



# LETTER AGREEMENT NO. R2-00-51-PGE



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
2850 SHADELANDS DRIVE, SUITE 100  
WALNUT CREEK, CALIFORNIA 94598  
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
925-933-6060

STEPHEN A. RAYBURN, DIRECTOR  
AND CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

November 14, 2000

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

Dear Mr. McNally:

Company proposes to cancel LA 90-207 and replace it with the attached Flextime Guidelines for the clerical employees in Engineering and Records, pursuant to Subsection 10.7(b) of the Clerical Agreement. The employees in Engineering and Records are located at 245 Market in San Francisco.

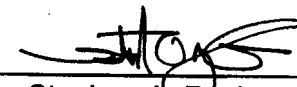
The revised Flextime Guidelines are attached.

This Agreement may be canceled by either party upon 30 days prior written notice. This proposal has been discussed with Debbie Mazzanti, Union Business Representative.

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:   
\_\_\_\_\_  
Stephen A. Rayburn  
Director and Chief Negotiator

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

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

Nov 22 2000

By:   
\_\_\_\_\_  
Jack McNally  
Business Manager

IBEW Represented Clerical Employees in  
Engineering and Records  
245 Market Street, San Francisco

1. **General:** Company's basic workweek for office clerical personnel is an eight hour workday between 8:00 a.m. to 5:00 p.m., Monday through Friday, with an hour for lunch each day, generally between 11:00 a.m. and 1:00 p.m. A 15-minute rest break is allowed at the mid point of the morning and afternoon, resulting in an average of 7 1/2 hours actually spent at the work station each day. Breaks will not extend beyond 15 minutes. Banking of breaks is not permitted. Flextime is intended to result in the same number of hours worked per day (8) and per week (40) 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 employee shall start work earlier than 7:00 a.m. nor end work later than 6:00 p.m. unless specifically authorized to work overtime. No employee who is subject to the Wage and Hour provisions of the Fair Labor Standards Act (i.e. weekly-paid employees) shall work more than eight hours in one day unless specifically authorized to work overtime. Employees reporting to work after 9:00 a.m. must fill out a time card and will be docked 15 minutes if they are more than 7.5 minutes late. Making up time is not permitted.

Flex-Time Hours are as follows

Employees can report to work between	7:00 a.m. - 9:00 a.m.
Employees are allowed 30-60 minute lunch between	11:00 a.m. - 1:00 p.m.
Employees can leave work between	3:00 p.m. - 6:00 p.m.

3. **Core Time:** During core hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. each work day, all employees are expected to be at work except for authorized breaks as described below. Employees who find they are unable to report to work due to illness or other cause shall notify their immediate supervisor prior to the start of their normal workday but never later than 8:59a.m.
4. **Breaks:** Employees may clock out to take breaks at the mid point of their morning and afternoon work period. Normal visits to restroom facilities or water cooler are not considered "breaks" in this context, nor is the consumption of coffee or similar beverage at the work station while continuing to work. Similarly, an employee who is away from his work station on Company business is considered to be "at work".
5. **Lunch:** Employees are allowed ½ hour lunch which must be taken between 11:00 a.m. - 1:00 p.m. Minimum time for lunch is one-half-hour, maximum time is one hour. Lunch shall not commence earlier than 11:00 a.m. nor end later than 1:00 p.m. Employees may take lunch in work areas provided they do not disturb other working employees.
6. **Work Time:** Accumulative work time for each employee, excluding breaks described above, shall equal 37.5 hours at the end of each week.
7. **Sick Leave:** Establishment of flexible work hours in no way alters sick leave privileges to which an employee is entitled under Title 7 of the IBEW Clerical Agreement. There will be no banking of hours to make up for sick time usage. Employees will be charged 8 hours sick time for one full day sick.

8. **Adjustments**: Although the goal of Flexitime is to enhance employee morale and productivity by allowing an element of personal freedom in the establishment of work hours, it may be necessary for the immediate supervisor to adjust an individual's flexitime schedule to meet departmental requirements, (e.g., the maintenance of minimum unit coverage between the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.).
9. **Cancellation**: Either party may unilaterally, with or without cause, cancel the flexitime agreement provided for herein upon 30 days prior written notice to the other party of such intent.