

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 215 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 972-7000 • TWX 910-372-6587

January 30, 1989

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company and Union have recently become aware of issues related to the timeliness of grievances filed over disciplinary actions effected under the Positive Discipline Guidelines. The parties note that the Positive Discipline Guidelines recognize the date of discipline to be the day the supervisor and employee have their disciplinary discussion and the employee is informed that he/she is receiving a disciplinary action. Written confirmation is to document the discussion. Therefore, time limits for filing a grievance under Section 102.3 of the Physical Agreement and 9.3 of the Clerical Agreement commence on the date of the disciplinary discussion. However, it is also recognized that the intent of the Positive Discipline Guidelines is for the documentation of the disciplinary discussion to be issued to the employee shortly after the discussion. As a result, Company and Union agree that if the employee's receipt of the documentation on an Oral Reminder or Written Reminder exceeds three working days, the time limit for filing a grievance will be extended by an equivalent number of days.

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.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By Paul B. Bradford
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

Feb 3, 1989

By Jack McNally
Business Manager

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