

208.16

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PACIFIC GAS AND ELECTRIC COMPANY

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GEORGE F. CLIFTON, JR.
DIVISION MANAGER
EAST BAY DIVISION

February 6, 1980

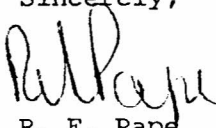
Mr. S. A. Thomas
Union Business Representative
I.B.E.W., Local 1245
P. O. Box 4790
Walnut Creek, CA 94596

Dear Mr. Thomas:

This will confirm our previous discussions concerning the development of a mutually acceptable administrative procedure to be used for Prearranged Overtime in the East Bay Division Steam Generation Department.

Attached you will find the administrative procedure in it's final form.

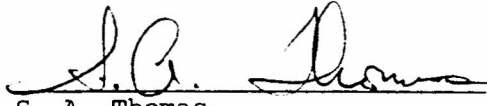
If you are in accord with the foregoing and agree thereto, please confirm this agreement in the space provided below and return one executed copy to this office.

Sincerely,

R. F. Pape
Division Personnel Manager

TCPhebus:jem
Attachment

The Union is in accord with the foregoing and agrees thereto.

2/11/80
Date


S. A. Thomas
Union Business Representative

ADMINISTRATIVE PROCEDURE FOR EQUITABLE DISTRIBUTION
OF PREARRANGED OVERTIME FOR MAINTENANCE EMPLOYEES
IN EAST BAY DIVISION - STEAM GENERATION DEPARTMENT

Section 208.16 requires that prearranged overtime be distributed among employees in the same classification and in the same location as equitably as possible.

The accounting period for this equitable distribution is to be one calendar year.

At the beginning of each year, employees in a particular classification will be ranked according to Company seniority with those having the greatest seniority first. Prearranged overtime assignments will initially be distributed on the basis of Company seniority with those employees having the greatest seniority asked first until each employee in the classification receives an opportunity to work.

If an employee is asked to work prearranged overtime and declines, such employee will be charged with the number of hours actually worked by the employee who accepts the assignment. In the event that more than one employee in the classification actually works, the employee who declined will be charged with the average hours worked by the entire group of employees in that classification.

Once every employee in the classification has had an opportunity to work, subsequent prearranged overtime assignments shall be made from a weekly list of volunteers with the employee who has the least number of accumulated prearranged overtime hours (both worked and charged) receiving first consideration. All other employees in the classification who elected not to volunteer will be charged with the hours actually worked by the volunteer or the average of the hours worked by several volunteers.

In the event that no volunteers and/or an inadequate number of volunteers are available, prearranged overtime will be assigned on the basis of the employee with the least number of accumulated overtime hours actually worked. It is understood by both Company and Union that in such situations, the employee has an obligation to work absent any circumstances that may create a personal hardship. Employees who are directed to work will still be permitted to "swap" or secure someone else to work on their behalf; however, they will be charged with time worked in such a circumstance. In the event that such circumstances do exist and the employee is not required to work, he will be charged with the actual hours worked or the average hours worked, whichever is appropriate.

Those employees who are absent from the headquarters by reason of leave of absence, extended illness (two weeks or more), temporary upgrade outside the bargaining unit, or traveling assignment, will be assigned the average (mathematical mean) of the hours accumulated in his absence. New hires or transfers to the headquarters will be assigned the average (mathematical median) total (actual and charged) hours and one hour less than the lowest actual hours worked for his classification. It is understood that new hires or transfers to the headquarters must first be qualified before they are utilized for overtime job assignments.

Accumulated prearranged overtime hours (both worked and charged) will be posted weekly. This posting of accumulated hours shall be placed in a conspicuous location for review by the various employees.

The weekly sign-up list for volunteers shall be posted at the start of the workday on Monday and will be removed at the start of the workday on Thursday. It is understood that employees may remove themselves from this list anytime prior to the start of the workday on Thursday.