

STANDING COMMITTEE MINUTES

AUGUST 19, 1993

In attendance were: Joe Hertig, George Brajcich, Trisha Norvell, John Melink, Bob Sullivan, Kris Keeler, George Kiepke, Larry Reandeau, Al Grantham, Al Rollins, Randy McEwen, and Shelley Prouty.

Items discussed:

1. Kraft Mill safety meeting pay
2. Mill safety committee request
3. COBRA
4. #5 PM staffing
5. Standing Committee minutes
6. Clarification of call time
7. Converting shop stewards/supervisors meeting
8. Grievance 93-22, Pulp Dryer safety concerns
9. Mill seniority list
10. Grandfather rights, Pulp Dryer
11. Quality concerns - Converting
12. Grievance 93-9, Coffee
13. Grievance 93-29
14. Grievance 93-32
15. Call-in guidelines, Clockroom; Grievance 92-46, 47
16. Grievance 93-34, Stock Prep
17. Grievance 93-33 - ON HOLD

1. KRAFT MILL SAFETY MEETING PAY

A safety meeting was scheduled for 6:30 pm on July 8, C crew; the Kraft Mill start time is 7:30. The supervisor paid the employees 1 hour for the meeting, but the employees only received 1/2 hour pay on their checks. The Union Committee's position is that there were 25 hours of work performed (24 hours of coverage plus one hour of meeting), but only 24 1/2 hours were paid.

The Management Committee needs to review the facts with Payroll before making a response.

2. MILL SAFETY COMMITTEE REQUEST

The a member of the Safety Advisory Committee asked the Union to request that the Corporation hire an industrial hygienist to replace Mary Dunbar, rather than rely on consultants.

The Mill has already made a request to Richmond to make this position a high priority to fill. At the time of the meeting, the Management Committee thought that a search was underway to hire someone. After the meeting, it was discovered that information was in error and the Corporation has NO plans to fill the position anytime in the foreseeable future. We will have to continue to rely on consultants.

3. COBRA

Local 1097 requests the data for how the cost of the comprehensive plan is determined, and the data for how the most recent COBRA rates were determined.

The Management Committee will work to get that information. The official Corporate position was restated: those matters that affect COBRA or setting COBRA rates do not fall into jurisdiction of Local 1097 or the collective bargaining process, but are a matter of Federal law.

The Union Committee understands this, but still represents employees and negotiates the comprehensive medical plan. Therefore, Local 1097 has an obligation to understand how those rates are determined and question them if it is believed they are not set as per directed by the law.

4. #5 PAPER MACHINE STAFFING

The Union Committee reported that there are currently two people from the #5 progression ladder out of the bargaining unit. One is covering a supervisor's vacation, and the other is covering the vacant shift supervisor position. An employee in the progression would have been eligible for a senior move had people been available. He was told he would not get the senior move, which he understood, but he did request to be paid for the senior move. His request was refused.

The Union Committee stated that the way those supervisory needs are being covered is costing the Company money, and wondered if it made more sense to have one of the salaried technical people in the department cover for the supervisors. The primary issue is that because they are moving up to fill a salaried opening, the progression ladder is short of people.

The Management Committee will review the situation with department management and will respond at the next meeting.

5. STANDING COMMITTEE MINUTES

Some meetings that are Standing Committee meetings, appeal from termination or suspension, for example, are not being captured in any minutes.

The Union Committee gave to management a list of points that had been covered in a recent appeal from termination and requested that those be included in the official documentation of the meeting. Management agreed.

The Union Committee also asked why other joint meetings, like Wauna Council, are not being scribed during the meeting any more. That was helpful, because participants could see what was being captured.

Management stated that there has not been an intentional move away from scribing or keeping minutes, but it has been in response to the loss of the copier that could reduce flip chart pages - we no longer have the capability to do that and the funds are not there for a new machine.

The Union Committee asked if there might be another reducing machine in the Corporation that we might be able to get?

6. CLARIFICATION OF CALL TIME

Reference page 15 of the labor agreement, paragraph G. A question was raised about this section of the contract to a supervisor. The supervisor, in his attempt to answer the question, analyzed this paragraph to try to determine how it would be applied. The Union Committee stated that they believe the supervisor broke the paragraph down too much and is reading too much into it.

