

January 22, 1990

Standing Committee Minutes
January 17, 1990

Those in Attendance: Linda Raynor, Carl Lang, George Price, Jim Crowson, Mike Brace, Dick Davis, Gene Dixon, Shelley Prouty, Frank Darling, Rick Allen, Trisha Norvell and Mike Wendling.

Agenda Items:

1. Selection Process #5 PM
2. Napkin Operator/Adjuster Performance Review
3. Meals, Breaks and Punchout Times
4. KM Compressed Work Week
5. #5 Seniority Ground Rules
6. Oilers Doing Maintenance Work
7. Worker's Compensation Committee
8. Adjusters doing Maintenance Work
9. Re-issued Safety Rules
10. Utilities Dept. Grievance Step II
11. Freeze Request
12. STOP Training in Converting
13. Absentee Rate
14. Parental Leave
15. Meal Ticket List

Selection Process #5 PM

The #5 Selection process was reviewed and discussed in response to Union Standing Committee concerns. The concerns expressed were: 1) too many people don't qualify; 2) too much pressure on the bidder during the training; 3) training is too technical for the bottom job; 4) testing of bidders.

Russ McCollister presented a review of the content and intent of the training and the history of the persons who have bid to date. Highlights of his presentation are noted below: The Machine Operator's job on #5 PM consists of four task cycles. Each operator is required to be proficient in all four task cycles. The assignment of a task cycle to an operator is rotated on a regular basis. The Selection Program for Relief Operator takes elements from each of the task cycles. The trainee is assigned a specific element and crew for that element. There are training modules, specific to the element and hands-on time for those elements. At the completion of that element the individual is evaluated by that crew, using the following criteria; problem solving, decision making, setting up machines and equipment, operating

machines and equipment, exchanging job related information, observing and interpreting from visual sources, supervising/coordinating, and engaging in physical activity and ability to perform the job. If the bidder meets the minimum score at the end of the training then the individual is accepted.

Bidders are informed at the beginning of the training of the requirements. A Training Committee, comprised of one supervisor, one Machine Tender, one Back Tender and four Machine Operators, designed the training and is currently reviewing it. There may be some modifications of the training as a result of the experience to date. Of the 16 bidders, only 7 have entered the program. Only three of the seven remained in the training past the first two week period. One employee was rejected for transfer to #5. One person left the training for physical reasons. One employee left because he did not feel he could work with one of the crews.

Napkin Operator/Adjuster

C Crew has developed a performance review process to provide crew members with accurate and timely feedback. The purpose of the review is to identify strengths and weaknesses in performance and provide training to address deficiencies. The intent is to continually improve performance. The intent is not qualification, or disqualification. The process is entirely separate from the disciplinary process. Attendance will not be included in the review. A meeting will be held with C Crew to discuss improvements on the review. Members of the Union Standing Committee will attend that meeting. The Union Standing Committee is neutral in regard to the review process; they neither approve or disapprove.

Meals, Breaks and Punchout Times

The Maintenance Superintendents have determined that it is necessary to re-emphasize the time allowed for breaks, meals and punching out. In order to provide consistency throughout the maintenance group the following will be shared with the crews: Breaks will be 15 minutes, tools to tools; lunch will be a 30 minute period; employees are not to leave their work stations to punch out prior to the normal stopping time, which is 4:30 p.m.

New Hire Selection

The Union was concerned that the New Hire Selection Process was discriminating against younger people. We therefore reviewed the hiring process to gain an understanding of it. Shelley Prouty described the process as noted below:

The Company utilizes a Selection Process which has been determined to be valid in its capability to select new employees who have the ability to be successful in performing our kind of work. The Selection Process includes a battery of tests, a physical stamina assessment and a Structured Board Interview. The Employment Offices of the states of Oregon and Washington refer candidates to the Wauna Mill for testing. Those candidates whose test scores are average or above are sent to the Associated Rehabilitation Services office in Longview for the physical assessment. Those who successfully complete that assessment are scheduled for the Board Interview.

The Board is comprised of four individuals who have been trained in the process. A number of wage employees have presented themselves for that training and participate on the Boards. A member of the Personnel Department, usually Shelley Prouty, is a member of each Board.

The Personnel Office periodically audits the selection process to determine our progress in Affirmative Action. The process is audited annually for the Affirmative Action Plan. The most recent audit confirms that the process does not adversely impact any age group.

Parental Leave

Salaried and wage employees are required to use all Floating Holiday and Vacation time prior to being granted Parental Leave following the birth of a child. The law provides the employer the option to utilize that requirement in order to reduce the cost of the twelve week absence. The James River Corporation has implemented that option. The Union has requested that we not require the use of vacation and floating holidays during the leave period. The Company will review the Union's request.

Kraft Mill Compressed Week

The Kraft Mill will vote the week of 1/22/90 to decide whether to implement the trial period for Compressed Work Week.

#5 Seniority Ground Rules

The final vote on the Ground Rules will be held the week of 1/22/90.

