

# WAUNA MILL

## STANDING COMMITTEE MEETING MINUTES

August 20, 1997

### Present:

USC - Gene Dixon, George Brajcich, Larry Reandeau, Kris Keeler, Claude Weaver  
MSC - Keith Larson, Norm Dittrich, Mark Schneider, Frank Walsh, Shawn Wood

### Agenda:

1. Meal Tickets
2. Pre-Retirement Seminars
3. #3, 4 & 5 T.T. Staffing
4. R. Pass - Extension of Probationary Period
5. Safety Discussion
6. Corporate name change
7. Grievances: 97-07, 97-09, 97-13, 97-17, 97-18, 97-19, 97-20, 97-21, 97-22, 97-23
8. WTCO
9. Holiday Pay (July 4th)
10. Pension Issues
11. Attendance Policy
12. Payroll Issues
13. Kraft Mill Petition
14. John Maxson
15. Robert Cram
16. Mill Bid Lists
17. Converting O.T. Call-In on a Holiday

#### 1. Meal Tickets

Requests from the Brass Rail and Astoria Shell Food Mart. Requests will be held until next year. Replacements will be made only if someplace closes down.

#### 2. Pre-Retirement Seminars

The seminar will be held in two parts, September 9th & 11th from 6:00 PM - 9:00 PM at the Union Hall. Letters were mailed to all employees 55 and older (150). Cost to the employee is \$10.00, with the company paying the other \$20.00 per participant. The seminar is limited to the first 30 employees who sign-up.

#### 3. #3, 4 & 5 T.T. Staffing

USC would like to see Adjuster responsibilities rotated. Effective date would be October 1, 1997, so that frozen employees would have the opportunity to unfreeze if desired. MSC agreed with recommendations.

#### 4. R. Pass - Extension of Probationary Period

Probationary time will not be extended. Both Reliefs that are currently in the ladder have the option of moving up through the unitizing ladder. Everyone else coming into those relief positions will have to choose between the Unitizing ladder or the Truck Door for permanent openings.

Overtime in the Day Shift Truck Door position will be filled by:

1. U.O. / T.D.
2. Coordinator
3. U.O.

Current employees in loader will demote in opposite order of promotion.

#### 5. Safety Discussion

Charly Warren presented Safety Statement (see attached), and discussed need for putting teeth into safety rules and peoples rights and expectations to a safe environment.

#### 6. Corporate Name Change

Effective August 13, 1997 James River Corporation merged with Fort Howard Paper Company to form a new company known as "FORT JAMES". Local 1097 Standing Committee stated, for the record, that it still represents all union employees as in the past.

#### 7. Grievances

97-07: **B. Tolbert, D. Lane, J. Morgan, G. McCallister, M. Woods** and a member from the Union S.A.C. will meet.

97-09: Thomason - USC withdraws this grievance.

97-13: G. Koski - **Norm Dittrich** and **Claude Weaver** will follow-up.

97-17: K. Williams - USC will respond at the next meeting.

97-18: G. Hennessee-USC - Three people (Hennessee, Sluder and Trujillo) should have been scheduled in the annex and received that rate. MSC agreed, will follow up with pay.

97-19: S. Potter/Scheduling Policy - **Claude Weaver** and **Kris Keeler** will follow up with needed information.

97-20: J. Olson, Sr. - USC will follow up. USC does not agree that proper referrals and care were exercised.

97-21: B. Tolbert - MSC will check call-ins and respond.

97-22: UPIU Local 1097 - Management has addressed the issue, and has assured the USC that this will not happen again.

97-23: G. Hennessee - **Kris Keeler** has a letter from **Kay Crist, Mark Schneider** will review.

#### **8. WTCO**

Wauna was advised on Friday that the Marine operation is up for sale. The USC asks to be kept informed. MSC will do.

#### **9. Holiday Pay (July 4th) - Weirup**

**Kris Keeler** will follow up.

#### **10. Pension Issues**

Former Woodland employees are still waiting for documentation. Cost implications to the Mill will be studied for accepting employees who were not vested prior to 1986. Canadian service would be dealt with separately. Documentation for employees that were bought out will be required.

#### **11. Attendance - Joe Hertig**

See handout. USC challenges the 2 1/2% rate and asked if all hours are counted? MSC will check.

