



# LETTER AGREEMENT

## No. 92-60-PGE



Pacific Gas and Electric Company  
Industrial Relations Department  
201 Mission Street, 1513A  
San Francisco, California 94105  
[415] 973-3420

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

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Ronald L. Bailey, Manager or  
David J. Bergman, Director and Chief Negotiator

Jack McNally, Business Manager

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April 20, 1992

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

Attention: Jack McNally, Business Manager

Gentlemen:

Pursuant to Subsection 10.7(b) of the Clerical Agreement, the Company proposes to create a flextime work schedule in the Electric Meter Information Section of the Electric Meter Shop in Oakland.

Attached as Exhibit 1 are the specific flextime guidelines for the department.

This proposal has been discussed with Union Representative, Frank Saxsenmeier.

If you are in accord 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 David J. Bergman  
Chief Negotiator

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

April 29, 1992

By Jack McNally  
Business Manager

## **ESTABLISH FLEXTIME FOR ELECTRIC METER INFORMATION**

**Location: 4801 Oakport Street, Oakland**  
**Employees: Ted Gallegos, Sr. Opr. Clk I**  
**Jackie Deans, Opr. Clk**  
**Natalie Johnson, Opr. Clk**  
**Karen Amaral, Opr. Clk**  
**Nadine Pittman, Opr. Clk**

### **FLEXTIME GUIDELINES**

#### **ELECTRIC METER INFORMATION**

##### **GENERAL**

The company's basic work week for Electric Meter Information, East Bay Region, is 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half hour lunch each day, from 12:00 p.m. to 12:30 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 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.

Employees are fully responsible for managing their time to conform within the framework of flexitime. The supervisor is responsible for monitoring the employees' compliance.

Flexitime hours consist of recorded clock time, plus or minus hours attributed to errors in the clocking of time, plus non-productive time.

Standard flexitime work hours are 7-1/2 hours per day and 37-1/2 hours per week, For pay purposes, the 7-1/2 and 37-1/2 are equivalent to 8 and 40 hours respectively.

## **HOURS**

No employee shall start work earlier than 6:30 a.m. or end work later than 5:00 p.m. unless specifically authorized to work overtime. No employee shall work more than 7-1/2 hours in one day or 37-1/2 hours in the week, unless specifically authorized to work overtime. When a half-day vacation is taken, 3-3/4 hours are to be worked on such day without a break or 4 hours if a 15 minute break is taken.

## **WORK TIME**

Time will be accumulated weekly for each employee. The workweek is 37-1/2 hours recorded work time. A rest period of 15 minutes will be made available for each employee during the morning and afternoon. At least a 30 minute lunch period must be taken each workday at the midpoint of the work period. Rest periods and lunch periods, regardless of their duration, shall not be "clocked".

## **ACCUMULATED WORK TIME**

No employee shall be permitted to accumulate more than 7-1/2 straight time hours in any one workday, nor more than 37-1/2 flextime hours in a workweek. One half hour per day can be accumulated and applied towards sick time or approved personal business time-off. On either partial or full days at work, 30 minutes for breaks will be credited to the pay time.

When an employee works partial day and has fallen behind the normal hours parameter for that point in the workweek (see flextime limits below), the supervisor should get agreement with employee on hours worked to that point.

DAY	
1	5.50*
2	13.50
3	21.50
4	29.50
5	37.50

**\*COULD BE 5-1/2 HOURS ON ANY ONE DAY OF THE WEEK. HOURS REPRESENT CLOCKED HOURS, NOT HOUR ACTUALLY AT WORK.**

### **CORE TIME**

During the core hours defined as 9:00 a.m. to 11:30 a.m., all employees are expected to be at work except for authorized breaks as described below.

### **BREAKS**

Employees must clock out during breaks for other personal business at any time during the workday. 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.

### **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 it is not available, employees will be assigned to work hours on the basis of seniority. Flex people will rotate (once a month) on Friday from 7-3:30 p.m..

### **REPORT TIME**

Employees who are unable to report for work that day shall notify their supervisor of the reasons no later than 8:00 a.m. that morning.

### **OVERTIME**

Overtime pay will not be authorized until an employee has clocked 7-1/2 hours for a regular day.

### **LUNCH**

Lunch breaks shall be of at least one half hour duration and shall not commence earlier than 11:30 a.m. nor end later than 1:00 p.m.. Employee must clock out during the one and half hours available for lunch breaks. Under the provisions of this schedule, employees will normally take a lunch break after four hours of work.

### **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.

## **CANCELLATION**

Either the Company or the Union may cancel this proposal by giving 30 days written notice at the local level. Employees, upon returning to the regular eight-hour workday, may elect to have Company purchase any fractions of days vacation remaining, or may elect to take a day off and be paid for that amount of fractional vacation allowance due.

