



ESC Local 20 PG&E Steward Training Module 6: Bidding, Transfer, Advancement, Displacement and Seniority

TITLE 21: BIDDING, ADVANCEMENT AND SELECTION COMMITTEES

Definitions:

Line of progression (LOP): Lines of Progression are a group of related classifications. LOP's generally consist of a beginning-level, journey level and lead classification. One example is routine Estimator to Senior Estimator to Associate Distribution Engineer. Most LOP's are linear, though there are cases of branching LOP's (such as Land Tech's). Here are some visual examples of LOP's:

Estimating (3 stage LOP)	Project Engineering (4 stage LOP)
ADE ↑ Sr. Estimator ↑ (Routine) Estimator	Sr. Consulting Engineer ↑ Sr. Engineer ↑ Engineer ↑ Associate Engineer

Advancement: The contract provides provisions for advancement in your line of progression, if there is a higher classification. The different methods of advancement include:

- Automatic (i.e. employee advances once they meet specified qualifications),
- Bid to higher classification
- Testing
- Joint Selection Committee
- Operational Need
- Promotional Consideration

Bid system: The bid system is the agreed-to manner in which Members may submit interest for most ESC classifications. The Bid system is administered by the Central Job Bidding Team ("CJBT"), which is part of HR. The CJBT also administers the IBEW job bidding system.

Beginning level classification: A beginning level classification is the entry position in a line of progression. There are different bidding rules that apply

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to a Beginning level classification. Beginning level classification vacancies are also available to any Member displaced (see below).

Prebid: Bids to above-entry level job. The words “pre-bid” and “bid” in the contract are basically interchangeable.

Transfers: a “bid” for a beginning-level job is technically called a “transfer” because the employee is changing Lines of Progression. Also used for a part-time job.

Note: Members will use the word “bid” to refer to a “prebid” or “transfer”

Unrestricted Appointment (URA): a position where the company has exhausted all Members’ bid rights, or are contractually allowed to bypass the bid system. Generally, every other new beginning-level position is URA. If a job is URA, the Company can select who is hired, including internal and external candidates. ESC members can still apply through the URA process, but they have no contractual rights to be hired for the position.

Selection Committees (AKA “Interview Panels”): Monthly positions are generally filled through selection committees. Selection Committees are formed by equal numbers of Union appointees (members in the work group), and supervisors/managers. The committees interview and evaluate candidates to fill vacancies according to the particular classifications’ LOA and job requirements. The committee can select the most qualified person, not necessarily the most senior. Section 21.18 sets out procedures for selection committees for most monthly positions.

Only ESC can appoint the Union committee members. Some supervisors think that they can pick ESC members; this is not correct. The final word on who will be on a panel is with the Union Representative. If you are a steward with an issue over who will serve on the committee, contact your Union Rep to make ESC’s official appointments.

“Talent Connect”: this is the online system that HR currently uses for management jobs. It is available through the PG&E Intranet and also through PG&E’s external web page, www.pge.com/careers. This is the system that Members must use to upload their resume when entering bids for positions that require a resume.

Job Bidding and Transfer System:

When employees are qualified by knowledge, skill and efficiency and are physically able to perform the duties of the job, the employee with the greatest service shall receive preference in accordance with the negotiated sequence of consideration.

CONTRACT PROVISIONS ON BIDDING AND FOR JOBS

The contract sections for different types of classifications are shown on this chart:

	Hourly	Monthly
Beginning Level	21.13 Alternating transfer and URA	21.17 Alternating interview and URA
Above Beginning Level	21.2 Straight job bidding	21.16 Mid level "B" bidding, then interviews
	21.10 Job bidding with interviews: SNBR, IPE, Sr Design Engr, Land Agent, LLT Full list in 21.10	21.15 Top level "B" bidding, Next lower, Then other interviews

Bidding sequence to above-beginning level hourly classification – Title 21.2:

- a) **Displaced.** Bid made by a member who is entitled to "a" rights,
- b) **Bid Over (within unit).** Bid made by a full-time employee who is in the same bidding unit in the same classification or higher classification. (ex: ADE in Oakland to ADE in Concord)
- c) **Bid Up (within unit).** Bid made by a full-time employee in the unit described in Exhibit A who is in a next lower classification in the bidding unit (ex: Sr Estimator in Oakland to ADE in Oakland)
- d) **Bid Over (out of unit).** Bid made by any other employee including part-time employees in the unit described in Exhibit A who is in the same or higher classification
- e) **Bid Up (out of unit).** Any other employee in the unit described in Exhibit A who has bid the classification and who is in the next lower classification
- f) **ESC, provisional.** This code is only for those in the Line of Progression who have not passed the test for the higher classification (basically only for Provisional ADE and Provisional Expert Mapping Tech bids)
- g) **All other ESC.** Any other employee in the ESC bargaining unit.
- h) **IBEW/Management.** Any other PG&E employee. Note – it is not clear whether ESC has the ability to enforce the contract for employees not represented by ESC. IBEW or management employees are advised to apply for ESC positions through URA rather than bidding.

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Beginning level classification transfer – Title 21.13:

- (a) **Displaced.** “A” rights still come first.
* Alternating Transfer and URA. If Transfer:
- (b) **Transfer within bidding Unit.**
- (c) **Any other employee.**

For beginning level classifications, every other opening is filled by transfer as above, but the others are filled by Unrestricted Appointment (URA). This is done on an alternating basis, after any “A” bidders.

For transfers, there is no preference for employees who are already in the classification. For example, if there is a vacancy for Mapping Tech (beginning level), there is no preference for another Mapping Tech versus an Estimator, Scheduler, or any other ESC-represented employee.

Job Bids

- Control Date: Date requisition is submitted to CJBT
- An employee must submit their prebid or transfer prior to the control date to be considered a timely bidder (except New Class at Headquarters).
- Prebids or Transfers will be cancelled if:
 - Employee declines the job offered or,
 - Immediately upon change of classification/headquarters,
 - Immediately upon receipt of employee’s authorization to cancel their bid.
- The CJBT will go through 2 bid lists before declaring no valid bidders interested. This can lead to the position being posted as URA or offered as lower classification in the LOP.
- Members that have advanced in their LOP via a test may not submit bids for a beginning classification in their LOP. But, higher level vacancies are often held open (sometimes by contractual requirement) before being reduce to beginning level.

Accepting, Declining and Reporting

- Members will be expected to provide response by the next business day if no move is involved.
- Members are expected to reply within 48 hours of receiving job offer when a move is involved.
- If an employee declines an offer:
 - Division Vacancies
 - Bid is cancelled
 - Employee is barred from bidding that classification/location for six months
 - GC Vacancies - 6 month provision does not apply
 - Bid is cancelled
 - Employee can resubmit at anytime
- Reporting timeline. This is not fixed, but one ESC document (guideline from 2000) says that this “should” be within 30 days, and ESC can ask to discuss it if it takes longer than this.

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- The Member can decline the offer, and the Company can withdraw the offer, up until the Member actually reports to the new position. Once they have reported to the new position, that is their new effective classification and HQ under the contract and any movement in or out must be per Titles 21 or 22 (i.e. the company cannot send you back).

For more information on bidding

- To access Job Bidding page on the Intranet, go to: [wwwhr](#), Click on Jobs & Careers, Select Job Bidding
- To review a list of current bid codes, Click on Prebid/Transfer Directory
- The company is required to provide notice to employees when a bid code has been established at a headquarters
- New bid codes are posted every Wednesday for ESC (Click on New Class at Headquarters)
- Job awards are posted bi-weekly (Click on Job Award Bulletin)
- The company reports vacancies that have been released to the department to fill at their discretion. This report is updated daily (Click on Unrestricted Appointment (URA) Report)

Testing:

- Employee must be qualified or have enrolled online to take the qualifying test(s) by the control date.
- Employee schedules test(s) request by visiting <http://wwwhr/Jobs-Career/Testing>.
- Click on Test Request Online Form and follow the instructions.