#### **12. Payroll Issues - Vacation Rate of Pay**

**USC Question:** Why is the rate of pay for vacation different from April 1st to June 1st?

**MSC Answer:** Vacation average rate of pay has always been calculated on the previous years actual pay for the contract year. This average rate was then held until the new vacation year (June 1st). Then vacation pay rates were updated.

**Solution:** Vacation pay average will be calculated on the previous actual pay contract year and applied to vacations taken as soon as possible after April 1st. Adjustments may need to be made for employees that take vacation from April 1st until the rate is calculated and updated.

**USC Question:** How is average rate of pay lower than blue slip when an employee is moved up during the year?

**MSC Answer:** In our analysis it was discovered that job analysis has not been included in the vacation average calculation. This has not been an issue because actual vacation pay was paid at the higher rate.

**Solution:** In the future, job analysis will be included in the vacation pay average calculation for the relevant previous contract year.

**Correction of Vacation Average Rate for '97 - '98**

- FROM: DATE: SUBJECT:
- Inputting any jobs analyzed from 4/1/96 - 3/31/97.
  - Recalculate vacation average rate for all jobs.
  - Update vacation average rate for all employees.
  - Review all vacations taken from 4/1/97 - 8/17/97.
  - Payroll to request info from Supervisors for any employees that were paid in March for April vacations.
  - Adjustments will be made on regular bi-weekly pay check.

**13. Kraft Mill Petition - Call-in Overtime**

USC would like to review in 90 days.

**14. John Maxson**

USC asks for rate retention. MSC will review.

**15. Robert Cram**

FMLA should have been taken out of employee's absentee rate. That should have removed No Call/No Show. MSC disagrees, but will check with all parties involved.

**16. Mill Bid Lists**

Who's responsibility are they? **Kris & Keith** will follow up with Linda Ray.

**17. Converting Overtime Call-In on a Holiday**

See 8/19/97 memo from Kay Crist (attached).

Gene Quinn  
(for the Union)

9-15-97  
Date

Keith Jarn  
(for Management)

9-9-97  
Date

**Fort James**  
Wauna Mill  
**Converting Towel and Tissue**

FROM: Tim C. Winn  
DATE: 8/14/97  
SUBJECT: 345TT Adjuster

Over the past several weeks we have been trying to resolve the issue with the best way to staff 345TT with the operator adjuster position.

I have decided that it would be best to add another Adjuster to the line and reduce the Operator Adjusters by one. Doing this instead of creating another step in the progression ladder for the floating position reduces the scheduling problems by adding another step.

The ladder would look like this;

Adjuster  
Adjuster  
Operator Adjuster  
Operator Adjuster  
Operator Adjuster  
Utility Operator  
Utility Operator  
Utility Operator  
Utility Operator  
Utility Operator  
Utility Operator  
Utility Operator

The new Adjuster will have all the responsibilities of the existing Adjuster so we will begin to pay those people Adjuster Rate effective October 1, 1997. There won't be any retroactive pay because the floating position in question has been currently filled by the senior unfrozen Operator Adjuster.

The duties of the two Adjusters will be identical with the exception of coverage, carrying the radio and such created by the elimination of night shift supervision. I would like the senior Adjuster to continue to carry the radio and do the duties until the new adjuster is adequately trained. Then it will be reviewed and may not matter which carries the radio at night as long as it doesn't create any problems.

The remaining Operator Adjusters running rewinders will continue in their existing jobs with responsibilities for operating and adjusting on the line they're assigned to.

The benefit of having the two Adjusters should improve the performance of the complex and the well being of the system itself.

If you have any questions feel free to stop by or call.

## DUTIES

Beginning October 1, 1997, the complex will begin to operate with two adjusters. The duties of the adjusters must be clear because their leadership responsibilities overlap with regard to crew interaction and solving problems.

1. The adjusters will work together as a team to achieve the performance standards and safe work practices of the department.
2. The adjusters will work together to plan and direct the work that is needed to be done on their shift.
3. An adjuster will continue to carry the radio and deal with the administrative work added from the elimination of night supervision.
4. If an agreement can not be reached by the adjusters on nights on an issue and it must be resolved at that time, they are to call the day Team Leader for direction.
5. An adjuster will continue to come in Monday through Friday for the pre-shift meeting.
6. Duties such as relieving may stay the same as they are in order to meet the performance standards of the department.
7. With the exception of the above the overall responsibilities of each adjusters will share the same responsibilities in the 345TT complex.

