cumulative total of 30 days of time-off for such protected leaves before the completion of the Uninterrupted period, the required length of the Uninterrupted period of Service will be extended by the length of the protected leaves. (Amended 9/21/21)</i></p> <p>(4) The transfer of a probationary employee from one job to another without interruption of work time shall not be considered an "interruption" of such six months period of Service.</p> <p>(b) As applied in General Construction, such six months of continuous Service is further defined as any period of six consecutive months in which a minimum of 115 days have been worked at the straight rate of pay provided, however, that if by reason of absence in such period due to inclement weather or holidays an employee was prevented from working a total of 115 days, such period shall be extended by not more than the total number of days of such absence.</p> <p>(c) The provisions of 13.5 (a) shall not be applicable to newly hired monthly employees. They shall be hired at a monthly rate of pay not less than the minimum rate established for the classification of work to be performed. During their first six months of employment, they shall not acquire any Service or seniority rights. On the completion of their first six months of Service which, notwithstanding the provisions of Section 13.3</p>

above, is uninterrupted by absence for more than a cumulative total of thirty days due to (1) layoff, (2) sickness or disability, or (3) any other reason, they shall acquire their Service and/or seniority rights. If terminated within the first six months, the grievability will be consistent with that in place for probationary employees. (Added 1/1/12)

Time-off that is statutorily protected by local, state, or federal law shall not count as a day of "absence" for purposes of the prior sentence. However, if a probationary employee accumulates more than a cumulative total of 30 days of time-off for such protected leaves before the completion of the Uninterrupted period, the required length of the Uninterrupted period of Service will be extended by the length of the protected leaves. (Amended 9/21/21)

16

15.8 SENIOR ADVISING ENGINEERS

a.

<i>Exhibit D.IV Section</i>	Group
10	<i>Distribution Engineers (Gas and Electric)</i>
16	<i>Electric Standards & Strategy Engineers</i>
17	<i>Maintenance & Construction Engineers</i>
19	<i>Telecommunications Engineers</i>
22	<i>Nuclear Engineering</i>
25	<i>Transmission Planning</i>
26	<i>Metering Engineering</i>
27	<i>Automation/Power Quality Engineers</i>
28	<i>Transmission Operations Engineering</i>
30	<i>Gas Station Engineering</i>
LOA 18-33	<i>Gas Process Safety</i>

b. *When filling Sr. Consulting/Sr. Advising vacancies in the listed Engineering departments, the Company will post either a Senior Advising Engineer or a Senior Consulting Engineer vacancy based on the needs of the department. The Company will not post "Sr. Consulting/Advising Engineer" vacancies, or simultaneous vacancies for Sr. Consulting and Sr. Advising Engineer in the same department, for one position to be filled by either a Sr. Consulting or a Sr. Advising Engineer.*

c. *A candidate selected for a Senior Consulting Engineer vacancy will be required to possess an active California Professional Engineer license and meet all the requirements of that position. Consistent with the requirements of that position, a candidate selected for a Senior Advising Engineer position is not required to possess an active California Engineer license but must meet all the requirements of that position. The duties and pay range will remain the same for Senior Consulting Engineer and Senior Advising Engineer.*

d. *The Company will create separate bid codes for Sr. Advising Engineer and Sr. Consulting Engineer, where the parties established the creation of such positions, in all offices where these classifications are currently used.*

e. *Employees who attain the position of Senior Advising Engineer, and who possess or obtain an active California Professional Engineer's license, may request to have their job classification changed to Senior Consulting Engineer. This change will be an internal transfer of positions for employees who meet all the requirement of the Senior Consulting Engineer position. The request may be considered without following the contractual process for a vacancy or job posting or change to job requirements and will not create any change in pay.*

f. *The following groups do not have the Sr. Consulting Engineer classification nor any incumbents in the Senior Consulting Engineer position. When filling vacancies in these Engineering groups, all vacancies will be posted as Sr. Advising Engineer and all selected candidates must continue to meet the requirements of that position.*

LOA 18-32	<i>Supplier Quality Engineering (SQE)</i>
LOA 18-31	<i>Sourcing Quality Inspection Engineers (SQIE)</i>

17	<p>21.2 SEQUENCE OF CONSIDERATION FOR BIDDING (i) In the event a conflict arises as to seniority between two or more employees whose seniority date is the same, the following will be the sequence of consideration for the purpose of a tie breaker <i>between employees hired before January 1, 2015</i>:</p> <p>(1) any prior <i>regular</i> Service as a Company employee shall be taken into consideration and the employee whose prior Service is greater shall be deemed to have the greater seniority. Note: Per Section 13.7, service as a temporary or hiring hall employee does not apply.</p> <p>(2) <i>the employee who first successfully completed the Physical Test Battery, EEI Technical Test Battery or whichever equivalent test version is applicable to the vacancy, shall be deemed to have the greater seniority;</i></p> <p>(3) The parties will determine which employee is deemed to have the greater seniority by a mutually agreed-upon method of chance, such as a coin flip. (Amended 1/1/12)</p> <p>(4) <i>For employees hired on or after January 1, 2015, whose hire date is the same, a random number will be assigned to determine the seniority tie-breaker. The employee with the lower number is deemed to have the greater seniority.</i></p> <p>In the implementation of Title 22, the parties may agree to a process different than the above. (Amended 1/14/15)</p>
18	<p>21.2 SEQUENCE OF CONSIDERATION FOR BIDDING (i) In the event a conflict arises as to seniority between two or more employees whose seniority date is the same, the following will be the sequence of consideration for the purpose of a tie breaker between employees hired before January 1, 2015:</p> <p>(1) any prior regular Service as a Company employee shall be taken into consideration and the employee whose prior Service is greater shall be deemed to have the greater seniority. Note: Per Section 13.7, service as a temporary or hiring hall employee does not apply.</p> <p>(2) <i>each employee will have a random number assignment. The employee with the lower number is deemed to have the greater seniority.</i></p> <p>(3) <i>for employees hired on or after January 1, 2015, whose hire date is the same, a random number will be assigned to determine the seniority tie-breaker. The employee with the lower number is deemed to have the greater seniority.</i></p>
19	<p>21.10 FILLING WEEKLY CLASSIFICATIONS SUBJECT TO JOINT INTERVIEW PROCESS (EFFECTIVE 6/15/21) The following provisions are applicable to the below listed classifications:</p> <ul style="list-style-type: none"> • Chief of Party, Land Agent, Lead Land Technician • EGI Account Representative, EGI Business Analyst, EGI Contract Manager, EGI Interconnection Manager, Sr. EGI Business Analyst, Sr. EGI Contract Manager, Sr. EGI Interconnection Manager • Environmental Technical Assistant, Senior Environmental Technical Assistant • Power Generation Technical Assistant, Senior Power Generation Technical Assistant • Rule 20A Program Liaison • Senior Design Engineer • Senior New Business Representative
20	<p>21.17 BEGINNING LEVEL MONTHLY VACANCIES</p> <p><i>Note: When filling Energy Delivery Outage Coordinator vacancies, prior to initiating subsection 21.17(b), consideration will be given to Energy Delivery Outage Coordinator incumbents who have a bid on file and desire to change work locations. In the event that there are two or more Energy Delivery Outage Coordinator incumbents interested in the same work location, the Company shall select the employee whose ability and personal qualifications make him/her most qualified for the job. If ability and personal qualifications are</i></p>

	<i>substantially equal, seniority shall prevail. (Added 5/19/21)</i>		
21	24.4 PART-TIME EMPLOYEES	Shift premiums shall not be payable for work performed by part-time employees (as that term is defined in Section 13.6) who work less than eight hours per day.	
22	27.2 PERFORMANCE OF WORK USUALLY ASSIGNED TO BARGAINING UNIT CLASSIFICATIONS	<p>(b) Outside Contractors: The Company may, at its discretion, assign such work to outside contractors provided that such contracting out shall not, within 120 calendar days of the letting of such contract, cause a layoff or demotion in rate of pay by reason thereof of any employee in the bargaining unit who is engaged in the same type of work or activity as that involved in the work which was contracted. The hiring of temporary employees under the Hiring Hall letter agreement (Exhibit C) is considered contracting for purposes of this section. (Added 1/1/12)</p> <p>Before contracting out work normally performed by bargaining-unit employees, Company will offer and schedule overtime so long as it is economically feasible and operational time constraints can be met. (Added 1/1/00, Amended 1/1/09).</p>	
23	27.2 PERFORMANCE OF WORK USUALLY ASSIGNED TO BARGAINING UNIT CLASSIFICATIONS	<p>(c) Temporary Agencies: The Company may use the Services of temporary agency personnel provided that in the exercise of such right the Company will not make a contract with any company or individual for the purpose of dispensing with the Services of employees who are covered by the bargaining Agreement. The following guidelines will be observed:</p> <p>(1) Where temporary services are required for a limited period of time not to exceed 120 calendar days, such as an emergency situation or for a specific special function.</p> <p>(2) Where the regular employees at the headquarters are either not available or normal work loads prevent them from doing the work during the time of the emergency or special function situation.</p> <p>(3) The Union Business Representative in the area should, if possible, be informed of the Company's intentions before the agency employees commence work. (Added 1/1/88)</p> <p>(d) (1) A monthly salaried exempt employee may be assigned unit work as part of the employee's career development training program for the sole purpose of familiarization with the work for a period not to exceed a maximum career total of 90 calendar days. Such training assignments shall not be utilized for the purpose of circumventing the authorization of additional bargaining unit positions or to avoid permanently filling vacant bargaining unit positions. (Added 1/1/83)</p> <p>(2) Engineer Trainees may perform bargaining unit work of all monthly engineer classifications, SNBR, IPE, Field Engineer, <i>Substation Test Specialist</i> and Design Engineer as part of the Engineer Trainee Program for a period not to exceed one year, or 18 months in Power Generation. (Amended 1/1/2018)</p>	
24	II CLASSIFICATIONS ALPHABETICALLY ()		
	CLASSIFICATIONS	SAP Job Code	Pay Scale Group
25-36	II CLASSIFICATIONS ALPHABETICALLY	<p>Add: Electric Dist. Engineer, Sr. Electric Dist. Engineer, Sr. Advs Electric Dist. Engineer, Prn Gas Metering Engineer, Assoc</p>	

