

STANDING COMMITTEE MINUTES

MAY 13, 1992

Present were George Brajcich, Kris Keeler, Dave Viera, Bill Taylor, Joe Hertig, Trisha Norvell, John Melink, Al Grantham, Terri Opsahl, and Shelley Prouty.

Items Discussed:

1. Grievance 92-09 - Pulp Dryer
2. Status of freezes - Converting
3. Status of #3 & 4 Paper Machine clothing job/potential ladder change
4. Seniority and training rights when employees are laid off
5. Calling in absent and requesting a floater to cover the absence; short notice for floating holiday requests
6. May Trucking employees moving trucks
7. Health insurance, definition of covered dependents (legal guardianship)
8. Yard crew equipment operator start rate and 6 month rate
9. Self Contained Breathing Apparatus (SCBA) - requirements
10. Relief supervisor pay policy
11. Teacher internships
12. Leave of absence clarification
13. Nicorette gum and nicotine patches, Aetna insurance
14. Vacations:
 - Donation requests
 - Move-up to cover salaried positions
 - Kraft Mill vacation sign up process
 - Request for vacation in single day increments
15. Health and Wellness, Cost Management Committee decision; Aetna, Beech Street, and Cost Care
16. Gray Areas Committee
17. Violation of 16 hour rule
18. Status of opening on 1 & 2 Paper Machines
19. Converting - filling openings, scheduling, curtailment
20. S & A benefits - blue slip rate change during disability
21. Laid off employee's schedule, Converting

GRIEVANCE 92-09

A day off for the pulp dryer crew was scheduled in the middle of the week. The employees were viewing this day off as a lay off. Management scheduled this day off due to the complaints from employees and input from the Union, as the employees had worked two consecutive weeks without any days off. There was an opportunity to shut the pulp dryer down for a day, and this was seen as a way to accommodate the input received from the employees.

The Company Standing Committee was concerned that the Kraft Mill acted in a way they believed was right based on the input they had received from the employees, and now are being grieved for that. The Union Standing Committee suggested that there had been a breakdown in communication over the issue; the employees were not told the reason for the shutdown. It was agreed that there was no contract violation and the grievance was withdrawn.

FREEZES

Converting Management froze an employee May 8, 1992. They also submitted a request to freeze another for medical reasons; the Union Executive board will process the request and return to Human Resources, who will respond to Converting.

Departments need to remember that they cannot treat someone as frozen unless they have formally frozen the employee. A freeze by the Company requires that a supervisor meet with the employee and a representative of the union to explain the reasons for the freeze and to ensure the employee understands exactly what a freeze means. If the employee requests a freeze, that must be approved in writing by the Union Executive Board and the Standing Committee. (Forms for both types of freezes are available in the Human Resources Department.)

#3&4 PAPER MACHINE CLOTHING JOB

Prompted by some questions by an employee, the department management had explored some options with the Standing Committee for the Machine Clothing and Material Handler and the Clothing and Supply Coordinator jobs, both of which are stand-alone jobs not on a progression ladder.

If the jobs are combined into one ladder, the Material Handler would not automatically move into the Coordinator job the first time the Coordinator job became vacant. The Coordinator job would have to be posted so all employees could bid on it. Any vacancy after that would be filled as in any other progression ladder, by the person in the rung below, and fill the opening at the bottom.

The department has been reviewing the basic skills required to the the Coordinator job, and has identified that basic math and communication skills are required. Options they have explored have been to list the skill requirements and job description/requirements right on the job posting so employees would know up front what the job entails, or test up front for those skills, or utilize the 60 day probation period to train and evaluate the key skills. The intent of the department would not be to set extremely high criteria, as they would just want to look at basic skills. The Union Standing Committee expressed concern about testing or "qualifying" someone rather than using seniority. They also

pointed out that new employees hired into the mill are being tested for those basic math and communication skills, so over time all the bidders for jobs in the mill will have already been identified as having those basic skills.

Nothing is expected to happen with these jobs in terms of an opening or combining the ladder for another 5 to 7 years. The department had just raised the question in an effort to answer an employee's question.

