

STANDING COMMITTEE MINUTES
AUGUST 17, 1994

Present at the meeting were George Brajcich, Kris Keeler, Norm Dittrich, Doug Campbell, Bob Sullivan, Ken Green, Billy Taylor, Claude Weaver, Trisha Norvell, Gary Tucker, Gene Dixon, Mark Bechtold, Shelley Prouty, Joe Hertig and Bob Fehlen.

Items discussed:

1. Grievance 94-38; Letters of discussion for off-quality product
2. Co-generation project, stores personnel assignment
3. Maintenance department granted time off proposal
4. Mechanics' Committee
5. Mixed shift "full week" - labor pool
6. Utilities department scheduling of utilities
7. Tissue Machine training
8. Labor pool call-in idea
9. Converting "shift freezes"
10. Grievance 94-25, letter of discussion
11. Grievance 94-27, Contracting out
12. Overtime scheduling
13. Grievances 94-29, 30, 31, 32 - yard crew
14. Grievance 94-33 - Unitizing holiday schedule
15. Grievances 94-41, 42, 43 - change in schedule around a holiday
16. Grievance 94-34, #5 paper machine meeting coverage
17. Grievance 94-35, Converting, meal tickets

1. GRIEVANCE 94-38; LETTERS OF DISCUSSION, OFF-QUALITY PRODUCT

DISCUSSION:

The Union Committee's primary concerns were that two employees were treated differently than others involved, and that there didn't seem to be anything done other than discipline to try to make sure this type of problem wouldn't happen again.

The check-off sheet used for the change-over has an area for the operators, adjuster and head adjuster to check off. The operators and adjusters checked off, but only the operators were talked to, and the head adjuster didn't do anything on the form. The Union also stated that the information on the check-off sheet indicates only the basis weight of the bag to be used, not if it is printed or plain, so there was nothing on the check-off form to indicate to the operators that there was an error in the bag used.

The Management Committee stated that the change over sheet instructs the operators to refer to the specification sheets for more specific information about each product - if the operators had, they would have seen what type of bag they were to use.

The Union Committee also discussed the fact that quality is the WHOLE crew's responsibility. It was also discussed that there must not be a good system in place to ensure that mistakes like this are not carried over from one crew to the other - in this situation 6 different crews were involved, yet only the first two operators were disciplined.

Management believed that these two operators were responsible for the actual changeover and were responsible for verifying with the specification sheet. Since they made this error, they must not have checked with the specification sheet but they then checked off on the change over form that they had.

The supervisor has been working with the people involved to identify what went wrong and how to correct the system so that it doesn't happen again.

RESULT:

The Converting Superintendent will review with the supervisor; if the supervisor believes the solutions that are being developed will provide reasonable assurance that errors won't happen again, then the letters of discussion will be removed.

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2. CO-GENERATION PROJECT, STORES PERSONNEL ASSIGNMENT

Management will assign the senior receiving clerk (M. Schumacher) for two years or until the project is completed.

3. MAINTENANCE DEPARTMENT GRANTED TIME OFF PROPOSAL

(See the attached copy for the full proposal.)

Management reviewed the attached proposal for allowing maintenance employees to take time off without pay as part of the effort to reduce compensation costs.

Feedback from the Joint Committee:

1) Management needs to develop a system to ensure that unpaid time off is not granted when there is someone who has been denied a vacation for that same time period. The fourth bulleted item from the end of the document should read: "Vacations and floaters will take priority over leave of absence requests."

2) When leave requests are denied, supervisors need to be sure that they explain the reasons why it was denied.

3) Have all leave requests be submitted in writing and should be marked with the date and time received by the supervisor.

The Joint Committee agreed to review the process and see how it is working in January.

Management reserves the right to discontinue this policy at any time; costs will be monitored, if this does not reduce costs it will be discontinued.

4. MECHANICS COMMITTEE

The Union Committee had the understanding that management was trying to change the format and/or function of the Mechanics Committee. The Union reminded management that the number of mechanics on the committee has been arrived at by mutual agreement and cannot unilaterally be changed, and the function of the Committee is spelled out in the labor agreement plus Standing Committee agreements, which also cannot be unilaterally changed.

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Management's purpose in the discussions they have had recently with the Mechanics' Committee has been solely to get ideas for ways to improve the efficiency of the meetings. There is not any intention to change the purpose or numbers of the Committee.

