By virtue of the power in the authority vested and wherein the terms of Project Supervisory Procedure E-9, issued July 31, 1940, and revised to this date, the following rules and regulations governing personnel for the use of Project Supervisory Personnel shall be used by them as a guide in the proper performance of their respective duties. If and as changes occur in policy or procedure, revisions or supplements will be issued hereon. Given this 15th day of January, 1940.

Administration

[Signatures]

Date: January 15th, 1940
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I. Operating Procedure

E-9 issued July 31, 1939, contains rules and regulations governing employment on projects of the Work Projects Administration or projects operated by other Federal agencies by transfer of WPA funds.

This Operating Procedure sets forth regulations with respect to the broad functions of the Division of Employment. These regulations provide policies and procedures pertaining to the responsibilities of the Division of Employment with respect to employing and certifying individuals as part of the program, the assignment of emergency classification, the assignment of emergency certification of the availability of personnel, the determination of the responsibility and procedures pertaining to the responsibilities of the Division of Employment with respect to the certification of persons for employment, the assignment and transfer of work to employed employees, the assignment and transfer of eligible personnel, and the selection of the best qualified individuals.

It is expected that there will be several changes of these regulations to bring them in line with regulations with the provisions of the Emergency Relief Appropriations Act of 1939.

The regulations herein are made in accordance with the provisions of the Emergency Relief Appropriations Act of 1939.

The regulations herein are made in accordance with the provisions of the Emergency Relief Appropriations Act of 1939.
In a great many instances the selection governing the projects being carried on, responsibility lies with the Division of Operations not to insert in order that he may not become an enemy to himself, therefore, each Division is issued for the purpose of making such plans as may 16 upon the Division of Operations and Development for proper Division, and contains procedures and the specifications. It is prepared to distribute to all project supervisory personnel.
Section 2. Definitions

The following terms used in this Manual are hereby defined:

1. "Project" shall mean projects or portions of projects financed from funds appropriated to the Work Projects Administration and to the Works Progress Administration by the current Emergency Relief Appropriation Act and prior Emergency Relief Appropriation Acts.

2. "Assigned Employee" shall mean any persons employed on a project and paid from funds appropriated to the Work Projects Administration and to the Works Progress Administration by the Emergency Relief Appropriation Act of 1939 and by prior Emergency Relief Appropriation Acts.

3. "Project wage employee" shall mean any assigned employee paid by means of a payroll payment in accordance with the established schedule of monthly earnings, including such employees whose earnings may differ from such schedule due to making up allowable lost time and in case of (a) an emergency involving the public welfare, or (b) to protect work already done on a project.

4. "Supervisory personnel" shall mean those persons comprising the supervisory group in charge of a project. This group may include, when the size of the project so requires, such assistants to the project engineer or (2) project supervisor as (a) Assistant Supervisors, (b) Foremen, (c) the Chief Clerk, (d) the Chief Draftsman, (e) project safety inspector, and (3) the Chief Timekeeper. To the fullest extent possible, this supervisory group, whether obtained from relief or non-relief sources, shall be paid the monthly security wage and shall work 130 hours per month. The number of supervisory persons who are to be permitted to work longer than 130 hours per month and who are to be paid in excess of the monthly security wage shall be limited to those positions where the nature of the duties and duration of the work make it impractical to apply these restrictions.

5. "Project supervisory employee" shall mean all supervisory persons as defined under item 4 above who are not paid in accordance with the established schedule of earnings and who therefore be required to work in excess of 130 hours a month.

6. "Payroll period" shall mean a semi-monthly calendar period.
That is any consecutive fifteen-day period as designated by the Division of Finance Payroll Section.

7. "Payroll month" shall mean two complete consecutive monthly pay roll periods as designated by the Division of Finance.

8. The term "Per Day" as used in this Manual shall mean any calendar day. However, no project works shall be permitted to work more than one 8-hour shift in any 12-hour period.

9. The term "Per Week" as used in this Manual shall mean seven consecutive days beginning with Sunday and ending with Saturday.

10. The term "Unit of a Project" shall mean that portion of any official project or work project operating in a given locality, whether or not it is under supervision of one Superintendent or General Foreman, or consists of several crews under supervision of different supervisors.
The following quotation is taken from Section 3 of Operating Procedure E-9 and sets forth the responsibilities of the Division of Employment:

1. Classification Activities
   a. Classifying all certified persons according to the occupation for which they are best qualified to perform on the Work Program by reason of their occupation, training, experience, and ability, physical condition, education, etc.
   b. Reclassifying certified persons when additional information received indicates that the occupational classification of such persons should be changed.
   c. Reviewing allocations of occupations to wage classes, recommending additions, exemptions or changes in such allocations.

