

STANDING COMMITTEE MINUTES

DECEMBER 9, 1992

Present were Trisha Norvell, Kris Keeler, John Melink, Bob Sullivan, Claude Weaver, Dave Viera, Randy McEwen, Larry Reandeau, Al Grantham, Al Rollins, Joe Hertig, Shelley Prouty and George Brajcich.

Items discussed:

1. Grievance 92-37, Woodmill weekend call in
2. Grievance 92-45, Shift worker in for a safety function
3. Grievance 92-34, 35, 40, 42, "Punchlists" and notification
4. Grievance 92-46, 47, 48, Call in and reasonable notification
5. Grievance 92-49, Safety violation discipline
6. Grievance 92-44, Attendance policy
7. Bleach plant progression ladder change
8. State of the business
9. Kraft mill curtailment
10. Converting curtailment
11. Meal tickets
12. Vacation donation requests
13. 1993 Picnic
14. Converting safety training
15. Converting call-in procedure
16. Converting Kaizen team
17. 4-10 schedule, Product Quality and Development
18. Hourly 401(k) plan
19. Notification of overtime while on floating holiday

The Union Standing Committee reminded the Company that answers to grievances need to be more timely.

1. GRIEVANCE 92-37 - Woodmill weekend call in

The department's long-standing practice for weekend call ins was formally reviewed with the Standing Committee. When this grievance was discussed at the November meeting, the Standing Committee informed the department that the practice/policy contradicts the labor agreement and must therefore be approved by the Standing Committee before it could be adopted.

The department representative told the Committee that the employees of the department and the Company both think the policy is a fair way of calling in and distributing the overtime.

Since "private agreements" are not valid, the resolution to this grievance must be done per the language in the contract. Therefore, the Company will pay the grievant for the contract

violation that occurred on Friday, September 25, but not for the perceived violation of the department "policy". The Union Standing Committee does NOT approve the policy presented; call-ins will therefore be done according to the language in the labor agreement.

2. GRIEVANCE 92-45, Shift employee in for safety function

The Union Standing Committee responded to the settlement offered by the Company Committee in November's meeting. The grievant did not accept the offer. This grievance will therefore be referred to third step.

3. GRIEVANCES 92-34, 35, 40, 42 - "Punchlists" and notification

The Company does not want to use the punchlist as something that needs to be signed off on and reviewed with the Mechanics Committee. The punchlist is a project management tool that is used on a project, and if the project is contracted out, the Mechanics' Committee has already been notified.

The Union Standing Committee again stated that there is no argument over using punchlists and involving crews in that walkthrough process to develop punchlists. The Union's concern is that they believe items are being added that are not really part of the project scope, and that the notification process should be used for those items. There is also nothing in place to indicate when a project is considered done. The Union understands that this can sometimes be difficult to draw a line on when the project is of a very large scope, but need some sort of guidelines or indication that the Mill can use so that everyone has the same understanding of when a project is complete. The Union is not requesting that they approve projects or contracting - that is management's right. The Union is requesting proper notification.

The Company Standing Committee believes they now have a much better understanding of what exactly the Union needs and what their concerns on this issue are. The Joint Committee agrees that we do want employees to be quite involved in the review and "punchlist" process (as they have been). The Company Committee is concerned about the administrative burden of reviewing all punchlists with the Mechanics' Committee and cannot agree to that. The Union and Company are in agreement on the basic issues and are very close to having a resolution. The Company Committee requested to have another opportunity to work on a solution; will involve Union Standing Committee members and try to do this before the next Committee Meeting.

4. GRIEVANCES 92-46, 47, 48 - Call-in, reasonable notification

The Union Standing Committee pointed out that guidelines for call-ins were developed in response to grievance 91-1 (see attached). In the situations in these grievances, the guidelines were not followed in that the messages left on the answering machines told employees to call back but did not then give them an opportunity to call before the opening was filled.

The Company Standing Committee had not seen the grievances prior to the meeting so was not in a position to respond. They did state that the Company has a responsibility to let employees know of overtime opportunities as soon as we have knowledge of them and will continue to start the call-in process as soon as possible upon receiving a request from a department. This also means we cannot wait for long periods of time for people to call back or be home, especially since we at times have great difficulty in getting people to come in.