5. MIXED SHIFT "FULL WEEK" - LABOR POOL

DISCUSSION:

There have been situations in the labor pool where a person is scheduled some shifts on an 8-hour basis and some on a compressed shift in the same week. What is a full week on that kind of a schedule?

RESULT:

The Joint Committee agreed to adopt the following guidelines on a trial basis: If the labor pool employee has less than 36 hours scheduled in a week, they are eligible for assignment for another 8 hour shift OR 12 hour shift.

6. UTILITIES DEPARTMENT SCHEDULING QUESTION

DISCUSSION:

The Utilities department has a job classification called "utility", that is currently utilized a little differently than reliefs are used in other departments. The department management would like to start using that position more like a relief position, not assigned to a "home crew".

The Union Committee pointed out that the utilities on the paper machines are utilized as reliefs, moving from shift to shift as needed, and it is the Committee's understanding that relieving is the function of any utility position.

RESULT:

There is agreement that utilizing the utilities as reliefs is not a problem. The Union Committee requested that the department management talk to the people involved to let them know what was going to happen BEFORE implementing the change.

7. TISSUE MACHINE TRAINING ISSUES

DISCUSSION:

Because of staffing reductions, the department has not been doing much if any training. As a result, some employees are not getting move-ups they otherwise would as they are moving junior people around a senior person due to the senior person's lack of training. An additional concern expressed by the Union was that employees are being moved laterally from one shift to another so that they can have their vacations on the same shift that they signed up for. The Union's understanding is that the employees should be left on their new shift and adjust their vacations to that schedule. There is a past agreement at the Standing Committee level that a person can forego a senior move so they can be on the right shift for their vacation.

RESULT:

Invite someone from the tissue machines to discuss these issues with the Standing Committee.

8. LABOR POOL CALL-IN IDEA

The sub-group will re-convene to work out the details of a call-in idea before reviewing it any more at the full Standing Committee. The Management Committee suggested it might be best to wait until more of the reductions happen and we know what is going to happen with any bump.

9. CONVERTING "SHIFT FREEZES"

DISCUSSION:

The Union Committee reported that they have been told that a senior person did not want to move to another shift in order to fill a permanent opening. That is not an option - an employee has to move if it is to fill a permanent opening, regardless of what shift it is on.

Management said they were not aware of this nor of any agreement to allow this to happen; in fact, Converting management has not allowed this type of thing in other situations.

RESULT:

Converting management will follow up and find out what is going on.

10. GRIEVANCE 94-25, LETTER OF DISCUSSION

Grievance withdrawn after further investigation.

11. GRIEVANCE 94-27; CONTRACTING OUT

The investigation does indicate there was a communications breakdown, but that there was no intent to mislead on anyone's part. The grievance will be processed at the September meeting with John Norman and Jim Lepin participating.

12. GRIEVANCE 94-28; OVERTIME SCHEDULING

DISCUSSION:

The Union Committee believes the grievant was in the job classification the three days prior to the one day move-up; a one-day move up does not disqualify a person from their own job classification. Only if an employee is moved up for a full week do they then stay in the new job classification for the whole week and the days off. The union does not believe the grievant knew before the fact that there was a potential problem with the schedule - someone pointed it out to him after the fact. Management knows that the union will not support a grievance if they believe the grievant knew before hand and did not say anything.

RESULT:

No resolution was reached; management wants to review the case with department management. (Subsequent to the meeting on 8/17/94, management reviewed this grievance with department management and the grievant will be made whole.)

13. GRIEVANCES 94-29, 30, 31, 32 YARD CREW

It had been hoped that the recent meeting with some members of the Standing Committee and the yard crew would resolve these issues, but it did not.

RESULT:

Management still believes that the work assignments were done correctly, and not in conflict with the labor

agreement. The Union disagrees and will probably pursue these grievances at the third step.

14. GRIEVANCE 94-33 - UNITIZING HOLIDAY SCHEDULE

Past department schedules were given to the Union Standing Committee. Management had been told that there was a grievance some time back in the department whose resolution directed the department to schedule as they had done in that case. As of this meeting, no grievance had been found, but Human Resources will continue to research.

RESULT:

1. The Union Committee will review the schedules.
2. Management will find out when the grievance was filed, who the shop steward was, and at what step it was settled and will attempt to locate a copy of the grievance.

These findings will be reviewed at the next meeting.