2. Assignment
   a. Making selection, assignment, change in assigned occupation, and termination of employment of certified persons.
   b. Completing assignment and termination of non-certified persons.
   c. Serving as liaison with employment offices designated by the United States Employment Service and other Federal agencies.
   d. Reviewing and clearing of project proposals or recommendations on the availability of labor.
   e. Controlling of assignments to projects as prescribed by regulations.
   f. Reviewing and making recommendations concerning requests for extensions from or changes in the monthly earnings, schedules or hours of work.
3. Labor Relations
(a) Maintaining uniform labor policies.
(b) Meeting with representatives of the Work Projects Administration for the purpose of discussing labor policies.
(c) Meeting with workers or their representatives for the purpose of handling labor disputes and complaints.
(d) Reviewing and adjusting labor complaints resulting from project operations, wages, hours, working conditions, etc., including investigations and hearings where necessary on such complaints.
(e) Being responsible for seeing that workers are informed of changes in program policies which may affect them.
(f) Anticipating possible causes of friction between workers and supervisory officials and taking such action as is possible within existing policy to prevent such friction.
(g) Handling disciplinary suspensions and dismissals.
(h) Participating in job and formanship training.
Section 4: Citizenship Requirements

No alien shall be eligible for employment in projects. To carry out the provisions of this regulation, it shall be necessary for each person paid from federal funds appropriated to the Work Projects Administration to execute the WPA Form 604, testifying to his citizenship status. Persons unable to execute such affidavit shall not be eligible for employment. The Division of Employment shall be responsible for securing WPA Form 604, as required, and to ensure only from persons who have filled out affidavit in conformance with these regulations. Work so arranged shall proceed in conformance with the WPA Form 604 having been executed and filed in the Division of Employment.
Section 5. Review of Current Work in the Load Emergency Relief Act of 1939 makes it mandatory that a review of the need status of each certified project employee shall be made at least once every six months and persons found not in need shall have their certification of eligibility canceled. This review will be conducted by the Social Work Section of the Division of Employment. Project Supervisory personnel must cooperate in this review when requested.

The following notice to certified workers has been reproduced and is now available at the Supply and Duplicating Section and must be posted or otherwise made available at the site of every work project in a manner which insures that every certified worker has been properly notified of its provisions.

NOTICE TO CERTIFIED WORKERS

The Emergency Relief Appropriation Act of 1939, Section 16 (f) provides that the Commissioner of Work Projects shall cause a periodic investigation to be made of the rolls of relief employees on work projects in order to eliminate from the rolls those not in actual need. In accordance with the provisions of this Act, the Commissioner of Work Projects has arranged for a review to be made of the need of each certified employee at least once every six months. The employee's cooperation is requested in making this review and assurance is given that care will be taken to conduct the review in a fair and impartial manner.

The Emergency Relief Appropriation Act of 1939, Section 28 provides that "any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment, or relief under the appropriations in this joint resolution shall be deemed guilty of a felony and shall be fined not more than $2,000 or imprisoned not more than two years, or both." It is the responsibility of each project supervisor to see that the Notice is properly posted.
Project employees shall be required to work 130 hours during each pay period. Each employee shall not be required to work in excess of 8 hours per day or 40 hours per week, except:

1. When authorized by the Public Administrator or his authorized representative in the case of an emergency involving the public welfare, or for the protection of work already done on a project.

2. When authorized by the Public Administrator or his authorized representative in the case of an emergency involving the public welfare, or for the protection of work already done on a project, provided such authorization shall not be effective for a period exceeding 48 hours per week (8 hours per day). When authorized, there shall be no maximum hours of work, but the number of hours of work shall be governed by the circumstances involved. When authorized, work shall be continued, the number of hours of work shall be 8 hours per day or 40 hours per week.

The term "pay period" as used in this section shall mean a calendar week. Employees, on projects that employees are required to work more than 8 hours per shift or per 10-hour period, except as authorized in clause 1 and 2 of this section.

The term "for work" as used in this section shall mean work authorized by the Public Administrator to directly benefit the people by beautifying and developing the Allegany Reservation. The work shall be visualized as a "road work".

In the event, however, that it is not considered, the projects will be considered for provision in accordance with the circumstances.
At the expiration of work under such circumstances, the normal schedule of project operation shall be resumed and the normal hours of work shall not be rescheduled in order to reduce earnings in subsequent periods to offset the excessive amounts earned during the period involved by such delays.

The schedule of hours of work for a project shall be arranged primarily in the interest of efficient project operation but shall not be rescheduled so as to cause undue or unreasonable hardship to project employees.

Rescheduling the performance of the productive elements in hours of work by days and weeks shall not impair the division operating the project.
Section 7. Hours of Work for Project Supervisors

The base of work required from project supervisory personnel, as defined in Section 2 of this Manual has been established by the Director of Labor of Work for Project Supervisors National.

The supervisor shall be expected to work 100 hours per month.

Project supervisory personnel will be given the opportunity to work on a rotational basis with each employee to be expected to be in that position for no more than 8 hours a day.

