

### New WRA Employment Regulations Announced

WRA Administrative Instruction No. 27, revised as of August 7, 1943, is now in effect at Heart Mountain. Its main provisions regarding employment and compensation follow:

#### I. Basic Policies

The normal outlet for persons desiring employment is relocation outside the centers. The WRA will assist evacuees in finding suitable employment preparatory to relocation.

Subsistence, including food, shelter, medical care and elementary and high school education will be provided by the WRA to evacuees remaining in the centers, and clothing allowances for all who work and their dependents. It is WRA policy to employ evacuees wherever qualified applicants are available in all technical and administrative positions except the principle staff positions.

Referral to outside employers and promotion will be on a merit basis. Not more than one member of any family will be employed on the project when other qualified candidates are available. No private enterprise will be permitted within centers, and those accepting outside employment must apply for leave and live outside the center.

#### II. Determination of Necessary Jobs

The maximum number of jobs necessary for the operation and maintenance of each center will be determined by the director. Project directors are authorized to exceed the maximum by not more than 10 per cent when necessary to meet emergencies, such as seasonal farm needs.

#### III. Compensation and Work Rules

Evacuee employees will receive monthly compensation in addition to subsistence at the rates of \$12 for group I, \$16 for group II, and \$19 for group III. Group I is the entrance rate for new workers, trainees and apprentices. Group II includes the majority of evacuee workers, and group III includes jobs requiring responsible supervision of other employees or professional training. Individual jobs will be classified within the three groups according to the standard job classification schedule.

Not more than 15 per cent of the evacuee employees in each project may be compensated at the rate of \$19 monthly except the following who are not to be included in the 15 per cent limit: (1) Evacuees replacing appointive personnel in professional or supervisory positions; (2) Evacuees doing unusually hard or disagreeable tasks, provided the number to be placed in group III does not exceed 5 per cent of the total evacuee personnel on the project; (3) Employees of community enterprises not paid by the WRA.

Evacuees who accept employment with the War Relocation Authority in the centers will be required to observe the same standards of work efficiency which prevail in ordinary employment including a full work day, a full work week, and efficient performance of assigned tasks.

Pay for the month is determined according to classification at the beginning of the period. A change in classification becomes effective at the beginning of the pay period following date of reclassification.

Grounds for discharge will be determined at the discretion of the project director and will include unexcused absence from work, habitual tardiness or leaving the job before quitting time, slackness and inefficiency, and misuse of equipment. Absences not due to illness must be excused in advance. A medical certificate will be required to excuse absence due to illness of more than three days duration.

#### IV. Fair Employment Practice Procedure

Fair Employment Practice procedure will be set up to enable workers who feel they have received unjust treatment to obtain a hearing regarding working rules and employment compensation. This does not apply to complaints against, or demands for the dismissal of a federal employee on the appointed staff.

#### V. Extended Illness Compensation.

Regularly employed full-time workers unable to work because of illness are eligible for illness compensation after exhaustion of sick leave. Compensation will be 60 per cent of the full pay rate at which the applicant was last employed: \$7.20, \$9.60 or \$11.40 monthly. Illness compensation will be paid a maximum of 90 days provided eligibility is reestablished every 30 days by submitting a medical certificate.

#### VI. Hours of Work

The work week will be 44 hours, but the project director will have the authority to require a longer work week, or work at other than regular hours when necessary. Workers employed longer than the standard work week will be entitled to compensatory leave. The worker may, with the approval of his section head, choose the dates of such compensatory leave, but it must be taken before the employee's termination from the job. A job may be extended to cover the period of compensatory time, but such time may not be transferred between divisions. Employment of part-time workers will be permitted, with pay on an hourly basis.

#### VII. Employment Standards for Persons 14 to 18 years of Age

Minimum age for work in factories is 16, for non-factory employment 14. School

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children may be employed only outside school hours, except as such employment is an authorized part of vocational education within the school program. For hazardous occupations, such as work in sawmills and logging, 18 is the minimum age.

Maximum hours of work for persons under 18 are 8 hours daily and 40 hours a week. The work is not to exceed six days. Combined hours of work and school for persons under 16 are not to exceed 8 daily. Persons under 18 applying for work requiring physical exertion will be required to undergo a physical fitness examination.

