

STANDING COMMITTEE MINUTES

APRIL 17, 1992

In attendance were Terri Opsahl, Kris Keeler, Dave Viera, Larry Reandeau, Al Grantham, Randy McEwen, Gene Dixon, George Brajcich and Shelley Prouty.

Items Discussed:

1. Stop smoking benefit
2. Gray Areas Committee
3. Maintenance helper selection
4. Grievances
 - 92-11
 - 92-12
 - 92-13
 - 92-14
 - 92-15
5. Converting fire
6. Converting vacation policy
7. Transfer skills training update
8. Stock Prep ladder change
9. Vacation donation requests
10. Clarification of "special assignment"
11. Unitizing schedule
12. Floating holiday pay
13. Rates of pay for quick stock, Converting
14. Kraft Mill/Pulp Dryer overtime
15. Converting (HHT) overtime
16. Request for pay code descriptions
17. Request for department seniority posting

STOP SMOKING BENEFIT

Many Wauna employees have found that the nicoderm patches are successful in helping them quit smoking. SelectCare and Kaiser cover the cost of the patches (SelectCare applies them to the prescription drug deductible), but the hourly Aetna plan does not unless they are prescribed as part of a treatment program. (The patches are covered in the salaried Aetna plan.)

The labor agreement does provide a stop smoking benefit of 50% of the cost of an approved program up to a maximum of \$500. This benefit has not been used in recent years, but Donna will set up a process for reimbursement after an employee has used up their prescription. Employees should therefore save their receipts and give them to Donna.

People on SelectCare should continue to submit their patch subscriptions to SelectCare, and if it all goes toward the

deductible, also present them to Donna for reimbursement through the labor agreement's stop smoking benefit. The same process would be followed for people on Aetna whose nicoderm prescriptions are not covered.

Charleen Freeman (the mill's Adult Nurse Practitioner) can prescribe these patches, which can save an employee from needing to make an office call. Donna and Charleen will talk to the Clatskanie pharmacy to see if they will give us a lower cost on the nicoderm prescriptions Charleen writes.

Donna will publish more information in the Wauna Know.

GRAY AREAS COMMITTEE

The Standing Committee appreciates the Gray Areas Committee (GAC) and its work, as well as Bill Harrah's work with that group. We recognize we have not clearly communicated to the GAC what we expect of them or what the purpose of their group was. The Standing Committee suggests the group suspend its efforts until some clear direction and a clear purpose can be defined. Also, some concern was expressed by the Union Standing Committee that the GAC has gone a little beyond their scope by trying to answer grievances.

Some suggestions were made of steps that may help us move towards resolving this gray areas issue:

1. Clearly understand and communicate the purpose and role of the job analysis forms.
2. Clarify and update job descriptions in Converting.

Union Standing Committee: There needs to be more definition as to what peoples' jobs are and what is expected of them. They believe flexibility is built into job analysis, as people get paid to do part of the job above them part of the time. The Union agrees that flexibility is good for the business and the employees, but think management does a poor job of communicating to people what they are accountable for and expected to do.

Company Standing Committee: concerned about setting "boundaries" around jobs and getting into the "it's not my job" syndrome. They questioned if it is useful to devote a lot of energy to writing explicit job descriptions. Converting currently enjoys a high level of up-time with the current situation; would "clarifying or defining" job descriptions restrict their abilities to stay up and running and increase the need for millwrights?

Union Standing Committee: a possibility to address some of those concerns may be to reallocate current maintenance resources from days to shift.

3. Utilize Al Neelley's (former Mill Manager) definition of

maintenance work: Maintain and repair existing equipment.
OR define "minor maintenance work".

PATH FORWARD: Larry and Joe will schedule a meeting with key stakeholders to process these issues; Converting and Maintenance management, Standing Committee representatives, and others who may be appropriate. Bill Harrah may be asked to assist that group.

The purpose of the Standing Committee involvement is to facilitate a resolution, working with the department.

MAINTENANCE HELPER SELECTION

Since the last Standing Committee meeting, we were able to confirm with the appropriate legal counsel that the selection agreement the Standing Committee had reached is acceptable. All candidates identified through the selection process as having a high likelihood of success in the helper jobs will be listed by seniority and the most senior person will be selected.

