

Standing Committee Meeting Minutes

May 15, 1990

May 22, 1990

Those in Attendance: Shelley Prouty, Trisha Norvell, Mike Brace, Rick Allen, Linda Raynor, Larry Reandeau, Carl Lang, Dick Davis, Bill Taylor Gene Dixon, Frank Darling and Gene Dixon.

Agenda Items:

1. Rules and Customs.
2. Travel Pay Guidelines.
3. Vacation Guidelines.
4. Retirement Planning Seminar.
5. Overtime Assignment in the Screen Room.
6. Sixth Hand Job #1 Papermachine.
7. II Step Grievance (Dan Derby).
8. # 5 Papermachine Training and performance evaluation.
9. Starting Time Maintenance.
10. Compressed Shift Seniority V/S On Shift Move Up.
11. Hiring Process College Kids.
12. II Step Grievance (Paul Pruett).
13. II Step Grievance (Robinson Grievance).
14. Absentee Rate Calculation for Converting.
15. May 15 Down.
16. Converting Performance Review Process for C Shift.
17. 401 K Plan Changes.
18. #4 Papermachine Training.

Rules and Customs

The proposed Rules and Customs revisions were discussed. It was noted that if the Labor Agreement has clearly defined rules or customs they need not be presented in a separate document. There was considerable discussion around the rules that relate to punch in time for employees. It seems that while the rules are clear, most departments do not observe the rules and therefore the rules loose credibility. Is there a better way to solve the real problem which is the resulting conflicts that arise when an employee works over on a day he relieved early? It was also noted that we need to consider the legalities and payroll concerns around relieving early. At such time when we do have a final draft of rules and customs we will notify the Local Union.

Travel Pay Guidelines

The following travel pay policy will be incorporated into the pay policy for employees who are away from the mill site in training or meetings. This policy will be administered consistently throughout the mill.

Employees will be paid travel time while traveling on their day off, for the hours traveling from place of origin to destination, for the hours that fall within their normal work schedule. The rate of pay will be the employees regular rate of pay at the straight time rate. Call time will not be paid. For example; An employee who works straight days 8:00 A.M.- 4:30 P.M., and travels 3:00 P.M.- 8:00 P.M., would be paid one and one-half hours at the straight time rate of pay. For those who work the compressed shift, the hours to be compensated will be the hours spent traveling on their days off that fall between 7:30 A.M. and 7:30 P.M. For tour workers it would be 8:00 A.M. to 4:00 P.M.

The Union has recommended that if it is important enough to have an employee travel to attend a meeting or training, they should be compensated for the travel time and receive call time on their day off as if they had worked.

Vacation Guidelines

The committee discussed further the vacation guidelines that were discussed at the last meeting. After further discussion, it was recognized that the real problem is mixing the scheduling of vacations with floating holidays. The labor agreement language for scheduling vacations and floating holidays is independent of one another, and cannot be scheduled on the basis of the allowances for the number of vacations in a given week. It is recognized that the allotment vacation is decided by management. Requests for floating holidays are also approved by management. However the payment of overtime shall not be a factor in granting the floating holiday. Certainly the unavailability of a trained employee to cover the vacated job is reason to deny the floating holiday. The Company will clear up this issue with supervision and insure the allotment of vacation is independent of floating holidays.

We also discussed employees concerns in being requested by management to find their own relief to cover for a floating holiday. This is further complicated in requesting a short notice floater v/s a floater requested in advance of seven days. The Standing Committee recognized that this issue would be more appropriately discussed at bargaining.

Retirement Planning Seminar

The Company is planning to sponsor classes on retirement planning available to all employees. The Union was invited to be a co-sponsor of the training. The Union supports the training classes but decided not to co-sponsor the training. The Company will proceed in developing a training opportunity for employees.

Overtime Assignment Screen Room

Do to the scheduling of employees for training on the new screen room equipment there was the need to work overtime. The overtime was filled by an employee who was scheduled for training that week. The labor agreement provides that the company must make a reasonable effort to fill overtime in the job classification where the need for the overtime occurred. Since the training employee was not actually working in the job classification for the week the vacancy occurred, he is not eligible for the overtime. Since the company did not make a reasonable effort to assign the overtime to the employees working in the job class, the company will make the effected employee whole for the overtime he should have been scheduled.

