

Shop Talk newsletter

This newsletter from Shop Talk is a quarterly publication by the Hesston Corporation for active and retired employees. Topics in the newsletter include: company and employee news, retirements and service anniversaries. This publication funded by the National Historical Publications and Records Commission through the Kansas State Historical Records Advisory Board.

Creator: Hesston Corporation

Date: September 1, 1970

Callnumber: Hesston Public Library

KSHS Identifier: DaRT ID: 448563

Item Identifier: 448563

www.kansasmemory.org/item/448563



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New Branch Organization Ready to Roll

Effective October 1 there will be eleven Hesston branches instead of eight. New branch offices beginning operations this fall are located at Portland, Oregon; Indianapolis, Indiana; and Atlanta, Georgia. The two Canadian branches, which formerly reported to International Operations, have become part of the North American sales organization. These changes have been announced by Lloyd Smith, vice president—marketing.



Grotewold

Woodie Grotewold, North American sales manager, has announced the following managerial changes: Dennis Dunham, formerly branch manager, Hesston, becomes eastern regional sales manager with overall responsibility for the Syracuse, Atlanta, Indianapolis, and Oakville branches. Richard Bowerman replaces D. D. McCurry as manager of the Dallas branch;



Knutson



Dunham



Bowerman



Hough

Paul Hough is promoted from field sales manager in the Syracuse branch to branch manager, Atlanta; Vern Oesterreich is promoted from field sales manager, Fresno

to branch manager, Portland; Ken Soltis, territory manager in the Hesston branch

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Oesterreich



Soltis

is promoted to branch manager, Indianapolis; and John Cavassa, formerly product supervisor, becomes branch manager, Hesston. Vern Heiman is promoted from territory manager in the Hesston branch to field sales manager, Dallas.

Other managerial positions are unchanged: Gene Knutson remains as western regional sales manager with responsibility for the Fresno, Portland, Dallas, and Calgary branches; Woodie Grotewold will supervise the central region including Hesston, Minneapolis, and Denver. Dean Wasser remains as branch manager at Fresno;



Cavassa



Heiman



Wasser



Morgan

branches will not be fully staffed, but will be provided administration services by other branch offices. Fresno will serve the Portland and Calgary branches and Syracuse will serve Indianapolis, Atlanta, and Oakville.

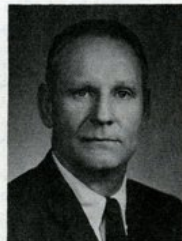
Atlanta will have a branch manager and four territory managers. It now has a branch service representative and plans are to hire a branch order supervisor in the near future. Parts service will be handled out of Montgomery, Alabama by one of our Hesston dealers, McDonald Ford Tractor.

A parts warehouse will be established at Indianapolis similar to Portland, staffed with a branch manager, a parts manager, and a parts clerk who will double as order manager for the location, and a service representative.

The Portland branch will operate out of the Portland parts warehouse. In addition to a branch manager and five territory managers, the staff consists of a branch parts manager, branch parts clerk, branch service representative, and one secretary.

The number of territory managers in all branches will increase from 65 at present to 77 for the 1971 fiscal year. This is part of the company's strategy to capture a larger share of the farm equipment market.

"Our plans are to have more complete coverage of every agricultural area in the U.S. and Canada in order to achieve maximum market penetration with minimum overhead," said Woodie. "If a farmer needs a Windrower or a StakHand, or a Beet Harvester, or any product manufactured by Hesston, we want to know it as soon as he does and have a territory manager there to help the dealer make the sale quickly. We may even help the farmer decide he needs new equipment. We believe the new branch organization will help us achieve this objective."



Palmer



Jensen



Soubry



Miller

Al Morgan as branch manager, Minneapolis; Fred Palmer as branch manager, Syracuse; Weldon Jensen, branch manager, Denver; Jean-Pierre Soubry, branch manager, Oakville; and Steve Miller, branch manager, Calgary.

