

**Standing Committee Meeting Minutes**  
**April 17, 1996**

**In Attendance:** Billy Taylor, Kris Keeler, Keith Larson, Jim Lepin, Claude Weaver, Terri Opsahl, George Brajcich, and Dan Duvall.

**Agenda:**

1. 401(k) - Union Self-Administer
2. Memos of Agreement/Understanding
3. Work on Formerly Restricted Day-Off
4. Scheduling of Labor Pool Employees
5. Job Content Changes After a Freeze
6. Transitional Work Process (Formerly ERTW)
7. Contracts and Contract Training
8. Instrument Helper Posting
9. Mill Seniority List
10. Job Analysis Visit
11. Rate Retention - 3/4/5 TT
12. Grievances 96-02, 96-03, 96-04, and 96-05
13. Continuous Run Schedule - Napkins

**1. 401 (k) - Union Self-Administer:**

USC - Retirement Committee will meet with the E Board with a recommendation this week. We're proposing that the Standing Committee review their recommendation and process a path forward.

**2. Memos of Agreement/Understanding:**

MSC - Currently have two Memos of Understanding in place: Carry Over of One (1) Personal Floating Holiday (that just went into effect) and Scheduling Intent Agreement. Both are current and in good standing and do not need to be revised or updated at this time. One (1) new Memo of Understanding was signed by both Union and Management Standing Committee and is attached.

**3. Work on Formerly Restricted Day-Off:**

MSC - Meeting was held on Monday. Agreement in principle was developed, but not formalized in writing.

MSC - Handed out a revised mill seniority list. This list is not in the best format.

USC - Will have typed for review at the next Standing Committee Meeting.

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**4. Scheduling of Labor Pool Employees:**

USC - Presented a Letter of Understanding (attached) regarding assignment of people in Labor Pool & Utility Relief positions developed by the Scheduling Committee. Will try for 3-6 months on a trial basis.

**5. Job Content Change After a Freeze:**

Not prepared to discuss at this time. Will discuss at the next Standing Committee Meeting. Will require taking a look at the specific aspects of each case and discuss on a case-by-case basis.

**6. Transitional Work Process: (See attached draft)**

MSC - We looked at the ERTW policy from 1989 and renamed it "Transitional Work Program". Wauna Steering Group and the Insurance Committee are discussing ways to enable people to return to work after a non-occupational or occupational injury in a transitional mode. This benefits the employee, the Company and the employees on the floor. We are asking this committee to take a look at the revisions and come back at the next meeting for discussion.

**7. Contract Books and Contract Language Training:**

MSC - Books are in and available. Did find a few errors. May have to have books re-printed - please notify Joe Hertig of any errors you find. Claude and Joe Hertig will work on setting up contract language training for Shop Stewards & First Line Supervision.

**8. Instrument Helper Posting:**

MSC - Question has come up regarding the posting for an Instrument Helper position in respect to the posting of 1992 and its status. The two bids were filled and the bid closed. Successful bidders were later grandfathered to those positions during cost reduction efforts. The two successful bidders were grandfathered; the bid list was not. Four years later we have another job opening that requires we post this bid.

Individuals who were 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 re-interviewed.

**9. Mill Seniority List:**

MSC - Handed out a revised mill seniority list. This list is not in the best format, however, the information should be current and correct. We will work with the MIS Department to create a more "user friendly" format. We will also provide the Union with an updated seniority list every 6 months.

**10. Job Analysis Visit:**

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MSC - Members of the PCAPPM will be here for job analysis on June 10 & 11. 9 jobs were submitted in March.

**11. Rate Retention -0 3/4/5/ TT:**

USC - Job Analysis created a new job - Head Adjustor. Red circled the rate through job analysis process. USC believes the Operator Adjustors were in that job during job analysis and should be red circled at that wage rate. Maintain wage rate retention of the position you're originally in.

MSC - Will follow up with Payroll and Converting Mgmt. and discuss further.

**12. Grievances:**

96-02 - USC withdrawing grievance.

96-03 - Discussed and tabled. Will discuss and the next meeting.

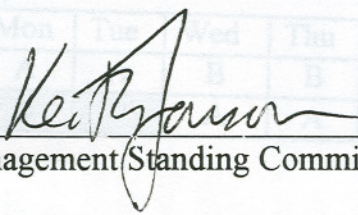
96-04 - At 3rd Step. Will try to set up a date with C.A. Warren next week.

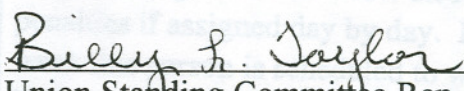
96-05 - On hold until next Standing Comm. Meeting.

**13. Continuous Run Schedule - Napkins:**

USC - No issue with this schedule, however, department should copy Union and Standing Committee with any changes (even proposed) to policy.

**Next Meeting: Wednesday, May 15, 1996.**

  
Management Standing Committee Rep.

  
Union Standing Committee Rep.

JRCORP:Wauna

to

Dated this 17 day of April, 1996.

