

## STANDING COMMITTEE MEETING

5/15/96

Present: Bob Fehlen, Jim Lepin, Kris Keeler, Norm Dittrich, Dan Duvall, Claude Weaver, Gene Dixon, Keith Larson, George Brajcich, Terri Opsahl. Frank Walsh and Barney Wheeler were present to discuss item #1 .

### Agenda:

1. Kraft Mill Progression Ladder
2. Transitional Work Memo of Agreement
3. Call Time for Formerly Restricted Days Off
4. Portable Chipper
5. Rate Retention
6. "Extra"/Crew Shortage Converting Scheduling
7. Probationary Training
8. Freeze Requests
9. Folded Side Reorganization
10. Grievances
11. Compressed Schedule Senior Move
12. Scheduled Overtime & Call-in Guidelines in Converting
13. Job Postings/Eligibility

#### **1. Kraft Mill Progression Ladder Changes -**

Frank Walsh presented Senior Assist. and Junior Assist. job duty schedule. The schedule is designed to evenly distribute the work load. However, Senior and Junior titles can cause a problem with senior implying more authority. Propose title change (calling them the same) eliminate the word "Senior" from the job title. New position would be called "Pulping Assistant" not designating senior or junior. This will enable the department to train the old Junior Assist. person to be able to shut down the Kamyr Digester giving the department three people who are able to shut down the operation. The duties will not change for the Senior Assist. but will change for the Junior Assist.

MSC & USC - Agreed to implement and submit these changes to Job Analysis for setting the rate of pay.

#### **2. Transitional Work Memo of Agreement -**

Signed memorandum of Agreement (See attached).

## STANDING COMMITTEE MEETING

5/15/96

### **3. Call Time for Formerly Restricted Days Off -**

MSC - We would like to make sure people understand that this applies to people on compressed shift only. We would also like to try this on a trial basis for the remainder of the year. We will retype and get signatures.

### **4. Portable Chipper -**

MSC - No alder lately for past 2 weeks. One more raft coming in the next week or so. Should be done by week of 5/27/96 unless further notice.

### **5. Rate Retention -**

MSC - Believe that we are paying the four people correctly.

USC - We believe these people should be paid at the rate retention pay of \$17.715 until such time as their rate of pay catches up.

MSC - Will table this discussion until more data/information is obtained.

USC - Referred MSC to page 8 of day 22 of 1995 Negotiations.

### **6. Extra/Crew Shortage Scheduling in Converting-**

Table this discussion until we understand the issue.

### **7. Probationary Training -**

USC - Have had people complain that they don't feel they've had sufficient time for training and would like to have their probationary period extended. We do not support this. We would support that the departments retain individuals in the position and make sure there is sufficient training being provided. Probationary period isn't for training but to allow the department to test the individual in the position and allow the individual to try out the job. The probationary period should be a sufficient amount of time to try out the entry level position.

MSC & USC both reluctant to extend probationary period unless there are mitigating circumstances.

### **8. Freeze Requests -**

MSC - Discussed several freeze requests in process.

### **9. Folded Side Reorganization (See attached)-**

Norm Dittrich presented information to the committee regarding re-organizing the folded side salaried staffing, reducing the number of Team Leaders from four to three and adding another Technical Resource position. These changes will go into effect June 1, 1996.

### **10. Grievance 96-05-**

Tabled.

## STANDING COMMITTEE MEETING

5/15/96

### Grievance 95-21-

MSC & USC will develop process to communicate issues such as this (contracting out sludge hauling off site).

### 11. Compressed Schedule Senior Move -

USC - This particular situation dealt with a member of the PPRC who was on business and felt he was entitled to overtime. Propose the Scheduling Committee work on this.

### 12. Scheduled Overtime and Call-in Guidelines in Converting (See attached) -

See revised (4/9/96) guidelines. USC agreed this process is working well.

