

Pacific Gas and Electric Company

215 Market Street
 San Francisco, CA 94106
 415/972-7000

August 29, 1989



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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Pursuant to Subsection 10.7(b) of the Clerical Agreement, the Company proposes to implement a flextime schedule on a 90-day trial basis for the Credit and Collection Section at the Richmond Office of East Bay Region. The flextime schedule would be administered in accordance with the attached guidelines. It is anticipated that this schedule will improve the level of service to the Company's customers. Also, it would enable employees to schedule their personal business around their work hours.

Company proposes that the flextime schedule be implemented as soon as possible on a mutually agreed date that is following signature of this agreement.

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

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By *Ronald B. Bragg*
 Manager of Industrial Relations

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

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

Sept 28, 1989

By *Jack McNally*
 Business Manager

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FLEXTIME GUIDELINES

CUSTOMER SERVICES - RICHMOND
(CREDIT AND COLLECTION)

1. GENERAL - The Company's basic workweek for Richmond Customer Services personnel is 8:00 a.m. to 5:00 p.m., Monday through Friday, with an hour for lunch each day, generally between 11:00 a.m. and 1:00 p.m. Customarily, a 15-minute rest break is allowed each morning and afternoon, resulting in an average of seven and one-half hours actually spent at the work station.

Flexitime is intended to result in the same number of hours per week spent at the work station as described in the foregoing but, at the same time, allow some flexibility in the actual hour of starting or stopping work, and the length of the lunch hour. 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., end work later than 5:00 p.m., or work more than eight hours in one day or 40 hours in the week, unless specifically authorized to work overtime.

Employees must accumulate a minimum of 40 hours per week, unless specifically approved in advance by a Supervisor. Employees accumulating less than 40 hours without approval will be subject to disciplinary action.

3. TIME ACCUMULATOR - All time will be administered by use of the Varitime Accumulator. Employees will insert the time keys in their respective time slots as they begin work each morning and upon return from lunch. Conversely, any time employees leave, the time keys will be removed and reversed in their time slots. No deviation of this procedure will be allowed.
4. CORE TIME - During the core hours defined as 8:30 a.m. to 11:00 a.m. and 2:00 p.m. to 4:30 p.m., all employees are expected to be at work except for authorized breaks or approved absences. Employees reporting after 8:30 a.m. will be considered tardy.
5. LUNCH - Employees may choose to take one-half hour, one hour, or one and one-half hours lunch breaks; lunch must be at least one-half hour in duration and shall not commence earlier than 11:00 a.m. nor end later than 2:00 p.m. During the one and one-half hours available for lunch breaks, there must be coverage for customer service. This should be worked out among the members of the work group. In the event that lunch breaks cannot be worked out among employees of the work group to provide for coverage, lunch break assignments will be assigned.

6. COVERAGE REQUIREMENTS - The Company shall determine minimum coverage requirements. If the normal application of flextime does not meet the minimum coverage needs, the Company shall endeavor to obtain voluntary coverage; if voluntary coverage is not available, employees will be assigned work hours on the basis of qualifications. In no event shall those straight-time assigned hours be outside of a 7:30 a.m. to 5:00 p.m. workday.

Unless otherwise determined by the Company, coverage will consist of one PBX employee from 8:00 a.m. to 5:00 p.m. and two Customer Service employees and two Cash Receivers from 9:00 a.m. to 5:00 p.m.

7. SICK LEAVE - Establishment of flexible 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 through prudent scheduling of medical and dental appointments.
8. CALL-IN PROCEDURE - Employees who find they are unable to report for work for any reason shall contact their immediate supervisor prior to 7:30 a.m.
9. CANCELLATION - Either party to this agreement may cancel Flextime arrangements provided for herein following 30 days written notice to the other party of such intent.