

JOINT STANDING COMMITTEE MEETING MINUTES

November 28, 2001

Present:

USC – Mike Bouse, George Brajcich, Claude Weaver, Dan Duvall, Rick Erickson

MSC – Keith Larson, Joe Hertig, Scott Beckstrom, Will Laport, Frank Walsh, Carrie Dittrich

Agenda:

1. Grievances: 01-30, 01-31, 01-35, 01-36, 01-37, 01-38, 01-39, 01-40, 01-41, 01-42, 01-43, 01-44, 01-45
2. MSG Call In Lists
3. Converting Holiday Scheduling
4. Depletion of Maintenance Workforce
5. Retirement Process
6. Vacation Pay
7. Storeroom/Purchasing Changes
8. Lab Vacancy
9. Meal Tickets
10. Kraft Mill Safety Committee
11. Freeze Request
12. Schedule Change
13. Hourly 401k Plan Changes
14. FMLA Policy Revisions
15. Oiler to Mechanic Seniority Clarifications
16. #49 Folder Scheduling
17. PQT Progression Ladder
18. S & A Administration
19. EAP Provider

1. Grievances:

01-30: Utilities Department Scheduling/ What Classification Should the Work Be Assigned To?

- **MSC** – Work should have gone to a utility level and not to a higher level position. Will compensate the appropriate utility worker.
- **USC** – Progression ladder shows the two employees to hold the same position. This work should be done by the higher Assistant Utilities Operator classification.
- **MSC** – Does not agree.

01-31: Utilities Department Overtime Scheduling

- **MSC** – Based on an agreement to formally adopt the Overtime Guidelines, we can agree to compensate the affected employees.
- **JSC** – Resolved.

01-35: Overtime & Call Time for Employee Assigned to Begin Work Prior to Scheduled Start Time

- USC – Set-up supervisor told the employee to begin work early. Grievant did as directed.
- MSC – We paid only 24 hours. This was a normal relief. No employee worked overtime. Other issues are involved. Will not pay overtime/call time for early start when the relieved employee went home. This happens all of the time, i.e. courtesy relief. Employees involved have been counseled.
- JSC – Resolved.

01-36: Scheduling Issues on #5 PM

- JSC – Returned to First Step and resolved.

01-37: Overtime Swap Not Given to Proper Employee

- MSC – No documentation of giving away overtime. Need to have form if planning on not keeping it.
- USC – What constitutes a “reasonable effort” to contact employees to take overtime? Supervisors should look at forms more closely before signing off.
- MSC – Employees need to contact coworkers trained in that position. Schedule was proper, no contract violation. Scheduling committee will look at updating form.
- JSC – Resolved.

01-38: Outside Contracting of Welding Work

- USC – Piping/welding, in the past, was done in shop. In October, the Supervisor didn’t know what certifications were required yet so he said we were staying with the past practice until further notice. The pipe was fabricated outside and installed by outside fabricators. Some of our welders had done similar welds and should have done this work.
- MSC – In this case, the line was sent out because there were only two welders who were certified to do the welds and neither was available. The required welds were high-pressure welds that the insurance required certified welds by a certified welder. The grievant had welded on a pipe that did not require certification, even though it had the same metallurgy and procedures.
- USC – Hold timely for further investigation.

01-39: Scheduling of Overtime Work in Kraft Mill and Bleach Plant

- USC – The clockroom calls for each department separately, as though it is two crews, not one. The wrong person from the Bleach Plant was called to work in the Kraft Mill.
- MSC – There is only one crew, regardless of what the call list looks like. That list is for information only.
- USC - Always been two crews. Management did not go through process to combine crews.
- MSC - The announcement was made by supervisors, and made in the Maintenance Committee meeting.
- USC – Disagree.
- MSC – The crews knew they were one crew now.
- USC – They know they have one supervisor but still maintain two separate areas and should be called for overtime separately.
- MSC – Hold timely for further investigation.

01-40: ATFFH Denied

- MSC – ATFFH will be reviewed on a case by case basis. This request for “personal business” was properly denied.
- USC – Resolved/Withdrawn.

01-41: Overtime Given to Employees in Wrong Area (FS instead of BS)

- JSC – BS employees had enough time off to be called back in for overtime.
- MSC – Hold timely for further investigation.

01-42: ATTFH Denied

- JSC – This was not after the fact. It was requested in advance of the desired date and the employee's name put in the daily schedule as off.
- MSC – Hold timely for further investigation.

