

PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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July 31, 1978

Local Union 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

As provided in the 1976-1977 settlement, Company and Union have met and established guidelines for the application of flextime or a flextime arrangement applicable to most of the employees in the Comptroller's Departments who presently work between 8:00 AM and 5:00 PM at 77 Beale Street, San Francisco. A trial period, as provided in the letter agreement dated November 3, 1977, has been successfully completed, and in accordance with the provisions of Subsection 10.7(b) of the Clerical Agreement, Company proposes guidelines as contained herein and the two attachments entitled, "Flextime Guidelines" and "Good Friday Clarification."

The flextime guidelines are as follows:

1. Hours - The basic straight time coverage would extend from 7:00 AM to 5:00 PM. An employee may arrange to work between 5:00 PM and 6:00 PM on a daily, weekly or longer basis provided the employee has given sufficient notice for the arrangement of the necessary supervisory coverage. "Sufficient notice" shall normally mean prior to 5:00 PM the previous workday, but in no case shall it mean more than ten workdays.

2. Coverage Requirement - If the normal application of flextime does not meet the minimum coverage needs of the unit, Company shall endeavor to obtain voluntary coverage; if voluntary coverage is not available, employees will be assigned work hours on the basis of qualifications. The persons so assigned by Company will have the least Company seniority of those considered. In no event shall those assigned hours be outside the 7:00 AM to 5:00 PM workday.

3. Work Time - Time will be accumulated weekly for each employee. The workweek is 37-1/2 hours recorded work time. A rest period of 15 minutes will be made available for each employee during the morning and afternoon. At least a 30-minute lunch period must be taken each workday, generally, near the midpoint of the work period. Rest periods and lunch periods, regardless of their duration, shall not be "clocked."

4. Accumulated Work Time - No employee shall be permitted to accumulate more than eight straight time hours in any one workday nor more than 37-1/2 hours in a workweek.

Local Union 1245

Attention: Mr. Dean Cofer

-2-

July 31, 1978

5. Report Time - Employees who are unable to report for work that day shall notify their supervisor of the reasons therefor no later than 8:00 AM of that morning. Inability to meet this reporting procedure will be excused only on showing of reasonable cause. Failure to report for work will be excused only for a justifiable reason.

6. Exceptions - Exceptions to the foregoing flextime provisions may occur when time-off is granted on special days and for those who signify their intent to attend religious services on Good Friday (or an equivalent religious holiday). On these days, all such employees will be designated to report for work at 8:00 AM.

This agreement may be amended at any time by agreement between Company and Union, and it may be cancelled by either party upon 30 days prior written notice.

If you are in accord with the foregoing and its attachments 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 *M. B. Bright*
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

August 1, _____, 1978

By *Dean Cofer*
Business Manager

COMPTROLLER'S DEPARTMENTS'
FLEXTIME GUIDELINES

1. Flextime hours consist of recorded clock time, plus or minus hours attributable to errors in the clocking of time, plus non-productive hours.
2. Standard flextime work hours are 7-1/2 hours per day and 37-1/2 hours per week. For pay purposes, the 7-1/2 and 37-1/2 are equivalent to 8 and 40 respectively.
3. The employees are fully responsible for managing their time to conform within the framework of flextime.
4. The supervisor is responsible for monitoring the employees' compliance.
5. On either partial or full days at work, 30 minutes for breaks will be credited to the pay time.
6. One-half hour per day can be accumulated and applied towards sick time or approved personal business time-off.

When an employee works a partial day and has fallen behind the normal hours parameter for that point in the workweek (see flextime limits below), the supervisor should get agreement with employee on hours worked to that point.

7. Overtime pay will not be authorized until an employee has clocked 7-1/2 hours for a regular day or 37-1/2 hours of accumulated clock time (or its equivalent) on Friday. Authorized overtime will start for time after 7-1/2 or 8 hours at the option of the employee.
8. As a general rule, lunches and breaks may be taken in the work area if in the opinion of the supervisor it does not prove disruptive to employees working or interferes with work.

<u>Day</u>	<u>Minimum</u>	<u>Maximum</u>
1	5.50*	8.00
2	13.50	16.00
3	21.50	24.00
4	29.50	32.00
5	37.50	40.00

*Could be 5-1/2 hours on any one day of the week.

COMPTROLLER'S DEPARTMENTS'
GOOD FRIDAY CLARIFICATION

Two options are available to employees covered under the flextime agreement for time-off on Good Friday.

1. If you wish to take time off with pay in order to attend religious services between the hours 12 noon and 3:00 PM, your workday will commence at 8:00 AM and be completed at 4:30 PM. Lunch will be one-half hour commencing at 12 noon. A morning coffee break of 15 minutes will be allowed; however, the afternoon coffee break will be included in the period 12 noon to 3:00 PM. This day will be considered a standard day and the accumulator will not be used.
2. You may elect to continue on your normal flextime schedule and record time on the accumulator.

Employees electing to observe Good Friday with pay (option 1) will be required to notify their supervisor no later than Ash Wednesday.

7/25/78