

78-62-PGE

PACIFIC GAS AND ELECTRIC COMPANY

PG&E

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

November 8, 1978

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

Revised by LA 79-103

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

This letter cancels and supersedes our letter dated July 12, 1977.

As a result of the award in Arbitration Case No. 63, Company, pursuant to Subsection 10.7(b) of the Clerical Agreement, proposes to confirm the hours of work of the Design-Drafting Clerical Unit as a 7½-hour period within the band width times of 7:30 AM to 5:00 PM.

The hours of an individual will be scheduled in keeping with the attached "Guidelines."

This agreement may be cancelled by either party upon 30 days' prior 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 *W. L. Doughty*  
Manager of Industrial Relations

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

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

February 12, 1979

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By

*Dean Cofer*  
Business Manager

FLEXTIME GUIDELINESDESIGN-DRAFTING DEPARTMENT - ENGINEERING RECORDS & ADMN. SVCS. UNIT

1. General. Company's basic workweek for office personnel is 8:00 a.m. to 5:00 p.m., Monday through Friday, with an hour for lunch each day, generally between 12:00 noon and 1:00 p.m. Customarily a 15-minute rest break is allowed each morning and afternoon, resulting in an average of 7½ hours actually spent at the work station each day.

Flexitime is intended to result in the same number of hours per week spent at the work station as described in the foregoing but at the same time to allow some flexibility in the actual hour of starting or stopping work. The following limitations will be observed in determining the degree of flexibility permitted.

2. Hours. No employee shall start work earlier than 7:30 a.m., end work later than 5:00 p.m., or work more than eight hours in one day, unless specifically authorized to work overtime.
3. Core Time. During core hours as defined on the attached organization chart, all employees are expected to be at work except for authorized breaks as described below.
4. Breaks. Employees may take breaks for coffee or other personal business at any time during the workday, except that if such breaks fall within a "core time" period, they shall not occur at the beginning or end of such period nor shall they exceed 30 minutes each unless special approval is obtained from immediate supervisor. Normal visits to toilet facilities or water cooler are not considered "breaks," nor is the consumption of coffee or similar beverage at the work station while continuing to work. Similarly, an employee who is away from his work station on Company business is considered to be "at work."
5. Lunch. Lunch breaks shall be of at least ½-hour duration and shall not commence earlier than 11:00 a.m. nor end later than 1:00 p.m. Employees may take lunch in work areas provided they do not interfere with or disturb other working employees.
6. Work Time. Accumulated work time for each employee, excluding breaks described above, shall equal at least 37½ hours each week.
7. Sick Leave. Establishment of flexible work hours in no way alters sick leave privileges to which an employee is entitled under Title 7 of the Company's agreement with IBEW. Flexitime does, however, offer employees the option of conserving their sick leave if they wish by prudent scheduling of medical and dental appointments. Employees who find they are unable to report to work due to illness shall notify their immediate supervisor prior to 8:30 a.m.
8. Adjustments. Although the goal of Flexitime is to enhance employee morale and productivity by allowing a maximum of personal freedom in the establishment of work hours, it may be necessary for the immediate supervisor to adjust an individual's Flexitime schedule to meet departmental requirements, e.g., the maintenance of minimum Unit coverage between the hours of 8:00 a.m. to 5:00 p.m.

FLEXTIME GUIDELINESDESIGN-DRAFTING DEPARTMENT - ENGINEERING RECORDS & ADMIN. SVCS. UNITRECORDS GROUP

<u>VARITYPING/APERTURE CARDS</u>	<u>MICROFILM</u>	<u>MFG'S. RECORDS</u>	<u>COUNTER</u>
Typist "A" (1)	Clerk "C" (1)	Clerk "A" RWV (1)	Clerk "C" (1)
Typist "A" (1)	Clerk "D" (1)	Clerk "C" RWV (1)	Clerk "D" (1)
Typist "A" (1)	Clerk "D" (1)	Clerk "D" (1)	Clerk "D" (1)
	Clerk "D" (1)	Clerk "D" (1)	
	Clerk "D" (2)		
<u>UTILITY</u>		<u>MESSENGER</u>	<u>VAULT</u>
Clerk "C" (1)		Clerk "D" (2)	Clerk "C" RWV (1)
			Clerk "D" (1)
			Clerk "D" (1)
			Clerk "D" (1)

ADMINISTRATIVE GROUP

<u>SUPPLY/FURNITURE</u>	<u>OFFICE</u>	<u>SECTION CLERKS</u>
Clerk "D" (2)	Clerk "C" (2)	Mech. Sect. Clerk "D" (1)
Clerk "D" (2)	Clerk "C" (1)	Mech. Sect. Clerk "D" (1)
	Clerk "D" (2)	Mech. Sect. Clerk "D" (1)
	Clerk-Steno "D" (2)	Mech. Sect. Clerk "D" (1)
	Clerk-Steno "D" (2)	Mech. Sect. Clerk "D" (1)
	Typist "A" (1)	Utility Typist "AA" (1)
		Utility Sect. Clerk "D" (2)
		Utility Sect. Stds. Clerk "D" (1)
		Civil Design Sect. Clerk "D" (2)
		Arch-Civil Sect. Clerk "D" (2)
		Elect. T&D Sect. Clerk "D" (2)
		Elect. Gen. Sect. Clerk "D" (2)
		Project Coord. Sect. Clerk "D" (2)
		Project Coord. Sect. Clerk "D" (2)

Core Time is as follows:

- (1) 9:00 - 11:00 a.m. & 1:00 - 3:30 p.m.
- (2) 8:30 - 11:00 a.m. & 1:00 - 4:30 p.m.