



LETTER AGREEMENT NO. R195-21-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:

Pursuant to Subsection 10.7(b) of the Clerical Agreement, Company proposes to establish the following flexible work schedules on Monday, March 20, 1995, for employees in the Payroll 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