The Management Committee commended the supervisor for the work he did - he did an in-depth analysis and investigation of the facts of the situation in an attempt to come to a resolution/answer. Supervisors are expected to apply the contract, and therefore interpret it.

The Union Committee agreed that the process used by the supervisor was right, but he did not get correct information and based his analysis on wrong data. For example, if a crew is scheduled for an 8 hour shift on #3 paper machine, and a vacancy occurs for the following shift on #4. The department tries to call people in, but no one is able to cover it. They then take the employee from #3 at the end of his regular shift, and have him work the next shift (8 hours) on #4. The employee would get a call time for that second shift. A call time would have been paid if they had gotten someone to come in for that other shift, so why wouldn't it be paid in this example?

The Management Committee disagreed with the Union Committee's interpretation. There are no provisions in the contract for paying a call time for a double shift, and this has been tested in arbitration. A double shift (holding someone over for the following shift) is the same period of work, not a separate period as referenced in the call time language.

No resolution was reached. Both committees will research the issue further and discuss at the next meeting.

7. CONVERTING SHOP STEWARD/SUPERVISORS MEETING

A question was posed by Converting shop stewards to the Standing Committee, requesting clarification. If bagging has to be filled on an overtime basis, who gets the overtime?

The Joint Committee reviewed past discussions on this, and stated that first the department would try to fill the job on a straight time basis. If it had to be filled with overtime, it would go to someone in that job classification first (scheduled in it for the full week), then to other people in the department, and lastly to the Labor Pool.

The Union Committee also wanted it clear that these shop steward and supervisors meetings are a good way to head off problems, but that they should not try to interpret the labor agreement - only the Standing Committee has that contractual authority.

8. GRIEVANCE 93-22, PULP DRYER SAFETY CONCERNS

The SAC core group met with department representatives and gave some recommendations to try to reconcile the safety concerns.

The department is getting cameras and monitors for those areas that are currently out of the sight of the pulp dryer operator. Kraft Mill management will reiterate to the pulp dryer crews their commitment to get help for the crew on an as-needed basis. The area shop steward will be reviewing the recommendations with the crews to solicit their feedback.

The Union Committee stated that if these actions resolve the concerns of the crew, the grievance is resolved.

9. MILL SENIORITY LIST

The Union Committee reviewed this situation with the Executive Board. The E-Board has directed the Committee to recognize the seniority list published before 1992.

The Management Committee asked about those people hired on the same day during the start up phases of the mill, like # 3 and 4 paper machines. Where the people were assigned on the progression ladder on 3 & 4 was what was used as the tie breaker for mill seniority purposes, and that has been the practice on 3 & 4 since start up. The Management Committee wanted to know if the E-Board recognizes that their position WILL change mill seniority, at the very least for 3 & 4 paper machines, and there will be a grievance filed if that is what is done.

The Union Committee reiterated that the E-Board is directing that the mill seniority be consistent with what was done in the past as far as mill seniority is concerned. A person's mill seniority now should be the same as it was 20 years ago.

The Management Committee reviewed the list dated 11/13/92. They do agree with the list in the order in which the names appear on the list through 1978. The Committee did NOT agree with the numbers in parenthesis on the list. For people hired during the years 1979 through 1985, a review of personnel files needs to be done to verify this list. (Punch times determined mill seniority for same-day hires during that time period.) From 1/1/86 through the present all same-day hires should be listed alphabetically.

The Union Committee could not agree with this position. They stated that the numbers in parenthesis on the 11/13/92 list have been on lists published in earlier years. They believe that the Management Committee's proposal does change mill seniority.

The Management Committee stated again that the 11/13/92 list, as the names are listed, is in agreement with past practice on 3 & 4 paper machines.

The Union Committee's position is that if there are punch-in times documented, then that governs. If not, mill seniority for same-day hires is determined alphabetically. The Management Committee would not agree to that, as they believe there is evidence that another process was used during start up of various areas in the mill.

The Joint Committee was unable to resolve the differences. The Management Committee may try to find a different process to try to come to a resolution. This topic will be discussed at the next meeting.

