

STANDING COMMITTEE MINUTES

MARCH 11, 1992

Present at the meeting were: Joe Hertig, Trisha Norvell, Terri Opsahl, John Melink, Shelley Prouty, Larry Reandeau, George Brajcich, Gene Dixon, Kris Keeler, Billy Taylor, and Dave Viera.

Items Discussed:

1. Standing Committee Structure & Meeting Date Change
2. Meal Ticket Value
3. Grievance Process, Review of 1992 Grievances (92-01 through 92-11)
4. Standing Committee Walkthroughs
5. Status of Freeze Requests (Converting)
6. Helper Selection
7. Stock Purchase Plan
8. Paper Machine Clothing Job
9. Leave of Absence/ Vacation Donation Requests
10. Hearing Testing
11. Converting Employee on Special Assignment
12. Jr. Pulp Baler Job; Status and Safety Concern
13. Pulp Test Opening - Status
14. Request for Updated Mill Seniority List
15. Maintenance and Operations "Gray Areas"

NOTE TO ALL DEPARTMENTS AND EMPLOYEES: A decision attributed to the Standing Committee MUST have been made by a quorum of the Standing Committee, i.e. three Union and three Management committee members at least. Opinions expressed by individual members of the Standing Committee are strictly individual opinions and do not necessarily represent a consensus of opinion for the entire Standing Committee.

STANDING COMMITTEE MEETING STRUCTURE AND DATE CHANGE

Meeting dates have been changed from the first Wednesday of each month to the second Wednesday of each month. Shelley will publish a schedule for the year and send to Standing Committee members and their supervisors.

Joe Hertig presented a proposed meeting structure to help the Committee be more efficient in our discussions. All members agreed that it has been helpful to know most of the agenda items before the meeting so we can come to the meeting prepared. The Union Standing Committee Chairman and a representative from Human Resources will meet a week before the Standing Committee meeting to prepare the agenda. Any items coming up after the agenda is set can be added at the meeting as new items. Any relevant back-up information will

be distributed with the agenda prior to the meeting.

Joe suggested we begin each meeting with carryover issues from the previous meeting, then move to discussion of 2nd step grievances, then to new issues, and then general information items. He suggested we try to identify a discussion leader for each topic, and try to use the task cycle as much as possible to help keep us on track in our discussions. Trisha suggested the Committee receive some training in how to use the task cycle, as we may not all be familiar with it. The Committee will discuss these suggestions further at the next meeting.

MEAL TICKETS

The restaurant survey data does not support an increase in the value of the meal ticket; it will remain \$7.00.

There was some discussion as to how restaurants are added to the meal ticket list, what is the criteria for deciding what establishments are on the list. The list has been developed once each year, with both Union and Management requesting additions to or deletions from the list. Human Resources will develop a draft list of criteria to use in determining what establishments will be on the meal ticket list, for the Standing Committee to review.

GRIEVANCE PROCESS AND REVIEW

The Standing Committee reaffirms that the Union and Management desire grievances be settled at the lowest possible level. Employees should always try to talk to their supervisors first to resolve an issue. First line supervisors need to be empowered, if they aren't already, to make decisions necessary to resolve grievances.

The grievance process will be included in the supervisor and shop steward training that is being developed, so that all will handle grievances the same way.

The Union is requesting that their shop stewards write down issues that are settled on the floor, so the agreement can be reviewed, both to make sure it is in accordance with the labor agreement and to help solve similar issues in other areas of the Mill. Supervisors should also be documenting these resolutions, for the same reasons. Shop stewards and supervisors should use the complaint form (attached) for these situations. The process for handling the complaint is the same as for handling a grievance. The complaint form is for those issues that have not been resolved in initial talks with a supervisor, and are not actual contract issues. The grievance form is strictly for those issues directly relating to an alleged contract violation.

See the attached letter from George Brajcich, Chief Shop Steward, which explains the grievance handling process.

Please note that even if a grievance is settled at the first step (on a formal grievance form, answered in writing), it MUST come to the Human Resources department to be reviewed and assigned a number. A first step answer must be on the grievance before Human Resources will assign it a number.

GRIEVANCE 92-01

OPEN - further discussion is needed at the 2nd step. The issue of changing two wires and being paid one vs. two wire times has come up in the past: on #5 it was paid as two wire times, on #3 the issue has come up four times since 1989 and payroll data shows that all were paid as one wire time.

