

## Standing Committee Meeting Minutes

August 19, 1998

### Present:

USC – Gene Dixon, Stuart Potter, George Brajcich, Kris Keeler, Billy Taylor, Claude Weaver, Larry Reandeau  
MSC – Keith Larson, Aaron Ybarrondo, Mark Schneider, Frank Walsh, Tom McGuigan, Dan Hickey

### Agenda:

1. Grievances: 98-02, 98-25, 98-27, 98-28, 98-29, 98-30, 98-31, 98-32, 98-33, 98-34, 98-35
2. Shipping Call in & Scheduling
3. Greenwood & Wood Processing Safety Glasses Policy Change
4. Security Camera's on mill site/ Vehicle Inspections
5. Scrap Metal Sales Procedure
6. Notification of Revisions for Contracting Out
7. Taking Accrued Vacation Leading into Retirement
8. TOC-IWA Pension Agreement
9. Dave Kovach
10. Next Meeting

### 1. Grievances:

98-02, 98-27, 98-30: (C. Slagle)

- USC – hold pending results of I.M.E.

98-29: (Napkin Dept. EOS Safety)

- USC – requests that MSC continue to work on resolving the issue

98-31: (L. Rice)

- USC – withdrew grievance

98-32: (M. Mitchel)

- USC – position is unchanged. USC feels that if the doctor prescribes the medication it should be covered. MSC feels the labor agreement adequately defines what types of medication are covered and what aren't. MSC and USC agreed to start the 60-day clock running beginning 8-19-98 for the appeals process per the labor agreement.

98-33: (K. Hennessee)

- USC – withdrew grievance

98-34: (E. Chevront)

- USC – withdrew grievance

98-35: (3,4,5 TT crew)

- USC – would like to clarify that Tim Winn is NOT the grieving party, but rather Leroy Crabb et.al. should be grieving parties. MSC feels an additional meeting with all the relevant parties should be scheduled to discuss the issue. Those present should include **Tim Winn, George Kiepke**, and as many of the current standing committee members as possible. **Keith Larson and Claude Weaver** will coordinate this.

98-25. 98-28: (Vacation Allotments)

- MSC – requests meeting with the appropriate people. **Keith Larson** will coordinate this.

2. Shipping Call in & Scheduling Procedure:

- MSC – will review and respond to shipping employee petition

3. Greenwood & Wood Processing Safety Glasses Policy Change:

- MSC – has drafted a revised safety glasses policy and crews have been made aware of the upcoming changes effective October 1<sup>st</sup> 1998. *Copies of these memos are attached to the minutes.*

4. Security Camera's on Wauna Mill site:

- MSC – notified USC as to where the cameras are located on the mill site. *A copy of this memo is attached to the minutes.* USC – raised concern about harsh disciplinary language in the vehicle inspection policy.

5. Scrap Metal Sales Procedure:

- MSC – informed USC that the gates to the airstrip would be locked during "non-day" hours. The new hours for the scrap yard will be 7:00am – 4:30pm. The guard shack will have a key so that if necessary the airstrip can be opened. Also the long-standing rule that states one can't purchase metal unless it is currently on the airstrip will be more stringently enforced. *A copy of this memo is attached to the minutes.*

6. Notification of Contracting Out:

- MSC – informed the USC of the Mechanics Committee policy verbiage clarification. A Memorandum of Agreement will be drafted for Standing Committee signatures to formalize this change.

7. Taking Accrued Vacation Leading into Retirement:

- MSC & USC – signed a Memorandum of Agreement regarding policy. *Copy Attached*

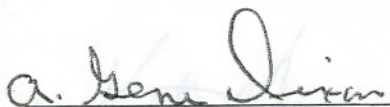
8. TOC-IWA Pension Agreement:

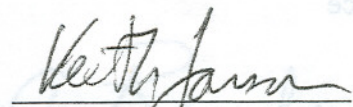
- USC & MSC – signed a (Corporate) Memorandum of Agreement. *Copy Attached*

9. Dave Kovach:

- MSC – drafted a letter specifically dealing with Dave's vacation/floating holidays/retirement and other aspects regarding his transfer from the Ashland Mill to the Wauna Mill. USC & MSC would like to welcome him to Wauna.

10. Next Meeting : Wednesday September 16<sup>th</sup>, 1998

  
for the Union      8-31-98  
Date

  
for Management      8-21-98  
Date

Attachments.

77 9/1/98 9/1/98

WOOD PROCESSING DEPARTMENT  
OPERATIONS AND MAINTENANCE

AUG. 17, 1998

**TO:** All Groundwood Employees

Rod Leback - GWD Maint.

Dave Kay - E & I Maint.

Jim Lepin - West Maint.

