

## PACIFIC GAS AND ELECTRIC COMPANY

PGE



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

December 17, 1980

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

This letter supersedes our proposed letter agreements dated September 26 and November 20, 1980 (previous No. 80-65-PGE - No. 80-83-PGE, respectively).

Company's Payroll Section has a CRT Terminal which can access our employee information file which contains a tremendous amount of confidential information. The term "confidential" as used in the preceding sentence means both from the point of view of the Company and also the rights of employees to privacy with respect to personal and personnel data which is on file with the Company. Currently this terminal is operated for the purpose of obtaining various confidential data by non-bargaining unit monthly employees.

The Payroll Section has also been assigned the task of preparing the executive payroll effective January 2, 1981. This function will consume the equivalent of the time of one full-time clerk and has in the past been performed by non-unit employees in the Secretary's Department.

The Company proposes to divide this work among three employees at the levels of Sr. Clerk-Typist I, Clerk-Steno, and General Clerk-Typist and that they should be considered exempt from the bargaining unit for obvious reasons. One of the three employees will be assigned primary duties as the secretary to the Company's Payroll Supervisor, currently Mrs. Mary Lanahan, and will act as relief on the CRT Terminal referred to above. The second employee will have the primary duties of operating the CRT Terminal and will be assigned other fill-in work as necessary. The Sr. Clerk-Typist I will have primary responsibility for preparing the executive payroll. None of these employees will be assigned to relief of bargaining unit jobs.

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In consideration of the above, Company agrees to redesignate a temporary classification at each of the levels of Sr. Accounting Clerk I, Accounting Clerk, and Utility Clerk as regularly authorized classifications.

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 *JWBright*  
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

*Jan 9*, 1980

By *Jack Michael*  
Business Manager