PLAINTIFF'S
EXHIBIT
GF-1918

W Becker

PERSONAL AND CONFIDENTIAL

PERSONNEL RELATIONS
MONTHLY HIGHLIGHT REPORT
JULY 1980

EXEMPT EMPLOYMENT

Eleven exempt requisitions were received from all locations, all were for replacements. Four Corporate Office exempt positions were filled.

New York Corporate Office turnover was 7.8%, as 22 employees terminated from a population of 297, as compared to 4.3% for last month.

Three exempt and three nonexempt employees were hired companywide through the Job Referral Program.

At Wayne, four exempt positions were filled from a total of 20 openings. There were seven exempt terminations out of a population of 416, for a monthly turnover rate of 1.7%, as compared with last month's rate of .5%.

Career Development and Staffing

Continued computer input coding of career advancement forecasts and review documents.

Final revisions made on upper level succession planning documents.

Issued follow-up on outstanding performance reviews.

MANAGEMENT & VOCATIONAL TRAINING

In Wayne, conducted a 3-day Problem Solving/Decision Making Workshop for 6 participants; a 3-day Persuasive Selling Workshop for 6 participants and a 1-day Management Writing Skills Workshop for 14 participants, all groups and locations.

In Los Angeles, conducted a 4-day Fundamentals of Supervisory Practices Workshop for 9 participants, all groups.

In Atlanta, conducted a 3-day Persuasive Selling Workshop for 7 participants, all groups and locations.

Published Third Quarter Management Brief.

Met with RS&I plant management to discuss special training programs to include start-up training for the Fontana plant.

Developed plans with the Manager of Purchasing for two Purchasing department workshops to be held in September and October, 1980.

Developed preliminary plans with the General Product Manager, Flooring Products, to conduct four Brainstorming sessions this fall.

Met to discuss implementation of a Supervisory Training Program at Vails Gate tentatively scheduled for October or November.

Discussions held on training needs and programs for Vestal plant, Floor Products Sales, Corporate EEO, Marketing Services, Materials Management, Graphic Arts, R&D technical supervisors, Corporate Safety department, Finance department and MIS.

CORPORATE NEW YORK OFFICE & WAYNE PERSONNEL

New York: Eight nonexempt positions were filled from 11 openings. There were four nonexempt terminations from a population of 205, for a separation rate of 2%, as compared with last month's 1.5%. The nonexempt employee year-to-date turnover rate was 15.6%, as compared with 13.9% for the same period last year.

Posted 1981 Holiday Schedule for New York and Wayne.

Prepared and distributed guidelines for absence control to branch locations.

Met with the R. E. Harrington firm regarding administration of branch unemployment claim administration.

Met with all Consumer Flooring Sales Regional Managers to review necessary procedures for dealing with protected classes and other personnel matters.

Completed arrangements for annual Greater New York Blood Program.

Office Services - New York

Began investigation of copier market to determine whether other manufacturers can better satisfy GAF's requirements.

Completed space allocation data of all occupied areas on floors 4, 5, 6, and 21 for Accounting department.

Renovations of the Commercial Development department completed.

Wayne: Five nonexempt positions were filled from a total of 12 openings. There were eight nonexempt terminations from a population of 399, for a monthly turnover rate of 2.0%, as compared with last month's 1.0%.

New cafeteria vendor began operation.

Issued report on exempt utilization of flextime.

The New Jersey State Defensive Driving course for van pool operators was completed.

Released 52 blood credits to various Blood Banks which became available through last Blood Donor Drive.

Conducted CPR training for 10 first aiders through Life Extension Institute.

Met with Linden and Bound Brook Personnel staffs to implement the multi-location Job Opportunity Posting Program.

The second quarter Wayne Turnover Report was issued.

Cancelled the additional second shift guard coverage.

Site Administration - Wayne

Construction of offices for CIED in Building 10 and roof repairs to Buildings 1 and 2 commenced.

Completed construction of new offices in Reprographics and R&D area.

Air conditioning system breakdowns in Buildings 1 and 8 required repair.

Discussed space problems, needs with R&D arising from pending installation of an electron scanning microscope in Building 2.

HUMAN RESOURCE SYSTEM

Completed review of all nonexempt position control transactions to HRS Position Control Module.

Completed preliminary HRS work required for Salary Forecast for Program Year 1980-81.

Distributed hourly employee benefits solicitation forms to all plant locations.

Continued training of New York compensation and benefits staffs on use of recently installed computer terminals linked to on-line module of HRS. Finalized arrangements for the installation of a terminal in Wayne Personnel department.

Completed training of all New York department staffs on HRS paperwork and distributed manuals to secretaries.

COMPENSATION

Exempt salary forecast for Australia has been reviewed and approved.

