

STANDING COMMITTEE MINUTES

MARCH 17, 1993

Present at the meeting were George Brajcich, Joe Hertig, Claude Weaver, John Melink, Kris Keeler, George Kiepke, Al Grantham, Al Rollins, Randy McEwen, Gene Dixon, and Shelley Prouty.

ITEMS DISCUSSED:

1. Restructuring, lay offs, and seniority groundrules
2. Tardy policy
3. Informal discussions
4. Attendance policy
5. Mill seniority list
6. Official start times and meetings
7. Vacations
8. Insurance open enrollment
9. Compressed language, Maintenance department
10. Janitorial services
11. Maintenance scheduling during formerly restricted holidays
12. Grievance 93-02, discipline
13. Grievance 93-04, shift electrician coverage
14. Complaints

Reassignment of mechanic

1. RESTRUCTURING, LAY OFFS, SENIORITY GROUNDROLES

The Joint Committee discussed a variety of potential options and considerations, including seniority groundrules, bump jobs, extra board concept, and last-in-first-out idea. A meeting was scheduled for March 23 at the Union hall to discuss possible groundrules changes. That meeting will include the appropriate management stakeholders in addition to the Joint Standing Committee.

Any proposed seniority groundrule changes agreed upon by the Joint Committee will be presented to the Union membership for a vote.

2. TARDY POLICY

The Union Standing Committee is concerned that the current practices/policies in the mill regarding tardies actually encourages people to call in sick rather than be tardy, as the penalties are less severe. There is also a problem with

inconsistencies in the mill - some departments address tardies, others don't. They request that a standard policy for the whole mill to use be developed and applied consistently mill wide.

The Management Standing Committee will find out if there is a mill tardy policy already in existence (it was thought there probably isn't one). If not, the Management Committee will draft a proposal to review with department heads, and then review the final draft with the Joint Committee.

3. INFORMAL DISCUSSIONS

The Joint Committee reminds supervisors that when they do an informal discussion with an employee, they should avoid saying something like "It's no big deal, but...". If there is a problem developing, and the supervisor believes that if the behavior continues it could lead to discipline, it is a "big deal". The employee should always be told what could happen if the problem behavior continues - formal discipline.

4. ATTENDANCE POLICY

There is some confusion in the mill regarding the attendance policy. Formal discipline (letter of discussion) is given for absence rates greater than 5%.

5. MILL SENIORITY LIST

The Union Committee asked if a mill seniority list could be printed that would list employees from most senior to most junior, without having to refer to the small numbers in parentheses for those hired on the same day as someone else.

One will be developed as soon as possible (the current programs do not enable this).

6. OFFICIAL START TIMES AND MEETINGS

A crew was told to come in one hour early for a meeting. The department's official start time is 7:30, and the crews generally relieve at 7:00. The person in this case came in at 6:30 (1 hour before the official start time), and was docked one half hour because he did not come in at 6:00.

Supervisors need to specify a time rather than just telling employees to come in one hour early. If people relieve early (courtesy relieve) they should not expect overtime for it. The practice of courtesy relief is not contractually recognized.

The Chief Shop Steward and Human Resources will look into this specific situation.

7. VACATIONS

Page 31, Section 27, paragraph L.4 of the labor agreement states:

"Prior to May 15 of each year, employees will have the opportunity to request vacation allotment. Management will schedule vacation time from the requests so made on the basis of mill seniority."

Employees and departments are reminded that vacation requests are granted on the basis of mill seniority prior to (and including) May 15.

The Union Committee requested that all of paragraph L be printed on the vacation request forms, and request that a standard form be developed for the whole mill to use.

The Management Committee clarified that vacations are granted before May 15 on the basis of mill seniority within the progression ladder. Vacation leveling is done by progression ladder, and the choice of vacations is by mill seniority of those people in that particular progression ladder.

The Union Committee stated that they view the Mechanics as one department, and if the department guideline is that a certain number of people can be off on vacation at the same time, they can't be limited by areas within maintenance, i.e. groundwood, paper machines, etc.

Management reminded the Union Committee that skills needed to run the operation must also be taken into account.

The Management Committee requested input regarding scheduling vacations under the new vacation leveling, after the May 15 date. Should that "second round" also be assigned by mill seniority, or just first come, first served?

The Union Committee stated that a majority of people in the mill don't really understand what is meant by vacation leveling, and that some education needs to be done. To make any vacation scheduling work, people need to get prompt feedback as to who was granted which weeks, and what weeks are open. The Management Committee agreed.

The Union Committee suggested just a first come, first served approach after the May 15 date. It must be that process anyway after June 1.

8. INSURANCE OPEN ENROLLMENT

There has been some confusion on some employees' part, as they didn't realize they had to sign forms to stay enrolled in Select Care or Kaiser.

Federal law requires that the Company has signed authorization for any payroll deductions, and if people don't sign the appropriate forms, we cannot do a deduction for insurance premiums.

No one who did not come in to sign the enrollment forms is without insurance; they were automatically transferred to the Aetna comprehensive plan, which requires no payroll deduction. The March 10 deadline was set based upon the deadline set by Kaiser and Select Care for them to receive the forms and get their systems to reflect the appropriate changes. The Payroll department also needs time to set up the deductions and make the appropriate changes in their system.

ALL bargaining unit employees were notified in a personal letter mailed to their homes of the benefits changes and what they needed to do, plus notices were posted in the clock alleys and on the reader board. A number of employees told the Human Resources department that they didn't bother to read the letter sent to their home. The Joint Committee reminds employees that they MUST take some responsibility - they had ample and appropriate notice and explanation of benefits and what they had to do.