SENIORITY AND TRAINING RIGHTS DURING LAYOFF

The question about a junior person training on a job they had bid on while senior employees were laid off was first addressed in the January 28, 1992 Standing Committee meeting. (See the attached copy of the relevant page from those minutes.) Another similar scenario has developed where a person was off on S & A for a long period, and needed to be retrained in their job. There was curtailment during the same time period that this employee was in training, and a person senior to the employee in training was released to the labor pool.

If an employee is in a training situation in a job that "belongs" to them, i.e. they are blue slipped in that job classification or are bidding into the job, they are not doing the job. The trainer is the person doing the job, and that person (the trainer) should be the senior person in the job class if there are others laid off. In this situation the trainer was senior.

ABSENCES AND FLOATING HOLIDAYS

Concerns have been raised by both the Union and Company Standing Committee about granting floating holidays on short notice. For example, an employee may call in sick and ask their supervisor to just give them a floater. This clears the absence from the employee's record, uses up a floater, and prevents the employee from losing money for that day. Situations have occurred where people really are not sick, but didn't submit their floating holiday request with the proper advance notice. Supervisors are also concerned that some employees with an absentee problem are using their floaters to hide a problem. The Union is concerned that an employee who requests a floating holiday in a timely manner may be denied, but then a person who calls in absent may be granted a floater for that absence.

The Standing Committee determined that we may need to investigate the reasons for denying a floating holiday when an employee has given the proper notice (7 days), and how many have been denied. Floaters cannot be denied to prevent overtime and cannot be counted as vacation in applying departmental vacation guidelines. A floater may be denied if a person is in the middle of a training session. The Committee also wondered what process was in place to ensure

that an absence and a floating holiday were not recorded for the same day.

Management needs to develop some guidelines around this issue and apply those guidelines consistently throughout the Mill. The Local will support management in this process. The Joint Committee is concerned that the current process is reinforcing negative behavior, as well as creating problems for employees who have to cover someone because of a short notice.

Human Resources will work to link the absentee and payroll records to ensure absences and floaters are not recorded for the same date. HR will also work with the departments and Steering Group to develop some guidelines.

MAY TRUCKING EMPLOYEES MOVING TRUCKS

May Trucking used to have 4 employees located on the mill site who were responsible for moving the truck trailers into and out of the loading chutes. They now have only 2 employees doing that, and truck drivers are starting to move the trailers. The Union Standing Committee believes the Mill has a contract with May Trucking for those four people to do this work, and that having the truck drivers do this is outside that agreement. The Company Standing Committee was unaware of this arrangement. Human Resources will pursue with the appropriate department and review with the Joint Committee.

HEALTH INSURANCE, COVERED DEPENDENTS

Legal guardianship is not specified in the health benefit plans as a covered dependent. The issue has come up because Kaiser told an employee that if they were to get legal guardianship of a child, the child would be a covered dependent. However, Kaiser does not have the authority to change our plan's benefits or coverage, and this is not covered under our contract.

The Union Standing Committee believes legal guardianship should be included under the foster child language in the contract. The State assists foster families with medical costs, so this language strictly interpreted does not meet the needs of the members. Was the intent of the negotiated language to cover guardianship? Is there really a difference between a foster relationship and a guardian relationship? The Union Standing Committee suggests the Corporation look at including guardianship with a rider requiring an insurability physical when a dependent would be added in this situation, which would prevent people from getting guardianship of relatives with medical problems solely to get covered under the Mill's health insurance.

The Company Standing Committee believes that there is a difference between a foster situation and guardianship, in that foster homes are certified or appointed by the State, and are typically for a specific time period, whereas a guardianship relationship typically has no definite time period. When insurance plans are designed, the Corporation is able to estimate the costs based on the demographics. If we introduce another unknown component, it is difficult to determine the impact on health care costs. If adding another component increases the Mill's insurance experience (i.e. use of insurance), that increases the rates we are charged by the insurance carrier which is passed back to the employees.

The Human Resources Department will pursue these issues with Richmond. Decisions regarding health insurance are made with Corporate Headquarters, not by the Mill alone, as what is done at one location can impact other areas in the Corporation.

