

78-30-PGE — See also 77-48-PGHC

PACIFIC GAS AND ELECTRIC COMPANY

PG&E

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

June 22, 1978

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

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

This letter agreement supersedes our proposed letter agreement dated September 12, 1977, on the subject of the use of employee-owned cars on Company business.

In its place, Company proposes to place into effect on the first of the month following Union agreement the provisions of Standard Practice No. 724.5-1 as revised June 1, 1978.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *W. W. Bonbright*  
Manager of Industrial Relations

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

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

July 10, 1978

By *Dean Cofer*  
Business Manager

RECEIVED JUN 23 1978  
(78-30-PGE)

# PACIFIC GAS AND ELECTRIC COMPANY

PG&E

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

I. WAYLAND BONBRIGHT  
MANAGER  
INDUSTRIAL RELATIONS

	DC	
	WRS	
	MAW	
	JJW	
June 22	JNF	1978
	TM	
	<i>superseded</i>	
	77-48	
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	R/S	
	FILE	

Mr. W. R. Stewart, Senior Assistant Business Manager  
Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 4790  
Walnut Creek, California 94596

Dear Mr. Stewart:

Attached is a copy of the Company's latest revision of its Standard Practice No. 724.5-1, effective June 1, 1978. As you know, we have discussed this matter off and on for a considerable period of time. As you will see from comparing the attached revision with previous issues of the Standard Practice, it has been extensively revised, including the insertion of Paragraph 3, which I thought was in it before, but certainly was by implication, and as a result of Review Committee Decision 1375, 1378, 1379 and 1380 issued September 22, 1975. The attached letter agreement would, of course, supersede the Review Committee Decision on the date that the letter agreement becomes effective.

A comparison of the latest Standard Practice with its predecessors would also show the following changes: In general, the procedure involved has been considerably simplified and the determination as to who requires formal authorization with the submission of proof of insurance has been changed as shown in Paragraph 4. In the future for an employee to qualify for the \$60 flat payment (was \$55) he must use his own car on approximately 50% of the working days on an annual basis. Authorization for less than that amount and for the (a) formula is on a less formal basis and does not require the submission of proof of insurance. The new payment formula is contained in Paragraph 13 and as you can see the break point is approximately 1,000 miles, after which the two formulas provide for equal payment.

Paragraph 15, in our opinion, will apply to special arrangements such as those which exist between the Meter Readers in the three large headquarters of San Joaquin Division and the Division management, subject, of course, to further bargaining on this point.

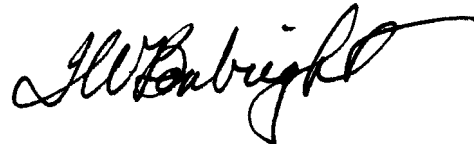
Mr. W. R. Stewart  
Local Union No. 1245, IBEW

-2-

June 22, 1978

It is my hope that these changes and our mutual agreement thereto will put most of the employees of P. G. and E. back on one system for reimbursement for the use of the employees' cars.

Very truly yours,

A handwritten signature in cursive script, appearing to read "J. W. Benbright". The signature is written in black ink and is positioned to the right of the typed name.

IWB:RS  
Attach.

PACIFIC GAS AND ELECTRIC COMPANY

**STANDARD PRACTICE**

VICE PRESIDENT

EXECUTIVE OFFICE OR DIVISION PERSONNEL & GENERAL SERVICESSTANDARD PRACTICE NO. 724.5-1PAGE NO. 1 EFFECTIVE 6-1-78ISSUING DEPARTMENT AUTOMOTIVE & EQUIPMENT DEPARTMENTREPLACING  
PAGE NO. 1 EFFECTIVE 9-1-77

## SUBJECT:

USE OF EMPLOYEE-OWNED CARS ON COMPANY BUSINESS

POLICY

- \*1. It is the policy of the Company to reimburse employees for the authorized use of their personal cars on Company business. Employees must carry adequate insurance to qualify for such authorization.

PURPOSE

- \*2. The purpose of this Standard Practice is to provide a procedure and prescribe rates for the use of employee-owned cars on Company business.

APPLICATION

- \*\*3. This Standard Practice applies to all employees except those in classifications represented in a bargaining unit where provision has been made in union contract or an interpretation thereof. In such cases the applicable contract section or interpretation will apply.

AUTHORIZATION FOR USE OF EMPLOYEES' CARS

- \*4. Use of employee-owned cars on Company business may be authorized by the appropriate Vice President, General Office Department Head, or Division Manager, as follows:
- a. Authorization for use in case of emergency, single trip, or for an annual average of less than 250 miles per month, and does not exceed 50% of the annual working days, may be written or oral.
  - b. Where the expected regular use of a vehicle exceeds an average of 250 miles per month or where use of the vehicle exceeds 50% of the annual working days, written authorization is required on Form 62-4767 (Exhibit A).
- \* 5. The duplicate of Form 62-4767 with insurance attachments, together with the original, are to be submitted to the General Office Insurance Department. Upon verification of adequate insurance, the Insurance Department will note this on the original copy and forward it to the Disbursement Accounting Department.
- \* 6. Authorizations are good until revoked or until the employee is transferred to another division or department. Cancellations for any reason are to be made in writing to the Disbursement Accounting Department with a copy to the Insurance Department.
- \* 7. The use of employees' cars are not to be authorized until reasonable steps have been taken to determine that it is safe and presentable. The vehicle shall meet the following basic requirements:
- a. The interior and exterior must be in good, clean condition.
  - b. The vehicle must be in good mechanical repair and in safe operating condition.
  - c. Sub-compact, compact, intermediate, or standard size passenger cars or light trucks are acceptable.

