

PACIFIC GAS AND ELECTRIC COMPANY

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March 8, 1985

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes to establish a per diem allowance for the San Joaquin Division Hydro Department, as outlined in the attached.

We further propose that the Division implement the allowance effective the date on which this agreement is signed.

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.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *W. Albright*
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

Mar 13, 1985

By *Jack McNally*
Business Manager

PROCEDURES FOR SAN JOAQUIN HYDRO TEMPORARY HEADQUARTERS

WORK ASSIGNMENTS

The administrative procedure for the use of Hydro personnel shall be as follows:

- a. Prior to assignment to a temporary headquarters, personnel will be notified not less than three workdays prior to the report date except in those situations which the supervisor determines to be an emergency. Company will indicate the approximate starting date of each assignment.

"Total days away from the employees' regular headquarters" is defined as the total time away from home, accumulated in days, and consisting of the total elapsed days of the assignment including travel days and holidays, but excluding vacation days.

- b. The Company shall make local arrangements for lodging. These expenses shall be handled on local orders.
- c. Company normally will provide local "Company Business" transportation for personnel.
- d. Company shall provide the travelers with needed advance funds.
- e. The Company shall brief all employees at the time of assignment of each job as to the job's general condition. Include in the briefing procedure actions to be taken if an emergency or an accident should occur while in transit between regular headquarters and their temporary headquarters or at the job location.

Procedures to be followed by the Division

1. TRANSPORTATION TO WORK ASSIGNMENTS

- a. Transportation will be furnished or authorized for personnel who are traveling on Company business. Company transportation will normally be used.
- b. Personal Cars - if a crew member wishes to take his or her personal car and Company transportation is provided, he may do so at his own expense; however, this is subject to supervisor's approval and operational requirements. Additionally, should the employee's personal vehicle become disabled en route to the temporary headquarters, he/she will bear the entire cost of repairs and be responsible for getting to work on time, requesting personal time off without pay or requesting a vacation day. Company shall not be held liable for accidents or other damage to personal vehicles. Reimbursement for personal vehicle mileage will be at the option of the employee's immediate supervisor. Such authorized mileage shall be for one round trip between his regular headquarters and the temporary headquarters or as authorized by his supervisor in advance. Satisfactory proof of insurance must be presented prior to approval of personal vehicle mileage reimbursement.

c. Reimbursement for transportation will be made in accordance with the provisions of Title 201 of the Physical Agreement.

2. EXPENSES

Each employee assigned to a crew shall be allowed a reasonable per diem amount for meals, laundry, telephone calls and other miscellaneous expenses while at the temporary headquarters. This per diem amount is based on a survey made in January of each year for traveling steam maintenance crews, excluding San Francisco.

An advance allowance sufficient to cover the first week of a traveling assignment, and weekly thereafter, shall be available for each crew member. The crew member may obtain the allowance by signing a Company I.O.U., Form No. 62-4020. The allowance will be returned to the Company with the employee's final expense account form at his regular headquarters.

3. COMPANY-PROVIDED FACILITIES

Employees may use Company-provided boarding facilities, if available, in lieu of providing their own board. However, if less than four (4) members of a crew elect to use Company boarding facilities, the entire crew must accept in-lieu payments for meals. Exceptions to the aforementioned shall be made at the discretion of the supervisor. The number of employees electing to use Company-furnished boarding facilities must be determined not less than three workdays prior to commencement of the job.

4. LODGING

Employees shall use Company provided lodging if available. If it is not available, lodging shall be paid by the Company to the Company-selected motels and hotels. The Company will not pay for room service, telephone calls other than those discussed above, or other expenses above the cost of the room. Such additional expenses will be an out-of-pocket cost to the employee.

5. VACATIONS

Vacations of employees will be scheduled in accordance with the provisions of Section 111.13 so as to limit the number of employees on vacation in any one classification. This allows the regular headquarters to maintain an adequate work force during the entire vacation period.

Assigned vacation periods for personnel will not be made or changed for the convenience of traveling job assignments.

6. ABSENCE WHILE AT TEMPORARY HEADQUARTERS

An employee shall not be entitled to an expense allowance for any day he or she is absent from duty by reason of illness or other personal reason. Should the supervisor elect to have such employee remain at the temporary headquarters, such employee shall receive the per diem allowance for those days.

7. BIRTHDAY HOLIDAY

The provisions of Subsection 103.2(b) of the Physical Agreement have been changed by a Company-Union Letter of Agreement dated August 21, 1972, effective September 1, 1972. Each employee, following notice of temporary headquarter's assignment, is permitted to elect and enter into a written agreement with his regular headquarter's immediate supervisor to take another day as his birthday holiday when such holiday would occur during the course of the assignment.

8. TRAVELING ASSIGNMENTS

In making assignments to temporary headquarters, except for Subforemen, Company will attempt to equalize out-of-town work assignments among employees in the same classifications. Equitable methods of equalizing assignments, ranking of new crew members and record-keeping are as follows:

a. Ranking of Employees

Effective date of signed agreement, the ranking numbers shall be computed by the Company.

A current list of all Hydro employees by name, classification and assignment ranking number shall be updated and posted on the Company-Union bulletin board in January of each year.

- b. An employee who bids, transfers or becomes an unassigned journeyman in the Hydro Department will be put at the top of the list relative to existing crew members in the same classifications.
- c. Except for sickness or other extenuating circumstances for which he may be excused from an assignment, the responsibility for going on a given assignment rests with the employee. If he wishes to do so, and can find a substitute acceptable to supervision to go in his place, the original employee will be excused from going, but no more than two exchanges of a one-week duration may be made during a six-month period.
- d. A volunteer list shall be posted and volunteers utilized before using the ranking list. Volunteers will be placed by greater Company service.

9. EXCEPTIONS

Any exception to the above procedures which may arise, such as use of trailers, special expense allowances, etc., is to be discussed with the Hydro Department and the Union prior to local agreement.

10. BIDDING

As in the past, Company will make it known to bidders that they will be required to travel.

11. APPRENTICE

Traveling work assignments will not be used to circumvent the training as agreed to in the Master Apprenticeship Agreement.

12. TERM

This agreement may be terminated by either party upon 30 days' advance notice to the other of such intended termination.