

Standing Committee Meeting
May 1, 1991

Those in attendance:

Linda Raynor, Jim Cadd, Larry Reandeau, Kris Keeler, Barney Wheeler, Bill Harrah, Shelley Prouty, Trisha Norvell, Clay Pillar, George Brajcich and Mike Wendling.

Items Discussed:

1. Standing Committee Walkthrough
2. Helper Selection Process
3. Woodmill Compressed Language
4. Scheduling - Overtime - Vacations
5. Fireman Position
6. Scheduling Vacations
7. 401-(K) Plan
8. Scheduling Additives
9. Kraft Mill Alarms

Standing Committee Walkthrough

The Standing Committee agreed to the following upgrades to the walkthrough.

1. Meet with Supervision and Shop Stewards in advance of the walkthrough. Review the intent and the process to be followed. Also notify department employees.
 - The focus is for all employees.
 - How can the Standing Committee be a resource for people?
 - What needs do you have of the Standing Committee?
 - How can we help with communications, barriers, etc...?
2. The Standing Committee would like to be a resource to help the business and improve employee relations and working conditions. Our desire is to facilitate improvement.
3. Walkthrough process within departments:
 - Share who Standing Committee is and what we are there for.
 - Share what we are not (a complaint does not mean action is taken and we do not replace

normal channels).

- Informal walkthrough talking to employees.
- Accumulate notes/comments from the walkthrough and share with departments. This is input only with no expectations to respond.
- The Standing Committee as appropriate will make recommendations.
- The walkthroughs will be by invitation from the department.
- The notes will not be shared millwide unless it is appropriate and agreed on by the department.

We also discussed the need to communicate with Superintendents the purpose and intent of the walkthrough.

Helper Selection Process

The attached maintenance Helper Selection process was discussed with the Committee. The Union suggested an upgrade to the process that would resolve the concerns of employees and the Union. The suggestion is to use a qualification score in the final evaluation process. For example an employee who was evaluated at 7 or higher would be determined to be qualified and accepted on the basis of seniority when openings occur. It is understood that this was a recommendation not a contractual requirement. The Union's suggestion will be discussed with the Maintenance Superintendents.

Woodmill Compressed Language

In order to finalize the Compressed Language for the Woodmill, there needs to be a procedure agreed to by the crews in filling the senior day jobs from the compressed progression ladder.

Scheduling - Overtime - Vacations

There continues to be difficulty by departments in the scheduling of overtime and filling vacancies. Who is in the job classification and using on-shift move up and seniority confuses who should be scheduled in various job classifications. As long as qualified employees fill the job classifications without additional penalties, the Company has no preference in how these vacancies are filled providing it is according to the Labor Agreement and does not create complaints among employees. The Union Committee suggested they make a recommendation to clear up these issues, which will be discussed at the next meeting.

Fireman Position

John Svenson discussed the need to post for two fireman positions, created by the adding of a position and the current position being vacated. These two jobs will be in a progression ladder with Fireman being the entry level position then progressing to the training position. Since both jobs are open, both will be posted. Qualifications for the Fireman position is 5 years fire fighting experience and qualifications for the Training position is five years fire fighting experience - with two years as an officer.

Scheduling Vacations

The annual Maintenance down has been rescheduled for the week of 6-03-91. A notice was given to Maintenance employees eliminating any vacation for the down week. The Union asked why the Company totally eliminated vacations rather than on an exception basis as has been done in the past during downs. It was suggested by the Union to re-examine the decision to eliminate vacations and allow them on an exception basis as in the past.

Hourly 401-(K) Plan

To clear up issues and concerns that have arisen in the plan and educate ourselves we will schedule a conference call with informed individuals in Richmond, so we can communicate with employees.

Scheduling Additives

The Additives department is requesting a 5 day on, 3 day off 9 hour shift schedule for the two day jobs. This would require that the 9th hour overtime penalties be waived if legally possible and the 9th hour on Sunday be at 1 1/2 time. All other contract provisions would apply. The Company will investigate the legal feasibility of this schedule.