\* Paragraph Revised  
\*\* Paragraph Added

SUBJECT: USE OF EMPLOYEE-OWNED CARS ON COMPANY BUSINESS

- d. Two or three-wheel vehicles, or those that present a flashy or ostentatious appearance because of color or unusual accessories, are not acceptable.
- e. All equipment and accessories required by State and Federal regulations for age of the unit must be installed, operating, and used.

INSURANCE REQUIREMENTS

- \* 8. Employees using their cars on Company business as in 4-b above, shall carry standard form automobile insurance covering bodily injury liability (limits not less than \$100,000 / \$300,000), and property damage liability (limits not less than \$25,000.) on the cars involved. The insurance shall cover the use of the cars for business and pleasure. (The additional cost of the required insurance coverage is considered in establishing the mileage rates specified in paragraph 13.)
- \* 9. Evidence of adequate insurance shall be provided by the employees when requesting authorization for use as in 4-b above. Such evidence will be attached to the copy of Form 62-4767 to be retained by the Insurance Department.
- \* 10. The Manager of Insurance shall inspect the evidence of the employees' insurance and follow up to determine that it is retained in proper form on a current basis. If the employee has a policy written on a "continuous" basis, an endorsement to the policy is required stating that the Manager of Insurance, Pacific Gas and Electric Company, 77 Beale Street, San Francisco, CA. 94106, will be given ten days prior notice of cancellation or material change in the policy.
- \* 11. Employees using their personal cars on Company business in an emergency, for a single trip, or for less than an annual average of 250 miles per month, are not subject to these insurance requirements. However, all employees who use their cars on Company business should be encouraged to carry adequate insurance.

REIMBURSEMENT PROCEDURE AND RATES

- \* 12. Reimbursement will be made using the personal expense account except that reimbursement for mileage as in 4-a may be made using petty cash in cases where the use of a personal expense account has not been authorized.

- \* 13. Cost of use authorized as in 4-a and 4-b will be reimbursed at the following rates:

First 1000 miles per month . . . . . 17¢ a mile.  
 Over 1000 miles per month. . . . . 8¢ a mile.

Except that where the vehicle will be in use in excess of 50% of the working days on an annual basis, employees may elect to be reimbursed at \$60 per month plus the following rates:

First 1000 miles per month . . . . . 12¢ a mile  
 Over 1000 miles per month, . . . . . 8¢ a mile

PACIFIC GAS AND ELECTRIC COMPANY

**STANDARD PRACTICE**

VICE PRESIDENT

PERSONNEL &amp; GENERAL SERVICES

STANDARD PRACTICE NO. 724.5-1

EXECUTIVE OFFICE OR DIVISION

PAGE NO. 3 EFFECTIVE 6-1-78

ISSUING DEPARTMENT

AUTOMOTIVE & EQUIPMENTREPLACING 3  
PAGE NO. 3 EFFECTIVE 9-1-77

## SUBJECT:

USE OF EMPLOYEE-OWNED CARS ON COMPANY BUSINESS

- \*\*14.** Use of personal automobiles may be authorized as transportation for personal convenience, in conjunction with an authorized trip by an employee to a convention or meeting at a distant location, provided that the Company does not incur expenses in excess of the cost of public transportation. Such cases are covered by Standard Practice 724.6-1.
- \*15.** In cases where the type of vehicle required, operating conditions, or the above rates are considered inadequate or inappropriate, the Division Manager or General Office Department Head may submit a special request to the Automotive & Equipment Department for review and establishment of a special rate. This is to be approved by the appropriate Vice President. Copies of authorized variations will be forwarded by the Automotive & Equipment Department to Disbursement Accounting Department.

ADDITIONAL COPIES

16. Additional copies of this Standard Practice may be obtained from the Automotive & Equipment Department, extension 1307.



ISSUED BY: LEIGH J. ABELL, Manager  
Automotive & Equipment Dept.



APPROVED BY: R. K. MILLER, Vice President  
Personnel & General Services

DISTRIBUTION: Management Officers  
General Office Department Heads  
Division Managers

PACIFIC GAS and ELECTRIC COMPANY

EXHIBIT "A"  
S.P. 724.5-1  
Effective 6-1-78

# REQUEST AND AUTHORIZATION FOR USE OF EMPLOYEE-OWNED AUTOMOBILES

Employees using their vehicles on Company business as per Standard Practice 724.5-1, section 4-b, must be insured with a minimum of \$100,000/\$300,000 bodily injury and \$25,000 property-damage.

Name \_\_\_\_\_

Date \_\_\_\_\_, 19\_\_\_\_

Title/Classification \_\_\_\_\_

S. S. # \_\_\_\_\_

G. O. Dept./Division \_\_\_\_\_

Location \_\_\_\_\_

### Complete A or B:

**A. Request for authorization for MILEAGE RATE ONLY REIMBURSEMENT for use of vehicle where average use exceeds 250 miles.**

Nature of Work Requiring Automobile: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Average Monthly Mileage \_\_\_\_\_

Authorization No. V- \_\_\_\_\_

**B. Request for authorization for MONTHLY AMOUNT PLUS MILEAGE RATE REIMBURSEMENT for use of vehicle.**

Nature of Work Requiring Automobile: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Percentage of Working Days for Automobile Use \_\_\_\_\_

Authorization No. F- \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Recommended By \_\_\_\_\_

Title \_\_\_\_\_

Approved By \_\_\_\_\_

Title \_\_\_\_\_

### DISTRIBUTION

#### Authorizations

- Manager of Insurance/Disbursement Accounting
- Manager of Insurance (with insurance coverage supporting documents)
- Division Manager
- Department Head
- Employee