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Factory & Industrial Relations Managers Meeting 1943 - Comments on Agenda
AB 448 82
JSZ017

YOUR JOB

WITH

JOHNS-MANVILLE

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"YOUR JOB WITH JOHNS-MANVILLE"

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SECTION I

FOREWORD

It is the purpose of this booklet to help you understand your job and to tell you how Johns-Manville and the plant operate.

Your satisfaction will depend a great deal on how much you like your work and the conditions under which your work is done. It is important, therefore, for you to understand those things which affect your job and concern your employment in any way.

Study this booklet carefully. It contains our methods of work and explains how they relate to your job. By following the information given throughout these pages, it is our hope that your employment here with us will give you a great deal of satisfaction.

Ask your Foreman about anything you do not understand. He will be glad to help or advise you.

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SECTION II

COMPANY BACKGROUND

"Johns-Manville" to many people suggests building materials. Others think of filter aids, industrial insulations, cements, packings, sound-control products, electrical or friction materials, and so on. Few realize that Johns-Manville is such a diversified manufacturer, making and marketing well over a thousand products of varied composition and design.

The company was founded in 1858 under the name of the H. W. Johns Company. It was located in a New York City basement where H. W. Johns and a helper made roofing from saturated wool felt, burlap, manila paper, pitch, and asbestos. The equipment to make this roofing consisted of an oil stove, a tea kettle with a flattened spout, and an ordinary clothes wringer.

In this process, the felt, burlap and paper were guided into the clothes wringer, while pitch was poured from the kettle upon the intermediate layers. Then the upper surface of the combined layers was coated with the pitch and a layer of asbestos fiber imbedded. The mixture was finally run through the wringer again to fix the asbestos firmly to the surface. Since the coating for finishing roofs was black and customers demanded other colors, paint was entered as a side line.

In 1892 several competitive companies were merged, and the concern carried on under H. W. Johns, Jr. when the founder died in 1898.

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In 1901 the Manville Covering Company, organized during 1886 in Milwaukee, merged with the H. W. Johns Manufacturing Company under the firm name of the H. W. Johns-Manville Company. In 1920 the initials were dropped and the name changed to Johns-Manville, Incorporated.

A further reorganization took place in 1927, and the company assumed the name of Johns-Manville Corporation. It was at this time that the company changed from a privately-owned organization to a corporation of widespread public control. Today, Johns-Manville is owned by nearly 8,000 stockholders in many walks of life throughout the United States and other parts of the world.

In the period of over eighty years from 1858 until the present date, the personnel of the company has grown from its first two employees, H. W. Johns and his helper, to a working force of over 11,000 people.

Advancing by modern means of production, merchandising, distribution, and continuous research backed by a million-dollar laboratory--the largest of its kind in existence, Johns-Manville has expanded its activities to manufacture countless products for varied markets throughout the world.

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The Johns-Manville Factories and Mines are located at:

Alexandria, Indiana
Asbestos, Quebec
Chrysotile, Arizona
Jarratt, Virginia
Lompoc, California
Los Angeles, California
Manville, New Jersey
Marrero, Louisiana
Moll Donck, Belgium
Nashua, New Hampshire
North Billerica, Massachusetts
Pittsburg, California
Redwood City, California
Richmond, Indiana
Watson, California
Waukegan, Illinois
Zelienople, Pennsylvania

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SECTION III

EMPLOYEE POLICIES

All of us in Johns-Manville are united together in a competitive undertaking for the purpose of manufacturing and selling over 1,200 products. These must compete not only with similar products of other companies, but also with many types of materials that can be substituted for ours. The success of our business therefore depends upon our ability to give customers more for their money than competitors can.

In order to do this, it is necessary that we work together in mutual understanding and confidence. The company believes that satisfactory relations between management and employees require respect and consideration for each other's problems and viewpoints. It is on this basis that the following Johns-Manville employee policies have been built:

To give each applicant for a job with Johns-Manville a fair and equal chance to qualify as an employee.

To give all employees equal opportunities for development and advancement.

To maintain reasonable hours of work.

To maintain fair and adequate wage schedules and methods of payment.

To provide safe and healthful working conditions.

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To promote a friendly and co-operative relationship among all groups within the company.

To guarantee to all employees the right to confer with management individually or collectively on matters concerning their own or the company's interests.

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SECTION IV

EMPLOYMENT

EMPLOYMENT POLICY

Johns-Manville makes no discrimination against any one because of his race, religion, political belief, or membership in any lawful organization. It is the policy of the company to make its practices uniform in application among all employees.

