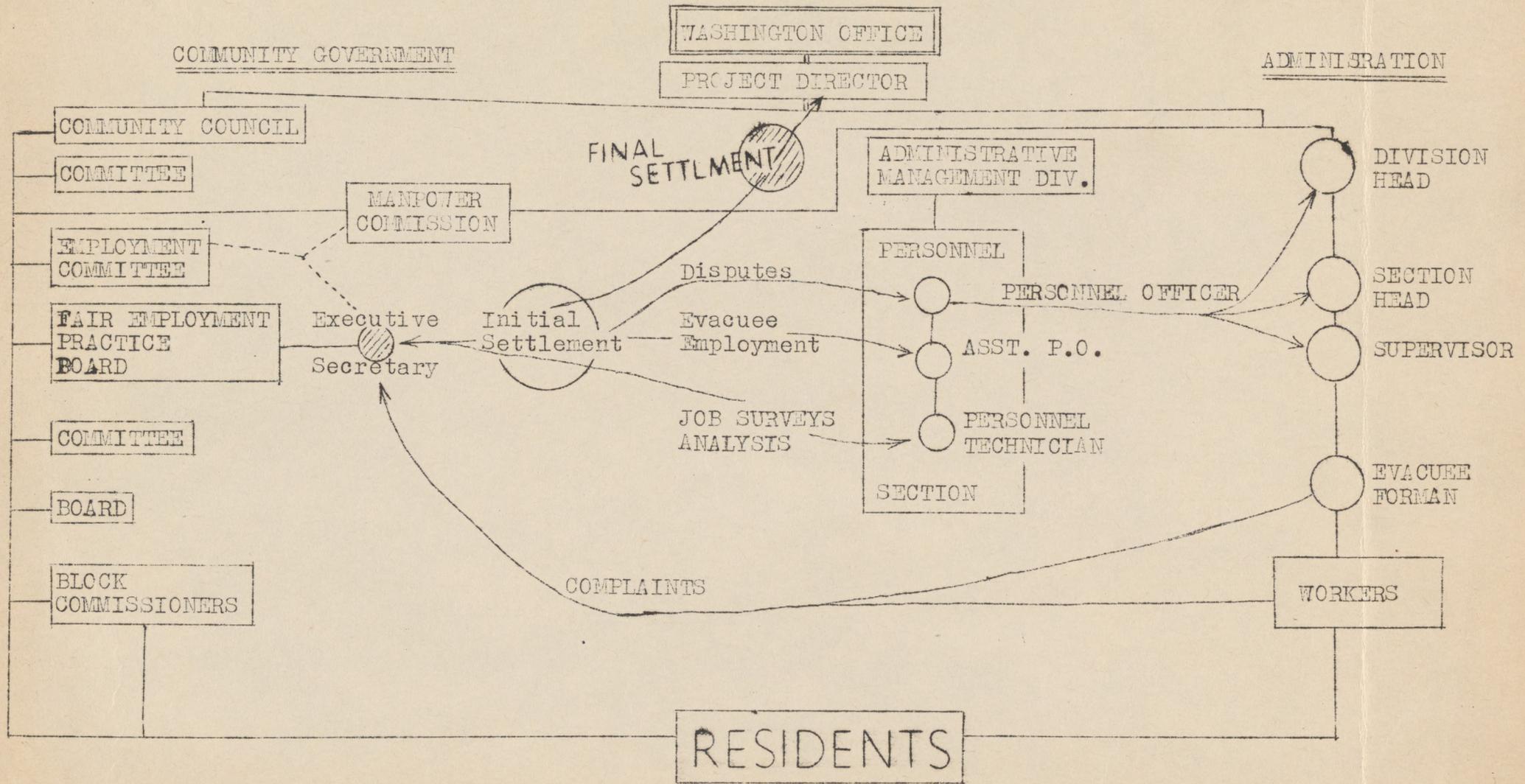


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# Organization Of The FAIR EMPLOYMENT PRACTICE BOARD

WITH INDICATED POSITIONS OF EMPLOYMENT COMMITTEE AND MANPOWER  
COMMISSION



SEPT 14, 1944

January 31, 1944

MEMO. TO: Fair Labor Practice Board, Camp III  
FROM: Labor Relation Board, Camp I

Attached is a copy of a memographed report in the matter of the termination of workers at Minidoka Relocation Center.

If you have any comments regarding this report, will you let us know.

/s/ H. Okabe  
Executive Secretary  
Labor Relation Board

MINIDOKA FAIR LABOR PRACTICES BOARD

Jan. 22, 1944

Fair Labor Practices Board  
Poston Project  
Poston, Arizona

Sirs:

We are enclosing a copy of our mimeographed report in the matter of the termination of a worker.

We would like to commence exchanging ideas and information relative to the work of the board, and would appreciate whatever comments you may care to make regarding the report.

Your letters will reach the Board directly and much more quickly if addressed personally to:

Kenji Ito  
44-8-F  
Hunt, Idaho

Sincerely,

/s/ Kenji Ito.  
Kenji Ito, executive secretary  
of the Board.



result of investigations?

