

FROM THE OFFICE OF THE SUPERINTENDENT

May 29, 1943

MANZANAR POLICY REGARDING PROFESSIONAL HOURS FOR TEACHERS UNDER CIVIL SERVICE

1. Due to the fact that present Civil Service regulations stipulate that employees are to work 48 hours per week distributed over six days, and that teachers are only a portion of our appointed personnel which is held strictly to general regulations, teachers must take cognizance of the fact that morale requires compliance with both the letter and spirit of the regulations.
2. Teachers, by choice of profession, obligate themselves to an extent to give voluntarily of their time and effort to community betterment without thought of compensation; perhaps even more than any other public spirited citizens.
3. Considering the above, it seems reasonable to expect teachers to claim as working hours only those spent actually working in their classrooms, or in directing pupils regularly enrolled in education courses when engaged in pursuits which are recognized as part of the planned and approved programs of the schools, or school business at the library, warehouse, Visual Education, and Administration buildings, or in meetings which are directly part of the school program, such as P. T. A. and Curriculum, or as a speaker representing the schools in a community sponsored program, or night school teaching and study hall supervision after school hours. Any class sponsored activities such as picnics or hikes or class parties must be cleared through the principal's office before being recognized as official school business. School sponsors for Girl Reserves or Hi-Y, etc. must be approved by the Principals and credit limited to certain amount of time each week.
4. Teachers should plan to try to complete their preparations and paper work in their classrooms during the Civil Service hours between 8:00 A. M. and 12:00 noon and 1:00 P. M. and 5:00 P. M. However, elementary teachers may complete their day's work on Saturday at building 1-14, because of the distance to their various classrooms, and high school teachers may regard Mess 7 or 7-15 the same as other classrooms.
5. Professional reading, etc. in one's home should be considered not as working hours, but as personal improvement.
6. Teachers should report to their principals at 8:00 A. M. Saturday so that the principals may know, and approve where they are, at least from 8:00 A. M. until 12:00 noon on that day. (It must be borne in mind that overtime compensation is based primarily on the premise that employees work eight hours on Saturday.)
7. Teachers who have completed 48 hours of bona fide professional service by 12:00 noon on Saturday, may feel free to use Saturday afternoon as they choose, provided they notify the principals before leaving the project prior to 5:00 P.M.
8. Due to the fact that teachers' essential personal business trips to the neighboring towns cannot be made, in most cases, except on Saturday, due recognition will be given to such trips. But they should be reported as part of the accounting required of the principals, if they are made Saturday morning.