

H. B. Wells - Teacher

WAR RELOCATION AUTHORITY
MANZANAR RELOCATION AREA
Manzanar, California

January 15, 1943

PROJECT DIRECTOR'S BULLETIN NO. 39

TO ALL CAUCASIAN EMPLOYEES

SUBJECT: HOURS OF WORK

As you are no doubt aware, Senate Joint Resolution No. 170 was approved December 22, 1942. Overtime is granted to all Federal Employees who work a 48-hour week. In order that we may properly figure this overtime, it will be necessary that we have a time sheet for each 15-day period showing the time worked each day.

We are submitting to your immediate supervisor a supply of WRA Form 115. Your supervisor will have to certify where it is marked "time-keeper" that the time is correct. You will have to sign in the lower right-hand corner that the time submitted by your supervisor is correct. Your immediate supervisor is your immediate superior: Elementary Teachers, Mr. Simpson; Secondary Teachers, Mr. High; Educational Employees, Dr. Carter; Fiscal Employees, Mr. Boczkiewicz; etc.

In this connection, in applying for leave, the only person authorized to grant leave is your immediate superior, not the head of your Department. Leave slips are made for signature by your immediate superior, personnel officer, or office manager. They should be signed by your immediate superior and then taken by you to the personnel section before you leave the project.

It will be necessary to charge those employees who do not work the 48 hours with leave for the number of hours that they are absent from duty; annual leave if available, otherwise leave without pay.

Upon termination of employment of any employee, his supervisor is hereby directed to submit without delay six signed copies of Form WRA-25 to Mrs. Eades, Assistant Personnel Officer. Final pay checks will be held up pending receipt of this form.



Ralph P. Merritt
Project Director

To Project Director's Bulletin #39 the following items must be added for your information:

Because Education is giving credit for 48 professional hours distributed throughout the week rather than 8 hours per day, it is urgent that you fill out the mimeographed form set up by this office and turn it in promptly. From your total number of hours turned in to us we will distribute them 8 hours per day on the time sheet. The bulletin explains that you are to sign two weeks time sheet as verification that the time record is correct.

In connection with leave your immediate superior, your Principal, always signs the leave slips as usual. However, I would like to follow the same procedure of supervisors turning in the leave slips to the Superintendent's desk where they are routed across to Mrs. Eades' office.

An added comment for the last paragraph of the bulletin is that of professional courtesy. Any teacher who resigns should talk the matter over with ~~his~~ principal and with him discuss the reasons for the termination of this employment and give sufficient time for the principal to readjust his program. The teacher then should through consideration personally advise the Superintendent that ~~he~~ has placed ~~his~~ resignation and has talked the matter over with ~~his~~ principal.