The Company is probably too lenient in letting people say no to overtime call ins. The Union Standing Committee realizes that judgment calls have to be made as to how long the clockroom can wait for a call back. The Committee trusts the clockroom attendants and their judgment, but reminds the Company that we can't get lax and need to remember to follow the guidelines.

5. GRIEVANCE 92-49, Safety violation discipline

A converting employee was reprimanded for a safety violation. The reprimand was later reduced to a letter of discussion. The supervisor did this because it was not the first time the employee had been talked to (although had not been talked to on this specific issue). The Union Standing Committee requested that the letter be removed from the employee's file, as the individual is now on notice that the behavior was wrong and must not be done again.

The Company Standing Committee agreed to the request, since the intent (putting the employee on notice) has been met through the meeting with the employee. The Company stated very clearly that should this employee do this safety violation again, the Company will not start discipline at a letter of discussion but at a much more serious level because it is a life-threatening situation.

The records will show that there was an informal discussion of the issue with the employee.

#### 6. GRIEVANCE 92-44, Attendance policy

A review of the Standing Committee minutes and notes shows that the Company did communicate the policy as a 5% trigger over a 12 month period. The letter of discussion was removed from the grievant's file.

The Company will be reviewing the attendance policy with all departments and will be getting more feedback from them on the policy. The intent is to get all departments to use a consistent policy and all utilize it and abide by it. The intent of the policy as it stands now is to use a rolling 12 month basis for calculating absentee rates.

The Union standing Committee requested that if a person doesn't come in to work for scheduled overtime for some reason, those hours not be used in the total for the calculation, but DO use those hours if the employee does work them.

#### 7. BLEACH PLANT PROGRESSION LADDER CHANGES

There has been a shift in work load because of the recent bleach plant modification. Therefore, the department plans to reinstate the Junior Bleach Plant Assistant position and make the current Bleach Plant Assistant a Senior Bleach Plant Assistant, who would be almost entirely focused on the R8 Generator operation.

The department created job descriptions and reviewed with the crews to get their input. They are in the process of getting temporary rates assigned to the positions through the Job Analysis Committee.

The Joint Standing Committee appreciates the department's efforts to get employee input and feedback in this process.

#### 8. STATE OF THE BUSINESS

The Steering Group members are in the process of conducting mill-wide, standardized presentations to inform employees of the status of the Corporation and Mill. They are trying to reach as many employees as they can before Christmas. All employees are encouraged to attend one of these meetings.

#### 9. KRAFT MILL CURTAILMENT

The tissue machines (1,2,5) will experience two 4 day periods of curtailment in December, which reduces the amount of pulp needed. The Steering Group had been exploring the option of keeping the kraft mill running and just selling the pulp, but market prices are such that we couldn't cover our costs to produce the pulp.

The intent, as of this meeting, is to run the kraft mill through the first tissue machine curtailment in order to supply 3 & 4 paper machines and to try to get through the bad

sawdust. The kraft mill will be down the 24th, 25th, 26th, and 27th of December. Management is exploring the option of taking the east secondary clarifier down during that period for inspection and maintenance. IF we do, we may have to do some prep work on Christmas day. The Union Standing Committee's position is that the senior volunteer qualified mechanics would be the ones called in on Christmas to work on the clarifier. The Company needs to review this and review the needs if we do take the clarifier down. Management will review their plans with the Standing Committee once they are firmed up to determine exactly who would be scheduled.

Utilities will continue to run as steam will be needed for the machines that will be running. We don't yet know about the woodmill - it may be shut down for a period. The Steering Group will be getting more information over the next few days and will communicate with the affected employees. Reminder: curtailment hot line number is 455-3357.

#### 10. CONVERTING CURTAILMENT

An error in scheduling people from the labor pool into converting resulted in some junior people working while senior employees with appropriate training were to be laid off. (The schedule was corrected as of Dec. 9 after the Standing Committee meeting. Three employees were not scheduled as they should have been so they will be made whole; Flip Eiland, Lindsey Campbell and Paul Burger.) A misunderstanding in Converting resulted in some employees being told that because they hadn't been in the department within the last year they weren't eligible for assignment in the department. The rationale was that new wrappers had been added within the last year and anyone who had not been in the department within that time frame would not have been exposed to them.