	<p>Gas Metering Engineer Gas Metering Engineer, Sr. Gas Metering Engineer, Sr. Consl Gas Metering Engineer, Sr. Adv</p> <p>Remove: Nuclear Maintenance Planner Senior Construction Planner-DCPP Senior Nuclear Maintenance Planner</p> <p>Add: Senior Nuclear Planner</p> <p>Include Pay Scale Groups for: Sourcing Specialist, Associate Sourcing Specialist Sourcing Specialist, Senior</p> <p>Add: Sourcing Quality Inspection Engineer Sourcing Quality Inspection Engineer, Senior Sourcing Quality Inspection Engineer, Senior Advising</p> <p>Substation Test Specialist, Assoc Substation Test Specialist Substation Test Specialist, Senior</p> <p>Supplier Quality Engineer, Assoc Supplier Quality Engineer Supplier Quality Engineer, Senior Supplier Quality Engineer, Sr. Advising</p> <p>IT Infrastructure Project Manager, Associate IT Infrastructure Project Manager IT Infrastructure Project Manager, Senior IT Infrastructure Project Manager, Expert IT Infrastructure Project Manager, Principal</p> <p>Gas Reservoir Specialist, Associate Gas Reservoir Specialist Gas Reservoir Specialist, Senior Gas Reservoir Specialist, Expert Gas Storage Reservoir Engineer, Associate Gas Storage Reservoir Engineer Gas Storage Reservoir Engineer, Senior Gas Storage Reservoir Engineer, Principal Gas Storage Reservoir Engineer, Senior Consulting Gas Storage Asset Analyst, Principal</p> <p>Electric Distribution Ops Engineer, Sr. Advising Electric Distribution Ops Engineer, Sr. Consulting</p>
37	<p>III BEGINNING CLASSIFICATIONS</p> <p>Remove: Engineering Assistant C</p> <p>Add: Gas Metering Engineer, Associate Substation Test Specialist, Associate Supplier Quality Engineer, Associate</p>

	<p>Gas Process Safety Engineer, Associate Sourcing Specialist, Associate New Business Representative Permit Facilitator IT Infrastructure Project Manager, Associate Gas Storage Reservoir Engineer, Associate Gas Reservoir Specialist, Associate</p>
38	<p style="text-align: center;">Exhibit C Hiring Hall</p> <p>D. PRIORITY OF REFERRALS</p> <ol style="list-style-type: none"> 1. Previous PG&E employees that worked in the same or higher classification in the previous 60 months. 2. Previous PG&E employees that worked in the same or higher classification. 3. Individuals that have previously performed the work of the same or higher classification through the Hiring Hall. 4. Inexperienced individuals that meet PG&E's agreed-to qualifications.
39	<p style="text-align: center;">Exhibit C Hiring Hall</p> <p>E. TEMPORARY STATUS</p> <p>Remove:</p> <p>Any temporary employee covered by this agreement hired into a regular position will be considered as a new hire under all of the provisions of the Collective Bargaining Agreement. Former hiring hall employees hired into comparable (same discipline/line of progression) regular classifications will be permitted to retain their experienced HH wage rate. Additionally, individuals with more than 24 months of hiring hall experience in comparable positions will have their initial wage rate in a regular position increased by 2.5% for each 6 month period beyond the 24 months threshold. This wage treatment modifies the language in LOA R1-00-20-ESC.</p>
40-41	<p style="text-align: center;">Exhibit C Hiring Hall</p> <p>F. TEMPORARY EMPLOYEE COMPENSATION</p> <p><i>The following shall apply for temporary employees:</i></p> <ol style="list-style-type: none"> 1. <i>Priority 1 and 2 employees shall be paid at the top wage rate established for their classification.</i> 2. <i>Priority 3 and 4 employees shall be paid the minimum rate or at the rate as described below for the classification of work to be performed.</i> <ol style="list-style-type: none"> a. <i>Employees who have accumulated 2080 hours worked experience in a classification without a break in temporary Hiring Hall employment of more than one calendar year will have their wage rate increased by 5%.</i> b. <i>Employees who have accumulated 4160 hours worked experience in a classification without a break in temporary Hiring Hall employment of more than one calendar year will have their wage rate increased by 5%.</i> c. <i>Employees returning after a break in temporary Hiring Hall employment of more than one calendar year will be paid the minimum rate for the classification of work to be performed and may re-accumulate experience as described above.</i> d. <i>For the purposes of this section, hours worked is defined as straight time hours worked in the classification including any paid sick time. It does not include overtime, holidays or any other absences.</i>

3. *Any temporary employee covered by this agreement hired into a regular position will be considered as a new hire under all of the provisions of the Collective Bargaining Agreement.*
 - a. *Current hiring hall employees hired directly into comparable (same discipline/line of progression) regular classifications will be permitted to retain their experienced HH wage rate. Additionally, individuals with more than 4160 hours of hiring hall experience in comparable positions without a break in temporary Hiring Hall employment of more than one year will have their initial wage rate in a regular position increased by 2.5% for every 1040 hours beyond the 4160 hours threshold. This wage treatment modifies the language in LOA R1-00-20-ESC.*
 - b. *For the purposes of this section, hours worked is defined as straight time hours worked in the classification including any paid sick time. It does not include overtime, holidays or any other absences*
4. *Employment shall commence upon orientation or work at the location and time requested by the Company. Pay provisions are those provided for in the ESC-PG&E Agreement.*
 - a. *In lieu of benefits (including participation in the Savings Fund Plan), temporary employees shall be paid a benefit factor for each hour worked of \$8.22 per hour. This factor will be the same for all hiring hall personnel within the Company. (Amended 1/1/09)*
 - b. *Letter Agreement 15-16 provides that effective January 1, 2016, all PG&E Hiring Hall employees including all PG&E Hiring Hall retirees may elect coverage in the Hiring Hall Gold Medical Plan. For hiring hall employees who elect the Gold Medical Plan Section F.2a. above shall be modified as follows:*
 - 1) *Employees who elect the Hiring Hall Gold Medical Plan shall receive a prorated dollar amount of the normal \$8.22 "benefit factor" as applied to straight time wages.*
 - 2) *The Company shall reduce the "benefit factor" amount by the appropriate cost of the Hiring Hall Gold Medical Plan as provided to the Union for each calendar year. Such reduction shall be applied to straight time wages only.*
 - c. *In accordance with the Healthy Workplaces, Healthy Families Act of 2014 (HWHFA), Letter Agreement 15-15 provides Hiring Hall employees with twenty-four (24) hours of paid sick leave credits effective July 1, 2015. Thereafter, newly hired employees in these employment categories shall receive twenty-four (24) hours of paid sick leave credits upon employment.*

In accordance with the law, an employee must be employed for at least 90 days before being able to use any paid sick leave.

At the beginning of each calendar year, employees will be awarded twenty-four (24) hours of paid sick leave credits. Employees are limited to using a maximum of twenty-four (24) hours of paid sick leave per year. Paid sick leave not utilized at the end of each calendar year shall be forfeited.

Employees can use this paid sick leave for themselves or family members in accordance with the guidelines provided in the law.

Employees may only take sick leave on those days or for those hours that an employee is asked or scheduled to work and are unable to work due to illness or non-industrial injury.

Usage and administration of this paid sick leave will be in accordance with the law.

5. *Company may not downgrade employees from the classification requested. However, the Company may upgrade employees in accordance with the Agreement, for a period of time not to exceed a total of forty hours during any period of continuous employment, without prior agreement with the Union.*
6. *By mutual local agreement (See LA-22-01), a Hiring Hall employee may be converted to a regular status classification (Added 2/17/22).*

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EXHIBIT D
JOB DESCRIPTIONS AND TESTING PROCEDURES

(Exhibit Amended 1/1/2012, 1/1/16)

JOB DESCRIPTIONS, TESTING AND PROMOTION PROCEDURES, AND CLASSIFICATION-SPECIFIC PROVISIONS

I. TESTING INFORMATION

Test eligibility and requirements specific to a given classification are included with the specific Job Description.

Upon written agreement thereon by the Company and the Union, examination procedures for determining qualifications of employees or for an employee's progression to a higher classification may be adopted or revised.

II. GENERAL TESTING AND PROMOTION PROCEDURES (Amended -6/15/2021)

A. APPLICATION

(1) *The following provisions are applicable to represented employees who desire to enter the classification of Associate Distribution Engineer and to employees in the classification of Engineering Estimator (See Letter Agreement 99-04-ESC), or*

- who desire to enter the classifications of Principal Map Draftsman or Senior Map Draftsman in the Regions, and to employees in the classification of Mapping Technician in the Regions (See L.O.A.) 90 41), or

- who desire to enter the classification of Senior Land Technician.

- who desire to enter the classification of Senior New Business Representative.

(2) Employees who are eligible to take any of the examinations covered herein shall be granted the necessary time from work to take the examination, and such time shall be considered as time worked, provided they have not previously failed such examination three times.

Those employees who have failed a third time or more will continue to be granted time off necessary to take the examination, however, such time off shall be without pay. Employees may use vacation or floating holidays to cover this time.

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 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

Mapping Technician

If such employee attempts any optional questions in excess of the base test, *they* 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

Senior Mapping Technician

Senior Mapping Technician (passed Test)

Land Technician

Senior Land Technician

If such employee attempts any optional questions in excess of the base test, *they* 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. 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; and the fourth week of May for the SNBR examination. 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 *their* 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 *their* examination with *their* supervisor or other designated Company representative

during the 30-day period after *they* receive 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 18 months. Employees who hold the above classifications on the last day of the month in which the examination 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*