YARD CREW, STARTING AND 6 MONTH RATES

The Equipment Operator job has a starting rate and a 6 month rate. The Union Standing Committee said that there are some employees who have been getting the start rate for much longer than 6 months. The question was then raised regarding what constitutes 6 months - cumulative or consecutive experience? In other areas that do or did have a similar structure it was cumulative time.

Human Resources will investigate and respond. Some questions to look into: When were these two rates negotiated? What was the intent in negotiations of those rates and the 6 month time period?

SELF CONTAINED BREATHING APPARATUS

Some concerns surfaced regarding SCBAs and the certification required for various levels in the Greenwood mill. It was discovered that the information in a checklist used by the department's safety person was an older form and not valid anymore.

There are various levels of medical surveillance for each level of respirator certification required by law. Level I is basically the escape respirators that we all have to have on the mill site and no formal medical surveillance is needed. Level II requires a health history review, pulmonary function tests, blood pressure screen, and other minor tests. An SCBA is a Level II if is used in a non-strenuous situation, Level III if is used in a strenuous situation. Strenuous is elevated heart rate, quicker breathing, and quick movement while wearing the SCBA.

A physician is the only one who can determine if a person cannot wear an SCBA. The mill nurses can do the preliminary testing, and if they have a concern will refer an employee

to a physician. If a person cannot wear an SCBA, as determined by a physician, and it is required by the job that the person wear one, we have an issue to deal with. Some Level III departments may have some flexibility such that not every single person in the department must be Level III certified. For example, the Kraft Mill has determined that they only need a certain number of people on each crew able to wear an SCBA at Level III. Other departments, like Groundwood, are staffed in such a way that everyone has to be able to wear an SCBA at Level II (less strenuous medical surveillance than Level III) to deal with SO2 leaks. (The law requires at least a Level II SCBA protection when dealing with SO2.)

The Union Standing Committee suggested some alternatives for areas like Groundwood, so that everyone would not have to be certified to wear SCBAs. One possibility might be to identify a team on each crew plus the PEO to handle leaks and emergencies.

In conversations with Corporate Headquarters subsequent to the Standing Committee meeting, the Corporation said that the medical surveillance tests for Level III developed as Company policy to comply with the law will be firmly adhered to and no exceptions made. We have a legal and ethical obligation to protect our employees and make sure they have the proper protective equipment and can safely use it. (The medical surveillance detailed in the Corporate policy was developed by a physician who specializes in occupational medicine.)

RELIEF SUPERVISOR PAY POLICY

See the attached memo. Relief supervisors who attend a meeting or a training session will be paid the rate of their regular job, unless they are attending as the supervisor. This will be published throughout the mill.

TEACHER INTERNSHIPS

The Rainier School District has asked the Mill if we would provide brief internships for several teachers this summer. The internships will be 1 to 3 weeks in length, paid for by the school district. A team at the Mill has been working with the teachers to identify what experiences they would like to have, and Human Resources (Personnel) will be looking for volunteers. The teachers will tour the Mill, and some would like to spend time in the maintenance shops, quality and test labs, and other areas of the Mill. Human Resources is in the process of communicating with departments and asking for employees interested in interacting with the teachers and telling them about and showing them their jobs.

LEAVE OF ABSENCE CLARIFICATION

See the attached memo from Mike Wendling outlining the guidelines for granting a leave of absence. This was

"rediscovered" after the last Standing Committee discussion on leaves. The Joint Committee reaffirmed that these guidelines are still valid, and the last leave granted by Converting at the prompting of the Standing Committee was not appropriate in light of these guidelines. That leave will not now be denied by the Standing Committee, but these guidelines will be adhered to in the future.

NICORETTE GUM AND NICOTINE PATCHES

Corporate Headquarters recently issued a letter that nicorette gum and nicotine patches will be covered under the Aetna plan, retroactive to January 1, 1992. These items were already covered under Kaiser and SelectCare.

VACATIONS

DONATION REQUESTS

Some serious issues are surfacing around donating vacations. People are concerned that they may be impacted by not getting move up time and pay that they normally would get if an employee took all of his/her own vacation. The Standing Committee is seeing requests increasing, and going well beyond the intent of the language in the contract. The Committee also sees that departments don't understand that they are the ones who approve when a donated vacation can be taken, and that a donated vacation absolutely cannot impact another employee's ability to take their own vacation. Donated vacations cannot be submitted in the seniority bidding for vacation scheduling process.