An audit of this change will be made after we have gained some experience in the new structure. Again, the purpose of the change is to provide more experience and team work to achieve the goals of the department.

7/31/97

FORT JAMES



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***WAUNA MILL***  
**SAFETY STATEMENT**

All employees at the Wauna Mill will work in a safe environment at all times. Unsafe work will not be performed, it will be modified and made safe. All employees will practice safe procedures at all times. This means all safety rules will always be followed.

Management will be responsible to see that a safe environment exists at all times and will be interactive with all employees to assure that safe environmental needs are met. Management will continually model good safety practices, audit safe procedures, and will enforce all safety rules at all times.



## ABSENTEEISM:

1. Absences are entered as they occur and are appropriately coded by the department. The employee is responsible for recording time and attendance.

WAUNA MILL  
ATTENDANCE POLICY

January 1, 1998

2. Department management reviews the monthly report of the purpose of this, Wauna Mill, Attendance policy is to provide a process and guidelines which clearly defines employee obligations regarding regular and timely attendance and a method by which unacceptable levels of absences and tardiness will be addressed for correction.

Absences in the following categories DO NOT COUNT toward the 2.5%:

**UNACCEPTABLE ABSENTEEISM:** Is defined as a record of absences over a rolling twelve month period that constitutes an absentee rate of 2.5% or greater OR when an employee's rate of absenteeism over a period of years consistently exceeds 2.5% and reflects an ongoing inability to fulfill their commitment to be at work or to manage their personal lives so they can be at work.

**UNACCEPTABLE TARDINESS:** Is defined as instances of reporting to relieve a mate or to the employee's work station after the scheduled or designated starting time. We will continue to recognize that there are "Acts of God" and other situations, over which the employee has no control. These will be exempted and will not be addressed as incidents of tardiness.

**"NO SHOW/NO CALL":** Every absence (and/or anticipated tardiness) must be called in to the Clockroom. Failure to report for work without calling in will subject the employee to progressive disciplinary action up to and including termination. We will continue to recognize that there are "Acts of God" and other situations, over which the employee has no control. These will be handled on a case by case basis as circumstances warrant.



## POLICY GUIDELINES & PROCEDURES

### ABSENTEEISM:

1. Absences are entered as they occur and are appropriately coded by the department representative responsible for recording time and attendance.
2. Department management reviews the monthly report of department absences by individual.
3. Department management confirms that the absentee record is correct.

Absences in the following categories DO NOT COUNT toward the 2.5%:

- *Contract absences*, i.e. Floating Holiday, Vacation, Funeral Leave, Jury Duty, etc.

- *Disciplinary Suspension(s)*.

- *Leaves of Absence* i.e. Union Business, personal leave, etc.

- *Workers Compensation, Family and Medical Leave Act (FMLA) and Sickness and Accident (S&A)*. NOTE: Employees who are on S&A or time loss workers compensation are automatically placed on FMLA. Further, when employees apply for Family and Medical Leave, and it is approved through the Human Resources Department, they are provided up to 12 weeks in a rolling 12 month period for that qualifying event, which will not be applied to their rate of absenteeism. Department management will be notified by Human Resources and will enter the time missed as "C" or Contract until they are notified by HR or through the Absentee Data Program, that the absence under the "FMLA" has expired because it has reached 12 weeks, or they have returned to work.

4. Department management takes the appropriate corrective action as described below. When considering the appropriate action to take, consider the following:

- patterns of absences apparent over time (i.e. often misses Mondays, often misses last night shift, etc.).
- long term absence history of the employee.
- the employee's work record (when looking for mitigating information at the suspension step).

**Step 1 - Verbal Clarification:** Meet with the employee whose absentee rate for category A and/or B (see the report) is equal to or greater than 2.5% following confirmation that the absence record is correct. Give the employee a copy of his/her absence record and a copy of this policy. Have a verbal discussion with the employee, confirming that the rate of absence is at the point of exceeding acceptable limits and what the next step will be if the absentee rate continues to exceed those limits. The employee will be encouraged to have a Shop Steward present at this and all subsequent steps.