	<p><i>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.</i></p> <p>Employees in the Field Engineering Technician classification will be eligible to take the Senior FET examination if they meet the following two conditions as of the last day of the month in which the Senior FET examination is held: have attained a wage rate equal to or above the cut-off rate and have completed a minimum of 24 months in the classification on a regular basis.</p> <p>Field Engineering Technicians only:</p> <p>Cut-off Rate = $\frac{\text{Top rate of Specific Classification} - \\$1.05}{\\$1.05}$</p>
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44	<p style="text-align: center;">EXHIBIT D JOB DESCRIPTIONS AND TESTING PROCEDURES</p> <p>E. SENIOR ENGINEERING ESTIMATOR EXAMINATION</p> <ol style="list-style-type: none"> 1. <i>The Senior Engineering Estimator examination will be offered during the same week as the Associate Distribution Engineer examination. Changes to the date will be made by mutual agreement.</i> 2. <u>Eligibility</u> <ol style="list-style-type: none"> a. <i>Regular status Estimators will be eligible to take the examination if they have begun module six in the routine Estimator classification by the end of the month in which the examination is administered. Those who attain a passing score, as well as completing all other training requirements for Senior Engineering Estimator, will advance to Senior Engineering Estimator after successful completion of the Estimating Training Program (ETP).</i> b. <i>Wage treatment will be in accordance with Section 15.4(a)(1). The effective date of promotion will be the first of the month following successful completion of the examination or after completion of the ETP, whichever is later.</i> c. <i>An employee in the Engineering Estimator classification shall be eligible to take only the examination given for advancement in their Department if they will have been in such classification on a regular basis on the last day of the month in which the examination is held.</i> 3. <i>The format of the examination will be part computer-based knowledge assessment and part computer-based practical skills assessment using the tools actually used by Estimators. Estimators taking the examination will be provided appropriate reference tools to look up the necessary standards, job aids and other documents. Online materials will be made available as appropriate.</i> 4. <i>This agreement does not supersede any of the provisions of LA 03-35-ESC regarding the Gas Transmission Senior Engineering Estimator exam.</i> 5. <i>The Union and Company will agree on the passing score of the Senior Engineering Estimator Exam. Any future changes to the passing score of the Senior Engineering Estimator Exam will be discussed and agreed upon by the parties.</i>
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45	<p style="text-align: center;">EXHIBIT D JOB DESCRIPTIONS AND TESTING PROCEDURES</p> <p>F. SENIOR NEW BUSINESS REPRESENTATIVE (SNBR) EXAMINATION</p> <ol style="list-style-type: none"> 1. <i>The SNBR examination will be offered the 1st week of May each year. Additional SNBR examinations may be scheduled by mutual agreement of the parties. Changes to the SNBR examination date(s) will be made by mutual agreement.</i> 2. <u>Eligibility</u>
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- a. *Until such time that the New Business Representative (NBR) Phase Training Program has been completed, the Company and Union agree to establish a committee, consisting of an equal number of Company and Union representatives, to review the qualifications of existing NBR's, who self-identify by sending their resume and/or a copy of their Bachelor's degree by email to the Committee, to determine their eligibility to take the SNBR examination.*
 - i. *In order to be eligible to take the SNBR examination, NBR's must have five (5) total years of relevant experience, or a Bachelor's degree and two years of relevant experience. Relevant experience is defined as experience in internal or external construction project management or PG&E technical service planning experience (e.g. Service Planning, Estimating, HH Service Planning or HH Estimating, Contractor Service Planning or Contractor Estimating).*
 - b. *Once the NBR Phase Training Program has been implemented, regular status NBR's will be eligible to take the SNBR examination if they have begun Phase Six (6) of the NBR Phase Training Program 30 days prior to the date of the SNBR examination. NBR's in the Phase Training Program will be provided a minimum of five (5) hours per week of paid training time and NBR's are expected to manage their respective training hours. However, customer needs must be met daily and therefore the training hours may not be possible in any given week. NBR's are also responsible for ensuring that training hours are made up at a future date(s) as agreed upon between the NBR and their supervisor. In addition, training hours are only available to NBR's through completion of the NBR Phase Training Program.*
 - c. *NBR's who attain a passing score on the SNBR examination, successfully complete all NBR Phase Training Program requirements and have five (5) years of relevant work experience, or a Bachelor's degree and two years of relevant experience, as defined in 2(a)(i) above, will advance to SNBR.*
 - d. *Wage treatment will be in accordance with Section 15.4(a)(1). The effective date of promotion will be the first of the month after successfully meeting the requirements listed in Section 2(c) above.*
3. *The format of the examination will be part computer-based knowledge assessment and part computer-based practical skills assessment using the tools actually used by NBR's. NBR's taking the examination will be provided appropriate reference tools to look up the necessary standards, job aids and other documents. Online materials will be made available as appropriate. The Company will send an annual notice to all NBR's no less than 60 days prior to the exam notifying them of the examination date and describing the contents of the exam in general terms.*

A Company Psychometrician will determine and set the passing score of the SNBR examination prior to when the exam is given, and all employees attempting the exam will be notified of the passing score in advance. Any changes to the passing score will be based on changes to the exam as approved by the joint training committee and the Company's Psychometrician.

EXHIBIT D
IV. Specific Job Descriptions

1. Division Gas & Electric Departments

SENIOR ENGINEERING ESTIMATOR

B. REQUIREMENTS

The full qualifications of Engineering Estimator and the demonstrated ability to perform work of a difficult nature as evidenced by the quality and quantity of *their* work as an Engineering Estimator *through completion of the Estimator Training Program (ETP) and successful completion of the Senior Engineering Estimator examination.*

Engineering Estimators who were in the classification prior to November 1, 2016 will not be required to take the Sr. Engineering Estimator exam in order to progress to Senior. (Note: changing of commodity would trigger the

	<p><i>requirement to take the exam after completing ETP in the new commodity).</i></p> <p>C. APPLICATION</p> <p>(1) Progression to the classification of Senior Engineering Estimator will occur when the employee has completed ETP <i>and has successfully completed</i> the Senior Engineering Estimator examination.</p> <p>(2) Following completion of ETP <i>and successful completion of the Senior Engineering Estimator examination, the effective date of promotion will be the first of the month following successful completion of the examination or after completion of the ETP, whichever is later.</i> The rate of pay will be in accordance with the Subsection 15.4(a)(1). Exhibit D contains information on accelerated wage treatment for some categories of employees.</p>
<p>47</p>	<p style="text-align: center;">EXHIBIT D IV. Specific Job Descriptions</p> <p>1. Division Gas & Electric Departments</p> <p>ENGINEERING ESTIMATOR</p> <p>A. DUTIES</p> <p>Under general supervision, prepares cost estimates and construction plans of less difficult nature than work performed by a Senior Engineering Estimator.</p> <p>Makes field sketches and prepares layouts for construction of additions or improvements to electric or gas systems of such a nature that the plans and methods are embodied in existing standards, specifications, rules, and regulations. Estimates labor and material costs; obtains joint-pole agreements; initiates right-of-way procedures, licenses, permits, etc., and performs such other work as required to prepare the estimate in final form.</p> <p>Shall be required to perform customer contact, project coordination, billing, and contract preparation in connection with non-subdivision residential services. Non-subdivision residential work is defined as gas and electric work of four or fewer applicants or lots. Typical jobs include temporary and permanent services, service alterations, rewires and rule 16 gas/electric extensions. Given appropriate training, shall also be required to perform typical jobs in the opposite commodity. (Amended 1/1/09)</p> <p>Where clear business efficiencies can be gained, may also be assigned similar customer contact work within the employee's line of progression, on small commercial and agricultural jobs, although management retains jurisdiction over such work.</p> <p>May be required to prepare final sketch or layout and cost estimate of more complex jobs from field notes prepared by an employee in a higher classification. May be required to investigate and prepare reports on third-party accidents.</p> <p>B. REQUIREMENTS</p> <p>High school graduation with a working knowledge of the Company's construction standards and specifications, and some operating knowledge and experience. Ability to meet public and discuss problems relating to service.</p> <ol style="list-style-type: none"> 1. <i>Effective on the date of this Agreement LA 19-13-ESC (7/10/2019), any newly hired regular Gas or Electric Estimator will be required to hold either an "Autodesk Certified User (ACU)" certificate (see attachment) or two-year technical degree in Drafting, or a mutually agreed-upon alternate qualification. Preferred qualification: Bachelor of Science Degree (BS).</i> 2. <i>Current and recent ESC Hiring Hall, those who have obtained the experienced status as of the date of this Agreement, will be considered for regular status even if they do not have the certificate or degree, but must obtain one within the first twelve months of hire.</i> 3. <i>Employees who are newly hired and who do not obtain this certificate or degree may be released by</i>

the Company upon reaching twelve months of service. Failure to obtain the certificate or degree within their first twelve months of employment will be considered just cause for termination of a newly hired employee.

4. *The above does not apply to any internal bid/transfer placement nor to any regular employees placed into an Estimating position through the Unrestricted Appointment process.*
5. *The parties agree to reimburse employees who obtain their AutoCAD certification or degree for the one-time cost of the course and exam fee. For course/exam fees not covered by Tuition Reimbursement, the employee will be reimbursed up to \$1,300. For reimbursement, employees must submit payment receipt(s) for the course and/or examination. Newly hired employees will be eligible for reimbursement for both the course and exam fee within their first twelve months of hire.*
6. *The reimbursement payment eligibility above (course and exam) will also be made available to all current regular Estimators, Senior Estimators, Associate Distribution Engineers (ADEs), and incumbent ESC-represented employees subsequently assigned to the Estimating Line of Progression.*
7. *The courses will be taken on the employee's own time. However, upon advance request by the employee, the Company will provide paid time off to take the required certificate examination. Associated expenses [e.g., mileage, lodging] will be the responsibility of the employee.*

IV. Specific Job Descriptions
1. Division Gas & Electric Departments

D. ESTIMATOR TRAINING PROGRAM PROVISIONS

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- 1) The ETP Program Administrator may implement appropriate program controls and systems to assure effective administration and protect the integrity of the training program. The *Joint Training Committee*, a joint labor-management committee, will have overall responsibility for revisions to the Estimator Training Program and will review requests for exceptions to the procedures outlined in this Agreement and the ETP User's Guide.
- 2) New hires entering ETP shall be placed at the beginning wage step of Estimator and begin the training with Module 1. Requests for exceptions will be referred to the *Joint Training Committee*.
- 3) Employees entering the ETP are expected to immediately begin the training program, starting with Module 1. These employees will progress in accordance with the provisions of this Agreement (at six month intervals). Upon successful completion of the training program these employees will progress to the Senior Estimator classification.
- 4) When an employee successfully completes a module, *their* wage rate will be increased the next workday to the appropriate wage step, but no sooner than six months from the start of the module or the last progressive wage increase.
- 5) Progression shall be contingent on the successful completion of each module until the employee completes the final ETP module. The employee will then progress to Senior Engineering Estimator at the appropriate wage step. The effective date will be either the next workday, or six months from the start of the final module; whichever comes later. Promotion dates for employees entitled to accelerate may be as early as 4.5 months from start of the final module.
- 6) An employee entering the Estimator classification with a wage rate above the beginning step of Estimator may retain that rate as long as it does not exceed the 12-month step of Senior Engineering Estimator. If above the latter, the wage rate will be reduced to the 12-month step of Senior Engineering Estimator. The employee will receive no further increases (except for general wage increases) until progressing to a module with a wage step higher than *their* own. Upon successful completion of the training program, the employee will progress to Senior Estimator and paid in accordance with Section 15.4 (a) (1) of the Agreement.
- 7) A maximum of six months is allowed for completion of each module, including the on-the-job (OJT) training requirements. OJT requirements must be completed prior to taking the end-of-module exams.
- 8) Unsatisfactory Progress
 - A. Those who fail to successfully complete any module shall:

	<ul style="list-style-type: none"> • be notified of inadequate performance in writing prior to the date the trainee would be scheduled to receive the next higher wage step; • be held in <i>their</i> present wage step; • have ninety (90) days to correct the specified deficiency(ies) and one more opportunity to demonstrate successful completion; and • be removed from the program in accordance Section 22.4 (“Demotion Other Than For Lack Of Work”) of the Agreement if the module is not successfully completed within the 90 day period. <p>B. Employees who have been removed from the program may not re-enter ETP in the same commodity without the approval of the <i>Joint Training Committee</i></p> <p>9) Joint Training Committee members will jointly apply the aforementioned provisions to the affected population and address any issues resulting from this decision. The provisions of this decision represent a final resolution of the parties’ dispute regarding the implementation of the ETP.</p>
49	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p style="text-align: center;">SNBR AND IPE PROVISIONS</p> <p>Senior New Business Representative</p> <p>D. Qualifications</p> <p><i>Passage of the agreed-upon SNBR examination Completion of the NBR Phase Training Program</i></p> <p><i>Must have five (5) years of relevant experience, or a Bachelor’s degree and two years of relevant experience. Relevant experience is defined as experience in internal or external construction project management or PG&E technical service planning experience (e.g. Service Planning, Estimating, HH Service Planning or HH Estimating, Contractor Service Planning or Contractor Estimating).</i></p> <p><i>Must have strong project management, customer contact and communications skills. Basic computer skills: MS Word, Excel, e-mail.</i></p> <p><i>Valid California Driver’s license and California minimum insurance coverage if using personal car.</i></p>
50	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p style="text-align: center;">1. Division Gas & Electric Departments</p> <p>NEW BUSINESS REPRESENTATIVE (52047231)</p> <p>A. SUMMARY</p> <p><i>This is a Beginning Level Classification.</i></p> <p><i>This position is charged with customer contact, project coordination, billing, and contract preparation in connection with less complex installation of new business gas and/or electric facilities. NBRs will not prepare job estimates. This does not preclude job owners from preparing invoices or contracts based on simplified charge methodology.</i></p> <p><i>For training purposes, a New Business Representative may be assigned no more than 50% of their workload in SNBR-level jobs at the same time, and must work under the guidance of an SNBR or IPE.</i></p> <p>B. DUTIES:</p> <p><i>The duties as outlined in this job description may vary by location. This position includes office work and site</i></p>

visits.

