



October 22, 1979

Messrs. Robert J. Coffey	-	President, Local Union	1557
Edwin T. Crego	-	" "	1469
Eugene G. Genovese	-	" "	1479
Bernard Haggerty	-	" "	1460
James F. Heffernan	-	" "	1366
Steve Kenesia	-	" "	1461
James T. Lockwood	-	" "	1459
Henry T. Maag	-	" "	1361
Edward J. MacDonald	-	" "	1427
Thomas J. Martin	-	" "	1441
Albert J. Mayerhofer	-	" "	1399
Ralph Phelps, Jr.	-	" "	1359
Benjamin F. Ray	-	" "	1539
Thomas Turngren	-	" "	1540
Robert J. White	-	" "	1530
Norman E. Willey	-	" "	1515
Allen A. Young	-	" "	1367

Gentlemen:

With winter around the corner, it is a good time to review the Company policy regarding the treatment of employee pay on basic work days on which a severe winter storm might occur.

As you know, it is Company policy that employees should always be on time for work and when bad weather is likely to occur, employees should allow more time to get to work by leaving home earlier than usual.

Management recognizes it may be difficult or even impossible to arrive at work on time as a result of extremely hazardous conditions and roads made impassable by a heavy snow-storm. When this occurs, employees who cannot get to work at all will be given the option of either taking a vacation day or the day off without pay. Employees who do report to their regular work locations for work during their basic day but are late despite taking every precaution and making every effort to be on time, will be paid for the day.

You might want to use this information for your own communication with your members.

Very truly yours,

J. P. Sanders

Director of Labor Relations

JPS/cac

cc: B. L. Thomas
 J. P. Dramisino
 J. T. Barrett
 Ind. Rel. Managers