People who have been laid off and want to purchase insurance through the COBRA provisions cannot switch insurance plans because the Federal law requires that people purchase the same coverage through COBRA that they had when the qualifying event occurred (job loss, lay off, etc.). The Union Committee requested that a letter explaining this be sent to the laid off employees' homes.

9. COMPRESSED LANGUAGE, MAINTENANCE

At the last Standing Committee meeting several department compressed language guidelines were surfaced that have been written in the past and needed to be looked at.

Research since that meeting shows that the Joint Committee agreed on one set of guidelines/language in 1989, and that is the language that was incorporated in the booklet that is now in the back of the Labor Agreement. The Compressed Language booklet supersedes these previous documents. The Union Standing Committee agreed in principle, but would like

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to review with members from the last negotiating team to make sure that is their recollection of the intent.

10. JANITORIAL SERVICES

Local 1097 has asked Management to consider making the janitorial services that are currently contracted out bargaining unit jobs, so that 1097 members could access those jobs.

11. MAINTENANCE SCHEDULING DURING FORMERLY RESTRICTED HOLIDAYS

The notes presented at the last Standing Committee meeting by the Union Committee from previous contract negotiations have been reviewed with Dan Girven, the Human Resources Manager during those negotiations. His understanding of the meaning of those notes is different than the Union's. These notes by themselves don't tell us if they were an agreement or just part of the overall discussion and not actually agreed upon. Another Management negotiator recalls that it simply was not discussed as to what to do if the mill (or a part of the mill) did not run during a formerly restricted holiday and maintenance needed to be scheduled during that time.

Management's position is that the restricted holidays were negotiated away, and with those went any restrictions or provisions as to how work is scheduled on those days.

The Union Standing Committee doesn't agree and reserves the right to grieve if this issue surfaces in the future.

12. GRIEVANCE 93-02

A letter of discussion was given to an employee in October. In the notes from a January department meeting, it shows that uncoiled hoses were still a problem in the department, which is what the employee was disciplined for. Obviously it is still a problem, yet no one else has been talked to about it.

The Union Committee is also concerned that the supervisor came in before this employee left work and saw the problem, but didn't say anything to the employee at that time. He waited until later and issued the letter of discussion. They requested that the letter of discussion be removed from the employee's file and downgraded to an informal discussion.

The Union Committee raised some good points, and the Management Committee would like to review the issue again

with the supervisor and department head. (The management representatives from the area involved in this matter are on vacation and unavailable. A response to this grievance will be provided separately from these minutes.)

13. GRIEVANCE 93-04

A shift electrician was absent and the absence was covered by a day shift electrician. The Union Committee believes that the compressed work week language applies that states that vacancies will normally be covered by people called in on their day off. They also believe that day electricians are not in the same job classification as a shift electrician.

The Management Committee stated that electricians are electricians - if they are shift or day workers doesn't change their job classification, it just means they work different schedules. The overtime was filled in the classification and was filled in a way to minimize penalties paid. The compressed language does not require to always fill from people on their day off.

The Union Committee said they would review this grievance in light of some of the other discussions at this meeting. The grievance was based on some language developed by the department before the millwide compressed language was developed and agreed upon.

14. COMPLAINTS

The Management Committee asked why we have separated complaints and grievances. They also expressed a concern that there is potential for not reconciling some issue surfaced as a complaint, and there is no way to resolve that, since an arbitrator can ONLY rule on contract violations.

The complaints are not contract violations, while grievances are, and the Union finds it easier to keep the two straight with the membership if they are on two different and easily recognizable forms.

Management believes the best mechanism is to have all contractual and past practice issues addressed through the grievance process, and continue to surface complaints at the Standing Committee, as has been our practice.

The Union Committee has no problem going back to the single system. They requested that the current complaints be held timely until they can be processed as grievances.

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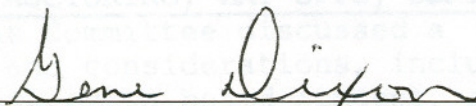
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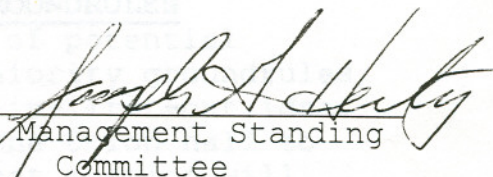
REASSIGNMENT OF MECHANIC:

The Joint Committee did discuss one of the complaints, which dealt with the reassignment of a mechanic and the closure of the one-person fabrication shop. Management decided that they needed to either support the fab shop better (more personnel assigned to it), or not have it at all. Based on a number of factors, which were reviewed with the mechanic, the decision was made to not have the fab shop and to reassign the mechanic. The Maintenance Superintendents' reviewed all of this several times with the mechanic.

This decision does not mean that the fabrication shop or this mechanic aren't valued, but there are not the means to adequately support a rebuild shop and really do it right at this time. A business decision needed to be made, and it just didn't come out the way the employee wanted it to, which can't be helped. Evidently the mechanic thought his involvement in other mill activities influenced the decision, which the maintenance superintendents adamantly state was not so. It was a pure business decision.

It was stated by the Joint Committee that when employees make suggestions or recommendations that they get some feedback from their supervisor as to why it could or why it couldn't be implemented. This feedback is very important if the Company wants employees to continue to surface ideas and suggestions for making the operation better.


Union Standing Committee


Management Standing
Committee