

PACIFIC GAS AND ELECTRIC COMPANY

PGE

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

June 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:

Our proposed letter agreement dated March 23, 1979, with respect to mileage rates for employee-owned cars is hereby withdrawn.

Attached is a copy of revised Standard Practice 724.5-1 which Company is applying retroactively to May 1, 1979, for employees not in the IBEW bargaining units. The Company proposes to apply the mileage and time rates as shown in Paragraphs 12 and 13 of the attached Standard Practice, effective May 1, 1979, for the employees in the bargaining units represented by your Local.

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 *M. D. 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

June 25, 1979

By *Dean Cofer*
Business Manager

STANDARD PRACTICE

VICE PRESIDENT

STANDARD PRACTICE NO. 724.5-1EXECUTIVE OFFICE OR DIVISION PERSONNEL & GENERAL SERVICESPAGE NO. 1 EFFECTIVE 5-1-79ISSUING DEPARTMENT AUTOMOTIVE & EQUIPMENT DEPARTMENTREPLACING
PAGE NO. 1 EFFECTIVE 6-1-78**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.

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 that the applicable contract section or interpretation will apply for those in classifications represented in a bargaining unit where provision has been made in union contract or an interpretation thereof.

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. Written or oral authorization is required for use in case of an emergency, a single trip, or for an annual average use of less than 750 miles per month and less than 50% of the annual working days.
 - *b. Prior written authorization is required on Form 62-4767, Request and Authorization for Use of Employee-Owned Automobiles, Exhibit A, when the expected regular use of a vehicle exceeds an annual average of 750 miles per month or 50% of the annual working days.
5. The original and a copy of Form 62-4767 with evidence of required insurance attached, 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 promoted or transferred to another position. Cancellations for any reason are to be made in writing to the Disbursement Accounting Department with a copy to the Insurance Department.

PACIFIC GAS AND ELECTRIC COMPANY

STANDARD PRACTICE

EXECUTIVE OFFICE OR DIVISION

VICE PRESIDENT
PERSONNEL & GENERAL SERVICES

ISSUING DEPARTMENT

AUTOMOTIVE & EQUIPMENT DEPARTMENT

STANDARD PRACTICE NO. 724.5-1

PAGE NO. 2 EFFECTIVE 5-1-79

REPLACING 2 EFFECTIVE 6-1-78
PAGE NO. EFFECTIVE

SUBJECT: USE OF EMPLOYEE-OWNED CARS ON COMPANY BUSINESS

7. The use of an employee's car is 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. Subcompact, compact, intermediate, or standard size passenger cars or light trucks are acceptable.
 - 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 paragraphs 12 & 13.)
9. The Manager of Insurance shall inspect the evidence of the employee's 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.
- *10. Employees using their personal cars on Company business in an emergency, for a single trip, or for less than an annual average of 750 miles per month, are not subject to these insurance requirements. However, all employees who use their cars on Company business are to carry adequate insurance.

REIMBURSEMENT PROCEDURE AND RATES

11. 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.
- *12. Cost of authorized use will be reimbursed at the following rates:
- | | |
|------------------------------------|-------------|
| First 300 miles per month. | 19¢ a mile. |
| Next 700 miles per month | 16¢ a mile. |
| Over 1000 miles per month. | 10¢ a mile. |

* Paragraph Revised
** Paragraph Added

(SEE OVER)

STANDARD PRACTICE

VICE PRESIDENT

STANDARD PRACTICE NO. 724.5-1EXECUTIVE OFFICE OR DIVISION PERSONNEL & GENERAL SERVICESPAGE NO. 3 EFFECTIVE 5-1-79ISSUING DEPARTMENT AUTOMOTIVE & EQUIPMENT DEPARTMENTREPLACING
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USE OF EMPLOYEE-OWNED CARS ON COMPANY BUSINESS

- **13.** Where reimbursement is authorized for vehicles which will be in use in excess of 50% of the working days, employees will be reimbursed an additional \$60 per month. To receive this payment Form 62-4904, Mileage Report - Personal Car Usage on Company Business, Exhibit B, is required. This payment will be discontinued after four consecutive months of less than 10 working days of personal car use.
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 and 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 and Equipment Department to the Disbursement Accounting Department.