CITIZENSHIP

For over 80 years, Johns-Manville has progressed as an American organization, continually upholding the American way of doing things. It is therefore the policy of the company to give preference to American citizens in the selection of new employees for employment in the United States, and to encourage and actively assist any alien employees already in our service to become American citizens.

HIRING AGES

It is our practice to consider the minimum age for employment with the company as being 20 years of age.

There is no maximum hiring age because the company recognizes the invaluable worth and skill of those with long experience.

MARRIED WOMEN

In the hiring of female employees, the company does not believe in discriminating against married women. Female employees are hired without regard to their marital status.

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EMPLOYEE RATING

To provide a basis for promotions and transfers and to gauge the ability of each employee, everyone is rated according to a definite, systematic plan. This plan is based on an individual's workmanship, dependability, co-operation, safety habits, initiative, leadership, and attendance. These are all important factors used in determining the capability and value of an employee.

The plan is designed so that every one may be rated consistently by his immediate foreman in consultation with the foreman's responsibility head. New employees are rated six months after employment and yearly thereafter. Regular employees are rated once each year. These records are confidential, but employees may review their own ratings with their foremen.

PROMOTIONS

Vacancies are filled by promotion from within the company whenever this is possible. Promotions are based on merit, involving ability to handle new work, capacity for additional responsibility, analysis of past and present ratings, length of service, education and training.

LAY-OFFS

Every effort is made to arrange production schedules so that employment may be made as continuous as possible throughout the year. Through the activities of the Forecasting and Scheduling Department at General Headquarters, sales estimates are coordinated with production plans to keep production schedules on as even a scale as possible.

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LAY-OFFS (Continued)

However, when production falls off to the point where a reduction in the working force must be considered, hours will be reduced and the work spread among the greatest number. This policy is carried out as long as it can be done logically, with fairness to the greatest number of workers, and in compliance with good management practice.

If the lack of business should continue, a new operating schedule will be established and the number of jobs to be filled is then determined. Under this schedule, those employees with ability and experience and who have long service records are retained. Those with less ability or less experience and who have a limited service record are laid off.

All employees laid off for reasons beyond their control, are placed on a recall list where they are subject to re-employment as soon as conditions permit.

RECALL OR REHIRING

When it becomes necessary to add to the working force, those whose names have been put on the recall list are given preference. Rehiring from this list is done in reverse order, the last man to be laid off being the first one recalled, provided he is experienced and qualified for the job available.

Should an employee refuse the first offer of re-employment, he will lose his order of preference on the recall list. If he is subsequently re-employed, any prior service record will be cancelled.

If there is no one available from the recall records, it is our policy to employ local American citizens, preferably those of long residence who own their homes.

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RECALL OR REHIRING (Continued)

It will be necessary for any one laid off for a period up to thirty days to be passed upon by the Medical department before resuming work. After a lay-off period longer than thirty days, a complete re-examination may be required upon re-employment.

SEPARATIONS

It is our practice to interview everyone whose employment with the company is terminated for any reason. All company property must be returned, otherwise the employee will be charged for it. Final pay checks will be given out by the Industrial Relations Department.

No Quarter Century Club member, an employee with 25 years or more of service, may be separated from the company without the approval of the President of Johns-Manville Corporation.

CHANGE OF ADDRESS

Be sure that your correct address and telephone number are on file in the Employment Office. Changes should be reported promptly.

When records are not correct or incomplete, it is difficult, and in some cases impossible to recall employees after a temporary lay-off. Other obvious reasons such as notification of family or relatives in case of accident or sickness necessitate correct addresses.

RECOMMENDING APPLICANTS

If you know of a person seeking employment who has special capabilities and desirable personal traits, refer him to the Employment Office.

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RECOMMENDING APPLICANTS (Continued)

The company is interested in qualified people recommended by employees who would like to join our organization.

You should feel free to recommend such persons with the assurance that they will be given consideration when positions in their field are open.

Foreman & supervisors are not the ones to see for employment. This is handled by the employment office only.

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SECTION V

HOURS AND ATTENDANCE

WORKING HOURS

Johns-Manville has established the basic 8 hour day and the 5 day week. If you are requested to work longer than these hours, it is because of an emergency. Whenever you are asked to work more than 8 hours in one day or 40 hours in one week, you will be paid an overtime premium rate of 1-1/2 times the straight time rate.

