



### EMPLOYEE MEETINGS SCHEDULED FOR NEXT WEEK

Bruce Laumeister will conduct three meetings on Monday and Wednesday for all OPEO employees to review the state of the business. The first meeting on Monday, January 17 will be for all first shift hourly employees and salaried employees (A through C)\* at 3:00 p.m. in an area set up in our new Bldg. 701. The second meeting for second shift hourly and salaried employees (D through Z)\* will be at 4:15 p.m. on Monday also in Bldg. 701. The third meeting for third shift hourly employees will be at 6:30 a.m. on Wednesday, January 19 in the Bldg. 702 second floor conference room.

Employees with questions may submit them in advance if they wish, or time permitting, there will be a question and answer session at the end of each meeting.

### OPEO FACTORY UPGRADING

Recently there have been questions raised concerning OPEO upgrading practices. The following comments will help to dispel any misunderstanding about upgrading.

1. Our policy is one of striving to select the best qualified people for upgrading. To do otherwise would be to invite disaster! Further, our policy is in accordance with the contract which says, "---the Company will take into consideration as an important factor, the relative length of continuous service of the employees who it finds are qualified for such upgrading."
2. During 1971 there were 128 upgrades made for deserving OPEO factory employees. We are very proud of this record!
3. When openings occur, we review the seniority dates, performance, attitude, attendance and personnel records of all lower rated employees before making the selection.
4. To further assist us in updating our personnel records, we have initiated a Skills/Experience Inventory on which employees can list all schooling, previous work experience, correspondence, military or vocational training, hobby, skills and etc. With this additional input, we will be able to do an even better job of upgrading. Employees are requested to complete and return these forms promptly.

(Over)

\*For those whose last name begins with letters shown.



OPEO FACTORY UPGRADING (Continued)

- 5. We will continue to upgrade based primarily on qualifications in accordance with sound business practice and the contract.

SUGGESTION AWARD

Robert Wight - \$40.00

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POLDBA  
 MARTINELLI  
 HARBERT  
 FREEMAN  
 IRVINE  
 MILLOSA  
 GABRETT  
 WEST  
 LIGHT

ALBIN  
 CPEAST