**CC:** Charly Warren - Admin.

Keith Larson - Human Resources

Bill Harrah - Human Resources

Al Grantham - Comm. Papers

**From:** Dan Hickey

**Subj:** Safety Glasses in Groundwood

The Groundwood Mill safety record is commendable. Eye injuries have not been an issue over the years. However, the environment and the nature of the process in the groundwood mill lends itself to potentially severe eye injuries. Hot pulp and water plus bleach chemicals are pervasive in the groundwood pulping/bleaching process.

Groundwood mill employees are well aware of the need for eye protection in the many facets of their jobs and wear eye protection accordingly. There have been close calls with eye injuries. Without a strictly adhered to standard there exists the potential for eye injury. Therefore, in light of this risk of injury, a safety glasses policy will be adopted in the groundwood operating area.

**Policy:** All persons who are working in the Groundwood Mill operating area must wear eye protection. The minimum standard is safety glasses with side shields that meet ANSI Z87.1-1989 standards.

This rule applies to all that work in the operating area, including maintenance, vendors and contractors.

In situations where more protective eyewear is required, as per SOP or job hazard analysis, the more protective eyewear must be used instead of safety glasses. (Goggles or face shield are required for many chemical handling activities.)

Safety glasses must be worn in the lab while testing with chemicals, but they need not be worn in control rooms.

There are areas of operation that are extremely high humidity and safety glasses or goggles readily fog up. Discretion will need to be used as to whether or not to shed the glasses to perform the work safely.

98-25, 98-28 (Vacation Allotments)

- MSC - requests meeting with appropriate people. Keith Larson will coordinate this.

2. Shipping Call in & Schedule Procedures:

- MSC - Non-prescription safety glasses can be bought out of mill stores or ordered from our preferred safety supplier catalog. Prescription safety glasses can be ordered through the Mill Nurse. You will need to give the nurse your prescription when ordering the glasses. The mill will pay for one pair of basic prescription safety glasses each year. If special features such as photo-gray lenses are desired, you will have to pay the added cost.

- MSC - All those working in the Greenwood mill are encouraged to wear safety glasses beginning immediately. Since some people may need to order prescription safety glasses, the rule will become effective Oct. 1, 1998.

3. Scrap Metal Sales Procedures:

- MSC - informed MSC that the gate to the airstrip will be locked during business hours for the scrap yard will be 7:00am - 4:30pm. The guard shack will have a sign on the airstrip that says "Safety Glasses in Greenwood" and it states that if anyone enters the airstrip without safety glasses it will be more stringently enforced. A copy of this is attached to the minutes.

4. Notification of Injuries:

- MSC - The Greenwood Mill safety record is commendable. Eye injuries have not been an issue over the years. However, the environment and the nature of the work in Greenwood will result in potentially severe eye injuries. Hot pulp and water glass chemicals are pervasive in the Greenwood pulp mill and wearing safety glasses is essential for eye protection in the mill.

- MSC - Greenwood mill employees are aware of the need for eye protection in the mill and wear eye protection accordingly.

TO 542/Lamm 8/19/98

TO: WOOD PROCESSING DEPARTMENT  
OPERATIONS AND MAINTENANCE

SUB: SAFETY GLASSES

DATE: AUGUST 19, 1998

IN OUR SAFETY MEETINGS OVER THE PAST SEVERAL MONTHS WE HAVE DISCUSSED BOTH THE PROBABILITY AND THE NECESSITY FOR OUR DEPARTMENT TO HAVE A MANDATORY SAFETY GLASSES RULE. THROUGH THIS NOTICE AND WITH THE BLESSING OF OUR SAC AND THE STANDING COMMITTEE GROUPS WE WILL MAKE THE RULE OFFICIAL: Effective Oct. 1, 1998

“SAFETY GLASSES WILL BE WORN IN ALL AREAS OF THE WOOD PROCESSING DEPARTMENT WITH THE FOLLOWING EXCEPTIONS:  
(1) ENCLOSED EQUIPMENT OPERATING CABS; (2) ENCLOSED PROCESS CONTROL BOOTHS; AND (3) LUNCH ROOMS AND CONTROL ROOMS.”

NON PRESCRIPTION SAFETY GLASSES WILL BE AVAILABLE ON REQUEST (EXT 3298). THROUGH THE MILLS “PRESCRIPTION SAFETY GLASS PROGRAM” PRESCRIPTION GLASSES CAN BE ORDERED IF A CURRENT (LESS THAN 2 YR. OLD) PRESCRIPTION IS MADE AVAILABLE TO NURSES OFFICE. AT THE TIME OF ORDERING THE SIDE SHEILDS CAN ALSO BE ORDERED. ALL NONPRESCRIPTION GLASSES WILL EITHER HAVE SIDE SHEILDS OR CURVED LENSES TO PREVENT SIDE ENTRY OF FOREIGN MATERIALS.

