



# LETTER AGREEMENT

No.

91-24-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

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Richard Bradford, Manager

Jack McNally, Business Manager

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January 24, 1991

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:

Company proposes a six month trial of the attached Flextime Guidelines for the  
Reprographic Services Center of the Building and Land Services Department.

This proposal has been reviewed by Kathy Maas, Business Representative.

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   
Manager of Industrial Relations

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

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

Feb 11, 1991

By   
Business Manager

## FLEXTIME GUIDELINES

### REPROGRAPHIC SERVICES CENTER ADMINISTRATIVE SERVICES BUILDING AND LAND SERVICES

1. GENERAL - The Company's basic workweek for the Reprographic Services Center is Monday through Friday with times as follows:

Administrative Office - 8:00 a.m. to 4:45 p.m. with 45 minutes for lunch, generally between 12:00 noon and 1:30 p.m.

Shop Day Shift - 7:25 a.m. to 4:10 p.m. with 45 minutes for lunch, generally between 12:00 noon and 12:45 p.m.

Shop Second Shift - 4:00 p.m. to 12:00 midnight with 30 minutes for dinner.

Customarily, a 15-minute rest break is allowed each morning and afternoon, resulting in an average of seven and one-half hours (seven hours for second shift) actually spent at the work station each day.

Flexitime is intended to result in the same number of hours per day spent at the work station as described in the foregoing but also to 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 Shop Day Shift employee shall start work earlier than 7:00 a.m. nor end work later than 4:00 p.m. unless specifically authorized to work overtime. No Shop Second Shift employee shall start work earlier than 4:00 p.m. nor end later than 12:00 midnight unless specifically authorized to work overtime. No Administrative Office employee shall start work earlier than 7:30 a.m. nor end work later than 4:45 p.m. unless specifically authorized to work overtime.
3. CORE TIME - During the core hours defined as: 7:30 a.m. to 11:30 a.m. and 12:45 p.m. to 3:30 p.m. for Shop Day Shift; 4:00 p.m. to 12:00 midnight for Shop Second Shift; 8:00 a.m. to 11:30 a.m. and 1:15 p.m. to 4:30 p.m. for Administrative Office, all employees are expected to be at work except for authorized breaks as described below.
4. MEALTIMES - Mealtime must be at least one-half hour duration and must not be taken at the beginning or end of shift in order to start shift later or end shift earlier.

Shop Day Shift lunch must be at least one-half hour duration and taken between 11:30 a.m. and 12:45 p.m. Lunches longer than 30 minutes must be taken in 15 minute increments (i.e. 45 minutes, 1 hour, etc.).

Administrative Office lunch must be at least one-half hour duration and taken between 11:30 a.m. and 1:15 p.m. Lunches longer than 30 minutes must be taken in 15 minute increments (i.e. 45 minutes, 1 hour, etc.). During the one and three-quarter hours available for lunch breaks, there must be coverage for customer services. 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 customer services, 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.

5. COVERAGE REQUIREMENTS - The Company shall determine minimum coverage requirements. If normal application of flextime 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 seniority and qualifications. In no event shall those assigned hours be outside an 8:00 a.m. to 4:45 p.m. workday for the Administrative Office, 7:30 a.m. to 4:00 p.m. for the Shop Day Shift and 4:00 p.m. to 12:00 midnight for the Shop Second Shift.

Unless otherwise determined by the Company, coverage for the Administrative Office will consist of two employees from 8:00 a.m. to 8:30 a.m., one employee from 8:30 a.m. to 3:30 p.m. and two employees from 3:30 p.m. to 4:45 p.m.

6. WORK TIME - Accumulated work time for each employee shall equal at least 7 hours each day for Shop Second Shift and 7-1/2 hours each day for Shop Day Shift and the Administrative Office.
7. 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.