Utilities Grievance Step II (#89-29)

Two employees who normally work as Relief Outside Operators were scheduled to provide double coverage on the Outside Operator job. They were helping with the start-up of new equipment and being trained to operate that equipment with

the Outside Operators. Each person was scheduled to work night shifts on a Compressed schedule, at the Compressed Rate. The Outside Operators work the Compressed Schedule. The supervisor placed the Relief Outside Operators on that schedule as members of the Utility Department. The Union contends that this was "Special Assignment" work assigned to Day Workers and they should have been paid at their regular Blue Slip Rate. The Company believes that these employees were scheduled correctly.

Oilers Doing Maintenance Work

The Union raised a concern regarding Oilers doing Maintenance work in the Woodmill. The work that was done in the Woodmill was installing a pre-fabricated oiling system that required a hook-up of oil lines from the existing oil system to the newly purchased pump system. While we recognize that some oil system installations are appropriately installed by mechanics, we believe that in this situation the work was in the scope and skills of an oiler.

Worker's Compensation Committee

The Union reminded Trisha Norvell they would like a representative from that Committee to be involved whenever an employee has a health condition, industrial or non-industrial, which may impact job performance or job placement. The Worker's Compensation Committee is recognized in the Union By-Laws. Members of that Committee are Larry Reandeau, John Gorley and Judy Molsbee and Max Hemmert.

Adjusters Doing Maintenance Work

The Union presented their concern that Adjusters were doing millwrights' work in the Converting Plant. In response to that concern two meetings have been held in the Converting Plant. Present at those meeting were representatives of both operations and maintenance, wage and salaried. Rick Allen, Vice-President of the Union, and a member of the Converting Maintenance Crew, and John Melink, Towel & Tissue Maintenance Superintendent, and member of the Standing Committee have been present at those meeting. One meeting was held approximately two weeks ago and a second meeting was held this week. Both Operations and Maintenance are committed to identifying the specific problem areas and resolving the conflict.

Safety Rules

The Union stated that some employees have expressed concern that signing a statement that confirms receipt and understanding of the Wauna Mill updated safety rules may be held against them at some time. Mike Wendling confirmed that

the Wauna Steering Group has requested that each employee receive a book. Some Department Superintendents are requesting that employees sign a sheet of paper confirming they have received the Safety Rules as way of assuring that every employee has received a book. The signature has no other significance.

STOP Training in Converting

The Union stated their understanding of the STOP training for injured employees in the Converting Plant was that it was for only those employees whose injuries resulted in time loss. A clarification of this particular element of the STOP program confirms that all employees in the Converting Plant who have experienced a recordable injury are entering a STOP Program specifically designed for employees who have been injured. Employees are required to attend a specific number of training sessions as a part of the implementation of the STOP Program in Converting.

Absentee Rates

There is an inconsistency between the Converting Department and Maintenance in the calculation of absentee rates. Tardiness is being calculated as a day's absence. The Union and the Company agree that tardiness should be dealt with as job performance and should be addressed immediately. Jim Crowson will review the system used to calculate absentee rates in the Converting Department.

Freeze Request

The Union received a "Request to Freeze" from the Company for an employee in the Shipping Department.

Meal Tickets

The Union asked that the King's Table, Monticello and Kelso Thunderbird be removed from the Meal Ticket List. They requested that we add Kessler's, Henri's and the Texas Rose.

Linda L. Raynor
Union Standing Committee

Walter Norvell
Company Standing Committee

Copy to Linda

Linda
all propose new language
if voted in.

5

WAUNA

September 29, 1986

1 & 2 PAPER MACHINES
PROPOSED SENIORITY GROUND RULES

The following groundrule for 1 & 2 Paper Machines is proposed in accord with Section XXV - Seniority, C.2., found on Page 21 in our Labor Agreement. The purpose behind proposing this ground rule is to minimize the disruption of shift changes.

- * It is proposed that on-shift promotions may be made for any reason for vacancies extending up to two weeks.
- * It is proposed that if it is known before the end of dayshift on Friday that a vacancy (job opening) will extend beyond two weeks that a senior move will be made in accord with item C.1. in the Seniority Section of our present Labor Agreement. The move up will begin on the following Monday after the vacancy was known.
- * It is proposed that if a vacancy (job opening) is unknown before the end of dayshift Friday, and the vacancy (job opening) extends into the second week and will reasonably last only one additional week -- that the vacancy may continue to be filled by on-shift promotion for one additional week, but in no case will on-shift promotion be allowable beyond three consecutive weeks, except as otherwise provided in item C.3. also found in the Seniority Section of our present Labor Agreement.

Erlene -
Please put w/
Jan-90 Standing
Comm. Minutes 2.

Approved by majority of the crews on #1 and #2 Paper Machines.

Mutually agreed by Standing Committee on September 18, 1986.

Approved

A. M. Neelley
Resident Mill Manager

CZ Corp:Wauna
J. A. Cadd:cm
Supt. 1 & 2 Paper Machines
100986.JAC

#5 P/M Crews;

If you agree with
THIS LANGUAGE, PLEASE
SIGN ON THE BACK.

Max