

Memorandum

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To PG&E Staff 7.6
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Date: July 7, 1992

File #:

FYI

PG&E COMP. &
BENEFITS MEMO
7/7/92

To: VARIOUS

From: COMPENSATION AND BENEFITS

DM
7/22

Subject: PruCare Plus Meet-the-Doctor Interviews
Paid Time Off

cc WB



BUSINESS UNIT HUMAN RESOURCES MANAGERS
DIVISION HUMAN RESOURCES MANAGERS
ELEANOR LEYVA
DAN ROBINSON

The new Prudential directories which will be distributed on July 8 contain updated lists of medical groups for employees who live in the PruCare Plus area. Employees who will be in the PG&E PruCare Plus Plan can use the directory to select Primary Care Physicians and OBGYN's for themselves and their family members.

Prudential is providing free interviews for employees who would like to meet the physician before making this selection during open enrollment. These interviews are expected to take about ten minutes as they are just to get a sense of how comfortable the employee feels with the doctor.

Employees have raised the question, "What about time off from work" for the purpose of these doctor interviews. We have discussed this with HR staff from each of the business units. With their input we have developed the following guidelines:

1. If an employee can only obtain an appointment during work time, the employee's supervisor may grant time off for two physician interviews.
2. No more than two hours should be granted for each interview.
3. Time off should be recorded as code "P" - time off with permission with pay.

Additional guidelines which were suggested by the various business units follow. You may want to consider using these and any other guidelines which are appropriate for your operations:

- Request for time off must be made at least five working days in advance of appointment with the physician.
- Employees should be encouraged to take time off at the beginning or end of the workday.
- Employees on alternative work schedules should be encouraged to interview physicians on their non-work days.

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- Final determination of when and how much time off to give an employee is to be made by the supervisor, with business and operational needs being taken into consideration.
- Supervisors may require employees to submit verification of their appointment with a physician.

These interviews will be an important part of the decision making process for many employees. Giving employees the opportunity to make an informed decision regarding their physicians could eliminate much of the anxiety surrounding the transition to Managed Care. We request your support by allowing limited time off for the interview process.

If you have any questions, please contact Joan Suttle on company number 223-1634.



LOUISE J. ROTHMAN

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cc: Russell H. Cunningham
Corporate Human Resources Managers