



Eric Bachman
Principal Negotiator
Labor Relations

375 N. Wiget Lane, Suite 130
Walnut Creek, CA 94598
925.974.4403

14-01-ESC

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Joshua Sperry, Senior Union Representative
Engineers and Scientists of California, Local 20
IFPTE (AFL-CIO & CLC)
810 Clay Street
Oakland, CA 94607

Dear Mr. Sperry:

In Letter Agreement 01-38-ESC, the parties established a pilot Joint Company-Union Alcohol and Drug Peer Volunteer Program in Area 1. In Letter Agreement 02-14-ESC, the parties agreed to implement the Joint Company-Union Alcohol and Drug Peer Volunteer Program area by area throughout the rest of the system and updated the guidelines for the Program. The program guidelines were again updated in Letter Agreement 03-02-ESC. This agreement cancels and supersedes Letter Agreement 03-02-ESC.

The Peer Volunteer Program is a joint program established with IBEW Local 1245 and ESC Local 20. It is a collaborative Company-Union program of trained volunteers in alcohol/drug recovery or recovery as a family member of an alcoholic/addict. The peers make themselves available to Pacific Gas and Electric employees with alcohol/drug problems or employees who have loved ones with alcohol/drug problems.

The Company-Union joint steering committee oversees the Program and its participant requirements. The steering committee will review the Program on a regular basis. Review of the Program may lead to modifications as agreed to by the Committee. A copy of the current peer participation requirements and peer agreement are attached.

ESC represented employees may participate as peer volunteers in the program in accordance with the participant program guidelines.

The Company or Union may cancel this agreement with 30 days written notice for any reason.

Peer Volunteer Program (PVP) Participant Requirements

Objective

The PVP is a collaborative effort between PG&E, IBEW, and the ESC. The program was designed to provide an additional way for employees and their families to access help for alcohol and drug abuse. As such, the responsibility of the licensed EAP counselors assigned to oversee the program is to ensure consistent support to PG&E employees dealing with substance abuse and reduces the risk of liability to all involved. In order to ensure a consistent approach to how peers deal with the highest risk situations, mandatory training and an annual review and signature of the Peer Volunteer Program Agreement is required.

PG&E HR needs all its programs to be compliant with risk management and the PVP has been deemed a high risk activity. These requirements ensure the safety of the peer volunteers and PG&E employees and are required for PG&E to continue funding the program.

Training for New Peers

New peer volunteers will complete a full one-day initial training program. This training will be offered periodically throughout the year as on-boarding volume warrants.

The goals of the training are to provide new peers with:

- 1) up-to-date tools for volunteers to utilize in assisting employees with substance abuse issues
- 2) brief overview of laws and policies relevant to peer responsibilities
- 3) recent research in the field of substance abuse treatment
- 4) supportive methods/consistent procedures to follow when assisting employees in a personal crisis
- 5) understanding of serious and crisis situations that require the immediate attention of a licensed EAP counselor e.g. suicidal employee, parent that abuses child, etc.)
- 6) review the agreement and sign.

Volunteers cannot begin any PVP activities until the above is completed.

Annual Refresher Training for All Peers

In conjunction with each quarterly meeting the EAP staff will offer a two-hour refresher training for all peer volunteers. The primary purpose of the training is to reinforce the need to consult with a licensed EAP counselor for serious situations and review the agreement to obtain an updated annual signature.

The initial and annual refresher training classes are mandatory for all peer volunteers in order for them to continue participating in the program. If a peer does not attend a refresher training at the expiration of their rolling 12 month cycle, they will be provided one grace period to complete the training at the next offered date. If the peer fails to complete that training, or sign the agreement on an annual basis they will be suspended from the program until the requirement is fulfilled.

Peer Volunteer Program (PVP) Peer Agreement

This document describes the duties and responsibilities of the Peer Volunteers.

