

# PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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I. WAYLAND BONBRIGHT  
MANAGER  
INDUSTRIAL RELATIONS

April 23, 1975

Mr. L. L. Mitchell, Business Manager  
Local Union No. 1245, I.B.E.W., AFL-CIO  
P. O. Box 4790  
Walnut Creek, California 94596

Dear Mr. Mitchell:

By letter of October 10, 1974 addressed to you and to me, signed by Mr. L. V. Brown, the Review Committee referred approximately 21 grievances on the subject of clerical hours to Ad Hoc negotiations. On April 22, the Ad Hoc Negotiating Committee reached agreement, the principles of which are contained in the proposed Labor Agreement Clarification applicable to Title 10 - "Hours" of the Clerical Agreement.

In addition, it was agreed that I would instruct the appropriate Division Grievance Committees in the settlement of the outstanding grievances on the following basis:

## East Bay Division

R.C. Case No. 861 - Since Mr. Steinmetz was removed from his 7:15 AM to 4:15 PM schedule and placed on an 8:00 AM to 5:00 PM schedule, he is entitled to three-quarters of an hour's pay at the overtime rate for four days. The other grievant has retired.

R.C. Case No. 862 - Grievant Cooper is entitled to one-half an hour's pay at the overtime rate for the first four days of his new assignment.

R.C. Case No. 863 - Since the contract at the time of the grievance was not clear, Union has withdrawn this grievance without prejudice. The specific issue is settled in the clarification.

R.C. Cases No. 916 and No. 917 - These cases pertain to changes of hours for part-time employees, who are also students, during the summer vacation period. Since such changes are subject to agreement between Company and Union in the future and since the contract was not clear at the time of the grievances, the cases are closed without adjustment.

R.C. Case No. 980 - This grievance is in two parts. It has to do with changes in the schedule of hours of part-time public-contact employees, as well as the rate of pay of the lead clerk. The hours portion will in the future be covered by the provisions of both Review Committee Decision 800 and the clarification. It

is, therefore, closed without adjustment. The issue as to the rate of pay was also closed without adjustment since the Union accepted without grievance the assignment of a full-time Clerk B to perform this same function.

R.C. Case No. 1240 - Since the provisions of the new clarification were followed in this case, it is closed without adjustment.

San Jose Division

R.C. Case No. 757 - There was no violation in this case as three Customer Service Clerks were changed to a new set of hours after one month's notice and discussion with the Union.

R.C. Case No. 799 - In this case, one of the three employees in R.C. Case No. 757 was replaced on the afternoon shift because of ill health. These two cases are closed without adjustment.

R.C. Case No. 817 - Grievant Alice Phillips, a Customer Service Clerk, relieved a PBX Operator one-half hour before the start of the grievant's regular work hours. It is my understanding that Ms. Phillips is no longer on the payroll, but if she is, she will be paid one-half hour at the overtime rate for the first four days of the assignment.

R.C. Case No. 929 - The hours of two Customer Service Clerks were changed and we assume that proper notice was given. In accordance with the clarification, the grievants, Ramsey and Mankin, will be paid at the overtime rate for those hours which are outside 8:00 AM to 5:00 PM on the first four work days of the assignment. Neither the grievance nor the Joint Statement of Facts in this case, nor anything else in the file, indicates the hours that were actually worked by the two grievants.

R.C. Case No. 1042 - Ms. Manfre and Ms. Daley were upgraded from Clerk D to relieve Customer Service Clerks for vacation relief. During the period of the upgrade they were scheduled to work on Saturday, August 29, which was a non-work day for both grievants. They will be paid at the overtime rate for Saturday, August 29, 1970.

R.C. Case No. 1069 - An unidentified Clerk A was in the ACDS Section, had his or her hours changed from 8:00 AM to 5:00 PM to 9:00 AM to 6:00 PM effective January 20, 1971. Presuming that we can identify this employee, he will be paid at the overtime rate for one hour per day for the first four days of the assignment.

R.C. Case No. 1280 - On April 2, 1973, a substantial number of employees in the ACDS Section of the San Jose Customer Services Office had their schedules adjusted. On the basis of the file, four people were changed from their previous hours to a schedule of 10:00 AM to 6:45 PM. Those employees assigned to this schedule will be paid at the overtime rate for those hours outside of their former hours for the first four work days of the assignment.