  
(For the Company)

  
(For the Union)

**Letter of Understanding**  
**Assignment of People in Labor Pool and Utility Relief Positions**

**Purpose:** In the interest of providing for the best opportunity for people in the Relief Utility capacity and for those assigned to the Labor Pool to have full work weeks, the Company and Union have developed the following understanding:

If an employee is assigned to work at least three (3) shifts which coincide with the same days as the scheduled days of a lettered shift, that employee may be assigned to a fourth day in that work week, without penalty pay, if that lettered crew would have worked a fourth day.

**Scheduling Examples: Shaded days indicate days worked.**

**Example (1)**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Days	A	A	B	B	C	C	D	May be assigned to "B" crew on Sat. without penalties because "A" crew would have worked four (4) days in this work week.
Nights	D	D	A	A	B	B	C	

**Example (2)**


	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Days	A	A	B	B	C	C	D	May be assigned to "B" crew on Fri. & Sat. without penalties because in this instance the person was not assigned to a lettered crew.
Nights	D	D	A	A	B	B	C	

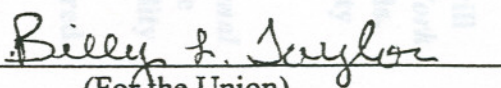
**Example (3)**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Days	A	A	B	B	C	C	D	May be assigned to "C" crew on Fri. without penalties if assigned day by day. If in the prior week this person is scheduled to work all of "D" crew's schedule and then assigned to "C" shift on Fri., the work on Fri. would be a penalty day i.e. treated as work on a day off.
Nights	D	D	A	A	B	B	C	

The above understanding will be effective immediately and will be monitored during the next 3 to 6 months to determine if it is working well or if modifications are needed.

Dated this 17 day of April, 1996.

  
 (For the Company)

  
 (For the Union)

# Transitional Work Process Description

Draft Revision 4/15/96

old 6.  
1. The intent of the *Transitional Work* process is to provide rehabilitation through meaningful, viable work assignments. People will be assigned to their own department first, based on capability and work availability. The work must be value added is not guaranteed to be available in all instances.

old 1.  
2. Pay will be at the person's blue slip rate or the compressed rate as appropriate. If a person is assigned to a higher rated job they will receive the higher pay rate.

old 2.  
3. The intent is to provide viable work without displacing other workers but could mean assignment to their regular job with some of the duties modified. In some cases the work that is provided may be work that may not have been done within the scope of normal routines.

No change old 3.  
4. Matching current physical ability to tasks will be done on a case-by-case basis.

No change old 4.  
5. The department where the individual is actually working/assigned/scheduled at the time of the injury will be charged the costs of

compensation, medical expenses, and wages. For example; a "farmed-out" mechanic is the responsibility of the department from which the mechanic is "farmed out".

old 5.  
6. The medical community will determine the amount of time i.e. hours per day, days per week, etc. that an individual may work under *Transitional Work* and in accordance with the contract. We need to clarify, for doctors, the type of work we are suggesting, and its physical requirements.

old 7.  
7. The medical department will monitor actual work being done for compliance with medical restrictions. Departments need to coordinate changes in *Transitional Work* through the medical department to ensure compliance with medical restrictions.

old 8.  
8. *Transitional Work* is a process to enable an otherwise disabled employee to earn an income and is not a permanent job. Therefore, *Transitional Work* time may not count as experience toward regular jobs (ex: millwright helper). Also,

Transitional Work opportunities should not require extensive training.

old 9.  
9. Seniority -- it's role: We will not provide people *Transitional Work* opportunities during layoff periods, unless they have sufficient seniority to maintain their job.

old 10.  
10. New injuries to a *Transitional worker*-- not an aggravation of the existing injury are the responsibility of the department where an individual is assigned and is injured.

old 11.  
11. The proposal fits with our Fundamental Values and Beliefs.

old 12.  
12. The *Transitional Work* process should be jointly audited annually against its own purpose by the Company and the Union.

old 13.  
13. Worker's Compensation law requires that employees accept light-duty opportunities that are within their performance capabilities, as defined by a physician. If the employee refuses that light duty opportunity, time-loss benefits are no longer authorized.

MEMORANDUM OF UNDERSTANDING

In Attendance: Billy Saylor, Keith Larson, Jim Lepin, Claude  
Fern Opsahl, George Brachich, and Dan Lovell

Agenda:

1. April 10
2. Memos
3. Work of
4. Scheduling Pool Employees
5. Job Contract Changes After a Freeze
6. Transition
7. Contract
8. Management Responsibility
9. Mill Seniority List
10. Mill Annual Meeting
11. Rate Reduction - 1995
12. Grievances 95-02, 96-01, 96-04, and 96-05
13. Continuous Rim Schedule - Napiers

It is agreed by the parties below, to accommodate Mr. Curtis Lamont's physical disability by assigning him through the Yard Department to operate the Power Sweeper(s) at the yard workers rate of pay.  
If/ or when Mr. Lamont is not available to operate the Power Sweeper, it will be made available for use in the Yard and/or other departments for appropriate assignment/use

Dated this 17 day of April, 1996.

Billy L. Saylor  
(UPIU, Local 1097 Standing Committee)

Keith Larson  
Keith Larson

Jim Lepin  
Jim Lepin