New quarterly cost-of-living allowances sent to affected U.S. expatriates and third-country nationals.

Completed corrections to salary history records on Human Resource System.

Met with MIS and Corporate Accounting to set-up salary forecasting procedures for 1980-81 which will interface with the Corporate Expense Budget.

BENEFITS

Developed communication and instructions to all Personnel Managers and Representatives relative to providing data on all hourly employees covered by GAF's medical/dental and life insurance programs.

Completed corrective input to outside computer service for preparation of data submission to William M. Mercer for preparation of actuarial valuation.

Met with representative of MIS to discuss various benefit-related projects and representative of Accounting department to discuss 1981 Business Plan input required.

Responded to IRS inquiry concerning employee participation in TRASOP.

Met with representative of Hewitt Associates to discuss international benefits.

Completed "Annual Premium Filing" with the Pension Benefit Guaranty Corporation for GAF's retirement plans for plan year 1980; $54,360 was remitted to PBGC.

EMPLOYEE SERVICES

Eight relocations were approved compared with 9 for July, 1979.

For the month of June, 39 suggestions were submitted of which 23 were awarded $1,455. Year-to-date, the figures are as follows:

	Y-T-D 1980	Y-T-D 1979	+ or -	%
Suggestions Submitted	349	592	- 243	- 41.0
Suggestions Awarded	101	166	- 65	- 39.2
Amount Awarded	$ 7,840	$ 12,470	- 4,630	- 37.1
Annual Savings	$ 62,745	$ 78,727	- 15,982	- 20.3
Average Award Amount	$ 78	$ 75	+ 3	+ 0.4
Average Savings Per Suggestion	$ 621	$ 556	+ 65	+ 11.7

LABOR RELATIONS

CHARMIAN - (NONUNION) - Annual wage and benefit increase was granted, effective 7/7/80.

BINGHAMTON - Membership of the International Chemical Workers, Local #306 ratified a 2-year agreement, effective 7/1/80.

CHATTANOOGA - (SHALLOWFORD) - TEAMSTERS - Two employees in the bargaining unit have indicated they feel no need for Union representation and that their problems could be resolved directly with the Company.

JOLIET - (AUTOMOTIVE) - United Steel Workers - Local #4691 - Indefinite layoff of all employees. Manufacturing has ceased and "mothballing" of the Washington Street plant was completed.

PALO ALTO - TEAMSTERS - Local #856 - Notified of agreement to bargain over one salaried employee. Contract terminated 5/31/79.

LINDEN - (GUARDS) - No contact to date from International relative to contract negotiations. Contract terminated 5/1/80 but automatically renews itself for one year.

Staff visits to: Baltimore, Bound Brook, Savannah, and South Bound Brook.

EQUAL EMPLOYMENT OPPORTUNITY

Developed an eight-hour block of instruction on EEO with the Training department.

Kansas City - Held discussion with EEOC on Washington v. GAF (race) and Kilpatrick v. GAF (race). Fact Finding Conference scheduled for August 13.

In accordance with the Conciliation Agreement between GAF-Kansas City and the OFCCP, coordinated input and preparation of Semi-Annual Report.

Joliet - Received notification from the OFCCP-Chicago that GAF's response to list of deficiencies was acceptable. Reviewed and approved Conciliation Agreement from OFCCP, which agreement is the result of the Contract Compliance Review.

Discussed discrimination problems at Linden and Dallas.

Discussed GAF's Minority Vending Proposal with GSA, GAF-Washington Office and outside counsel.

Equal pay analysis being conducted.

EEO/LABOR COUNSEL

Finalized settlement of the Frank Skillman severance and vacation pay complaint filed in the Court of Common Pleas, Bucks County, PA.

Whitehall - Received winning arbitration involving discharge of employee for intimidation of a supervisor and favorable Arbitrator's Award involving discharge of two bargaining unit members for fighting on company premises.

Received Summons and Complaint filed in the Federal District Court in Columbus, Ohio by Carl Penn, former X-ray Salesman alleging that he was terminated in March, 1978 because of age discrimination.

Linden - Attended Pre-Trial OSHA Conference on explosion matter.

Binghamton - Received petition from laid off employees seeking benefits under the Trade Assistance Act.

Conferred with GAF's outside counsel and the counsel for plaintiffs in the Rawoof and Figuerido race and origin discrimination cases.

Prepared brief in support of summary judgment in the James Cheng age and national origin discrimination case.

SAFETY, SECURITY AND OCCUPATIONAL HEALTH

SAFETY

Risk Management notified of potential WC claim from a Mobile employee's widow.

Met with Risk Management to review and discuss expanding use of outside safety and health services to self-insured locations.

Discussed handling with La Habra management a WC claim of employee alleging permanent disability.