Because of seasonal demand or other manufacturing conditions beyond the control of the company, the working day and the work-week may vary.

Each employee is required to be at his respective place of work promptly at the beginning of his shift, and to remain there until the end of his shift. In order to avoid misunderstanding, any exception must have authorization from your foreman.

ATTENDANCE

You are expected to be regular in attendance, because unexcused absences interfere seriously with work and production schedules. If you are absent without notice, your department is handicapped until someone can be secured to fill your job. (Be on time also!

If you are taken ill, have an accident, or for any other reason are unable to report for work, notify the Industrial Relations Department as soon as possible. In this way your foreman can be advised so that arrangements may be made to take care of your regular work until you return.

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CONTINUITY OF SERVICE

Your continuity of service will remain unbroken during the time you are regularly carried on the company payrolls, according to the following provisions:

Leave of Absence

A leave of absence may be granted without pay, if it will not handicap factory operations. Approval of the local management must be obtained in each case. Service credit will be allowed up to six calendar months, but will not be credited to an employee's length of service record.

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Absence Without Notice

If absence is contemplated for any reason whatever, notify your foreman in advance. Employees absent without notice for ten working days will be separated from the payroll and all employee benefits cancelled.

what benefits?

Absence Through Disability

If you are absent because of physical disability, the Employment Department should be notified at once so that your service record may be made continuous and employee benefits renewed.

Resignation or Discharge

Resignation or discharge from the company will cause a break in continuity of service, and employee benefits will be cancelled. If you quit or resign you are requested to notify your foreman at least one week in advance.

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SUNDAY WORK

Sunday work will be performed only under conditions requiring special forms of work such as rush orders, breakdowns, emergency repairs and so on. It is our policy to keep activity on this day to a minimum.

Why not pay at 1½ Rate?

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SECTION VI

WAGE AND WORK INFORMATION

COLLECTIVE BARGAINING

The company believes in the principle of collective bargaining. Through its appointed representatives, the company will deal with representatives of the employees for collective bargaining in respect to rates of pay, hours of employment, or working conditions, if the company is provided with satisfactory evidence that such employee representatives have been chosen freely and in good faith.

Any individual or group of individuals may at any time discuss their problems with the management.

CLOSED SHOP

The company is opposed to the closed shop because it forces an employee to belong to an organization or lose his job.

It should not be Johns-Manville's or any other employee's business to make that decision for an employee. That would be unfair influence. The company feels that it is just as much coercion and intimidation to force a man to join an organization as it is to try to keep him out of one.

CHECK-OFF

Johns-Manville opposes the check-off because the company believes it to be an unwarranted invasion of an employee's rights and an improper interference with company affairs.

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CHECK-OFF (Continued)

The check-off would force the company to deduct dues from an employee's wages. If the employee did not wish to pay, the company would be compelled to take the money away from him or he would lose his job. Johns-Manville feels that this is wrong.

The company believes that an employee's pay check is his own personal property to do with as he chooses. He can spend it or take it home to his wife or give it away as he sees fit. If an employee wants to contribute dues, that is his business. If he does not want to contribute, that also is his business. If he has been paying dues and wants to stop, it is his right to do so. What he wants to do with his pay should not concern the company in any way.

WAGES

The company strives to pay the highest wages possible, consistent with fair prices to our customers and adequate profits for our owners, the stockholders.

Every effort is made to establish minimum wage rates in line with living costs, and to provide steady year-round wages with as few lay-offs as possible.

WAGE PAYMENT

You will be paid weekly by check for the previous week's work. In case pay day falls on a holiday, checks will be issued on the preceding working day. Any matters pertaining to your wages should be taken up with your foreman.

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DEDUCTIONS

Deductions are made from your check in accordance with State and Federal laws on Social Security and for other authorized purposes, and are itemized on the check you receive.

INJURED EMPLOYEES

Should you be injured in the performance of your job after beginning work and because of the injury have to leave for the remainder of the day, you will be paid a full day's wages for the day on which you were injured.

GARNISHMENTS AND WAGE ASSIGNMENTS

No employee should make the company act as a collector of bills for a creditor, and the management looks with disfavor upon those whose financial affairs are allowed to become so involved that creditors are obliged to attach wages in order to secure payment of debts.

Those employees who permit their wages to become attached by creditors may be subject to loss of employment.

JOB CLASSIFICATIONS

Job classifications and wage rates are established for all hourly rate jobs. You are classified in accordance with the work you perform, and the rate paid conforms to those established for the classification.