Mill seniority gets a person considered for an opening during times of layoff, but qualifications/training determines if a person will be assigned to an opening, and employees need to understand that.

The Joint Standing Committee does not recognize a flat time requirement of being out of a department less than some time period to determine qualifications/job assignments.

The discussion brought up some issues that may arise from the Kraft Mill curtailment. Senior people in the jobs at the top of the progression ladder have not been trained on nor ever operated the new bleach plant equipment that jobs lower on the progression ladder now use/operate.

#### 11. MEAL TICKETS

See the attached guidelines for determining the list of restaurants and meal ticket value.

The Company Standing Committee stated that the meal tickets policy/information sent to restaurants will state that meal tickets are not to be used to purchase alcoholic beverages. There are concerns about the liability for the Company if someone were to be in an alcohol related accident and it was discovered that they had purchased alcohol with a meal ticket. The intent of the meal ticket is to provide a meal - not drinks.

The Union Standing Committee stated that because the employees now pay taxes on the meal tickets, the tickets are now a voucher and employees can use them for whatever they want to. The Union suggested that the wording be something like "James River intends that this meal ticket is to supply a meal, not to purchase alcoholic beverages. If it is used for alcoholic beverages, James River does not accept any liability." The Company Committee will review this language with legal counsel and respond. The Union Standing Committee suggested that employees be notified of this change (if legal counsel says it does need to be done) so that they are aware of it.

Based on employee requests, the following establishments will be REMOVED from the restaurant list:

- Peters
- Omelets and More
- Hillmans

The following establishments will be ADDED:

- Charlies
- Masthead
- Roys Chuckwagon
- El Parisito (The Parrot)

There were several requests received directly from restaurants - the Union Standing Committee said that the determination to add those or not is up to Management. The Company will not add them since they were not requested by employees and keeping the list to a reasonable number reduces the Company's cost.

Human Resources is working on the value survey and hopes to have the results in time for the January meeting, if the requested information comes from the restaurants by then.

## 12. VACATION DONATION REQUESTS

Two vacation donation requests were reviewed and approved by the Joint Standing Committee. Human Resources will work with the recipients' departments to ensure that the employees have already taken all the vacation available to them.

The Joint Committee still struggles with applying the language stating that vacations can be donated for "legitimate humanitarian and emergency reasons". Therefore, all future donation requests will be mailed by Personnel to the Local and the Union will take the requests to the

appropriate crews and let the union members decide if it is an appropriate donation request.

(Note: after the joint meeting the Company Committee denied one request when it was determined that the employee still had a week of their own vacation available to them.)

#### 13. 1993 PICNIC

The Steering Group asked for input from the Union Standing Committee as to whether or not we should plan on a mill picnic for 1993. The Company believes it is a valued function by both the Company and the employees. The Union agrees that it is highly valued by employees, but would rather see the money spent on keeping as many people working as possible. The Joint Committee agreed that while it would be missed, it is best not to have a picnic during these uncertain economic times.

#### 14. CONVERTING SAFETY TRAINING

There are some employees who have missed required safety training sessions when they were held earlier in the year. The department plans on scheduling them in for one day to do these sessions (which are required by law) and it may mean having some junior people in the mill while senior employees are laid off.

The Union Standing Committee understands. They requested that the training be held after January 1 if possible. That way those employees will have worked in January and would then be eligible for their medical insurance to continue in February should we still be in a curtailment situation. Converting will review their schedule to see if they could do this.

#### 15. CONVERTING CALL-IN PROCEDURE

Converting got input from the crews as to how they wanted call-ins to be done. The policy is consistent with the contract and the Joint Committee saw no problems with it. Converting will post the policy with an effective date on it.

#### 16. CONVERTING KAIZEN TEAM

Converting is planning to schedule several adjusters in to work on a Kaizen team while their department is curtailed. The Union Standing Committee stated that there are senior people who would be laid off for that time period who might be qualified to work on that same equipment and the department should schedule by mill seniority, not progression ladder seniority.