The Joint Committee also agreed that we should get back to the intent of the language; "legitimate humanitarian and emergency reasons" are the only reasons vacations can be donated. The donation request currently before the Committee is on hold.

May 19, 1992, Special Meeting. Present were Bill Taylor, Larry Reandean, Kris Keeler, Dave Viera, George Brajcich, Joe Hertig, Shelley Prouty. The Committee agreed that effective immediately donations can only be granted for legitimate humanitarian and emergency reasons. The request pending from the May 13 meeting will be approved, BUT the employee receiving the vacation must use all of her vacation before the one week of donated vacation can be scheduled. The request to schedule that donated vacation must be approved by the department superintendent. The scheduling of that donated week cannot impact another employee's taking his/her vacation.

KRAFT MILL VACATION SIGN UPS

The Kraft Mill vacation sign-up process was changed in 1991 to include a second seniority sign-up period. This was reviewed with the Standing Committee in May of 1990.

The reasoning behind a second sign-up period was a senior person's second choice for vacation may be open after the first seniority sign up is done. The shift on days the day the list goes up has an advantage over the others in the first-come-first-served sign-up. The second seniority sign-up period was to give seniority a little more consideration.

This second bidding process is not standard in the mill. The Union Standing Committee requests this be done all over the mill or not done at all. The Union Standing Committee pointed out that the reference in the Kraft Mill process is incorrect. Floating holidays cannot be counted like vacation and applied against the department's vacation guidelines. For example, if the guidelines say that only 5 people can be off at one time on vacation, someone requesting 4 consecutive floaters would not count as one of those five people.

Human Resources will work with the Kraft Mill on their specific questions, and will work on a millwide policy for next year. The Union Standing Committee agrees that it is acceptable for the Kraft Mill to continue as they have the process written up (except for the reference to floating holidays) for this year.

COVERAGE FOR SALARIED POSITIONS

An hourly employee cannot be denied vacation because someone is moved up to cover for a salaried person.

VACATION IN SINGLE DAY INCREMENTS

An employee is involved in a community activity that requires he take off a number of Fridays during the summer, and he has used up his floating holidays. Taking vacation one day at a time, much like a floater, does not cause problems for the day shift jobs, but could create a number of difficulties in operations departments. We cannot take an action that favors or advantages day shift workers over tour workers. The Standing Committee then talked about agreeing to this request on a one time only basis. The problem with that is how can the Committee evaluate the merit of various community service activities to determine what special requests should be accommodated and which shouldn't. The Committee commends this employee's involvement, but cannot accommodate the request.

JOINT HEALTH AND WELLNESS, COST MANAGEMENT COMMITTEE

The Joint Cost Management Committee, with a Corporate representative, has been doing extensive research into different services that help to manage health care costs while ensuring the best health care. A representative from the committee presented their decision to the Standing Committee. The decision affects ONLY those hourly employees

covered by Aetna; most of the same types of things are already built into the SelectCare and Kaiser plans.

* Retain Aetna as the claims administrator. Work with Aetna to resolve some of the administrative problems we have had with them.

* Cancel the Beech Street contract (requires 90 days notification of cancellation).

* Contract with Cost Care to manage the utilization of benefits.

- Pre hospitalization authorization
- Large case management, psych and substance abuse management
- Outpatient surgery review for procedures over \$350
- Second surgical opinion
- Home health care (alternative health care)
- Materni-Call (help for women at high risk during pregnancy)

- Total cost per employee per month for Cost Care is \$1.88 (paid by the Company)

The Joint Cost Management Committee will be communicating with employees about Cost Care, what it will do for them and how to utilize the services. They will be putting information into the Wauna Know, sending an informational letter to each employee's home (those hourly employees covered by Aetna health insurance only), and will be attaching the same letter to those covered employees' paychecks.

The Joint Standing Committee appreciates all of the work the Joint Cost Management Committee has done on this.

GRAY AREAS COMMITTEE

The Standing Committee and members of the Gray Areas Committee believe it is worthwhile for this committee to continue its work. A perception exists in some areas of the mill that this Gray Areas Committee was empowered and sanctioned by the Standing Committee to address millwide issues, while the committee itself and management believed their focus was always to be just Converting. The Gray Areas Committee does not set policy for the mill or handle grievances.

