

PACIFIC GAS AND ELECTRIC COMPANY

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

January 17, 1980

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:

Company proposes to amend the Flextime Guidelines for the Comptroller's Department by modifying the hours of coverage from 7:00 AM - 6:00 PM to 7:00 AM - 5:00 PM.

Company further proposes the adoption of the attached Flextime Guidelines for the Swing Shift, Accounts Payable and for the Payment Processing Center.

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 JW Bonbright
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 6, 1980

By Dean Cofer
Business Manager

COMPTROLLER'S DEPARTMENT
FLEXTIME GUIDELINES

1. Hours - The basic straight time coverage will extend from 7:00 AM to 5:00 PM.

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 and 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 at 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.

5. Report Time - Employees who are unable to report for work that day shall notify their supervisor of the reasons, therefore, 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.

COMPTROLLER'S DEPARTMENT
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 DEPARTMENT
GOOD FRIDAY CLARIFICATION

Two options are available to employees covered under the flexitime 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 flexitime 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 the Friday preceding Good Friday.

SWING SHIFT, ACCOUNTS PAYABLE
FLEXTIME GUIDELINES

1. Hours: Normal hours for the Swing Shift in Accounts Payable are from 4:00 PM to 1:00 AM.
2. Coverage Requirements: 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 normal hours shown in number 1 above.
3. Work Time: Time will be accumulated weekly for each employee. The work-week is 37½ hours recorded work time. A rest period of 15 minutes will be made available for each employee during the first and second half of their work period. At least a 30 minute lunch period must be taken each workday at the midpoint of their work period. Rest periods and lunch periods, regardless of their duration, shall not be "clocked". Employees will clock out to move cars.
4. Accumulated Work Time: No employees shall be permitted to accumulate more than eight straight time hours in any one workday nor more than 37½ hours in a workweek.
5. Report Time: Employees who are unable to report for work that day shall notify their supervisor of the reasons thereof no later than 4:00 PM Swing Shift. 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 day shift employees 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 the normal hours of the shift.

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

PAYMENT PROCESSING CENTER
FLEXTIME GUIDELINES

1. Hours - Normal hours of the Payment Processing Center shifts are 12:00 AM - 8:00 AM Graveyard; 8:00 AM - 4:30 PM Days; 4:00 PM - 12 midnight Swingshift.
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 of the hours shown in 9, 10, or 11 below.
3. Work Time - Time will be accumulated weekly for each employee. The workweek is 37½ hours recorded work time. A rest period of 15 minutes will be made available for each employee during the first and second half of their work period. At least a 30 minute lunch period must be taken each work day at the midpoint of their work period. Rest periods and lunch periods, regardless of their duration, shall not be "clocked".
4. Accumulated Work Time - No employees shall be permitted to accumulate more than eight straight time hours in any one work day nor more than 37½ hours in a workweek.
5. Report Time - Employees who are unable to report for work that day shall notify their supervisor of the reasons thereof no later than 12 midnight Graveyard, 8:00 AM Days, or 4:00 PM Swingshift. 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 day shift employees 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 the normal hours of the shift.
7. Workweek - The basic weekly coverage extends from Monday to Friday with some workers scheduled Sunday through Thursday. (Some part-time workers will be scheduled Sunday, Monday and Tuesday). Should workers scheduled for Sunday thru Thursday have a special occasion on a Sunday that requires their attendance, they may have the option of working Monday through Friday with the approval of supervision provided the employee has given sufficient notice and there is coverage for Sunday. "Sufficient notice" shall normally mean prior to the end of the shift on the previous Thursday, but in no case shall it mean more than ten workdays.
8. Days - Sunday workers must accumulate a minimum of 5½ hours but not more than a maximum of 8 hours between the hours of 7:00 AM and 3:30 PM.
9. Graveyard Shift - Must accumulate a minimum of 5½ hours but not more than a maximum of 8 hours between the hours of 10:30 PM and 8:30 AM except on Sunday Graveyard 10:00 PM to 8:30 AM.

10. Day Shift - Must accumulate a minimum of $5\frac{1}{2}$ hours but not more than a maximum of 8 hours between the hours of 6:30 AM and 5:00 PM.
11. Swing Shift - Must accumulate a minimum of $5\frac{1}{2}$ hours but not more than a maximum of 8 hours between the hours of 2:30 PM and 12 midnight.
12. Part-time Workers - Accumulate time in multiples of $7\frac{1}{2}$ hours, e.g., part-time workers scheduled to work Sunday, Monday and Tuesday must accumulate $22\frac{1}{2}$ hours in the three days to get three days' pay. If part-time workers are scheduled to work less than a full day, their break periods will be prorated and added to their clock time for pay purposes, e.g., a part-time worker scheduled to work half a day would have 15 minutes added to his/her clock time each day to arrive at the number of hours for pay purposes.

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

PAYMENT PROCESSING CENTER
FLEXTIME GUIDELINES

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

PAYMENT PROCESSING CENTER
GOOD FRIDAY POLICY

Day Shift

Two options are available to day shift 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 of 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 the Friday preceding Good Friday.

Swing Shift, Graveyard, and Part-Time Employees

1. Only option 2 will be available to employees in these categories.

DEAN COFER, Business Manager

RON FITZSIMMONS, President

Local Union 1245
International
Electrical
Brotherhood
Workers



(3063 CITRUS CIRCLE) • P.O. BOX 4790, WALNUT CREEK, CALIFORNIA 94596 • (415) 933-6060

February 6, 1980

Mr. I. W. Bonbright
Manager of Industrial Relations
Pacific Gas & Electric Company
245 Market Street, Room 444
San Francisco, California 94106

Dear Mr. Bonbright:

Enclosed please find one fully executed copy of your letter dated January 17, 1980 concerning your proposal to amend the Flextime Guidelines for the Comptroller's Department and also your proposal to adopt Flextime Guidelines for the Swing Shift, Accounts Payable and for the Payment Processing Center.

Very truly yours,

Dean Cofer

Dean Cofer
Business Manager

DC:mlm
enclosure - LA#80-2-PGE