Sixth Hand Job #1 Papermachine

Shared with the Standing Committee the job responsibilities of the sixth hand and how those job duties relate to the overall crew duties.

II Step Grievance Dan Derby

An oiler was assigned to assist the mechanics in preparing the equipment to work on the esco valve. An electric grease gun was necessary to assist in removing the valve. The oiler had worked an hour overtime to assist the mechanics and was then told to go home since the job would take a considerable time to complete. The oiler was under the impression that he would be called back to the mill to grease the new bearing which was being installed. The oiler was not called back to the mill since the mechanics upon completion of the work used the electric gun to grease the bearing. The Union contends that the oiler should have been called back to grease the bearing, especially when he was told by the supervisor that he would be called.

The Supervisor did not give explicit directions to the oiler that he was required to return to the plant to grease the bearing. The work performed by the mechanics did not require that an oiler be called, and is not in violation of the labor agreement. The Company can see no

justification to pay the oiler overtime and calltime.

#5 Papermachine Training and Performance Evaluation

Pat Kittle reviewed with the Committee the revised training and evaluation process for new employees entering the department. The revisions incorporated many of the concerns raised by the standing committee regarding the training and evaluation process. Attached are the notes of Pats presentation.

Starting Time Maintenance

The Maintenance department is preparing to vote on whether to change the starting time of Maintenance to 7:00 A.M. The vote will include the supervisors. A majority vote will be required.

Compressed Shift Seniority V/S On Shift Promotion

The following guidelines clarify the compressed shift language when a senior move is required but complicated do to an employee working the Sunday night graveyard shift and unable to make the senior move. These guidelines will be communicated to supervision.

1. By definition, a senior move means that the senior person in each job classification below the vacant position will be moved up.
2. If a senior move requires someone to move from Sunday night shift to Monday day shift, that person (and he alone) will be bypassed for the week, and the vacancy he would have filled will be covered by and on shift move up. The senior people below that person will also make their senior move.
3. If someone is scheduled to start vacation during the same week that he is supposed to make a senior move to another shift, that person (and he alone) will be bypassed until the Monday after he returns from vacation. The vacancy he would have filled will be covered by an on shift move up. The senior people below that person will also make their senior move.

Hiring Process for College Students

Reviewed with the Standing Committee changes that will be made to the hiring process. Any person who meets the criteria for a college person may apply for summer employment.

II Step Grievance (Paul Pruett)

An individual requested a floating holiday with sufficient advance notice. The floating holiday was denied do to management wanting to provide double coverage of experienced operators during the start up of the Kraft Mill. The Union was disappointed that the request of the employee could not be accommodated. There was considerable discussion regarding this grievance. While it was agreed that management has the responsibility to grant floating holidays, it is difficult at times to match the needs of the employee with the needs of the mill.

II Step Grievance (Robert Robinson)

An Intermediate Adjuster position was open and scheduled to be filled with overtime. At the beginning of the shift the Head Adjuster called in Sick. The supervisor decided to move up on shift rather than call in a Head Adjuster or any other employee on overtime. This created the situation were the Intermediate employee who was scheduled for overtime, moved up on shift to work as a Head Adjuster. After discussing this grievance it was concluded that there is no violation of the labor agreement. The Question asked that deserves thought for the future is; Why did the crew not move up on shift initially to fill the original vacancy? There might be an opportunity for cost savings.

Absentee Rate Calculation for Converting

The Converting absentee rate calculation has been modified to exclude tardiness. Tardy's are dealt with separately and do not count in the absentee rate calculation. Additionally, when an employee volunteers to go home do to curtailment of equipment, those hours are not counted in the absentee rate.

May 15 Down

Observations made by the Standing Committee that added to the confusion of the down are;

- The down was scheduled on an election day, which prevented some individuals from having the opportunity to vote. This was an oversight and will be considered in future down planning.

- Some of the Mechanics crews were not given work schedules in advance to know where they would be working.

Converting Performance Review Process for C Shift

Discussed the crew comments now that the reviews have

been concluded. Additional suggestions are:

- Insure that the crew gets the opportunity to provide input on the supervisors performance.
- Evaluations need to be made that are good, bad and indifferent.
- Make arrangements for the Union Standing Committee to meet with the crews.

401-K Plan Changes

In order to comply with the federal requirements, there have been changes made in the hourly 401-K plan. The Union was asked to review these changes for their concurrence.

