

INTEROFFICE MEMORANDUM

Date: 17-Dec-1997 11:11am
From: WOODROW W. CARR
CARRWW
Dept: LYCRA(R) WAYNESBORO
Tel No: 540/949-2598

TO: See Below

Subject: BERNIE SCOTT

CONFIDENTIAL:

IN PREPARATION FOR THE BARGAINING THAT WOULD BE REQUIRED TO PROMOTE BERNIE SCOTT TO EXEMPT, I HAVE PREPARED THE FOLLOWING LISTS OF ~~NONEXEMPT/EXEMPT SCOTT TO EXEMPT~~, I HAVE PREPARED THE FOLLOWING LISTS OF NONEXEMPT/EXEMPT TASKS THAT BERNIE DOES. IN MANY CASES PLACING A TASK IN EXEMPT/NONEXEMPT CAN BE DEBATED, BUT A BENCHMARK I USED WAS "WHO IS DOING SIMILAR WORK NOW?". FOR EXAMPLE THE CONTRACT ADMINISTRATORS ARE DOING MUCH OF THE WORK I PLACED IN CONTRACT ADMINISTRATION.

I AM PROVIDING THE INFORMATION TO THE IBT BECAUSE THE IBT WILL CONSIDER THE EXEMPT STAFFING TEAM'S RECOMMENDATION IN THE NEAR FUTURE. I WOULD LIKE TO EMPHASIZE THE PROPOSAL IS FOR PROMOTION TO A SPECIALIST/PROFESSIONAL, NOT A TEAM LEADER. THIS YEAR WE HAVE SUPPORTED PROMOTING 2 OTHER NONEXEMPT TECHNICIANS TO PROFESSIONAL EXEMPT POSITIONS: ASTRID TUTTLE AND CINDY WADE.

EXEMPT:

1. CONTRACT ADMINISTRATION
 - ASSIST IN WRITING CONTRACTS (ASBESTOS/LEAD/OTHERS)
 - OVERSEES CONTRACTORS - ASBESTOS, ORLON DISMANTLEMENT, ORPHANED FACILITIES, CHEMICAL BUILDING ROOF
 - PREPARES PERMITS, OSHA AND EPA NOTIFICATION
 - VALIDATES PAYMENT OF CONTRACTOR BILLS, TIME KEEPING, AND APPROPRIATE PAYMENT
 - SOLICITS CONTRACTORS FOR BIDS
 - ADVISES OTHER SITES RE. ASBESTOS/LEAD/D&R CONTRACTS
 - ADVISES OTHER SITES RE. ASBESTOS/LEAD/D&R CONTRACTS
2. DESIGNS ASBESTOS/LEAD JOBS (LICENSED ASBESTOS DESIGNER AND LEAD SUPERVISOR.
3. RELIEVES OTHER CONTRACT ADMINISTRATORS (KIRYLIK AND WOOD).
4. SCHEDULES FLEET EQUIPMENT FOR DEMCO, NSC, AND OLSHAN AND ASSURES PAYMENT BY CONTRACTORS.
5. MANAGES \$500M POWER ASBESTOS CONTRACT. DECIDES WHAT TO DO, HOW, AND PAYMENT.
6. SELECTED AND SUPERVISED LSE DISMANTLEMENT TECHNICIANS WHO DISCONNECT AND TURNOVER EQUIPMENT TO CONTRACTOR.
7. CONDUCTS OSHA/EPA INSPECTIONS.
8. INDUSTRIAL ISSUES CHAIRMAN FOR THE ENVIRONMENTAL INFORMATION ASSOCIATION.

NONEXEMPT:

1. ROUTINE AUDITS.

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2. SIGNS ASBESTOS AND LEAD PERMITS.
3. CONDUCTS ASBESTOS AND LEAD TRAINING AND MAINTAINS TRAINING RECORD.
4. REVIEW AND UPDATES ASBESTOS AND LEAD PROCEDURES.
5. RELIEVES OTHER TECHNICIANS ON TEAM.
6. ASBESTOS AND LEAD SAMPLING, AIR AND BULK.

LICENSES AND CREDENTIALS:

1. ASBESTOS SUPERVISOR
2. ASBESTOS MONITOR
3. ASBESTOS SAMPLER
4. ASBESTOS PLANNER/SAMPLER
5. LEAD SUPERVISOR
6. STATE CERTIFIED TRAINER FOR ASBESTOS AND LEAD

THE JUDGMENT TO RECOMMEND PROMOTION TO LEVEL 3 WAS JUSTIFIED BY THE EXEMPT STAFFING TEAM BECAUSE:

1. LEVELS OF CONTRACT ADMINISTRATORS AT WAYNESBORO DOING SIMILAR WORK.
2. LEVELS OF OTHER PROFESSIONALS AT OTHER PLANTS DOING SIMILAR INDUSTRIAL HEALTH WORK.
3. IF WE ASSIGNED HIM TO LEVEL 2A HE WOULD LOSE MONEY.

PROMOTING DIRECTLY TO A LEVEL 3 SPECIALIST IS NOT WITHOUT PRECEDENT. WE WILL PROMOTE ASTRID TUTTLE TO LEVEL 3 I.S. SPECIALIST IN BCF IN JANUARY. BILL WHITMIRE JUSTIFIED THIS BASED ON ASTRID'S LEVEL OF EXPERTISE. I THINK BERNIE'S LEVEL OF EXPERTISE ALSO JUSTIFIES LEVEL 3.

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