- 
- (1) The Board's fact-finding efforts were hindered by the hostility displayed by Messrs. Masato Ogata and Makoto Kibe, supervisor and foreman, respectively, at the plant. They refused, repeatedly, to attend the board's meetings for interviews. They not only refused to give us their own cooperation but attempted to persuade two other workers to similarly ignore the Board's invitations. In this connivance Messrs. Ogata and Kibe ultimately failed.

BOARD'S OBSERVATIONS AND FINDINGS

I.

Mr. Green starts his written explanation (copy hereto attached) with:

"On the morning of Nov. 24, 1943, a committee from the sewage disposal plant came... complaining of the disturbances caused by ... Hidetaro Ichihara ..." (underline ours)

The Board finds that the "committee", if it could be called such, consisted merely of Messrs. Masato Ogata and Makoto Kibe, acting in their private and individual capacity. They had no authority from the workers, who were not consulted, to undertake this informing mission as their representatives.

II.

Mr. Green, after stating he sent complainant a memo of Nov. 24th asking him to come to his office, says:

"Mr. Ichihara did not show up until the morning of the 26th."

The Board recalls that the intervening day was Thanksgiving.

III.

The Board is impressed with the fact that nowhere in his

letter does Mr. Green assert that the complainant was not performing his work satisfactorily. Indications point to the contrary conclusion, for, in a somewhat back-handed way, Mr. Green states:

"(Mr. Ichihara) was trying to work in a proper manner during (his) shift..."

"Mr. Ichihara apparently did not slack in his own duties he was not cooperative with his fellow workers." (underline ours) (2)

Thus, we are faced with an amazing situation wherein a worker who was admittedly doing his work satisfactorily is discharged on the ground that he was "not cooperative" with some unknown fellow workers in some unknown manner.

#### IV.

The Board is not unaware that the charge of "not cooperative" may have reference to the complainant's conduct outside the scope of employment, for Mr. Green goes on:

"...but on off hours (he was) apparently returning and disrupting the service."

\*\*\*\*

(2) Mr. Green may stand adamant behind the words "trying" and "apparently".

The Board believes that nothing that the complainant did could be reasonably construed as "disrupting the service." If there was any interruption, it was due more probably to Mr. Green's own conduct in selecting an incompetent person to supervise plant operation (see paragraph VI), and to certain workers who neglect their work.

V

If Mr. Green honestly believed that Mr. +chihara was interfering at the plant during his off hours, he chose a highly questionable means of preventing it. Even if laid off from work, what could have prevented the complainant, had he so desired, from loitering at the plant. Would he not have more time and greater temptation, if such were needed, to engage in work interference?

VI.

In his letter Mr. Green stresses the vital importance of sewage plant operation. However, at least in one important instance, his conduct was not consistent with his professed concern with the "mechanically perfect" operation of the plant.

On November 20, 1943, Mr. Green transferred Mr. Ogata from the cannery plant, where he was employed, and installed him as supervisor of the sewage plant. He was incompetent for the position.

Mr. Ogata, 57 years of age, with a bad leg, is by occupation a dye work shop manager. His project work preferences consist of storekeeper and cookhelper. The only qualification as disposal plant supervisor that could possibly be claimed for him was derived from his previous employment at the plant for a period of about 50 days, from Aug. 12th to Oct. 1st, 1943.

Ten days after he assumed the supervisor's position, he was demoted to the status of an ordinary worker. Mr. Green has since requisitioned for a worker to replace Mr. Ogata.

By making Mr. Ogata supervisor under circumstances just stated, and over the heads of more experienced and qualified workers at the plant (whose only sin was that they put in their 8 hours a day at the plant and not in Mr. Green's office), Mr. Green sowed the seed of discord among workers and rendered cooperation difficult.

## VII

At the plant, work is done in three shifts, around the clock. Workers usually work in pairs. If work is not done satisfactorily in one shift, it imposes additional burden on the next shift. Mr. Ichihara had complained to Mr. Kibe directly and more often to the foreman that Mr. Kibe's team was not performing the work satisfactorily. In this connection, the Board has found that at least several workers have asked to be relieved from being Mr. Kibe's partner, on the ground that Mr. Kibe's frequent absences from the plant rendered satisfactory work performance impossible.

## VIII.

On the general problem of terminations from employment, the applicable WRA rules and regulations provide:

"Grounds for discharge shall be determined by the Project Director, but shall include the following:

- "(1) Unexcused absence from work...
- "(2) Habitual tardiness and leaving the job before quitting time.
- "(3) Slackness and inefficiency on the job.
- "(4) Wilful or careless misuse of equipment."

The Board understands that there are in this project no other grounds from discharge than those above mentioned.

Obviously, the present case does not fall within any of the foregoing classifications. In fact, no attempt was made by Mr. Green to claim any of them as a reason for discharging the complainant. The Board feels that such conduct is tantamount to a wilful and flagrant violation of the WRA rules and regulations which those in administrative position should be the first to observe and respect.

## IX.

The Board wishes to take this opportunity to observe that for many a resident, project employment is not a matter of choice; it is a matter of necessity--necessity borne of the need of purchasing

certain daily necessities and supplementing such food and clothing as are provided by the WRA. Means of subsistence so essential ought not be taken away without cause.

