

Duty:

MONTHLY EMPLOYMENT REPORT

Procedure:

- Step 1. About 7 Employment Report forms received from Employment Office.
2. Each sub-section of Ed. Section is typed on a separate sheet.
3. Typed in duplicate - one onion skin copy for file.
4. Information requested for is found on Monthly Labor Sheet.
5. After filling in the information requested, secure principal's signature.
6. Returned to the Employment Office before the end of the month.

Duty:

EMPLOYEES RELEASE (Termination Notice)

Procedure:

- Step 1. Clerks first duty toward release of employees comes when given instruction to makeout termination notice (usually given resignation notice on which termination date is written.
2. Employee is given Employees' Clearance Notice.
3. Fill in information asked for on Termination Notice form 114 (form attached)
4. Make out in quintuplicate.
5. Secure signature of section head (principal)
6. All copies sent to the Employment Office to be distributed.
7. If an employee is released during the month, his Time Record Card is attached with the termination Notice and sent to the Employment Office.
8. When an employee is to be transferred to another division, a Division to Division Transfer Slip is filled instead of the Termination Notice.
9. Before worker is cleared, he or she must return the Employees' Clearance Report with all the necessary signatures.

Duty:

REQUISITION FOR WORKER

Procedure:

- Step 1. When in need of another worker, a Requisition for Worker form is made out.
2. Typed in duplicate (onion skin for file copy.)
3. Sent to the Employment office before a worker can be hired.
4. If new workers name is known, his name is typed under Remarks.
5. Worker will bring in Notice of Assignment which principal must sign and then all five copies is sent back to the Employment Office.

Duty:

FILLING IN TIME RECORD CARDS

Procedure:

- Step 1. Time sheets received from Camp I
2. Working hours recorded on Monthly Labor Record from Daily Register.
3. Employee time recorded as follows.
 - a. 8 hrs. for a full days work, or whatever hours worked.
 - b. absence on account of illness for 3 days or less is not recorded.
 - c. absence on account of illness for 3 days or more must be recorded S/8 and must be accompanied with a Certificate of Disability.
 - d. Certificate of Disability made out at the Clinic
 - e. The C. of D. is made only when the employee has been under the care of the doctor or has gone to the clinic for some attention.
 - f. Excused absence given when employee is absent for any other reason.
 - g. If an employee is sick for 15 days he must be terminated.
4. Timekeeper's signature

5. Supervisors signature (principal.)
6. Compensatory time is not recorded on Time Card
7. Total hours may be written in.

Duty:

MONTHLY LABOR SHEET RECORD

Procedure:

- Step 1. Forms found in file.
2. All employees on the payroll at the beginning of the month is typed on.
3. Time is recorded from the Daily Register.
4. Keep record of absence on this form.
5. Sent to principal with Time Cards at the end of the month.