The Company Standing Committee will find out exactly what work was planned for that team to do. If it is specific to that job and/or ladder, then it is appropriate to have some junior people scheduled if they are the senior qualified employees in the progression ladder. The Company will discuss

this with the Union Standing Committee once they find out what work was planned for this team. At this time the four senior (progression ladder seniority) adjusters are assigned.

**17. 4-10 SCHEDULE, PRODUCT QUALITY AND DEVELOPMENT**

The proposed schedule was reviewed by the Steering Group and denied. They are concerned about the proliferation of different schedules in the mill and the administrative burden and added costs that creates.

**18. HOURLY 401(K) PLAN**

Human Resources followed up on the request made by the Union Committee in the November meeting that refunds (if needed to satisfy the non-discrimination testing required by law) be made from the James River stock plan first, and then out of the hourly 401(k) plan if the affected person is in both plans.

The Corporation stated that they will not do that - refunds will come from the hourly 401(k) plan first. If they don't do that, Wauna hourly employees who participate in only the stock plan would be adversely affected. The Union Standing Committee's position is that the hourly 401(k) plan is a negotiated plan and therefore has priority over the JR stock plan. The membership voted on and approved this contract which included the 401(k) plan. If it adversely affects some members who only participate in the stock plan, then that is how it must be.

The Union Committee requested that if this would only affect Wauna hourly employees and not the whole Corporation, that the refunds come out of the stock plan first. Human Resources will find out if this can be done.

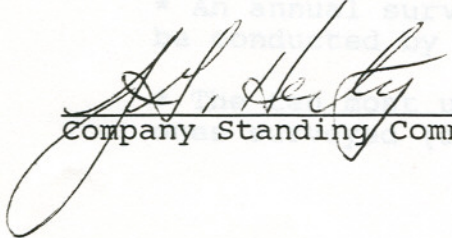
**19. NOTIFICATION OF OVERTIME WHILE ON FLOATING HOLIDAY**


Employees who are on a floating holiday at the time call-ins are started for an overtime opportunity that falls on a day other than the person's floater should be notified of the opportunity. Employees should not complain that they were contacted at home while on a floater - it is not considered by the Union as sacred time like a vacation is.

NEXT MEETING WILL BE DECEMBER 18 AT 8:00 A.M.

Items held over until next meeting:

1. Report on Federal Accounting Standards 106 and 109
2. Transition of relief shift mechanics back to day shift

  
\_\_\_\_\_  
Company Standing Committee

  
\_\_\_\_\_  
Union Standing Committee



MEAL TICKETS

Restaurant List and Value Determination Guidelines

12/10/92

PRINCIPLES:

- \* Provide Wauna employees a meal in lieu of a "hot meal" on site as per the Labor Agreement Section 26.
- \* Restaurants/establishments on this list will be those that provide quality service and meals in locations convenient for our employees.
- \* The value of the meal ticket will be sufficient to provide a filling meal without unreasonably adding to the Mill's costs or affecting the Mill's competitiveness.

GUIDELINES:

LIST DEVELOPMENT:

- \* The list of establishments will be determined each December for the following calendar year.
- \* The establishment will be within the "Mill communities", i.e. communities with reasonable populations of Wauna employees.
- \* An annual survey of hourly employees will be conducted by the Joint Standing Committee asking:
  - a). Establishments they would like to see added
  - b). Establishments they want to see deleted and why\* Accounting's input will also be solicited.
- \* An establishment for which less than \$500 of meal tickets were redeemed in the 12 months prior to the finalizing of the list will be deleted, unless that establishment is the only one on the list in that geographical area.

VALUE DETERMINATION:

- \* An annual survey of meal costs at establishments will be conducted by the Human Resources Department.
- \* The ten most used establishments that year will be the ones surveyed (determined by dollar volume).

\* A survey of our Northwest competitors' meal ticket values will be conducted.

