

Pacific Gas and Electric Company215 Market Street
San Francisco, CA 94106
415/972-7000

April 10, 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, the Company proposes the adoption of the attached guidelines regarding flextime in the Mainframe and Output Sections of the San Francisco Computer Operations Department.

The implementation of these guidelines would have the effect of changing the hours as follows:

EXISTING HOURSFLEXTIME HOURS

First Shift: 7:30 a.m. - 4:15 p.m.	Start: 6:30 a.m. - 8:30 a.m. End: 3:00 p.m. - 5:00 p.m.
Second Shift: 4:00 p.m. - 12:00 a.m.	Start: 3:00 p.m. - 5:00 p.m. End: 11:00 p.m. - 1:00 a.m.
Third Shift: 11:45 p.m. - 7:45 a.m.	Start: 11:00 p.m. - 1:00 a.m. End: 7:00 a.m. - 9:00 a.m.

The guidelines may be cancelled by either party upon 30 days prior written notice.

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

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Braeger
Manager of Industrial Relations

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

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIOApril 23, 1990By Jack McNally
Business Manager

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3/26/90

SAN FRANCISCO COMPUTER CENTER
MAINFRAME
AND
OUTPUT PROCESSING
FLEXTIME GUIDELINES PROPOSAL

The Mainframe and Output Processing Sections of the San Francisco Computer Center maintain a 24 hour a day, 7 day week operation and must maintain at least minimal coverage on all shifts. The terms and conditions specified are designed provide flexible shift hours to the employees and still provide employee coverage for the San Francisco Computer Center.

- The employees are fully responsible for managing their own time within the framework of the guidelines specified below.

GENERAL

An employee work week will consist of five days per week. Each day will consist of hours recorded on the flextime accumulator (clock-time), plus non-productive (sick time or approved personal time off) hours, plus or minus hours attributable to errors in the clocking of time.

The clock-time is flexible on a daily basis and only within the parameters specified in the agreement. Employees must fulfill the clock-time hours requirement for their shift and must take a lunch break on each shift. The maximum lunch time duration for any shift may not exceed two (2) hours in total. Specific lunch break limitations are stated below.

A 15 minute rest period will be made available twice per shift. However, rest periods may not be combined and must be separated by at least a two hour interval. Rest periods also may not be taken within the first or last half hour of the employee's shift.

Scheduling of the rest period within the parameters specified above is the employees option. However, there is a requirement for continuous unit coverage. As such, employees must schedule their rest periods and lunch periods in such a manner, to ensure minimal coverage in the work unit is available at any given time.

If minimal coverage is questionable or an emergency situation occurs than a supervisors approval must be given for the rest period. Whether or not to take a rest period is an employee option. Rest periods and lunch periods shall not be included as part of the clock-time hours requirement.

Because SFCC is a 24 hour 7 day a week operation lunch periods and personal time off with permission must be scheduled in advance with the concurrence of the employee's immediate supervisor.

With prior approval from the supervisor, those employee's desiring to make up sick time or approved personal business time off during a week may do so at the rate not to exceed 30 minutes per day.

Overtime pay will not be authorized until an employee exceeds the hourly shift requirements specified below.

If the normal application and scheduling of flextime does not meet the minimum coverage needs of each shift and unit, the supervisors shall endeavor to obtain voluntary coverage. If voluntary coverage is not available, the supervisors will assign employees work hours on the basis of qualifications and in reverse seniority order.

FIRST SHIFT REQUIREMENTS

1. Each workday will consist of 7 1/2 hours of clock-time. For pay purposes these hours are equivalent to 8.
2. Each workday will begin between 6:30 a.m. and 8:30 a.m. and will end between 3:00 p.m. and 5:00 p.m.
3. Employees will have the option of taking a minimum of one (1) hour for lunch each day or one half hour (1/2) for lunch plus two fifteen (15) minute rest periods.
4. All lunch periods must be scheduled with the supervisors concurrence.
5. Employees unable to report to work must notify a supervisor of their work unit prior to 8:30 a.m.

SECOND SHIFT REQUIREMENTS

1. Each workday will consist of 7 hours of clock-time. For pay purposes these hours are equivalent to 8.
2. Each workday will begin between 3:00 p.m. and 5:00 p.m. and will end between 11:00 p.m. and 1:00 a.m.
3. Employees will have the option of taking a minimum of one (1) hour for lunch each day or one half hour (1/2) for lunch plus two fifteen (15) minute rest periods.
4. All lunch periods must be scheduled with the supervisors concurrence.
5. Employees unable to report to work must notify a supervisor of their work unit prior to 5:00 p.m.

THIRD SHIFT REQUIREMENTS

1. Each workday will consist of 7 hours of clock-time. For pay purposes these hours are equivalent to 8.
2. Each workday will begin between 11:00 p.m. and 1:00 a.m. and will end between 7:00 a.m. and 9:00 a.m.
3. Employees will have the option of taking a minimum of one (1) hour for lunch each day or one half hour (1/2) for lunch plus two fifteen (15) minute rest periods.
4. All lunch periods must be scheduled with the supervisors concurrence.
5. Employees unable to report to work must notify a supervisor of their work unit prior to 1:00 a.m.

GOOD FRIDAY

First shift employees who desire to take time off with pay to attend religious services on Good Friday may do so in the following manner:

Those employees wishing to take time off with pay to attend religious services on Good Friday must notify their supervisor no later than the preceding Wednesday.

For employees who wish to take time off to attend religious services, the day will be considered a standard day and the flex time accumulator will not be used.

The Employees work day will commence at 6:30 a.m. and will be completed at 4:00 p.m. A morning rest period of 15 minutes will be allowed; however, the lunch and afternoon rest period will be included in the time off. Employees may take a maximum of three (3) hours off including lunch and afternoon rest period. All time off must be scheduled with the supervisors concurrence.

For employees electing not to take time off to attend religious services on Good Friday, the normal flextime schedule is in effect and the employees will be required to record their time in the normal manner.