

PERSONNEL DEPARTMENT
Chicago, Illinois

Works

November 1, 1945

For: _____
Industrial Relations Manager ✓

EMPLOYEES WORKING ON OFF-DUTY DAYS

Since January 1942, a report has been received from each manufacturing and raw materials operation showing the number of employes working seven consecutive days in each week. In view of the recent change to a five-day work schedule, the management has requested further information to indicate both the number of employes working seven consecutive days and the number of employes who work on their first or second off-duty day. The new report should be used commencing with the week ending November 11. However, for the week ending November 4, the present report of employes working seven consecutive days will suffice.

Attached is a new form which has been prepared as a guide in reporting the required information. Separate reports are to be submitted, one for wage earners and one for salaried employes. Reports will include both managerial and non-managerial employes, and should be completed in the following manner:

Column 1 - The name of the department, not the department number, should be indicated.

Columns 2, 3 and 4 - The number of employes in each occupation, by departments, should be shown. It will no longer be necessary to list the names of employes involved.

Column 5 - Use only the standard job titles appearing in the Occupational Rating Plan or the approved titles for salaried employes.

Columns 6 and 7 - These columns are self-explanatory. There is no change from the present form of report concerning employes working seven consecutive days.

So that the information received will be complete, reports should be submitted each week regardless of whether or not employes have worked seven consecutive days or have worked on their first or second off-duty day. If employes have not worked seven consecutive days and have not worked on off-duty days, the word "NONE" should be written on the face of the report.

It is important that reports arrive at this office within twelve days following the end of the reported week, so that the first report covering the week ending November 11 will be due in this office not later than November 23. It will be appreciated if these reports will arrive promptly.

ckk

Geo. J. Kelday

cc: Messrs.

J. L. McCaffrey - 19
F. D. Siefkin - 19
K. O. Schreiber - 19
Division Heads
Managers of Manufacturing