

PULLMAN CAR & MANUFACTURING
CORPORATION

Plan of Employee
Representation

Adopted by Board of Directors
June 19, 1924

PULLMAN CAR & MFG. CORPORATION
OFFICE OF THE PRESIDENT
CHICAGO

JULY 1, 1924

TO EMPLOYEES:

Pullman Car & Manufacturing Corporation has put into effect the following Plan of Employee Representation for the purpose of handling expeditiously and settling promptly and fairly all questions which arise as to wages, working conditions and such other matters as may be of importance to the welfare of the employes. Therefore, as the Corporation will deal with its individual employes directly or through committees or representatives selected from those in its employ, the plan provides for such committees and the selection of such representatives.

In the event a mutually satisfactory agreement cannot be reached in regard to any matter which may be considered by the committees and the representatives of the Corporation, that matter shall be referred for decision to a Bureau of Industrial Relations (which has been appointed as hereinafter described), and the decision of the Bureau shall be final.

Where a grievance is appealed to the Bureau of Industrial Relations, it will be permissible, if requested, for the employe directly interested or for a member of the Industrial Relations Committee representing him to appear in person before the Bureau and present his case.

By order of the Board of Directors.

D. A. CRAWFORD,

President

PLAN OF EMPLOYE REPRESENTATION

Article 1—Bureau of Industrial Relations:

To aid in the carrying out of the plan of employee representation there has been established at the General Offices of Pullman Car & Manufacturing Corporation in Chicago, a Bureau of Industrial Relations, consisting of executive officers of the Corporation appointed by the President, and which will report direct to the President.

The active work of the Bureau of Industrial Relations shall be under the management of a Supervisor and such Assistants as may be necessary for the expeditious handling of the work of the Bureau.

The scope of the work of the Bureau shall cover matters pertaining to wages, working conditions, questions of industrial relations, and such other matters as may be of importance to the welfare of the employes.

Article 2—Formation of Committees:

- (a) There shall be a Departmental Local Committee for each of the major departments of the Manufacturing Plants, consisting of not less than three Employee Representatives, or one Representative for each 200 employes.
- (b) There shall be appointed by the Bureau of Industrial Relations representatives to act on each departmental local committee not to exceed the number of employe representatives on each of the respective committees.

- (c) It is intended that any employe or group of employes or the management may at any time present suggestions, requests or complaints to the local committees with a certainty of full and fair hearing.
- (d) Employes having suggestions or grievances should first submit such suggestion or grievance to their immediate supervisory officer, and if a satisfactory settlement cannot be made, the suggestion or grievance should then be submitted in writing to the local committee for consideration.
- (e) There shall be a General Committee which shall consist of one Employee Representative to be selected by and from the Employee Representatives on each of the Local Committees, the Supervisor, the Plant Superintendent, the Manager of Works and the Vice-President in charge, and sufficient additional representatives of the management to be selected by the Bureau of Industrial Relations to equal the total number of Employee Representatives on the General Committee.
- (f) Each general and local committee shall select one of its number as chairman, who shall hold office for a period of not more than six months unless re-elected.
- (g) Employee representatives on the local committees and general committee shall be elected for a period of one year, provided, however, that if an employe representative is elected to fill a vacancy he shall hold office only for the balance of the year or until his successor is elected.

- (h) Employees who have been in the service of the Corporation not less than two years shall be eligible to election as employe representative on a committee.

Article 3—Election of Employe Representatives:

- (a) The employes of each major department of the Manufacturing Plants shall annually elect from among their number who are eligible, representatives to act on their behalf on the committees provided for. The first meeting of employes for that purpose shall be held upon notice given by the Supervisor at as early a date as possible after this plan is put into operation, notice of meeting, mentioning time and place, to be posted in each department not less than five days before the date of the meeting.
- (b) Employe representatives on committees shall be elected to hold office until the next annual election or until their successors are elected.
- (c) Annual elections by employes of representatives on committees shall be held simultaneously on the second Tuesday in May of each year after this plan becomes effective. The Supervisor, in issuing notices of nomination elections for the nomination of employes as candidates for election to committees and notices of the time and place of elections, shall state the number of candidates to be voted for. Such notices shall be posted for the information of the employes in the various departments.