Participation on the committee has been voluntary. The Local would like to talk with employees in Converting and Converting Maintenance to ask them who they would like to have represent them on the committee.

Some discussion arose around when a committee is sanctioned by Local #1097 and how the hourly members of that committee are selected. A committee is sanctioned or "official" when the issues addressed by it impact the labor agreement. The

Union President is the one who will select representatives for an official committee after getting input from the appropriate people.

VIOLATION OF 16 HOUR RULE

A supervisor notified Human Resources that an employee had worked 17 1/2 hours in a 24 hour period. Neither the employee nor the supervisor realized it until after it had happened, and both were very concerned that they had not paid closer attention to the hours.

The Standing Committee expressed strong concern, and reiterated the position that there is absolutely no reason for any employee to work more than 16 hours. Both employees and supervisors have the responsibility to ensure it does not happen, and the Local expressed their support for not paying an employee for time over 16 hours, if the Mill were to choose to take that action. (The Mill does not choose to do so.)

STATUS OF OPENING, 1 & 2 PAPER MACHINES

The department has decided to not fill an open position in their utility pool. The Union Standing Committee expressed concern that this may impact the department's ability to cover vacations, thus increasing the number of hours employees have to work. They also believed that this is inconsistent, as in the past departments have fought to get approval to carry extra people, and now are not filling those extra positions as they open. They have heard that Shipping is also planning to cut back through attrition.

Human Resources will get feedback from the departments on this.

CONVERTING - FILLING OPENINGS, SCHEDULING, CURTAILMENT

The Union Standing Committee expressed concern that Converting is using people laid off in one Converting ladder as their "labor pool" to fill needs in other ladders, while some senior people may be on lay off. They have also heard that Converting will shut down one machine for a day in order to use that operator to fill in on other ladders, all of which by-passes the regular Labor Pool and the Clockroom. The Standing Committee reminds Converting and all departments that they first need to check the Labor Pool to cover their needs before moving people from one progression ladder to another within the department.

Another concern is that one shift is being "curtailed", and those people are moved down the ladder, while the other three shifts run full and have junior people working the higher jobs. The Union Standing Committee, while recognizing that the nature of the Converting operation fluctuates, says there can't be on-shift "curtailment" and demotions; demotions

have to happen by seniority looking at the whole ladder.

The Company Standing Committee raised the point that the contract says the employee gets paid the rate of the job to which the employee's seniority entitles him to. If the machine is down, their seniority entitles them to the next job down.

The Union Standing Committee said that if the department knows when the schedule comes out that a machine(s) will be down, then they know if it will affect someone's seniority. If it will, they should then move people around by seniority or pay the senior people the higher rate. (The Union wanted it clear that they are not advocating moving people from shift to shift all the time, but recognizes that sometimes that is what has to be done to protect seniority rights.)

One suggestion raised was that Converting carry a utility pool, similar to the paper machines. People can be drawn from that pool to work in all areas of Converting.

Member of the Standing Committee will meet with Converting management to process these issues and come up with some answers/suggestions to process with the whole Standing Committee.

S & A BENEFITS, BLUE SLIP RATE CHANGE DURING DISABILITY

Sickness and Accident (S & A) benefits are based on a person's blue slip rate. An employee went on S & A before the April 1, 1992 rate increase, but is still being paid based on his blue slip rate before the increase. The contract says the S & A benefit is based on the blue slip rate, and all blue slip rates changed on 4-1.

This is the way S & A benefits have been administered at Wauna and other mills in the West; an employee stays on their former blue slip rate until they come back to work. Human Resources will do some further researching, as will the Local.

STANDING COMMITTEE

1/28/83 Special Meeting

LAI D OFF EMPLOYEE'S SCHEDULE, CONVERTING

A Unitizing employee was released to the Labor Pool, from which he was assigned to Converting. Converting scheduled him to work Friday, Saturday, and Sunday in quick stock. The department had the Clockroom notify him on Thursday that they did not need him on Friday, and Friday he was told not to come in at all on the weekend. Converting did not run quick stock on Friday, but did on Saturday and Sunday on a shift other than the one this employee had been scheduled on, and a junior employee did the work. The Union Standing Committee requested that the employee be made whole, since he should have been the one to do that work instead of the junior person who did it.