Long-range plans for the branch sales organization are based on a regional concept with one administration manager serving several branches. The three new

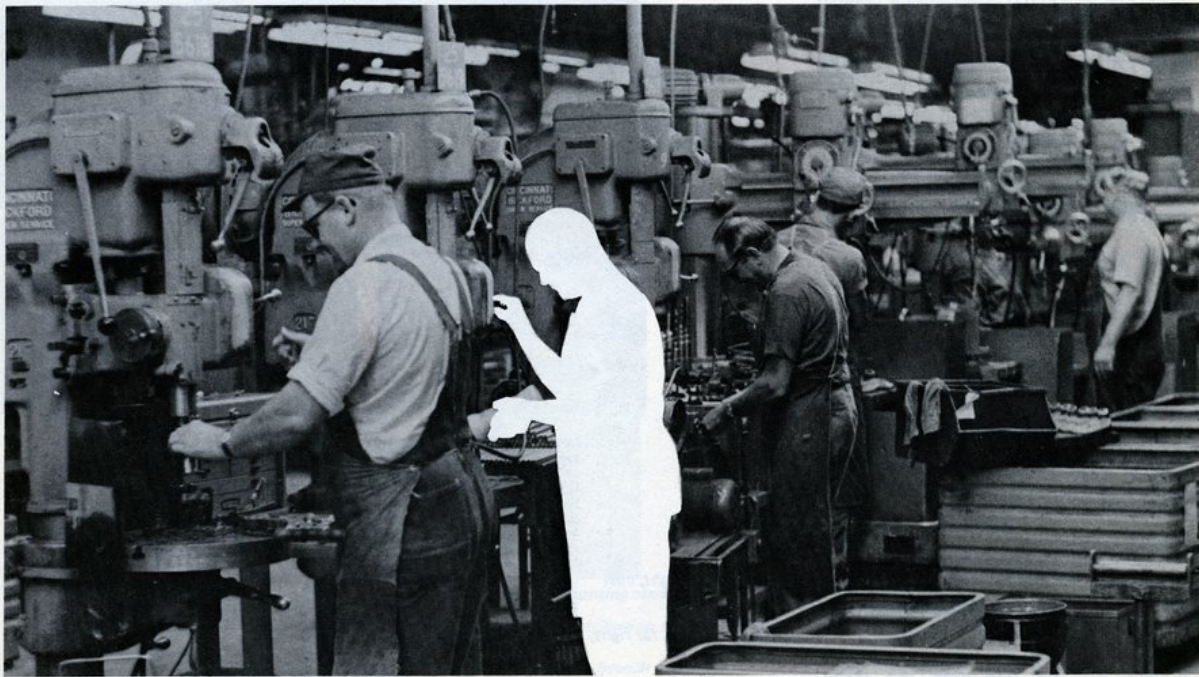
shop talk

...is published monthly by Hesston Corporation for employees and their families.

Readers are encouraged to submit pictures and stories of interest to other employees. All Hesston personnel may advertise in the "Shop Swap" column free of charge. Items submitted for publication must be signed by the sender.

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Member: International Association of
Business Communicators



What's the Policy?

ATTENDANCE POLICY AND PROCEDURE

Regular attendance at his job is a very desirable and necessary part of each employee's responsibility. Each employee is expected to be at work on all scheduled work days unless excused in advance. In case of illness or other emergency, the employee must call his supervisor or the switchboard operator within two hours after the start of his regular shift and report his reason for being absent. Employees missing two hours or more of work will be considered absent; less than two hours missed is considered tardy.

If an employee is not excused ahead of time and does not call in within two

hours, his time card will be marked "unexcused" by his supervisor. This will be recorded on the employee's attendance record as an unexcused absence. If, however, the employee has good reason for being absent and it was not possible to call in, this should be reported to the supervisor and the unexcused absence on the record may be changed to excused. One day of vacation will be forfeited for each unexcused absence in excess of the three allowed in one anniversary year. Three consecutive unexcused absences are sufficient cause for termination. Excessive absenteeism cannot be tolerated.