Some guidelines need to be developed to clarify the contract language. Joe will call together a group to develop some guidelines for review at the next Standing Committee meeting.

GRIEVANCE 92-02

Settled.

GRIEVANCE 92-03

This was a complaint more than an actual contract violation issue. It has been addressed.

GRIEVANCE 92-04

Dropped.

GRIEVANCE 92-05

The grievants believe they should be made whole for any move they would have been entitled to if they weren't involved in the Kraft Mill training, not just seniority moves.

The Standing Committee realizes that we did not entirely understand what the Kraft Mill had proposed at the December meeting; that they would be moving just a rung of the progression ladder out for training rather than a whole crew. The minutes of the December meeting are therefore not as clear as we'd like, and the January minutes reflect the questions the Standing Committee had. We did understand that the original intent of the Kraft Mill's proposal was to make whole only for senior moves, and agreed to that.

The Standing Committee also expressed some concern about the training schedule and communication with employees. We thought the original proposal was that the crews would have a say in deciding what schedule would be worked during the training, but employees have said they did not. The employees of the Kraft Mill have also expressed a concern to some Standing Committee members that the training schedule of Monday thru Friday, 8:00 - 5:00 has not been adhered to.

GRIEVANCE 92-06

The grievants were not entitled to holiday pay at the higher job rate for 12/24 and 12/25 as grieved, but may be entitled to the higher rate for the 1/1 holiday depending on the job they worked immediately prior to the holiday per Section 14 (C1). Human Resources will notify Payroll to make the correction if needed.

GRIEVANCE 92-07

The Clockroom was not notified that the grievant was laid off for one day of his work week, so was not able to assign him if work were available. The Company will see if any assignments were made by the Clockroom on the day in question. If there were and the grievant's seniority would have entitled him to an assignment, he will be made whole for that day. There was no contract violation in this issue.

Departments are reminded that they need to let the Clockroom know when someone has not been scheduled for a full week so they can be assigned if there is available work.

GRIEVANCE 92-08

A written reprimand was issued as a first step of discipline for a no-call, no-show. Converting says this is consistent with their policy regarding no-call no-show situations. The grievant believes this is not consistent with the rest of the Mill and is requesting the reprimand be replaced with a letter of discussion. The Company will follow up with Converting management and respond.

If a department has a policy that specifies discipline actions for certain behaviors, that policy needs to be reviewed with the Standing Committee. We are striving for consistency in the Mill as much as makes sense, and the Standing Committee is the forum for review for any contract issue.

GRIEVANCE 92-09

We have not received a first step answer yet. (A number should not have been assigned since there was no first step answer.)

GRIEVANCE 92-10

Discussing at the third step on March 6.

GRIEVANCE 92-11

#5 Paper Machine management believes that adding the fourth person at the bottom of the progression ladder meets the business needs more closely than other options and fits with the original work design for #5.

The Local believes that there are other options that make more sense, as this option is a higher rate of pay than would be paid to a utility, and it reduces their flexibility as College Pool employees can't be used as vacation relief because they would have to train in four job instead of one. The Local also believes that they received assurances when #5 started that the current staffing was all they would need.

Questions the Union Standing Committee would like answered:

- * How do you plan to cover vacations?
- * What are the plans for College Pool help - train them in only part of the job but pay full rate?
- * Do you plan to fill that job continuously? #5 currently runs with it open if they have to.

The Company will pursue these questions with the #5 Paper Machine management group.

STANDING COMMITTEE WALKTHROUGHS

We discussed the purpose of the walkthroughs, which were to increase the visibility of the Standing Committee and give the Committee a better feel for what is going on in the Mill. The idea was to find out what is good that is happening and share that with the rest of the mill, as well as find out what contract questions people had. We also recognize that some employees viewed the Committee as a sounding board to focus on negatives only.

When Mike Wendling left, we suspended the walkthroughs until such a time as we could review the purpose with Joe and other new Standing Committee members and also develop some clearer guidelines as to how the walkthroughs would be conducted.

Possibly the High Road meetings will provide the same kind of avenues we have been trying to do. Table the walkthrough idea until after the high road meetings are over.

FREEZE REQUESTS

The freeze request from Converting based on medical reasons was given to the Union Standing Committee. The Local E-Board will review.