### 13. Job Postings/Eligibility -

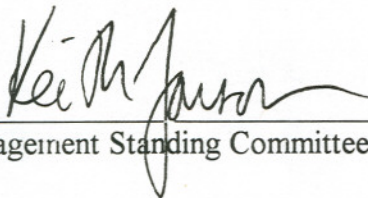
MSC - Having trouble filling bids in Converting Napkin Department and now on #3 & #4 PM's. Propose to this committee that Management be allowed to waive the 14 month eligibility requirements on the #3 & #4 PM bid to allow junior employees to place their names on this bid. Will repost the bid with this language:

Job openings for which no "eligible" applicant has applied will be filled by applicants who have less than 14 months mill seniority. Eligible applicant refers to meeting requirements as defined in Section 25 - Seniority, D. Transfer Procedure (Page 23 of labor agreement):

- 4.c. New employees as a condition of hire are not eligible for transfer until they have been on the payroll for fourteen months.

USC - Intent is to allow new employees to bid into a department and a progression ladder. Recommend in the future, you add this language to all bids.

**NEXT STANDING COMMITTEE MEETING WILL BE JUNE 19, 1996.**



Management Standing Committee Rep.



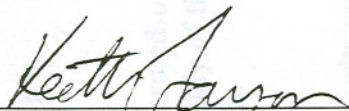
Union Standing Committee Rep.


## Memorandum of Understanding

In the interest of promoting broader opportunities for employees to return to work on a transitional basis, the Company and Union have reached an understanding that the attached "Transitional Work Process Description" will replace and thereby supersede the Early Return To Work Process (ERTW) effective May 15, 1996.

All references to ERTW in the Labor Agreement or any other source will therefore now be replaced by the Transitional Work Process.

Dated this 15 May, 1996

  
\_\_\_\_\_  
(For the Company)

  
\_\_\_\_\_  
(For the Union)

# Transitional Work Process Description

Effective 5/15/96

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 and is not guaranteed to be available in all instances.

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.

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.

4. Matching current physical ability to tasks will be done on a case-by-case basis.

5. The department where the

wages. For example; a "farmed-out" mechanic is the responsibility of the department from which the mechanic is "farmed out".

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.

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.

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 count as experience toward regular jobs (ex:

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.

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.

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

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

13. Worker's Compensation law and the Labor Agreement require 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 or S&A benefits are no longer authorized.

## FOLDED RE-ORGANIZATION PLAN

5/3/96

3 Supervisors:

Hours: (6:00 - 4:00)

M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
1	1	1	2	2	2	3	3	3	1	1	1	2	2
3	3	●	1	1	●	2	2	●	3	3	●	1	1

Shifts Without Coverage: 2 Per Week

**Logistics:**

1. Supervisor On Nights Prior To An Uncovered Night Will Make Out The Schedule For The Uncovered Night.
2. Head Adjuster Come In 1 Hour Early On Shifts With No Supervisor To Handle Call-Ins And Schedule Adjustments.
3. Supervisors On Dayshift Following An Uncovered Night Will Do Payroll For That Night.
4. Get Head Adjusters Small 2-Way Radio's Like M/W And Electricians So Crew Members Can Contact Them On Shifts Where No Supervisor Is Present.
5. TR's Will Be On Call For Their Area For Nights With No Supervisors.
6. Relief Supervisors Will Cover For Regular Supervisors On Vacation And Will Work 12hr. Shift.
7. Minimum Of 2 TR's On Shift For Any Given Week. Will Cover On Shift Or Move-Up As Necessary To Ensure 2 TR's.

**TR Areas Of Responsibility:**

Technical Resource: Box Facial, #39, #47, #45, #44, Baler

Technical Resource: #11, #36, #14, #12, #35, #49, #33, #31/32, #48 & SAB

Technical Resource: #46, #37, #38, #40, #41, #42, #43, AB

**Benefits:**

1. Ownership In An Entire Process.
2. Quicker Response Time To Operational Issues.
3. Safety Issues Better Identified & Resolved.
4. Better Able To Track And Respond To P.O.C. Issues.
5. Able To Take Action On Employee Improvement Ideas.
6. More Crew Consistency With 3 Supervisors.