Attendance records for all hourly employees are kept in the Personnel Department and all absences are recorded on the employee's service record daily.

Supervisors may grant days off to employees for personal reasons so long as such requests are not too frequent and do not

significantly interfere with the efficiency of the department or section. No more than five consecutive scheduled work days may be allowed. Days off for gainful employment elsewhere will not be granted and will be unexcused.

An employee absent five days or more because of sickness or injury (other than company injury) must present a doctor's "Return to Work Permit" to his supervisor upon reporting for work. An employee missing less than five days may also be asked to present a doctor's "Return to Work Permit" if required by the supervisor.

An employee absent due to a "company lost time injury" must present a doctor's "Return to Work Permit" to his supervisor when returning to work. A lost time injury is when an employee misses one or more days after the day he was injured.

Know Your Company

ACCOUNTING DEPARTMENT

"The Accounting Department is something like a manufacturing plant in that material comes in, is processed, and goes out in another form," said Howard Hershberger, controller, who is responsible for supervision of all accounting functions. "The three main basic functions of the department are: (1) Maintaining records and procedures in order to adequately protect all interests related to the business; (2) Assisting management in determining financial policies and making plans for their execution; and (3) Preparing reports for management to assist them in the direction and control of the operation." The four sections within the department and their functions are:

COST ACCOUNTING

Before a new product can be built, it is necessary to know how much it will cost to design, test, build, and market it. The Cost Accounting section is responsible for this. Their calculations must be extremely accurate to insure that the product will be built to company standards and be able to compete with similar products in the market place.

Cost Accounting works with Engineering to obtain information regarding all parts and raw materials required to build a new product; with the Purchasing Department to determine what the price of each component will be; and with the Manufacturing Engineering Department to determine the labor standards. This information is then used by Cost Accounting to estimate the per unit cost of a new product.

The cost accounting manager supervises all areas within his section such as, (1) Developing costs for pricing; (2) Incorporating prices into the system; (3) Keeping records of the profit contribution of each product; (4) Processing all production order close-outs; (5) Writing off variances and rework; (6) Labor standard deviations; and (7) Setting raw materials and product pricing standards. Other classifications in the section are senior cost analyst, cost accountant, and accounting clerk A.

Don Coopridger, right, sr. accountant

John Mast, far right, accounts payable supervisor



Howard Hershberger, controller

Frances Jacobs, secretary I



*Don Schmidt, right, cost accounting manager
Paulette Holub, stenographer*



Roger Buller, right, cost accountant

Dennis Flaming, far right, sr. cost analyst



Bernice Graber, right, accounting clerk A



Fred Bartel, accounting manager



Betty Linscheid, accounting clerk B





Del Voth, left, accounting methods manager

Caroline Janzen, accounting clerk B



Al Buller, general office clerk B



Helen Buller, general office clerk A



Lois Hershberger, order & billing supervisor



Marcia Bezdek, accounting clerk B



Lee Salmans, left, distribution accounting mgr.



Jim Dorsey, accounting clerk A



Jane Speaks, accounting clerk A



Orville Stutzman, left, branch accountant



Bob Holt, branch accountant



Clara Ashcraft, accounting clerk B

GENERAL ACCOUNTING

The accounting manager is responsible for supervision of all activities in the General Accounting section including budgeting of all corporate income and expenses, banking of all corporation funds, coordinating month-end closing, compiling daily sales and cash reports and statistical reports, paying all bills of the corporation (these average approximately 3,000 statements per month), and processing of all orders from branches, OEM accounts, industrial and export customers. In July of this year the average volume was 660 billings per day. The previous all-time peak volume was 406 billings per day in July, 1969.

Classifications in this section in addition to accounting manager are senior accountant, accounts payable supervisor, order and billing supervisor, stenographer, and general office clerk.