Classifications requiring pre-employment tests:

Classification	Test(s) Required
Estimator	Physical Test Battery (PTB), Tech Test
Mapping Tech	Physical Test Battery (PTB), Tech Test
FET	PTB
Scheduler-in-Training	Scheduler Test Battery (PTB)

All other classifications require a resume on file in order to bid them! This is because they have specific requirements that CJBT does not have on file.

Bidding in First year of employment

- Must be "regular" employee. Probationary and hiring hall are not eligible – The bid system will reject the bid. Remember hourlies are not "regular" for their first six months, but monthlies are hired into "regular" status.
- Members with less than one year of service may not "transfer" – i.e. they may not bid to other beginning level jobs [see 21.13(d) last paragraph]. Ironically they could potentially "bid" to a non-beginning level job, but the assumption is they would not be qualified
- Members that enter the SNBR, IPE, Scheduler-in-Training and Routine Estimator classifications have limited lateral bid rights while in training.
- Even in the first year, Members can apply for jobs that go URA and be considered like an outside applicant.

BIDDING UNITS (simplified). There are 4 geographical bid units, which are also called "Regions."

1. BAY REGION (Divisions: Diablo, East Bay, North Bay, Peninsula, and San Francisco)
2. MISSION TRAIL REGION (Divisions: Central Coast, De Anza, Los Padres, Mission and San Jose)
3. NORTHERN REGION (Divisions: North Coast, North Valley, Sacramento and Sierra)
4. SAN JOAQUIN VALLEY REGION (Divisions: Fresno, Kern, Stockton and Yosemite)

Most hourly jobs use these bid units. Monthly jobs are bid on a system-wide basis.

Overview of Bidding and Applying for Monthly Jobs

See "monthly bidding cheat sheet" attached

TITLE 22: DISPLACEMENT

The following is a general overview of title 22 displacements. The section of contract to review in depth are: titles 21.2(i), 22.1, 22.2, 22.3, 22.5, 22.7 and 22.8, Exhibit J, LOA 01-23, LOA 99-21, the Displacement Handbook, the seniority list, the eliminated positions, the vacancy list, the Seniority Clarification (below), Stewards Guide to Title 22, and bidding units.

Title 22 process:

1. 22.5 Pre-Title 22 Notice (minimum 7 Days)
2. 22.3 Displacements and initial assignments
3. LOA 99-21 Final assignments (7 days, 2 days), AKA "restacking"
4. 22.5 Post-Title 22 Notice for final assignment report or layoff. (minimum 10 workdays)

Displacement rights or options – employees subject to Title 22 action will get to prioritize the following options:

- 22.3 (a)(1) next lower classification in headquarters
- 22.3 (a)(1) same classification in Division, Region, System in that order
- 22.3 (a)(2) beginning vacancy within 50 miles
- 22.3 (a)(3) beginning vacancy in System (3 years service)
- 22.3 (b) Displace into previous classification in HQ, Division, Region
- 22.3 (b) Displace into previous classification in System (3 years service)
- 22.1 Layoff (with severance)

Notes:

- **Monthly employees:** Monthly classifications have qualification language in Title 22.2. Management has never used this language, and there is no rule to determine which employees are more qualified.
- **"Lumping" Routines and Seniors:** For the purposes of determining who is the junior employee to be displaced, classifications that have a test that provides for advancement are considered the same classification (by commodity) – Ex: Routine Gas Estimators and Sr. Gas Estimators in the same HQ are lumped together for the purposes of determining who is to be displaced.
- **Bidding suspended:** When a Title 22.5 notice is issued by management, Title 21 bidding is suspended in the classifications that are being impacted and in all beginning level classifications so as to create as many vacancies for members to fill as possible.
- **Lay-off in lieu:** Senior employees in the same classification and headquarters of a junior employee being displaced may elect lay off in lieu of the junior employee.
- **Severance:** For employees with more than a year of credited service Title 22.1 layoff triggers severance: Four weeks' pay (base classification) plus two weeks' pay for each year of service and a lump sum payment of \$5,000.

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- **Rehire Rights:** laid off members get first option for the first beginning level vacancy in their LOP in their bidding region. Only one opportunity. Good for 30 months.
- **Reporting after displacement:** when members receive their final assignment they will have 2 days to accept their assignment or elect Title 22.1 layoff. If Members accept their final assignment but do not report management considers this a resignation and not Title 22.1 layoff.