Recruitment of persons under 16 for seasonal labor without their families will not be permitted. All persons under 18, whether or not accompanied by parents, must be certified by a physician as physically fit for the proposed employment. Indefinite leave will not be granted persons under 16 unless they are to live with close relatives or guardians.

More Job Offers Received at Outside Employment Office

#1476--3 laborers to make plaster and handle plaster sacks. 80 cents per hour start. Periodic increases. 48-hour week with time and half over 40. AFL union initiation fee \$25 and monthly dues \$3. Cleveland, Ohio.

#1474--2 husky men as laborers to work in manufacture of camouflage nets. Sorting, loading and unloading, spreading out of nets. 44-48 hour week with time and half over 40. 70 cents per hour. Increases to 85 cents. 1 girl. Typing, receiving, checking incoming stocks. \$100 per month to start for 44-hour week. Cleveland, Ohio.

#1482--Laboratory technicians. \$100 to \$110 month to start. Applicants graduated from high school accepted. Hospital has one year laboratory technician training course. Students receive \$25 per month and board, but no room during training course. Applicants with 2 years college plus necessary science courses will be eligible for examination for national registry of laboratory technicians. Washington, D.C. EDC necessary.

#1481--1 truck driver and 1 kennel attendant. Truck driver must have good appearance, able to meet people. Both must like animals. Truck driver has charge of animal ambulance, pick up and deliver animals. Some inside work in kennel. Attendant takes care of about 100 pets. Work consists of feeding, cleaning cages and washing animals. Wages \$100 each. Des Moines, Iowa.

#1503--1 office worker. Must be neat typist. Some experience required. \$90 per month guarantee, plus 40 per cent of salary monthly on profit-sharing basis. Average \$125 per month. Chicago.

#1475--2 practical nurses or nurses' aides. \$100 to \$120 per month. Room and board for one; meals only for the other. Hospital will deduct \$10 to \$15 per month. Cleveland, Ohio.

#1477--2 nurses' aides. \$50 to \$80 per month with full maintenance. 2 assistant cooks. \$55 to \$75 per month with full maintenance. Peoria, Ill.

#1497--2 school graduates to read and select books to go into circulating libraries. \$20 per week during training period of month, more later. Philadelphia, Pa.

#1499--2 artists accustomed to poster work, film cutters experienced in silk screen, printers for factory. Salary depending on experience. Philadelphia.

#1485--Secretaries who can type, take dictation. 1 job is with Citizen's Cooperating committee for the Relocation of Japanese-Americans; another with Council of Social Agencies. Pay at least \$25 per week. Philadelphia, Pa.

#1496--1 secretary. \$25 per week to start. Other office workers, male or female 1 man to wash trucks at night, some helpers to go with drivers on trucks and possibly become drivers themselves. 1 girl for domestic work. \$15 per week. Philadelphia, Pa.

#1455--6 sewing machine operators to make trousers for government. 50 to 55 cent per hour to start. 48-hour week. Chicago.

#1454--2 girls to operate manglos in large steam laundry, night shift. Experienced preferred. 40 cents per hour; 48-hour week with straight pay. Chicago.

#1444--1 children's nurse to take care of children 1 month, 2, 3 and 6 years old. Clayton, Mo.

#1452--1 stenographer with at least one year experience. \$20 to \$22.50 per week. Chicago.

#1502--1 female office worker. Typing, long hand billing, comptometry if possible. 55 cents per hour to start, can go up to 75 cents. 44½ hours per week with time and half over 40. Chicago.

#1504--1 stenographer. \$145 per month. Hours 9 a.m. to 5 p.m., 5½ days per week. Typing, shorthand, mimeograph, general secretarial work. Able to deal with people in general administration of office side of institutional life. Detroit, Mich.

#1509--6 men for work in timber mill. Work to last till December. 70 cents per hour with time and half over 40. Board costs \$1.20 per day. Bunkhouse, bed and mattress furnished. Painter, Wyo.

#1507--1 girl for housework and care of 2-year old baby. Not much other work besides child care. \$35 per month. Cody, Wyo.

#1505--2 men for harvesting hay and grain, fencing and some irrigating. Work to last till December. \$90 per month with room and board. Cody, Wyo.

#1506--1 cook for 6 to 10 adults on ranch. Work to last till December. \$50 per month, with room and board. Cody, Wyo.

#1467--1 girl for general housekeeping and cooking. \$35 per month. Graybull, Wyo.