SAFETY

1. *Maximize public and employee safety by ensuring that job designs are performed to Company and State standards and meet all compliance requirements.*

PROJECT MANAGEMENT

2. *Prepare field sketches and layouts for the scoping of construction of additions or improvements to electric or gas systems. Provides accurate field data including pictures or videos as needed to estimators.*
3. *Manages scope, schedule and cost for all assigned projects, from initiation to meter set. Scope and schedule is adjusted as appropriate to accommodate change (e.g., new customer needs, competition, and new regulation).*
4. *Coordinates all other departments or individuals who are involved with the project and works to define the project's background, objective, design scope, schedule, roles and responsibilities.*
5. *Coordinates with others, such as Planning, Estimating, Construction and Metering, etc., in completing the project in a timely manner. Includes understanding of industrial project schedules and working closely with the work and resource group to prioritize work using available tools or technology.*
6. *Monitors project schedule and prioritizes work in coordination with the work and resource group.*
7. *Schedules and conducts pre-engineering meetings, provides all pertinent data and addresses potential project risks including schedule setbacks and coordinates actions before setbacks occur.*
8. *Conducts and documents pre-construction meeting.*
9. *Looks for ways to minimize costs on projects for both the applicant and PG&E.*
10. *Ensures that the correct type of financial order, work category, etc., has been applied and actively monitors costs.*

COMMUNICATION

11. *Communicates project status (e.g., scope, schedule, and cost) to all stakeholders throughout the project, as applicable.*
12. *Facilitates resolution of project-related disputes. Continuous formal communication (both written and verbal) with all stakeholders is given a high priority throughout all stages of the project.*
13. *Prepares contracts, as applicable, to ensure compliance with standards and tariffs.*
14. *Provides applicants, estimating, engineering, clerical and construction partners with complete and accurate information on rate and rule applicability, potential costs and timelines.*

MANAGING CUSTOMER EXPECTATIONS

15. *Proactively communicates to project stakeholders, both internal and external.*
16. *Negotiates reasonable estimating and construction dates that address customer's anticipated schedules. May provide customer with an initial non-binding cost.*

TARIFFS

17. *Ensures that all charges mandated under the applicable tariffs are identified in the contract and secured before beginning construction.*
18. *May partner with other PG&E departments and/or rates and tariffs for application of best rates when appropriate.*

COMPLIANCE MANAGEMENT

19. *Ensures all applicable project documentation is maintained in an orderly job file.*
20. *Ensures all project dependencies are met prior to allowing a construction start.*
21. *Ensures all permits are obtained and land rights issues are resolved per procedures.*

C. KNOWLEDGE/ABILITIES

1. *Familiar with tariffs, rates, contracts/tools, Work Management (WM) SAP, project approval process, document routing system and estimating and construction work processes.*
2. *Works effectively as a member of a team.*
3. *Ability to work with both internal and external customers/clients*
4. *Facilitation and conflict resolution skills*
5. *Ability to manage for results and in the process work as a team to build agreement*
6. *Strong focus on safety*
7. *Committed to providing superior and proactive customer service.*
8. *Strong verbal and written communication skills*
9. *Ability to demonstrate initiative and decisiveness*
10. *Ability to demonstrate sound judgment and forward thinking*
11. *Problem solving skills*
12. *Knowledge of PG&E's rates and tariffs*
13. *Knowledge of PG&E's Gas & Electric Service Requirements*
14. *Computer skills (SAP, Microsoft Excel, Word, etc.)*
15. *Conflict resolution skills*
16. *Knowledge of overrun/underrun policies*
17. *Knowledge of Delegation of Authority guidelines*
18. *Knowledge of Customer Service Policies*
19. *Measurement skills and ability to use some physical tools (drive stake in the ground, use Range Finder or Height Stick and Shovel, etc.) in the field*

D. QUALIFICATIONS

- *A Bachelor's degree from a recognized college or its equivalent in education and experience. Such experience must include three (3) or more years in construction project management or PG&E technical service planning experience.*
- *Must have strong project management, customer contact and communications skills. Basic computer skills including Microsoft Word, Excel, email.*
- *Valid California Driver's license and California minimum insurance coverage if using personal car*
- *Pre-employment tests: Physical Test Battery (PTB)*

The Company will negotiate with the Union what pre-employment tests will be required for the classification. The agreement will be added to the requirements section of the job description.

E. PROGRESSION

Upon completion of five years of relevant experience and having passed an agreed-to examination, the employee will progress to a Senior New Business Representative position. The exam will be offered at least once per year. The parties agree to meet and finalize the details of the examination process at a later date.

Training Program:

Company and Union will jointly develop appropriate modules for job owner duties. The parties will then establish policies for the use of Estimator Training Program modules for NBRs, and the credit NBRs may receive if they move into Estimator positions.

Estimator experience will be considered relevant experience for the purpose of progression above.

SNBR position will be added to the list of classifications held open for bidding at the senior level in Section 21.1c note as shown below:

Note: All Senior Engineering Estimator, Senior New Business Rep, Senior Mapping Technician, Senior Land Technician and Scheduler vacancies will be held open for bidding, in accordance with Section 21.2. Of those jobs not filled under 21.2(a) or (b), every other one will be subject to the provisions of Subsection 21.2(d) before it may be downgraded to Engineering Estimator, New Business Rep, Mapping Technician, Land Technician or Scheduler-in-Training, respectively. (Amended 1/1/09, 7/7/14, 1/1/16)

51	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>2. Division Mapping Departments</p> <p>Mapping Technician</p> <p>Application:</p> <p><i>Normally new Mapping Technicians will start at the beginning rate. An employee of the Company entering the Mapping Technician classification with a wage rate above the entry rate may retain that rate as long as it does not exceed the top of the Mapping Technician wage range. (Added 1/1/16)</i></p>
52	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>2. Division Mapping Departments</p> <p>SCHEDULER - 3563 50073850</p> <p>IV.</p> <p style="padding-left: 40px;">A. APPLICATION</p> <p>The ADE, Sr. Engineering Estimator, and Sr. Field Engineering Tech classifications <i>are engaged in the same type of work or activity, they may bid into the Scheduler position and will be considered under Subsections 21.2(a)(b) and (d). All successful bidders will need to successfully complete the 12 month Scheduler-in-Training requirements. (Added 1/1/16)</i></p>
53	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>3. Land Department - Senior Engineer Designer 5. Design Drafting Department – Senior Design Engineer/DCPP Sr. Field Design Engineer/Sr. Field Design Engineer</p> <p>B. Requirements</p> <p>Bachelor's degree in the field of Civil Engineering from a recognized college or Company experience and supplemental education which demonstrate the ability to perform the duties of the classification. The successful completion of the Engineer in Training Examination of the <i>California State Board for Professional Engineers, Land Surveyors, and Geologists</i> will also be taken into account when promotions to this classification are being considered. Must have extensive experience in transmission line structure work or the equivalent in experience and ability.</p>
54	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>8. Construction Departments</p> <p>Standards Adherence Engineers</p> <p style="text-align: center;"><i>STANDARDS ADHERANCE ENGINEER – 3100 52886543</i> <i>(Beginning Classification)</i></p>

A. DUTIES

A non-exempt professional employee who contributes technical and engineering services. During initial assignments may be required to learn and perform all the duties of a Standards Adherence Technician and Senior Standards Adherence Technician. With experience, assignments will expand to monitoring the documented work of field personnel to assure compliance with specifications and plans; audit work for adherence to current construction standards, rules, and regulations. Based on education and experience, may be called upon to assist Lines of Business with resolution of technical problems or process issues.

B. REQUIREMENTS

Bachelor's degree in engineering or construction disciplines from a recognized college or experience and supplemental education described in RC 546 which establishes the ability to perform the duties of the classification. Passing the California EIT examination and achievement of professional registration will be given special consideration for promotion to or advancement in classification.

Note: In RC 546 the parties agreed that to fulfill "supplemental education" an employee must have:

- *A minimum of 30 quarter or 20 semester units at an accredited college where courses are reimbursable through the Company's tuition refund plan.*
- *The courses would emphasize science and engineering such as those listed below with a mix of no less than three areas:*
 - *Physics*
 - *Chemistry*
 - *Principles of Electricity*
 - *Statics*
 - *Surveying*
 - *Dynamics*
 - *Math – including trigonometry and basic calculus*
- *Acquiring an Engineer-In-Training (EIT) certificate will satisfy the supplemental education requirement.*

The above requirements along with job experience will be utilized to determine the ability to perform the duties of transfer applicants who do not possess a four-year degree as described in Exhibit D of the Agreement.

SENIOR STANDARDS ADHERANCE TECHNICIAN – 3117 52885618

A. DUTIES

An employee who performs the duties of a Standards Adherence Technician may be required to perform such additional duties as training and directing the work of a Standards Adherence Technician in the performance of their duties; May assist in developing training materials; May assist in the development and maintenance of protocols to ensure that Quality Reviews are aligned with PG&E's requirements and work procedures; May perform other duties as assigned; act as an assistant to the supervisor in charge May be responsible for assisting in the coordination of or leading special projects.

B. REQUIREMENTS

High school graduate. Experience and supplemental education which establishes the abilities to perform the duties of the classification. A minimum of 24 months in the Standards Adherence Technician classification and not less than six months being at the top of the rate. Must maintain a valid/current CA Driver's License

C. APPLICATION

(1) The examination for Senior Standards Adherence Technician will be given the fourth week in March and the last week in September.

