



LETTER AGREEMENT

NO. 01-58-PGE



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
925-933-6060

STEPHEN A. RAYBURN, DIRECTOR
AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN, BUSINESS MANAGER

November 1, 2001

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

Company proposes to initiate Flextime Guidelines for the clerical employees in CRT Major Billing & Non-Energy Billing, pursuant to Subsection 10.7(b) of the Clerical Agreement. The employees are located at 77 Beale Street, San Francisco.

The Flextime Guidelines are attached.

Either party upon 30 days prior written notice may cancel this Agreement. This proposal has been discussed with Debbie Mazzanti, Union Business Representative.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:
Stephen A. Rayburn
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By:
Perry Zimmerman
Business Manager

Dec 20, 2001

IBEW Represented Clerical Employees in
CRT Major & Miscellaneous Billing
77 Beale St, San Francisco
Eight-hour Workday

1. **General:** Company's basic workweek for office clerical personnel is Monday through Friday and consists of an eight-hour workday between 7:00 a.m. to 6:00 p.m., with not more than one hour for lunch each day, between 11:00 a.m. and 1:00 p.m. A 15-minute rest break is allowed at the mid-point of the morning and afternoon, resulting in an average of 7 1/2 hours actually spent at the workstation each day. Breaks do not extend beyond 15 minutes. Banking of breaks is not permitted. Flextime is intended to result in the same number of hours worked per day (8) and per week (40) but also to allow some flexibility in the actual hour of starting or stopping work.

The following limitations will be observed in determining the degree of flexibility permitted:

2. **Hours:** No employee shall start work earlier than 6:30 a.m. nor end work later than 6:00 p.m. unless specifically authorized to work overtime. No employee who is subject to the Wage and Hour provisions of the Fair Labor Standards Act (i.e. weekly-paid employees) shall work more than eight hours in one day unless specifically authorized to work overtime. Employees reporting to work after 9:00 a.m. must fill out a time card and will be docked 15 minutes if they are more than 7.5 minutes late. Making up time is not permitted.

Flex-Time Hours for eight-hour workday	
Employees can report to work between	6:30 a.m. - 9:00 a.m.
Employees are allowed 30-60 minute lunch between	11:00 a.m. - 1:00 p.m.
Employees can leave work between	3:00 p.m. - 6:00 p.m.

3. **Core Time:** During core hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. each work day, all employees are expected to be at work except for authorized breaks as described below. Employees who find they are unable to report to work due to illness or other cause shall notify their immediate supervisor prior to the start of their normal workday but never later than 8:59 a.m.
4. **Breaks:** Employees should take breaks at the mid-point of their morning and afternoon work period. Normal visits to restroom facilities or water cooler are not considered "breaks" in this context, nor is the consumption of coffee or similar beverage at the work station while continuing to work. Similarly, an employee who is away from his/her workstation on Company business is considered to be "at work".
5. **Lunch:** Employees must take lunch between 11:00 a.m. - 1:00 p.m. Minimum time for lunch is one-half-hour, maximum time is one hour. Lunch shall not commence earlier than 11:00 a.m. nor end later than 1:00 p.m. Employees may take lunch in work areas provided they do not disturb other working employees.
6. **Sick Leave:** Establishment of flexible work hours in no way alters sick leave privileges to which an employee is entitled under Title 7 of the IBEW Clerical Agreement. There will be no banking of hours to make up for sick time usage. Employees will be charged 8 hours sick time for one full day sick.
7. **Adjustments:** Although the goal of Flextime is to enhance employee morale and productivity by allowing an element of personal freedom in the establishment of work hours, it may be necessary for the immediate supervisor to adjust an individual's flextime schedule to meet departmental requirements, (e.g., the maintenance of minimum unit coverage between the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.).
8. **Cancellation:** Either party may unilaterally, with or without cause, cancel the flextime agreement provided for herein upon 30 days prior written notice to the other party of such intent.