

**ATTACHMENT A**

**Summary of PG&E Modifications to Background Check Policy for 2013-2014 Energy Efficiency Portfolio Period**

PG&E and Greenlining Institute jointly support the following PG&E modifications to its Background Check Policy:

<b><u>PG&amp;E's Existing (Pre-2013) Background Check Criteria and Process For Energy Efficiency Contractors:</u></b>	<b><u>PG&amp;E's Revised 2013-2014 Background Check Criteria and Process for Energy Efficiency Contractors:</u></b>
Broader list of ineligible offenses	Reduced list of ineligible offenses to focus on offenses consistent with customer safety. PG&E used as a reference the California Code of Regulations used by Contractor State Licensing Board <sup>1</sup>
No formal Appeals Process	Formal Appeals Process: PG&E agreed to hire background check implementer to provide single point of contact and a process for correcting errors
No Grandfathering Exemption	Grandfathering – Exemption for all individuals working in a PG&E program consecutively for 12 months or more without incident
Single DUI disqualifies a technician	More than one DUI within 3 years disqualifies a

<sup>1</sup> See, *California Code of Regulations, Title 16, Division 8, Article 7. Special Provisions:*

*868 Criteria to Aid in Determining if Crimes or Acts Are Substantially Related to Contracting Business.*

*(c) Crimes or acts involving dishonesty, fraud, deceit, or theft with the intent to substantially benefit oneself or another or to substantially harm another.*

*(d) Crimes or acts involving physical violence against persons.*

*(e) Crimes or acts that indicate a substantial or repeated disregard for the health, safety, or welfare of the public.*

	technician
Single drug offense (misdemeanor or felony) within 7 years disqualifies a technician	Exclusion of misdemeanor drug offense as a disqualifying criterion. More than one non-drug misdemeanor offense within 3 years disqualifies a technician (felony drug offenses- 7 year standard unchanged)
No Special Circumstances Review	Implementer selection criteria will include prior experience having managed a special circumstances review process for background check. Once PG&E selects implanter, PG&E will invite Greenlining to logistical discussions related to potential special circumstances review.

The revisions highlighted in the Table above demonstrate that PG&E has developed a balanced background check policy that prioritizes the safety of its customers while ensuring that the criminal background screening criteria is narrowly tailored and relevant to personnel who have access to customers' premises. Importantly, PG&E's revised policy includes a formal appeals process to provide a mechanism for applicants who may be erroneously disqualified during the background check screening.

The policy will roll out in 2013 under a model whereby contractors represent and warrant that their employees who will be on a PG&E customer premise have passed the background screening criteria. PG&E will do an RFP in Q1 2013 to contract with a single implementer to administer the background check process to provide more centralized support to contractors and individuals.