Further information on selection and use of respiratory equipment was submitted to aid problem of using these devices with facial growth.

Conducted a product safety audit of the Series 2000 repro system at the request of Photo & Repro Marketing.

Distributed results of first quarter report of ARMA safety contest to Building Materials plants.

Proposed agreement with KMCO, Inc., and proposed brochure for resilient flooring do-it-yourself installations was reviewed at the request of Legal department.

Reviewed proposed safety and health section of the Sea Drift employee handbook.

Reviewed and distributed with comments NATLSCO safety inspection reports covering Chattanooga (2), Minneapolis, Atlanta, Long Beach, Mobile, Portland, Mt. Vernon, La Habra, Millis, Arlington and Kremlin.

Commented on Boiler & Machinery reports covering equipment inspected at Millis, Texas City, Mt. Vernon, Mobile, South Bound Brook and Calvert City.

SECURITY

Visitation authorizations submitted to Aberdeen Proving Grounds for two cleared employees.

Security clearance received for Product Manager-Specialty Surfactants. Required briefing completed.

Advised Government Relations of storage capability in Wayne for handling classified materials.

Updated list of Corporate Officers and Directors for the New York Office of the Defense Logistics Agency.

Initiated security clearance for Vice President-Technical Services.

Routine industrial security inspection of Wayne was conducted by the Defense Logistics Agency. No recommendations submitted.

Two completed security clearance applications sent to Defense Industrial Security Clearance Office for final processing.

OCCUPATIONAL HEALTH

Reviewed and reported health screening results of Binghamton maintenance employees and employees at Charmian and Texas City.

Dallas - Conferred with CED on asbestos waste removal. Provided contacts with industrial hygiene consultant for suggested monitoring by contractor.

Attended Materials Safety meeting to review scope and objectives of a proposed GAFTOX system recommended by Advanced Management Institute. System would provide safety and toxicity data on all raw materials used and intermediates and chemical products manufactured within the company. System could be expanded to include medical data, biological and monitoring information to aid SS&OH in its activities.

Materials Safety Review Committee meeting held to evaluate dermatitis complaints involving GAFTYPE S paper. Determination made that TOSCA reporting did not apply; Photo & Repro to conduct field survey to determine extent of any further problems with the product; cautionary label to be provided advising use of hand protection; and further animal testing to be conducted to determine extent of hazard.

Distributed guidelines to the field explaining requirements of OSHA's new regulation on access to exposure and medical records.

Binghamton - Requested survey for potential cadmium exposures.

Forwarded X-ray to Whitehall employee's physician as requested.

Reviewed and distributed CEED reports on the following surveys:

Dust - Savannah, Mobile, Charmian, Linden, Erie Lake, Tampa
Noise - Kremlin, Annapolis, Joliet (Broadway)
Asbestos - South Bound Brook
Vapor - Portland, Whitehall
Fiberglass - South Bound Brook
Asphalt - South Bound Brook (2), Erie Lake, Joliet (Broadway)

REGULATORY MATTERS

Annapolis and Kremlin - Routine MSHA inspections conducted.

MSHA program directives distributed to mineral products plants and advised them of responsibility for any violations committed by independent contractors.

Advised Linden on response to fire department inquiry as to cause of reactor incident in March, 1979.

Savannah - OSHA inspected on a routine visit.

Tampa - OSHA's laboratory confirms GAF findings that no fibrous material was contained in their talc.

Status of contested citations are as follows:

Linden - Docket No. 79-3513. Interviewed Linden supervisory personnel with legal counsel to determine past practices on training and handling of emergencies. Informal pretrial conference held with Administrative Law Judge.

Hearing date postponed until September pending OSHA's review of deposition transcripts by their experts. Assembled documents in response to discovery request. Material reviewed by OSHA representative and copies of selected material to be provided.

Binghamton - Docket No. 80-0490. Visited Binghamton to review equipment involved in alleged violation. Solicitor will be contacted again to discuss settlement.

Joliet (Washington) - Docket No. 80-0542. Notice of decision received on settlement agreement. Unless the Commission requests review, the order will be final.

Mobile - Docket. No. 80-1885. Notice of decision received on settlement agreement. Barring request for review by the Commission, order will be final.

Gloucester - Docket No. 80-2816. Complaint received and answer to complaint prepared. Union (local and national) requested party status and Review Commission approved request. Request for inspector's report made.

Whitehall - Docket No. 80-3996. Notice of Contest filed. Docket number assigned and required notice to employees transmitted. Requested copy of inspector's report.

Annapolis - Case No. 23-0288-05008. Revised proposed assessment received for $305. Computation of penalty continues to consider gross negligence as a factor in MSHA's assessment. Petition for Assessment of Civil Penalty received. Conferred with counsel to determine form of answer.