

BID PLAN FOR DESIGNATED CRAFTS
ENERGY DISTRIBUTION BUSINESS UNIT

Tree Surgeon (TS)
 Tree Surgeon Supervisor (TSS)
 Electrical Craft Helper (ECH)
 Electric Distribution Mechanic (EDM)
 - Cable Splicer (CS)
 - Line Mechanic (LM)
 - Line Patrol Mechanic (LPM)
 - Senior Cable Splicer (SCS)
 - Senior Electric Distribution Mechanic (SEDM)
 Underground Distribution Construction Mechanic (UDCM)
 Electric Meter Setter (EMS)
 Line Maintenance Assistant (LMA)
 Electric Service Worker (ESW)
 Maintenance Laborer (ML)
 Electric Trouble Dispatcher (ETD)
 Electric Service Representative (ESR)

Section I: General

This revised bid plan dated July 17, 1995 shall supersede all previous plans and applies only to location bids for designated classes in the Energy Distribution (ED), Bulk Power and Generation Business Units. This bid plan excludes Civil Service daily-rated positions. This bid plan is executed between Local Union 18 of the International Brotherhood of Electrical Workers and the Los Angeles Department of Water and Power and is applicable as specified below. It will not be used to bid for upgrades in class. This plan also applies to LMA, LPM, LM, and EDM DDR's in the Bulk Power Business Unit's Transmission Business Group and Generation's Owens Valley Electric Systems. These craft positions, as they become available, shall be filled according to the procedures in this bid plan. The bid plan applies to all permanent reporting locations which employs personnel in the Civil Service classes designated in the plan. The administration of this bid plan shall be the responsibility of the Director of Energy Distribution and his Management Committee. When amendments are proposed by the Local Union 18 Committee or the Management Committee, a meeting of the parties shall be arranged. Such committees shall not exceed five members each including various levels of management and official representatives or members of Local Union 18.

The bidder must have completed probation in his Civil Service class on or before the date any bidding period closes in order to participate in the bid plan with the exception of out-of-town positions (see Section IV, Paragraph 12). A person on a probationary protective leave of absence to another Civil Service class or higher DDR in class will not be eligible to bid.

Section II: Objectives

The objectives of this bid plan are:

- a) The recognition of employee seniority of service.
- b) To promote diversity of employee training and experience.
- c) To promote employee's welfare.
- d) To provide guidelines for the orderly assignments to bid positions.

Section III: Seniority

The employee having the most seniority in the class particular class or a DDR within the EDM class shall be the first on the list of persons eligible to bid for position assignments. The position of an employee on that list shall be determined by seniority within the class or a DDR within the EDM class. The seniority list shall be based on personnel records and the employee shall have the right to request, through supervisory channels, that seniority data be reviewed and corrected if found in error. Seniority shall be determined as follows:

1. A. Time served with a regular or limited Civil Service appointment in class or,
B. Time served on a regular or limited appointment on a DDR within the EDM class when those positions are being bid.
2. Time served in limited, or permanent appointments in higher Civil Service classes that are in the promotional series of the class shall be allowed, provided such time is subsequent to time served in a regular appointment to the class. Note, special Emergency 1 to 5 appointment time shall not be allowed.
3. Separation from the Department by reason of resignation or discharge shall be a break in service.
4. Time spent under a suspension for cause shall not be allowed.
5. Seniority ties due to the same appointment date to the class or DDR (and other causes) will be broken in accordance with Appendix "A".
6. Leaves of Absences
 - a. Time while on leave of absence for personal and/or Union reasons exceeding 12 continuous months shall not be allowed.

- b. Leaves of absence to attend a college or university under such provisions as the "G.I. Bill of Rights" shall be allowed.
7. These seniority lists are for use in position bidding only. In the event of a layoff, such layoff list will be furnished by the Civil Service Commission under its regularly established rules.

Section IV: Location Bid Procedure

1. Bidding for the purpose of filling permanent positions (Note, a permanent position is a position that is expected to last more than one year) which have become vacant will be conducted under this plan semi-annually and will begin on the first work day in April and the first work day in October each year, except as defined in Section IV, Paragraph 12. All employees who have completed a probationary period and who are not on protective leave of absence for probationary reasons to a regular appointment in another Civil Service class or a regular reassignment to another DDR in the EDM class at the close of the bid will be given an opportunity to bid for the positions which are vacant.