ON PRESCRIPTION GLASSES THE MILLS PROGRAM DOES NOT PAY FOR EITHER TINTED OR NONLINED BIFOCALS.

IF YOU HAVE AND QUESTIONS LET ME KNOW. SINCE I HAVE BEEN IN THE DEPARTMENT WE HAVE HAD SEVERAL RECORDABLES AND A NUMBER OF NEAR MISSES ON EYE INJURIES. WEAR YOUR SAFETY GLASSES AND REMIND YOUR FELLOW EMPLOYEES TO DO THE SAME...

THANKS,  
CARL

To Srdy Gmn 8/19/98



# FORT JAMES

## FORT JAMES CORPORATION

### Memorandum

Wauna Mill

Date August 6, 1998  
From John Svenson  
Subject Security Cameras

To Keith Larson

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Per your request, the following is a list of security cameras on the Wauna Mill site that are used for surveillance:

1. Gate Four – west end parking lots
2. Unitizing – truck loading area
3. Chip test gate
4. Gas pump
5. Storeroom (inside)
6. Warehouse D (inside)
7. Motor storage (inside)

Thanks, John Svenson

cc: Local 1097



**FORT JAMES CORPORATION**  
**Memorandum**  
**Wauna Mill**

**Date** August 19, 1998  
**From** Rick Randall  
**Subject** Scrap Sales Procedure  
**(Revised)**

**To** All Wauna Mill Employees

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As of May 98' the Yard has resumed responsibility of the Boneyard. Currently we have assigned a person full time during day shift hours to process scrap metals and keep the yard organized. To assist the Salvage Yard operator quest, the following changes will take place immediately:

**The gate to the salvage area will be closed and locked at 4:30 p.m. Monday through Friday.** If access is needed, contact the guards to open the gate for you. This will help us control unwanted materials from entering the Boneyard. It will also help secure the materials you have marked and stored for employee sales on Thursdays.

**REVISED SCRAP METAL SALES PROCEDURES**

- Scrap metals and pre-fab articles brought to Thursdays sales (3:00 PM- 4: 00 PM) from outside the fenced area of the Boneyard will not be sold to you at the scrap sale. Only material taken from inside the fenced area will be sold. If you have metals declared scrap from your area you must tag it with your name/date and take it to the boneyard. An area West along the East fence is provided for staging your metals (two weeks max.) for the Thursday sale.
- Metals already placed in Calbag & Schnitzer dumpsters may not be removed for employee sales.
- All metals types must be weighed independently. Loads that need to be weighed at chip test must show your empty weight slip and your full load slip to complete the sale.
- Large metal sales not practical to bring to the Boneyard must be pre-approved by the Yardcrew TL, or his designate, prior to the sale.
- Use of Yard personnel to load your scrap is not permitted without permission of the Yard TL, or his designate. Use of the salvage area forklift is permitted if employee is qualified / certified.
- Non metals sales will not be issued at the scrap metal sales without written permission from the area supervisor from which it came.
- Please help support the Yard in its efforts, by following the sales procedures and limiting the visits during work periods (which must be approved by the employee's Department Manager). **THANK YOU!** For your understanding & cooperation.

cc: Tom McGuigan, Charlie Hathaway, Walt Lundgren, Steve Mattinen, Keith Larson, John Svenson,  
 Local 1097



NOTIFICATION OF CONTRACTING OUT

- 1) When an independent contractor is used in the mill *for the reasons of Backlog Temporary Overload, Shutdown Temporary Overload or New Construction the project originator and area maintenance team leader will review the scope of the work with the area crew or crews and the company will notify the mechanics committee of the work to be performed prior to release of the purchase order.*
- 2) *When an independent contractor is used in the mill for the reasons of Warranty Work, Special Skills, Special Equipment, or Other the team leader or project originator will review the scope of the work with the area crew and the company will notify the mechanics committee of the work to be performed before the work commences.*
- 3) *When an independent contractor is used in the mill for tasks that are on the Clean List the company will notify the mechanics committee before the work commences.*
- 4) *The project originator will be made available if needed to clarify the details of projects at the mechanics committee meetings.*
- 5) Emergency Notification – The company will notify one of the following union representatives to discuss the nature of the work involved. Notification will be made in the order listed:
  - A) Member of Mechanics Committee (Preferably in appropriate craft line i.e. millwright for mechanical work, etc.)
  - B) Chairman of the Mechanics Committee
  - C) Local Union President
  - D) Local Union Vice-President
  - E) Standing Committee Chairman

During off hours, notification will be make by telephone call to a contact in the above list in the same order.

