

PITTSBURGH CORNING CORPORATION

Mr. Russell Brittingham

C. L. Kelley

Tyler

November 6, 1962

*Mr. McMillan asked for
Personnel record cards which
were given him "1/2" on 1/11/63
meeting had been done with
them.*

Dear Mr. Brittingham:

The following was accomplished the week ending November 2, 1962:

1. Preparation of proposed contract articles, reflecting current practices and desires to serve as starting points for negotiations.
2. Development of a new wage rate schedule reflecting rates for basic occupations.
3. Basic seniority records for hourly rated employees started.

The following items remain:

1. Completion of seniority records with verification checks against payroll records.
2. Preparation of written descriptions of general plant practices relating to break time, lunch time, disciplinary action, temporary work assignments, permanent job transfers, etc.
3. Preparation of job descriptions.
4. Preparation of cost data for negotiations.

Mr. McMillan and I reviewed the contract items on Friday, November 2. We felt these should be further reviewed to insure completeness as to accuracy and scope prior to forwarding to you and Mr. Unkovic. This will be handled by Mr. McMillan this week.

Further checks against daily payroll time sheets are to be made to substantiate the seniority records. It was felt these should be complete as to plant, departmental and job seniority in order to be fully prepared.

Written descriptions of general plant practices are to be prepared within the next few weeks and are intended for our own use and to pinpoint union demands which may reflect changes from current practices.

Job descriptions are also to be prepared. These will be general in nature and will reflect the current job activities.

one of the above have even been started! 1/11/63

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We have not prepared any of the usual cost data we normally use in our preparations for negotiations. On Monday, November 5, I discussed this with Mr. Maston. He established a 250 operating day base for this purpose. Within the next several days, I will prepare an outline of the data needed and forward it to Mr. McMillan. I am sure Mr. Snavely will be able to prepare the information required.

With the completion of the above items, we should be fairly well prepared. Until the union items are known, no other preparatory work of the above nature is thought to be necessary.

Mr. McMillan and I will keep in touch with each other so that if the occasion should arise, I may be of further assistance.

C. L. Kelley

CLK/er

cc: Mr. Karl Bannler
Mr. J. W. McMillan

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