(2) Progression to the classification of Senior Standards Adherence Technician will occur when the

	<p><i>employee</i></p> <ul style="list-style-type: none"> (a) <i>has met the above appropriate examination requirement, and</i> (b) <i>has met other requirements of the higher classification, and</i> (c) <i>has completed six months at the top wage rate and 24 months in the Standards Adherence Technician on a regular basis or has completed at least 30 months in the Standards Adherence Technician classification on a regular basis.</i> <p><i>Such progression shall be effective on the first day of the following month following completion of these requirements.</i></p> <p>(3) <i>The examination will be administered in the process described below.</i></p> <ul style="list-style-type: none"> (a) <i>Joint Examination Panels will be comprised of 2 representatives appointed by the Company and two employees from the appropriate organization and job classifications who are appointed by the Union. By mutual agreement, the number of employees may be changed and/or non-voting members added to a panel.</i> (b) <i>The panel shall jointly interview applicants, using jointly developed performance standards for each candidate. The panel shall evaluate and promote qualified candidates based on a performance standard that is reasonable, measurable, and attainable.</i> <p>STANDARDS ADHERANCE TECHNICIAN – 3118 52885617 <i>(Beginning Classification)</i></p> <p>A. DUTIES</p> <p><i>An employee who reviews, inspects, and evaluates company documentation for adherence with PG&E’s requirements and work procedures (E.g. Gas Service Records (GSR), As-Builts, Leak repair documents, Job Site Safety Analysis (JSSA), Hot Work Checklist, USA tickets, Leak Survey Maps, Rectifier Maintenance, Regulator, Valves, Meters, as well as related instrument calibrations; Reviews construction drawings and sketches (paper and electronic) for completeness and accuracy; Prepares, conducts and documents quality control reviews in accordance with established quality review processes; Maintains all internal review documents accurately and completely; Monitors quality, identifies issues, reports findings and may recommend process improvements. Collaborates with appropriate leadership or field employees to inform, initiate, and ensure correction when discrepancies are found; May provide support to various organizations by reviewing tailboards and attending meetings to educate workgroups as needed to identify process/standard changes that may impact reviews.</i></p> <p>B. REQUIREMENTS</p> <p><i>High school graduate. Experience and supplemental education which establishes the abilities to perform the duties of the classification. Must maintain a valid/current CA Driver’s License</i></p>
55	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>10. Distribution Engineers</p> <p>E. Advancement</p> <p>Associate to Journey <i>Monthly Distribution Engineer Associates who meet the requirements for advancement to Journey and are performing satisfactorily in their current classification shall advance to Journey upon meeting specific technical requirements gained through a minimum of three years of relevant cumulative experience in the field of Distribution Engineering.</i></p>
56-58	<p style="text-align: center;">EXHIBIT D</p>

IV. Specific Job Descriptions

10. Distribution Engineers

Senior Advising Engineer

Remove "When considering..."

L. Disciplines within the Gas Distribution Engineer classification

Each classification has several disciplines, as noted in the job descriptions: Division Engineering and Design, Planning, and Control Center. Employees will work in one discipline, but may be assigned the work of other disciplines. PG&E will provide appropriate training as needed. Gas Distribution Control Center (GDCC) working conditions will only apply to Engineers assigned to the GDCC headquarters.

M. Professional Engineer (PE) License Requirement, Stamping of Documents and Drawings

1. Senior and Senior Consulting Level Engineers may be required to have a current California PE license as described below. Their job duties include signing and stamping and acting as the engineer in "responsible charge" for engineering drawings, specifications, reports, or documents that are to be released for construction.
 - a. Current incumbent Senior Gas Distribution Engineers will be "grandfathered" into the classification and will not be required to hold the PE license or sign and stamp documents; however, unlicensed incumbents will not be permitted to bid into positions in the SCADA/Regulator Station group except by agreement between the Company and the Union.
 - b. For operational needs, management may require a PE License for other vacancies for Senior Gas Distribution Engineer, so long as the total percentage of Senior Gas Distribution Engineers holding the PE License is not more than 60%; however, management may exceed this percentage to require a PE License for any Senior or Senior Consulting Engineer vacancies in the SCADA/Regulator Station group.
2. The PE license is not required for Associate and Journey Engineers.
3. Any engineer who stamps documents must meet all the following criteria:
 - a. hold a current and valid California PE license in the applicable field of engineering,
 - b. be fully competent and proficient by education and experience in the field or fields of professional engineering relevant to the project,
 - c. possess sufficient knowledge of the project to make, or review and approve, the engineering decisions for the project, and
 - d. be capable of answering questions asked by other similarly licensed, competent and proficient engineers so as to leave little questions as to the engineer's technical knowledge of the engineering performed.

N. Seniority and Title 22 Application

In the event that Demotions and Layoffs are needed, the Company will follow the provisions of Title 22 of the Agreement. Senior and higher Gas Distribution Engineers may not displace another less senior ESC-represented incumbent unless the Gas Distribution Engineer has previously held that classification on a regular basis, meets all current requirements for the position, and has more ESC service than the impacted employee.

EXHIBIT D

IV. Specific Job Descriptions

10. Distribution Engineers

E. Advancement

Senior Distribution Operations Engineer (DOE) vacancies

There will be a minimum of one (1) Senior DOE position in each Distribution Control Center. (Amended 10/24/22)

Temporary Upgrades to DOE

Temporary vacancies in journey DOE positions will be filled per Section 21.7. If there are no bidders for a particular temporary vacancy and operational needs require the temporary assignment of a DE, the Company will select the DE with the least Service within a commutable distance. The employee so selected will have the option to (1) participate in the on-call system, and will receive upgrade pay per Section 15.3 and overtime pay as described below, or (2) not be required to be on-call, and will not receive upgrade pay and additional hours will be paid per the standard DE additional hours policy.

A. Additional Time Worked

When serving as Construction Supervisor on-call capacity and required to act in a supervisory capacity in the field directing crews, compensation will be at 1 ½ the straight time rate.

G. On-call for Electric Distribution Operations Engineers (DOE) Line of Progression (LOA 14-02)

(Amended 10/24/22)

- 1) DOE's will be required to participate in an on-call rotation system. When on call, the employee must make all reasonable efforts to be available to respond and fit for duty. If an employee is aware that they will be unavailable for a scheduled on-call assignment, or an unpredictable situation makes the employee unavailable on short notice, they should contact their supervisor immediately.
- 2) On-call duty will be for one week at a time, from the end of an employee's normal workday Monday to the beginning of the employee's workday the following Monday. If there are two DOE's working on a Saturday, the on-call DOE(s) will not be required to be on call during their regular work hours on that Saturday. At the Company's discretion DOE's (including Lead and Associate DOE's) will be required to be on call 1 week out of 4, or 13 weeks per calendar year. DOE's will not be required to be on call more than then 1 week out of 4, or 13 weeks per calendar year. Establishment of the on-call rotation schedule will honor employee requests as much as possible, with seniority used as a tie-breaker where practicable. Employees may swap on-call weeks or days with management permission. Each office may establish its own practices for setting and modifying the on-call rotation schedule.
- 3) In order to avoid fatigue and the possibility of human performance errors, DOE's working excessive hours during an on-call week will be provided with reasonable rest, as appropriate following notification and discussion with their supervisor.
- 4) Requests for temporary removal from the on-call rotation due to personal circumstances or hardships not to exceed 6 months will not be unreasonably denied.
- 5) As practicable, DOE's will be provided tools and may work remotely to provide after-hours and weekend support when responding to the incident does not require their physical presence at

the DCC; however, DOE's must report to the DCC to provide support when operational circumstances require, or when directed by their immediate supervisor.

- 6) During the on-call week, DOE's (including Associates and Leads) will be eligible for additional compensation at the 1.5x rate for all hours worked performing on-call duties outside of their normal work hours. They shall be paid at this rate for not less than two hours. The on-call compensation policy is exclusive of time worked immediately contiguous with the employee's regular workday when the employee is performing duties other than supporting the control center during an emergency. All other additional hours worked during the on-call week will continue to be compensated per the Distribution Engineers Additional Time Worked Section (Exhibit D.IV.8.F).
- 7) Management may offer additional opportunities for other Distribution Engineers to participate in the on-call rotation. Selection will be made per Section 21.7 using the bid list for that DCC. Distribution Engineers who participate in the on-call rotation will be upgraded for the week per Subsection 15.3.b and will be eligible for additional compensation at the 1.5x rate for all hours worked performing on-call duties outside of their normal work hours. They shall be paid at this rate for not less than two hours. They will have the same on-call expectations and responsibilities described above.
- 8) *If a DCC needs additional support beyond the on-call DOE (for example, if the DOE needs rest), additional Engineers will be called in the following order:*
 - a) *Other DOE's in the same DCC and DE's participating in the on-call rotation at the DCC*
 - b) *DOE's in other DCC's and DE's participating in on-call rotation in those control centers*
 - c) *Any other DE's*

H. 4x10 and Saturday work schedules for Electric Distribution Operations Engineers (including Associates) (Amended 10/24/22))

- 1) The Company may offer the 4x10 Wednesday to Saturday work schedule to DOE's. By agreement with the Union, other 4x10 schedules including a Saturday may be offered instead or in addition.
- 2) The Company will determine the number of 4x10 schedule opportunities to be offered in each DCC.
- 3) If there are more volunteers than opportunities, the 4x10 schedule will be assigned to the volunteer(s) with the most service.

I. Job Bidding – Electric Distribution Engineer and Electric Distribution Operations Engineer (Added 10/24/22)

Journey level Electric Distribution Engineer and Journey level Electric Distribution Operations Engineer shall be considered the same classification for the purposes of Section 21.16(b).

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EXHIBIT D

IV. Specific Job Descriptions

Remove Section:

14. Substation Asset Strategy Engineers

61	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p style="text-align: center;">16. Electric Standards and Strategy Engineers (amended 1/25/19 per LOA 19-01-ESC)</p> <p>A. Work Jurisdiction The parties agree that there is shared work jurisdiction between the Principal Engineer and this unit. The Company and Union agree to continue the shared work jurisdiction as currently practiced. The Company will notify the Union of Electric Standards Engineering assignments made to Principal Engineers in advance and will meet and confer with the Union before increasing by more than 1 the number of Principal positions whose work is shared by this unit.</p> <p><i>The company also agrees to make reasonable efforts to maintain a minimum of one Senior Consulting Engineer for each supervisor's group, with a minimum of six Senior Consulting Engineers. In no case will the ratio result in the selection of a Senior Consulting Engineer who is unqualified for the position.</i></p>
62	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>16. Electric Standards and Strategy</p> <p>Remove: Senior Advising Engineer paragraph</p>
63	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>17. Maintenance & Construction (M&C) Engineers</p> <p>Remove: C. Senior Advising Engineer paragraph</p>
64	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>19. Telecommunications Engineers</p> <p>Remove: D. Senior Advising Engineer paragraph</p>
65	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>21. Distribution Outage Coordinators</p> <p>Add:</p> <p>A. Lateral Job Bidding <i>When filling Energy Delivery Outage Coordinator vacancies, prior to initiating subsection 21.17(b), consideration will be given to Energy Delivery Outage Coordinator incumbents who have a bid on file and desire to change work locations. In the event that there are two or more Energy Delivery Outage Coordinator incumbents interested in the same work location, the Company shall select the employee whose ability and personal qualifications make them most qualified for the job. If ability and personal qualifications are</i></p>

