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File

PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street
San Francisco 6
SUtter 1-4211

In reply please refer to

April 19, 1962

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
1918 Grove Street
Oakland 12, California

Attention Mr. Ronald T. Weakley,
Business Manager

Gentlemen:

The Apprenticeship Committee has recently reviewed Company's newly established Apprentice Electrician Training Program in the Substation, Hydro, and Transmission and Distribution Departments. As employees who are hereafter promoted to Apprentice Electrician classification in these departments will receive comprehensive formalized training during their apprenticeship, Company proposes to establish the following entrance requirements to such classification:

1. Education

As a measure of education, the Wonderlic Personnel Test will be used. The minimum passing grade on this test is a score of 18. The applicable allowance for age will be included in computing a score. The author's directions for administration will be followed.

2. Dexterity

As a means of measuring proficiency in the use of ordinary mechanics' tools, the Hand Tool Dexterity Test will be used. The maximum time allowed for disassembling and reassembling the bolts is six minutes. The author's direction for administration will be followed.

3. Arithmetic

To ascertain that the prospective apprentice has an adequate knowledge of basic arithmetic, the Madden-Peak Arithmetic Computation Test will be used. The minimum passing grade on this test is a score of 48. The author's direction for administration will be followed.

To be entitled to be considered for appointment to fill a vacancy in the subject classification the employee must first pass all

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of the foregoing tests. An employee who does not pass all of the above tests the first time will not be eligible for retesting until a period of at least three months has elapsed. He will not be required, however, to retake any tests on which he has previously received a passing score. If he fails the second time, he shall not be eligible for retesting until at least six months have elapsed from the date of the second failure, after which the test(s) may be taken for the third time. Should the employee fail to receive a passing score on the test(s) for the third time, Company shall not be required to give further consideration to any such employee for a period of six months from the date of the last failure; except that a representative of the Division Personnel Department will counsel the employee as to the areas in which the employee must study in order to prepare himself to be tested the fourth time. At the expiration of six months, following the third failure, the employee may be retested providing that he is able to show satisfactory evidence that he has prepared himself to pass the test(s). The Company shall not be required to give any further consideration to any employee for appointment to a vacancy in the above subject apprentice classification who fails to receive a passing score on all of the subject tests after the fourth (4th) testing.

Any employee who has previously taken all of the aforementioned tests to be entitled to consideration for appointment to any other apprentice classification and who received passing scores, as outlined above, will be eligible to be considered for appointment to a vacancy in the subject classification, in accordance with the provisions of Title 205 of the Agreement, without retaking the tests. An employee who has previously taken all or part of the aforementioned test but has not received passing scores on all of the tests, as outlined above, will be eligible to be tested or retested in accordance with the above procedure; except that, any employee who has previously failed to receive a passing score, as outlined above, on all of the tests after the fourth testing, shall not be entitled to any further consideration for appointment to the subject classification.

Tests will be administered and corrected under the direction of the Division Personnel Department. An employee who fails a test may request an interview with a representative of the Division Personnel Department for the purpose of discussing the areas of weakness indicated by his failure to pass a test. Such employee, however, will not be permitted to review the questions and answers of the Wonderlic Personnel Test.

Should a complaint arise concerning the fairness of the administration or correction of a test, the Union's member of the Local

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Investigating Committee may refer it to the Chairman of the Apprenticeship Committee. Any such complaint referred shall be reviewed by the Chairman with a Union member of the Apprenticeship Committee prior to the time Company makes a final decision with respect to the test results.

In addition to the requirements referred to above, Company will make appointments to vacancies in accordance with the principles outlined in Section 205.11 of the Agreement.

If a dispute should arise concerning the Company's appointment to a vacancy in the subject apprentice classifications, it may be referred by Union to the Local Investigating Committee, and the provisions contained in Section 102.8 of the Agreement will be applicable. Such referral shall be made as soon as practicable after an employee has been notified in writing of his disqualification.

An employee who has been disqualified or, who has not been tested, will not be considered for appointment, under the provisions of Title 205 of the Agreement, to a vacancy in the foregoing subject apprentice or corresponding journeyman classifications, except for temporary appointment for short periods of time due to exceptional situations caused by operating requirements where Company cannot conveniently or practicably appoint an eligible employee.

Employees who want to qualify shall notify their Supervisor in writing of their intent. After such notification has been made, arrangements will be made for employees to take the tests outlined in 1 through 3 above. Tests will be administered during regular work hours.

A journeyman or an apprentice in the subject classification who is demoted due to lack of work will not be required to satisfy the entrance requirements listed above in order to be considered for re-appointment to his former classification

The provisions of this Agreement shall be effective May 1, 1962, and shall not apply to employees who have such job classifications on a regular basis on that date.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By

W. J. Thompson
Manager of Industrial Relations

The Union is in accord with the foregoing and it agrees thereto
as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

April 25, 1962

By

Ronald T. Westley
Business Manager