There was some concern expressed that some of the helper positions posted in January and later postponed will be filled by journeymen. Randy McEwen explained that the plan developed by Maintenance management is to fill approximately 50% of the anticipated retirements with apprentices 4 to 5 years in advance of the actual retirement. That would mean the apprentice could complete the apprenticeship and then have about a year to work with the journeyman before he retired. This increases maintenance staffing in the short term, which is why we have been asked to postpone filling those postings. If the business conditions dictate filling those postings, we will use the current bid lists, which are effective until April 1, 1993. If we are unable to fill them before then, the jobs would be posted in January 1993; those bid lists effective April 1993 to April 1994.

GRIEVANCES

92-11

(#5 Progression ladder) Delete from the second step answer the reference in part (c) to a special pay rate for college pool. Then the answer is acceptable.

92-12

(Shipping call time) The Union Standing Committee believes that section 18B, referenced in the answer, is not applicable here, but that Section 18C is the language governing this situation. They request the employee be paid the call time.

92-13

(Shipping overtime after vacation) The Union reaffirmed their position and the practice of not calling employees while they are on vacation and not having employees expected

to call in before returning from a vacation. The first step answer is correct, IF it is the mill management's expectation that people on a day off to day off vacation on the 7 day rotation are not available until the start of their shift. If management's desire or expectation regarding vacations and the 7 day shift schedule is different than this, it needs to be communicated with the Standing Committee and employees, and this grievance would need to be settled.

92-14

(Employee did Adjuster work, pay issue) The Union Standing Committee's understanding of the situation is that the employee was not assisting the Adjuster, but was actually doing the task on her own as instructed by the Adjuster. She was not in a training capacity, but was working on her own, unsupervised, so Exhibit A1, Paragraph D1 applies.

The Union Standing Committee agrees that the settlement desired is a paltry amount in terms of dollars, but that the issue represented by this grievance is bigger than just this grievance. They believe the real issue is uncertainty regarding job expectations and job security. The Union encourages and supports team work and helping each other on the job, but converting employees are telling the Union that they are increasingly being told what to do by their supervisors, i.e. specific tasks, and there is little or no input by the employees.

The Union Standing Committee also shared that some employees believe that because the job analysis forms say that the more senior operators are expected to learn the operator adjuster job, the supervisors are using that to say that doing minor adjuster tasks is an extension of training so they don't need to pay the higher rate. Human Resources will pursue this matter with the appropriate people and respond.

92-15

The settlement desired by the grievant has been changed to 2 hours pay and 4 hours call time for 1 person, split between the members of the converting maintenance crew.

The core cutter did the work in question believing it was in his job description. The first step answer said that the issue would be referred to the Gray Areas Committee (GAC) to be decided if the work was in fact maintenance work or not. The Gray Areas Committee agreed that it was "clearly a mechanic's job and it will be communicated to all concerned". (From the minutes of the 4/13/92 Converting Gray Areas meeting.) The Union Standing Committee believes this answers the grievance and the desired settlement should be paid.

It was also stated by the Standing Committee that the GAC should not be answering grievances or asking for postponement of grievances - contractually only the Standing Committee

and/or Chief Shop Steward or an appropriate management representative can do that.

92-6

(Holiday pay) The two employees still have not received the corrected holiday pay. (The oversight was a miscommunication - the pay adjustment has been made.)

CONVERTING FIRE

A grievance has arisen from the recent fire in converting. (No contract violation occurred, therefore the complaint form we have discussed at an earlier Standing Committee meeting would be the more appropriate form to use.) The complaint posed by the employees who signed the form is that proper emergency/safety procedures were not followed. Because the form has multiple signatures, the Union is taking the grievance to the third step with Bob Morgan.

The report given to the members of the Union Standing Committee is that the PEO was not called in and the Converting employees tried to fight the fire. One person on the crew is a member of the PEO who went and got the correct protective equipment. He came back and found people on top of the office roof with extinguishers and paper dust masks. The settlement desired on the grievance is a review of the safety procedures used or not used in this situation, and regular fire drills.