01-43: Scheduling Error in Converting Caused Loss of Overtime

- MSC – The employee was scheduled right in the preliminary schedule but due to some movement, the schedule changed for the final and the employee was not listed as having the overtime. The error was caught and the employee was called, as well as the other employees following her on the call-in list. Messages were left for her but she didn't respond and the time needed to be assigned.
- USC – Was she called for the second day of overtime as well? This doesn't sound like a call-in error, more like a scheduling error.
- MSC – Will take back to 1st Step and pay.
- USC – Resolved.

01-44: ATFFH Denied

- MSC – Reviewed on a case-by-case basis – should have been planned in advanced and not a sufficient reason.
- USC – Withdrawn

01-45: Verbal Warning for Absenteeism Appears to a Written Reprimand: Use of 1.6% vs. 2.5%

- USC – The document looks like a letter of discussion because of its format and the distribution.
- MSC – It was a verbal warning. There is nothing in his file. Company maintains the right to use 1.6% threshold per previous meetings and explanations.

1. MSG Call-in Lists

- USC – It appears that the final draft of the elected call-in list does away with seniority.
- MSC – The draft was reviewed with the members of the department and they accepted the list.
- USC – We disagree with the list because it contradicts the contract's seniority requirements.
- MSC – Agree to let supervisor know to make the appropriate changes.

2. Converting Holiday Coverage

- USC – Questions holiday schedules.
- MSC – At this point, it is too early to tell if there will be any changes from our standard holiday operating schedules.

3. Depletion of Maintenance Workforce

- USC – Objects to Mill is using more temporary services instead of increasing the workforce.
- MSC – The overall number of maintenance staff has not changed in nearly two years, but employees have been shifted to different crews/areas based upon anticipated workloads. In both parties interest to do as much work as possible "in-house".

4. Retirement Insurance

- USC – We need to educate employees on procedure to complete retirement process.
- MSC – The process is still new and once it becomes familiar it will not be as much of a challenge to communicate it to employees. Will try to arrange training by Corporate.

5. Vacation Pay

- USC – Vacation pay is not being paid in a timely manner, sometimes after 2 weeks from returning. How can we get paid in advance as was past practice? How is vacation taxed, weekly or biweekly?
- MSC (Dean Goodwin) - GP policy to pay as you go on vacation. Will research taxing process.

6. Storeroom/Purchasing Changes

- MSC (Dean Goodwin) - The Storeroom now initiates the requisitions, purchase orders and then receives the ordered parts/materials, which is a control issue. The actual PO's need to be separated from the requisitions and go to Purchasing. Stores will keep the rest of its responsibilities and add identified needs such as, including identifying obsolescence, reconciliation, receiving discrepancies and NSRs, and researching other problems.
- USC – Just don't want to see a position lost over this transition.
- MSC – Will explain and discuss changes with storeroom employees with union representation present.

7. Lab Changes

- MSC – Will not be filling position of retiring employee, and instead will redistribute tasks to other hourly employees.

8. Meal Ticket Nominations

- USC – Will review restaurant list and usage list for the past year.

9. Kraft Mill Safety Committee

- USC – Union reserves right to oversee safety committee elections.

10. Freeze Request

- USC – There was no doctor letter for this request.
- MSC – We now have documentation.
- USC – Will review.

11. Schedule Change

- MSC – Employee requests a short term schedule change from five eight-hour days to four compressed days. The employee will stay with a crew for four weeks.
- USC – No objection.

12. Hourly 401k Plan Changes

- USC – Requests a summary plan document for early retirement questions.

13. FMLA Policy Revisions

- MSC – The policy is administered the same as in the past, the only exception is that *domestic partners* are covered. The policy itself is found on the G-P intranet.

14. Oiler to Mechanic Seniority Clarifications

- **MSC** – Need to clarify that the 7/19/01 minutes referred to this situation only and that period of “apprenticeship” is two years from employee’s actual job start date. This includes completing the necessary bookwork.
- **JSC** – Two years from first day in position and will be determined on an individual basis.

15. #49 Folder Scheduling

- **MSC** – Plan to add a bagger to #49 folder in Napkins, which would increase the capacity of the machine. The machine would be classified as a Consumer machine and this would require an increase in the Consumer operator pool by one person on each crew. The operators would be paid at a Consumer rate. The machine would be pulled from the monthly Annex rotation. (See Attached Notice)
- **USC** – No issues.

16. PQT Progression Ladder

- **MSC** – Still examining pros and cons.

17. S & A Administration

- **MSC** – Meeting on December 11th to find out more about **MetLife**, the new administrator as of 1/1/02.

18. EAP Provider

- **MSC** – Meeting on December 11th to find out more about **Magellan**, the new provider as of 1/1/02.

Next Meeting: Thursday, December 20, 2001

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For the Union	Date	For Management	Date

Attachment

- 1) 11/29/01 Memo: #49 Folder
- 2) FMLA Policy Revised