



ESCAMBIA PLANT
INTEROFFICE MEMORANDUM

To: R. E. Jones

Date: 12 November 1974

Copies:

From: J. F. Odom

Re: Monthly Report - Personnel Department - October 1974

PERSONNEL

Activity for the Month

	No. of Employees 9/30/74	Oct. Add./ Trans.	Oct. Separa./ Trans.	No. of Employees 10/31/74	Oct. 1974 Approved Complement
Plant Admin. & Process	186	6	14	178	184
Plant Engr. & Maint.	125	15	2	138	141
Lab. & Envir. Control	22	0	0	22	22
Personnel & Safety	8	0	0	8	9
Purchasing & Traffic	11	0	0	11	11
Accounting	27	1	1	27	28
Ag. Chem. Sales	15	0	0	15	15
Ind. Chem. Pilot Plant	5	2	0	7	7
Total Escambia Plant	399	24	17	406	417

	No. of Employees 9/30/74	No. of Employees 10/31/74
<u>Carroll Construction Company</u>		
Office	4	3
Maintenance		
Insulators	1	2
Mechanics	15	15
Groundskeepers	4	4
Laborers	11	13
Janitors	7	5
Painters	5	5
Total Maintenance	43	44
PVC Laborers	13	15
Area B Laborers	22	21
Total Carroll Construction Company	82	83

The actual number of employees at the Escambia plant on 31 October 1974 is 11 less than the approved complement.

The labor turnover rate on regular employees was 0.74 during the month of October 1974.

JFO:jsr

AP00041263



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PERSONNEL

We had 71 walk-in applicants, 71 applications were issued and 50 were interviewed. One female applicant was tested. We received 262 resumes and 2 applications by mail.

SAFETY

The Pensacola Plant worked 71,807 man-hours during the month of October 1974. 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	211,398	103
Ag. Sales	218,975	1,875
Accounting	154,079	6,944

C. Good attended the National Safety Congress at Chicago, Illinois. Two sessions of fire crew training for shift fire crews were held.

Medical Section

The Medical Section treated 24 injuries for Escambia and 20 for Carroll, performed 7 pre-employment physicals, 14 annual physicals and gave a total of 74 immunization injections.

EMPLOYEE RELATIONS

- 1 - 10 Year Service Award was presented.
- 1 - 15 Year Service Award was presented.

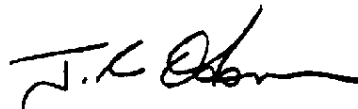
GENERAL

Three visits were made to the Pasadena, Texas plant to assist in staffing and employee relations matters. One trip was made by J. F. Odom to Allentown to attend a seminar on Equal Employment Opportunity sponsored by the Employee Relations Group.

Twenty-five employees were sent to Calvert City during October to assist in running the plant had the union gone on strike.

INSURANCE

We paid a total of 102 claims under our Group Hospitalization Program which amounted to a total of \$30,426.17 during the month of October 1974.


J. F. Odom

JFO:jsr

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