CONVERTING VACATION POLICY

The Standing Committee reviewed Converting's proposed vacation guidelines. Suggested Converting remove item 13 (referencing need to cancel approved vacations in order to continue operations) as it is already stated in the labor agreement. The Committee also needed some clarification on the meaning of the "dead week" sentence. A "dead week" is correct IF it is a time for people who have already used their seniority to sign up for vacation and are just needing to adjust the dates they originally chose. (Converting deleted reference to a dead week in the guidelines.)

The Union Standing Committee also asked that vacations be posted so that people can see where their request falls as well as helping people (especially junior employees) see what weeks are open. If an employee is told that the week(s) they requested will not be approved because of the number of vacations already granted to senior people during that same time, the employee can leave their request in for that date in case a senior person cancels their vacation.

The Union Standing Committee also wanted to remind departments that when they apply department guidelines as to how many people can be off at once, an hourly employee cannot be denied a vacation because someone is moved up to cover for

a salaried person.

TRANSFER SKILLS TRAINING UPDATE

Mark Bechtold presented to the Committee the progress that has been made to date on getting a standardized training process in place for the hourly entry level jobs in all the departments. The Company agreed to this in the last contract negotiations, to ensure that all employees who are transferred go through a formal training program.

Mark has worked with departmental training resources to do work analysis (analyzing what skills are necessary to do a job), designing the instructional materials, and training the trainers so that they have the skills to train others.

The Standing Committee expressed an interest in meeting with the departmental trainers to give them support in what they are doing, as well as ask some questions that have come up.

*What processes were/are in place to make sure the training materials are true pictures of the job?

*Is there a process in place to continually review the training and make sure it continues to be accurate over time?

*Does the training developed allow the department to assess the employee's abilities to move up the ladder? (It is management's responsibility to evaluate the employee, not the trainer's or other employees - they can give their input, but management evaluates.)

*What role or involvement have supervisors had in the training development process? (Varied by department.)

Mark will coordinate and schedule this meeting.

STOCK PREP PROGRESSION LADDER CHANGE

There will probably be a change to the progression ladder once the new secondary fiber receiving facility is on line.

Current Ladder

Lead

Additives

Stock Prep

#1 & 2 PM Pulpers

#3 & 4 PM Pulpers

Helper

Utility

New Ladder

Lead

Additives

Stock Prep

#1 & 2 PM Pulpers

#2 Operator

#3 & 4 PM Pulpers

Utility

The Helper job would no longer exist, and the #2 Operator job would not be a bumpable job. The #2 Operator job will go to job analysis for a temporary rate.

VACATION DONATION REQUESTS

The Standing Committee, as stated in the March minutes, is concerned about vacations being sold. The Committee wants employees to know that if a person's request to use donated vacations is approved and the employee says they are not buying the vacations, and it is later determined that they did buy them, they are subject to discipline under Section 22.

It came up that employees may be "trading" vacations. Employees need to be on notice that there is NO recourse if they give a vacation to an employee, and then that employee refuses to give a vacation back later.

The three requests submitted to the Standing Committee were approved. (M. Johnson, J. Danielson, D. Ollila.)

CLARIFICATION OF "SPECIAL ASSIGNMENT"

In the March minutes the Standing Committee asked for prior notification when an employee was going to be moved out of the bargaining unit onto a special assignment. We discovered that departments have many different definitions of the length of time that classifies as "out on a special assignment". The Standing Committee wants the prior notification when the person is going to be out of the bargaining unit for a month or more. (Moving up for a supervisor is not a special assignment as used here.)

UNITIZING SCHEDULE QUESTIONS

The Union Standing Committee was told by some employees that some of the extra utility reliefs in Unitizing were only being scheduled for three days (36 hours), and the impression was that they were not then being released to the labor pool for possible assignment. Human Resources checked with John Adams, who confirmed that they are being released to the labor pool. (Please note that even if someone is released to the labor pool, a job assignment is not guaranteed.)

