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PACIFIC GAS AND ELECTRIC COMPANY

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I. WAYLAND BONBRIGHT
MANAGER
INDUSTRIAL RELATIONS

December 30, 1985

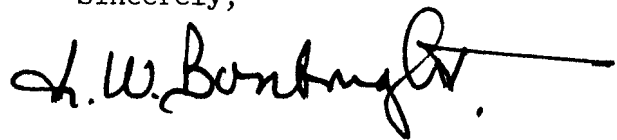
Mr. Jack McNally, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Dear Mr. McNally:

Attached for your information is a copy of the revised Administrative Procedures for Traveling Maintenance Assignments. Included among the changes are provisions for reducing the number of employees to be assigned to each Company vehicle, receiving initial advance funds sufficient to cover the first four weeks of travel, and posting a list of employees who have traveled during the previous six months on a plant-by-plant basis.

As discussed during our meetings on this subject, a member of our General Office Steam Maintenance staff will be designated as a contact person for a designated member of your staff, should an administrative problem occur which requires immediate attention and which local personnel have been unable to resolve, e.g., an employee's expense check has not arrived on time and it is nearing the end of the week. Currently, this person is Mr. Ted Plachta. He can be reached at 972-1289. Please inform us as to who your contact person will be. Also, the above mentioned traveling status lists will be forwarded to your designated staff member every six months.

Sincerely,



SJJ:tam

Attachment

ADMINISTRATIVE PROCEDURES FOR TRAVELING MAINTENANCE ASSIGNMENTS

The administrative procedures for the use of Traveling Maintenance personnel shall normally be as follows:

Request to Borrow Personnel

Request for traveling maintenance personnel will be made to the Maintenance Specialist on the Staff of the Manager of Steam Generation.

Responsibilities of the Borrowing Plant

1. The borrowing plant will make request for personnel not less than two weeks prior to the report date of requested personnel. With the request the plant will indicate the starting and ending dates of each assignment and the total days away from the home plant of each traveling member.

"Total days away from their home plant" is defined as the total time away from home accumulated in days and consisting of the total elapsed days of the traveling assignment including travel days and holidays but excluding vacation days.
2. Make local arrangements for lodging--normally these expenses should be handled on local orders.
3. Plant supervision may approve borrowed personnel's expense accounts with advance arrangements made through Accounts Payable in order to expedite payment. A copy of each expense account shall be sent to the home plant for record purposes. Expense accounts of travelers shall bear the borrowing plant's R.C. Number.
4. Review job detail with lending plant or division and provide necessary accounting information not less than two weeks prior to start of work.
5. Review each new job in detail with the borrowed personnel prior to the start of work. Borrowed personnel will not be assigned to jobs other than those for which they were requested.
6. Will provide local "Company Business" transportation for borrowed personnel. The car will be available for the traveler at the end of his shift.
7. Notify the lending plant or division in advance of the return of the traveling crew personnel. Notification shall be made during normal working hours and at least 24 hours in advance of their scheduled return.
8. When traveling personnel are to be returned to their home plant, they should be consolidated to travel by Company transportation, rental vehicles, or public transportation. No more than two persons will be placed in a subcompact car, no more than three persons will be placed in a compact or mid size car, no more than four persons will be placed in a full size car.

9. Company-issued tools of the traveling crew personnel shall be returned to the lending plant without delay.
10. Submit a list of all travelers borrowed, showing the total days away from the home plant, to the General Office Maintenance Specialist at the end of each job.

Responsibilities of the Lending Plant

1. Will provide transportation for travelers and their Company-issued tools to their temporary headquarters in accordance with item number 8 above--charging these expenses directly to the work order involved.
2. Furnish the travelers a supply of timecards bearing their home plant R.C. Number.
3. Provide the travelers with advance funds sufficient to cover the first four weeks.
4. Provide each employee with an "Employee Assignment Notification" form with upper portion completed by the lending plant. One copy of each employee's completed form is to be sent to the borrowing plant prior to the assignment starting date. (See Exhibit A)
5. Brief all employees at the time of assignment of each new job as to the job's general condition. Include in the briefing procedures to be followed if an emergency or an accident should occur while in transit between home plant and their temporary headquarters and a list of local hospitals and doctors in case of illness.

Procedures to be Followed by All Plants

1. Transportation

Transportation is furnished or authorized for personnel who are traveling on company business. Company transportation should normally be used.

a. Company Transportation

Travel between the place of lodging and the plant, between the place of lodging and local restaurants for meals, and between the place of lodging and laundry facilities is considered to be Company business for traveling crews. Any other use of Company-furnished vehicles should not be authorized except in emergencies.

b. Rental Vehicles

When company transportation is not available, request a local order from the borrowing plant and rent the required vehicle(s) charging the cost to the local order. Use of rental cars shall be in accordance with the procedures for Company and personal cars.

c. Personal Cars

If a crew member wishes to take his personal car and other transportation is to be provided, he may do so at his own expense. The use of a personal car may be authorized subject to reimbursement at the usual Company mileage rates provided that authorization is restricted to one personal car to each multiple of four traveling crew members or fraction thereof. Such authorized mileage shall be for one round trip between his home plant and the borrowing plant and for reasonable local transportation at the temporary headquarters.

d. Public Transportation

The Company may authorize transportation by public carrier or a combination with other means noted above.

