

## PACIFIC GAS AND ELECTRIC COMPANY

PGE



215 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 972-7000 • TWX 910-372-6587

October 12, 1988

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Pursuant to Subsection 10.7(b) of the Clerical Agreement, Company proposes to implement a flextime schedule on a six-month trial basis for clerical employees in the Distribution Planning Department at the Hayward office of Mission Division in accordance with the attached guidelines. It is anticipated that this schedule will improve the level of service to the Company's customers and enable employees to schedule their personal business around their work hours and reduce time off due to personal business.

Affected employees are:

Gail Lewis - Utility Clerk Steno-Oper.  
 Jean Abe - Service Representative  
 Elaine Hawthorne - Service Representative  
 Leslie Wenzel - Service Representative Steno  
 Chris Ross - Sr. Service Representative I

Company proposes that the flextime schedule be implemented on a date mutually agreed to following signature of this agreement.

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

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Brady  
 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

Nov 9, 1988

By Jack McNally

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## FLEXTIME GUIDELINES

### DISTRIBUTION PLANNING - HAYWARD

1. GENERAL - The Company's basic workweek for Hayward Distribution Planning personnel is 7:30 a.m. to 4:30 p.m., Monday through Friday, with an hour for lunch each day, generally between 12:00 p.m. and 1:00 p.m. Customarily, a 15-minute rest break is allowed each morning and afternoon, resulting in an average of seven and one-half hours actually spent at the work station.

Flexitime is intended to result in the same number of hours per week spent at the work station as described in the foregoing but, at the same time, 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., end work later than 6:00 p.m., or work more than eight hours in one day or 40 hours in the week, unless specifically authorized to work overtime.
3. CORE TIME - During the core hours defined as 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 2:30 p.m., all employees are expected to be at work except for authorized breaks as described below.
4. BREAKS - Employees may take breaks for coffee or other personal business at any time during the workday, except that if such breaks fall within a "core time" period, they shall not occur at the beginning or end of such period, nor shall they exceed 15 minutes each (providing two breaks each day for a combined total of 30 minutes each day). An employee may obtain specific approval from his/her immediate supervisor to take breaks at the beginning or end of a "core time" period. Normal visits to toilet facilities or water cooler are not considered "breaks," nor is consumption of coffee or similar beverages at the work station while continuing to work. Similarly, an employee who is away from his/her work station on Company business is considered to be at work.
5. LUNCH - Employees may choose to take one-half hour, one hour, or one and one-half hours lunch breaks; lunch must be at least one-half hour duration and shall not commence earlier than 11:30 a.m. nor end later than 1:00 p.m. During the one and one-half hours available for lunch breaks, there must be coverage to answer phones. This should be worked out among the members of the work group. In the event that lunch breaks cannot be worked out among employees of the work group to provide for phone coverage, lunch break assignments will be assigned on a weekly rotating schedule. The lunch break schedule for the following week will be posted no later than Wednesday of each week.
6. COVERAGE REQUIREMENTS - The Company shall determine minimum coverage requirements. If the normal application of flexitime does not meet the minimum coverage needs of the unit or client departments, the Company shall endeavor to obtain voluntary coverage; if voluntary coverage is not

available employees will be assigned work hours on the basis of qualifications. In no event shall those assigned hours be outside a 7:30 a.m. to 4:30 p.m. workday or a 7:00 a.m. to 4:00 p.m. workday.

Unless otherwise determined by the Company, coverage will consist of one employee from 7:00 a.m. to 7:30 a.m. and two employees from 7:30 a.m. to 9:00 a.m.; and two employees from 3:30 p.m. to 4:00 p.m., and one employee until 4:30 p.m. each day. Two employees each week will work a fixed schedule (one will work 7:00 a.m. to 4:00 p.m. and one will work 7:30 a.m. to 4:30 p.m.) taking one hour for lunch, and two 15-minute breaks, thereby maintaining the coverage prior to core hours, after core hours and during the lunch period. Clerical employees in Distribution Planning will draw names for the schedule for minimum coverage.

7. WORK TIME - Accumulated work time for each employee shall equal at least 37-1/2 hours each week (excluding two optional 15-minute breaks per day).
8. SICK LEAVE - Establishment of flexible hours in no way alters sick leave privileges to which an employee is entitled under Title 7 of the Company's agreement with IBEW. Flextime does, however, offer employees the option of conserving their sick leave if they wish by prudent scheduling of medical and dental appointments.
9. CALL-IN PROCEDURE - Employees who find they are unable to report for work for any reason shall contact their immediate supervisor prior to 7:30 a.m.
10. CANCELLATION - Either party to this agreement may cancel Flextime arrangements provided for herein following 30 days written notice to the other party of such intent.