	<i>substantially equal, seniority shall prevail. (Added 5/19/21)</i>
66	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>22. Nuclear Engineering and Quality Verification</p> <p>Add:</p> <p>A. Advancement</p> <p>Advancement from Associate Engineer to Engineer as follows: DCPD Associate Engineers who meet the requirements for advancement to Journey Engineer and are performing satisfactorily in their current classification shall advance to Journey Engineer upon reaching 3 years experience.</p> <p>Advancement from Journey Engineer to Senior Engineer as follows: DCPD Journey Engineers who meet the requirements for advancement to Senior Engineer and are performing satisfactorily in their current classification may advance to Senior Engineer upon reaching 8 years experience, provided that the Company determines that an operational need exists for an additional DCPD Senior Engineer in the discipline of the Journey Engineer to be advanced.</p>
67	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>25. Transmission Planning</p> <p>Remove:</p> <p>A. Senior Advising Engineer paragraph</p>
68-69	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>26. Metering Engineers</p> <p>Remove:</p> <p>A. Senior Advising Engineer paragraph</p> <p>Add:</p> <p><u>Metering Engineers and Cross Commodity Assignments</u> <i>The Gas Metering Engineer and the Electric Metering Engineer are separate Lines of Progression and separate classifications at every career stage. The Company may assign work to a Metering Engineer in the opposite commodity if the employee is qualified to perform the work.</i></p>
71	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>28. Transmission Operations Engineering</p> <p>Remove:</p> <p>A. Senior Advising Engineer paragraph</p>
72	EXHIBIT D

	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p>30. Gas Station Engineering</p> <p>Remove:</p> <p>A. Senior Advising Engineer paragraph</p>
<p>73</p>	<p style="text-align: center;">EXHIBIT D</p> <p style="text-align: center;">IV. Specific Job Descriptions</p> <p>Add:</p> <p style="text-align: center;">31. SUBSTATION TEST SPECIALISTS (LOA 17-26) (ADDED 1/1/18)</p> <p>A. Transportation Options <i>Expenses and requirements for personal use of vehicles will follow the provisions of Title 10. However, due to the nature of the work performed and frequency of work performed away from the headquarters, the parties agree to modify Title 10 as follows: employees will use their personal vehicles for transportation, but may, at the Company's option, be provided transportation or be reimbursed for the cost of using public transportation. In cases where the employee's personal vehicle is not safe for travel to the specific work location, the Company will provide transportation.</i></p> <p>B. Job Descriptions</p> <p>Overall Duties:</p> <p><i>Substation Test Specialists guide and support the performance of diagnostic and functional testing services for the Protection System, Transmission Operations, and Distribution Operations departments. In addition to supporting testing, incumbents evaluate the results and make recommendations for maintenance or construction action plans. The Substation Test Specialist works with manufacturers to coordinate product training sessions for field personnel. Substation Test Specialists verify accurate data records for compliance purposes. Substation Test Specialists provide compliance-related training to field personnel. Support the coordination of test resources for electric generation (EGI) and load interconnection projects. Employees will be assigned the work they are qualified to perform.</i></p> <p><i>Requires regular travel (typically a minimum of 25%), which includes occasional overnight stays.</i></p> <p>Duties – Associate and Journey Substation Test Specialist <i>Associate Substation Test Specialist performs routine work which may be under the direction or guidance of supervision or employee in a higher classification. Substation Test Specialist performs the full range of duties independently, performs advanced tasks, and mentors Associate Substation Test Specialist. May be assigned the work of a Substation Specialist, Senior for training and experience.</i></p> <ol style="list-style-type: none"> <i>1. Provides technical field support and training to maintenance and construction supervisors and crew members to ensure correct maintenance and construction practices.</i> <i>2. Develops job related bulletins, guidelines and standards.</i> <i>3. Conducts failed equipment investigations and root cause analysis.</i> <i>4. Coordinates with field personnel and equipment manufacturers to arrange for timely equipment repairs and replacements including trouble shooting, reviewing test results, verifying repair actions, and recommending repair/replacement decisions.</i> <i>5. Provides technical expertise to supervisors so they can develop action plans, schedules and coordination to effectively perform the construction, maintenance and testing of protection and automation systems.</i> <i>6. Coordinates transmission and distribution interconnection processes.</i> <i>7. Corrects reports so that documentation meets compliance requirements.</i> <i>8. Creates, implements, and reviews annual capital tool replacement plans.</i>

Duties – Substation Test Specialist, Senior (52041992)

1. Provides field support and training to maintenance and construction supervisors and crew members to help resolve complex issues and assists with troubleshooting efforts when requested.
2. Leads equipment repairs and replacements including reviewing test results, verifying repair actions, and root cause analysis. Utilizes engineering skills and knowledge to evaluate and make recommendations with respect to the repair/replacement decision.
3. Identifies, redefines and updates technical field support practices as necessary.
4. Assists First Line Test Supervisors with Test Programs and Special Projects.
5. Creates Test Plans for Interconnection Projects.
6. Guides and mentors Associate and Journey Substation Test Specialists.
7. Observes and reports the testing during all commission of protection devices on transmission and distribution interconnection projects per the established handbooks.

Requirements – Substation Test Specialist, Associate (52041990)

An AA/AS degree in Engineering or an AA/AS degree in an appropriate technical field or equivalent education and experience. A valid California driver's license.

Requirements – Substation Test Specialist (52041991)

An AA/AS degree in Engineering or an AA/AS degree in an appropriate technical field and three years of experience in the classification of Associate Substation Test Specialist with demonstrated ability to perform work as evidenced by the quality and quantity of work as a Substation Test Specialist, Associate; or equivalent education and experience. A valid California driver's license.

Requirements – Substation Test Specialist, Senior (52041992)

An AA/AS degree in Engineering or an AA/AS degree in an appropriate technical field and five years of experience, with demonstrated ability to perform work of a difficult nature as evidenced by the quality and quantity of work as a Substation Test Specialist; or equivalent education and experience. A valid California driver's license.

AND

Must pass the jointly-developed Senior Substation Test exam.

C. Advancement

All questions regarding relevant experience for advancement will be resolved by a joint union-management committee with two ESC-represented employees appointed by the Union and two management employees appointed by the Company. This Committee will address issues associated with advancement. Any issues that cannot be resolved by the Committee will be referred to director-level leadership in Electric Operations, Substation and the ESC Union Representative responsible for the area.

Associate to journey

Substation Test Specialist, Associate (52041990) progresses to Substation Test Specialist (52041991) after three years of experience, and when the employee demonstrates successful performance and rate of improvement to warrant advancement as evidenced by the quality and quantity of work as a Substation Test Specialist, Associate. (52041990)

Journey to Senior

The Company and Union will establish a committee to develop a Senior Specialist exam. The Committee will strive to develop the exam within 90 days. The applicable exam or selection instrument (e.g., test, test battery, technical interview) as agreed to by the Company and the Union may include existing selection instruments or new selection instruments as deemed appropriate. The Company will strive to offer the first exam no later than May 1, 2018. If this timeline is not met and a journey Specialist is potentially qualified for promotion, the Union and Company will meet to discuss an interim or possibly retroactive solution.

1. A journey Specialist (52041991) who passes the Senior Substation Test exam will be promoted in place to Substation Test Specialist, Senior (52041992).
2. The exam will be given once per year.
3. Only individuals meeting the minimum qualifications for Senior Specialist will be eligible to take the exam.

EXHIBIT D

IV. Specific Job Descriptions

Add:

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32. PERMITTING (LOA 18-02) (Added 1/17-18)

Permit Facilitator (52048138)

DUTIES

1. *May review project scopes to identify need for encroachment permit and Traffic Control Plan.*
2. *May draft permit sketches based upon construction drawings provided by lines of business (LOBs) where applicable that conform to all agency-specific criteria/requirements and complete permit applications. Any changes to drawings that would require Estimator or ADE approval must be made by an Estimator.*
3. *Coordinates, acquires and renews permits for all assigned projects.*
4. *Interfaces with all internal stakeholders regarding upcoming permits, permit status, and/or permit requirements/conditions.*
5. *Support Agency Liaison in coordination of encroachment permitting and public works as needed.*
6. *Select or acquire (internal or external) appropriate Traffic Control Plan according to PG&E requirements and agency requirements.*
7. *Provides information on site restoration requirements as needed.*
8. *May create, run and present reports applicable to the encroachment permitting process.*
9. *Coordinates with appropriate personnel to facilitate payment of permit fees in support of deadlines.*
10. *If upfront payment is required, requests a check from clerical staff. (Note: receipt of payment is performed by clerical employees).*
11. *Ensures all permit application packages are submitted to appropriate agency on or before the Permit Submittal Deadline. If permit application is to be submitted in person, may deliver permit application to agency office.*
12. *Updates/Tracks permit from pre-submittal to close in SAP (includes managing the permit notification, updating permit status in long text, completing all associated tasks). Clerical employees may also complete certain permit functions in SAP as assigned.*
13. *Ensures that permit tasks are complete and associated documents are uploaded, and receipt of the permit is communicated to the job owner.*
14. *Communicates to job owner, Project Manager, GC FE/FET or M&C crew foreman any specific or new/different requirements on the approved permit.*
15. *Coordinates permit-related job closeout activities with clerical staff.*

A. REQUIREMENTS

1. *Functional understanding of Microsoft Office, SAP and other reporting and monitoring tools and software*
2. *Functional understanding of Primavera P6 desired*
3. *Ability to communicate with a wide variety of individuals with various backgrounds*
4. *Be an effective team member by having the ability to work collaboratively with various internal and external stakeholders at all levels and positions.*
5. *Minimum one year of construction, engineering, estimating/design, or work management experience*
6. *CADD experience required if hired externally, desired for internal hire.*
7. *Pre-employment tests: Physical Test Battery (PTB)*

The Company will negotiate with the Union what pre-employment tests will be required for the classification. The agreement will be added to the requirements section of the job description.

B. APPLICATION

Permit Facilitator is not a beginning level job, but there is no lower job in the line of progression. Vacancies

will be filled under Section 21.10. All ESC-represented employees will be considered as "F" bidders and subject to interviews.

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EXHIBIT D

IV. Specific Job Descriptions

Add:

33. SOURCING QUALITY INSPECTION ENGINEERS (LOA 18-31) (Added 12/12/18)

A. Travel Time

Business travel for Sourcing Quality Inspection Engineer monthly employees is an integral part of their job duties; therefore, the parties agree that Sourcing Quality Inspection Engineers are not eligible for pay for additional time worked when travelling outside the PG&E service territory or when performing Source Inspections within the service territory. This travel or work shall be considered part of the normal work day and/or normal work week, regardless if the time spent traveling exceeds a normal work day and/or normal work week. Management will make a reasonable effort to schedule business travel to occur on scheduled work days.

B. Telecommuting and Remote Access

Time worked via remote access or telecommuting while outside the PG&E service territory shall be considered as part of the normal work day and/or normal work week. All other time worked via remote access or telecommuting will be in compliance with Section 7.9.

C. Overtime

SQIE monthly employees will be eligible for Overtime as defined in Section 17.11, with the exception of travel time, telecommuting and remote access as described above.

D. Eliminated Principal Classification

This classification group contained a Principal Engineer classification which was eliminated by mutual agreement of the Union and the Company. Any future Principal level positions created in Sourcing Quality Inspection Engineering will be bargaining unit positions and the Company will negotiate salary range and job description with the Union.

