



ESCAMBIA PLANT
INTEROFFICE MEMORANDUM

To: R. E. Jones

Date: 16 February 1976

From: J. F. Odom

Copies:

Re: Monthly Report - Personnel & Safety Departments - January 1976

PERSONNEL

Activity For The Month

	No. Of Employees 12/31/75	Jan. Add./ Trans.	Jan. Separa./ Trans.	No. Of Employees 1/31/76	Jan. 1976 Approved Complement
Plant Admin./CDP	9	1	0	10	11
Technical & Laboratory	34	2	1	35	40
Environmental Services	4	0	0	4	5
Personnel & Safety	9	0	0	9	9
Purchasing	6	0	0	6	6
Traffic	5	0	0	5	5
Maintenance	128	0	1	127	128
Engineering	21	1	0	22	21
Process	164	0	1	163	165
Accounting	29	1	0	30	30
Ind. Chem. Pilot Plant	7	0	0	7	8
Ag. Chem. Sales	<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>	<u>15</u>
Total Escambia Plant	431	5	3	433	443

<u>Carroll Construction Co.</u>	No. Of Employees 12/31/76	No. Of Employees 1/31/76
Office	3	3
Maintenance		
Insulators	2	2
Welders	3	3
Pipefitters	1	1
Mechanics	15	16
Groundskeepers	4	4
Laborers	18	17
Janitors	4	4
Painters	<u>8</u>	<u>8</u>
Total Maintenance	55	55
PVC Laborers	11	15
Area B Laborers	<u>18</u>	<u>17</u>
Total Carroll Construction Co.	87	90

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The actual number of employees at the Escambia Plant on 31 January 1976 is 10 less than the approved complement. This includes vacancies for 9 exempt positions and 1 nonexempt position.

The labor turnover rate on regular employees was 0.23 for the month of January 1976.

We had 127 walk-in applicants and 75 were interviewed. One female applicant was given a typing test. We received 341 resumes and 8 applications by mail.

SAFETY

The Pensacola Plant worked 53,838 man-hours during the month of January. 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	345,550	169
Ag. Sales	267,467	2,329
Accounting	219,797	7,430

Medical Section

The Medical Section treated 13 injuries for Escambia and 5 for Carroll, performed 2 pre-employment physicals, 0 annual physicals, 20 PVC physicals and gave a total of 11 immunization injections.

EMPLOYEE RELATIONS

- 4 - 10 year service awards were presented.
- 1 - 20 year service award was presented.

GENERAL

We began providing extensive coverage to the St. Gabriel Plant in order to accomplish staffing of that facility. One member of the Personnel Department was at the St. Gabriel Plant for three weeks during the month. We also provided coverage to the Pasadena Plant to handle staffing problems at that facility.

Dale Francke and Dave Henn handled a recruiting trip to the Univ. of Fla. during the month.

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R. E. Jones

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INSURANCE

We paid a total of 239 claims under our Group Hospitalization Program which amounted to a total of \$39,421.49 during the month of January 1976.

J. F. Odom
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JFO:jsr

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Safety

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