Human Resources will research with Converting management and respond.

LABOR POOL SCHEDULING

Converting is erecting a pre-fabricated building that they plan to use for training purposes. They used three operator adjusters as helpers to the journeyman mechanic and filled the openings in the ladder at the bottom of the building. Most of the employees on the layoff pool are mechanics that could enable them to start some of their training programs soon and get more people back to work. Before making this assignment, Converting management reviewed it with Personnel. The assignment was also reviewed by members of the union standing committee and the mechanics' committee. The assignment was made as proposed.

There was no overtime paid to the adjusters - they were scheduled on a 40 hour week. There was no contract violation by the Company. When we assign mechanic's helpers during the layoff, we will call in the senior people from the layoff pool directly. It was noted that the intent was to provide some work, and focusing on that goal may have resulted in considering some of the concerns that did surface.

Don L. Bayard
Union Standing Committee
Representative

Joseph A. Hedy
Company Standing Committee
Representative

STANDING COMMITTEE

1/28/92 Special Meeting

Present were: Larry Reandeau, Dave Viera, Gene Dixon, Randy McEwen, Shelley Prouty, Kris Keeler, Billy Taylor, Trisha Norvell, George Brajcich, and John Melink.

Agenda:

1. Layoff Pool Scheduling
 - Mechanic's Helpers, Mechanic's Grievance
2. Layoffs: Training and returning to blue slip jobs
3. Layoffs: Junior people sometimes getting more hours per week than senior people.
4. Converting Vacations
5. Job Skills Profile
6. Kraft Mill Overtime Assignment
7. Kraft Mill Training

LAYOFF POOL SCHEDULING

Converting is erecting a pre-fabricated building that they plan to use for training purposes. They used three operator adjusters as helpers to the journeyman mechanic, and filled the openings in the ladder at the bottom with the three most senior employees in the layoff pool. Their reasoning was that the adjusters had some skills that would enable them to better assist the mechanic in getting the building up quickly. This would enable the department to start some of their training programs sooner and get more people back to work. Before making this job assignment, Converting management reviewed it with Personnel. The assignment was also reviewed by members of the union standing committee and the Mechanics' Committee. The assignment was made as proposed.

There was no overtime paid to the adjusters - they were scheduled on a 40 hour week. There was no contract violation by the Company. When we assign mechanic's helpers during the layoff, we will call in the senior people from the layoff pool directly. It was noted that the intent was to provide more people work, and focusing on that goal may have resulted in our not considering some of the concerns that did surface.

A grievance arose out of this situation complaining that the work done was mechanics' work. The Company has in the past assigned employees as helpers to mechanics, and as long as they are paid correctly there has been no problem. The Company is not accepting the grievance and returned it to the Union. The Union standing committee will review the grievance and decide how to proceed.

TRAINING AND BLUE SLIP JOBS

A reoccurring concern during the curtailments we've been experiencing is that junior employees are sometimes scheduled for more work in a week than are senior employees, and that some junior employees who have been trained in a department are getting assigned to that department over senior employees.

Department's have no problem training people - their concern is that when an employee's blue slip department needs them, even if only for a couple of days or a week, they go back and the department has to start training again. It is very disruptive and expensive for the department. Management suggested that the Standing Committee consider, for the duration of the layoff, keeping senior laid off employees in the assigned department when their seniority would provide them a job on their own progression ladder. The employee would be paid the rate of the job they are working, or their blue slip job rate, whichever is higher.

The labor agreement requires the company to assign employees to their blue slip job or ladder when that job is available. The Union Standing Committee determined that we must assign people to work per the labor agreement. That will mean that a junior person may be assigned over a senior person, if the junior person has the required training. Employees, providing they are appropriately trained, will be assigned to bumpable jobs per their mill seniority. George Brajcich and Trisha Norvell or Shelley Prouty will review the layoff pool assignments weekly with the Clockroom to assure assignments are appropriate.