Training Program for #4 Papermachine

The Standing Committee commented that the felt there was no crew input into the training program. This is discouraging to the Union. The Standing Committee was not informed about the training program like they were when #3 went through training. The crew does have some concerns about the training program that the Union believes is not being addressed. Frank Darling will follow up with these concerns that have been raised and respond accordingly.

Mike Wendling

Company Representative

Linda L. Raynes

Union Representative

cc Local 1097
Standing Committee
Shop Stewards
W.S.G.
Department Heads
Payroll
Jamie Baker
Kay Crist

No. 5 PM

NEW EMPLOYEE TRAINING PROGRAM
(60 DAY PROBATION PERIOD)

REVIEW OF CONCEPT

- CLASSROOM & ON-THE-JOB TRAINING IS PROVIDED.
- CREWS EVALUATE TRAINEES
- EVALUATIONS ARE PERFORMANCE-BASED

PROBLEMS WITH OLD PROGRAM

- SELECTED ATTRIBUTES DID NOT RELATE WELL TO NO. 5 PM ACTIVITIES.

METHOD OF TRAINING

- THERE WAS INCONSISTENCY FROM INDIVIDUAL TO INDIVIDUAL ON WHAT WAS "ACCEPTABLE".
- VERY HARD TO ACCOMPLISH "BOOKWORK" AND O.J.T. AT THE SAME TIME.
- CREWS WERE INCONSISTENT IN ON-THE-JOB TRAINING GIVEN TO THE TRAINEE.

NOTES

CHANGES MADE TO OLD PROGRAM

- CUSTOM ATTRIBUTES SELECTED
- ATTRIBUTES CLEARLY DEFINED
- METHOD OF TRAINING CHANGED

METHOD OF TRAINING

- WEEK 1: IN CLASS WITH AN INSTRUCTOR
- WEEK 2-4: ON THE JOB WITH A TRAINEE ASSIGNED. DETAILED TRAINING LISTS WILL BE COVERED.
- WEEKS 5-8: ON-THE-JOB TRAINING AND PERFORMANCE OF JOB DUTIES.

NOTES

- WEEKS 1-4 ARE FOR TRAINING, FORMAL EVALUATIONS WILL NOT BE DONE.
- WEEKS 5-8 ARE PRIMARILY FOR EVALUATION OF TRAINEE.
- TRAINEE ROTATES WEEKLY FOR EXPOSURE TO EVERY CREW.

CUSTOMIZED ATTRIBUTES

1. RESPONSIBILITY FOR SAFETY
2. PHYSICAL ACTIVITY
3. LEARNING NEW TASKS
4. OPERATING COMPUTERS
5. UNDERSTANDING AND TROUBLESHOOTING THE PROCESS.
6. COMMUNICATING AND INTERACTING WITH OTHERS
7. MANAGING PRIORITIES AND MAKING DECISIONS
8. OPERATING MECHANICAL EQUIPMENT

RESPONSIBILITY FOR SAFETY

1	2	3	4	5	6	7	8	9
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UNACCEPTABLE

MARGINAL

ACCEPTABLE

Vo. 1 OP

Stock PREP-
ADDITIVES

- DOES NOT WEAR PROTECTIVE EQUIPMENT.

- KNOWS WHERE MSDS BOOK IS BUT DOES NOT KNOW HOW TO USE IT.

- USES MSDS SHEETS FOR INFO ON UNFAMILIAR MATERIAL.

Vo. 2 OP

PAPERTEST

- FREQUENTLY CUTS TOWARDS HIMSELF AND USES PAPER KNIFE CARELESSLY.

- CAREFUL WITH PAPER KNIFE, BUT SOMETIMES UNAWARE OF OTHERS AROUND HIM WHEN USING KNIFE.

- EXTREMELY CAUTIOUS WITH KNIFE, USES GOOD BODY POSITION AND AWARE OF OTHERS.

Vo. 3 OP

NRAPLINE

- USES POOR BODY POSITION AND INCORRECT TOOL TO CUT BREAKS APART; DOESN'T USE GOGGLES.

- OCCASIONALLY FORGETS TO WEAR GOGGLES WHEN TACKING TAIL.

- USES PROPER EQUIPMENT AND METHODS WHEN TACKING TAIL AND CUTTING BREAKS APART.