- (d) Special elections shall be called by the Supervisor by similar notice when on account of resignation or other circumstances it becomes necessary to fill vacancies on committees.

- (e) At each annual nomination and election of employes the retiring Chairman and Secretary of each local committee will serve as Temporary Chairman and Temporary Secretary in arranging for the election of employe representatives for the coming year and such Chairman will appoint election committees of an adequate number of employes to supervise the nomination and election of candidates for employe representatives on the various committees and one representative of the Corporation shall be appointed by the management to serve with the employe representatives on each of such election committees. The Secretary will record these appointments.

- (f) The election committee shall outline, with the approval of the Supervisor, the necessary detail procedure in connection with the nominations and elections, and shall act as tellers in the counting of ballots at such elections.

- (g) Each employe who has been in the service of the Corporation for a period of not less than sixty days shall be eligible to vote for employe representatives on the committees, and each such employe may nominate representatives equal to the total number to be elected on the local committee for the department in which he is employed. However, foremen, assistant foremen and other employes having the power of employment or discharge shall not be allowed

to vote for employe representatives. All votes, both for nominations and elections, shall be by secret ballot.

(h) The nomination election shall be for the purpose of selecting candidates to be voted for at the regular election to the number of twice the employe representatives as are to be elected to the local committees, and the number of employe representatives required to be nominated who shall receive the highest number of nominating ballots shall be certified to by the election committee and declared to be candidates for employe representatives, and shall be so announced by the chairman.

(i) Within seven days after the nomination of candidates for the positions of employe representatives on the local committees the election shall take place within the Plant's enclosures. Ballots containing the names of the candidates nominated, and indicating number to be voted for, shall be distributed to each employe entitled to vote and such employe shall mark the ballot by placing a cross (X) opposite the names of the candidates for whom he wishes to cast his vote. These ballots shall be deposited in a locked ballot box, which shall be located in a convenient place or presented to each employe to enable him to deposit his ballot, and shall be under the supervision and in the custody of the election committee, which shall be accompanied by a representative of the Accounting Department or Employment Department with a list containing the names of the employes entitled to vote, whose names shall be checked off as their votes are cast.

(j) The election committee shall take charge of the voting list, the ballot boxes or ballot returns containing the votes, shall count the votes and shall prepare lists of nominated candidates and elected representatives. The results of the balloting and the names of the nominees elected shall be posted in the Departments as soon as the results have been ascertained.

(k) Every assistance will be afforded to facilitate the procedure of nominations and elections of employe representatives, in the preparation of ballots, ballot boxes and other necessary machinery, in order to assure an impartial count of the ballots and to protect the secrecy of same.

(l) If dissatisfaction with the count should prevail, either as respects the nominations or elections, any 25 employes may demand a recount, and for the purpose of recount the election committee shall select from those demanding the recount at least two additional tellers, and such additional tellers shall act with the election committee and a representative of the management in the recount. There shall be no appeal from this recount except to the Bureau of Industrial Relations.

(m) Ballots and voting lists shall be preserved for a period of thirty days, within which time any demand for a recount or an appeal to the Bureau of Industrial Relations must be made in writing. Should the Bureau deem any election unfair, it shall order a new election at a time to be designated, and to be handled in accordance with the foregoing general outline.

- (n) Within seven days following the election of the local committees each such committee shall meet and by secret ballot elect from among their number one employe representative to serve on the general committee for one year or until his successor is elected.

