



ESCAMBIA PLANT
INTEROFFICE MEMORANDUM

To: A. K. McMillan

Date: 8 November 1973

From: J. F. Odom

Copies:

Re: Monthly Report - Personnel Department - October, 1973

PERSONNEL

Activity for the Month

<u>Division</u>	<u>No. of Employees 9/30/73</u>	<u>Oct. Add/ Trans.</u>	<u>Oct. Separa/ Trans.</u>	<u>No. of Employees 10/31/73</u>	<u>Oct. 1973 Approved Complement</u>
Plant Admin. & Process	164	8	4	168	183
Plant Engr. & Maint.	95	7	2	100	112
Lab. & Effluent Control	16	2	0	18	19
Personnel & Safety	8	0	1	7	8
Purchasing & Traffic	8	0	0	8	10
Financial	22	2	1	23	24
Ag. Chem. Sales	13	0	0	13	13
PVC Sales	3	0	2	1	1
Pilot Plant	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>
Total Escambia Plant	334	19	10	343	375

<u>Carroll Construction Company</u>	<u>No. of Employees 9/30/73</u>	<u>No. of Employees 10/31/73</u>
Office	3	3
Maintenance		
Insulators	1	1
Mechanics	17	17
Yardmen	2	2
Trashmen	2	2
Laborers	8	9
Janitors	6	6
Painters	<u>3</u>	<u>3</u>
Total Maintenance	39	40
PVC Laborers	14	13
Area B Laborers	<u>15</u>	<u>17</u>
Total Carroll Construction Co.	71	73

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PERSONNEL (Cont'd.)

The actual number of employees at the plant on 31 October 1973 is 32 less than the approved complement. Approximately half of these openings are in nonexempt positions which should be filled during the month of November in conjunction with the start up of the Methanol Plant. The balance are technical or professional positions which will be filled as qualified candidates are found.

The labor turnover rate on regular employees at the Escambia Plant was 0.87 during October, 1973.

We had 159 walk-in applicants, 145 applications were issued and 85 were interviewed. We tested 55 applicants, 3 were re-tests. One applicant was a woman, the balance were males. We received 12 applications and 298 resumes by mail.

There was a great deal of activity at the plant during October to complete the necessary hiring of new employees required to staff the Methanol Plant scheduled for start up in November.

SAFETY

The Pensacola Plant worked approximately 55,000 man-hours during the month of October, 1973.

The days and man-hours worked since the last lost time injury are as follows:

<u>Division</u>	<u>Man-hours</u>	<u>Days</u>
Escambia Plant	696,607	420
Ag. Sales	188,219	1,507
PVC Order	31,755	1,949
Finance	105,094	6,576

L. L. Plowman, Safety Supervisor, attended the National Safety Congress in Chicago.

Medical Section

The Medical Section treated 9 injuries for Escambia and 7 for Carroll, performed 19 pre-employment physicals, 16 annual physicals and gave a total of 144 immunization injections.

EMPLOYEE RELATIONS

Two (2) 5-year service awards were presented.
Two (2) 10-year service awards were presented.
One (1) 15-year service award was presented.

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GENERAL

We launched our United Way Campaign during the month of October. Our campaign will be completed during the first week of November.

Four trips were made to Pasadena, Texas Plant by members of the Personnel Department to handle various personnel matters and to assist in staffing requirements for the start up of the second DNT Plant.

J. F. Odom attended a recruiting seminar in Allentown, Pennsylvania which was held for those who will be involved in recruiting efforts at colleges and universities.

INSURANCE

We paid a total of 68 claims under our Group Hospitalization Program which amounted to a total of \$ 15,830.60 during the month of October, 1973.



J. F. Odom

JFO:kc

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