ACCOUNTING METHODS AND PAYROLL

The accounting methods manager and the payroll clerk are responsible for seeing that all payroll information is compiled and that paychecks are written and distributed every other week. In addition, the accounting methods manager analyzes the methods, or systems, used in accounting—especially those areas where problems occur—and devises better ways of performing these functions.

BRANCH ACCOUNTING

The accounting work of eight individual corporations, each doing approximately four million dollars worth of business annually, is handled by the six people in Branch Accounting. The distribution accounting manager is responsible for all corporate credit control in addition to working with all branches and serving as branch controller. He develops credit policies and terms, and works with the branches in setting their budgets. He visits each branch at least once each quarter. In spite of the great distance between branches, a close relationship is maintained so that the branches feel this is their accounting department. The two branch accountants and three accounting clerks are responsible for the accounting and control of all branch payrolls, inventory control of branch stocks, projections and studies, profit and expense reports, and quarterly lease reports for the branch managers.

Recent Visitors



Mel and Carolyn Blosser returned to the States for their annual three-week vacation in August. Mel is plant manager at Hesston S.p.A. in Udine, Italy. Carolyn is pictured in a native Friuli costume made for her by a friend in Udine. The Blossers returned to Udine September 1.



The mallard duck pictured here spent a day at the Hesston plant one hot day in August. He walked under the lawn sprinklers, nibbled at the grass, and rested under the Windrower on the display apron. Toward evening he flew away to continue his journey.

Top Jockey



Tim Mathews, painter at the Logan plant, was named top jockey in the Cache Valley (Utah) Quarter Horse Race Meet recently. Out of nineteen racing events, Tim placed first in five, second in seven, and third in three. In addition to the honor, he received a gold belt buckle for his accomplishment.

Employee Activity News

JULY FISHING CONTEST WINNERS

Marlin Schmidt—4½ lb. flathead, 21" long—bankline.

Kenneth Vogts—7 lb. 9 oz. channel cat, 28" long—limbline.

E. P. Morris—6¼ lb. channel cat, 26¼" long—bankline.

Don Thornton—3¼ lb. largemouth bass, 18" long—rod and reel.



Schmidt



Vogts



Morris



Thornton

Company Retirement Gift

Each employee who retires from the company is presented an Early American style wall weather instrument consisting of a thermometer, barometer, and hygrometer (humidity indicator). A brass plaque is attached to each instrument. It is engraved with the retiree's name, the number of years worked for the company, and the retirement date.



Two Employees Retire

HARRY DIRKS



Harry E. Dirks, tool crib attendant A, retired August 3 after 13 years of employment at Hesston. He came to work September 5, 1957 as a punch press operator. Harry has been in poor health recently and has taken disability retirement. He plans to do some saw sharpening at his home to keep busy.

His supervisor, Irv Reimer, and Nelson Galle, employee relations manager, presented the company retirement gift and his retirement check to Harry.

IRA ZOOK



Ira Zook, office and grounds maintenance supervisor, retired September 1 after more than nine years with the company. Ira came to work at Hesston on January 31, 1961.

The Personnel Department honored Ira at a retirement party August 31 in the main office lounge, and presented him a gift certificate for tools for his home workshop. John Siemens, vice president-industrial relations, presented the company retirement gift.

Marketing Department personnel also presented Ira a gift certificate in appreciation for his congeniality and helpfulness. Ira plans to spend some time traveling to Colorado and Arizona this fall and winter and beyond that he hadn't made definite plans.

Best wishes for much health and happiness, Ira.