The award of positions will be made by the Management Committee. In making the award, the Management Committee shall give consideration to seniority in accordance with such methods of procedure as the General Manager may prescribe and with due consideration for the bidder's qualifications to the extent that they are consistent with the most efficient operation of the power system, all other conditions being equal. If the bidder with the highest seniority is rejected, the employee shall, upon request, receive written explanation of the rejection.

2. 100 percent of the occupied positions in each Civil Service Class and/or DDR affected by this plan shall be eligible to occupy a bid. (Occupied positions are those filled by a regular appointment, probation has been completed and the employee is currently on the job).
3. "Positions Open for Bid" notices will be posted on bulletin boards in each of the headquarters indicating all the positions which are open for bid in each Civil Service class. These notices will be posted for not less than 21 days and will indicate the closing date for receipt of written bids. All bids must be submitted on Bid Form PD-118. Bid Form PD-118 may be obtained from a supervisor at each work location. It will be the responsibility of the bidder to obtain a bid form and make certain it is turned in to a supervisor. The

supervisor receiving the bid shall sign and date it. The supervisor will also tear off a receipt from the bid slip and give it to the bidder. The bid will be sent to the General Superintendent of Distribution Construction and Maintenance who will arrange the bid award meeting.

4. In order to facilitate the handling of "Positions Open for Bid", the Management Committee will be responsible for receiving and reviewing all bids for open positions, making recommendations to the Director of Energy Distribution or his representative and announcing the position bid awards to all headquarters. Award of the position will be made to the bidder who has the greatest seniority and fulfills all requirements.
5. When a bidder bids on more than one position, the bidder will be awarded the position highest in order of his/her choice where he/she is the bidder with the most seniority. All bids of record that the bidder has made for other positions will be canceled. A bidder will not be allowed to bid back to any position he/she has previously vacated for at least 12 months.
6. The Superintendent of a section or headquarters may temporarily fill any vacant position until the person to whom the position is finally awarded becomes available.
7. In the event that no bids for a position are received during the 21-day bidding period provided herein, then such vacancy may then be filled by the temporary assignment of a person not owning a bid, or a volunteer. Temporary assignment normally will not exceed six months. The position, if still required, must be declared open for bidding at the next regular bidding time. Such temporary assignment will be based on the operating needs of the Department.
8. If management determines that it is necessary to temporarily move one or more employees out of a work location, the following procedure shall be used for each class or DDR within the EDM class that it is necessary to move.
 - A. Ask for volunteers, if none
 - B. Reassign the employee or employees not holding a bid. If there is more than one employee not holding a bid, then the employee with the least overall seniority as determined in accordance with Section III shall be moved.
 - C. Reassign the employee with the least bid seniority at the work location. If more than one employee has the same bid seniority at that work location, then the

employee with the least overall seniority as determined in accordance with Section III shall be moved.

When employees with a bid at a work location are temporarily moved to another work location in accordance with the Management/Union mutually agreed upon rules stated in Section IV-8, the employees so moved shall not have an administrative remedy available to them. The employees must accept the relocated work assignment until completed.

9. In the event that a bid position is to be abolished, notice shall be given to the person holding such bid position as soon as possible. If the position abolishment necessitates a layoff, the person with the least seniority, in accordance with Civil Service Rules, will be laid off.
10. A position will be considered vacant whenever the regularly assigned person vacates such position for reason of:
 - a. Termination of employment.
 - b. Transfer by bidding to another position in the same class or another position in the same DDR within the EDM class.
 - c. Acceptance of a permanent position in another Civil Service class outside of the promotional line series or after completion of probation in another position in the promotional line series or transfers to another classification under Section 108 of the Civil Service Rules.
 - d. Acceptance of any position in another City department or in another Business Unit.
 - e. When a position is vacant due to a leave for personal reasons in excess of one year.
11. When a position is vacant by reason of a position owner being absent on disability leave for longer than one year, the position will be declared vacant and open for bid.
12. Out-of-town positions may be opened for a bid when a vacancy occurs between regular bidding periods. Whenever a vacancy occurs in one of these positions, an announcement will be posted at all headquarters advising employees that such vacancy exists. These announcements will indicate the opening and closing dates for receipt of bids. The period for bidding shall not be less than

21 days. These positions will be open to all employees in the DDR that is being bid and who are on a regular appointment. In the event there are no bidders for out-of-town positions, an appointment will be made to the position from the Civil Service certified list if a list exists. The person filling the position by appointment from the Civil Service certified list will be the position bid holder of record.