Deductions for volunteer overtime will be made on the basis of one-third of the employee's hourly rate for each hour of overtime.
Section 8. Making Up Lost Time Project

Employees shall be afforded every reasonable opportunity to earn the full scheduled earnings for the occupation at which assigned. Payment shall be made for time actually worked. However, project wage employees shall be given every reasonable opportunity to earn the full amount of such earnings. In order to do this, such project wage employees shall be allowed every reasonable opportunity to make up time lost due to the following circumstances, provided that in no case shall any project wage employee be allowed to accumulate allocable lost time in excess of fifty per cent of such employee's assigned hours per pay roll month:

1. When the project does not operate because of weather conditions or temporary interruptions in project operation beyond the control of the project wage employees;

2. When the project wage employee is unable to work because of:
   a. Illness, including illness or death of a member of the employee's immediate family,
   b. Injury sustained in the performance of duty,
   c. Military service,
   d. Exercise of voting privilege;

3. When the project wage employee is absent from the project;

   a. In the opinion of the State Work Projects Administrator or his authorized representative the cause of absence was reasonable;
   b. Such time lost can be made up without interfering with the efficient operation of the project; and
   c. Application for permission and authority granted to make up such lost time has been made in advance, or if application was not made in advance, the circumstances are such as to warrant favorable action.
displaced employees shall not be required to work on fixed
sites, nor shall any of displaced employees be required as
a temporary accommodation to undergo substitution to be
such as to

accordance with the above

rules.

From general wage employees in accordance with reasonable
place in same to meet a exigency, every effort should be made to
secure wage employees in addition to one or in situations or projects
wherever possible. In such cases it is not necessary if the prorated wage
companies present in the project is in accordance with the

adequate limits.

Claim for said employees are made up during the

necessary, by available project specifications to secure

of adequate and

time to the extent that

time.

of earnings matching actual labor delivered in the

cause of time as to extremity or otherwise.

1. All the payments to the displaced wage employees shall
come in part from the fund provided for the purpose of

payments. The amount of such fund shall be such as to

be paid as provided in the contract. No such payments shall
be made for any period beyond the period specified in the

contract.

2. The entire payments to the displaced wage employees shall
be made within a reasonable time after the expiration of

project. The amount of such payments shall be such as to

be paid as provided in the contract. No such payments shall
be made for any period beyond the period specified in the

contract.

3. The payments to the displaced wage employees shall
be made within a reasonable time after the expiration of

project. The amount of such payments shall be such as to

be paid as provided in the contract. No such payments shall
be made for any period beyond the period specified in the

contract.

4. The payments to the displaced wage employees shall
be made within a reasonable time after the expiration of

project. The amount of such payments shall be such as to

be paid as provided in the contract. No such payments shall
be made for any period beyond the period specified in the

contract.
Compensation Section of the Division of Finance. However, it
shall be clearly established by the State or local Compensation
Officer that the injured worker has entirely recovered to permit
reemployment without danger to himself or other workers and that
the injured worker shall be able to perform normal duties required
without special consideration or creation of a special job.
Section 9. Assignment and Termination

The primary assignment functions of the Division of Employment are the preparation and maintenance of occupational classification charts of current employees and the issuance of permits for workers. The primary responsibilities of the Division of Employment include: (a) approving and certifying occupational classifications for work orders, WPA Form 401; (b) selecting persons to fill such requisitions; and (c) issuing assignment notices to the persons selected. Detailed instructions relating to the assignment responsibilities and procedures are contained in the following sections 10 through 14.

Termination or the employment of assigned employees shall be made by the Division of Employment upon the basis of requests and notifications from the operating divisions in accordance with the procedures for termination. The Division, in turn, shall notify the operating divisions in accordance with the procedures for termination. The operating divisions shall notify the Division of Employment in accordance with the procedures.
Section 10. *Requisition for Workers* Every building assignment shall be treated as a unit or as a part of a project. INSTRUCTIONS TO MECHANICAL OFFICERS: The first copy shall be submitted by the designated requisitioning officer of the operating division of the project to the Division of Employment. Requisitions shall be filled for (1) additional employees, and (2) the change in status of an employee. When an employee is no longer required on the project, he shall be released from employment, and the blank shall be submitted as provided in Section 16. Copies 1 and 2 of these blank forms shall be forwarded to the Division of Employment and copy 3 shall be retained in the files of the requisitioning officer.

The request for employment of workers shall be made advisable as provided in Section 9 of Operating Procedure No. 9. The classification of the project shall be shown on WPA Form 401. The classification of the project shall be based upon standardized occupations, titles and job descriptions set forth in the Manual of Occupational Specifications outlined in Section 23 of Operating Procedure No. 9.

It will be noted that this section provides that the geographical zone in which the project is located must be specified on all Requisitions for Workers, WPA Form 401. Since the Area Employment Officers have not completed their zoning procedures, this information will not be available, but as such has not been necessary to the WPA in obtaining approval. When
Information will be handled on the supervisory personnel at which time they will conform to the regulation above stated.