Kraft Mill Alarms

Discussed the recent stock spill in the Kraft Mill that has generated some concerns from employees as to who has the authority to decide when a mill alarm, for a hazardous release, would be initiated from the clockroom. The Kraft Mill operators, Supervision and Management would have such authority to initiate an alarm if the hazard required such action.

Mike Wendling
Company Representative

Kinda L. Raynor
Union Representative

MAINTENANCE HELPER SELECTION
April 30, 1991

Labor Agreement Section A-2(D)

cc: Wauna Steering Group
Standing Committee
Department Heads
Shop Stewards
Jamie Baker
Kay Crist
Payroll
Local 1097

...will select the helpers on its
... crew through a procedure which may
... such tests as intelligence tests,
... 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.

MAINTENANCE HELPER SELECTION

April 30, 1991

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. Employees who have worked at Wauna for less than two years as of the date the position is posted will not be eligible to sign the job posting.
3. All employees who bid must complete the Work Record Review after signing the job posting, and return it to Personnel. The Review form can be picked up in the Personnel Office, or Personnel will mail it to the bidder's home. (See Attachment I)
4. Attendance at at least one informational meeting in a three year period will be required in order for a bidder to continue through the selection process. Those meetings will be conducted by the Maintenance Training Coordinator and the Personnel Supervisor. The supervisor and/or superintendent of the department that needs Helpers is also welcome to participate. We will discuss the job requirements, focusing primarily on how the Apprentice program works and what is involved, and the selection process. Informational meetings will be scheduled so that bidders on all shifts can attend one.
5. Those who have indicated their interest in the position by signing the bid sheet, completing the Work Record Review, and attending an informational meeting will be asked to 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.) This battery will include a mechanical aptitude test. Those who receive a

failing or marginal score on the mechanical aptitude test and/or below average overall will be informed of this by personal letter and will not be asked to participate further in the selection process. The employee may contact Personnel for feedback regarding their scores.

6. Candidates' supervisors will be asked to complete a performance evaluation. Supervisors must review the evaluation with the employee before it is given to Personnel. The employee will have the opportunity to write any comments they have about the evaluation on the form itself. (See Attachment II)

7. Employees who receive satisfactory or better scores on the mechanical aptitude test and on the overall score 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 the trade for which he/she is applying.

b) An individual who has not been interviewed for the trade for a period of 4 years may request the opportunity to be reinterviewed. A request to be reinterviewed must be made at the time the bid is signed.

c) An individual who has been interviewed for the trade in the past and since that time has made a significant effort to gain added experience and training in that trade may request to be reinterviewed. A request to be reinterviewed must be made at the time the bid is signed.

8. When all of the candidates have been evaluated by the interview boards, those receiving the highest predictions for success will be placed on a list. Candidates will be placed on the list first by the evaluation rating (highest evaluation on top of the list), and second by seniority within a rating if more than one individual receives the same evaluation. As the Helper openings occur during the year, the person on the top of the list will be asked if they are interested in that opening.

When the next annual posting goes up, individuals still on the list from the previous posting will be notified by certified letter that they need to indicate their continued interest in the position by signing the new bid list. If they do not sign, their names will be taken off the list and will not be considered. Signing the new bid sheet keeps their name on the list - the individual does not have to repeat the rest of the selection process.

With each posting the list will be rewritten, adding the new bidders who were selected in the most recent posting, and

bringing forward those bidders selected from the previous posting(s) who indicated their continued interest in the position. The ranking of all individuals on the list will always be first by evaluation rating and second by seniority.

9. Any employee who wishes to receive feedback with regard to their interview and tests may do so by indicating their interest to the Personnel Department.

Linda Sawyer, Jim Cadd, Larry Beaudreau, Kris Keeler, Barney Wheeler, Bill Barran, Shelley Finney, Trisha Norvell, Cissy Piller, George Bujcich and Mike Wendling.

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