FLOATING HOLIDAY PAY

Compressed floating holidays are paid at either 10 or 13 1/2 hours. Whichever option an employee chooses on his first floater of the year (April to April) generally dictates how his remaining floaters will be paid that year, even if he goes from a compressed to a day or 7 day rotation schedule. Exceptions have been worked out by employees and supervisors at the employee's request. The payroll system tracks hours taken, and any hours left at the end of the floating holiday year are automatically paid off in the first pay period in April. The employee does not lose any of his floating holiday pay by switching from one schedule to another.

In a separate issue, a Converting employee blue slipped as an Operator Adjuster was moved down to Consumer Operator because of curtailments. The employee's floating holiday taken at that time was paid at the Consumer Operator rate. (Converting applied Exhibit A1 Paragraph D,6 - the employee's regular job was not available.)

Human Resources will follow up on.

CONVERTING QUICK STOCK PAY RATES

A question has arisen about what rate of pay people doing the quick stocking should be paid. A quick stock job per se does not exist, so there is no quick stock rate, and people doing the job are evidently getting various rates of pay. The labor agreement says (Exhibit A1, D6) that "when an employee is directed to work for a temporary period on any suitable job other than his regular job, whether or not his regular job is available to him he shall receive the rate of his regular job or the rate of the job to which he is moved, whichever is higher." Since the quick stock jobs have no rate, employees doing quick stocking should be receiving the rate of their regular job.

One option would be to have the quick stock job analyzed and assigned a rate.

The Union Standing Committee also wondered if the sealerman is now doing the quick stocking, and if so, had that been communicated to the people in the sealerman job. Converting says the sealermen do not do the quickstocking, but may

occasionally help with some of the prep work, setting up cases, etc.

KRAFT MILL/PULP DRYER OVERTIME

Coverage for a pulp dryer employee's temporary disability was done by overtime rather than a senior move. The Union Standing Committee requested that the senior people who should have made the senior move be made whole if the vacancy should in fact have been covered by a senior move. They suggested that the senior move should have been made until the employee came back instead of filling the vacancy with overtime, and when the employee came back they could move people back down. Schedules aren't binding if do a senior move.

The employee in question was not disabled by his physician but was told to use his best judgment as to whether or not he came in to work. On Friday he called the scheduler and said he would be in the following week, so the schedule reflects that and was posted. On the following Monday the employee called and said he wouldn't be able to come in on Tuesday (his first scheduled day shift). They then filled the vacancy with overtime, as a senior move meant they would have had to move people down from the Kraft Mill and pay overtime there, which would mean they were not filling the overtime where it occurred.

Human Resources will review with the Kraft Mill management and Union.

HHT OVERTIME

Overtime for handstacking, etc. in Household Towel has in the past been filled by the most senior person available and/or interested. The Union Standing Committee was told that recently some of this overtime was filled by starting with the most junior person and working up. They agree that overtime does not "belong" to anyone, but if are going to change a past practice, need to communicate it to the crews.

(Note: Converting management will communicate this to supervisors.)

CONVERTING OPEN JOBS

The Union Standing Committee has asked that converting management communicate to the crews and the Standing Committee the status of the open jobs in various ladders.

(Note: Converting is in the process of talking with the senior bidders for all open jobs except napkin operator, for which there were no bidders and no authorization to fill from the outside.)

POSTING PAYROLL CODES

Employees have requested that a description of the pay codes be posted next to the pay sheets in each department to help them determine what they are being paid at and for. Human Resources will ask the Payroll department to send copies of these codes to all departments to post.

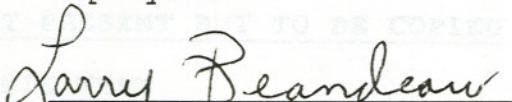
DEPARTMENT SENIORITY POSTINGS

The Union Standing Committee has requested that all departments post on a quarterly basis department seniority. The Human Resources department can print out quarterly progression ladders if that is the easiest method for departments.

