

PACIFIC GAS AND ELECTRIC COMPANY

PGE



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April 1, 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:

As the period has been completed for the Computer Operations Department flextime trial, Company proposes the adoption of the attached guidelines.

The guidelines may be cancelled by either party upon 30 days prior written notice.

If you are in accord with the foregoing and the attachment 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. 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

 May 20 , 1980

By *Dean Cofer*
 Business Manager

COMPUTER OPERATIONS DEPARTMENT
DATA RECORDING
FLEXTIME GUIDELINES PROPOSAL

The employees are fully responsible for managing their own time within the framework of these guidelines.

GENERAL

The basic workweek will consist of 5 days per week. Each day will consist of hours recorded on the flextime accumulator (clock-time), plus non-productive (sick time or approved personal time off) hours, plus or minus hours attributable to errors in the clocking of time. The clock-time is flexible on a daily basis. Flextime clocks will be reset daily. Employees may determine their own work schedules within the constraints of their shift. Employees must fulfill the clock-time hours requirement for their shift and must take at least a 30-minute lunch period. All employees on a shift must begin their lunch break at the same time. A rest period of 15 minutes will be made available for each employee during the first work period and the second work period. It is not intended that a work break alter the beginning or ending times of a work period or occur at the start or end of the workday. These rest periods will be observed at the employee's option. Rest periods and lunch periods, regardless of their duration, shall not be "clocked." Time off other than rest periods must be arranged in advance with the concurrence of the supervisor. With prior approval from the supervisor, those employees desiring to make up sick time or approved personal business time off during a week may do so at the rate of no more than 30 minutes per day. Overtime pay will not be authorized until an employee has recorded 7½ or 7 hours, depending on the shift. Authorized overtime will start for time after 7½ or 8 hours for the first shift and after 7 or 7½ hours for second shift. If the normal application of flextime does not meet the minimum coverage needs of each unit, the Company shall endeavor to obtain voluntary coverage; if voluntary coverage is not available, the Company will assign employees work hours on the basis of qualifications and in reverse seniority order.

FIRST SHIFT

1. Each workday will consist of 7½ hours of clock-time. For pay purposes, these hours are equivalent to 8.
2. Each workday will begin between 7:15 a.m. and 9:15 a.m. and will end between 3:15 p.m. and 5:15 p.m.
3. The lunch period will begin at 11:30 a.m.
4. Employees unable to report to work must notify their immediate supervisor of the reasons no later than 8:30 a.m.

SECOND SHIFT

1. Each workday will consist of 7 hours of clock-time. For pay purposes, these hours are equivalent to 8.

2. Each workday will begin between 3:30 p.m. and 5:45 p.m. and will end between 11:00 p.m. and 1:15 a.m. Employees may not begin recording time until a data recording work station in their normally assigned unit is available for them to use and they start entering data.
3. The lunch period will begin at 8:15 p.m. The initial 30 minutes may be taken in the work area.
4. Employees unable to report for work must notify their immediate supervisor of the reasons no later than 5:45 p.m.
5. Company parking facilities are not available until after 5:00 p.m.

GOOD FRIDAY

There are two options available to the first shift employees for time off on Good Friday.

1. If you wish to take time off with pay to attend religious services in the afternoon, the day will be considered a standard day and the flex-time accumulator will not be used. Your workday will commence at 7:45 a.m. and will be completed at 4:15 p.m., lunch will be one-half hour commencing at 11:30 a.m. A morning rest period of 15 minutes will be allowed at 9:30 a.m.; however, the afternoon rest period will be included in the time off. You may take 3 hours off commencing at your normal lunch break of 11:30 a.m. and returning to work at 2:30 p.m.
2. If you elect not to take time off to attend religious services, the normal flextime schedule is in effect and you would record time on the accumulator.

Those employees who elect to observe Good Friday time off with pay (option 1), must notify their supervisor no later than the preceding Wednesday.