15. GRIEVANCES 94-41, 42, AND 43; CHANGE IN SCHEDULE AROUND A HOLIDAY

DISCUSSION:

These cases all are grieved on the basis of a change in schedule for the purposes of avoiding overtime because of a holiday. The Union stated that the holiday is considered a regularly scheduled work day, and the grievants would have been scheduled to work if Sunday had not been a holiday. If the grievant (whether or not he/she is a relief person) would have been scheduled on Sunday, then that must be considered a day of work for the purposes of determining their schedule and their days off - there would be no grievance if the person would not have otherwise been scheduled on Sunday had there not been a holiday. One of the grievants had worked D crew the week before and the week after the week containing the holiday - he had been put there on a long-term basis to cover for a long-term illness.

RESULT:

Some of the information shared was new; management needs to review it. Management will also try to answer the

question: would the grievants have worked on Sunday if there weren't a holiday?

16. GRIEVANCE 94-34, #5 PAPER MACHINE MEETING COVERAGE

Before further discussion, the Committees need to verify at what position the overtime was paid. Both committees have also asked their respective people to supply copies of past schedules supporting their view. This will be reviewed at the September meeting.

17. GRIEVANCE 94-35, CONVERTING- MEAL TICKETS

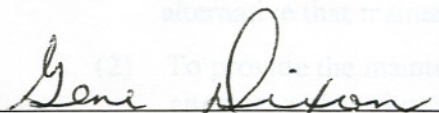
DISCUSSION:

Management asked the crew that would have worked on the holiday had the Converting plant not been down who would like to voluntarily lay off and who would like to come in to do blow down. In the past, blow down in this area has taken 12 hours so it was expected that those who came in would be working a regular shift. The Union stated that because the employees were not scheduled in, management was in effect asking for volunteers for extra work, not their regular shift. Management disagreed.

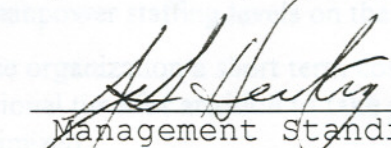
RESULT:

The Union requested that this be held timely while they research further.

Another meeting will be scheduled before the regular September meeting to finish processing the grievances.



Union Standing Committee



Management Standing Committee

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JAMES RIVER CORPORATION

WAUNA MILL

Clatskanie, Oregon 97016

INTRA-COMPANY MEMO

To: Maintenance Foremen
From: Maintenance Superintendents
Date: August 12, 1994
Subject: Guidelines for Voluntary Time Off

Below are the guidelines around which we will manage requests for time off without pay. If questions or concerns arise in trying to manage this means of cost reduction please discuss it with one of us.

GUIDELINES:

- Granting request for voluntary time off without pay will be a short term method that the maintenance organization will use to reduce its labor cost. Business needs will determine when and if it is used. It has two specific purposes:
 - (1) To provide the maintenance organization a short term cost reduction alternative that maintains manpower staffing levels on the primary down days.
 - (2) To provide the maintenance organization a short term cost reduction alternative that gives additional time for attrition to take place so that the potential for layoffs is minimized.
- An employee has to volunteer for this because it is time off without pay. Request should generally be submitted with 7 days advance notice. Short notice request are acceptable but may have a higher denial rate due to the difficulty of having to manage around an unanticipated absence.
- Supervisors need to respond to a request a minimum of 72 hours prior to the requested day off. Request won't be approved more than 7 days in advance.

- Management has the right to approve or deny any request. Foremen will approve or deny a request based on:
 - (1) Business needs, work load and available manpower (i.e. approved vacations, F/H's, farmouts, downs, other absences etc.).
 - (2) Ability to support operations and maintenance work without additional farm in support.
- A request won't be approved if by doing so it somehow causes increased cost. (i.e. coverage for shift mechanics or weekend coverage)
- One to five days is the maximum time off that can be approved at any one time.
- The limits on the number of people off, identified in the maintenance vacation guidelines, remain in effect. (Policy A46). A rule of thumb is to allow no more than 50% of your crew off at any one time.
- Scheduled vacations and floating holidays take priority over leave of absence request.
- Approved time off will have a separate code so that this time does not get counted as absenteeism.
- In the event that people who are on voluntary time off are needed to respond to a mill need, they can be contacted and asked (not required) to return to the mill. Responding to this request would be done without the company being subject to any penalty payments.(i.e. call times). The company would however provide a meal or meal ticket as identified in section 26 (A) (2) of the contract.
- There will be no penalty payment for a call to a person who is on voluntary time off when the mill is requesting information that the person may have.

CC: Jim Cadd, Bob Fehlen, Randy McEwen, Joe Hertig
m:jmm/tmeoff