2. Expenses

Each employee assigned to a traveling maintenance crew shall be allowed a reasonable sum for meals, laundry, regular telephone calls to home and other miscellaneous expenses while at the temporary headquarters. This sum figure is based on a survey made in January of each year, as provided for in the letter agreement regarding Traveling Maintenance Crews, dated April 26, 1971.

An advance allowance sufficient to cover the first four weeks of a traveling assignment shall be available for each traveler. The expense check will be received by Wednesday of each week thereafter. The traveler 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 employees final expense account form at the borrowing plant. If a traveler does not receive his expense check on time, he may, if requested, be relieved of the traveling assignment.

Lodging and transportation will be arranged for and paid by the Company under the provisions of Title 201, "Expense" of the Physical Contract.

3. Lodging

Lodging shall be paid by issuing a local order to the selected motels and hotels. The traveler should be told that the Company will not pay for room service, telephone calls other than those discussed under Expenses above, or other expenses above the cost of the room. Such additional expenses will be out-of-pocket cost to the employee.

Occasionally, an employee may request accommodations with kitchen facilities. If accommodations with kitchen facilities are reasonably available, such requests will be considered only if submitted in the individual's written statement and approved only if justified such as for medical or dietary reasons.

4. Vacations

Vacations of all maintenance employees will be scheduled in accordance with the provisions of Title 111.13 so as to limit the number of employees on

vacation in any one classification. This allows the plant to maintain an adequate work force during the entire vacation period.

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

5. Birthday Holiday

For the limited purpose of traveling maintenance crews, the provisions of Subsection 103.2(b) of the Physical Agreement have been changed by a Company-Union Letter of Agreement dated 8-21-72, effective 9-1-72. Each employee, following notice of a traveling maintenance assignment, is permitted to elect and enter into a written agreement with his normal headquarters' immediate supervisor to take another day as his birthday holiday when such holiday would occur during the course of the assignment.

6. Traveling Assignments

In making assignments to traveling maintenance crews, Company will equalize out-of-town assignments as practicably as possible among employees in the same traveling classifications. Equitable methods of establishing job assignments, equalizing assignments, ranking of new crew members and recordkeeping are as follows:

a. Ranking of Employees and Job Assignments

Effective January 1, 1979, the ranking numbers shall be computed as follows:

1. Compute the cumulative "total days away from home" for each employee as defined under item of responsibilities of the borrowing plant.
2. Add this number to the previous years ranking number and divide the sum by two.
3. Recompute the ranking numbers at the end of each year and submit a copy to the General Office Maintenance Specialist.

A current list and volunteer list of all traveling employees by name, classification and assignment ranking number shall be posted on the Company-Union Bulletin Board in January of each year. The list should also indicate the number of days traveled and the ranking numbers of each employee for each of the three previous years.

Where applicable, General Office will make assignments each year for the required number of employees for each traveling assignment on the basis of this list without regard for individual plant assignment. Unusual workload requirements at a plant which may affect its assignments will have to be considered.

A list of employees who have traveled during the previous six months will be posted on a plant by plant basis every six months.

- b. Ranking of an employee, newly assigned to the traveling crew, in his proper position relative to existing traveling maintenance members in the same classification.

Assign him a figure of one day less than the average annual figure of the lowest traveler on the list of travelers within his classification. Retain this figure as his basis in computing future rankings. This number cannot be less than one. A probationary employee will not be required to travel for his first six months of employment, unless system manpower requirements so dictate.

- c. Recordkeeping and crediting where a traveling employee secures a substitute.

Except for sickness, volunteers or other extenuating circumstances for which he may be excused from an assignment, the responsibility for going on a given assignment rests with the traveling employee. If he wishes to do so and can find an acceptable substitute to go in his place, the original traveler will be excused from going and will not be credited with time away from home.

The responsibility for completing a given assignment rests with the traveling employee. However, if the employee wishes to be relieved of an assignment and can find an acceptable substitute to relieve him, the traveler may, at his supervisor's discretion, be relieved of the assignment.

In either of the above situations, the substitute, if a regular traveling crew member, will be credited for the total time away from home.

- d. Work Schedule

A traveler can be assigned to any of the work schedules but regardless of the schedule the employee shall be given the weekend off following each three consecutive weeks of work.

7. Exceptions

Any exception to the above procedures which may arise, such as use of trailers, special expense allowance, etc., is to be discussed with the office of Manager, Steam Generation, prior to local agreement.