

Oil, Chemical and Atomic Workers International Union



INTERNATIONAL REPRESENTATIVE

July 23, 1967

Mr. J. W. McMillan
Works Manager
Pittsburgh Corning Corporation
P.O. Box 3057
Tyler, Texas 75705

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Dear Mr. McMillan:

In our meeting held July 19, 1967 we discussed charges and allegations being placed in an employees personnel folder, and the possibility the employee may not be aware the charge, allegation, or reprimand is to be entered in his file, or whether it is merely a discussion.

During this discussion, the fact that some employees would sign the charge while others refused was brought out. The reason given for refusal to sign was the employee felt by signing, they would be agreeing they had admitted guilt.

In order to clarify and assure knowledge of the inclusion in the employees personnel folder, the union requested the company to consider furnishing the employee a copy of the charge or allegation, with language included on the copy requiring the employees signature, stating the signature only indicated receipt of a copy of the charge, or allegation.

I offered to furnish to the company language to accomplish this. I submit the following for your consideration and if it is acceptable a letter of agreement should be prepared and executed. (3 copies for union)

"Any allegation or charge made against an employee to be included in the personnel records of the company, an exact copy, in duplicate of such allegation or charge will be furnished the employee by the company. The employee will be required to sign and return the duplicate as acknowledgement of its receipt only, and such signature is not to be construed the employee is agreeing the allegation or charge is correct or incorrect. "

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If the above is not acceptable to the company, please suggest alternate language.

Very truly yours,

E. R. McAdams, representative

CC: C.L. Kelley
B.J. Miller
W.M. Akin
File

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