

## Update on Work Leaving Grand Rapids

The following is a list of part numbers and common stable part codes that Grand Rapids will be shipping, or has already shipped, over the next few weeks. We will keep you posted as more moves are announced.

GR Press Line	Part Code	Part Number	Part Name	Die Ship Date	Receiving Plant
PP3	B3315	15915709	Frm-Frt&RR Door Opg L	2/2/2009	MANSFIELD
SMALL PARTS	A0145	25888800	Ext-Plenum Lwr L	2/2/2009	INDY
SMALL PARTS	A0145B	B5888800	Ext-Plenum Lwr L	2/2/2009	INDY
CC1	B3325	15907256	Pnl-Bdy Si Otr L	2/3/2009	FLINT
GG1	B3006	25914179	Pnl-Sill Xbar #3	2/3/2009	FLINT
PP3	B3938	25871809	Pnl-Pubx Si Otr L	2/4/2009	MARION
SMALL PARTS	A0153B	B0762152	Rnf-RR Door Hge R/L	2/2/2009	INDY
SMALL PARTS	A0153-4	20762152 20762153	Rnf-RR Door Hge L Rnf-RR Door Hge R	2/2/2009	INDY
SHEAR	A1726B	B5896470	Pur-E/Cmpt Rail Rnf	2/5/2009	FLINT
GG1	A1726-7	25896470 25896469	Rail-E/Cmpt Rnf Otr R Rail-E/Cmpt Rnf Otr L	2/5/2009	FLINT
W	A6426	15174975	Pnl-F/Pan & Dash L	2/5/2009	FLINT
BB1	A0140	15102221	Pnl-Plenum Lwr L	2/6/2009	MARION
SHEAR	A0140B	B5102221	Pnl-Plenum Lwr L	2/6/2009	MARION

## Summer Shutdown

The 2009 summer shutdown period runs from June 29 through July 12. Management has set aside one week (40 hours) of vacation entitlement to be applied to the plant vacation shutdown period. Vacation applications will NOT be accepted for the two-week summer shutdown period.

Employees in a classification in which certain numbers of employees will be required to work may make known their desire to either work or be off during all or part of the two-week shutdown period. Such "applications" (shutdown work cards) will be accepted from May 26 through June 10, 2009, and will be the only method of determining employees scheduled to work during the two-week summer shutdown period. Modifications will NOT be accepted after the conclusion of the filing period.

Shutdown work cards may be obtained in the department office and in Personnel. Employees may volunteer to work all, or a portion of, the Independence week shutdown and/or the entire vacation shutdown week. Employees should complete and submit a shutdown work card to their department clerk by the end of shift on June 10, 2009.



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## Update on Work Leaving Grand Rapids

*Please see page 2*

## Transitional Center Opens February 2

The Grand Rapids Metal Plant Transitional Self-Help Center will open Monday, February 2. The center will be located in the former Distance Learning Room, which is in the first-floor hallway between the Plant Manager's Conference Room and the front lobby.

The center will be staffed jointly by **Chris Raterink** and **Mike Vincent**. Initially the hours will be from 7:00 a.m. to 7:00 p.m., Monday through Friday. Employees must visit the center on their own time.

The purpose of the center is to help employees make a successful transition to a satisfactory job or training in the shortest time possible. Services under consideration include:

- having four computers available to search the Michigan Talent Bank for job opportunities
- resume writing
- interviewing skills
- counseling, including stress management and financial
- training availability, including GED and Grand Rapids Community College. We are looking at State Educational Grants to help pay for tuition.
- bringing in Michigan Works and the State of Michigan (which have experience with more than 200 closures in Western Michigan) to explain programs and services available in employee meetings.

To help understand employee needs, a questionnaire will soon be distributed asking for input on the type of programs and services you're interested in.

## February Vacation Filing Period Information

The 2009 February vacation filing period runs from the first scheduled work day to the last scheduled work day in February and covers the time frame of May 1, 2009, through January 3, 2010. Employees will be notified regarding the disposition of their request as soon as practicable and, in any event, no later than the first scheduled work day in April.

Employees, including those on layoff or leave of absence, who do not apply for vacation time off during this February vacation period will be permitted to apply for vacation time off after the application period. Such requests, however, will not be acted upon until after vacation schedules have been established for employees who filed requests during the filing period.

### Vacation Filing Period

February is the vacation filing period for May 1, 2009, through January 3, 2010.

### Vacation Filing Period--Summer Shutdown

Summer shutdown is June 29 through July 12. No vacation applications will be accepted for this time period. Everyone will have 40 hours vacation entitlement applied to the second week of the summer shutdown (vacation period).

*(see more regarding summer shutdown on page 2)*