"A" rights

"A" rights provide top bidding priority to the Member's previous Classification, Headquarters or BOTH

Actually come from Sec 22.3(c), but the name comes from Sec 21.2(a)

Example: Member is displaced from Land Agent in Stockton to Mapping Tech in Bakersfield. Member will have "A" rights to

1. the first opening of any type in Stockton, and
2. the first Land Agent opening of any type in the system, and
3. the first Land Agent opening in Stockton.

Note that #3 still applies, even if the Member has used their other rights. So the member could use their HQ rights to take an Estimator opening in Stockton, and still maintain their "A" rights to Land Agent in Stockton.

"A" rights are good for one opportunity, if you decline a job offer or forget to bid on an opening and it is offered to someone else, you lose your "A" rights.

Title 22.9: Displacement without layoff

22.9 is for relocations. Main points

- Relocations can only be within the Region (Bay, Northern, Central Valley, Mission Trails)
- Relocation must either be due to office closure or be "necessitated by a shift of work load or other economic consideration" – ESC can demand to know the business reason and can challenge whether it is truly necessary. The larger the move (more people, bigger distance), the greater the necessity.
- Voluntary by seniority, involuntary by reverse seniority.
- "A" rights back to previous HQ.

SERVICE AND SENIORITY

Why is seniority important?

Seniority is a principled, non-arbitrary way of determining between members consideration for vacation scheduling, bidding, first opportunity for overtime, advancement, displacements and lay-off. The principle that service should be rewarded is a fundamental concept in our Union.

Based on hire date.

Below is a seniority clarification chart that describes how non-Bargaining Unit (NBU) service at PG&E is converted to seniority based on the way in which NBU employees enter the BU (ESC).

Seniority Clarification Chart

Action	Reference	Provisions	Seniority Determination
Demotion	Sec 22.6	Applies to NBU employees who previously worked in the classification and who return to such classification.	NBU service will not count in determining an adjusted seniority date. Company will notify Union prior to invoking this provision and subsequently notify Union of the adjusted seniority date.
Appointment	Sec 21.2.h and 21.4	Applies to NBU employees who are appointed to above entry-level ESC-represented classifications which are <u>not filled</u> by ESC-represented employees pursuant to section 21.2	Seniority = Service as defined in section 13.3 of the Agreement. Former ESC members may return to ESC-represented classifications via sections 21.2h and 21.4 without incurring adjustments to seniority.
	Sec 21.13	Applies to NBU employees who are appointed to beginning level ESC represented classifications where: 1)no qualified transfers from ESC members are on file; or 2) it's company turn to make an unrestricted appointment.	Seniority = Service as defined in Section 13.3 of the Agreement
Negotiated Agreements	Sec 26.1		Tailored to address specific circumstances of each population.
	LOA 93-34	Applied to NBU agency workers at DCP, converting them to the ESC-represented classifications of the Construction Planner.	Service/Seniority is based on latest date of hire as an agency employee performing similar work.
	LOA 90-24	Applied to NBU agency workers at DCP performing	Service/Seniority is based on latest date of hire as an agency

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		design/drafting work.	employee performing similar work.
	LOA 86-8	Applied to conditional (temporary) employees in Design Drafting Dept.	Conditional employees given limited bidding and demotion rights
	Sec 13.3	Applies to new populations certified by the NLRB/covered by an ESC Collective Bargaining Agreement	Unless parties reach a different negotiated agreement, seniority=service (as defined in section 13.3 of the Agreement).
	LOA 06-06	Applies to employees in the CRE group.	Seniority=service, with exception that CRE employees may not displace Land employees.

Notes:

- The pension plan is independent of Seniority. Generally, breaks in service of less than a year are “bridged” for the purposes of PG&E pension calculations (see summary of benefit for details).
- Breaks in service not covered by the Title 12 Leave provisions or Long Term Disability – e.g. quitting and coming back to work – are not bridged. If you leave PG&E voluntarily for 1 day, you start over in terms of Seniority.