

PACIFIC GAS AND ELECTRIC COMPANY

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

May 13, 1983

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:

Pursuant to Subsection 10.7(b) of the Clerical Agreement,
Company proposes to amend the Flextime Guidelines of the Design Drafting
Clerical Unit to provide the same work arrangements in force in the rest
of the Department.

The Guidelines will be revised as per the attached.

This Agreement may be cancelled by either party upon 30 days
prior notice.

If you are in accord with the foregoing and its attachment and
agree thereto, please so indicate in the space provided below and return
one executed copy of this letter to the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By H. W. Bonning
Manager of Industrial Relations

The Union is in accord with the foregoing and its attachment and
it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

Jan 5, 1984

By Jack McNally
Business Manager

DEC 9 1983

PACIFIC GAS AND ELECTRIC COMPANY

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I. WAYLAND BONBRIGHT
MANAGER
INDUSTRIAL RELATIONS

December 7, 1983

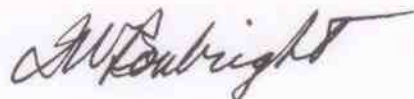
Mr. Jack McNally, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, California 94596

Dear Mr. McNally:

As per the understanding at the meeting of November 15, 1983, attached is a revised copy of the proposed changes in the Flextime Guidelines for IBEW represented employees in Design Drafting. Please substitute them for the one transmitted to you in Letter Agreement 83-40.

Company is anxious to place the attachment into effect and would appreciate your early attention to this matter.

Sincerely,



PNL/dh

Attachment

FLEXTIME GUIDELINES
For IBEW-Represented Employees in
Design Drafting Department

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. Flextime is intended to result in the same number of hours per week but also 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 7:00 a.m. nor end work later than 5:30 p.m. unless specifically authorized to work overtime. No employee who is subject to the Wage & Hour provisions of the Fair Labor Standards Act (i.e. weekly-paid employees) shall work more than eight hours in one day unless specifically authorized to work overtime.
3. Core Time. During core hours of 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m. each work day, all employees are expected to be at work except for authorized breaks as described below. Employees who find they are unable to report to work due to illness or other cause shall notify their immediate supervisor prior to 8:30 a.m.
4. Breaks. Employees may clock out to take breaks for coffee or other personal business at any time, 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 thirty minutes each unless special approval is obtained from immediate supervisor. Normal visits to toilet facilities or water cooler are not considered "breaks" in this context, 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 one-half-hour duration and shall not commence earlier than 11:30 a.m. nor end later than 1:00 p.m. Employees may take lunch in work areas provided they do not disturb other working employees.
6. Work Time. Accumulated work time for each employee, excluding 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. Flextime does, however, offer employees the option of conserving their sick leave if they wish by prudent scheduling of medical and dental appointments.
8. Adjustments. Although the goal of Flextime is to enhance employee morale and productivity by allowing an element of personal freedom in the establishment of work hours, it may be necessary for the immediate supervisor to adjust an individual's Flextime schedule to meet departmental requirements, e.g., the maintenance of minimum Unit coverage between the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.
9. Either party to this Agreement may unilaterally, with or without cause, cancel flextime arrangement provided for herein following 30 days notice to the other party of such intent.