FOLDED RE-ORGANIZATION PLAN  
E/1/86

## FOLDED PRODUCTS STREAM ORGANIZATION NEEDS

### Cost Reduction

- Process improvements
- Suggestions
- KT/Kaizen

### Plan of Control

- Product development/trial
- Centerlining
- SOP's/standards
- Connect Centerline to mtce. actions
- Training

### Safety

- Proactive role action
- Track activities
- Monitor results
- Housekeeping standards
- Enforce/develop effective rules

### Engineering/Maintenance/ Capital

- Process reliability
- Effective capital projects/installations
- Effective mtce. downs, rebuilds, etc.
- Training, ops, support groups
- Operations effectiveness

### Productivity

- Quality standards improvements
- Process improvements
- MPP increases, tracking
- Training
- Effective communications

# FOLDED RE-ORGANIZATION PLAN

5/3/96

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- ## Benefits:
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## REORGANIZATION ISSUES

### Q & A

5-3-96

- Do we use a Relief Team Leader to cover vacations for Team Leaders?

**A:** *Yes. We will schedule a relief when a regular T.L. is on vacation. Call-ins schedule changes, and all other pre-shift "stuff" will be done by T.L. and the Head Adjusters will be trained so that by Jan.1, 1997, we would not schedule a Relief Team Leader and the Head Adjuster would take over (phase 2). Eventually, the Team Leader position will phase out.*

- What about consistency among Team Leaders, Head Adjusters, and how do we make this happen all of the time?

**A:** *Consistency among crews will happen by clear communication of direction on a regular basis. It may be in memo form, meetings, or whatever method is most effective.*

- What is the "minimum" requirement of staffing T.R. positions?

**A:** *We will maintain a minimum of 2 T.R.'s on at all times, and depending upon what work is going on, may schedule 3. Relief for these positions would come from T.L. positions or from the operating floor or from other available locations in the mill. Norm and T.R.'s will establish a specific plan to cover this.*

- Who is "on call" to assist with on-shift questions?

**A:** *The Technical Resource that is responsible for assigned equipment or areas, will be on call at all times. If/when that person is gone (vac., etc.), a designated T.R. will be identified as the "on call" person for that area.*

- What is our long term objective for filling vacancies?

**A:** *When a operator calls in sick or E.F.H., it would be best for this call to go to the clockroom, where the attendant would then arrange coverage for any/all absences. If problems in making arrangements for covering, the clockroom attendant would be communicating closely with the T.L., relief T.L. or H.A., where alternative arrangements may be required. This long term objective would alleviate a lot of the current time spent on the phone between the T.L. and clockroom.*

## REORGANIZATION PLAN

- What hours will the Team Leader(s) work on the new schedule?

***A: The Team Leaders would be scheduled 10 hours per shift, and would work the schedule as planned. Unusual circumstances may warrant different hours, but this would be scheduled on a case-by case basis.***

- Who will communicate the reorganization Plan?

***A: Norm and Bob Fehlen will communicate the plan to maintenance, electrical, and all other support groups and the rest of the Wauna Mill.***

- Who will be the Folded Stream Safety coordinator for activities in the department?

***A: The R.T.L. (Norm) will be the responsible individual for coordinating safety for our area. Coordinate standards, SOP's, training, etc.***

C-15-96

## REORGANIZATION PLAN

### PATHFORWARD

- Meet with H.A.'s and Relief T.L. to review the Plan  
Monday 5-13-96 (Norm, Bob, Craig)
- Meet with Chief Shop Steward and review Plan  
Tuesday 5-14-96 (Norm)
- Meet at standing committee to review Plan  
Wednesday 5-15-96 (Norm, Bob)
- Review Plan with Converting Management  
Friday 5-17-96 (Norm, Bob)
- Implement plan on 6-3-96
- Evaluate regularly and adjust or change as needed
- Plan next steps (phase 2) in October '96

LABOR COMMITTEE MEETING  
3/1/94

Job openings for which no "eligible" applicant has applied will be filled by applicants who have less than 14 months mill seniority. Eligible applicant refers to meeting requirements as defined in Section 25 - Seniority, D.

Transfer Procedure (Page 23 of labor agreement):

- 4.c. New employees as a condition of hire are not eligible for transfer until they have been on the payroll for fourteen months.

All employees are eligible to sign this bid regardless of their seniority.

- 1. Payroll Control
- 2. Rate Increases
- 3. "Extra" Crew Shortage Covering Scheduling
- 4. Probationary Training
- 5. Transfer Requests
- 6. Filled Side Reorganization
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- 9. Scheduled Overtime & Call-in Crew Status in Covering
- 10. Job Postings/Eligibility

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2. Transitional Work Hours of Agreement  
Signed memorandum of Agreement (See attached)