It will also be noted that this section explains the law of the land at Departmental Conventions, or in the execution of any project, that this section has been included to assist in the selection of occupations to be used in projects. These laws should be consulted in selecting occupations to be given to projects as necessary personnel in each to understand and do the best work.
All assignments and reassignments of persons to projects, including the reassignment of an assigned employee from one project to another and changes in the assigned status of an assigned employee due to changes in the employment status, shall be accomplished through the execution of notices. In the event the employee is separated from employment, he may resign, be relieved, or be permanently or temporarily assigned to work on projects engaged in the performance of a project, with or without compensation. No person shall be assigned to work on projects unless the Division of Employment has in its file WPA Form 607 executed by the person as outlined in section 4. A person shall not be assigned to work on projects in any capacity unless such person has executed Oath of Allegiance, WPA Form 607. WPA Form 402 also provides a statement to be certified by the person assigned to the project that he does not advocate or is a member of any organization that advocates the overthrow of the Government of the United States through force or violence. Such certification is required by Section 10 of the Emergency Relief Appropriation Act of 1935, and read as follows:

This person does not advocate nor belong to any organization that advocates the overthrow of the Government of the United States by force or violence.
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In reassigning an assigned employee from an MIRS project to another without interruption of employment, it is not required that NOTICE OF
REASSIGNMENT OF EMPLOYEE be executed to separate the employee from the project to which he is currently assigned. However, a
FORM 403 must be executed to terminate an assigned employee to a
MIRS project when such employee is to be reassigned to a project of another Federal agency.

Instructions relating to the routing of FORM 403 and related forms are
covered in Section 12. Instructions relating to reassignment of an assigned employee are set forth in Section 13.
Section 12. Routing of NOTICE TO REPORT FOR WORK ON PROJECT, VIPA Form 402

Instructions relating to the routing of VIPA Form 402 when executed (1) for a person not currently employed on a VIPA project, (2) to effect the reassignment of an assigned employee from one VIPA project to another, and (3) to effect a change in the assignment status of an assigned employee who is to remain on the same project, are set forth in the following items 1, 2, and 3, respectively.

1. When executed for a person not currently employed on a VIPA project, copy 5 shall be sent to the person assigned, copy 4 shall be retained in the files of the Division of Employment, and copies 1, 2, and 3 shall be sent to the project supervisor.

Upon the reassignment of a project wage employee who is not currently employed on a VIPA project, the Division of Employment shall forward to the project to which the employee is being assigned, TRANSFER RECORD OF EMPLOYEE'S TIME UPON TRANSFER OR REASSIGNMENT, VIPA Form 513 or temporary equivalent, which was submitted to the Division of Employment at the time the employee's previous employment was terminated.

In the case of the reassignment of a project wage employee from one VIPA project to another, where there is no termination of employment, the current time record of the employee shall be transmitted to the receiving project by the timekeeper of the releasing project.

When the person assigned reports on the project, he shall be required to present copy 5 and shall sign copies 1, 2, 3, and 5. The project supervisor shall witness the signature of the person and then enter on these copies in the space provided, the date on which the person assigned begins work and shall himself sign these copies. Copy 5 shall then be returned to the worker, copy 1 shall be forwarded to the Pay Roll Unit of the Division of Finance, copy 2 shall be returned to the Division of Employment, and copy 3 shall be retained on the project.

If the person assigned fails to report, refuses the assignment, or is rejected by the project supervisor, the supervisor shall write "Failed to report," "Refused assignment," or "Rejected," whichever is appropriate, across the face of copies 1, 2, and 3. In instances
the employee is rejected, the supervisor shall report forth in detail the reason for such rejection.

In case the person assigned fails to report or refuses the assignment, the supervisor shall state the reasons whenever known. In such cases, copies 1 and 2 shall be returned to the Division of Employment, together with the copy of WPA Form 513, and copy 3 shall be retained on the project.

In cases where the person assigned fails to report, the project supervisor shall hold the form for 5 days and then cross the notice on the reverse and return them to the Division of Employment.

In cases where the assignment is refused or rejected, the forms shall be returned immediately to the Division of Employment with the appropriate notation written on.

2. A Form 102 is prepared to effect the reassignment of an assigned employee from one WPA project to another (transfer), copy 5 shall be sent to the employee, copy 2 shall be sent to the project to which the employee is currently assigned, copies 1 and 3 shall be sent to the project to which the employee is being reassigned, and copy 4 shall be retained in the files of the Division of Employment.

Upon receipt of copy 2, the project supervisor shall note the date of the employee's removal on this copy and on the project records, and this copy shall be given to the employee for delivery to the receiving project, together with the TRANSFER RECORD OF EMPLOYEE TRANSFER OR REASSIGNMENT, WPA Form 513.

The procedure on the receiving project shall be outlined under Item 1 above.

3. When it is desired to effect a change in the assignment status of an assigned employee who is to reassign on the same project, copy 6 shall be sent to the receive project, with copies 1, 2, 3, and 5.

In the case of project supervisors or any authorized personnel, if the change is acceptable to the rejecting supervisor, he shall have the worker sign the four copies and also sign those copies himself.

...
After entering the date on which the employee begins his new duties, copies shall be returned to the worker, copy 1 shall be sent to the Division of Finance, copy 2 shall be returned to the Division of Employment, and copy 3 shall be retained on the project.

If the project supervisor rejects the change, he shall write "Rejected" across the face of each of the copies, set forth his reasons for the rejection, and return copies 1 and 2 to the Division of Employment.

If the employee refuses to accept the change, the project supervisor shall note this fact on copies 1, 2, and 3, together with the employee's reasons, and shall return copies 1 and 2 to the Division of Employment. In such cases, the Division of Employment shall take whatever action is appropriate.