PARAGRAPH 13 APPLIES ONLY TO LINE PATROL MECHANICS

13. An LPM may bid a position with the agreement that the employee when directed to report for work will respond in a reasonable time. Reasonable time is defined as arriving at their reporting location within one- and one-half hour under normal conditions from their residence.

Residence is defined as where one makes their home (not where one merely receives mail or utility bill), that is, where one actually resides and has immediate access to their means of transportation.

Failure to comply with this requirement will result in the employee being removed from the bid and the position will be open for bid at the next regular bid time.

14. All reassignments made under this bid procedure shall be subject to the rules of the Civil Service Commission.
15. Either the Management Committee or IBEW Local 18 Committee may, at any time, request a meeting of both committees to mutually consider agreement to a fair and equitable solution to any special or unusual conditions which may arise. The settlement of these special or unusual conditions will not be considered a precedent.

GLOSSARY OF TERMS

1. Headquarters, Permanent Reporting Location - As defined in the Working Rules, Section 5.3 (a) (1).
2. Position, Bid Position - Will consist of the reporting location(s) the days and dates off, the hours, and the basic duties; except relief positions.
3. Hours - As defined in Working Rules, Section 3.8 (A).
4. Management Committee - General Superintendent of Distribution Construction and Maintenance, General Superintendent of Distribution Construction and Maintenance Support Services, Representatives of Electric Trouble and Bulk Power Business Unit, and the Superintendent of Owens Valley Electric System, or their representatives, not to exceed five in number.
5. Local Union 18 Committee - A committee made up of not more than five representatives each including various levels of management and official representatives or members of Local Union 18.
6. Bid Committee - A committee comprised of the Local union 18 Committee and Management Committee.
7. Out-of-Town Positions - Are designated as those positions having a permanent reporting location north of an east and west line drawn throughout the southern boundary of the City of Newhall and east of a north and south line drawn through the eastern boundary of the City of Ontario.
8. Relief Positions - Are those positions which normally have a permanent reporting location, days off or hours. However, they are designated as relief positions and may be required to work other jobs at various locations and/or with different hours and days off.

APPENDIX A
AGREED METHOD OF ESTABLISHING BID SENIORITY - CRAFTS

The following listing is the method to be employed when calculating seniority in the craft positions in the Energy Distribution and Bulk Power Business Units. If any method results in a tie, the next lower procedure on the list will be employed successively until a tie no longer exists. Once a tie is broken, it will remain so and the persons shall maintain the same relative placement to each other from then on; unless an outside influence such as leaves of absence, disciplinary suspensions, etc., alters the length of time in class.

Persons Appointed Prior to April 22, 1983

1. Length of service in class as computed under the rules of the particular bid plan.
2. By final civil service exam grade.

Person Appointed on April 22, 1983 and After

1. Length of service in class as No. 1 above.
2. Final Civil Service "whole score."
3. Total service time in all classes with DWP.
4. Refer to Local 18 IBEW for final tie-breaking.

This agreement applies to calculating seniority for the following craft classes:

*Cable Splicer	Line Mechanic Assistant
*Electrical Craft Helper	Line Mechanic
*Electrical Conduit Mechanic	Line Patrol Mechanic
*Electric Meter Setter	*Maintenance Laborer
*Electric Trouble Dispatcher	*Senior Cable Splicer
*Electrical Service Worker	Tree Surgeon
Electric Distribution Mechanic	Tree Surgeon Supervisor
Electric Service Representative	

*Energy Distribution Business Unit Only

Robert A. Spease

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Director of Energy Distribution

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Business Manager
IBEW, Local 18

10-15-97

Date

11/13/97

Date

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