



Air Products and Chemicals INC.

ESCAMBIA PLANT INTEROFFICE MEMORANDUM

To: Mr. A. K. McMillan

Date: April 6, 1973

Copies:

From: Mr. J. F. Odom

Re: Monthly Report - Personnel Department - March, 1973

PERSONNEL

Activity for the Month

<u>Division</u>	<u>No. of Employees 2/28/73</u>	<u>Mar. Add/ Trans.</u>	<u>Mar. Separa/ Trans.</u>	<u>No. of Employees 3/31/73</u>	<u>Mar. 1973 Budget</u>
Plant Admin. & Process	160	5	14	151	160
Plant Engr. & Maint.	98	1	8	91	100
Lab. & Effluent Control	16	1	1	16	17
Personnel & Safety	8	1	0	9	8
Purchasing & Traffic	10	0	1	9	9
Financial	29	2	3	28	29
Ag. Chem. Sales	14	3	3	14	14
PVC Sales	4	0	0	4	4
Pilot Plant	5	1	2	4	4
APCI Special Projects	<u>7</u>	<u>0</u>	<u>6</u>	<u>1</u>	<u>1</u>
Total Escambia Plant	351	14	37	327	346

<u>Carroll Construction Company</u>	<u>No. of Employees 2/28/73</u>	<u>No. of Employees 3/31/73</u>
Office	3	3
Maintenance		
Insulators	1	1
Mechanics	2	8
Yardmen	2	2
Trashmen	2	2
Laborers	6	7
Janitors	6	6
Painters	<u>3</u>	<u>3</u>
Total Maintenance	22	29
PVC Laborers	12	11
Area B Laborers	<u>39</u>	<u>35</u>
Total Carroll Construction Co.	76	78

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PERSONNEL (Cont'd.)

The actual number of employees at the Plant on March 31, 1973 is 19 less than budget. Eight of these 19 vacancies are currently filled by contract labor from Carroll Construction Co. in our Process Department as part of our staffing program for DNT Plant. It also includes 7 vacancies for engineers. Three engineers will be placed on payroll during April, 1973. We are continuing our efforts to fill the remaining vacancies.

The labor turnover rate on regular employees at the Escambia Plant was 2.93 for the month of March, 1973.

We had a total of 46 walk-in applicants, 38 applications were issued, 25 applicants were interviewed and 13 were tested. We tested 10 females and 3 males, one male was a retest. Five females and 2 males passed the tests and these applications were placed in our active file. We received 8 applications and 183 resumes by mail.

SAFETY

The Escambia Plant worked 66,516 man-hours during the month of March.

The days and man-hours worked since the last lost time accident are as follows:

<u>Division</u>	<u>Man-hours</u>	<u>Days</u>
Escambia Plant	346,980	206
Ag. Sales	172,823	1,293
PVC Order	28,073	1,735
Finance	78,639	6,362

Mrs. Bebe Pulaski, Plant Nurse, attended Emergency Care Course at New Orleans during the month of March.

Medical Section

The Medical Section treated 11 injuries for Escambia and 4 for Carroll, performed 3 pre-employment and 26 annual physicals and gave a total of 7 immunization injections.

TRAINING

Forklift training classes were conducted during the month of March. We have now completed a total of 5 classes in which approximately 45 employees have been trained and licensed as forklift operators.

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EMPLOYEE RELATIONS

Three (3) 5-year service awards were presented.

Nine (9) 10-year service awards were presented.

We held a Supervisors' Meeting on March 7th. Selected topics were discussed and were followed by a general question and answer period.

During the month of March, we completed the transfer of employees from Pensacola to the Pasadena DNT Plant.

Approximately 1½ weeks of the month were spent on site at the Pasadena DNT Plant to indoctrinate new employees and complete the hiring of employees for that facility.

LABOR REALTIONS

Attended Pensacola Personnel Group meeting during the month of March. The OCAW Union is beginning organizing activity at the Monsanto Plant. It is a low key organizing effort. Their hope is to file for an election by September, 1973.

INSURANCE

We paid a total of 75 claims under our Group Hospitalization Program which amounted to a total of \$ 15,073.15 during the month of March, 1973.



J. F. Odom

JFO:kc

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