



LETTER AGREEMENT

No.

90-207-PGE



Pacific Gas and Electric Company
Industrial Relations Department
215 Market Street
San Francisco, California 94106
[415] 973-1125

International Brotherhood of
Electrical Workers, AFL-CIO
Local Union 1245, IBEW
P.O. Box 4790
Walnut Creek, California 94596
[415] 933-6060

Richard Bradford, Manager

Jack McNally, Business Manager

September 25, 1990

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:

Pursuant to Subsection 10.7(b) of the Clerical Agreement, Company proposes to amend the Flextime Guidelines in Engineering Support Services for clerical employees in the Engineering Records and Administrative Services section.

The Guidelines will be revised as per the attached.

This Agreement may be cancelled by either party upon 30 days prior notice. This proposal has been discussed with Kathy Maas of your staff.

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 Richard 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

Oct 18, 1990

By Jack McNally
Business Manager

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FLEXTIME GUIDELINES
For IBEW-Represented Employees in
Engineering Support Services Department
Engineering Records and Administrative Services Section

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 6:00 a.m. nor end work later than 6:00 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 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 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 9:00 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 restroom 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 11:00 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.

9/5/90