

INDUSTRIAL RELATIONS 1973 ANNUAL REPORT
LAKE CHARLES PLANT
R. E. HANNA

The attached Industrial Relations departmental reports cover in detail the activities of 1973. A Summary or Highlites of the year's progress is not intended to cover everything -- only select activities worthy of mention.

HIGHLITES

Labor Relations

1. A two-year labor agreement was negotiated June 1, 1973.
2. Fifty-two complaints were filed, up from 30 in 1972.
3. One arbitration case was heard by a Federal Mediator. The decision was in the Company's favor.
4. Reprimands issued numbered 14 major and 13 minor.
5. Storeroom Issuing and Receiving Clerks requested representation in Machinists Union. Prior to NLRB hearing date, they changed their minds and the petition for election was withdrawn.
6. The Company continued to enjoy a very good and friendly relationship with the Union.

Industrial Relations in General

1. A General Office Industrial Relations team visited Lake Charles to evaluate the I. R. Department.
2. The Equal Employment Opportunity coordination function was taken over by the I. R. Department.
3. Job descriptions were rewritten and job evaluation was conducted for all non-exempt salaried jobs.
4. J. L. Duhon was promoted from Plant Protection Chief to Employment Supervisor and EEO Coordinator Assistant.
5. Jack Bosson was promoted from Safety Inspector to Fire Chief.
6. Eudine McVicker was transferred from Safety Engineer to Plant Protection Chief.
7. Bryant Walker was promoted from Safety Inspector to Plant Safety Engineer.
8. Gary Hightower was transferred from Community Relations to Training.
9. Charles Bellon was promoted from Training Supervisor to Training Manager.

Personnel

1. A non-exempt salary survey was conducted.

2. Employment was up from 1971 and 1972 with 31 exempt, 17 non-exempt and 74 permanent hourly employees being hired. At the end of the year, total employment was 1140, up 50 over one year ago. (727 hourly, 140 non-exempt and 275 exempt) There were 22 exempt separations, 39 non-exempt separations and 68 hourly separations. Over 2,000 applicants applied for work.
3. Insurance claims and payments were up considerably over 1972. In the hourly plans payments totalled \$247,515 Hospitalization, \$60,715 Medical and Surgical, \$86,662 Major Medical, \$11,094 Supplemental Accident and \$207,916 A & S.

Equal Employment Opportunity

1. Comprehensive Affirmative Action Program was written.
2. Referral sources for Black applicants were expanded with 16 personally visited in the Lake Charles area.
3. Black applicants totalled 693 and 33 were hired on permanent jobs. An increase in percentage was realized in every EEO category. Total percentage of minority employees in the plant was 20.7% at the end of the year.
4. A Black Industrial Relations Assistant was hired.
5. Significant progress was made in hiring craftsmen and increasing representation in the apprentice program.
6. Four charges of discrimination were dropped following our presentation of detailed interrogatory material.

College Relations

1. A resurgence of activity was experienced during the year. Thirty-seven man recruiting days were spent on campuses for 72-73 recruiting year. One hundred fourteen students visited the plant from 18 schools and 13 were hired against a quota of 15.

Employee Relations

1. A new communications program called "Rip Rap" was introduced to respond to employees' questions, comments, complaints and suggestions. Eighty three were answered during the year.
2. A new in-plant telephone communicator was installed.
3. Seven Management Meetings were held with all exempt personnel.
4. United Appeals in-plant solicitation was the best yet totalling \$22,146 and 81% employee participation.

Public Relations

1. Approximately \$1,500 was spent for advertising in the community.
2. Chemical Industry Council, chaired by the Community Relations Representative, was active in local schools.
3. Community Relations represented the Company in 22 agencies and committees.
4. Six local school groups toured the plant.
5. The 19th annual engineering and science scholarship program was conducted.