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PAY ADVANCES

Pay advances are given only in cases of emergency since they cause considerable extra clerical work and involve additional bookkeeping expense.

Any advance must have the approval of the local management. The reason should be clearly shown on the request, and the check will be issued through the Industrial Relations Department.

OVERTIME

Overtime premiums shall be paid for work done on an hourly or incentive basis in excess of 8 hours per day or 40 hours per week, at 1-1/2 times the straight time rate.

No overtime premium payment will be made twice for the same hours.

RATES OF PRODUCTION

The rate of production may be changed from time to time on the basis of time studies made by the plant management.

The rate of operation will be controlled on a basis of fairness and equity consistent with quality and workmanship, efficiency of operation and the reasonable working capacities of normal operators.

CONTINUOUS PROCESS OPERATIONS

If you are on a continuous process shift, you should be at your place promptly and remain there until your relief mate reports to take over the responsibilities of the job. If he fails to report for work,

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notify your foreman at once and remain on the job until a substitute is secured.

Should it be necessary for you to be absent from your work, give your foreman at least four hours' advance notice.

WASHING UP

Unless you are working on a job where a special ruling has been made to the contrary, do not wash up or make preparations to leave the building before the end of your work period. If you should do this, you would set a precedent which other employees would have a right to follow. This undoubtedly would lead to confusion and misunderstanding.

CONDUCT

The company assumes that those in its employ understand what is expected of them in the way of conduct.

However, it is pointed out that in order to promote amiable relationships, to avoid any misunderstanding with others, to prevent accidents, and so that our work schedules may be satisfactorily completed, you should give full consideration to the manner of your conduct during working hours.

Your attention is called specifically to various safety precautions and other regulations which are in force.

LEGISLATION AFFECTING E'PLOY'ENT

There are many State and Federal laws affecting hours of work

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and other conditions of employment. In order that our records may be accurate, it is necessary that all work done be correctly reported.

If you would like to know about any of the provisions of such legislation affecting employment, ask your foreman.

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SECTION VII

SAFETY

WORKING CONDITIONS

In the construction of its plants and in the arrangement of its machinery, the company has given the utmost consideration to the safety of its employees. Every effort has been made to provide safe places of work by the installation of adequate protective devices and equipment.

SAFETY CONDUCT

You should realise that the right way to perform a task is the safe way. Your own safety and the safety of those who work with you depend on the manner in which you do your job. Be careful at all times. Heed signs which give warning of dangerous places. Never do anything where there is a possibility of injury to yourself or to others.

SAFETY PRECAUTIONS

You are expected to be familiar with the general safety precautions listed in the "Safety Pays" booklet which has been given to you, and to pay particular attention to the safety notices posted throughout the plant.

Your foreman will see that you are properly instructed when he starts you on a job. In the course of your work, whenever you notice a dangerous working practice or find any machinery that is unsafe or not in proper running order, report it immediately. You may save someone from a serious injury.

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SAFETY EQUIPMENT

The company has equipped its machinery with modern safety devices to give you adequate protection. Other safety equipment has been installed throughout the plant. Do not fail to use these safeguards, and under no circumstances remove them unless you are authorized to do so.

SAFETY GOGGLES

Safety goggles must be worn at all times when performing any work including chipping, grinding, welding, or where dust and flying particles may get into the eyes. This equipment is furnished by the company at no cost to you for the protection of your eyesight.

SAFETY SHOES

Safety shoes are sold at company cost, and are recommended for jobs where there is any possibility of material falling and injuring the feet. The shoes are made in several popular styles, and the toes are reinforced with strong steel boxes. According to actual tests, they will support a load of nearly a ton and a half.

All safety shoes are guaranteed by the manufacturer to be free from defects of workmanship and material, and either a representative of the shoe company or a competent J-M employee will see that you are fitted comfortably.

Your foreman will tell you how to secure them.

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SAFETY AWARDS

A bronze safety trophy is awarded semi-annually to the plant having the best safety record in its respective group in the inter-plant safety contest. Each month a contest score sheet is posted on your bulletin board showing the comparative standing of all plants.

Certificates of Merit are awarded to those departments whose employees have worked without a lost-time accident for a designated number of man-hours. The number of man-hours varies for different departments depending on the number of employees in the department.

SAFETY ORGANIZATION

The company employs a full-time Safety Engineer who directs the company's safety program. He is constantly working to prevent plant accidents, and makes periodic examinations of the company's plants to investigate working conditions so that your job may be made as safe as possible.