**Step 2 - Letter of Discussion:** A second meeting will be held if within the twelve rolling month period, the employee experiences another instance of absence which maintains or exceeds the record of absence at 2.5% level. Give the employee a copy of the absence record and a copy of this policy. Confirm in a formal **Letter of Discussion** that this meeting was held and that the continuing record of absence requires more serious disciplinary action. (Copies of this letter go to the employee, the employee's shop steward, the employee's personnel file and Local 1097.) Voluntary contact with the EAP is encouraged at this time.

**Step 3 - Written Reprimand:** The third meeting will be held if within the 12 rolling month period, another instance(s) of absence occurs after the Letter of Discussion, and the absentee rate remains at 2.5% or higher. Give the employee a copy of the absence record and a copy of this policy. A written reprimand may be appropriate at this step. (The copy list is the same as

for the Letter of Discussion.) Voluntary contact with the EAP is encouraged.

**Step 4 - Suspension:** If within the 12 rolling month period another instance of absence occurs and the employee's absentee rate remains at 2.5% or higher the result may be a **Letter of Suspension** in lieu of time off. The reason for this action is to emphasize the importance of regular attendance, not to add to the days a person is unavailable for work. In any and all cases of suspension, the Human Resources Department will be included and an EAP referral will be strongly encouraged. Give the employee a copy of the absence record and a copy of this policy.

**Step 5 - Termination:** After confirming with Human Resources that the absentee data accurately reflects the categories of absence and continues at 2.5% or greater the Department Manager, a Human Resource staff member and a member of the Standing Committee will meet with the employee. A last chance opportunity to correct his/her absentee problem will include a mandatory EAP referral and will precede termination. Refusal to accept the EAP referral or failure to abide by the terms and conditions of the Last Chance Agreement will result in immediate termination.

**TARDINESS:**

The supervisor takes the appropriate action as described below. When considering the appropriate action to take, consider the following:

- reason for tardy.
- if there is a pattern of tardiness apparent over time.
- the employee's work record i.e. other instances of disciplinary action.

**Step 1 - Verbal Clarification:** First instance, management meets with the employee to confirm the importance of being at their work station on time, and notify the employee what the company's expectations are and what the possible consequences of the next tardy may be. The employee will

be encouraged to have a Shop Steward present at this and all subsequent steps of the disciplinary process. This is the first level of discipline. is encouraged. (Copies of this reprimand go to the employee, the employee's shop steward, the employee's personnel file and Local

**Step 2 - Letter of Discussion:** Second instance of tardiness in a rolling 12 month time period. Copies of the letter go to the employee, the employee's personnel file, the shop steward, and Local 1097. Voluntary contact with EAP is encouraged at this time.

**Step 3 - Written Reprimand:** Third instance of tardiness in a rolling 12 month time period. The distribution list for the reprimand is the same as for the Letter of Discussion. Voluntary contact with the EAP is encouraged. as Step 1 above.) Contact with the EAP is strongly encouraged at this time.

**Step 4 - Suspension:** Fourth instance in a rolling 12 month time period may result in a Letter of Suspension in lieu of time off. In all cases of suspension, an EAP referral will be discussed by the Department Manager and the Human Resources Department. ber of the Standing

**Step 5 - Termination:** Fifth instance in a rolling 12 month time period. The Department Manager, a Human Resource staff member and a member of the Standing Committee will meet with the employee. An EAP referral must be offered as a last chance opportunity to correct the tardiness problem; refusal to accept the referral or to follow the recommendations will result in termination.

**"NO SHOW/NO CALL":**

The supervisor takes the appropriate action as described below. When considering the appropriate action to take, consider the following:

- reason for "No Show/ No Call".
- the employee's work record i.e. other instances of disciplinary action.

**Step 1 - Written Reprimand:** First instance of "No Show/No Call" in a rolling 12 month time period. Voluntary contact with the EAP is encouraged. (Copies of this reprimand go to the employee, the employee's shop steward, the employee's personnel file and Local 1097.) Voluntary contact with the EAP is encouraged at this time.

