

PACIFIC GAS AND ELECTRIC COMPANY

PG&E



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

September 6, 1979

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:

Attached is an amended copy of "Flexitime Guidelines" for the Company's Design-Drafting Clerical Unit.

Item 2 has been modified to clarify the Guidelines' original intention of allowing employees to accumulate up to ½ hour per day on a Flexitime basis which would be creditable toward the 37½-hour weekly minimum requirement. Item 6 has been modified to clarify the understanding that any overtime which may be authorized is in addition to time accumulated for the 37½-hour weekly minimum requirement. Other than these guideline revisions, our letter of agreement dated November 8, 1978, will continue in effect.

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. Dubright*  
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

November 20, 1979

By *Dean Cofer*  
Business Manager

FLEXTIME GUIDELINES

DESIGN-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. All time recorded on Flexitime Accumulator, up to eight hours per day, constitutes straight time worked unless overtime has been authorized by a Supervisor.
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 authorized overtime and/or 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 GUIDELINES

DESIGN-DRAFTING DEPARTMENT - ENGINEERING RECORDS & ADMN. SVCS. UNIT

RECORDS 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)	
<u>UTILITY</u>	Clerk "D" (2)		<u>VAULT</u>
Clerk "C" (1)		<u>MESSENGER</u>	Clerk "C" (1)
		Clerk "D" (2)	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-Typist "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)
	Clerk-Typist "D" (1)	Utility Sect. Clerk-Typist "D" (1)
		Utility Sect. Clerk "D" (2)
		Utility Sect. Stds. Clerk "D" (1)
		Civil Design Sect. Clerk "D" (2)
		Architectural 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.