Safety Inspection Committees have been organized at all plants, and all departments are inspected monthly. Service on these committees includes jury duty to determine responsibility in case of plant accidents.

All employees meet monthly with their foremen to discuss safety matters concerning their work. Unsafe conditions or practices should be reported to him immediately.

MEDICAL SERVICES

Should you be injured while at work, no matter how slightly, report to your foreman at once in order to be given medical attention.

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MEDICAL SERVICES (Continued)

Too much emphasis cannot be laid upon the necessity of complying with this rule. The smallest cut or scratch may become seriously infected, resulting in loss of time from your job or even permanent disability.

This service is provided by the company, and costs you nothing. Why not take advantage of it?

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SECTION VIII

HEALTH

PHYSICAL EXAMINATIONS

The company endeavors to maintain high standards of health by giving physical examinations to all applicants upon employment, and by re-examining all employees at intervals of three years or less. Good health is one of your most priceless possessions. The physical examinations given by the company are for your protection in minimizing physical ailments. This service is free, and you should be glad to take advantage of it.

FIRST AID

First aid equipment and facilities are available to every one while on duty. You are expected to take full advantage of these medical services by seeking immediate treatment for any injury. Make sure that you take no chances.

HEALTH ORGANIZATION

The company maintains a full-time Industrial Hygiene Engineer who works constantly towards the maintenance of healthful working conditions. His responsibilities include surveys and inspections of all the plants at periodic intervals throughout the year.

PLANT HOUSEKEEPING

Thousands of dollars are spent by the company each year in keeping its plants clean and healthful. You can help by seeing that all

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refuse is placed in the trash receptacles and by keeping your working area in a clean and orderly condition.

HEALTH HABITS

For sanitary reasons, be conscious of your own health habits. Avoid spitting on the floor. Help keep the rest rooms, wash and locker rooms clean. You should show the same consideration for others as you would wish them to show to you.

SALT TABLETS

Certain operations in hot weather cause high temperatures in some working areas. To avoid heat prostration, you should use the salt tablets located near the drinking fountains. These salt tablets will help to restore the body mineral balance, lost through excessive perspiration.

DRINKING WATER

In every building there are drinking water fountains connected to a circulatory system which pipes in specially treated water. Freshness, cleanliness, and wholesomeness are assured at all times. As an aid to good health, drink plenty of water.

RESPIRATORS

Respirators are supplied for all operations where needed. They are provided at no cost, and you must use them when specified.

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SECTION IX

ECONOMIC SECURITY

To help you in case of sickness or injury and to aid you in unemployment or old age, there are several privileges of which you as an employee may take advantage. If you are interested in further details regarding any of these benefits, consult with the Industrial Relations Department who will be glad to give you additional information.

HEALTH AND ACCIDENT INSURANCE

Through an arrangement with a major insurance company, Johns-Manville is able to offer you a plan with liberal insurance benefits, covering insurance for injuries or ill health suffered while not at work. You are eligible for this insurance after six months of continuous service, provided you have not reached seventy years of age.

The weekly cost ranges from 10¢ to 20¢, depending on your hourly rate, and you will be paid a weekly benefit of from $8.00 to $16.00 after a waiting period of seven days. The company will pay the balance of the total cost of securing these benefits.

Those insured under this plan may avail themselves of a visiting nurse service, at no additional cost, where this service is available by the insurance company.

Booklets on such subjects as "Care of the Baby", "First Aid", "Overweight and Underweight", "Health, Happiness, and Long Life", "Cooking", and others are distributed free to insured employees.

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GROUP LIFE INSURANCE

The company has made it possible for you to secure life insurance at 50¢ per month for each $1,000. The balance of the cost of the insurance is paid for by the company.

In case you should be permanently disabled before reaching 60 years of age, monthly or yearly benefit payments will be made covering the amount of your policy. Should you die while carrying this insurance, your survivors will be paid the amount you are insured for. However, any amount paid previously for permanent disability will be deducted from the amount of the insurance in case of death.

You may be insured any time after six months of continuous service with the company. No medical examination is necessary, providing you apply for the insurance before nine months of continuous service have elapsed.

At no additional cost under this plan, you may avail yourself of a visiting nurse service, furnished by the Visiting Nurse Association in localities where the Association operates.

WORKMAN'S COMPENSATION

Should you be injured while at work, you will receive weekly benefits for lost-time in accordance with the State law governing such cases. Consult the Industrial Relations Department for information on this subject.