*This agreement replaces the Mechanics Committee Contractor Notification agreement signed 2-25-88.*

U.P.I.U Local 1097/Fort James Corporation Wauna Mill Mechanics Committee:

*Claude E. Weaver*

Claude Weaver

*Charles M. Nadgwick*

Chuck Nadgwick

*Shawn J. Wood*

Shawn Wood

Roland Lee

*Michael George*

Mike George

*Tom McGuigan*

Tom McGuigan

*K.R. Vuylsteke*

Keith Vuylsteke

*Jim Eepin*

Jim Eepin



MEMORANDUM OF AGREEMENT

Between

FORT JAMES CORPORATION -- WAUNA MILL

(The Company)

And

UNITED PAPERWORKERS INTERNATIONAL UNION -- Local 1097

(The Union)

Re: Taking Accrued Vacation Leading Into Retirement

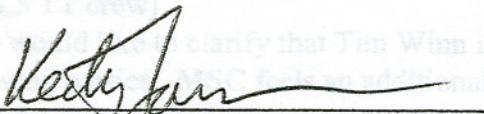
Vacation is accrued each year between June 1<sup>st</sup> and the following May 31<sup>st</sup> on the basis of hours worked during that "vacation accrual year". So, if a person works at least 1000 hours (excluding the 1<sup>st</sup> year of employment in which case 1500 hours is required), they become eligible to start taking vacation as determined by years of service commencing June 1<sup>st</sup>.

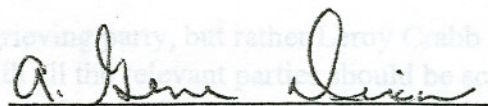
Normally, employees who retire take their earned and banked vacation either in a lump sum or they "vacation-out" (take all their earned and banked vacation, as vacation) leading up to their date of retirement. The vacation being accrued during the current vacation year however, can not be taken as vacation until the June 1<sup>st</sup> immediately after the accrual period ends (May 31<sup>st</sup>). If an employee terminates or retires prior to June 1<sup>st</sup>, their accrued vacation can only be paid as a lump sum.

However, as an exception to Section 27, O, and in an effort to enable retiring employees to take their "accrued vacation" as vacation, they will now have the option, in addition to a lump sum payment, to take "accrued vacation" as vacation provided they have fulfilled all of their eligibility requirements i.e. 1000 hours of work credited during the accrual period (June 1<sup>st</sup> through May 31<sup>st</sup>). All of the "accrued vacation" must be taken in conjunction with their earned and banked vacation and all weeks must be consecutive.

This special provision is for retiring employees only and is not available for active or other employees who terminate their employment prior to June 1<sup>st</sup>.

Dated this 19 day of August, 1998.

  
\_\_\_\_\_  
(For the Company)

  
\_\_\_\_\_  
(For the Union)

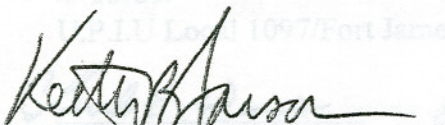
MEMORANDUM OF AGREEMENT  
between  
FORT JAMES CORPORATION -- WAUNA MILL  
(the Company)  
and  
UNITED PAPERWORKERS INTERNATIONAL UNION -- Local 1097  
(the Union)


The Company and Union (the Parties) hereby agree to following terms and conditions as full resolution of all issues related to pension benefits for current Wauna Mill employees who formerly worked for various Crown Zellerbach (CZ) woodlands operations ( i.e. sorting yards, logging operations, etc.)

The following changes will be made to the James River II Retirement Plan – Schedule 56 (Wauna):

- 1) For all active Employees, and employees who retired (commenced benefits) on or after 2/1/95, who have a prior plan benefit from CZ affiliated Timber Industries covered by a pension plan other than the James River II Retirement Plan (i.e. TOC-IWA) their benefit from the James II Retirement Plan – Schedule 56 will be calculated including benefit and vesting service used to calculate their prior plan benefit. However, this benefit will be offset by any benefit they are eligible for under the prior plan.
- 2) It is the employees' responsibility to provide written documentation of their prior plan benefit in order to be eligible for this provision. They are also responsible for providing written documentation regarding any breaks in service they had while employed with the Timber Industries.
- 3) If such prior plan benefit can not be verified, it will not be included in a participant's James River II Retirement Plan calculation.
- 4) Employees who received a lump sum of their benefits from the prior plan, or who were never vested in the prior plan, will not be eligible for this provision. Their retirement benefit will be calculated using the benefit service accrued solely under the James River II Retirement Plan.
- 5) For all employees whose benefits commenced prior to February 1, 1995, regardless of prior plan benefits, their James River II Retirement Plan benefit will remain unchanged.

Dated this 20<sup>th</sup> day of August, 1998.

  
(For the Company)

  
(For the Union)

cc: J. Hertig  
K. Krol  
J. Lateer  
Local 1097