

PACIFIC GAS AND ELECTRIC COMPANY

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

June 16, 1987

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 Section 10.7 of the Clerical Agreement, the Company proposes to change the work hours of the Antioch Chart Office.

The hours are currently 7:00 a.m. - 3:30 p.m. during Daylight Savings Time, and 8:00 a.m. - 4:30 p.m. during the remainder of the year.

The Company proposes that two overlapping shifts be established throughout the year:

<u>Hours</u>	<u>Days</u>
7:00 a.m. - 3:30 p.m.	Monday - Friday
8:00 a.m. - 4:30 p.m.	Monday - Friday

This proposal is requested and unanimously supported by the Chart Office employees. The purpose of this schedule change is to better serve the client group - the Regions, customers, and operators who have varied schedules. The office would be open nine hours a day, extending the service one additional hour.

The Company proposes that the following procedures be established.

1. Thirteen positions would be covered under this agreement:

- 2 Senior Gas Accounting Clerk II's
- 2 Senior Gas Accounting Clerk I's
- 2 Gas Accounting Clerks
- 7 Gas Chart Calculators

2. There will be one Senior Gas Accounting Clerk II assigned to each shift.

3. Selection of shift will be in order of seniority, the most senior employee will have first election, etc. Requests for shift changes during the year will be accommodated provided adequate coverage is maintained.

4. An employee may be reassigned to another shift when necessary to maintain adequate coverage of the work area. Volunteers to change shifts will be requested. If there are no volunteers the least senior employee will be reassigned to the other shift. The next time it becomes necessary to reassign an employee, the next least senior employee will be reassigned. An employee will be notified of the reassignment no later than the end of the preceding workday.
5. Requests for temporary schedule changes must be submitted to the supervisor by the end of the day preceding the desired change. Schedule changes will be accommodated where possible; when they do not interfere with the operations of the work area.
6. Two employees of the same classification may elect to exchange or "swap" shifts. The supervisor must be notified of the exchange by 3:00 p.m. of the preceding day.
7. Under this overlapping shift schedule, the Company will attempt to comply with Section 12.3 of the Clerical Agreement which provides for equal distribution of overtime work as practicable.
8. Any change of hours, which result from Items 4, 5 or 6 above, will be considered regular work hours and will not be eligible for overtime compensation associated with changes in regular work hours.
9. Cancellation of this agreement will be effective 30 days following written notice of cancellation by either party.

This matter has been discussed with Corb Wheeler, Union Business Representative.

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 the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *M. Balright*
Manager of Industrial Relations

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

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

By *Jack McHenry*
Business Manager

June 22, 1987