



May 15, 2012

Stephen Kent
735 College Street
Woodland, California 95695

Hello Stephen,

On behalf of Pacific Gas and Electric Company, I am pleased that you have accepted the offer for the position of Part Time Service Representative I. Your supervisor is Steven Alviso and your position is based in Sacramento. You will be paid bi-weekly. Your rate will be \$18.36 per hour (subject to payroll system rounding).

For Non-Exempt employees, paydays are every other Friday, or on the previous workday if the Friday is a holiday.

If your base pay rate is changed, you will be notified seven days in advance of the effective date of the change.

Pacific Gas and Electric Company does not provide additional cash allowances.

Your base salary may be increased as detailed in the International Brotherhood of Electrical Workers (IBEW) Collective Bargaining Agreement.

Before we can confirm your start date of August 7, 2012, you must successfully complete all required pre-employment activities. Pre-employment requirements include:

- Verification of the content of your completed Job Application
- Criminal background check
- Reference checks
- Passing a drug analysis examination
- Verification of your eligibility to work in the United States, as defined in the Immigration and Control Act. Pacific Gas and Electric Company reserves the right to terminate your employment should you fail to possess or maintain such work authorization, or if such work authorization expires.
- Confirmation of your identity with a government-issued ID or other acceptable document.

When you receive your confirmation, you'll find details about what to expect and where to report on your first day.

It is important to note that you will be an employee at will. This means that either you or Pacific Gas and Electric Company may end your employment at any time, with or without cause, and with or without notice.

Information and instructions on how to enroll in health plan benefits will be provided to you within 10 days of your first day of employment. The benefits options you choose will be effective the first of the month after your enrollment form is received by the Human Resources Service Center. Questions about benefits can be directed to the Human Resources Service Center by calling 1-800-788-2363. More details about pay, benefits, time off and work/life programs are available on the HR intranet site when you start work.

We look forward to you becoming a part of our exceptional team of employees. If you have any questions please feel free to contact me.

Sincerely,

Jasmine Kolodzie
Recruiting
Pacific Gas and Electric Company
J3KW@pge.com
925-270-2738

Your Next Steps:

1. Pre-employment drug screen information and instructions:

You should have already received an email from donotreply@escreen.com with all of your pre-employment drug screen appointment details. If you have not already received an e-mail from eScreen, please contact me ASAP (Jasmine Kolodzie 925-270-2938).

The remainder of the pre-employment process will also begin immediately, however, results may take up to 10 business days.

Please bring a valid driver's license or photo ID to the clinic. You will be providing the clinic with a urine sample for drug screening.

Please carefully read the following instructions regarding your drug test:

- You have 3 business days from the time you accept the job offer to take your drug test.
- Failure to complete the drug testing within 3 business days is considered a rejection of the Company conditional employment offer.
- Be aware of your fluid intake prior to testing. Do not drink excessive fluids. If you produce a diluted urine specimen, you will be allowed one re-test. Two tests with diluted results will preclude you from any future employment opportunities with PG&E. (Please drink coffee, juice, soda or water intake less than 40 oz.)
- Once you have signed in at the drug testing facility, if you do not provide a sufficient urine sample for any reason or choose to abandon the testing process, your actions will result in your test being viewed as a positive drug test, and your job offer will be rescinded.

2. Background Check:

You need to complete documentation required to process a background investigation within 48 hours. You will shortly receive two emails from NoReply-PGE@VI.com with instructions to initiate this process. Once the pre-employment process is completed, you will be contacted by email to confirm the start date and other related information. Please feel free to contact me if you have any questions 925-270-2938.

Best regards,

Jasmine Kolodzie
Recruiting
Pacific Gas and Electric Company
J3KW@pge.com
925-270-2938

Replies to the e-mail address that sent this message are undeliverable and will not reach the Recruiting Team. Please do not reply directly to this email.