



**Pacific Gas and  
Electric Company**



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
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MATTHEW LEVY  
DIRECTOR

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO AND CLC  
810 CLAY STREET  
OAKLAND, CA 94607  
510.238.8320  
JOSHUA SPERRY  
SENIOR UNION REPRESENTATIVE

**20-01-ESC**

January 28, 2020

Joshua Sperry, Senior Union Representative  
Engineers and Scientists of California, Local 20  
IFPTE (AFL-CIO & CLC)  
810 Clay Street  
Oakland, CA 94607

Dear Mr. Sperry:

The Company and Union met to discuss a mutual interest to address the high turnover and workloads for the Service Planning workforce. There is a particular issue in retaining New Business Representatives in offices where they are hired making customer satisfaction, workload management and training a challenge. Inconsistent fielding expectations and processes are also causing confusion and may be a factor in employees choosing to leave the classification or area. Therefore, the following provisions have been agreed upon going forward:

**1. Restricted bids and transfers for new-hired NBR's and SNBR's.**

As part of the continued effort to ensure safety, retain a more stable workforce, and to provide quality training of new employees, the Company is proposing the following substitute provisions pursuant to Section 21.9 to any job bidding or transfers into New Business Rep positions.

- a. As of the effective date of this agreement, employees hired into the classifications listed below from outside the bargaining unit will not have their bids or transfers considered under the provisions of Title 21 for a period of 24 months following their employment date. (note: "employment date", as in LOA 16-23, means the date placed into the regular classification, not date of hire with PG&E if different)
- b. Employees covered by LOA 19-19 (i.e. hired on or after December 5, 2019) will be covered by all provisions of this LOA based on their own employment date.
- c. The above is not intended to change the Temporary Upgrade provisions of the Labor Agreement.
- d. Employees covered by this agreement may still bid to higher classifications in the same Line of Progression.
- e. Classifications covered by this agreement include:
  - i. New Business Representative
  - ii. Sr. New Business Representative
- f. The parties are committed to developing and implementing a training program for fully qualified SNBR's. Once this is in place and where feasible, outside hiring to SNBR is not

expected to continue. Given this expectation, the lock-in period for SNBR's will not apply to SNBR's hired after Dec 31, 2021, unless extended by mutual agreement of the parties

## 2. New Business Representative Transfers

- a. NBR's (not SNBR's) hired from within the bargaining unit will be allowed one transfer within the first 36 months following their employment date. After 36 months, the regular provisions of Title 21 will apply to those employees.
- b. The parties agree that the above language can be waived for substantial reasons by local agreement between the parties.

## 3. Fielding Responsibilities

- a. Field Notes (the second, third, and fourth attachments to the 2018 Fielding MOU) will be optional for each job owner while covered by the two year restriction described in Section 1 above. This does not apply to job owners covered by Section 2. While not required, job owners covered by this restriction can determine using their own skill set and judgment if collecting that information will be efficient.
- b. Those affected NBR's and SNBR's are still required to fill out the basic Job Owner Checklist for each job (the first attachment of the 2018 Fielding MOU – attached).
- c. Company and Union commit to continue negotiations per LOA 18-02 on the definition of "single location" and the checklist of specific information points that NBRs will collect.

## 4. Staffing of Local Offices

- a. Company will open and post at least one regular (not temporary) Gas and Electric ADE vacancy at each of the following headquarters within the next 60 days. The Company anticipates that these offices will include Job Owners and ADE's as part of the regular workforce for Service Planning and Design.
  - i. Livermore
  - ii. Oakland
  - iii. Salinas
  - iv. San Carlos (see 4b below)
  - v. San Jose - Cinnabar
  - vi. San Rafael
- b. Company and Union also agree that San Carlos will now be considered a Design Center.
  - i. Company will fill a number of Gas and Electric Estimator positions as it determines based on workload. No routine positions will be posted until there are no Senior Estimators with "preferential return rights" remaining to bid. Further posting of routine positions would be in accordance with the regular provisions of Title 21.
  - ii. Employees who have not yet been relocated per LA 18-02 will be given the option to remain at the San Carlos Design Center.
  - iii. The Design Center will have its own EOT lists unless modified in accordance with the 2018 EOT MOU. The Design Center footprint for the purpose of EOT call out will be Peninsula Division. All provisions of the 2018 EOT MOU will apply.
- c. In filling all the positions in this section, bid rights will be "unlocked" for employees who previously worked in those offices listed above and were relocated out of the office or changed classification under the LOA 18-02 process. Those employees will be granted preferential return rights to the office and/or classification they previously worked in.

## 5. Implementation and Cancellation

- a. The effective date of this agreement is February 2, 2019.
- b. Either party may cancel Sections 1, 2 and 3 of this agreement by providing 60 days' written notification; those sections cannot be cancelled separately.
- c. Section 4 cannot be cancelled: once positions in Section 4 are initially posted the regular processes of Title 21 and 22 will apply.

