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PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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

September 15, 1978

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

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

This letter cancels and supersedes all previous correspondence on this same subject.

In accordance with Subsection 10.7(b) of the Clerical Agreement, Company proposes to change the hours of work of the Data Recording Section, Computer Operations Department, as provided in the attached "Flexitime Guidelines."

The hours of an individual will be scheduled in keeping with the "Guidelines."

Company has established Monday, October 2, 1978, as its target date for the conversion of Units 4 and 7 to a "Flexitime" schedule, as provided in the "Guidelines." Every effort will be made to meet that date. The remaining conversions will be made at four-week intervals or if possible earlier. The target date for Units 1, 3 and 6 is Monday, October 30, 1978, and the target date for Units 2 and 5 is Monday, November 27, 1978.

The trial will run for a period of six months beginning October 2, 1978.

This agreement may be cancelled by either party upon seven-day prior written notice.

If you are in accord with the foregoing and its attachment 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 *M. Bonbright*  
Manager of Industrial Relations

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

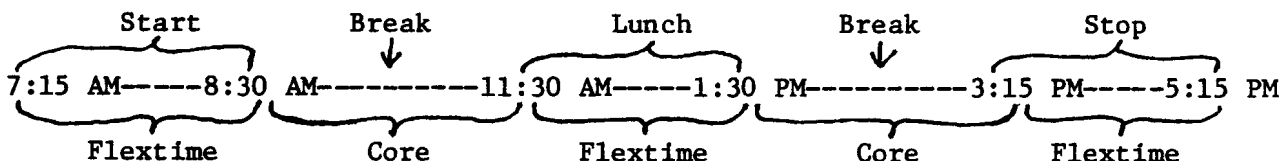
LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

September 27, 1978

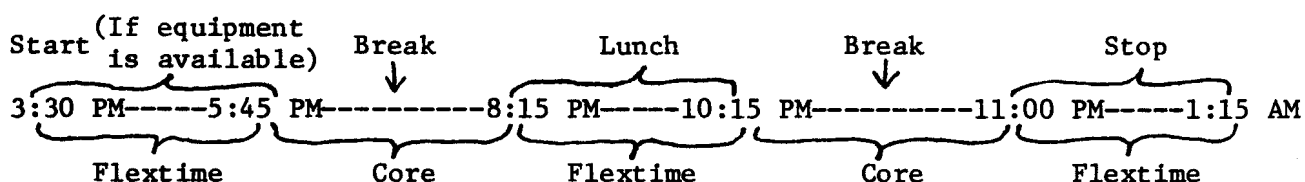
By *Dean Cofer*  
Business Manager */mlm*

COMPUTER OPERATIONS DEPARTMENT  
FLEXTIME GUIDELINES  
1ST & 2ND SHIFTS - DATA RECORDING SECTION

FIRST SHIFT: (7½ hours clock time per day)



SECOND SHIFT: (7 hours clock time per day)



1. Basic workweek will consist of 5 days per week, 7½ hours per day for the first shift and 7 hours per day for the second shift.
  - a. Accumulated work time for the day must equal 7½ hours and 7 hours respectively. Flex timers will be reset daily.
  - b. The first shift will begin at 7:15 AM and end at 5:15 PM with core times of 8:30 AM to 11:30 AM and 1:30 PM to 3:15 PM. The second shift will begin at 3:30 PM, provided there are machines available, and end at 1:15 AM with core times of 5:45 PM to 8:15 PM and 10:15 PM to 11:00 PM. Employees on the second shift may not clock in until there is a machine available. Company parking facilities for second shift employees are not available until after 5:00 PM.
  - c. Lunch break will begin at 11:30 AM for the first shift and at 8:15 PM for the second shift. All employees will clock out at the same time and remain off at least 30 minutes. The initial half-hour of the second shift lunch period may be taken in the work area.
  - d. Work breaks of 15 minutes each will be observed at the employee's option; if taken, the employee must clock out. It is not intended that a work break alter the beginning or ending times of the core periods or occur at the start or end of the workday. Time off during core periods, other than work breaks, must be arranged in advance with the concurrence of the supervisor.
2. If the normal application of flextime does not meet the minimum coverage needs of the Units, Company shall endeavor to obtain voluntary coverage; if voluntary coverage is not available, employees will be assigned work hours on the basis of qualifications. The persons so assigned by Company will have the least Company service of those considered.
3. Employees off sick must notify the immediate supervisor of the fact prior to 8:30 AM on the first shift and 5:45 PM on the second shift.

4. a. Employees on the first shift who wish to take time off with pay to attend religious services on Good Friday between the hours of 12 noon and 3:00 PM will have a workday which will commence at 7:45 AM and be completed at 4:15 PM. Lunch will be one-half hour commencing at 12 noon. A morning work break of 15 minutes will be allowed; however, the afternoon work break will be included in the period 12 noon to 3:00 PM. This day will be considered a standard day, and the flextime accumulator will not be used.
- b. Those who choose to may continue on their normal flextime schedule and record time on the accumulator.

Those employees who elect to observe Good Friday with pay must notify their supervisors no later than the preceding Wednesday.