Three other freeze requests from Converting have been denied by the Local; people are expected to progress and are expected to get the proper training so that they can progress.

Departments cannot freeze a person until the freeze is approved in writing by the Local E Board and the Standing Committee (Union and Management). If Management exercises its option to freeze an employee, the Chief Shop Steward or a Union Standing Committee member needs to be present at the meeting with the employee so the employee understands the full implications of freezing.

HELPER SELECTION

The interviewer training recently conducted by Joe Nowlin for approximately 60 Maintenance personnel was quite helpful. He had some good suggestions for improving our helper selection process that we believe are beneficial for both the employee and the Company. Attached is the outline of the process. (Letters were mailed on March 16 and 17 to bidders notifying them of the schedule of the informational meetings. Attendance at one of these meetings is mandatory.)

We reviewed the options for selection, and the EEO concerns raised by Joe Nowlin regarding our last agreement. Management had agreed with the Union's request to take the senior person out of the whole group identified in the selection process as having a high likelihood of success. The previous method had been to select the person with the highest likelihood of success and use seniority as a tie breaker. Management wanted to research the new information presented by Joe to make sure we will not be causing ourselves some legal problems with this agreement; if not, then the agreement will be in effect immediately.

STOCK PURCHASE PLAN

The Union encouraged the Human Resources Department to again publicize the stock plan benefit and encourage employees to participate.

Human Resources has noticed that many employees do not understand very well how the plan works, especially as they see the stock price fall. Employees need to remember the automatic return on their investment by the Company's match.

There was also some concern expressed about the level of understanding of the plan by the HR Department, especially when the refunds are sent out. Janice Saukko is highly knowledgeable about the plan, and the majority of the difficulties we've had regarding the refunds are due to a lack of communication by Richmond. The HR Department never finds out that refund letters have been sent until an employee brings theirs in to ask us questions about it. We have just found out that there will be no refunds from the Stock Plan or the 401(k) plan for hourly employees until 1993, when all plans will have the discrimination test run separately.

Joe Hertig will try to work on the communication problem through Oakland.

PAPER MACHINE CLOTHING JOB

The department is still considering whether or not to combine the two jobs, which are currently each stand alone jobs not part of any progression ladder, into one progression ladder. If it is decided to combine them into one ladder, the

Standing Committee will have to review how the job(s) will have to be posted the first time.

LEAVE OF ABSENCE, VACATION DONATION REQUESTS

The leave of absence request has been approved provided that it is approved by Converting Management. The employee will use all of his vacation and floaters during the leave. If the vacation and floaters are paid a portion each month, his benefits would remain active. It was noted that this approval does not establish precedence for other leave requests; this particular request is possible because of the curtailment we are experiencing.

The requests to donate vacations to this employee were denied. There was a concern that people were "selling" their vacations, which is something the Standing Committee absolutely cannot support and is not in keeping with the intent of the negotiated language.

Guidelines for donating vacations:

1. Approved only by the Standing Committee.
2. Donated vacations cannot impact any one else's ability to take vacation (i.e. denying another employee a vacation because too many have been requested for a particular time).
3. Vacations cannot be sold or purchased.
4. A donated vacation must be approved by the department like any other vacation.

A form is being developed for vacation donation requests.

HEARING TESTING

Employees have not been coming in for their second tests and review of paperwork as requested by the Medical Department. These steps are required by law.

This is a notice to all employees: if you are scheduled for a hearing test, told to come back for a meeting with the nurse or for a second test, you are expected to. Failure to do so will result in progressive discipline. The Union supports the medical department in their efforts to test employees' hearing and be in compliance with the law.

See the attached notice which will be posted in the departments.

CONVERTING EMPLOYEE ON SPECIAL ASSIGNMENT

Proposals to move employees from the bargaining unit onto a special assignment need to come to the Standing Committee before the employee is moved to the assignment.

Specific start and end dates need to be supplied, and the Union needs an opportunity to talk to the employee and make

sure they understand what it means to be out of the bargaining unit.

We have in the past allowed departments to move an employee to a special assignment before coming to the Standing Committee, but are now changing that. The Standing Committee must be notified first.

Joe will follow up with Converting to get an end date for this special assignment.