Speech of all project supervisory personnel is called to Paragraph 2 of this section, on the subject of Transfers. If it be necessary to transfer a worker from one project to another, the requisitioning officer shall establish the effective date of this transfer that will allow the employment office sufficient time to execute the documents and distribute the several copies to their respective destinations, bearing in mind that a worker should not be allowed to move from one project to another until the worker has received his copy and both the transferring and receiving projects have received their copies.
For all bills used when it is desired to change the employment of an employee on the project to which he is assigned, or if it is desired to assign an employee to another project at a different occupation, in persons of particular skill needed on a project, the authorized representative of the operation, or a agency having supervision of the project, shall requisition the necessary number of persons by use of WPA Form 401. If, at the time requisition is issued to the Division of Employment, the employee already working at another or qualified for this occupation, the Division of Employment may change the occupation of such persons provided they are unlisted to perform duties required, whereas if no such persons are working on the project, the Division of Employment may requisition such persons from other projects or from the unassigned personnel file.

If the requirement is deemed to be impossible and consistent with regular procedure, the WPA Form 402 is issued changing the assignment status of an employee on the project to which he is assigned, the following notation made on WPA Form 402, "Change Assignment Status."
When it is deemed desirable to make the area and zone identifiable or a substantive, beginning or completing project subject change, or an important rearrangement in a manner or system, and when there is some time during the period of time between the closing of the old official project and the commencement of the new official project, employees shall be assigned to new official project as one of the dates of the new project is not held in any volume. The use of the

When an official project number shall not be utilized for any employee assigned to the new official project and its copies.

Upon receipt of the new official project number shall be sent to the Division of Employment, the fourth copy retained by the party assigning the number.

Upon receipt of the official project number shall be sent to the Division of Employment, the second copy to the Division of Labor, the third copy to the project supervisor, and the fourth copy retained by the assigning office.
Section 15. Termination due to Eighteen Month Limitation on Employment

With the exception of volunteers, all certified employees who have continuously rendered service for work that requires similar work to prevent loss and replacement, the service of persons employed in these positions until to serve by the direction of the Park Commission or for the benefit of the State.

An attempt to extend the current appointment prevents the best service. Any person on the payroll of properly executed three (3)
TERMINATION OF EMPLOYEES, WPA FOID. 419 shall be used for the purpose of requesting the termination of employment of employees in all instances, except as outlined in sections 15 and 18.

When a project or a portion of a project is completed, discontinued, or abandoned, or is in any way necessary to reduce the number of employees, or in case, the Division of Employment shall be notified by the use of WPA Form 419. The Form 419 provides space for identifying information regarding the project, name and identification number of each employee to be terminated, the reason for such request and the effective date of separation.

WPA Form 419 may be initiated by the official in the operating division having charge of projects in the locality. If at the time employees are terminated from employment as a project is concluded, additional requests are made at once providing the official in the operating division shall prepare and transmit for review, the Form 419, requesting termination of the number of employees stated in the plans which have been made or is in the Division of Employment and furnished with the WPA Form 419, together with the project on file in the Division of Employment.

Upon receipt of the Form 419 the Division of Employment may either terminate the employment of such employees by use of WPA Form 419 or assign such employees, by use of WPA Form 402, requesting assignment of employees. WPA Form 419 shall be considered equally with other applications if available, taking into account all of the factors governing the selection of employees for employment or assignment.
To request for dismissal of employee for disciplinary reasons, see section 18.

This form shall be prepared in triplicate, original one copy to be submitted to the personnel division and two copies retained for project files. This form shall not be used to request termination of personnel who have less than eighteen months employment (see section 15).
Employees shall be required to report for work on each day the project operates unless otherwise notified by a designated official. On days when the project does not operate because of temporary interruption beyond the control of the employees, every effort shall be made to notify such employees in advance. In such cases it is not necessary for employees to report to the project in order to be given credit for allowable time.

Procedures to be followed in the cases of (1) absence without notice, and (2) absence with notice are set forth in the following items A and B of this section.

A. Absence without Notice. Employees who are voluntarily absent from the project for five consecutive days on which the employee is scheduled to work without notifying the project supervisor or foreman as to the cause for such absence shall have their employment terminated by the issuance of NOTICE OF TERMINATION OF EMPLOYMENT, VVPA Form 403. VVPA Form 403 shall bear as explanation: "Absent 5 consecutive work days without notice of cause.

B. Absence with Notice. Employees who notify the project supervisor or foreman of absence from the project because of illness, temporary private employment, military leave, or other valid reasons acceptable to such official, shall not have their employment terminated until they have been absent for a full payroll period. In the over, however, an employee notifies the project supervisor or foreman that he will be absent from the project in excess of a full payroll period due to the above circumstances, VVPA Form 413 shall be prepared and filed by the Division of Employment, and the reason shall be stated thereon.

No employee shall be continued in active employment status after he has been absent due to any of the above circumstances for a full payroll period.

In carrying out the provisions of items A and B of this section, REQUEST FOR TERMINATION OF EMPLOYEE, VVPA Form 411 shall be used to notify the Division of Employment of the absence.

