

Acme Coke
11236 S. Torrence Ave.
Chicago IL 60617



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Riverdale mill transfer documents

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EMPLOYEE TRANSFERS FROM RIVERDALE

Meeting Minutes
2/12/97

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IN ATTENDANCE:

J. Garzella, D. O' Hearn, M. Maravich, D. Podgorny, G. Downs, M. Corbett, J. Aguirre, T. Zaberdac, P. Medved, K. Long, R. Pradelski, D. Flowers, N. Vincent, J. Dula, J. Sheffers.

Meeting commenced at 10:05am

Juls Sheffers went over a tentative master plan for Riverdale employee transfers and inquired about any changes thereof.

Juan stated that personnel would pick up the pay details for Monday, the first day. He also suggested that we eliminate Saturday from the orientation schedule.

Doug asked if transferred employees will be split between coke plant and furnace plant. Juan was not sure.

Jack stated that the Coke Plant could handle 10 to 12 transfers a week and Juan A. Stated that he may take the overage.

Jack G. expressed concern that 50%, or one half, of the ovens machinery operators will be replaced in a 10 to 12 week period.

Possible number of retirees:

- 1) 15 to 20 Furnace Plant.
- 2) 5 to 10 Coke Plant.

Many retirees in key positions and there may be in excess of 110 vacancies.

There is no word about how many women are being transferred, this may impact the number of trailers required for people.

Initial Orientation Tentative Plan / Time required.

Monday :

AM	Coop. Part. / Quality Issues	Roy/ Lewis	1/2 hr.
	Safety	Tim	1 to 2hr.
	Clothing	Vince	1/4hr.
-- BREAK --			
	Union discussion/differences	Bill/Kurt/Griev. Man	3/4 to 1 1/2 hr.
-- LUNCH --			

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Monday : (cont.)

PM	Personnel Department.	Juan, Fran, etc	Rest of day 3 hr. ??
Tuesday through Friday			Schedule still tentative.
	Some ideas for Coke Plant	At Coke Plant	Time/hr.
	ID Cards/ Swipe in	Gate Guards	1/2 hr
	Where facilities are, plant map, departments, lockers, hazards.	Dick, area reps.	2 to 3 hr.
	General overview of Coke plant. Environmental issues. The how and why we work and do things the way we do.	Jack, Dick	2 to 3 hr.
	Tours of different areas.	Area reps.	1/2 to 1 hr ea.
	By-Products	"	"
	Coal Handling	"	"
	Ovens	"	"
	Maintenance	"	"
	Films for Safety, OSHA Req. Seven (7) different topics on various safety and work related subjects.	Ovens Dept.	2 to 3 hr.
	Union/ Contract Discussion #1053/1657 Rvdle. Vs. Chgo.	Kurt, Dave, Roy.	3/4 hr.

Training time will be split up however necessary. "In class" and "out in field" time may change or vary greatly to facilitate a smooth transition for the transferred employees.

Pete questioned the time frame for training, Jack stated that we would take as much time as required to have a prompt, efficient, and safe transition.

It was suggested that we try to "mesh in" some of the transferred employees' vacation time to ease the large number of people to transferred here from Riverdale. Two weeks maximum possible vacation for transferees.

**EMP. TRANS. FROM RIV.
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Joe Dula's Input from Riverdale:

End of April ?

Rough and approximate numbers from the Casting, Melt Shop, and Primary Mill -- Fifty-five (55) ??????

End of May/June ???

Hot Mill-- Twenty (20) ???

July, August ??

Cold Mill-- Eight-Four (84) ???

Approximately One-Hundred Ninety (190) employees eligible for retirement at Riverdale, upwards of seventy (70) may retire.

Joe to give us an update on people #s weekly, when available.

Seventy (70) to eighty (80) per cent of people on incentive plans and some will be covered by a rate retention plan when transferred here.

Some mechanical people in both plants have dissimilar work and job descriptions.

Date all transitional employees out on September 1, 1997. (9/1/97)

Dick O'Hearn would like our employees to bid on permanent in plant jobs before the transferees come over from Riverdale.

The transfers will cause two significant problems:

- 1) They will eliminate experienced operators
- 2) This will cause a large influx of inexperienced operators.

The maximum suggested people that can be absorbed by the Coke and Fce. Plant is twelve (12) and twelve (12) respectively, for a twenty-four (24) person total.

Five weeks (5) total training is required for each employee transferred from the Riverdale Plant.

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Jack expressed concern that fifty (50) per cent of all oven operators will be displaced in seven (7) to ten (10) weeks.

Juls inquired about the number of people that can be absorbed in what time frame ?

Twelve (12) transferees a week can be assimilated into the Coke Plant.

Twenty (20) people may go back to Riverdale for a new strapping line some time in 1997.

The Coke Plant may be a staging area for transferred Riverdale people, interplant job opportunities exist for Riverdale people.

I.E. They may bid back to Riverdale as soon as possible, causing a major personnel upheaval for the Coke Plant.

Vacation scheduling problems may develop because of these transfers.

Ovens stated that they can absorb four (4) people a week, to train them properly.

NEXT MEETING 2/25/97 10:00am

SCOPE OF PROJECT

This project will cover the introduction and assimilation of approximately 70 "new" employees into Acme's Coke Plant. To ensure a safe and orderly transition, it is expected that these new employees will arrive in groups of 10-12 beginning the week of April 14. Appropriate follow-up sessions at intervals of one (1) two (2) and three (3) months after the initial training sessions will also be conducted. The purpose of these follow-up sessions is to ensure that the program's overall objectives are being met and that any unexpected issues or needs are being addressed in a timely and responsive manner.

At our meeting on February 12, members of the Steering Committee should address the following questions:

INITIAL PROGRAM DEVELOPMENT SCHEDULE

<u>Activity</u>	<u>Week of</u>
• Clarify and Confirm Objectives	February 3
• Define Key Content Areas & Instructors	February 10
• Develop Program Outline & Format	February 24
• Establish Content Sequence & Flow	March 3
• Draft Initial Training Materials	March 17
• Conduct Pilot Test & Make Revisions	March 31

INITIAL ORIENTATION TRAINING SCHEDULE

<u>Group</u>	<u>Week of</u>
1	April 14 - 18
2	April 21 - 25
3	April 28 - May 2
4	May 5 - 9
5	May 12 - 16
6	May 19 - 23
7	May 26 - 30



THE BUSINESS LEADERSHIP CENTER

Dieli
Dave
McCarthy

February 4, 1997

Mr. Jack Garzella
Division Manager - Coke Plant
ACME Steel Company
Chicago Plant
11236 South Torrence Avenue
Chicago, IL 60617

Dear Jack:

Attached is a summary report of our meeting with the New Employee Orientation Training Steering Committee.

For our meeting on February 12, the committee members should:

- A. review this report and make any needed substantial changes
- B. examine the objectives and revise or modify them as needed
- C. complete the training content exercise (See form on page 7; committee members will need to make multiple copies of this form), and
- D. add to or revise the organization and contingency planning issues described on the last page of this report.

If you or the other committee members have any questions, please call.

Sincerely,

Jul Scheffers

Julius M. Scheffers

JMS/vr
Enclosures