

Miss Stella Street

W. J. Funder

April 11, 1918.

ALL CONCERNED:

I find it again necessary to address the force in this office relative to the careless and untidy manner in which you are keeping the records and materials.

You will all recall that I have stopped work and called your attention specifically on a number of occasions to the way things look in the office. While I do not wish to be harsh in the matter, still I feel it is my duty and I owe it to the firm to see that the office is kept in a neat orderly appearance at all times and that materials which we draw from the stock room are not uselessly wasted and left laying around the office promiscuously.

For your information, I am setting forth the following rules, violation of which will mean immediate dismissal for the guilty party.

First - All desks must be cleared when leaving at night of everything save ink wells and stamp pads.

Second - All machines must be properly covered and in their proper places.

Third - All books must be stowed in the vault in a neat and orderly manner and nothing must be left on the floor.

Four - In the morning when uncovering your machines, the covers must be folded up neatly and placed away in the drawer of the user's desk, and under no circumstances must the cover be laid on the floor or left lying around the office.

Five - Places have been provided on the shelf for an ample supply of stationery which ordinarily is not kept in your desk. If any is used, all in excess of what is needed should be replaced in a neat and orderly manner, and this shelf must present that appearance at all times.

Six - Carbon, typewriter paper and such material, must not be left lying around loose, especially carbon paper, which can be used more than once, and no excuse will be accepted for a violation.

Seven - No more stationery will be drawn from the stock room by any one without my personal approval and knowing the reason therefore, as I find on various trips, various kinds of stationery have been drawn, and misplaced by somebody and then they go and draw new stuff. This will not be permitted any more.

Eight - Lastly, I want to impress on every one that the office must be kept as neat and attractive as possible at all times. I know that each of you would not care to live in an unkempt and slovenly home. This office is our home for eight hours more or less each day, and therefore, it is just as essential that we keep our working place as clean as possible as we would our own home. We owe it to ourselves for the good of our health as well as the appearance and thrift which it creates in each one to see that it is pleasing to the eye at all times.

Also - this morning in going thru the time cards I notice that there were five people yesterday who put in from 7 hours to 7 $\frac{1}{2}$ hours work in the office and called it a day.

I might say in passing that three of these have made it a practice to put in about the same amount every day and it is always under eight hours, their cases being chronic. Now I want it understood that I am not trying to be small in the matter but I do feel that the company, and myself as well, are entitled to eight hours good work each day, at the very least. Occasionally it has been necessary to put in a little over time but I try to compensate for this by getting Saturday afternoons off. The people who are working less than eight hours a day are ones who seldom, if ever, put in one minutes overtime, and they are the ones I refer to in this memorandum.

I want to say right now that if I cannot get eight hours full time during the week days, that the Saturday afternoons will be cut off. I do not think that any of you can complain or say that I have ever refused any request that has been made to me for time off, but it is sure that if you will not meet me halfway and do justice toward me, I will have to take off the Saturday afternoons. Please bear in mind that the office hours are from 8:30 sharp to 12:00 noon with 30 minutes off for lunch and from 12:30 sharp to 5:00 P.M. and govern yourselves accordingly.

I hope that you will co-operate with me to the end that it will never again be necessary for me to call your attention to the above.

W. J. Bender

9-5
7hr.

6 days?
2 weeks?

30 min.
lunch

doesn't count in
8 hr day