

Standing Committee Meeting Minutes
November 6, 1991

Those in attendance: Linda Raynor, Jim Cadd, Larry Reandeau, Trisha Norvell, Gene Dixon, Shelley Prouty, George Brajcich, Billy Taylor, Clay Pillar and Mike Wendling.

Items Discussed:

1. American Disabilities Act
2. Helper Selection Process
3. Absentee/Tardy Policy
4. Using Outside Contractors
5. Curtailment - Consumer Business
6. Meal Tickets

American Disabilities Act -

Reviewed with the Standing Committee, Wauna's plans to comply with the A.D.A. which will go into effect 1/1/92. No major changes are anticipated as a result of this legislation. There is the need to review hiring policies and procedures to insure Wauna complies with the intent of the act.

Helper Selection Process -

The Standing Committee has reached agreement on the process for selecting helper mechanics. The process will be documented and communicated millwide to be effective 4/1/92. Improvements to the process include; upgrading the structured board interview questions and evaluations; developing a highly trained group of people to do the structured board interviews; and determining the qualification hurdle required to be considered for the apprentice program.

Absentee/Tardy Policy -

The Standing Committee discussed and upgraded the attached suggested Absentee Policy for the Wauna Mill. The Standing Committee effort is directed towards a millwide absentee policy that would meet the mill needs and be supported by the Union and the Company. The policy will need further review by the Union and Management.

We also discussed a tardy policy as follows:

If an employee is one minute late past the hour or half hour, the employee will be docked 1/2 hour pay for each 1/2 hour they are tardy. When an employee has incurred 3 incidents of being tardy in a three month period the employee's absentee record will be charged with one full days absence.

As with the Absentee Policy this is a strawman which will need further discussion with Management and the Union.

Using Outside Contractors -

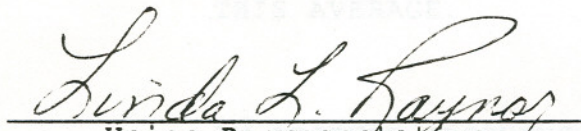
The Standing Committee was informed of the discussion that has begun between the Company and Union regarding the use of outside contractors. The next meeting is scheduled for 11/25/91.

Curtailement Consumer Business -

Jim Cadd reviewed with the Standing Committee the possibility of the need to curtail operations of tissue production. Growing inventories and less than planned sales are forcing the need to curtail operations. More detailed plans are forthcoming.

Meal Tickets -

The Union has made a request for the Company to consider issuing a check voucher for the meal tickets, similar to Longview Fibre. The check voucher could be used anywhere. We also need to review the meal ticket restaurant list at the next meeting.



Union Representative



Company Representative

JRCORP:Wauna
File:1994

cc: WSG
Dept. Heads
Shop Stewards
Local 1097
Kay Crist
Jamie Baker
Payroll
Standing Committee

11/06/91

RECOMMENDED

ABSENTEE POLICY

THE WAUNA MILL AND LOCAL 1097 FULLY SUPPORT THE PRINCIPLE THAT ALL EMPLOYEES ARE EXPECTED TO BE AT THEIR WORK STATION READY TO BEGIN WORK AT THE ESTABLISHED STARTING TIME. WE ALSO RECOGNIZE THAT THERE ARE CIRCUMSTANCES WHEN A BONAFIDE SICKNESS OR ACCIDENT PREVENTS THE EMPLOYEE FROM FULFILLING THIS OBLIGATION. NORMALLY THESE TYPES OF ABSENCES ARE RECOGNIZED AS NORMAL AND WITHIN ACCEPTABLE LIMITS. EACH PERSONS ABSENCES ARE RECORDED INDIVIDUALLY AND ARE COMBINED TO ESTABLISH A MILLWIDE ABSENTEE PERCENT. IT IS EXPECTED THAT AN INDIVIDUALS ABSENTEE PERCENT BE NO GREATER THAN THIS AVERAGE.

AN ABSENCE FREQUENCY GREATER THAN THE MILLWIDE AVERAGE WOULD BE REASON FOR THE SUPERVISOR TO DISCUSS WITH THE EMPLOYEE HIS/HER ABSENCE RECORD. SINCE ABSENCES CAN VARY FROM INDIVIDUAL TO INDIVIDUAL THIS ACTION TAKEN BY THE SUPERVISOR WILL BE VIEWED ON A CASE BY CASE BASIS.

THE PROCESS FOR CORRECTIVE ACTION TAKEN BY THE SUPERVISOR IN THE PRESENCE OF A SHOP STEWARD, ARE AS FOLLOWS;

INFORMAL DISCUSSION WITH EMPLOYEE

FORMAL RECORD OF DISCUSSION

WRITTEN REPRIMAND

SUSPENSION

TERMINATION

IT IS ANTICIPATED THAT IN MOST CASES AN INFORMAL DISCUSSION
(WHICH IS NOT DISCIPLINARY) WILL RESOLVE ABSENTEE CONCERNS.

ADDITIONALLY THE EMPLOYEE ASSISTANCE PROGRAM MAY BE AN
APPROPRIATE OPPORTUNITY TO ASSIST IN RESOLVING ABSENTEE
PROBLEMS.

1. American Disabilities Act
2. Helper Selection Process
3. Absentee/Tardy Policy
4. Using Outside Contractors
5. Cancellation - Consumer Business
6. Real Tickets

American Disabilities Act -

Reviewed with the Standing Committee, Wauna's plan to comply with the A.D.A. which will be into effect 12/1/92. No major changes are anticipated as a result of this legislation. There is the need to review hiring policies and procedures to insure Wauna complies with the intent of the act.

Helper Selection Process -

The Standing Committee has reached agreement on the process for selecting helper mechanics. The process will be documented and communicated worldwide to be effective 4/1/93. Improvements to the process include: upgrading the structured board interview questions and evaluations; developing a highly trained group of people to do the structured board interviews; and determining the qualification hurdle required to be considered for the apprentice program.