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SOCIAL SECURITY

Old Age and Survivors Insurance

If you have been a qualified worker, the Social Security Act will provide you with an old-age income, payable monthly after age 65 upon retirement. When you receive old-age benefits, additional benefits will be paid to your wife if she is 65 years old or over, and to your children under 16 years of age - or over 18 years of age if they are still in school.

Should you die at any age, if you have the necessary "quarters of coverage" (calendar quarters in which you are paid $50 or more), benefits will be paid to your widow when she reaches 65 years of age, to your children until they are 16 years of age - or over 18 years of age if still in school, to your widow of any age if she has such children in her care, or to dependent parents. if they are 65 years of age - provided you leave no widow or child under 18 years of age.

These benefits are paid from a fund built up by taxes on your wages and on the company, the company contributing half of the total amount paid. Claims for benefits should be filed with the nearest Social Security Board office, which will furnish the necessary papers and give any help needed. The service is free, and it is not necessary to employ anyone to help.

You receive more in benefits from this plan than you have paid in taxes under the Social Security Act, and usually more than you can get for yourself by putting away the same amount of money to protect your old age or in case of your death.

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Unemployment Insurance

An unemployment compensation law provides for weekly payments in case you are laid off or lose your job, provided you qualify under the provisions of this law. These payments come from a fund made up of taxes collected from companies operating within the State. Such payments are not equal to your regular pay, but they will help to tide you over until you can get back to work.

To claim these weekly payments, you should report to the nearest State Employment Office and apply for work, so that you may get a job, if possible. You also should register a claim for out-of-work payments in case you do not get a job. After a specified waiting period, if no job is found, you should begin to receive weekly out-of-work payments through this same employment office.

Social Security Number

Make sure that you keep your social security account number in a place where you can always find it. The number will be good as long as you live. When you or any of your family file a claim for benefits, the number will identify your account and help to establish your claims.

Statement of Account

To verify the amount of wages being credited annually to your Social Security Account, it is suggested that in July of each year you fill out Form OAR - 7004, "Statement of Old-Age Insurance Account", which may be secured from your nearest

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Statement of Account (Continued)

Social Security office. Mail this card to the Social Security Board, Bureau of Old-Age Insurance, Baltimore, Maryland. (Figures for a previous year are not available until July of the next year).

By following this procedure annually to check the amount of wages credited to your Social Security Account, you will be certain of receiving the benefits due you according to the Social Security Law.

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SECTION X

EMPLOYEE SERVICES

REPAIRING OR REMODELING A HOME

It is the policy of the company to help you repair or improve your home through the use of J-M materials.

You may use this plan if you own a home or if you live in a home owned by a relative whose financial obligations are not too great to incur an additional indebtedness.

Under this plan the entire cost of a home improvement job is paid for by the company, and the cost can be repaid to the company through wage deductions over a period of months.

All Johns-Manville materials purchased under this plan will be sold to you at a discount, the amount of which depends upon the material purchased.

If interested in this plan, consult with your department head for full particulars.

BUILDING SUMMER DWELLINGS

If you wish to build a summer dwelling, you may take advantage of financial assistance through the Johns-Manville Deferred Payment Plan, providing you meet certain requirements.

If you own your own home, or live with relatives who own their own home, you may use this service provided you and the relative who owns the residence property jointly obligate yourselves for the financing of the

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BUILDING SUMMER DWELLINGS (Continued)

construction. A down payment of at least 10% of the cost of the summer dwelling is required, and the maximum amount that may be financed is $1,500.

If you are interested in this plan, ask the Industrial Relations Department for further information.

PURCHASE OF JOHNS-MANVILLE MATERIALS

If you wish to pruchase Johns-Manville materials for your own use, your foreman will tell you how to secure them. Company products are sold to employees at substantially lower prices than regular customers pay.

SALE OF OBSOLETE MATERIAL

Materials manufactured by the company which have become obsolete because of changes in color, size, and other specifications may be bought for cash at greatly reduced prices for employee use.

Any completing materials, such as nails and cement which might go with a sale of such obsolete products, will be charged for at regular employee prices.

The Industrial Relations Department will be glad to give you a list of the materials available and the cost.

NEWSPAPER - "NEWS-PICTORIAL"

A monthly picture newspaper known as the "News-Pictorial" is distributed each month to all those in the plant.

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NEWSPAPER - "NEWS-PICTORIAL" (Continued)

The publication is produced and edited by and for employees. It reports on social activities of jobholders and their families, athletic events, and news of general interest. The photographs used in the "News-Pictorial" have been taken by J-M amateur photographers, several of whom have won prizes in a company-wide photographic contest.

Company viewpoints on matters of current interest are expressed in the editorial column.

BULLETIN BOARDS

Bulletin boards are located in all departments in order that you may keep posted on important information. You should look at them frequently so that you may be advised of official notices and other information of interest.

Any material for these bulletin boards must have the approval of the local management before being posted throughout the plant.

QUARTER CENTURY CLUB

The company honors length of service through membership in the Quarter Century Club which is composed of jobholders who have worked for Johns-Manville for 25 years or more.

Each employee, upon completion of a quarter of a century of employment, is presented with a jeweled watch in recognition of his service with the company. At the present time there are more than 300 members in this organization.

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SECTION XI

PLANT INFORMATION

ACCIDENT COMPENSATION

1. Is there a Workmen's Compensation Law in your state?
2. Is there a waiting period before benefits are paid?
3. How long are benefits paid?

   Until judged able to return to work by company doctor?

   Until granted permanent disability award by State Accident Commission? Or whom?
4. If employee suffers permanent disability:

   Who determines what disability has been suffered and amount of money to be paid?

   Is permanent disability payment made regardless of whether or not employee resumes work?

   Will any compensation paid previously be deducted from permanent disability payment?

AUTOMOBILES (Employees')

1. Where is the parking area located?
2. Must cars be left in a designated space in the parking area?
3. Are cars permitted within the immediate factory area?
4. Is there any speed limit on company property?
5. Do car licenses have to be registered at the plant each year?
6. Are gasoline and oil sold on company property?

   Where?

   At an employees' discount?

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CALL TIME

1. Do you allow "call time" at your plant, i.e. time allowed for employees who report for work where none has been provided?
2. If no work has been provided, what is the practice followed?
3. If an employee reports and does some work requested by the company, what is the practice?
4. Should employees punch the time clock:
   Even though they may be sent home without working?
   Even though they work a couple of hours?

CLUBS

1. Are there any employee clubs at your plant?
2. What are the names?
3. What are the social, recreational, or athletic facilities?
4. What are the activities?
5. Where do these groups meet? Clubhouses?
6. Where may information be secured?

COMPLAINTS

1. Explain briefly what an employee should do if he has a complaint.

CREDIT UNION

1. Is there a credit union at your factory?
2. How does it operate? Give the story.
3. Do savings earn interest?

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CREDIT UNION (Continued)

4. How may shares be purchased?

5. Does the organization pay dividends?

EATING FACILITIES

1. Is there a cafeteria at your plant?

   Where is it located?

2. Are there any food vendors or lunch wagons servicing the plant?

   What facilities do they have available?

   Where should orders be left?

3. Are there any lunch rooms in the plant where employees may eat lunches brought from home?

   Where are they located?

4. Is there any milk delivery at the plant?

   Where should orders be left?

5. Are there any vending machines throughout the plant?

   What do they contain?

6. Where may information on these services be secured?

ELECTION BOARD SERVICE

and

Jury Duty

1. Do you grant time off without a break in continuity of service? In service record?

2. Do you allow any pay for such a period? How much?

3. Whom should employees notify upon undertaking such activity?

4. How much advance notice should be given?

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ENTERING COMPANY PROPERTY

1. Is there a designated place of entrance?
2. Are passes or buttons required for identification?

FACTORY REGULATIONS

1. What are the specific rules in force at your plant which you wish brought to the attention of employees? (Tardiness, fighting, soliciting, use of intoxicants, gambling, etc.)

FIRE PROTECTION

1. If a fire is discovered in the plant, who should be notified?
2. What are the fire signals - or are they posted throughout the plant?
3. Are there any fire-fighting instructions - or are they posted throughout the plant?
4. Are there any instructions regarding the summoning of help outside the plant?
5. What should be done in case of fire on nights, Sundays, or holidays?
6. What is plant organization responsible for fire protection?

HOLIDAYS

1. Is the plant closed for regular work on official holidays of the company?
2. What are these days?
3. If work is necessary on these days, are premium wages paid?

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HOLIDAYS (continued)

4. With what shift, or at what hour does the holiday begin?

What is the time duration of the holiday?

INCENTIVE WAGES (Bonus Work, Piece Work, etc.)

1. Is there a method of incentive wages at your plant?
2. How does it operate? Where may further information be secured?

LAY-OFFS

1. For what length of time will continuity of service remain unbroken?
2. Is the length of the lay-off deducted from the employee's service record?
3. If an employee is recalled to his regular job, what will be his rate of pay?

If recalled to another job?

If recalled to any work after continuity of service record has been broken?

4. What is your policy in regard to an employee who refuses the first job offered to him upon recall?

LIVING ACCOMMODATIONS

A. Houses

1. Are there company houses available for employees?
2. What is their location?
3. What facilities are provided?

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LIVING ACCOMMODATIONS (Continued)

4. Rents and method of collection? Sales of houses to employees?

5. How and where should application be made?

B. Single Living Quarters

1. Where are they located?

2. What are the available facilities?

3. How and where should application be made?

4. Costs or rents and how collected? Also board?

LOST AND FOUND

1. Where should inquiry be made?

2. What is done with unclaimed articles?

MEDICAL SERVICES

1. Does the plant operate a hospital or dispensary?
If not, what are the arrangements to render first-aid treatment?

2. Upon injury, what procedure should be followed?

3. Are the services of a doctor available?

4. Are there any nurses in attendance?

5. What should be done nights, Sundays, or holidays in case of injury, if the medical department is closed?

6. Are employees allowed to consult the medical department on non-occupational accidents or illnesses?
If so, is there any special procedure to follow?

7. Is a physical re-examination necessary after an absence?
After how long?

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PACKAGES

1. What is your policy concerning carrying packages into the plant?
2. What is your policy concerning carrying packages from the plant?

PASSES

1. Do you use passes or identification buttons for employees entering your plant?
2. What are the regulations covering their use?

PAY

1. What is the payroll week? When does it start and when does it end?
2. When are pay checks issued?
3. How are they distributed?
4. If an employee is not working on pay day, how and where may he secure his check?
5. If advance notice of quitting is not given, when are final pay checks issued?

PROMOTIONS AND TRANSFERS

1. What is your present policy on wage rates when transfering a man temporarily to a job paying less than his regular rate?
2. What is your present policy on wage rates when transfering a man temporarily to a job paying more than his regular rate?

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PROMOTIONS AND TRANSFERS (Continued)

3. For how long is a job temporary? Define temporary and permanent transfers.

4. What is your present policy on wage rates when transfering a man permanently to a job paying less than his regular rate?

5. What is your present policy on wage rates when transfering a man permanently to a job paying more than his regular rate?

6. What is your policy on wage rages if an employee is transfered back to his former job?

SAFETY

1. Are there any special instructions concerning this (other than the section in general policies) that should be printed in this book?

2. Where may safety shoes be purchased?

SHOWER AND LOCKER ROOMS

1. Are there these facilities in your plant for employees?

2. Where are they located?

3. What are the regulations governing their use?

4. What control over this equipment does the company exercise?

SMOKING

1. Where in the plant is smoking allowed?

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TIME CARDS

1. What is the time limit on punching the time card before the shift begins?
2. Should the time card be punched "out" and "in" for lunch?
3. What is the penalty for failure to punch the card?

   Is it necessary to secure approval, in this case, before time may be allowed?

   By whom?
4. What is the penalty for punching "in" late?
5. What is the penalty for punching "out" early?

VISITING

1. Do you permit inter-department visiting?
2. Do you allow visitors in the plant? What is your policy?

WAGE CHANGES

Do you wish to mention how rates may be changed?

Through a general wage revision?

When promotion is earned to a better job?

Through merit increases on the job?

WAGE RATES

(It was felt that rates themselves should not be given, as they are subject to change, which would necessitate reprinting the manual)

A. Hiring Rate

1. What is your definition of your hiring rate?

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WAGE RATES (Continued)

2. Is there any information concerning this that should be given to your employees?

B. Minimum Base Rate

1. What is your definition?

2. How are employees raised to this rate from the hiring rate?

C. Job Rate

1. What is your definition?

2. How can employees earn this rate?

3. Any special information they should have?

4. State whether job rates are fixed amounts or brackets?

WORK WEEK

1. When does it begin?

2. When does it end?

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ASK YOUR FOREMAN

Your foreman will be glad to talk to you at any time on any of your problems. Ask him about anything you do not understand. He will give you all the information he can, or will refer you to the proper department or person who will be able to help you.

• •

KEEP THIS BOOK FOR FUTURE REFERENCE

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