10. GRANDFATHER RIGHTS FOR PULP DRYER EMPLOYEES

The Union Committee believes that the people in the pulp dryer should be grandfathered to the bottom rung of the kraft mill progression ladder because the two ladders were joined for a short period of time. The E-Board also believes that they are entitled to grandfather rights.

Management will review this with the department management.

11. QUALITY CONCERNS - CONVERTING

Employees in converting are concerned that, due to the shuffling of people in the department, operators are not able to appropriately monitor the quality of their product. There are not enough people because of the amount of

quickstocking and other labor intensive operations, and operators have to assist the people doing those tasks as well as try to monitor the operation of their machine. Employees want this addressed before poor quality product gets out to the consumers; they don't want to wait until we start getting customer complaints before something is done.

The Union Committee also stated that over the last few years several employees, during investigations of off quality product runs, have made suggestions to eliminate a number of the problems that can cause off quality. None of these have been implemented - why? What happened to the idea of stenciling on the parent rolls of paper the paper identification information?

The Management Committee will review this information with Converting Management.

12. GRIEVANCE 93-9, COFFEE

The Steering Group processed the Union Committee's suggestion to only provide coffee in the mill and not any of the other beverages. When the decision was initially made to stop supplying coffee and other beverages in the mill, it was thought that those savings (\$109,000) could not be applied towards the mandated 10% compensation cost reduction per unit. However, it has now been determined that we may be able to apply it towards the 10% reduction, which MAY mitigate some future reductions, if those should again be required. The mandate received from Corporate was not a strict headcount reduction, but a cost per unit reduction, so all cost reductions associated with compensation and benefits will help us meet the mandate.

The Union Committee stated that they were only asking that coffee be restored, not all of the beverages that make up the \$109,000.

13. CALL-IN GUIDELINES, CONVERTING; GRIEVANCES 92-46,47

Call-in guidelines have been developed and implemented by the Clockroom. The grievants have been paid and the grievance is settled.

A copy of the guidelines is attached to these minutes - all employees and supervisors should read them so that they understand them.

14. GRIEVANCE 93-29, CONVERTING MOVE-UP

Rather than do an on-shift move up for one week, a supervisor chose to do a senior move. The reason given was that the crew was "weak" and they needed the expertise of a more senior person.

The Union Committee's main concern is that the employee who was not moved believes he has the ability to move up, and

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has never been told otherwise by his supervisor. Supervisors should tell employees where they are lacking in skill and help them gain those skills. Additionally, this person has moved up before, so why couldn't he this time?

The Management Committee's understanding of the situation is that the crew as it was staffed at that time was weak, and that the supervisor was not referring to a particular individual's skills.

It was stated by the Union Committee that those skills on the crew should be built up and/or the staffing on the crew adjusted so that it is not "weak". If that is done, this grievance is resolved.

The Management Committee will talk to the department management. If the department has a problem with this resolution, then the Union Committee Chairperson will be notified. Otherwise, it will be done and the grievance will be resolved.

15. GRIEVANCE 93-32, VACATION GUIDELINES, 3 & 4 PAPER MACHINES

This grievance is similar in nature to 93-25, which was withdrawn after the second step. This grievant wanted the grievance to be processed further.

Management's position is the same: the 3 & 4 progression ladders are separate, and the only difference in how vacations are scheduled now as compared to previous years is the number of people allowed off per week. Mill seniority in a progression ladder is how vacations have always been scheduled during the seniority sign up period.

The Union Committee's position is also still the same: 3 & 4 have a common utility pool, so mill seniority, not progression ladder, determines vacation scheduling during the seniority sign up period.

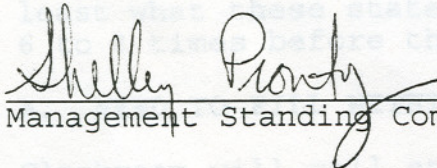
This grievance will be referred to the third step.

16. GRIEVANCE 93-34, STOCK PREP

A stock prep operator has picked up a number of duties from the position that was eliminated. The employee later was told that those extra duties would not be considered in job analysis because they were "temporary".

