

October 15, 1997

Present:

MSC - Gene Dixon, George Brajcich, Bill Taylor, Kris Keeler
USC - Mark Schneider, Tom McGuigan, Keith Larson, Frank Walsh

Agenda:

1. Seniority Dates
 - a) Mill Seniority Date
 - b) #3 & #4 PM Bid
2. Call Time For United Way
3. Shift Mechanics
4. Respirator Fit-Testing
5. Meal Tickets
6. Woodmill Progression
7. Napkin Equipment Curtailments
8. Sickness & Accident Eligibility
9. Payroll Issues
 - a) Paycheck Processing
 - b) Vacation Checks
10. Grievances: 97-20, 24, 25, 26, 27, 28, 29, 30, 31, 32

Seniority Dates

- a) MSC believes D. Arney's mill seniority date of 9/24/77 to be correct. USC will check union records.
- b) USC agreed that G. Shefstad's bid for #3 & #4 PM was proper and placed him ahead of W. Dombrowski.

2. Call Time For United Way

MSC believes this fits section 18. B. 6. Of the labor agreement. USC states this should be discussed next year prior to campaign.

3. Shift Mechanics

USC believes that if a shift mechanic is relieved from shift responsibilities, i.e. radio calls assigned to another employee, then the person is no longer a shift mechanic and his pay would revert to the mechanic blue slip rate for the last four (4) of 12 hours. MSC will review and respond.

4. Respirator Fit-Testing

USC questions an employee's status if s/he cannot physically do the duties. MSC proposed that any such issues be dealt with after the testing is done. People themselves need to know their capabilities and limitations.

5. Meal Tickets

USC requested a usage check at year end. MSC will comply.

Woodmill Progression

MSC proposed a revised progression process that includes the screen room. USC wants to check individual progression ladder seniority dates and requested department seniority dates in the event there ever would be a bump back to the relief pool.

7. Napkin Equipment Curtailments

MSC previewed forthcoming equipment curtailments, primarily due to the retail business shortfalls. However, due to people leaving the department and more quick stocking, there have been no department layoffs.

8. Sickness & Accident Eligibility

MSC will again review an employee's S & A eligibility. Was the requirement of full-time employment fulfilled to restart the S & A clock for another 52 weeks?

9. Payroll Issues (T. Trahan, L. Szczurek, C. Scheurich)

a) Paycheck Processing

MSC stated that beginning with the next payroll, checks will be processed and printed in Richmond and overnighted to Wauna. (See attached notice.) Employees are again requested to consider and use direct deposit.

b) Vacation Checks

MSC states that only two (2) weeks of vacation pay will be processed at a time. There will be no three (3) week vacation checks unless authorized by T. Trahan and/or K. Larson. USC wants to review in six (6) months.

10. Grievances

97-20: MSC states that S & A request for weeks of June 2 and June 9 is not approved. USC will hold this grievance.

97-24: MSC states that Woodmill has published vacation scheduling guidelines. USC requests a revision to paragraph C. MSC will revise.

97-25: USC withdraws grievance.

97-26: USC states that job analysis process is to be initiated by J. A. Committee if requested by employees in the area.

97-27: This was resolved at step 1.

97-28 and 97-13: Returned to step 1 for settlement..

97-29: USC emphasized that a reasonable effort must be made in the "same classification" regardless of call time ramifications. USC said that this does not apply to situations where relief is late or is not coming in. MSC will review and respond.

97-30: USC will hold for November meeting.

97-31: USC will hold for November meeting.

-32: USC will hold for November meeting.

Next Meeting:

November 19, 1997 (Third Wednesday) at 10:00 AM.

INTERNAL OFFICE MEMORANDUM

Gene Dixon

Union Standing Committee

Kellyann 10-21-97

Management Standing Committee

303-455-3300 Network 490-9288

DATE: October 15, 1997

TO: All Employees

FROM: Payroll

SUBJECT: Transfer of Payroll Processing

The Employee Administration Center (EAC) persons will begin processing all hourly wage payroll checks on October 26, 1997. The EAC will print, sort and overnight to Wauna the completed checks - the exact process used for salary checks.

The HR Department at Wauna will still distribute the checks locally on Thursdays at 2:30 p.m. The first paycheck issued under the new system will be on October 30th. Direct deposit notifications will be included in the overnight package and then mailed from our mailroom at Wauna.

Lisa Szczurek and Carol Scheonich will continue to process and audit time card punch information. All information, corrections, etc., must be verified with payroll before 6:00 p.m. on the Monday of payroll. Once time card hours and audit have been verified, a file of those records will be transmitted at 8:00 p.m., the Monday of payroll, to Richmond. Richmond EAC will then process all pay from gross pay to net pay. Richmond will be responsible for all deductions.

Richmond will also be responsible for producing any manual checks. To avoid the added cost of producing manual checks, adjustments to pay received after 6:00 p.m. Monday night will be added to the next payroll check. Should there be a need for a manual check, a request will be sent to Richmond and the check will be overnighted to Wauna upon completion.

It is very important for all supervisors and employees to review the current pay and any scheduled vacations. Wauna will not have the ability to cut checks for any vacations that were not entered. Our employee access system provides thorough data for employees to verify payroll and vacations scheduled for payment. If anyone has questions regarding the employee access system or the current pay, they should contact the payroll department at ext. 3217 or 3376.

FORT JAMES



INTEROFFICE MEMORANDUM

Tracy P. Trahan
Facility Controller
503-455-3203 Network 490-3203

DATE: October 15, 1997
TO: All Employees
FROM: Payroll
SUBJECT: Transfer of Payroll Processing

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