Peer Volunteer Duty Description

1. The volunteer is an alternative route to help, independent from but a resource to EAP.
2. A volunteer is available to talk to any PG&E employee or covered family member who has an issue regarding misuse or abuse of alcohol or drugs.
3. A volunteer is expected to be available via cell phone to respond to an employee or covered family member seeking information, direction, or help for alcohol and drug problems.
4. A volunteer acknowledges that his/her anonymity will be breached within the workplace and that his/her name and photograph will be posted on bulletin boards.
5. A volunteer will at times find himself/herself in the position of making independent judgments about how to proceed when contacted by a fellow employee seeking help; a volunteer who is unsure of how to proceed will call the PVP Clinical Consultant or an EAP counselor.
6. A volunteer is expected to provide support to employees who are returning to work from rehab or are involved in a 12 step program.
7. A volunteer is expected to hold as confidential his/her interactions with employees regarding alcohol or drug issues, except if an employee poses a safety threat to self or others.
8. During contact with an employee or a family member, a volunteer may suspect or be informed of a potential situation of harm to self or others. In this event, immediately call 911. Within an hour, notify the PVP Clinical Consultant or after business hours, call the EAP hotline at 1.888.445.4436 available 24 hours a day/ 7 days per week. The volunteer needs to consult with the PVP Clinical Consultant or the EAP hotline in any high risk or serious situation.
9. A volunteer may determine that an individual needs immediate transportation to a treatment facility, and as such, may find it necessary to leave his/her job. A volunteer may talk to the PVP Clinical Consultant or an EAP counselor prior to assisting the employee. Unless there is an emergency, a volunteer will first seek his/her Supervisor's approval prior to leaving the workplace and temporarily ceasing performing his/her regular work duties. If the Supervisor is not available the volunteer should leave a voicemail to inform his/her supervisor of his/her departure from the workplace. Such decisions require the volunteer to exercise good judgment and consideration of the facts known at that moment.

10. A volunteer may find himself/herself in the position of accompanying an employee to a treatment facility. In doing so, the volunteer should be familiar with the options available to all employees.
11. A volunteer is NOT an alcohol/drug treatment therapist or EAP counselor, and should NOT attempt to direct or advise a fellow employee beyond the boundaries of acting in the capacity of Peer Volunteer.
12. A volunteer is required to attend scheduled meetings. If a volunteer misses more than two meetings in a row, he/she will receive a call from PVP staff regarding the reason(s) for the absence. The PVP staff will keep the supervisor of the volunteer informed of the dates of scheduled meetings. A volunteer is required to complete the annual mandatory refresher training. A volunteer is also required to sign the Peer Agreement with the annual training completion. One grace period will be offered if the training is not complete and, if exceeded, a volunteer will be suspended from the program until the requirement is fulfilled.
13. The Senior Director of Workforce Health has the discretion to suspend or remove a volunteer from the Program based on his/her judgment after consulting with the Steering Committee and other PVP Staff. The Senior Director of Workforce Health shall inform the Steering Committee of any changes to the Peer Volunteer group, but due to privacy reasons, shall not share the reasons for the removal or voluntary resignation of a volunteer unless the impacted volunteer signs a release authorizing the disclosure. A volunteer who is involuntarily suspended or removed from the PVP may request a meeting with the Senior Director of Workforce Health and his/her union representative to discuss the reason(s) for the suspension or removal. Since participation in the PVP is voluntary, the decision to suspend or remove a volunteer is not subject to the grievance procedure.
14. A volunteer is required to meet performance expectations and conduct standards at his/her job at PG&E and while serving as a volunteer. A volunteer must inform the PVP Clinical Consultant and/or Senior Director of Workforce Health immediately if he/she receives a Decision Making Leave ("DML") under the positive discipline system, is placed on an action plan, or is suspended from work. The volunteer will then voluntarily suspend himself/herself from the role of volunteer or may be suspended by the Senior Director of Workforce Health. If the DML is pending a formal grievance procedure and is eventually overturned, the volunteer will be reinstated.

Peer Volunteer Relationships

Volunteers should make contact with co-workers or family members through telephone calls as well as in-person meetings at the workplace, 12 Step meetings and other public locations.

Volunteers are advised to consult with the PVP Clinical Consultant before meeting with or picking up co-workers or family members from their homes. If at all possible, volunteers should be accompanied by another volunteer while going to the home of a co-worker.

Volunteers are not to pursue or have romantic relationships with employees with whom they are acting in a volunteer capacity. If such a relationship develops, the volunteer can no longer work

in the capacity of volunteer with that particular employee and must refer the individual to another volunteer.

Self Care

Volunteers are expected to maintain a healthy work/life balance. Active participation in one's own recovery program is expected.

I certify that I have read, understand and agree to the conditions stated:

Volunteer

Signature: _____ Printed Name: _____ Date: _____

PG&E Senior Director Safety and Health

Signature: _____ Printed Name: _____ Date: _____