

From: Cherry, Brian K
Sent: 10/11/2010 4:21:40 PM
To: 'pac@cpuc.ca.gov' (pac@cpuc.ca.gov)
Cc:
Bcc:
Subject: Fw: San Bruno Incident: Acknowledging Employee Efforts

From: Vietor, Barbara
To: All PGE Officers Directors
Sent: Mon Oct 11 15:53:52 2010
Subject: San Bruno Incident: Acknowledging Employee Efforts

Officers and Directors,

As we approach the first deadline (Thursday October 14) to submit awards to acknowledge employee efforts related to San Bruno, I wanted to follow-up on our procedures and provide you with additional tools to recognize your employees.

For awards submitted by October 14, please note the following:

- You may nominate employees for an award by completing the form and emailing it to San Bruno R & R, following the guidelines John originally announced in his memo below,
- Payment will be made on **October 25th**, which is a separate date from the usual paycheck date,
- Awards will be made in the same way employees usually receive their paychecks (e.g., direct deposit),
- Employees will receive an electronic pay statement unless they are either receiving live checks or have opted for paper statements which would then be delivered to their office location.

Communicating your thanks is an important part of acknowledging and recognizing the efforts of our employees. With that in mind, I wanted to provide you with templates, including a thank you letter and an award certificate, to share with your employees who are receiving recognition:

- See attached for the thank you letter
- ([click here](#)) for the award certificate

If you would like further guidance regarding appropriate award levels, please reach out to your HR

Delivery partner. Please note that the next and final cutoff date for requesting awards is November 17.

Thanks,

Barbara

Barbara Vietor
Director, Rewards
Pacific Gas & Electric Company
415-973-5590
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From: Simon, John
Sent: Thursday, September 23, 2010 12:13 PM
To: All PGE Officers Directors
Subject: San Bruno Incident: Rewarding and Recognizing Employees

Colleagues:

Many employees have been putting in long hours and working nights and weekends—foregoing time with their family and friends—to respond to the incident in San Bruno.

For those employees who have been going far above the call of duty, you may be thinking about ways to acknowledge them for their efforts. With that in mind, I would like to remind you of our policies and procedures around rewards and recognition, and provide you with guidance on a rewards and recognition process specifically for the San Bruno Incident response.

Bargaining Unit and A&T Employees: Bargaining unit employees earn overtime at rates that are negotiated and covered by our agreements with their unions, and A&T employees earn overtime at rates that are covered by our [A&T Overtime Policy](#). Please work with your Labor Relations advisor and HR Delivery partner to ensure that you are properly and consistently applying these policies. A&T employees may also receive an award for extraordinary efforts (listed below).

Management Employees: We have created guidelines and processes for exceptional efforts by non-bargaining unit employees that are above and beyond their typical duties. These guidelines apply to San Bruno Incident-related activities only, and the costs of these awards will be covered through a specific

fund set up for San Bruno. The recommended award ranges are:

- A&T: \$100 - \$1,000
- PL1: \$500 - \$2,500
- PL2: \$1,000 - \$5,000
- PL3: \$1,500 - \$7,500

Employee contributions will vary, and the amount of the award should reflect the level of time, effort and impact of the contribution. The amount of the award should also be meaningful when considering the employee's usual earnings. If you would like further guidance regarding appropriate reward levels, please reach out to your HR Delivery partner.

If you have already compensated a PL1 employee for San Bruno Incident-related activities through the [Management Overtime Policy](#), please be conservative when granting additional awards through this rewards program.

The Process:

During October and November, officers and directors can recommend management and, in some cases, A&T employees for an award [by completing this form](#) and e-mailing it to [San Bruno R & R](#).

Forms should be submitted no later than Thursday, October 14, to ensure an October 25 payment, and Wednesday, November 17, to ensure a December 1 payment. Note that these pay dates are different than the usual paycheck dates. After the November 17 cutoff, please return to the usual [R&R process](#). If you have already submitted an award to recognize an employee for San Bruno-related activities, you do not need to submit it again on this form.

Please reach out to your management team to solicit award recommendations as appropriate. Thank you for making sure our people are working safely and for recognizing their extraordinary contributions.

John