San Francisco Division

R.C. Case No. 1127 - Four Clerk D's were upgraded to Customer Service Clerk (more or less on a subject-to-bid basis) in the middle of the workweek and their hours changed from 8:00 AM to 5:00 PM to noon to 9:00 PM. Employees Crockwell, Wolff, Oliveria and Dawson will be reimbursed at the overtime rate for Thursday, October 14, 1971 and Friday, October 15, 1971 for four hours each.

R.C. Case No. 1208 - Mr. D. Venturi, a Meter Reader, was upgraded from Meter Reader to Customer Service Clerk on the 8:00 AM to 5:00 PM shift and was subsequently assigned to relieve on the 11:00 AM to 8:00 PM shift for one week. He will be paid the overtime rate for three hours per day for the first four days of such assignment.

R.C. Case No. 1219 - D. Kosta, a Customer Service Clerk, was temporarily upgraded to Clerk B on Friday, September 1, 1972 and switched from the 9:00 AM to 6:00 PM shift to the noon to 9:00 PM shift. This assignment continued for the duration of the following week. Grievant will be paid at the overtime rate for three hours on Friday, September 1, 1972.

R.C. Case No. 1302 - The grievant, Gary Griffin, a Meter Reader, was upgraded to Customer Service Clerk with hours of 8:00 AM to 4:45 PM in April of 1972. He was transferred to the 11:00 AM to 8:00 PM shift for four days commencing May 29, 1973 and again for approximately four weeks commencing June 25, 1973. He will be paid at the overtime rate for three and one-half hours per day for the first four days of each assignment.

Shasta Division

R.C. Case No. 1303 - A part-time Clerk D, whose regular schedule was 9:30 AM to 1:30 PM, Monday through Friday, was upgraded and called in to work from 8:00 AM to 5:00 PM on six separate days commencing April 2, 1973 and extending through May 1, 1973. Since we do not consider the notice adequate, we believe R.C. Decision 800 applies and the grievant, L. Bedford, is entitled to pay at the overtime rate between 8:00 AM and 9:30 AM on the six days involved and, in addition, is entitled to travel time to work. It was agreed by the Ad Hoc Committee that such assignments to part-time employees who are hired with the understanding that they will also provide vacation and other extended relief may upon proper notice be transferred to a full-time schedule which may begin prior to the starting time of the employee's part-time schedule without the payment of overtime. Such assignments must obviously be in increments of one week or more.

General Office

R.C. Case No. 1296 - Four Clerk D's, specifically Bonita Rose, Joseph Ma, Jim Clifford and Frank Chow, were transferred from the 8:30 AM to 5:00 PM shift to the midnight to 8:00 AM shift, one week each, and in succession, during the spring of 1973. Each of the four grievants will be paid eight hours at the overtime rate (including shift premium) for the first four days of his or her assignment.

Mr. L. L. Mitchell  
Local Union No. 1245, I.B.E.W.

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April 23, 1975

R.C. Case No. 1362 - This case involves three separate grievances. Grievant Brown, a Mail Clerk Driver on a 5:30 PM to 1:30 AM schedule, was assigned to work from 8:00 AM to 6:30 PM on May 2, 1974. Since this assignment comes under the provisions of Section 12.1 and not the clarification, he will be paid eight hours at the overtime rate plus one-half hour for meal time and his travel time to work on the day in question. It is presumed that he has already been paid overtime for the hours worked beyond eight on that date. Joseph Ma, Clerk D, was switched from a schedule of 8:30 AM to 5:30 PM to a schedule of 12:30 AM to 8:30 AM on May 13, 14, 16 and 17, 1974, and May 27, 28, 29, 30 and 31, 1974. Mr. Ma was off sick on May 15, 1974. He will, therefore, be paid at the overtime rate plus shift premium for eight hours on May 13, 14 and 16 and 27, 28, 29 and 30, 1974. John Alvarez, Mail Clerk Driver, whose regular hours of work were 5:15 PM to 1:15 AM, worked from 8:00 AM to 5:30 PM on May 20, 1974. Mr. Alvarez will be paid seven and three-quarter hours at the overtime rate plus one-half hour for meal time and travel time at such rate for May 20, 1974, for the same reasons which are applicable in the case of Mr. Brown.

If you have no objections to the foregoing, I will so notify the Divisions upon receipt of the signed clarification.

Yours very truly,



IWB:RS