

February 25, 1972

Mr. J. J. Holley
Vice President - Personnel
San Diego Gas & Electric Company
Post Office Box 1831
San Diego, California 92112

Dear Mr. Holley:

Enclosed is a copy of the Joint Apprenticeship Committee's Selection Procedures with our signature affixed.

Of course, these procedures will not become effective until signed by San Diego Gas & Electric Company and approved by the State of California.

Sincerely yours,

Richard C. Robbins
Business Manager

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Enclosures

bcc: F. E. Butler

SELECTION PROCEDURES FOR LOCAL JOINT APPRENTICESHIP COMMITTEE
OF SAN DIEGO GAS & ELECTRIC COMPANY AND LOCAL 465, I.B.E.W.

The above named Committee, in accordance with Title 8, Chapter 2, California Administrative Code, Article 5, declare the following to be their selection procedures, which meet objective standards. Such procedures will be applied uniformly so as to afford all applicants fair and impartial treatment.

PREAMBLE

It is apparent that many ethnic and racial groups have not shared in the rewards and opportunities of this Nation in the proportion that should be expected and is desirable.

We therefore enter into this program, and will make a good faith effort to increase the number of minority applicants, and enable them to complete applications and enter into the eligibility pool.

Further, recognizing that it would be a disservice to the individual, as well as to the Industry, to develop second-rate journeymen, the sponsors of this program will maintain their high standards in training high quality tradesmen, and will give extra time and attention to anyone in the program in order to do so.

This program will consist of the following affirmative acts. It may at a later date be altered and/or supplemented, as experience indicates and as personnel and funds permit. Any changes by the sponsors will be reduced to writing and become a part of this program.

I. DISSEMINATION OF INFORMATION:

Openings to apprenticeship are posted on the employer bulletin boards at such times as vacancies exist.

II. WRITTEN APPLICATIONS:

All applicants will be required to complete a written application when seeking entry into the program. Applications will be received at the employer's Employment Office

(1310 Second Avenue, San Diego, California) whenever job openings are posted on the bulletin boards.

III. HANDLING OF APPLICATIONS:

The Employer's Personnel Department will make an in-depth study of the minority input into its training program in relation to the minority population. It will furnish such information to the Joint Apprenticeship Committee, and they will determine if any deficiencies exist in the program concerning ethnic parity.

Selection of applicants is made from a restricted pool from present employees on the basis of seniority and qualifications. First consideration is given to employees of the department or division in which the apprenticeship opening exists. For example, employees in the line division will be given first consideration for apprentice lineman openings. However, overriding these provisions is the stipulation that 1/3 of the successful candidates for apprenticeship shall be members of minority groups until racial parity for each minority group is attained at the journeyman level.

IV. AGE LIMITATIONS:

Applicants shall be at least 18 years, and not more than 28 years of age.

V. FORMAL EDUCATION REQUIREMENT:

There are no minimum education requirements, but applicants must be able to successfully complete a prescribed course of night school study.

VI. PHYSICAL EXAMINATION:

When required, will be at no cost to the applicant.

VII. TESTS AND ORAL INTERVIEWS:

All applicants will be required to take written and manual tests. The employer will conduct an oral interview. Applicants will be notified of date, time and place to appear for tests and/or oral interview.

VIII. REQUIRED TESTS AND BY WHOM ADMINISTERED:

The employer gives each applicant the Bennett Mechanical Comprehension Test Form BB; Minnesota Paper Form Board Test Form AA; and the Science-Research Association, Purdue-Pegboard Test. These tests have been validated. The employer also gives a pole-climbing test when appropriate, and a test to qualify the applicant for a Company Driver's Permit.

IX. SUBJECTS CONSIDERED AT ORAL INTERVIEW:

Attendance record, safety record, driver license, and general performance. Unsatisfactory attendance, poor safety record, lack of a valid California Driver License or unsatisfactory job performance will disqualify applicants.

X. RELATIVE WEIGHT GIVEN FOR TESTS AND/OR ORAL INTERVIEW ON OVERALL EVALUATION OF APPLICANT:

Written or manual test - pass or fail. Oral interview - see Section IX above.

XI. ACCEPTANCE, REJECTION AND REFERRAL OF APPLICANTS TO JOB OPENINGS AND HOW NOTIFIED:

Accepted applicants will be recommended by the employer and indentured by the Joint Apprenticeship Committee within 30 days. Disputes concerning selection process may be resolved through the grievance procedure set forth in the Amended Agreement between the San Diego Gas & Electric Company and Local 465, I.B.E.W.

XII. TESTING, RATING AND PLACING APPLICANTS WITH PREVIOUS EXPERIENCE:

Applicants who claim previous experience will be evaluated by the Committee and considered for placement in a higher wage bracket when they provide proof of skill and prior on-the-job experience.

These selection procedures are submitted for filing with the Secretary of the California Apprenticeship Council, as adopted this _____ day of _____, 1972.