JR. PULP BALER JOB - STATUS AND SAFETY CONCERN

Employees in the Jr Pulp Baler position are concerned that their job is going to be eliminated, and want to know for sure if it is, and when. The Mill is not in a position now to tell the employees one way or another - there are too many unknowns about the pulp situation.

They also expressed a safety concern in that there are not consistently three people on the job, and three are needed to do the job safely. The Safety Advisory Committee members present offered to help facilitate a problem solving process with the Kraft Mill management and Pulp Dryer employees.

PULP TEST OPENING STATUS

The first bidder was disqualified by the department late in the probation period. The department then had great difficulties in making contact with the next bidder, who was not interested in the position. The third bidder is now being contacted.

Human Resources would like to remind departments that if you are having difficulties contacting an employee, we can help. We can put notes on time cards and can have the clockroom call the employee for you.

REQUEST FOR UPDATED MILL SENIORITY LIST

Terri had just finished looking up the last few questions that needed to be researched. A copy of the list was given to George Brajcich on March 6.

MAINTENANCE AND OPERATIONS "GRAY AREAS"

There is a Gray Areas task group looking at the issues raised in Converting. It consists of adjusters, converting mechanics, maintenance supervisors and converting supervisors. They have elected to focus only on converting issues rather than try to tackle the issues in the whole mill.

There was quite a bit of discussion by the Standing Committee on the gray areas issue and the concerns voiced to the standing committee members by employees. It became apparent that the issue is indeed a large one, and going to take more time to resolve than initially envisioned or desired.

COMPLAINT FORM

Some questions that arose from the discussion:

* Has the Gray Areas Committee really been given a specific purpose and idea of the specific products expected of them?

* Is this an issue that needs to start at the Steering Group? Do we need to get some direction from that group as to where they see the mill needing to go in this area, as well as what principles they think we need to operate within?

This item will be carried over into the next several Standing Committee meetings to monitor progress.

NEXT MEETING: APRIL 8, 1992.

Larry Peardon
Union Standing
Committee Representative

Joseph Hickey
Company Standing
Committee Representative



UNITED PAPERWORKERS INTERNATIONAL

Procedure
NO. 1000

LOCAL NO. 1097 COMPLAINT FORM X 5038

Work Phone: 33445 Radio: 2299 Home: 728- DATE _____

March 2, 1992

NAME _____

DEPARTMENT LOCAL 1097 SHOP STEWARDS & MEMBERS

Re: Grievance Handling Procedure

COMPLAINT: _____

Paragraph 1 of the Labor Agreement states that all disputes, complaints, or grievances of any employee of the Union may be presented through the grievance procedures of this Agreement, and if not settled, may be processed to arbitration for a determination of whether the terms of this Agreement have been violated.

Paragraph 2 states that should there be any dispute, complaint, or grievance of any employee of the Union herein referred to as grievances, the employee shall work as directed by Management pending final adjustment of the grievance. Any such grievance shall be deemed to have been waived if not presented as a formal grievance by the employee to his supervisor within thirty (30) calendar days following either the occurrence out of which the grievance arose or the date upon which the grievance could reasonably be deemed to have been known to the employee, whichever is later.

In accordance with Article 2 - Stewards, Section 2 of the Union By-Laws, as Chief Shop Steward, in cooperation with the Company, I have established a procedure to track all formal grievances.

(Employee's Signature)

(Shop Steward's Signature)

ACTION/RESPONSE: _____

If the grievance is not settled at the 1st step, the grievance will be presented to the Chief Steward, who will then return it to the Local Union to be kept on file.

(Company Representative's Signature)



UNITED PAPERWORKERS INTERNA

*Procedure
Proposal*

LOCAL NO. 1097

P. O. BOX 5038

Work Phone: #3445 Radio: #209 Home: 728-3902

March 2, 1992

TO LOCAL 1097 SHOP STEWARDS & MEMBERS

Re: Grievance Handling Procedure

Section 28 - Adjustment of Grievances, Paragraph A of the Labor Agreement states that all disputes, complaints, or grievances of any employee or the Union may be presented through the grievance procedures of this Agreement, and if not thereby settled may be processed to arbitration for a determination of whether the terms of this Agreement have been violated.