People will be moved into the layoff pool if their job is not available. Employees are then assigned to jobs from the layoff pool by mill seniority.

The Standing Committee reminds employees that the labor agreement does not guarantee hours of work.

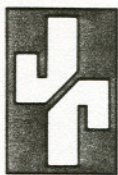
CONVERTING VACATIONS

There are 122 vacation weeks to be scheduled in the Converting department. Employees have been notified to schedule their vacations by February 21, or Management will schedule the vacations.

The principles driving these guidelines are:

- * Equitable payment of employees
- * Consistency throughout the Mill
- * A desire for relief supervisors to clearly know what rates of pay they will receive

JOB SKILLS PROFILE



JAMES RIVER CORPORATION

Intra-Company Memo

To

Wauna Steering Group

Date

April 13, 1992

From

Reference

Joe Hertig
Human Resources

Subject

Relief Supervisor
Pay Recommendation

A question arose around what rate to pay relief supervisors who are asked to attend a training session for supervisors and relief supervisors. Do they get their blue slip rate or the higher relief supervisor rate?

We pay a higher rate when a person is moved up for a supervisor because they are assuming the responsibilities of a supervisor and are expected to administer the Labor Agreement, company policy, schedule, pay and direct crews as a regular supervisor does. The principle is that the higher level of responsibility warrants a higher level of compensation.

The Human Resources department recently surveyed most of the departments who use relief supervisors to determine what has been the past practice in this training situation. We found that it varies from department to department, and sometimes even between supervisors within the same department.

We need to assist the departments in their efforts to pay employees equitably, consistent with the provisions of the Labor Agreement, and consistent with other departments. I recommend that we establish the following guidelines:

When a relief supervisor attends a meeting or training session not in the capacity of supervisor, but because s/he is a relief and therefore needs the information being presented, the relief supervisor should be paid their blue slip rate or the rate of the job they would have been scheduled had they not been at the meeting.

A relief supervisor should be paid the supervisor rate only when they are acting in the capacity of supervisor and accepting the responsibilities of that position.

The principles driving these guidelines are:

- * Equitable payment of employees
- * Consistency throughout the Mill
- * A desire for relief supervisors to clearly know what rates of pay they will receive

JAMES RIVER CORPORATION

I suggest the following path forward:

- 1) The Steering Group review this recommendation and upgrade as appropriate.
- 2) Review the upgraded guidelines with the Standing Committee, get their feedback and upgrade as appropriate.
- 3) Publish the guidelines and principles to the Mill.

sjp
file:1981



JAMES RIVER CORPORATION

Intra-Company Memo

Date August 15, 1989

From Mike Wendling

Reference

Subject Request for Leave
of Absence:
Guidelines

To Department Heads
Supervisors

To: See Distribution

From: Charles Reed

Date: April 27, 1992

Subject: Nicorette Gum and Nicotine Patches

When granting a leave of absence, please consider the request according to the following guidelines:

1. Leave of absences will not be granted for the purpose of earning additional income.
2. All vacations and floating holidays must be taken prior to granting the leave, with the exception of family emergencies.
3. Leave of absence requests are considered on a case by case basis, depending upon the reason and the availability of coverage.
4. Leaves will normally be granted only for emergencies or special circumstances at the employees request.

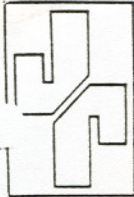
These guidelines were mutually developed by the company and the Union Standing Committee.

Mike Wendling

Mike Wendling

JRCORP:WAUNA
MLW/tlp
file:000563

cc: Local 1097
W.S.G.
Standing Committee
Payroll



INTEROFFICE CORRESPONDENCE

To: See Distribution

From: Charles Reed *CR*

Date: April 27, 1992

Subject: Nicorette Gum and Nicotine Patches

CC: Chrono

=====

James River has decided to include the purchase of Nicorette Gum and Nicotine Patches as a covered expense under the plans which are administered by Baxter, Aetna, Prudential, and Blue Cross Blue Shield. This is a retroactive change to January 1, 1992.

Under the Baxter Plan, reimbursement will be made under the short-term reimbursement plan, and will not be subject to the 21-day supply and one refill.

Please notify your employees and Union Representatives.

If you have any questions, please contact me.