Injured employees unable to report as the result of a disabling injury sustained in the performance of their work and who have applied and been accepted for workmen's compensation shall keep their job during only the disabled time.
Section 18. Project wage employees who shirk their duties or otherwise violate the rules of the project will be subject to disciplinary action as outlined in items A and B of this section. Project wage employees will not be reduced in classification or otherwise demoted as a disciplinary measure.

A. Warning Notice of Suspension. Form 418 shall be used for this purpose. This form shall be executed in three copies on the project and signed by the supervisor in charge of the project and the employee. If the employee refuses to acknowledge the receipt of warning notice, the signature of a witness shall be secured. The employee shall not be subject to disciplinary action because of refusal to sign the warning notice. The original shall be delivered to the employee, one copy returned to the Division of Employment, and one copy retained on the project. If the form is issued as a warning, it is not necessary that it be approved by the Division of Employment; however, one copy shall be filed in the employment records of the employee concerned and shall become a part of his work record.

B. Suspensions and Discharges. In the event that the issuance of a warning notice as outlined in item A of this section fails to induce the employee to perform his duties in accordance with regulations or when the severity of the offense warrants more than a warning, the project supervisor may prepare Form 418, suspending the employee for a period of three days or less. In this case, the project supervisor shall submit the original copy of the form to the Division of Employment and one copy to the suspended employee and advise the employee of his right to report to work. If the suspension is for a period of three days or more, the Division of Employment will not review the action taken by the supervisor unless the suspension is contested or appealed by the employee. In such cases, when noting more than three days suspension, the project supervisor shall prepare Notice of Suspension, Form 418, and suspend the employee indefinitely, pending notice from the Division of Employment of the suspension. In such cases, Form 418 shall be prepared in three copies setting forth the circumstances necessitating the suspension. The original shall be delivered to the Division of Employment; the first copy given to the employee; and the second copy retained by the supervisor. In order to avoid any question as to whether the suspension was justified, Form 418 shall be prepared in duplicate, one copy remaining with the Division of Employment and the other delivered to the employee, who shall be given an opportunity to reply thereto and the matter finally determined by the Division of Employment.
sustained orders; he shall not be an employee to the detriment of the contractor in the project, and that he cannot make on the work in until notice is given by the Division of Employment, of which it is an official part. The Division of Employment will direct the contractors to be consulted by the appropriate division when a work situation is to be considered for placement or reinbarkment.
EMPLOYMENT and Personnel Office of Washington in

FORM 403 NOTICE OF TERMINATION OF

EMPLOYMENT, in accordance with the requirements of the Division of Employment, the form below, shall be prepared by the Manager of Employment and entered in correct order:

Copy 1 - Forwarded immediately to the Division of Finance.

Copy 2 - Forwarded to the Project foreman or supervisor of the project from which employment is being terminated.

Copy 3 - Forwarded with copy 2 to the project for the project file.

Copy 4 - Rotated by Division of Employment pending return of signed copy 2 from the Project Supervisor.

Copy 5 - Filed or delivered directly to the worker.

The original of Form 2 must be attached to the 2nd copy of this form when transmitted to the Division of Employment.

Copy 6 - Signed by the representative of the Division of Employment for acknowledgment of receipt by the foreman or supervisor of the project.

Project Supervisors should take special care that no worker is allowed to work beyond the effective date of his 403.

The signature of the representative of the Division of Employment on the form is acknowledged by the Division of Finance.
Section 20.

Private Employment Certified project employees and unassigned certified persons shall be expected to accept bona fide offers of private employment, whether of a permanent or temporary nature, provided:

1. The project employee is capable of performing the work.
2. The wage for such employment is not less than the prevailing wage for such work in the community where the employee resides.
3. Such employment is not in conflict with established union relationships.
4. Such employment provides reasonable working conditions.

A certified project employee who leaves project employment to accept such private employment shall, at the expiration thereof, be entitled to immediate reemployment on a project if he is still in need and if he has lost the private employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

Certified project employees and certified persons awaiting assignment who refuse to accept private employment meeting the conditions cited above shall be ineligible for employment on projects during the period for which such private employment would be available.

The provisions of this section shall apply only to those persons who leave project employment for the purpose of accepting private employment on and after January 1, 1939.

A neutral policy shall be maintained by the Work Projects Administration in all disputes between employees and employers in private industry. Employees may not be discharged from projects or otherwise denied employment on projects for refusal to accept employment where employees are locked out or on strike.
Section 21.

Employment

In order to avoid competition between the Work Projects Administration and other Federal agencies, no certified person shall be eligible for employment on a project classified to which he is not assigned or on work classified to the Work Projects Administration. No such person shall receive such amount as would necessitate a reduction of another Federal agency's salaries, bonuses, pensions, or other forms of compensation, at rates equal to or higher than the average established for another work or project of the same importance in the area. Any employee whose work has been assigned to a project of greater national importance and whose services are temporarily suspended through no fault of his own, shall not lose his eligibility for employment on any project of the Work Projects Administration or any other Federal agency or service of same importance.
Section 22. Labor Relations

The Division of Employment and the operating divisions are jointly responsible for maintaining satisfactory relations with project employees. A complete file of regulations, orders and general instructions issued by the Work Projects Administration shall be maintained in the regulatory branch office and information concerning the relations policy that may be pertinent to the employee, shall be available to employees for inspection upon request.

