

# Strictly Personal Decatur

## NEWS ABOUT MUELLER CO. EMPLOYEES AND THEIR FAMILIES

### COOPERATIVE OFFICE EDUCATION: A COMMUNITY SERVICE

As a good corporate citizen Mueller Co. and its employees become involved in numerous outside activities.

Such organizations as the Boy Scouts, Girl Scouts, Junior Achievement, YMCA, United Way and both local hospitals profit as a result of the untold hours of service that our employees volunteer at no compensation aside from the pleasure that others receive as a result.

Here in Decatur, the company has been involved for many years in an experienced-based career education program. This program (in cooperation with the Decatur Public School System and the Area Vocational Center) provides on-the-job training and experience to 2 senior high school students from September to May of each school year.

During this time, the students are rotated through numerous departments, working approximately 6 weeks in each department. Each student is expected to perform productive clerical work during the assignment.

Office Education (formerly called Cooperative Office Occupations) started in Decatur in February, 1946, at Stephen Decatur High School, with Mrs. Mabel Scheiderer Rutherford as the teacher-coordinator.

Decatur had the first office education class in the state of Illinois to be under state supervision and, therefore, reimbursed. That first February, 17 students started their on-the-job training in

various offices throughout Decatur.

Eighteen years ago, Pat Funk started coordinating the office education program at Eisenhower High School; and John Smith started at Lakeview High School.

Both Funk and Smith worked with Cecil Coffin to get Mueller Co. into the program. Coffin received approval from management to pay an hourly wage to these students; and, in less than 2 years, Mueller Co. was added to the list of cooperative businesses.

Along with on-the-job training, Cooperative Office Education offers job-related classroom instruction for those students interested in office occupations as a career.

Designed to prepare the high school student vocationally for a clerical career, Cooperative Office Education helps the student to acquire basic secretarial and clerical skills.

Each student in the Cooperative Office Education Program receives ½ unit of high school credit for class per semester and ½ unit for job training per semester. Also, each receives a grade from both the teacher and the employer—as well as pay from the employer.

The effectiveness of the Cooperative Office Education Program is best summarized in the comments of 2 current students, Lisa Peck (Lakeview High School) and Sheri Adams (MacArthur High School), on pages 1 and 4 of "Strictly Personal."



#### A WORD FROM LISA PECK

Hi! My name is Lisa Peck, and for the past nine months I have worked as an office education student at Mueller Co. I have profited greatly from the experience in each of the departments in which I have worked during this time.

My first department was Corporate Engineering. I learned how to run the blueprint machine and how to file tracings and blueprints. I also had my first experience with the CRT.

The next department I moved to was Industrial Engineering. In this department I typed operations and filed routing sheets.

I then moved on to Office Services, where I filled orders and put together mailings.

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#### A WORD FROM SHERI ADAMS

My experience at Mueller Co. was a great one, and I have enjoyed it very much.

The people have all been nice and patient. I learned a lot of various skills, some of which I hope will be helpful in the near future.

It was interesting to learn about the different departments and how they are run. By the end of the year, I will have gone through 8 different departments.

When I started work in September, 1980, I went into the Purchasing Department, filing invoices and doing some typing.

Then I went to Research and Development Engineering and did more filing and typing.

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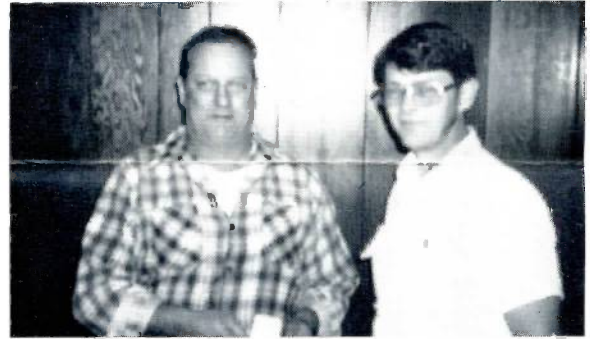


## SERVICE AWARDS

Pictured below are receipts of Mueller Co. Service Awards:

Lew Miller  
Pershing Griffith  
Tom Ossowski  
Carl Schuman

Louis Seibert  
"Slim" Lewis  
Jessie Ohl  
Don Bathe  
James Bratcher



## RETIREMENTS

Pictured below are recent retirees:

Robert Leipski

Claude Inman

Roy Thompson

Vaughn West

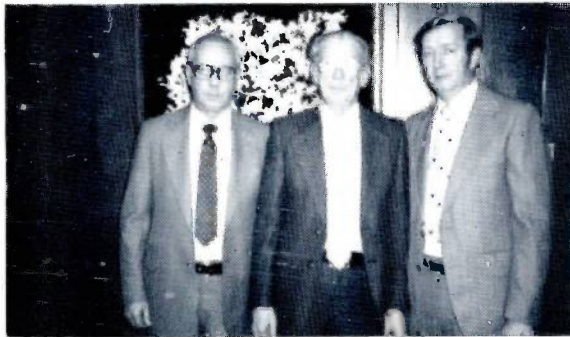
John Linn

Roy Denney

Lew Miller

Willie Rohman

Walter Jones



## POLICY STATEMENT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Mueller Company not only to comply with all aspects of government regulations in the area of equal employment opportunity, but also aggressively to promote an atmosphere, within the company and the communities which it serves, that assures all persons the opportunity to succeed on their own merit, without regard to color, religion, national origin, race, sex, mental or physical handicap, age, or veteran's status when capable of performing the job. Nor shall any persons be subject to sexual harassment in or while seeking employment, or during the course of their employment. As President of the Mueller Company, I affirm that the above policy reflects the attitude of the company toward the principle of equal employment opportunity and that it is the obligation of each officer, manager and supervisor of the company to conduct himself or herself in conformity with the principle of equal employment opportunity at all times. All employment activities, including—but not limited to—hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of

pay and selection for training, shall be conducted without sexual harassment or regard to race, color, religion, sex, age, national origin or veteran's status.

