



REVIEW COMMITTEE



PACIFIC GAS AND ELECTRIC COMPANY
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4282

RECEIVED by LU 1245
FEB. 7, 2002
**CASE CLOSED
FILED & LOGGED**

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
(925) 933-6060
SALIM A. TAMIMI, SECRETARY

MARGARET A. SHORT, CHAIRMAN

DECISION
LETTER DECISION
PRE-REVIEW REFERRAL

Pre-Review Committee Nos. 12849 and 12891
Customer Field Services – Gas Service – San Francisco

Carol Pound
Company Member
Local Investigating Committee

Frank Saxsenmeier
Union Member
Local Investigating Committee

Subject of the Grievance

These cases concern Company's requiring employees to submit itemized meal receipts when seeking reimbursement for out-of-pocket costs associated with overtime meals.

Discussion

The PRC discussed these cases and agreed to return them to Fact Finding for settlement in accordance with those discussions.

Decision

A fully signed copy of the Memorandum of Distribution should be forwarded to the PRC for the file. The PRC retains jurisdiction of this case, should the Fact Finding Committee not be able to reach agreement. This case is considered closed on the basis of the foregoing.

Margaret Short
Margaret A. Short, Chairman
Review Committee

Salim A. Tamimi
Sam Tamimi, Secretary
Review Committee

2/7/02
Date

2-07-02
Date

MEMORANDUM OF DISPOSITION
San Francisco Grievance – Gas Service
Fact Finding Committee No. 12849

Grievance Issue:

This case concerns the policy in the Gas Service Department in San Francisco requiring that all overtime meal receipts be itemized as a condition of reimbursement. This case was returned to the Fact Finding Committee by the Pre-Review Committee for settlement.

Discussion:

Prior to June 2001 when the policy requiring itemized receipts for all meals was instituted, the San Francisco Gas Service department practice was to require itemized receipts only when an individual amount seemed unreasonable according to the supervisor. The change to requiring itemized receipts for all meals began as a system wide policy from the Gas Service Director, and gave rise to this grievance.

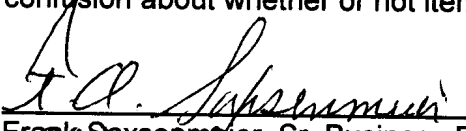
Union members opined that the rule is not reasonable because the amounts employees are turning in for meals are reasonable for the area, and they should not have to go to the trouble of requesting a copy of an itemized receipt or writing the items down each time. They further opined that San Francisco had a system that was discussed by the local parties at Labor Management meetings and that had been a successful method for almost two years.

Company members stated that the parties agreed long ago that a comparable substitute must meet the requirement of reasonableness, as outlined in the Supplement to the Agreement on Title 104 – MEALS. The parties intentionally did not agree on maximum cost limits for meals because of the variability. If management cannot review what employees are ordering at restaurants, there is no way to determine if the items they order are reasonable comparable substitutes for usual and average meals. While the amount, in and of itself, may be in the ballpark for the area, it may include luxury items, appetizers, alcoholic beverages or a la carte items that are not considered comparable substitutes for missed meals. This review is management's right to require in their attempt to control skyrocketing overtime meal costs.

There is no dispute that Company has the right to require detailed documentation for employee expenses prior to paying for them. This is supported by Letter Agreement 98-50 - the Meals Clarification, USP 10 – Personal Expenses and Letter Agreement 98-13 – elimination of petty cash reimbursement for overtime meals.

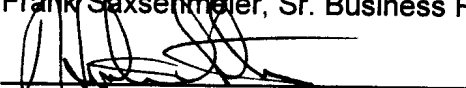
Decision:

The Fact Finding Committee agreed that the policy of requiring itemized receipts prior to reimbursement is reasonable, as long as it is understood that for restaurants that do not provide itemized receipts, employees are given instruction on any alternative requirements. In this department, management has instructed employees to write down the items purchased on the receipt if there was no itemization. The Fact Finding Committee understands that management is in the process of developing a list of restaurants, as requested by the union, to be used by SF Gas Service employees for overtime meals. This should help to alleviate confusion about whether or not itemized receipts are provided by each restaurant. This case is closed.


Frank Saxsenmeier, Sr. Business Rep.

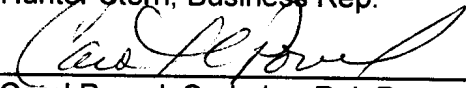
concur/dissent

2/21/02
date


Hunter Stern, Business Rep.

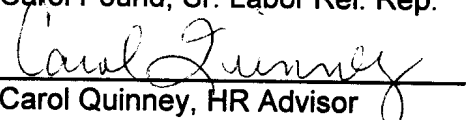
concur/dissent

2/21/02
date


Carol Pound, Sr. Labor Rel. Rep.

concur/dissent

2/21/02
date


Carol Quinney, HR Advisor

concur/dissent

2-21-02
date