Paragraph C states that should there be any dispute, complaint, or grievance of any employee or the Union, herein collectively referred to as grievances, the employee shall work as directed by Management pending final adjustment of the grievance. Any such grievance shall be deemed to have been waived if not presented as a formal grievance by the employee to his supervisor within thirty (30) calendar days following either the occurrence out of which the grievance arose or the first date upon which the grievance could reasonably be assumed to have been known to the employee, whichever is later.

In accordance with Article X - Stewards, Section 2 of the Union By-Laws, as Chief Shop Steward, in cooperation with the Company, I have established a procedure to track all formal grievances.

If there is no answer or the settlement of a grievance at the 1st Step is unsatisfactory, within 10 calendar days after the date the grievance was first presented to the supervisor as a formal grievance, the grievant or the Shop Steward must present the grievance, along with a cover letter explaining the status of the grievance, to the Chief Shop Steward to have it numbered by the Company.

It is then the responsibility of the Chief Shop Steward to request that the grievance be taken to the 2nd Step of the grievance procedure, within the above time frame.

If the grievance is settled at the 1st Step, the grievance will be presented to the Chief Steward, who will then return it to the Local Union to be kept on file.

MAINTENANCE HELPER SELECTION

At the 2nd Step, it will be the responsibility of the Standing Committee to report the status of the grievance to the Shop Steward, the grievant(s), and the union membership. If the grievance is to be taken to the 3rd Step, it will be the responsibility of the Standing Committee Chairman to submit a letter to the Mill Manager to do so.

At the 3rd Step, it is the Local President's responsibility to report the status of the grievance to the grievant(s) and the local membership. If the grievance is to be taken to the 4th Step, it will be the responsibility of the Local President to submit a letter Mill Manager requesting the grievance to be taken to the 4th Step.

In case of a grievance affecting five (5) or more employees that may be taken directly to the Mill Manager at the 3rd Step, the grievance will be given to the Chief Steward to receive a number, and then it shall be the responsibility of the Local President to handle as stated above.

If the grievance is to be advanced to Step 5 or Arbitration, it shall be the responsibility of the Local President to report the status of the grievance to the grievant(s) and the Local membership and submit a letter to the Mill Manager requesting that the grievance be moved up the grievance procedure.

COMPLAINT PROCEDURE

A new form has been established to file complaints. The above procedure, used for grievances, will also be used for processing complaints. The difference between a complaint and a grievance is that a grievance is an actual "contract violation". This form is available at the Union Hall, through your Shop Steward or Chief Shop Steward. A copy may also be obtained from the Personnel Office.

Hopefully, with your cooperation, there will be accountability to the union membership at all levels of the grievance procedure. Your suggestions are welcome.

George L. Brajcich
Chief Shop Steward

Enclosures

MAINTENANCE HELPER SELECTION
PROCESS SUMMARY

1. Anticipated openings are posted.
2. Interested individuals sign the bids.
3. Bidders must attend an information and review meeting to be considered for the openings. These meetings will be scheduled at times convenient for all shifts.
4. Candidates will be asked to indicate their preferences if they have bid on more than one trade.
5. Bidders who have attended an information meeting must complete an internal application.
6. Candidates will then be asked to take a battery of written aptitude tests, if they have not previously done so.
7. Candidates meeting the previous criteria will be interviewed by a structured board. Candidates will know prior to the interview who is to be on the interview panel, and may request that one of the interviewers be removed from the panel.
Likewise, the interviewers will know who they are scheduled to interview and may remove themselves from a panel.
8. Any candidate may receive feedback by scheduling an appointment with the Personnel Department.

MAINTENANCE HELPER SELECTION

March 9, 1992

Labor Agreement Section A-2;D:

"The Company will select the Helpers on its mechanical crews through a procedure which may include such tests as intelligence tests, mechanical aptitude tests, interest and preference tests. Each person selected for a mechanical crew shall indicate his desire to learn a specific trade, and become a Journeyman."

The procedure by which Helpers are selected includes the following steps:

1. Post as per the transfer procedure for the following trades: 1)Electrical 2)Instrument 3) Painter 4)Oiler 5) Mechanical, which includes millwright, pipefitter, welder, machinist, and auto mechanic helper positions.
2. All employees who bid must attend an information and review meeting to be considered further. The entire selection process will be reviewed, and candidates can ask whatever questions they have about the apprentice program.
3. Bidders are asked to rank in order their preferences if they bid on more than one trade. Employees will only interview once per annual posting, even though they bid on three different trades.
4. All employees who bid must complete the Internal Application.
5. Candidates must take a battery of written aptitude tests. If they took those same tests when they were first hired at Wauna, they will not need to re-take them to be considered. The employee may contact Personnel for feedback regarding their scores. Employees wishing to re-test may do so only if it has been at least one year since they last took the tests, and if they have made some effort to improve in the tested areas. The best scores for each test will be used in the selection process.
6. Employees who have completed the above steps will be asked to participate in a board interview.

