

PACIFIC GAS AND ELECTRIC COMPANY

PGE

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

November 3, 1977

Mr. Dean Cofer, Business Manager
 Local Union No. 1245
 International Brotherhood of
 Electrical Workers, AFL-CIO
 P. O. Box 4790
 Walnut Creek, California 94596

Dear Mr. Cofer:

The following will set forth the guidelines for establishment of a trial flextime arrangement for employees in the Comptroller's Department who presently work the first work shift (day employees) at 77 Beale Street. As discussed with your Negotiating Committee, this interim letter agreement recognizes the need for actual experience during the first four workweeks after the monitoring equipment is installed before lasting flextime schedules can be established.

The Company intends to purchase the equipment and place it into operation as soon as it is practical to do so when it is received. We both recognize that the equipment is costly. However, Company believes that flextime is beneficial to its employees and that bugs in the system can be worked out during the trial period to our joint satisfaction. As reflected in the following, the Company proposes the optimum in flexibility subject to necessary adjustments primarily due to coverage requirements.

The basic guidelines during the trial period, which may be adjusted, are briefly set forth as follows.

1. Hours - The basic straight time coverage will extend from 7:00 AM to 6:00 PM.

2. Coverage Requirement - During the trial period, each employee will notify the appropriate unit supervisor prior to the start of the workweek (Friday) of the time that they expect to start work in the coming week under the flextime schedule. Subject to the coverage requirements in a unit, and unforeseen contingencies provided for in Item 5, below, the anticipated work schedule will remain in effect during the workweek.

If the sign-up does not cover the anticipated coverage needs of the unit, Company shall endeavor to obtain voluntary coverage; if not, employees will be assigned work hours on the basis of qualifications. The persons so assigned by Company will have the least Company seniority of those considered.

3. Work Time - Time will be accumulated weekly for each employee. The workweek is 37-1/2 hours recorded work time. A rest period of 15 minutes will be made available for each employee during the morning and afternoon. At least a 30-minute lunch period must be taken each workday, generally, near the midpoint of the work period. Rest periods and lunch periods, regardless of their duration, shall not be "clocked."

4. Accumulated Work Time - No employee shall be permitted to accumulate more than eight straight time hours in any one workday nor more than 37-1/2 hours in a workweek.

5. Report Time - Employees who are unable to report for work that day shall notify their supervisor of the reasons therefor no later than 8:00 AM of that morning. Inability to meet this reporting procedure will be excused only on showing of reasonable cause. Failure to report for work will be excused only for a justifiable reason.

6. Exceptions - Exceptions to the foregoing flextime provisions may occur when time-off is granted on special days and for those who signify their intent to attend religious services on Good Friday (or an equivalent religious holiday). On these days, all such employees will be designated to report for work at 8:00 AM.

At the expiration of the trial period or sooner, as Company may desire, this letter agreement will be amended by mutual agreement to set forth the work schedules for the employees described above.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *J. L. Bonbright*
Manager of Industrial Relations

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

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

November 22, 1977

By *Dean Cofer*
Business Manager