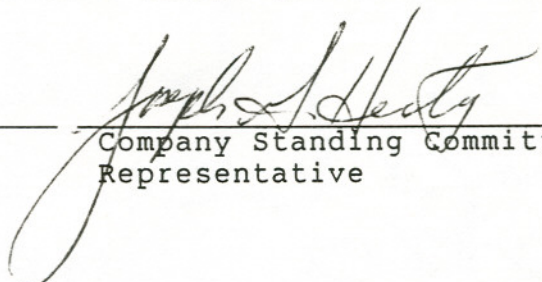
NOTICE TO ALL EMPLOYEES

It seems that a number of the issues that were brought to the Standing Committee should have been addressed with supervisors and/or payroll. Both the union and management strongly encourage problems/issues to be worked out at the lowest level possible.

One frustration expressed to the Union Standing Committee by some employees was that in some departments it has been difficult for them to get an answer - either the supervisors don't know the answer or haven't always gotten back to the employee.



Union Standing Committee
Representative



Company Standing Committee
Representative

CONVERTING GRAY AREAS MEETING

4/13/92

ATTENDEES

FRANK WARD
TERRY WATKINS
ROY REEVES
BILL HARRAH
DON HEWITT
DICK SMITH
MIKE GAIDOSH
JACK FRACH
GEORGE BRAJCICH
AL ROLLINS
BOB SULLIVAN
JACK OLSON
DICK SHERMAN
SCOT SCHUFF
JOHN MELINK
TIM WINN

NOT PRESENT BUT TO BE COPIED

ERNIE WEST
NORM DITTRICH
DAVE REFRON
ROBERT ROBINSON

NEXT MEETING

DATE: FRIDAY, MAY 22
TIME: 7:30 A.M. - 9:30 A.M.
PLACE: CONVERTING "UPPER" LUNCHROOM

6 Report out mtg wk of
4/6/92 - Problem resolved,
Towels, changing the assembly
is a maintenance job, agreed
by both parties. Tew/VEO/AUR

* #1 HIT, appears to be a
problem with the assembly
or set-up. Ward, Watkins, etc

#5 Core m/c assembly

This is clearly a
mechanic's job and it
will be communicated to
all concerned. Tew/AUR/VE

* At last negotiations
people said that ~~there~~ the
supervisor told them to do
work that wasn't their job



JAMES RIVER CORPORATION
WAUNA MILL
Clatskanie, Oregon 97016 (503) 455-2221

TO: ALL CONVERTING EMPLOYEES

DATE: APRIL 20, 1992

FROM: JIM CROWSON

SUB: 92-93 VACATION YEAR

The following guidelines for 92-93 vacations will prevail:

The period of time from May 1 through May 15 will be allotted to signing for vacation on a seniority basis. Those employees desiring certain weeks vacation will be able to sign up according to their MILL SENIORITY. After May 15, 1992, seniority does not allow any employee preference over another and vacations will be granted on a first come first serve basis.

1. Vacation request shall be made in writing on a Request for Vacation form and given to the shift supervisor.
2. All vacations run from Monday through Sunday or day off to day off, unless requested otherwise.
3. Box Facial -- two employees at a time.
4. Household Towel -- three employees off per shift.
5. Napkins -- seven employees off per shift.
6. Sealer -- one employee off at a time.
7. Coremaker -- two employees off at a time.
8. Balerman -- one employee off at a time.
9. 3/4/5 Tissue -- two employees off per shift.
10. 7/8 Tissue -- two employees off per shift.
11. Vacation request must be made by 8:00 am on Monday prior to the week vacations are to start.
12. Additional employees may be allowed off depending on specific schedules.

In order to save time, we are asking that you please give us second and third choice of vacation in case your first choice is denied. This is especially needed for the period of May 1 thru May 15 when vacations are granted on a Mill Seniority basis. Also, if your vacation is denied, it will be kept on file so if the time comes and we can grant previously requested vacations, you will be contacted.

During the past year some request could not be granted for certain weeks because of the previous number of requests made for that same week. Please understand that the intent is to allow as many people off as we can cover with qualified on-shift move-ups and/or overtime. However, the Department must be adequately staffed to operate and your cooperation is appreciated.

JRCorp:Wauna
jdc/kjc
jd030392

cc: Personnel
Local 1097