Remove (specific to this employee and does not apply to any other ESC represented employee):

~~E. Remote Employee:~~

- ~~1. Parmjit Bains is currently headquartered at his home in Fresno, CA.~~
- ~~2. This employee is permitted to work from his home. PG&E will not change this employee's headquarters without agreement of the employee and Union.~~
- ~~3. This employee will be reimbursed for required travel expenses, including lodging and meals.~~

77	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p>Add:</p> <p style="text-align: center;">34. SUPPLIER QUALITY ENGINEERING (LOA 18-32)(Added 12/12/18)</p> <p>A. Travel Time <i>Business travel for SQE monthly employees is an integral part of their job duties; therefore, the parties agree that Supplier Quality Engineers are not eligible for pay for additional time worked when travelling outside the PG&E service territory, visiting supplier facilities or making field visits to support M&C at field sites within the service territory. This travel or work shall be considered part of the normal work day and/or normal work week, regardless if the time spent traveling exceeds a normal work day and/or normal work week. Management will make a reasonable effort to schedule business travel to occur on scheduled work days.</i></p> <p>B. Telecommuting and Remote Access <i>Time worked via remote access or telecommuting while outside the PG&E service territory shall be considered as part of the normal work day and/or normal work week. All other time worked via remote access or telecommuting will be in compliance with Section 7.9.</i></p> <p>C. Overtime <i>SQE monthly employees will be eligible for Overtime as defined in Section 17.11, with the exception of travel time, telecommuting and remote access as described above.</i></p>
78-79	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p>Add:</p> <p style="text-align: center;">35. GAS PROCESS SAFETY ENGINEERING (LOA 18-33) (Added 12/13/18)</p> <p>a) CCPSP reimbursement</p> <p><i>Reimbursement of professional accreditation (CCPS Certified Process Safety Professional (CCPSP)) fees for monthly employees: Company shall reimburse CCPSP professional accreditation application, testing, and annual renewal fees. Company shall reimburse employees for the first CCPSP application and exam, but not for second and later applications/exams. Exam review courses shall be attended on the employee's time; reimbursement of tuition from eligible programs will continue to be covered under the Tuition Refund Program.</i></p> <p><i>See Appendix 1 for job descriptions</i></p> <p>Remove:</p> <p>Senior Advising Engineer paragraph</p>
80	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p>Add:</p> <p style="text-align: center;">36. SOURCING SPECIALISTS (loa 19-15)(Added 9/1/19)</p> <p><i>See Appendix 1 for job descriptions</i></p>

IV. Specific Job Descriptions

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Add:

37. IT PROJECT MANAGERS (LOA 19-21) (Added 1/8/2020)

A. Shared Work Jurisdiction

1. *The IT Methodology is not exclusive to IT Infrastructure PMs.*
2. *First-Line Supervisors (including managers or directors who directly supervise IT Infrastructure PM's) may support IT PM's, including performance of IT Infrastructure PM duties (as delineated in the job descriptions) up to 30% of the first-line supervisor's time. This will not include a first-line supervisor being assigned as the Project Manager for any specific project.*
3. *IT Infrastructure PMs will continue to be assigned infrastructure projects; however, the Company has historically utilized other represented and non-represented employees to support the delivery of projects. These other represented and non-represented employees may continue to support the delivery of projects and IT Infrastructure PMs through the performance of work historically performed through their normal job functions. As described in the chart below, only IT Infrastructure PM's will perform IT Infrastructure PM duties.*
4. *Other management employees may be utilized to initiate projects by performing IT Infrastructure PM work for up to four weeks. The project will then be transitioned to an IT Infrastructure PM.*
5. *The chart below shows work jurisdiction between ESC represented IT Infrastructure PMs and non-union represented IT PM's. The following notes apply:*
 - a. *"Non-union" or "shared" projects are assigned at management's discretion. If infrastructure costs (with exception to Cybersecurity projects) are above \$200,000, an IT Infrastructure PM will be engaged to manage the scope, schedule and cost of the infrastructure installation. Cybersecurity PMs will manage infrastructure installation of Cybersecurity projects, but this may be assigned to IT Infrastructure PMs at management discretion.*
 - b. *The Chart is based on current IT Infrastructure Assets. If PG&E changes the IT Infrastructure Assets included on this chart, the Company will meet with ESC to discuss how to update this chart. Changes will require mutual agreement.*

Type of Project	ESC	Shared	Non-Union
Power Gen IT Infrastructure projects		X	
Cybersecurity IT Infrastructure projects			X
Application based Infrastructure buildout (e.g. Office 365, Remedy, Cloud)		X	
IT Infrastructure Projects - New install and Lifecycle of Infrastructure (including but not limited to): <u>Data Networks:</u> <ul style="list-style-type: none"> • LAN/WAN - Router and Switch • Data Transmission <ol style="list-style-type: none"> 1. Microwave Systems 2. Fiber 3. Multiplex Equipment (Channel Banks etc.) 4. WiFi - WAP's and Controllers 5. Project related Bandwidth Upgrades (3rd Party Carriers) 6. VSAT 7. Operational Technology - Network Connectivity <u>Voice Platforms:</u> <ul style="list-style-type: none"> • VOIP Call Manager (CUCM) • ROIP (Radio) Controllers, Base Stations, Turrets • Voice Loggers 	X		

<p><u>Common Facilities:</u></p> <ul style="list-style-type: none"> • DC Plant - Battery, Powerboard • AC Plant - Generators, Transfer Switch, UPS • Towers - Replacements or Upgrades • Smart Meter – AP's, DCU's, Networks • Structured Cabling • Audio Visual Equipment <p><u>Operational Technology:</u></p> <ul style="list-style-type: none"> • Server Lifecycle • Protection Equipment <p><u>Data Center:</u></p> <ul style="list-style-type: none"> • Server Lifecycle • Network Services - DNS/DHCP, Network Synchronization etc. • IAAS - (Infrastructure as a Service) • Monitoring Tools – Project requiring Infrastructure (Non-App based) <p><u>Miscellaneous:</u></p> <ul style="list-style-type: none"> • Project Related End User Devices - PC's, Imaging Devices, Mobile Radios 				
IT-owned application support		X		
LOB Applications (e.g. DMS, GIS)		X		

A. PMP Certification

All employees at the Senior IT Infrastructure Project Manager level and higher shall be required to have and maintain a Project Management Professional (PMP) certification from the Project Management Institute (PMI). Current Senior, Expert and Principal IT Infrastructure Project Managers are encouraged, but not required, to obtain certification; however, current Senior and Expert IT Infrastructure Project Managers will be required to obtain and maintain a PMP certification in order to be eligible for promotion to the next classification level.

B. Temporary Assignments to Higher Classification

The provisions of Section 15.3(d) shall not be applicable for upgrades to Senior or Expert IT Infrastructure PM; instead the provisions below will be substituted.

- 1) Every project assigned to an IT Infrastructure PM shall be defined as Low, Medium or High Complexity.
- 2) The initial complexity rating will be assigned by a Principal IT Infrastructure PM in consultation with technical experts. Management will review any Medium or High ratings and may change the rating assigned by the Principal IT Infrastructure PM. The methodology used to establish the initial rating will be determined by management.
- 3) If an IT Infrastructure PM disagrees with the complexity rating of a project assigned to them, they will submit a Project Change Request and will attach a completed Risk and Complexity Calculator. The Calculator is a negotiated document (item 8 below) which shows multiple factors and a formula for assigning a rating of Low, Medium and High Complexity.
- 4) If a project changes complexity during its term, the IT Infrastructure PM or management (Supervisor, Program Manager, etc.) will submit a Project Change Request and explain the reason for the

change. This may cause a pay upgrade to begin or end, based on the date of the approval meeting; if approval takes more than two weeks, or if there is a grievance and resolution occurs later, then the date will be the date of the request (currently this is the date the PM entered the Project Change Request into the SharePoint and routed the request to their Supervisor).

- 5) If Management denies a change request, the Union may file a grievance. The Union will only file grievances over project complexity ratings if the outcome will affect pay or temporary upgrade for an IT Infrastructure PM; the Union may grieve the complexity rating of more than one project assigned to the same IT Infrastructure PM.
- 6) Associate, Career and Senior Project Managers shall be temporarily upgraded as indicated in the chart below. The PMP certification is not required as condition of a temporary upgrade to Senior or Expert IT Infrastructure Project Manager.

<i>If 3 or fewer projects</i>		<i>Upgrade to</i>
	<i>If majority (>50%) is MEDIUM or if 1 HIGH project</i>	<i>Senior</i>
	<i>If 2+ projects are HIGH</i>	<i>Expert</i>
<i>If >3 projects</i>		
	<i>If >51% MEDIUM/HIGH</i>	<i>Senior</i>
<i>Or</i>	<i>If 3+ projects are MEDIUM/HIGH</i>	<i>Senior</i>
	<i>If >76% MEDIUM/HIGH (With at least 1 HIGH)</i>	<i>Expert</i>
<i>Or</i>	<i>If 2+ projects are HIGH</i>	<i>Expert</i>

- 7) For all temporary upgrades, the term of assignment is defined as initial assignment until reassignment or construction and stabilization are complete.
- 8) Complexity and Risk Calculator

Each project will be scored 1, 2 or 3 points on each factor (row) using the criteria as shown in the matrix below. Low complexity is one point, medium complexity is two points, high complexity is three points. The project score will be the sum of all the points divided by six. The final complexity rating will be determined as follows:

<i>Project Score</i>	<i>Complexity Rating</i>
<i>>2.25</i>	<i>High</i>
<i>1.46-2.24</i>	<i>Medium</i>
<i><1.45</i>	<i>Low</i>

Complexity Factor	High Complexity [3]	Medium Complexity [2]	Low Complexity [1]	Notes/Details
Compliance Impact	<i>Project requires exceptional regulatory validation or must meet other significant regulatory needs. IT PM is directly responsible for managing the relationship with the regulatory agency/body.</i>	<i>Project must meet well-established regulatory needs</i>	<i>Project will have few or no compliance or regulatory impact or LOB responsibility</i>	<i>Ex: compliance with FCC, CAISO, NERC, SOX, etc. PM is not responsible for the approval but must coordinate PG&E's resources to get those approvals.</i>

<p>Impact to Change Management</p>	<p>Project requires extensive new training program and standards/procedures/policies to implement and maintain (e.g. Windows 10, Office 365, Distribution Control Centers)</p>	<p>Project requires custom developed training (e.g. WBT, onsite training, dedicated support line) to implement</p>	<p>Project requires simple training, up to a 5MM to explain.</p>	<p>Ex: ADMS required lots of training</p>
<p>Project Management and Coordination Complexity</p>	<p>Team directly led by IT PM requires Infrastructure Core Team plus 3 or more non-IT additional departments</p>	<p>Team directly led by IT PM requires Infrastructure Core Team plus minimum 1 additional IT departments and 1 non-IT additional departments</p>	<p>Typically, only requires Core Infrastructure team</p>	<p>Core Team: PM, Eng, T300, Design Draft, T200, ENOC, IT Specialists, Cyber Security, Architects, Service Introduction Non-Core Additional IT Departments: Environmental, Software Base Specialists, etc. Non-IT Additional Departments: Land Rights, Land Planning, Substation, Law Dept, Govt Entities, etc.</p>
<p>Labor Commitment</p>	<p>Work effort over 10,000 hours or Budget > \$3M</p>	<p>Work effort between 5,000 and 10,000 hrs or Budget \$1M - \$3M</p>	<p>Work effort between 1,500 and 5,000 hrs or Budget < \$1M</p>	<p>Total IT Job Estimate, including labor, materials, contracts</p>
<p>Technology Complexity</p>	<p>Project requires new technology and new standards - new to Industry</p>	<p>Project requires deviation from existing technology standards - new to PG&E</p>	<p>Project fits within existing PG&E technology standards and guiding principles</p>	
<p>Business Impact on Performance and Availability</p>	<p>Project impacts mission-critical or highly visible business functions; may affect a very large number of users (>500)</p>	<p>Project impacts "business-critical or significant" business functions; may affect a medium number of users (100-500)</p>	<p>Project impacts "noncritical or important" business functions</p>	<p>Either outcome of project or project itself may have this impact. EG if a clearance will impact "business-critical" functions. Or the project will modify critical systems</p>

C. Principal IT Infrastructure Project Manager – ITCC Role

IT Principal Infrastructure Project Managers may voluntarily participate on an Information Technology Command Center (ITCC) team. If a Principal IT Infrastructure PM volunteers to participate on an ITCC team, they understand that they are committing for 1-year period. However, if a Principal IT Infrastructure PM can no longer serve as an ITCC team member, they shall give IT Infrastructure

management a minimum of a 30-day advance notice. Principal IT PMs will be given the option to voluntarily recommit to the ITCC team each year.

