



NATIONAL LABOR RELATIONS BOARD

SIXTEENTH REGION

Sixth Floor, Meacham Building, 110 West Fifth Street

Fort Worth 2, Texas

October 11, 1962

Telephone EDison 5-4211
Extension 2131-2132

Mr. J. W. McMillian, Plant Manager
Pittsburgh Corning Corporation
Tyler, Texas

Re: Pittsburgh Corning Corporation
Case No. 16-RC-3237

Dear Mr. McMillian:

We are enclosing Notices of Election to be posted in suitable and conspicuous places in and about the company's property to the attention of all employees concerned. Two notices are for your files; the remaining notices are for posting in the event of mutilation, loss or defacement. The original of the enclosed certificate of posting should be signed by the person who posts the notices, and then returned to this office; you may retain the copy in your files.

In Board elections it is usually advisable for the parties to meet with the Board's agent prior to the election to review the list of eligible employees in order to avoid as many challenges as possible, and to discuss the arrangements of the election.

An equal number of nonsupervisory employees selected by each party will act as observers during the conduct of the election. We prefer that any employee acting as a company observer be familiar with the payroll and the employees.

You will observe that the voting unit and payroll period for eligibility are set out on the Notice of Election under "Those Eligible to Vote." For use in identification of voters, please prepare an alphabetical list of eligible employees, indicating their job classifications.

Each voter must be afforded an opportunity to cast his ballot in secret. A voting booth is the most satisfactory arrangement for this purpose, and may be constructed of scrap lumber or similar material at little expense to the company.

For details concerning the number of notices for posting, the pre-election conference, number of observers, submission of eligibility list, and number of booths required, we invite your attention to the attached election check sheet. Your cooperation is greatly appreciated.

Sincerely,

Elmer Davis
Elmer Davis
Regional Director

| BB 0009876 |

THIS DOCUMENT DID
NOT COME FROM PPG FILES

ELECTION CHECK SHEET

Re: Pittsburgh Corning Corporation, 16-RC-3237

NOTICES OF ELECTION

Number of notices to be posted in suitable & conspicuous places: 1

Number of notices for posting in event of mutilation, loss, etc.: 2

PRE-ELECTION CONFERENCE

Date: No pre-election conference scheduled.

Hour:

Place:

Name of Board Agent: Mr. John Cosmic

Please request observers to attend the pre-election conference.

ELECTION OBSERVERS

Number of observers for each party: One

LIST OF ELIGIBLE VOTERS

Eligibility list for period ending October 5, 1962, has been received in this office.

VOTING BOOTHS

Number of booths to be erected: One

LIST OF ENCLOSURES

Notices of Election (5) Board Policy Respecting "Sample Ballots" Certificate of Posting.

CARBON COPIES TO

Mr. N. Unkovic
Pittsburgh Corning Corporation
747 Union Trust Building
Pittsburgh, Pennsylvania (agr. & 2 notices)

Mr. W. M. Akin
Oil, Chemical and Atomic Workers
482 Highland Blvd.
Richardson, Texas (agr. & 2 notices)

BB 0009877

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RECEIVED DOCUMENT DID
W. J. CORNING FILES

BOARD POLICY RESPECTING "SAMPLE BALLOTS"
(for your information)

In its decision in Allied Electric Products, Inc., 109 NLRB No. 177, issued September 10, 1954, the Board decided that in the future it will not permit the reproduction of any document purporting to be a copy of the Board's official ballot, other than one completely unaltered in form and content and clearly marked "sample" on its face, and upon objections validly filed, will set aside the results of any election in which the successful party has violated this rule.

This means that even an "X" in any box of a sample copy of the Board's "Official Secret Ballot" distributed as campaign literature would be grounds for setting aside an election upon objections timely filed.


Elmer Davis
Regional Director
National Labor Relations Board
Sixteenth Region

NOTE: THIS DOCUMENT DID
NOT COME FROM PPG FILES

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CERTIFICATE OF POSTING

DATE 15 October 1962.

Elmer Davis, Regional Director
National Labor Relations Board
Sixth Floor, Meacham Building
110 West Fifth Street
Fort Worth 2, Texas

Re: **Pittsburgh Corning Corporation, 16-RC-3237**

Dear Sir:

We, the undersigned, hereby certify that Notices of Election issued by the Regional Director of the Sixteenth Region of the National Labor Relations Board, were posted in conspicuous places to the attention of all employ es, as follows:

[illegible]

NOTHING BUT THE BEST

By J. W. McMillan
(Signature)

Works Manager.
(Title)

BB 0009879

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