The Labor Relations functions include the maintenance of uniform labor policies as interpreted by the Division of Employment. These policies shall include the rights of project employees, including the carrying out of investigations and the service of the findings of investigations, together with the procedures and consequences of complaints. Every effort shall be made to settle labor disputes by computation.
Section 23. Discrit: nation Projects. "Qualified" means qualified by experience, training and equivalent experience in work on projects which put to direct or indirect benefit of organizations controlling, managing or representing in a major way, any other human resources, and which are open to the property open to all.

None in a position of execution of money for any purpose. To perform such as for any additional work we have been authorized to perform under any contract or agreement to sell, purchase or sell of any labor organizations, boards, councils or any associations of the membership in terms of any profit or returns to the First Class.
Section 24 - Maintenance of order

The responsibility for the maintenance of order and efficiency on projects rests with the administrative and supervisory personnel of the Work Projects Administration. In the event of interference with the work of a project, or efforts to disrupt a sequence of projects, the responsibility of order is a function of the state or local jurisdiction. If interference is excessive to permit the continuation of project operations, it should be referred to the established police force of the locality. Funds for Work Projects Administration should not be used for the employment of local police in order to maintain the operation of a project.
Section 25, Political Activity

Cases involving political activity shall be treated in accordance with the Emergency Relief Appropriation Act of 1939 and regulations issued by the Commissioner of the Work Projects Administration.
Section 26, Collection of Private Debts of Project Employees

The Work Projects Administration shall not act as agents for or take any part, directly or indirectly, in the collection of private debts contracted by project wage employees. In accordance with Federal statutes, assignments of wages or salaries made by such employees, or judgments rendered against them, shall not be recognized. Their wages or salaries shall be paid to them in full notwithstanding the existence of such assignments or judgments, except where employees are indebted to the Federal Government in the event of over-payments, subsistence in work camps, etc.

In order that the policy of this Administration regarding the payment of debts by project employees may be known to the project employees and others, the following notice shall be reproduced in each state and posted at the site of each project:

NOTICE TO ALL WPA PROJECT EMPLOYEES

The Work Projects Administration was established for the purpose of giving employment to persons in need, in order that they might be able to maintain themselves and their families.

Employees may establish credit with local merchants on the basis of employment with the Work Projects Administration. They have a definite responsibility as substantial citizens to meet their obligations.

While it is not the responsibility of the Work Projects Administration to take disciplinary action in cases of non-payment of debts, employees are expected to accept the responsibility of their obligations and govern themselves in a creditable manner. Abuse of credit privileges extended by merchants will bring unjust criticism on their fellow employees and the Work Projects Administration.
Section 27. -- Section 27. -- General Provisions, Requirements and Provisions for "Unfair Discharges, Suspensions and Terminations for Cause"

An employer who receives a written warning on Form 418 shall, if he feels that the action taken is unjustified, file a written statement of the action taken with respect to the employee concerned and a statement as to the reasons therefor. The statement shall be filed in the employment records of the employee concerned and shall be a part of his work record, unless it is determined upon review that the warning was unjustified.

Similar procedures shall be followed in the event of a suspension or termination for cause set forth in Section 28. As provided in Section 18, project work employees shall not be reduced in classification or rank or otherwise demoted for discipline. Warnings on WPA Form 418 shall be filed in the employment records of the employee concerned and shall be a part of his work record, unless it is determined upon review that the warning was unjustified. Similarly, when it is determined upon review that the suspension of an employee was unjustified, the suspension shall be removed from his record, and the employee shall be credited with the time lost while the suspension was in effect. If the termination of an employee for cause set forth in Section 28 is found upon review to have been unjustified, the employee shall be entitled to reassignment to available project positions as herein provided.

Except in cases of gross misconduct or where reasonable effort to adjust the employee to the project has failed, or where the employer and the employee find for good cause that it is impractical to permit the employee to remain on the project, an employee who is eligible and qualified for WPA employment shall not be permanently barred from project employment.
Section 28-Presentation and Adjustment of Grievances

Grievances arising on a project should, whenever possible, be adjusted at the time they occur or at a time convenient to the complainant and the project supervisor; it being understood that the employee bearing the grievance had the right to be represented by any person or organization he may choose. Supervisory and administrative officials of the Work Projects Administration shall make every effort to avoid unnecessary delay and to expedite the adjustment of grievances.

It shall be the duty of all officials of the Work Projects Administration who are authorized to adjust grievances to inform complainants of their representatives how grievances may be appealed for review if they are not satisfied with the decision rendered. In no case shall the employee's security in project employment be placed in jeopardy because of such an appeal.