D. Job Bidding, Promotion and Transfer

Promotion in Place

When business needs require the creation of a Sr. PM position in an office without an increase in the combined number of journey and Sr. PM positions in that office, the Company and Union may agree in writing to promote an incumbent journey PM in that office to Senior PM without a vacancy. If there is more than one incumbent journey PM in the office, the joint selection panel process shall be used to select the individual most qualified for promotion.

Posting of Positions in more than one Headquarters

In filling positions in field locations, the Company may identify multiple locations as a possible headquarters. In those cases, the successful candidate will choose the office from those listed to use as their work headquarters. If an employee vacates a position, the position may be re-posted in more than one office. In the event work shifts locations, any movement of employees on a non-voluntary basis will follow the provisions of Title 22.

Filling Vacancies for Principal IT Infrastructure Project Manager

When filling vacancies for Principal IT Infrastructure Project Manager, Senior PM's will be considered at equal priority along with Expert PM's in section 21.15.c.1.

This item may be cancelled by either the Company or the Union with 60 day's written notice. If cancelled, any Principal openings already in process on the date of the cancellation would still include Senior PM's.

E. IT Methodology

IT Infrastructure PM's will follow the IT Methodology to perform their duties. The Company may make changes to the IT Methodology at its discretion as long as those changes do not alter the duties as described in the IT Infrastructure Project Manager job descriptions.

IT Infrastructure Project Managers may lead any known type of project methodology (Waterfall, Agile, Iterative, Hybrid, etc.), as approved by management, as well as future project methodology models that are not yet developed that require a Project Manager.

See Appendix 1 for job descriptions

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IV. Specific Job Descriptions

Add:

38. GAS STORAGE RESERVOIR ENGINEERING (LOA 22-04) (Added 3/10/2022)

A. Non-Represented Work Jurisdiction

The Director and Supervisor of Reservoir Specialists and Engineers will continue to perform the shared bargaining unit work as has been historically performed, up to 25% of their time.

B. 2-hour minimum

When employees are required to report for work on workdays outside of their regular work hours, they shall be paid at the straight-time rate of pay for not less than two hours including any travel time, provided, however, that if they continue to work into or beyond regular work hours, they shall be paid additional compensation only for travel time from their homes and for actual work time up to regular hours. When employees are required to report for work on non-workdays or on holidays, they shall be paid at the straight-time rate of pay for not less than two hours including any travel time.

Such reporting may include telephone, remote computer access, and other methods of response; however incidental phone calls of less than 5 minutes will not be considered a callout.

C. Vehicles

Currently, there are two Reservoir Specialists who take vehicles home. These two individuals, Scott Morris, and Jason Alga, will be allowed to continue to take vehicles home until one of the following occurs:

- 1. The Company only operates one gas storage facility.*
- 2. The Company standardizes vehicle policy company-wide, including other bargaining units, such that there are no other employees permitted to take vehicles home or certain conditions apply for other employees permitted to take vehicles home. In this case, the new standard policy will apply to Reservoir Specialists on the same date as it applies to the last other group of affected employees.*
- 3. In the event an individual vacates their current position, that individual will no longer be eligible.*

Following the first occurring date, use of company vehicle shall be assigned at the Company's discretion based upon Company standards and business needs.

For all newly hired employees following the date of implementation, use of take-home Company vehicle shall be assigned at the Company's discretion based upon Company standards and business needs.

All employees will be required to follow all Company policies, regulations, and procedures regarding use of a Company vehicle. An employee who fails to follow Company standards may be removed from eligibility for vehicle take-home.

- Assignment and use of light duty company vehicles under 10,000 GVWR shall be in accordance with Utility Standards TRAN-1017S Enterprise Take Home Vehicle Standard. Employees are responsible for reporting commute miles in accordance with IRS regulations as outlined in TRAN-1017S.*
- Operation of owned, leased or rented company vehicles shall be in accordance with Utility Standards TRAN-1002S Company Vehicle Standard, SAFE-1002S Motor Vehicle Safety Standard, SAFE-1018S Phone Free Driving Standard, Employee Code of Conduct and Code of Safe Practices, as well as federal, state, and local laws.*
- The security of the assigned vehicle and compliance with local parking requirements are the responsibility of the employee and must be adhered to at all times. Vehicles will be parked at the employee's residence, or other agreed-to secure area, with all doors and tool compartments locked. When a vehicle is taken home, if the lap top computer is removable, the computer is to be removed and stored in the employee's home, locked bin, or other location as directed by department security requirements.*

See Appendix 1 for job descriptions

83	<p style="text-align: center;">IV. Specific Descriptions</p> <p>Add</p> <p>39. ELECTRIC CONTRACT ADMINISTRATORS (LOA 22-30) (Added 12/20/2022)</p> <p>A. Shared Work Jurisdiction <i>The parties agree that Contract Administrators perform some job duties that are also performed by other Company classifications (Contract Administrators, other ESC represented classifications, clerical classifications, and non-represented classifications, including supervisors) and these job duties will continue to be performed by these classifications. This agreement is not intended to transfer work currently performed by other classifications to or from the Contract Administrators. This provision shall not be used by the Company solely to reduce bargaining unit positions.</i></p> <p><i>The number of supervisors performing shared jurisdictional job duties will not exceed the historical practice of the number of supervisors who perform such work, and the percentage of shared jurisdictional job duties those supervisors perform as compared to their total workload will also be consistent with historic practice. In no event will shared jurisdictional job duties comprise more than 50% of a supervisor's job duties.</i></p> <p>B. Alternative Work Schedules <i>The Company and Union have discussed alternative work schedules within the Electric Contract Administrator group and have agreed that incumbents may either select a five-day, eight-hour work week schedule or an alternative work schedule consisting of eight nine-hour days and one eight-hour day in a two week period, with management approval.</i></p> <p><i>Either the Company or Union reserves the right to return all incumbents to a five-day, eight-hour work schedule by giving a thirty (30) day written notice to the other party.</i></p> <p>C. Advancement from Associate to Career <i>A Contract Administrator, Associate who meet the requirements for advancement to the Career level is performing satisfactorily in their Associate classification shall advance to Journey upon reaching the minimum qualifications in the job description for the Career level.</i></p> <p><i>See Appendix 1 for job descriptions</i></p>
84	<p style="text-align: center;">IV. Specific Job Descriptions</p> <p>3. Land Departments 8. Construction Departments</p> <p>Rename job classifications to:</p> <p>Field Drafting Technician Junior Land Drafter Land Drafter Senior Field Drafting Technician Senior Transit Technician Transit Technician</p>
85	<p>Various – Update gender specific terms (e.g. he/she; him/her; his/her)</p>

EXHIBIT E – PROFESSIONAL DEVELOPMENT

1. 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. Except the non-accredited providers referenced in paragraph (C) below. 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.
- (C) The company will select non-accredited providers for PMP and Engineering Exam Prep courses as these courses are no longer offered by accredited schools and colleges. The company will create a process to review additional requests to approve non-accredited providers as needed on an on-going basis. (Added 1/1/19)
- (D) The employee must earn a grade of "C" (or equivalent) or better in each course to qualify for a tuition refund.
- (E) 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.
- (F) Attendance at these courses shall not interfere with the regular working hours of the employee.
- (G) Within two years of receipt of TRP funds (either paid directly to an educational institution or as reimbursement to the employee), any employee who terminates employment voluntarily within two years of receiving TRP funds shall be required to repay the Company for any TRP funds received. If the employee remains employed two years from the payment date or is involuntarily terminated within two years of receiving TRP funds, no repayment is required. This applies to applications submitted after 12/31/2018. (Added 1/1/2019)

PROCEDURE

An employee who desires to receive such tuition refund shall, prior to their enrollment in a course of study, submit in writing through their 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 they are not eligible for educational aid through federal or state educational programs or for veteran's 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 their 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)*

Appendix 1 - Monthly Job Descriptions

Item #	Updates	LA No.	Date Signed
1	Add monthly job descriptions for: Gas Metering Engineer	17-06	3/17/2017
2	Add monthly job descriptions for: Electric Dist. Engineer	17-20	10/3/2017
3	Add monthly job description for: Gas Distribution Engineer	18-01	1/16/2018
4	Modify job description & requirements for: Gas Distribution Engineer, Associate Gas Distribution Engineer	18-01	1/16/2018
5	Add monthly job description for: Sourcing Quality Inspection Engineer	18-31	12/11/2018
6	Add monthly job description for: Supplier Quality Engineer	18-32	12/12/2018
7	Add monthly job description for: Gas Process Safety Engineer	18-33	12/13/2018
8	Update Classification Name to: Electric Standards and Strategy Engineers	19-01 (Att 1)	1/25/2019
9	Remove: Substation Asset Strategy Engineers	19-01 (Att 1)	1/25/2019
10	Add monthly job description for: Sourcing Specialist	19-15	8/6/2019
11	Add monthly job description for: IT Project Managers	19-21	1/8/2020
12	Add monthly job description for: Gas Distribution Control Center Planning Engineer, Senior Gas Distribution Planning Engineer, Senior	20-12	8/7/2020
13	Correct job code for: Senior Consulting Project Engineer		
14	Update experience section for: Senior Consulting Project Engineer	21-16	8/31/2021
15	Add monthly job description for: Gas Storage Reservoir Engineer Gas Storage Reservoir Specialist	22-04	3/10/2022
16	Add monthly job description for: Electric Distribution Operations Engineer, Senior (reclassified/modify job description) Electric Distribution Operations Engineer, Senior Advising Electric Distribution Operations Engineer, Senior Consulting	22-23	11/21/2022
17	Electric Contract Administrator, Associate Electric Contract Administrator Electric Contract Administrator, Senior Electric Contract Administrator, Expert	22-30	12/22/2022