The following criteria will be used in determining the candidates to be interviewed:

- a) An individual who has never been interviewed for a maintenance helper position.



JAMES RIVER CORPORATION
MAINTENANCE
PROGRAM

b) An individual who has not been interviewed for a maintenance helper position for a period of 4 years may request the opportunity to be reinterviewed.

c) An individual who has been interviewed for a maintenance helper position within the last 4 years and since that time anything significant has changed in their record may request to be reinterviewed. A request to be reinterviewed must be made at the time the bid is signed.

Interview packets provided to the interviewers will contain a copy of the internal application, original application, letters of recommendation in the file, disciplinary letters, attendance record and safety record.

7. Candidates will have the option of requesting that one member of their interview panel be replaced. Interviewers names will be posted with the interview schedule, and the replacement requests will be made to Personnel. Names of interviewers will be posted at least one week prior to the interview.

The interview panels will be notified prior to the interviews who their candidates are, and any panel member may remove him/herself from a panel. Enough notice will be given so that a replacement can be scheduled.

8. After all the interviews are complete, a review panel consisting of the Personnel Supervisor, Mechanic's Committee Chairman and a Maintenance Superintendent will review the results of all testing and interviewing. This panel will ensure that the Final Prediction numbers are correct and that the decision rule is applied correctly.

9. Any employee who wishes to receive feedback with regard to their interview and tests may do so by scheduling an appointment with the Personnel Department. The Personnel Supervisor and a Maintenance Superintendent will provide the feedback.

10. Names of candidates identified as having a high likelihood of success in the helper program will not be carried forward from one year to the next. Individuals must sign each annual posting to indicate their continued interest.

file:801



JAMES RIVER CORPORATION
WAUNA MILL
Clatskanie Oregon 97016

March 4, 1992

All Wauna Mill Employees
Department Heads

Trisha Norvell

Hearing Testing

Attached is a notice to Wauna Mill employees, both salaried and wage, regarding the legally required annual hearing testing, re-testing and acknowledging having understood, and having received a copy of an audiologist's report when one is required.

The Medical Department continues to have difficulty achieving employee compliance with the re-testing requirement and with the requirement to review, sign and receive a copy of the audiologist's report. We have shared this concern with the Standing Committee and they are supportive of our need to be in compliance.

Please post the attached notice on all department bulletin boards. It is intended to communicate the importance of employee compliance and the intent of management to pursue that compliance through progressive discipline, if that became necessary.

Trisha Norvell
Wauna Mill

cc: Medical Department
Wauna Steering Group
Local 1097



JAMES RIVER CORPORATION
WAUNA MILL
Clatskanie Oregon 97016

March 4, 1991

All Wauna Mill Employees

Trisha Norvell

Hearing Testing

NOTICE

The Oregon Occupational Safety and Health Code, Division 121, Occupational Noise and Hearing Conservation, requires that an audiometric testing program be implemented for all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 dB. It requires further, that annually the employer shall obtain a new audiogram for each employee exposed at or above a time-weighted average of 85 dB. The Wauna Mill Policy requires that ALL employees working in operating areas will participate in the annual testing program. The Wauna Mill policy is actively supported by Local 1097.

Your department superintendent is notified by the Medical Department when you are to have your annual audiogram. You are expected to report to the Medical Department at the time and hour you have been scheduled. It is of critical importance that you return to the Medical Department for a re-test, when one is required. A re-test is required when your first test shows a significant threshold shift (STS), and it must be done after 14 hours without noise exposure. If your test results are referred to an audiologist, Oregon law requires that you review, sign and receive a copy of the results.

All Wauna Mill employees are required to participate in the Wauna Mill Hearing Conservation Program. Failure to participate in any portion of the Hearing Conservation Program will be responded to through progressive discipline in your department.

Trisha Norvell
Wauna Mill

cc: Local 1097