In furtherance of the objective of equal employment opportunity, I have appointed Mr. Stanley J. Bogaczyk, Vice President-Personnel and Industrial Relations of the company, to serve as Equal Employment Opportunity Administrator. In this capacity, Mr. Bogaczyk is charged with directing and implementing the company's affirmative action program in conformity with the principle of equal employment opportunity. Mr. Bogaczyk will be assisted in this regard by the Personnel and Industrial Relations Managers of each company plant, whose duty it will be to administer the company's affirmative action program on a day-to-day basis, and to submit written reports on a quarterly basis to Mr. Bogaczyk, indicating the progress of the plant in implementing its affirmative action program.

**EDWARD D. POWERS**  
President & Chief Executive  
Officer  
Mueller Company

## RETIREMENTS

**ROBERT G. LEIPSKI**, Tool Maker A, 40 years, 9 months, 2 days. December 31, 1980.

**CLAUDE S. INMAN**, Supervisor Production Control, 40 years, 2 months, 29 days. December 31, 1980.

**ROY A. THOMPSON**, Senior Cost Estimator, 34 years, 10 months, 20 days. December 31, 1980.

**WALTER A. ARNETT**, Field Sales Representative, 38 years, 6 months. January 1, 1981.

**GARNETT A. SMITH**, Field Sales Representative, 35 years, 7 months. January 1, 1981.

**CARL M. DODWELL**, Corporate Manufacturing Cost Analyst, 44 years, 4 months. January 7, 1981.

**VAUGHN H. WEST**, Preventive Maintenance Person, 30 years, 20 days, January 31, 1981.

**JOHN W. LINN**, Warehouseman, 30 years, 2 months, 14 days. February 2, 1981.

**ROY E. DENNEY**, Angle Valve & Ductile Iron Tester, 27 years, 5 months, 20 days. February 27, 1981.

**LEW A. MILLER**, Lodge and Shipley Numeriturn II, 40 years, 1 month, 29 days. March 10, 1981.

**WILLIAM C. ROHMAN**, Sales Service Manager, 44 years, 4 months. March 23, 1981.

**CARL W. SCHUMAN**, General Foreman-Iron Foundry, 42 years, 8 months, 28 days. March 31, 1981.

**WALTER B. JONES**, Core Flowing CB-5 Operator, 30 years. April 7, 1981.

**CLIFFORD W. AUER**, District Sales Manager-Western District, 35 years. May 5, 1981.

## SERVICE AWARDS

### 10 Years:

Jerry L. Strahle  
Randall Brewington  
William Bell  
Ted Workman  
Stephen Dunn  
Robert White  
George Stranc  
Gail Chapman  
John R. Nash  
Robert Hess

### 20 Years:

Harold Colclasure  
George Madding

### 30 Years:

Jessie M. Ohl  
John Ossowski  
Louis Seibert  
Vaughn West  
James Bratcher  
Lawrence Lewis  
Donald Bathe  
Walter Jones

### 40 Years:

Lew A. Miller  
Pershing Griffith  
Isaac Gowan

## LISA PECK

Continued from Page 1  
My fourth department was Accounting. The duties I performed there were typing and helping with the billing.

I then went to Sales, where I filed invoices and typed from a dictaphone.

After Sales, I traveled to Finished Stock. In this department I wrote out and filed shop orders. I also keyed in orders on the CRT.

I am now working in Traffic. In this department I do different things each day, such as type United Parcel Service tracers, Loss Claims and letters.

I have not had the pleasure of working in Personnel yet. That will be my last department.

Through working in many department, I have noticed how each person doing his job properly molds the company together to contribute to a smoothly run operation.

The help and confidence I have received from all the nice people with whom I have worked have made my stay a special learning experience.

I hope to someday be fortunate enough to be employed here again.

A heart-felt "thank you" to all of you!

## SHERI ADAMS

Continued from Page 1  
In the Accounting Department I worked on calculators and numbers. I even had a chance to mail out different types of correspondence.

I worked in Office Services where I boxed up Mueller catalogs and material on Mueller gas and water prices. I then went to Production Control where I did some more filing. But, the most interesting part of being in this department was learning to use their computer. It was great fun, and I enjoyed it the most.

I went to the Sales Office, filed some more, and learned how to use a dictaphone—something I had never used before. I hope this skill will be helpful to me in the future.

From there, I went to Personnel, where I filed, typed and made badges.

The last department I will work in will be Traffic.

In the time I've worked here, I have done a lot of filing and learned many skills. I will not forget the people who helped me by showing me these skills.

I would like to thank everyone for their patience. I also would like to express my appreciation to Mueller Co. for the opportunity they have given me during this school year.