Article 4—General and Local Committee Meetings:

- (a) The local committees and general committee will each organize with a chairman, selected from the employe representatives, and a secretary, and will keep minutes of all meetings, which will be accessible and subject to inspection of all employes and copies of which will be furnished to the Supervisor. Meetings of local committees may be held from time to time on the request of the management or of a majority of the employes in the Department which the committee represents, or on call of the chairman. The committees may consider and make recommendations concerning any matters pertaining to their employment, working conditions, questions arising out of existing industrial relations, and such other matters as they may deem important to the welfare of the employes.
- (b) The general committee will consider promptly all matters referred to it by local committees for decision, and where agreement cannot be reached by the general committee the matter will be submitted to the Bureau of Industrial Relations for final decision. All grievances or statements must be submitted to the local committees, general committee and to the Bureau

of Industrial Relations in writing. Copies of all minutes of the general committee's meetings will be certified to by the Secretary of the general committee and delivered to each of the representatives on the general committee for report to the local committees and employes.

- (c) Meetings of the general committee of the Manufacturing Plants will be held at intervals of not more than three months. This committee will be organized as soon as possible after selection of its members. Meetings may also be called on the request of the majority of the representatives of the employes on the local committees or by the Supervisor or by the chairman.
- (d) The purpose of general committee meetings will be to endeavor to settle all matters that have not been disposed of by the local committees and to discuss freely matters of mutual interest and concern to the employes and the Corporation, including consideration of the enforcement of discipline, avoidance of friction, and to promote in every way possible friendly and cordial relations between the Corporation and its employes.
- (e) The Supervisor may, with the approval of the Bureau of Industrial Relations, appoint from the representatives on the general committee, sub-committees to investigate special conditions throughout the Corporation's activities.

Article 5—Duties of the Supervisor:

- (a) It shall be the duty of the Supervisor to respond promptly to any request from employees, local committees or general committee, for his, or his representative's presence at conferences or any meetings to be held, and to advise all parties interested in regard to decisions of the Bureau of Industrial Relations or the general committee in relation to matters under consideration. Before any question is referred from a local committee to the general committee the Supervisor must investigate promptly and obtain complete information in regard to the case under consideration and if, in his judgment, it seems desirable, he or his representatives should meet with the local committee and arrange a settlement if possible. Whenever it is impossible for the local committee to reach an agreement and appeal is made to the general committee, it shall be the duty of the Supervisor to see that a statement of the facts in the case is prepared and furnished to the general committee under whose jurisdiction the case falls, and to advise the local committee of the date on which the general committee will act upon the question involved.
- (b) The Supervisor shall arrange the necessary routine in order that there may be no delay in presenting matters to local committees, general committee and the Bureau of Industrial Relations for prompt action, and shall keep himself informed of all matters coming before the several committees and see that complete records are kept and that decisions reached are put into effect as promptly as possible.

Article 6—General Principles which are Recognized by the Corporation and the Employees in the Adoption of this Plan:

- (a) That all Federal and State laws respecting the conduct of the Corporation's business and the Corporation's rules and regulations will be observed.
- (b) The Corporation's rules and regulations pertaining to their employment shall be given the employees either by posted notice or personal communication of the same.
- (c) There shall be no discrimination by the Corporation or by any of its employees on account of membership or non-membership in any fraternal society or union.
- (d) The right to hire and discharge, the management of the properties, and the direction of the working forces shall be invested exclusively in the Corporation, but grievances arising in relation thereto shall be considered as in this plan provided.
- (e) Employees shall be informed either by posted notice or personal communications of a list of offenses, the commission of which by an employe may result in dismissal without notice. For other offenses employees shall not be discharged without first having been notified that a repetition of the offense will be cause for dismissal. This notification shall be in writing and a copy shall be sent to the Bureau of Industrial Relations in case a dispute should arise in regard to the discharge of an employe or conditions surrounding it.

(f) Should a reduction in working forces become necessary consideration will be given to efficiency, length of service and employes having families, in selecting those to be retained in the service.

(g) The Corporation will not permit its employes to be discriminated against because of any action taken by them in performing their duties as committeemen, and employes who consider that they are subjected to such discrimination will have the right to appeal direct to the Bureau of Industrial Relations.

