

Pacific Gas and Electric Company

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

April 13, 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, the Company proposes the change the basic workweek for the Administrative Services department, Central Division. Attached is a detailed outline of this proposal. The flextime guidelines are for a 90-day test period.

It is further proposed that either party may cancel this agreement by giving the other party 30 days' written notice of their intent to do so.

If you are in accord with the foregoing and attachments 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 attachment and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIOMay 14, 1990By Jack McNally  
Business Manager

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## FLEXTIME GUIDELINES

### ADMINISTRATIVE SERVICES CENTRAL DIVISION

#### GENERAL

The Company's basic work week for Administrative Services, Central Division, is 7:30 a.m. to 4:00 p.m., Monday through Friday, with a half hour for lunch each day, generally between 11:30 a.m. and 1:30 p.m. Customarily, a 15-minute rest break is allowed each morning and afternoon, resulting in an average of 7-1/2 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 hours of starting or stopping work. The following limitations will be observed in determining the degree of flexibility permitted.

#### HOURS

No employee shall start work earlier than 6:30 a.m., end work later than 6:00 p.m., or work more than eight hours in one day or forty hours in the week, unless specifically authorized to work overtime.

#### CORE TIME

During the core hours defined as 9:30 a.m. to 11:00 a.m. and 12:30 p.m. to 2:30 p.m., all employees are expected to be at work except for authorized breaks as described below. Anybody reporting after 9:30 a.m. will be considered tardy.

#### BREAKS

Employees may take breaks for coffee or other personal business at any time during the work day, 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 15-minutes each (providing two breaks each day for a combined total of 30 minutes each day). An employee may obtain specific approval from their immediate supervisor to take breaks at the beginning or end of a "core time" period. Normal visits to toilet facilities or water cooler are not considered "breaks", nor is consumption of coffee or similar beverages at the work station while continuing to work. Similarly, an employee who is away from his/her work station on Company business is considered to be at work.

#### LUNCH

Lunch breaks shall be of at least one half hour duration and shall not commence earlier than 11:00 a.m. nor later than 12:30 p.m. Employees may not take a lunch break until they have completed at least three hours of work. During the two and half hours available for lunch breaks, there must be coverage to answer phones. 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 phone coverage, lunch break assignments will be assigned on a weekly rotating schedule. The lunch break schedule for the following week will be posted no later than Wednesday of each week. The schedule will consist of five 1/2 hour lunch break periods with the first beginning at 11:00 a.m. and the last period ending at 1:00 p.m. Under the provisions of this schedule, employees will normally take a lunch break after four hours of work.

#### COVERAGE REQUIREMENTS

If the normal application of flextime does not meet the minimum coverage needs of the unit or client department, 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 assigned hours be outside the 7:30 a.m. to 4:00 p.m. work day.

#### MINIMUM COVERAGE

To provide service to our clients, minimum coverage will consist of two employees from 7:30 a.m. to 9:00 a.m. and two employees from 2:30 p.m. to 4:00 p.m. each day. The department agreed that two employees each week would work their regular hours of 7:30 a.m. to 4:00 p.m. taking half hour lunch and two 15-minute breaks, thereby maintaining the coverage prior to core hours, after core hours, and during the lunch period. Employees will be required to use the same rotating schedule for one month.

#### WORK TIME

Accumulated work time for each employee shall equal at 40 hours each week or 37½ hours excluding breaks.

#### 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 by prudent scheduling of medical and dental appointments. Employees who find they are unable to report to work due to illness shall notify their immediate supervisor prior to 7:30 a.m.

#### CANCELLATION

Either party to this agreement may unilaterally, with or without cause, cancel flextime arrangements provided for herein following 30 days notice to the other party of such intent.