All grievances (with the exception of those which arise simultaneously on more than one project and which need not be governed by the provisions set forth in 1 below) will be adjusted in accordance with the following procedure:

1. The complainant or his representative shall submit the grievance to the relevant officials on the project site. Failing a mutually satisfactory adjustment on the project, the grievance may be submitted to the District Employment Officer. In the event, however, that the grievance is presented for the complainant by his authorized representative not employed on the project, it may be advisable that such grievance be presented in the first instance to the District Employment Official.

2. On the presentation or the appeal of a grievance from the project, the District Employment Officer shall review the grievance and attempt an adjustment.
3. If failing a mutually satisfactory adjustment, the grievance may be submitted to the State Work Projects Administration, Division of Employment, where the final review and decision of the State Administration shall be made on the basis of the facts accumulated or a hearing may be held. The decision of the State Administrator or a properly designated officer in the Division of Employment shall be communicated in writing.

4. If the decision of the State Work Projects Administrator is not satisfactory, the grievance may be appealed to the Assistant Commissioner in charge of the Division of Employment of the Work Projects Administration at Washington, D.C.

No case on appeal will be accepted for review by the Assistant Commissioner until a final decision has been rendered by the State Work Projects Administration in accordance with the procedure outlined above. Upon receipt of an appeal, the Assistant Commissioner may request the State Administrator to forward to Washington a copy of the final decision in the State on the case, together with pertinent supporting documents and any additional information that may be considered relevant.

In the event that the Assistant Commissioner deems it necessary to hold a hearing, he may request the services of the Regional Division of Employment, or of such other personnel as he may deem expedient in reaching a decision.

The responsibility for efficient and satisfactory project operation rests entirely with the State Work Projects Administration and the Assistant Commissioner will not accept for review appeals from project supervisory employees except in cases of alleged discrimination, in which case the procedures outlined above shall be followed.
Section 29. Organizational Activities of Project Supervisory Employees

It shall be the responsibility of foremen and other supervisory officials in charge of projects of the Work Projects Administration to maintain fair and equitable labor relations on projects under their supervision.

Foremen and other supervisory officials having supervision over project employees have the right to become members or to retain membership in any labor organization; however, while employed in such supervisory capacity they shall not at the same time engage in any organizational activities involving WPA project employees.

Supervisory officials on WPA projects may not receive instructions relative to project operations from the officials of any labor organization nor enter into agreements with such labor officials regarding matters pertaining to project operations or their relations with project employees under their supervision. Such matters shall be referred by the supervisory officials to their immediate superiors or to the proper official of the Division of Employment.
APPLICATION OF THE SCHEDULE OF MONTHLY DUTIES TO CITIES AND AREAS OF 10,000 TO 100,000 IN POPULATION

- In accordance with the provisions of Florida Statute 395.25 of the Florida Statutes, amendments entrusting the creation of public service corporations by the local public service corporation commission, effective September 1, 1930, a yearly reorganization of the schedule of monthly duties is required to maintain the morale of local public service corporations.

The monthly schedules shown are based on 40 hours of work. Thus, in order to obtain the percentage of the total wages required for the work of each municipality, the wage rates are divided by the number of hours worked, and the results are multiplied by 100.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Population (1930)</th>
<th>Wages (1930)</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duval County</td>
<td>129,220</td>
<td>$3,383,000</td>
<td>$26.85</td>
</tr>
<tr>
<td>Orange County</td>
<td>90,720</td>
<td>$2,340,000</td>
<td>$25.95</td>
</tr>
<tr>
<td>Pinellas County</td>
<td>104,000</td>
<td>$2,700,000</td>
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</tr>
<tr>
<td>Hillsborough County</td>
<td>110,000</td>
<td>$2,900,000</td>
<td>$26.36</td>
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<td>Counties in which the 1930 population of the largest municipality was 5,000 to 25,000.</td>
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<td>-----------------------------------------------</td>
<td></td>
<td></td>
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<tr>
<td>Unskilled (UB) Unskilled (UA) Intermediate Skilled (S) Professional &amp; Technical (P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$36.40</td>
<td>$31.20</td>
<td>$35.10</td>
<td>$39.90</td>
</tr>
<tr>
<td>Alachua</td>
<td>Bay</td>
<td>Broward</td>
<td>Gadsden</td>
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<tr>
<td>$40.30</td>
<td>$48.10</td>
<td>$62.40</td>
<td>$47.90</td>
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<tr>
<td>Manatee</td>
<td>Sarasota</td>
<td>Seminole</td>
<td>Volusia</td>
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<th>Counties in which the 1930 population of the largest municipality was under 5,000.</th>
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</thead>
<tbody>
<tr>
<td>Unskilled (UB) Unskilled (UA) Intermediate Skilled (S) Professional &amp; Technical (P)</td>
</tr>
<tr>
<td>$31.20</td>
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<tr>
<td>Baker</td>
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<tr>
<td>$35.10</td>
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<tr>
<td>Bradford</td>
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<td>Charlotte</td>
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<td>Clay</td>
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<tr>
<td>Columbia</td>
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<tr>
<td>Columbia</td>
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<tr>
<td>$31.20</td>
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</tbody>
</table>

This Order shall become effective on September 1, 1939.

Approved: 8/22/39

/s/ Roy Schroder

State Administrator