**Step 2 - Suspension:** Second instance in a rolling 12 month time period may result in a **Letter of Suspension** in lieu of time off. In all cases of suspension, an EAP referral will be discussed by the Department Manager and the Human Resources Department. (Distribution of this Letter of Suspension is the same as Step 1 above.) Contact with the EAP is strongly encouraged at this time.

**Step 3 - Termination:** Third instance in a rolling 12 month time period. The Department Manager, a Human Resource staff member and a member of the Standing Committee will meet with the employee. An EAP referral must be offered as a last chance opportunity to correct this problem; refusal to accept the referral or to follow the recommendations will result in termination.

## Absentee/Tardy/No Show No Call Policy Process Summary

Absenteeism (Within Rolling 12 Months)			Tardiness (Within Rolling 12 Months)		
Absence Percent	Steps	Meeting Purpose	Incidence of Tardy	Steps	Meeting Purpose
2.5%	1	Verbal Clarification	1	1	Verbal Clarification
"	2	Letter of Discussion + Vol. EAP	2	2	Letter of Discussion + Vol. EAP
"	3	Written Reprimand + Vol. EAP	3	3	Written Reprimand + Vol. EAP
"	4	Suspension + Vol. EAP	4	4	Suspension + Vol. EAP
"	5	Mandatory EAP or Termination	5	5	Mandatory EAP or Termination

No Show/No Call (Within Rolling 12 Months)		
Incidence of No Show/No Call	Steps	Meeting Purpose
1	1	Written Reprimand + Vol. EAP
2	2	Suspension + Vol. EAP
3	3	Mandatory EAP or Termination

Payroll to Stdy Comm 8/20/97

## VACATION GUIDELINES PROPOSAL

- Enter a maximum of two weeks of vacation pay per pay period.
- Train the supervisors on how to enter vacation time. i.e., what dates to use so the Employee is paid properly, what the payroll dates are, how often vacation checks are cut, etc.
- Reinforce employee responsibility for checking their pay.
- When an employee has not checked their pay, a request for adjustment must be made to their supervisor and that adjustment will be made on the next pay cycle.

MS. to Stds Com 8/20/97

August 29, 1997



# FORT JAMES

WAUNA MILL  
Clatskanie, Oregon 97016

## INTRA-COMPANY MEMO

**To:** JOINT STANDING COMMITTEE  
**From:** KAY CRIST  
**Date:** AUGUST 19, 1997  
**Subject:** OVERTIME CALL-IN ON A HOLIDAY

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This letter is in reference to Agenda item #7 "Napkin Curtailment Call-In's" that was discussed at the July 16, 1997 Standing Committee.

Kris Keeler, Mark Schneider and I met to discuss the call-in process that should be used when the Napkin Department shuts down part of the equipment on a holiday and some of the employees who would have normally worked get the day off to observe the holiday.

If a vacancy occurs on the holiday mentioned above, the team leaders or their replacement should do the following:

1. Call from the group of employees that were home observing the holiday. This is the group of employees that would have normally worked that day but were not because some of the equipment was down.
2. If we were not able to get in touch with employees stated in #1 above, then the normal overtime guidelines would be followed. First/fourth mate, etc.
3. If we were still not able to cover, then we would go to anyone qualified from the labor pool and/or extra work list.

If you need more information, please feel free to contact me.

FJCorp:Wauna  
KJC  
ik\_crist\0897-2



August 29, 1997

WAUNA MILL  
STANDING COMMITTEE MEETING MINUTES  
August 28, 1997

To: All Utilities Employees  
All Kraft Mill Employees

Tom McGuigan - East Maint.  
Shawn Wood - West Maint.  
Jim Lepin - West Maint.

Cc: Charly Warren - Admin.  
Keith Larson - Human Resources  
Bill Harrah - Human Resources  
Becky Adams - Human Resources  
Vaughn Martin - Utilities  
*Local 1097*

From: Mike Woods

Re: Eye Protection Required in Utilities and Kraft Mill

As a reminder, beginning September 1:

**All persons who are working in the Utilities and Kraft Mill operating areas must wear eye protection that meets ANSI Z87.1-1989 standards.**

This rule applies to everyone, including maintenance, vendors, and contractors.

The eye protection must include approved side shields.

The mill store has a selection of approved eye protection.

People who have safety eyewear which lacks side shields should contact Becky Adams in the Nurse's station.

*Mike Woods*