



# LETTER AGREEMENT NO. R195-20-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
201 MISSION STREET, ROOM 1513A  
MAIL CODE P15A  
P.O. BOX 770000  
SAN FRANCISCO, CALIFORNIA 94177  
(415) 973-3425

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
(510) 933-6060

RONALD L. BAILEY, MANAGER OR  
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

March 16, 1995

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94598

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes to establish the following flexible work schedules on Monday, March 20, 1995, for employees in the Accounts Payable Section of Payment Services.

## 1. Coverage

Each unit will determine specific coverage requirements for each job within the unit. Some units may have more flexibility in work schedules (start times, end times, lunch times, and break times) than others due to the nature of their work and the number of employees performing the work. If the employee's preferred work schedule cannot be accommodated due to coverage requirements, then priority will be given to those with the most seniority in the unit who are regularly performing the assigned work and the least senior employee will have an assigned work schedule.

## 2. Work hours

Work hours will be between 7:00 a.m. - 5:00 p.m., with start times beginning on the half hours between 7:00 and 8:30. Each employee will have a set schedule. Work schedules to select from include:

7:00am - 3:30pm	w/ a 30 minute lunch
7:00am - 4:00pm	w/ a 60 minute lunch
7:30am - 4:00pm	w/ a 30 minute lunch
7:30am - 4:30pm	w/ a 60 minute lunch
8:00am - 4:30pm	w/ a 30 minute lunch
8:00am - 5:00pm	w/ a 60 minute lunch
8:30am - 5:00pm	w/ a 30 minute lunch

**3. Lunch**

Lunch will be scheduled and taken between 11:00am and 2:00pm and will be either 30 minutes or 60 minutes, at the employee's choosing.

**4. Breaks**

Two 15 minute breaks will be scheduled (on the quarter hour) at the employee's choosing; one in the morning and one in the afternoon. Breaks cannot be combined with the lunch break or start or end time, and they cannot be "banked".

**5. Sample Schedules**

Using the above criteria, employees may have varied schedules. For example:

	<u>work hours</u>	<u>lunch</u>	<u>break 1</u>	<u>break 2</u>
Employee 1	7:00 - 4:00	11:00 - 12:00	8:30	1:30
Employee 2	8:00 - 4:30	12:00 - 12:30	10:00	2:30
Employee 3	8:30 - 5:00	12:30 - 1:00	9:45	2:15

**6. Exceptions**

Exceptions from the set schedule must be approved by the supervisor in advance.

**7. Cancellation Clause**

This agreement may be amended at any time by agreement between Company and Union. It may be canceled by either party upon 30 days prior written notice.

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

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Director and Chief Negotiator

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

March 16, 1995

By:   
Business Manager