The Management Committee agrees that if a job has acquired extra duties/responsibilities, it should be analyzed. A retroactive date in this case would be appropriate if the rate were to increase.

The grievance will be considered resolved if the job is analyzed and it is recognized that the added responsibilities are not temporary.


Management Standing Committee


Union Standing Committee

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CLOCKROOM CALL-IN GUIDELINES

FINAL, 8/13/93

Criteria upon which the development of these guidelines was based:

- 1 - Manageable for the Clockroom; helps them, doesn't hinder
- 2 - Consistent among the Clockroom Attendants
- 3 - Simple
- 4 - Clearly written
- 5 - Fair to employees - meets their needs
- 6 - Fair to the Company - meets business needs

GUIDELINES:

(All guidelines give minimum standards; the Attendant may go beyond these guidelines at their discretion, but must do at least what these state. Attendants will let the phone ring 6 to 8 times before they hang up.)

A. NEED TO FILL WITHIN 2 HOURS:

Clockroom will call straight through the list of names until the job is filled. There will be no waiting for calls back, to try a busy signal, etc.

If the Clockroom Attendant reaches an answering machine, they will identify themselves, state the job, date and time, and advise that they must fill the job right away and will continue calling down the list until the job is filled.

B. NEED TO FILL WITHIN 2 - 8 HOURS:

Busy signal - One call back no sooner than 5 (five) minutes from reaching the busy signal.

Not Home - ("Not home" as used in these guidelines is when a person other than the employee answers the phone and says that the employee is not home.) Clockroom will leave a message with the person who answers that they will wait 5 (five) minutes for the employee to call before moving to the next person.

No answer - Move to the next person on the list.

Answering machine - Clockroom will identify themselves, state the time and date of the call and the job to be

filled. The message will also state that the employee has 5 (five) minutes to call back.

C. NEED TO FILL WITHIN 8 - 24 HOURS:

Busy signal - One call back no sooner than 15 (fifteen) minutes from reaching the busy signal.

Not home - Clockroom will leave a message with the person who answers the phone stating that they will wait 15 (fifteen) minutes for the employee to call back before moving to the next person.

No answer - One call back no sooner than 15 (fifteen) minutes from the initial call.

Answering machine - Clockroom will identify themselves, state the time and date of the call and the job to be filled. The message will also advise the employee that they have 15 (fifteen) minutes to call back.

D. NEED IS MORE THAN 24 HOURS AWAY:

Busy signal - Two call backs, no sooner than 30 (thirty) minutes apart.

Not home - Clockroom will leave a message with the person who answers the phone stating that they will wait 1 (one) hour for the employee to call back before moving to the next person.

No answer - two call backs, no sooner than 30 (thirty) minutes apart.

Answering machine - Clockroom will identify themselves, state the time and date of the call and the job to be filled. The message will also advise the employee that they have 1 (one) hour to call back.

OTHER:

* If there is more than one job to be filled from the same list of names, the Attendant will call that number of people, and then apply the appropriate guidelines. Example: three people are needed. The first call results in a busy signal. The Attendant does not need to wait as per the guidelines before making the next phone call. Up to three people (in this case) could be called. If the Attendant was unable to reach those three employees, they must wait according to the appropriate guidelines before calling the fourth person on the list.

* A call-in may start under one set of guidelines (i.e. over 24 hours) and not be filled before the time frame moves it into one of the other guidelines (i.e. less than 24 hours). When the time frame for the call-in moves into a different range, then those appropriate guidelines will apply.

For example: the need is over 24 hours away. The Clockroom Attendant applies the appropriate guidelines ("D" above). They work through the first 5 people on the list and have been unable to fill the position, and the need is now less than 24 hours away. The guidelines for 8 - 24 hours now apply ("C" above). Therefore, several different sets of guidelines may be applied to the same list of people, depending upon how long it takes to fill the need(s).

As always, if the supervisor can contact the employee at work, they should do so.

The task group that developed these guidelines will convene again after these have been in use for three months (November). At that time, these guidelines will be reviewed to ensure that they are meeting the established criteria. If they are not, the group will work toward a solution that is mutually agreeable.