Unruh



Melcher



Dirks



Brewer



Modellmog



Brooks



Graber



Obermeyer



Schmidt

15 Service Years

Olin L. Unruh, Machine Shop

10 Service Years

Ed Melcher, Vice President-Manufacturing

5 Service Years

Dean Brooks, Engineering Manager
Clark Graber, Parts Supervisor
Frank Hunsaker, Prod. Service Mgr.
Kenneth McMillen, Prod. Designer
Gary Stucky, Lab Test Technician
Robert Greer, Territory Manager Dallas
Don Knoll, Territory Manager Dallas
Leland Skow, Territory Manager Denver
Melvin Dirks, Maintenance
Max Brewer, Shear
Virgil Obermeyer, Fabrication
Orlando Schmidt, Assembly, Plant II
Ben Krehbiel, Fabrication
Orville B. Unruh, Assembly, Plant III
Jacob G. Flaming, Fabrication
Harold Regehr, Fabrication
Norval English, Assembly, Plant III
LaVern Unruh, Engineering
Dwight Modellmog, Engineering



Hunsaker



McMillen



Krehbiel



Unruh



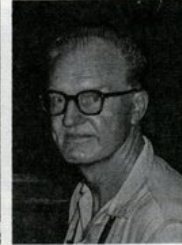
Stucky



Greer



Flaming



Regehr



Knoll



Skow



English



Unruh

Unruh Joins Turtle Club

Harold W. Unruh, Maintenance Department, was enrolled in the Turtle Club as a result of a safety hat protecting him from head injuries. The Turtle Club is a national organization which recognizes individuals who prevent injuries by wearing safety hats. It is similar to the Wise Owl Club (eyes) and the Golden Shoe Club (feet). Harold will receive a new safety hat and a membership pin in the club.



Left to Right: Chick Schmidt; Maintenance Foreman, Unruh, Kenny Miller; Safety Supervisor.

Shoemobile Visit

The shoemobile will be at Hesston Wednesday, September 16. Watch the bulletin boards for time and location announcements.

**shop
swap**

For Sale—Set of four chrome wheels, 6" width, for 1966 Chevy—\$70. Contact Elmer Umholtz, phone Hesston 327-4596

Shop Talk Survey Results

Twenty-five percent of the survey questionnaires were returned. Of those responding, 82% were male and 18% were female. Nine percent of those responding were under age 25; 36% were between 25 and 35; 38% were between 36 and 50; 11% were over 50; and 6% were retired.

Ninety-one percent of those responding read Shop Talk regularly, while nine percent read it sometimes. Fifty percent said other members of their family read Shop Talk regularly; 41% read it sometimes; and 9% never read it.

Sources of information about the company were listed in this order: other employees, Shop Talk, bulletin boards, INFO, Morning Memo, foreman or supervisor, other, Our Year in Review, newspaper. Preferred sources of getting information about the company were: small group or individual meetings with supervisor, Shop Talk, INFO, bulletin boards, Morning Memo, Our Year in Review, other employees, other, newspaper.

Twenty-one percent rated Shop Talk excellent as a means of communicating company information; 51% rated it good; 23% rated it fair; and 5% rated it poor. Seventy-four percent rated Shop Talk easy to understand compared to the newspaper and 26% rated it average to understand.

The most popular features (indicated by the number of people checking the 'like' column) are: new products—254; Know Your Company—246; employee activity news—224; service anniversaries—205; special features—207; and news items—206. A number of people indicated 'no opinion' on some material, but very few indicated 'dislike'. Figures ran from 22 people who don't like the safety contest to 3 who don't like the Know Your Company features.

Eighty-one people took time to add comments or suggestions to the questionnaire. Eighteen were requests for more information about the products manufactured by the company, 13 wanted more information about employees and employee activities, 13 suggested more articles about the company's future plans and 9 suggested more articles about the branches. Miscellaneous comments and suggestions account for the remaining 28. The following are examples of the comments:

"Information about changes, like new time clocks, before they happen."

"Not necessary."

"Give more info in Shop Talk. Have more news."

"More about shop news and not so much about office."

"Top ten salesmen for the month listed. A short biography each issue of longtime members of Hesston starting from the top down."

"News about hourly personnel. News about workers' achievements instead of management boasting."

"Articles featuring employees who are doing outstanding work in community projects."

"More on company plans and what the company is doing."

The editors express their thanks to all who took time to complete and return the questionnaires. Some very worthwhile information has been gained and efforts will continue to make Shop Talk the best possible employee publication.