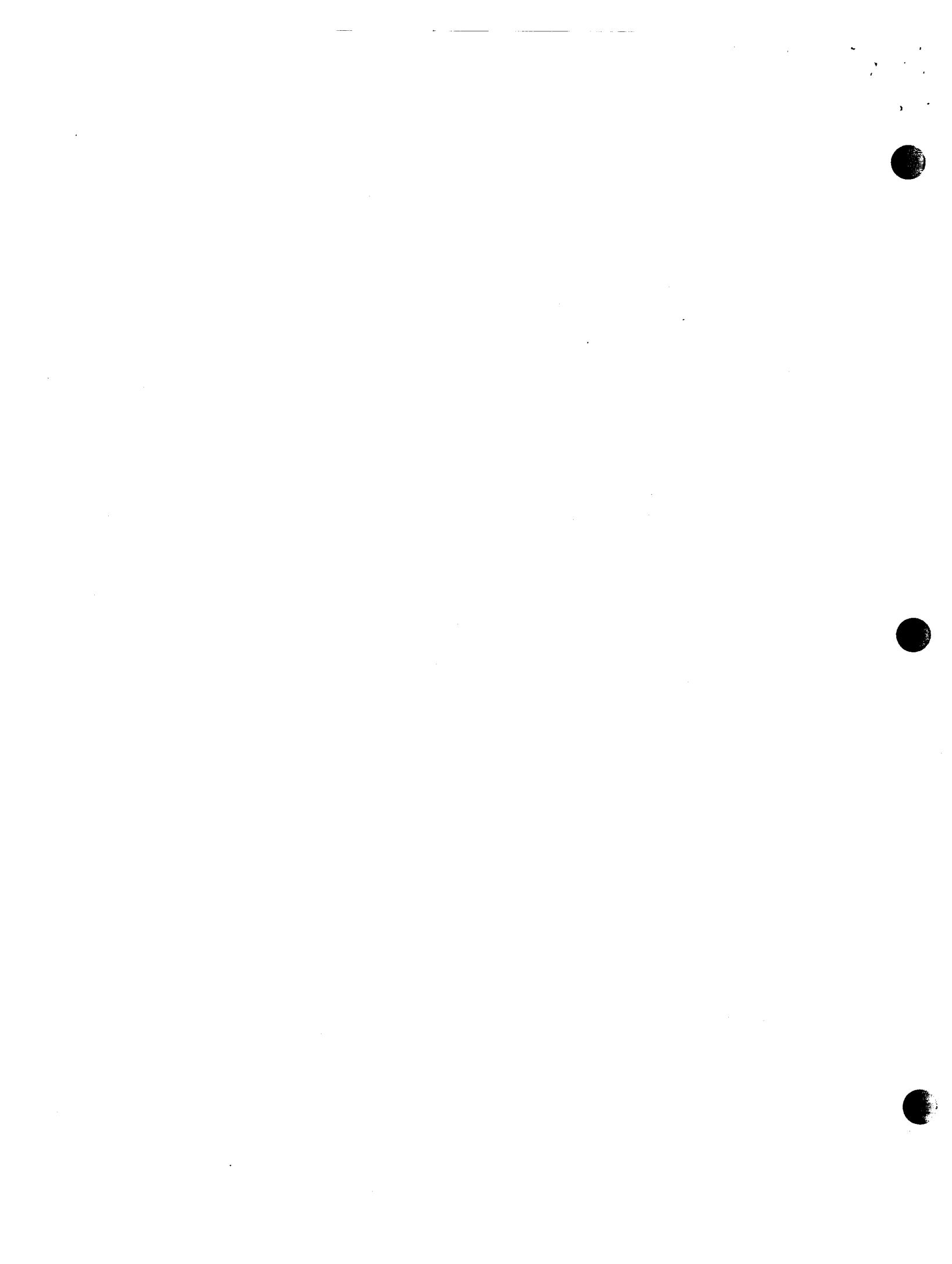
ADDITIONAL COPIES

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

Leigh J. Abell
ISSUED BY: LEIGH J. ABELL, Manager
Automotive and Equipment Department

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

DISTRIBUTION: Management Officers
General Office Department Heads
Division Managers



PACIFIC GAS AND ELECTRIC COMPANY
MILEAGE REPORT
PERSONAL CAR USAGE ON COMPANY BUSINESS

EXHIBIT "B"
S.P. 724.5-1
5-1-79

Name _____

Month _____, 19__

Date	Odometer Readings		Miles Driven	Less Personal Miles	Net Miles	Month	Vehicle Usage	
	Beginning	Ending					Days	Miles
						Current		
						1st Prior		
						2nd Prior		
						3rd Prior		
Total								

I certify that the above report represents a true and correct statement of my Personal Car Usage on PG&E Company Business.

Signed: _____
Employee

Approved: _____
Supervisor

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 _____

DISTRIBUTION

Authorizations

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

Recommended By _____

Title _____

Approved By _____

Title _____