



LETTER AGREEMENT

No.

90-130-PGE



Pacific Gas and Electric Company
Industrial Relations Department
215 Market Street
San Francisco, California 94106
[415] 973-1125

International Brotherhood of
Electrical Workers, AFL-CIO
Local Union 1245, IBEW
P.O. Box 4790
Walnut Creek, California 94596
[415] 933-6060

Richard Bradford, Manager

Jack McNally, Business Manager

June 01, 1990

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 establish a voluntary ten-hour, four-day workweek schedule for two clerical employees assigned to the Hayward Marketing Department.

The following provisions will apply:

1. Meals

Lunch period will normally be five hours after start time.

2. Overtime Meals

No employee shall be required to work more than five hours without a meal (i.e., assuming a schedule of 7:00 a.m. to 17:30 p.m., any paid overtime prior to 6:00 a.m. or after 17:30 p.m. qualifies for meals per Title 16).

3. Overtime

No overtime will be paid for hours worked during regularly scheduled workdays. Overtime at time-and-a-half rate shall be paid for time worked in excess of ten hours. The double-time rate will be applied for time worked in excess of 12 consecutive hours.

4. Upgrades

The normal practice shall prevail Tuesday through Thursday. On Mondays and Fridays, upgrades will occur as requested and on an overtime basis if applicable.

5. Workweek

Regularly scheduled workdays off be Monday and Friday. However, this day may be changed as needed.

6. Hours

Work hours commence as follows:

Service Rep. Steno 6:15 a.m. - 4:45 p.m.
Utility Clerk Typist 7:00 a.m. - 5:30 p.m.

7. Sick Leave, Vacation, Holidays, Jury Duty, and Funeral Leave

Sick leave, jury duty, funeral leave, and vacation will be converted to hours. An employee who is off for either will be charged for ten hours, subject to the following conditions:

- a. Sick leave shall be charged in increments of one hour.
- b. Vacation - An employee, upon returning to the regular eight-hour workday, may elect to have Company purchase any fraction of a day's vacation remaining or may elect to take a day off and be paid for that amount of fractional vacation allowance due. Employees remaining on the ten-hour day at the end of a year will automatically have any fractional vacation allowance deferred to the following year.
- c. Holidays - Ten hours' pay will be paid for holidays. The provisions of Section 14.6 shall apply to holidays on an employee's non-workday (utilizing the ten-hour credit as applied in Item No. 2, above).

Either the Company or Union reserves the right to return to the five-day, eight-hour shift schedule by giving 30 days' notice should, in the opinion of either Company or Union, the four-day, ten-hour workweek schedule adversely affect the operation of the Company or the employees. This includes, but is not limited to, the level of productivity, absenteeism, tardiness, safety,

performance, refused overtime, overtime availability, and employee attitude.

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 the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Bradford
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

June 7, 1990

By Jack McKinley
Business Manager

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