

PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

March 15, 1988

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

The Company proposes, pursuant to Subsection 10.7(b) of the Clerical Agreement, to implement a flextime schedule for clerical employees in the Administrative Services Department at the Hayward office of East Bay Region in accordance with the attached guidelines. This schedule will increase the level of service to this section's client groups as employees will be available during the peak hours of work. It will also enable employees to schedule their personal business around their work hours and reduce time off due to personal business.

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

It is our understanding that this proposal has been discussed with Mr. Corb Wheeler, Union Business Representative.

If you are in accord with the foregoing and the attachment 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 *Robert B. Dwyer*
Manager of Industrial Relations

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

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

By *Jack McNally*
Business Manager

March 18, 1988

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FLEXTIME GUIDELINES

ADMINISTRATIVE SERVICES - HAYWARD

GENERAL - The Company's basic workweek for Hayward Administrative Services' personnel is 7:30 a.m. to 4:30 p.m., Monday through Friday, with a half hour for lunch each day, generally between 12:00 noon and 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 the foregoing but at the same time 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.

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 40 hours in the week, unless specifically authorized to work overtime.

CORE TIME - During the core hours defined as: 9:00 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.

BREAKS - Employees may take breaks for coffee or other personal business at any time during the workday, 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 beverage 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 1/2 hour duration and shall not commence earlier than 11:00 a.m. nor end later than 12:30 p.m. During the 1-1/2 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 three, half hour lunch break periods with the first period beginning at 11:00 a.m. and the last period beginning at 12:00 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 flexitime 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 4:30 p.m. workday.

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., two employees from 2:30 p.m. to 4:00 p.m., and one employee from 4:00 p.m. to 4:30 p.m. each day. Each person in the department would take a turn at working the minimum coverage.

WORK TIME - Accumulated work time for each employee shall equal at least 37 1/2 hours each week not including breaks or lunch periods.

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. Flexitime 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 for work due to illness shall notify their immediate supervisor prior to 8:00 a.m.

CANCELLATION - Either party to this agreement may cancel the Flexitime arrangements provided for herein following 30 days written notice to the other party of such intent.