\* If the annual survey results change by less than \$0.25, there will be no change in the value of the meal ticket. If the survey results increase by \$0.25 or more, the value will be increased if the increase will keep the value of Wauna'a meal ticket within the range of our competitors' values (subject to Mill Manager's approval). If the survey results decrease by \$0.25 or more, the value of the meal ticket will be decreased (subject to Mill Manager's approval).

sjp  
file:1999

MEMORANDUM

*Not approved by Standing Committee 12/10/92*

TO:  
FROM:  
DATE:  
SUBJECT:

AGREEMENT TO FURNISH MEALS TO EMPLOYEES OF  
JAMES RIVER CORPORATION  
WAUNA MILL

This contract is an agreement to furnish meals to employees of James River Corporation, Wauna Mill. The following conditions must be accepted in order for your restaurant to be considered for the meal ticket program.

Meal tickets are not intended to be used for the purchase of alcoholic beverages. James River Corporation denies all liability if an establishment redeems them for alcohol.

1. No employee is to be furnished food free as an inducement to attract or hold Company meal business.
2. A maximum allowance will be in effect at all times. Currently, this is \$7.00 but is subject to change as conditions warrant. Any changes will be communicated by the Company and will be reflected on the face of the meal ticket voucher.
3. The name of the restaurant must be circled on the face of every meal ticket.
4. The attached cover sheet/summary form will be completed and included with every invoicing of the Company for payment. Establishments will invoice James River on a monthly basis.

I agree to the above conditions and understand that violation of this agreement will result in refusal of James River Corporation to accept meal tickets from my establishment. I further understand that I must accurately fill out the meal ticket summary form in order to be reimbursed by the Company.

\_\_\_\_\_  
Restaurant

\_\_\_\_\_  
James River/Controller

\_\_\_\_\_  
Signed- Restaurant Manager

\_\_\_\_\_  
James River/Employee Relations  
Manager

\_\_\_\_\_  
Date

sjp  
file:2457  
12/10/92

*attached to file 2457*

MEMORANDUM

*Not approved  
by Standing  
Committee.  
12/9/92*

TO: Clockroom  
FROM: Carl Lang  
DATE: 18 September 1991  
SUBJECT: Chip/Paper Barge Changes

\* REVISED

There are 5 certified/licensed tug operators. They are, by seniority:

1. Carl Johnson
2. John Weitzel
3. Steve Hubler
4. (Clint Larsen)
5. Mike Funk

Daily, Monday through Thursday and Friday for weekend's, one of the above will call the clockroom (3239) and let them know that they are taking tug calls.

"To get a deck hand" for that operator when there is a tug call-in, the Clockroom will call the next senior person on the above list that is below the tug operator taking tug call-ins. If no one from the above list is available, randomly select someone from the list below to get a qualified deck hand. This is the agreed upon procedure based on training needs and past precedent.

- |            |               |              |
|------------|---------------|--------------|
| Craig Belt | Bill Jackson  | Lynn Nelson  |
| Dave Nudo  | Kurt Erickson | Mike Winters |
| Don Palm   | Shane Wilson  | John Davis   |
| Rod Ollila |               |              |

Daily, Monday through Thursday, and for weekends, Friday-Sunday, the deckhand who comes in on the first call gets all remaining calls. If that person is not available start back over on the seniority list and follow "To get a deck hand" procedure above.

CML/smg  
cc: Peco  
Woodmill

*attach to file copy  
only*



# JAMES RIVER CORPORATION

## Intra-Company Memo

To ALL WAUNA MILL EMPLOYEES

Date December 30, 1992

From Trisha Norvell

Reference


Subject Access to Medical and Industrial Hygiene Records

Federal and State of Oregon Rules require that your employer advise you of your right to review your medical and the exposure monitoring records.

Please be advised that you may review your medical records upon request. Those records are maintained in the Medical Department and are kept as personal and confidential records.

Records of air monitoring of employee exposure are maintained in the Human Resource Department. Records of noise monitoring are kept in the Medical Department.

You may contact the Medical Department at 3313, or 3380. Charleen Freeman, Elaine Reddington or any one of the two Relief Nurses, Marilyn Thomas or Shelley Shefstad may review the contents of your medical file with you. Nothing may be removed from the file, though you may ask for a copy of any record in the file. You will confirm in writing that you have requested a specific document. That confirmation will remain in your medical file.

  
Trisha Norvell  
Wauna Mill

cc: Wauna Steering Group  
Department Heads  
Local 1097  
Charleen Freeman  
Elaine Reddington  
Marilyn Thomas  
Shelley Shefstad