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

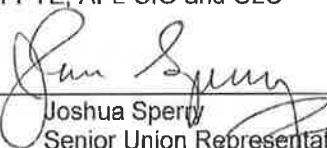


By: \_\_\_\_\_  
Matthew Levy  
Director

The Union is in agreement.

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

1/28, 2020

By: \_\_\_\_\_  
  
Joshua Sperry  
Senior Union Representative



## Job Package Checklist

Service Planning & Design  
July 2018  
TD-9100P-16-FXX

**Intended Audience:** Job owners, ADEs and estimators

**Background:** Job owners use this checklist as a guide to obtain and note relevant information in the **long text of the notification** before an order can be created and estimate can be scheduled:

**References:**

TD-9100P-15, "Design Estimator Procedure"

TD-9100P-16, "Project Coordination Procedure"

TD-9500P-10 Customer Load Study

Field Accounting Handbook

**CHECK APPLICABLE**  **Gas or**  **Electric Estimate Job Package Checklist**

**Date Submitted** \_\_\_\_\_ **Estimating End Date** \_\_\_\_\_ **Rep./J.O.** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Notification #** \_\_\_\_\_

**Design Bid Opt.** \_\_\_\_\_ **Install Bid Option** \_\_\_\_\_ **EA Status** \_\_\_\_\_

**Application Type:**  **Residential**  **Commercial**  **Sub-Division**  **Ag**  **EGI**  **WDT**

**Job Type:**

<input type="checkbox"/> New Business	<input type="checkbox"/> Special Facilities	<input type="checkbox"/> Additional Meter
<input type="checkbox"/> WRO (Fully reimbursed)	<input type="checkbox"/> R20A	<input type="checkbox"/> AG
<input type="checkbox"/> WRO (Part reimbursed)	<input type="checkbox"/> GPRP	<input type="checkbox"/> EGI
<input type="checkbox"/> WRO non-reimbursed	<input type="checkbox"/> Post Estimate	<input type="checkbox"/> WDT
<input type="checkbox"/> Reconstruction	<input type="checkbox"/> TEMP <1 YR	<input type="checkbox"/> Gas Meter Work Only
<input type="checkbox"/> EPCM	<input type="checkbox"/> TEMP >1 YR	<input type="checkbox"/> Other: _____

To Be Placed in Job Package	INCLUDED	N/A	Electrical Information	
Distribution Plat Map/Web Viewer			Overhead or Underground	
Indicate job site/Proposed location Required on Plat Map/ Web Viewer			Rules(s)	
Circuit Map			MAT Code	
Utility Plans			Rate	
Existing Transformer Loading			Main Switch Size	
Location map (Google Earth/Maps)			Singe or Three Phase	
<b>Scaled Site Plans &amp; Mark G/E Meter Loc.</b>			Voltage	
Building Elevation Plans			Number of Meter(s)	
Demand Calc Sheet			Demand Load in KVA***	
<b>Updated Application and PIP</b>			Bldg./House Floor Area in ft2	
Site Pictures			Air Condition Tons	



## Job Package Checklist

To Be Placed in Job Package	INCLUDED	N/A	Electrical Information	
Planning Review****			Air Condition LRA	
<b>Electric Conceptual Design</b>			Solar KW	
Tract Map/Parcel Map			PEV Load	
Improvement Plans			Nameplate Data	
Improvement Plans (Included mark-up)			Streetlight Information	
Grading Plans (included mark-up)			Number of Streetlight(s)	
Landscape Plans (included mark-up)			Wattage	
Environmental Conditions (included mark-up)			Lamp Style	
Trenching Information	APPLICANT	PG&E	Streetlight Type	
Onsite Trenching			Type of pole	
Offsite Trenching			Mounting height	
Who provides Composite DWG/FORM B			Number and size of each meters	
Joint Trench Occupants	INCLUDED	N/A	Length of arm (or post top)	
Electric			Gas Information	
Gas			Total Gas BTU Load*	
Phone			Requested Gas Pressure**	
CATV			Number of Meter(s)	
Other			Rules(s)	
Other Documents	INCLUDED	N/A	Rate	
ACAD File (version 2012 or earlier)			Max Occupancy Capacity	
Electric switchboard drawing			Number off Floors	
Land Issues			Building Purpose	
Who provides Easement/ROW Doc.			Gas Meter Location	
			Meter Room	
			Meter Cabinet	
			Master Meter	
			Meter Manifold	

\*Provide BTU Load Break Down per appliance.

\*\*Gas Pressure over 2 psig requires RFC approval.

\*\*\* If Ag load in HP motor code is required

\*\*\*\* For Planning Review, Refer to TD-9100B-003 Electronic Routing System for Planning Reviews

### Job Story:

