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EMPLOYMENT MEMORANDUM

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WAR RELOCATION AUTHORITY  
Central Utah Relocation Project  
Office of the Project Director

November 20, 1942

EMPLOYMENT MEMORANDUM NO. 1

TO ALL DIVISION HEADS:

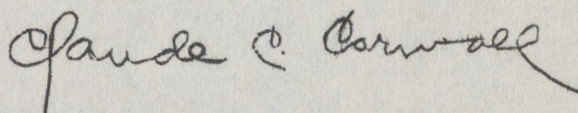
SUBJECT: EMPLOYMENT OF YOUTH UNDER 18 YEARS OF AGE

Under the laws of the State of Utah, persons under 18 years of age are required to be in school unless they have completed High School.

Many of the youths of this Center can be certified by the school principal for part-time employment of not to exceed 4 hours per day, provided suitable work can be found.

If you have such employment opportunities, will you please send them to the Employment Division, describing the work in some detail. In general, the labor required should not be arduous or beyond the physical capacity of youth. Secondly, it should have a definite training angle, offering opportunity for young people to develop their skills and improve their knowledge, looking toward eventual occupational placement.

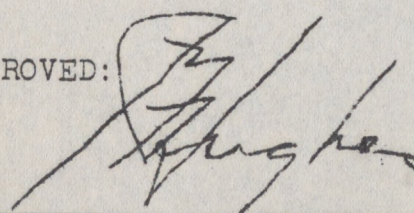
Please let us have a description of such labor opportunities now available in your Division.



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CLAUDE C. CORNWALL  
Chief, Employment Division

APPROVED:

---

J. F. HUGHES, ASST. DIRECTOR



*Mr. Roy Potter*  
*I + S.*

WAR RELOCATION AUTHORITY  
Central Utah Relocation Project  
Office of the Project Director

December 2, 1942

EMPLOYMENT MEMORANDUM NO. 2

SUBJECT: SELECTIONS AND ASSIGNMENTS

The Placement Office is charged with the responsibility of assignment, classification, and termination from work status of all workers. This office also has the responsibility of providing transfer arrangements between Divisions, when necessary, and the selection of qualified persons for openings in private employment.

ASSIGNMENTS

"Notice of Assignment," Form WRA-21, shall be prepared on each individual worker before that person can be accepted for work. Payment for work performed prior to receipt of a "Notice of Assignment" document will be the personal responsibility of the Division, Section, or Unit head for whom the work is performed. Notice of Assignment will not be backdated from the publication of this instruction.

Notices of Assignment will be prepared in four copies and to the form will be added the following information: The letters (M) or (F) in parentheses following the worker's name will indicate sex; The worker's address; Report to (Division, Section or Unit head) on (date) shall be added in the space provided for "Activity Account No." The worker's signature shall be obtained on the line provided for "Termination Date." The entry as to "Rate of Pay" will be obtained and entered in accordance with Project Order #1 and amendments thereto.

The first copy of the assignment document which is marked, "Fiscal Office Copy," is the only authority upon which the timekeepers can record time and submit time sheets. This must be transmitted to the Timekeeping Unit immediately after signature. Failure to do so will delay a person's pay.

The green copy, or the "Section to Which Assigned" copy, is retained for the Division files and is the basis upon which the timekeeper submits for signature the daily time lists of persons employed in the Division.

The pink copy, "Employee's Copy," is the worker's identification and authority to accept a pay check on pay day and must be retained by him.

If an Assignment Slip is lost, a duplicate may be secured from the Placement Office.

RECLASSIFICATIONS

When a change in classification is requested by a Division Head, either from \$12.00 to \$16.00 or from \$16.00 to \$19.00, or vice versa, or a classification change is requested within the same wage scale, such as from laborer to carpenter, or vice versa, this shall be accomplished on Form WRA-21.



December 2, 1942

When a written request for reclassification is received, the Placement Office will approve only those reclassifications which can be substantiated by information divulged through the Individual Record Survey or through additional interview by the Placement Office.

The qualifications must meet the standard set up by Project Order #1 and no deviation will be allowed from the standards set up by this order except in the case of foremen or supervisory persons, in which case the Division head will assume full responsibility as to the capabilities of the person nominated, based upon known facts and not personal convenience.

The Placement Office will, where its records do not justify a rating requested by nomination, advise the Division head as to the apparent lack of qualifications of the person nominated and will, if requested, supply the Division head with the records of individuals who appear to be better qualified. The Placement Office will exercise the greatest discretion and judgment before resorting to any form of rejection in this regard.

#### TERMINATIONS

Terminations will be requested by the Division head through the issuance of a memorandum setting forth the reason for requesting a termination. Facts and frankness devoid of personal considerations should form the basis of such actions, because the employee will not be reassigned until a proper clearance is obtained.

Terminations will be issued only by the Placement Office because terminations for such causes as acceptance of private employment, temporary or indefinite furloughs, or other reasons must be controlled. It is the responsibility of the Placement Office to inform the Division heads when persons are accepted to leave for private employment, or other furloughs, sufficiently in advance so that adjustments in operations can be accommodated.

The Placement Office shall not issue a termination to accept private employment or other furlough with less than twenty-four hours' notice to the Division head, unless the Division head concurs in an earlier release. Copies of the "Notice of Termination" will be distributed by the Placement Office.

When a request for termination (except for cause) is received, the Placement Office shall make every effort to effect a transfer within three days to another Division where a shortage of workers may exist.

Request for termination shall be issued for any cause tending toward the inefficiency of the work being performed. It must be issued at the end of five days of voluntary absence and also at the end of fifteen days of illness. Division heads should utilize the medium of advice, instruction and reprimand before resorting to the finality of a termination for cause, but persons so terminated shall not be reassigned without clearance from the mediation committee when formed, and the proper administrative official. Transfers, in effect, from one job to another at the employees' pleasure will not be made. A dismissal for cause must carry the full measure of discipline.



TRANSFERS

When requests for transfer are received by the Placement Office, the person in charge of selection will choose for transfer, if possible, a person assigned and working for the benefit of the community at a skill lesser than the person's full capabilities. As an example, if a cabinet maker is working as a laborer, he shall have first consideration when openings for cabinet makers exist and shall be transferred to the cabinet maker's job ahead of a person being assigned from the group who have not worked.

CODING

All assignment documents shall be coded in the upper right hand corner to indicate the action being taken.

1. If a person has never worked before in Topaz, the assignment document shall carry a capital "I" in the upper right hand corner opposite the words, "Notice of Assignment."
2. If the person has worked before and has left for a furlough of any type, or has been laid off for various reasons, then a capital letter, "R", opposite the words "Notice of Assignment" shall indicate that the person is being reassigned to work in Topaz.
3. If the person is being changed as to classification, then the letters, "REC," will appear opposite the "Notice of Assignment," and will lead the timekeeper to the proper documents for handling such a reclassification.
4. In case of a transfer from one Division to another, the letters, "TR," and the word, "From," and the initials of the Division from which the person is being transferred will appear opposite the words "Notice of Assignment." For example, if a person is being transferred from Maintenance and Operations to Community Activities, the words opposite "Notice of Assignment" would read, "TR from M & O to CA."

PRIVATE EMPLOYMENT WITHIN PROJECT

1. Private contractors who wish to hire evacuees for employment within the project must provide for housing such employees outside of the project area. (Effective date to be announced)
2. Any employer desiring to use resident labor will be required to give at least 48 hours' notice of his intent to do so. Information regarding type of labor, compensation, and approximate length of work will be submitted at the same time.



December 2, 1942

3. The appropriate Division chief will recommend from his best qualified workers, suitable candidates for the private employment openings. All cases will be reviewed carefully for eligibility, work record and qualifications.
4. Qualifications of the workers will be the prime consideration for assignment to such employment.
5. Where two or more equally qualified workers are available, the one, or ones, with the longer and best work record within the center will receive the job.

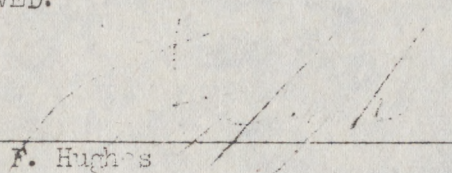
PRIVATE EMPLOYMENT OUTSIDE OF CENTER

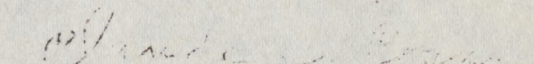
Upon receipt of offers of employment from the Employment Officer, the Placement Office will give notification through Division and Section Chiefs of the openings available. This office will also search its records for qualified persons to fill such job openings, taking into consideration:

1. Qualifications of workers.
2. Length and quality of work service in Topaz.
3. That all workers capable of filling such jobs have had, insofar as possible, equal opportunity for consideration.
4. Persons returning from Private Employment will not be eligible for other openings in Private Employment until they have commenced work again in Topaz.
5. Any person residing within the center, citizen or non-citizen, may apply for outside employment.

This letter supersedes any other instructions in conflict therewith.

APPROVED:

  
James F. Hughes  
Assistant Director

  
Charles C. Cornwall  
Chief, Employment Division



Mr. Roy Potter  
Adm L

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

December 28, 1942

EMPLOYMENT MEMORANDUM NO. 3

SUBJECT: UNEMPLOYMENT COMPENSATION

Supplement 2, Administrative Instructions No. 27, reads in part as follows:

"Insofar as possible employment shall be provided for all evacuees desiring to work and capable of working," and, "an evacuee who has been registered for work for 15 days and has not been offered employment shall be eligible for unemployment compensation unless:

- a. He has refused to accept suitable employment offered to him and there were in the opinion of the Employment Officer no valid grounds for the refusal, or
- b. He has been discharged for cause and after a hearing by the Fair Employment Practices Committee the Employment Officer believes the grounds for discharge were reasonable and the discharge was due to the fault of the evacuee, or
- c. The Employment Officer certifies that the evacuee is unqualified for employment because of physical incapacity."

In explanation of the above, a person who is offered employment of any sort which will not injure his health or the health of others will be considered as having been offered suitable employment, and is therefore ineligible for unemployment compensation.

The statement, "an evacuee who has been registered for work for 15 days and has not been offered employment shall be eligible for unemployment compensation," indicates that the person will, at the end of 15 days, if he applies for it and all other conditions stated are met, be eligible to have his name entered on the unemployment compensation pay roll commencing upon the 16th day of unemployment.

Unemployment compensation may be collected from October 1, 1942 since because of the conditions prevalent in the Central Utah Relocation Project no one was terminated from work early enough in September to accumulate 15 days of unemployment during September. Therefore, persons in Topaz from October 1 on earlier who have not been employed or offered employment they could reasonably perform, may be eligible for unemployment compensation from October 16 on.



December 28, 1942

"Unemployment compensation shall be paid only after application to and certification by the Employment Division." Application forms are available at the Placement Office in the Recreation Hall in Block 4 and these may be filled out upon request to that office. After a claim is made, the applicant will file the application which is made out in quadruplicate.

As soon as possible thereafter, the Placement Office will enter upon the form the applicant's primary occupational classification, the unemployment compensation rate if the application is approved, and the date upon which the applicant becomes eligible for unemployment compensation.

This shall be dated and signed by the Placement Officer if approved. The copies of the application will then be distributed as follows:

The original signed-to the Budget and Finance Section for preparation of grant voucher.

Duplicate-to the Welfare Section

Triplicate-to be retained in the Placement Office

Quadruplicate-to be sent to the worker to serve as an identification when the distribution of unemployment compensation benefits is scheduled.

If the claim for unemployment compensation is denied, the same distribution will be made so that all Divisions and the worker are advised of the action taken by the Placement Office.

In case the applicant after rejection of a Claim has evidence to support the claim that he or she is entitled to unemployment compensation, an appeal may be made to the Employment Officer for consideration by his office and the Fair Practice Committee.

The duplicate copy is sent to the Welfare Section for information and constitutes the basis for issuance of a clothing allowance.

The basis of payment for unemployment compensation shall be 60 per cent of the primary classification as determined from the Individual Record Survey on FIA Form 26, which is based on the practices used in establishing primary occupations by the U.S. Employment Service.

*Claude C. Cornwall*  
\_\_\_\_\_  
Claude C. Cornwall  
Chief, Employment Division

Approved:

*James F. Hughes*  
\_\_\_\_\_  
James F. Hughes  
Assistant Director



Application No. \_\_\_\_\_

WAR RELOCATION AUTHORITY  
Central Utah Relocation Center

## Application for Unemployment Compensation

I, the undersigned, hereby make application on this \_\_\_\_\_ day  
of \_\_\_\_\_, 194\_\_\_\_\_ for unemployment compensation.

\_\_\_\_\_  
(Family No.)\_\_\_\_\_  
(Applicant's signature)

Applicant's primary occupational classification \_\_\_\_\_

Cash advance category of applicant's primary occupation \_\_\_\_\_

Unemployment compensation rate \$ \_\_\_\_\_

\_\_\_\_\_ to applicant becomes eligible for unemployment compensation \_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
(Date)\_\_\_\_\_  
(Signature of Placement Officer)

Original (signed) by applicant - Budget and Finance Section  
Duplicate - Welfare Section  
Triplicate - Placement Office  
Quadruplicate - Worker

\_\_\_\_\_  
:  
:  
: Audited \_\_\_\_\_  
:



WAR RELOCATION AUTHORITY  
Central Utah Project  
Office of the Project Director

December 30, 1942

EMPLOYMENT MEMORANDUM NO. 4

TO ALL DIVISION HEADS

SUBJECT: PROCEDURES OF THE EMPLOYMENT DIVISION

To assist other divisions in understanding our operations, we are explaining some of the procedures of the Employment Division.

PLACEMENT

Assignment

In order to get the maximum employment, the Placement office is issuing assignments to all persons known to be unemployed. The divisions will receive the white and green copies of Notices of Assignment, and the workers who report will have in their possession when they report pink copies of Notices of Assignment. If certain persons do not report within three days after they should, then the copies in the division's possession should be returned to the Placement office marked "Did not Report."

This is necessary because the worker under the W.R.A. is entitled to the most consideration. Workers at times will receive double and triple the amount of the wages they receive in clothing allowances for their families. This is denied to those who do not work.

Working children in a family in which the head is not working are entitled to individual clothing allowance but this does not extend to the rest of the family where the head is employable.

As an example: In a family of seven, if the oldest child is working and the father, who is employable, is not, then the child would draw \$3.75 per month for clothing and the rest of the family nothing. If the father and child were both working, then the income would approximate \$21.00 for clothing allowance plus the wages for work of \$32.00 or \$53.00 approximately. This is quite a sum to deny

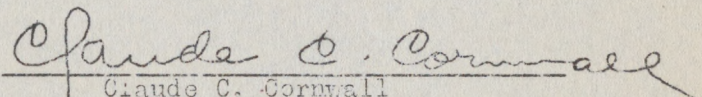


December 30, 1942

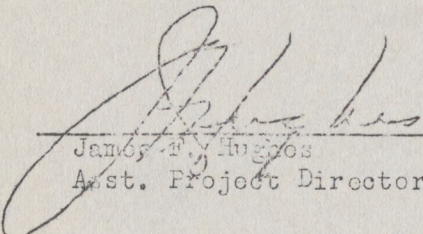
one's family. A discussion of this with your workers would seem to be in order.

Termination

Where you cannot provide further work for a person, a termination should go into effect immediately. Unemployment Compensation can be collected by persons who suffer more than 15 days of idleness. In the Placement office decisions as to eligibility for Unemployment Compensation will be based on documentary evidence from information furnished by other divisions and our own records. In case of neglect in issuing Terminations, it will be necessary for the Placement office to require a written statement signed by the division head before certification for Unemployment Compensation benefits can be made by the Placement office.

  
\_\_\_\_\_  
Claude C. Cornwall  
Chief, Employment Division

APPROVED:

  
\_\_\_\_\_  
James R. Hughes  
Asst. Project Director



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

January 13, 1943

EMPLOYMENT MEMORANDUM NO. 5

TO: All Division Heads

SUBJECT: Transfers

It is our constant aim in the employing of evacuees in jobs within the Project to make assignments on a qualification basis only. In order to accomplish this, a request form was devised, which provides space for Division heads asking for workers to describe their needs.

From the Individual Record Form (WRA-26) the Placement office has taken the work history (past employment record, both of private employment and that in Tanforan) in order that it may be in a position to assign persons by qualifications to places where they are capable of performing their best service for the Project.

You should not, therefore, make any references as to how or where a person is to be obtained but leave that problem up to the Placement office. Emergency cases can be handled when justified thoroughly.

The Placement Office has been instructed that, when a Request for Workers is received, it is to first survey the cards of the unemployed workers; then, if no qualified person is available, to survey the cards of those persons in the Division making the request to determine if someone already employed in the division has the requisite qualifications.

If workers of the qualifications desired are not obtainable from the unemployed or from within the Division, then the Placement office will survey the cards of workers in other divisions and will request the transfer of persons if the new job appears to have advantages of experience, training or wages. In effecting such transfers the Placement office will contact the Division Heads in advance of the preparation of the "Notice of Assignment."



January 13, 1943

The purpose of this procedure is to place persons where, because of their abilities and experience, they are most needed. For example: If a stenographer with legal experience should be needed in Division A and one is found to be working in Division B on clerical work or some lesser assignment, the Placement office would consult Division B and endeavor to obtain the necessary release and replacement.

In all cases where workers are required, the Division Head need only fill in a "Requisition for Workers," describing the kind of job skills required; then the Placement office will secure the workers and make the assignments. In cases where the number of workers asked for is not readily available, then the matter becomes one of priority of need, and this will be a problem to be solved under direction of the Assistant Project Director.

*Claude C. Cornwall*  
Claude C. Cornwall  
Chief, Employment Division

APPROVED:

*James F. Hughes*

James F. Hughes  
Assistant Director



WRA-cu-43

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

NOTICE OF WARNING OR SUSPENSION

\_\_\_\_\_  
Name

\_\_\_\_\_  
I.D.No.

\_\_\_\_\_  
Address

You are hereby

(Check one)

☐

warned

☐

suspended for \_\_\_\_\_ days

☐

suspended indefinitely

for the following reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are suspended from \_\_\_\_\_

Hour

\_\_\_\_\_  
Date

and should return to work at \_\_\_\_\_

Hour

\_\_\_\_\_  
Date

Failure to return to work extends a suspension indefinitely.

Received

\_\_\_\_\_  
Worker's Signature

\_\_\_\_\_  
Administrative Official

Noted

\_\_\_\_\_  
Date

\_\_\_\_\_  
Timekeeper



*Transmittal  
4 Supply*

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

March 13, 1943

EMPLOYMENT MEMORANDUM NO. 6

To: ALL DIVISION HEADS

Subject: WARNING AND SUSPENSION PROCEDURE

In order to promote the efficiency of operations in Topaz the following procedure will become effective on March 16, 1943.

It is the policy of the Administration to give every consideration and help to all workers by training each worker as thoroughly as possible in procedures, establishing good work habits, and improving and developing skills so that when private employment opportunities present themselves workers will enter those jobs at their personal maximum efficiency.

Since people are apt to become lax in performing their duties at times, it is necessary to issue official warnings to irresponsible employees. When this happens Form WRA - cu No. 43, Notice of Warning or Suspension, is to be prepared in three copies. The original will be delivered to the worker and delivery of it must be acknowledged by the worker or a witness. The duplicate will be delivered to the Placement Office for recording. The Placement Office will then transmit the duplicate to the Leave Office, which will give it proper consideration when any form of leave is requested. The triplicate will be retained by the Section or Division issuing the warning or suspension.

Suspensions will fall into two classes: (1) Not in excess of three days, and (2) Indefinite.

Suspensions which do not exceed three days shall be given at the discretion of the Unit, Section, or Division Head who supervises the worker's activities. In giving a suspension the reason must be clearly stated, the effective date entered, and the date upon which the employee is to return to work also entered.

Failure of the employee to return to work on the specified date will automatically make the suspension an indefinite suspension and the employee will then be terminated.

Reassignment will be made only after an investigation of the case by the Employment Officer.



MARCH 13, 1943

Upon receipt of the duplicate copy of a Notice of Warning or Suspension, the Placement Office will submit same to the Employment Officer for investigation and the establishment of the length of suspension. If the suspension is to extend beyond five days a Termination shall be issued as of the close of business on the fifth day.

Only factual reasons may be the basis for suspensions. Personal likes and dislikes shall not enter into the issuance of this form.

*Claude C. Cornwall*  
Claude C. Cornwall  
Chief, Employment Division

APPROVED:

*James F. Hughes*  
James F. Hughes  
Assistant Project Director

CAUTION:

No evacuee is to be suspended without official warning. This is the purpose of the "Notice of Warning." If a warning goes unheeded or the situation remains unchanged after due warning has been given, then the "Notice of Suspension" shall be issued.



WAR RELOCATION AUTHORITY  
Central Utah Project  
Office of the Project Director

March 31, 1943

EMPLOYMENT MEMORANDUM NO. 7

TO: ALL DIVISION CHIEFS AND SECTION HEADS

SUBJECT: SHORT-TERM LEAVES

Apparently there has been some misunderstanding among the Division Chiefs and Section Heads relative to the proper procedure in recommending to the Leave Office that short-term leaves be granted.

Short-term leaves should be recommended by Division Chiefs and should be in memorandum form. When a recommendation for a short-term leave is written by a Section Head, it should also have the written endorsement of the Division Chief.

Since it is necessary for each applicant for short-term leave to file an application for such leave, it is suggested that a memorandum recommending the leave be given to the person concerned, with the instruction that it be taken personally to the Leave Office so that proper application can be filed. When such memoranda are routed through the mail, as has been the procedure in many cases, it becomes necessary for the Leave Office to send for the persons concerned in order that they may file their applications. This causes considerable delay which could be avoided. It is also suggested that, when a short-term leave is recommended, the time limit for such leave be specifically stated, and the dates of the leave duration should be given, if possible.

Except in cases of emergency, an application for a short-term leave should be made at least 48 hours in advance.

*Claude C. Cornwall*  
Claude C. Cornwall  
Chief, Employment Division

APPROVED:

*James F. Hughes*  
James F. Hughes  
Assistant Project Director



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

April 22, 1943

EMPLOYMENT MEMORANDUM NO. 8

TO: All Division and Section Heads

SUBJECT: Wage Classifications of Employees

In order to further clarify the purposes of the classification of evacuee employees into the three cash advance divisions, i.e., \$12.00, \$16.00, and \$19.00 rates, the following statement is issued:

There is a disposition on the part of division and section heads to desire the reclassification of efficient employees on the basis of their efficiency, devotion to duty, and other desirable work characteristics. This is, of course, highly commendable. However, the reclassification of employees is made on the basis of the duties required by the job performed rather than the efficiency of performance in the job to which one is assigned.

For example, an employee may be performing excellent work as a carpenter, but under Project Order No. 1 a carpenter is classified in the \$16.00 rate. A carpenter foreman, however, is classified at \$19.00, but no matter how efficiently a carpenter may be performing, he is still performing as a carpenter and not as a carpenter foreman. Or, similarly, a junior clerk-typist may be capable of performing as a senior clerk-stenographer, but unless and until her duties on the organization chart would indicate supervisory duties, she must be paid in accordance with her assignment rather than her capacity. What should be done in her case is that she should be assigned to another job which calls for duties which she is capable of performing. Or, as a further illustration, a man may be an excellent performer on an arduous job, such as unloading coal or lumber. We might wish that we could classify him at many times the \$16.00 rate for the faithful performance of this arduous duty, but according to the organization plan he can be classified only at \$16.00, unless he is made foreman of the coal-handling crew.



To All Division and Section Heads - 2.

April 22, 1943

If each division head will make an organization chart outlining the duties of each of the employees, I am sure he can tell at once which of the positions is supervisory (including foreman); or professional (such as doctor, teacher, master mechanic, etc.). Under ordinary circumstances, the proportion of \$19.00 positions should not exceed 25% of the total number of persons employed. This proportion should be less in some divisions.

As to the third category (the learner's at \$12.00), this is set up for those who are apprentices to the jobs, and in our Project will be used largely by students who are just coming into the Work Corps. It is our hope that they will soon acquire sufficient work experience that they can replace workers who are leaving the Project. Similarly, it is hoped that each division will arrange its organization so that persons at the \$16.00 rate can be promoted to upper brackets for replacement of our best-trained persons who will be among those first to leave the Project.

*Claude C. Cornwall*

Claude C. Cornwall  
Chief, Employment Division

APPROVED:

*James F. Hughes*  
James F. Hughes  
Assistant Director



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

May 22, 1943

EMPLOYMENT MEMORANDUM NO. 9

TO: All Divisions and Section Heads

SUBJECT: Division-to-Division Transfers

In the operations of the various activities within the Center, it is occasionally necessary that resident employees be transferred from one division to another. Among the reasons for such transfer are the following:

- (a) Priority of need of employees
- (b) Assigning employee to job suitable to his capabilities
- (c) Adjustments required because of physical defects
- (d) Adjustments required by personality traits or for other personal reasons
- (e) Changes made necessary because of a worker's desire to improve himself through the training opportunities in preparation for relocation afforded on the Project.

A transfer from one division to another will be effected at the Placement Section by means of a Division-to-Division Transfer Slip, Form WRA-116-cu-Revised. (Copy attached.)

The Division-to-Division Transfer Slip will be prepared in sextuplicate. After completion by the divisions concerned, it will be approved and distributed as follows:

- (a) Original - Finance Section-Cost Unit
- (b) 1st copy - Division to which Transferred  
(Division Cost Accountant)
- (c) 2nd copy - Division from which Transferred  
(Division Cost Accountant)
- (d) 3rd copy - Placement Office
- (e) 4th copy - Worker
- (f) 5th copy - Welfare Section-Clothing Allowance Unit



EMPLOYMENT MEMORANDUM NO. 9

May 22, 1943

Page 2

The purpose of this transfer procedure is to provide an orderly controlled process in the transfer of workers between divisions; to prevent pirating of workers from one division to another; and to control individual solicitation of job opportunities within the Center.

Whenever a transfer is made, it is expected that the case will be fully reviewed by the Placement Officer with a view to determining if the transfer is in the best interest of the employee and of Project operations. It is expected that each employee will be assigned to the kind of work in which he can render his best service at his highest skill.

If it is determined by the Ass't. Project Director that any division has more workers than the number allocated in the priority adjustments, the Placement Office will select those to be transferred. In cases where individuals desire transfer, they will go to the Placement Office and present the situation for determination by the Placement Officer. In cases where the decision is felt to require review, this review will be given by the Employment Officer.

This memorandum supersedes the paragraph in Employment Memorandum No. 2 on the subject of transfers.

*Claude C. Cornwall*  
Claude C. Cornwall  
Chief, Employment Division

APPROVED:

*James F. Hughes*  
James F. Hughes  
Assistant Director



WAR RELOCATION AUTHORITY  
CENTRAL UTAH RELOCATION CENTER  
Topaz, Utah

DIVISION TO DIVISION TRANSFER SLIP

Name \_\_\_\_\_ Identification No. \_\_\_\_\_

Transferred From \_\_\_\_\_ Division At \$ \_\_\_\_\_ As \_\_\_\_\_

Signature \_\_\_\_\_ Date Released \_\_\_\_\_ A.M.  
P.M.

Division Head

Transferred To \_\_\_\_\_ Division At \$ \_\_\_\_\_ As \_\_\_\_\_

Signature \_\_\_\_\_ E.O.D. Date \_\_\_\_\_ A.M.  
P.M.

Division Head

Validation \_\_\_\_\_

Placement Officer

Original - Finance Section - Cost Unit

Duplicate - Division to which Transferred (Division Cost Accountant)

Triplicate - Division from which Transferred (Division Cost Accountant)

Quadruplicate - Placement Office

Quintuplicate - Worker

Sextuplicate - Welfare Section