The term "not cooperative" could cover a multitude of sins, limited only by the imaginative range of its manipulator. It is significant to note that what started out ambitiously as a charge of "instigating strikes" shriveled up to be a vague imputation of "not cooperative"-- with whom or in what manner, its author does not state. We believe it is neither the policy of the WRA nor of the Minidoka Project that any worker doing his assigned work faithfully may be summarily dismissed, at the behest of certain workers whose privilege to cast the first stone we question, on the basis of a nebulous charge couched in elusive innuendo.

X

We observe in passing that Mr. Tachihara is 66 years of age, has wife and three daughters. His only son, Hiroyuki Albert Tachihara, is a volunteer in the United States Army. Whatever shortcomings Mr. Tachihara may have <sup>(3)</sup>, he is an ardent Christian, a conscientious worker, and his personal integrity is above reproach.

BOARD'S RECOMMENDATION

The Board wishes to recommend to the project administration that Mr. Tachihara be reinstated. If there was sufficient justification to prevent him from working at the plant pending investigation, there is none now. In the opinion of the Board, he has since amply paid for any indiscretion he may have contributed in allowing himself to be involved in personalities with certain workers. The Board makes this recommendation with confidence based on the result of interviews with plant workers that the complainant will reestablish himself as

a valuable worker.

Dated this 20 th day of January, 1944

MINIDOKA FAIR LABOR PRACTICES BOARD,

BY: JACK I. CHIKATA, Chairman

KENJI ITO, Executive-Secretary

BOARD MEMBERS:

Jack I. Chikata  
Kazuo Kadoshima  
Zenshiro Kikoshima  
Yasujiro Matsumoto  
Giichiro Mizuki  
T. Morita  
Dr. George Nomura  
Kichiro Sakai

Myokei Sawaji  
Tomigiro Shimizu  
Saichiro Soeda  
F. Toyota  
Yoshio Urakawa  
Makoto Yatagai  
Terukichi Yoneyama

- 
- (3) We attach copy of letter dated Feb. 4, 1943 from Mr. John Assene, then coop supervisor, to Mr. Ichihara, who was formerly employed at a coop shoe shop.

(Mr. Green's Letter)

"December 14, 1943

On the morning of November 24, 1943, a committee from the sewage disposal plant came to my desk in the Engineering Office complaining of the disturbances caused by (name omitted) and Hidetaro Ichihara, after listening to the complaints as to their behavior, which the main was that these two gentlemen were disrupting the tenor of work by apparently making false accusations regarding another matter. I thought best that (name omitted) and Mr. Ichihara be given a hearing before deciding what the disposition of the case should be, therefore, a memo was sent to these two gentlemen asking them to come up to the office at approximately one-thirty in the afternoon of the twenty-fourth. (name omitted) came in about two o'clock at which time I had left the office, not waiting to see me he asked for his release. Mr. Ichihara did not show up until the morning of the twenty-sixth. In the mean time I had made some investigation to the charges and found that these gentlemen were trying to work in a proper manner during their shifts but on off hours they were apparently returning and disrupting the service. Not wishing to be unduly harsh, but realiz-

ing that something must be done I offered Mr. Ichihara and (name omitted), who also returned on the twenty-sixth, other employment. Mr. \_\_\_\_\_ accepted the position as watchman but Mr. Ichihara preferred not to take any other position at this time but instead desired to lay off until a final investigation could be made by myself at this Disposal Plant. After closer study of the past two weeks, I am still willing to give Mr. Ichihara employment in some other position that he may be capable of handling and where he may be more cooperative with his fellow workers.

"The Disposal Plant is a very vital operation to the health of the project and is so located that if it does not function properly it disrupts camp operation. It is, therefore, necessary that the plant not only work mechanically perfect, but the employees be congenial to each other and very cooperative, whereas, Mr. Ichihara apparently did not slack in his own duties he was not cooperative with his fellow workers. In view of this fact I find that it is impossible to replace Mr. Ichihara at the Disposal Plant and still maintain the high quality of efficiency necessary for proper operation of the Plant.

"Hoping this report may be of some help to the Personnel Section and Fair Labor Board, who I understand are interested in this case.

"G. R. Green  
"Supt. of Const. & Maint.

---

(Letter from Coop to Mr. Ichihara)  
February 4, 1943

"Dear Mr. Ichihara:

"Please close shoe repair shop in Block 12 and deliver keys to me personally at once. We are undertaking reorganization of this shop under direct supervision of Mr. Yoshimura.

"At this time I want to thank you for your unceasing efforts to manage the shop. That it is necessary to reorganize the shop is no reflection upon your ability, integrity, or honesty, but is simply because unfortunate external circumstances have prevented obtaining the efficiency which we hope to secure by reorganizing.

"If it is possible to find a place for you in the revised set-up where you can work harmoniously and where you wish to work, then we shall certainly give you every chance to be employed.

"In the meantime until reorganization is complete you will be retained on the payroll, unless you may wish to resign before then.

"Cooperatively,  
"JOHN ESSENE

FAIR LABOR PRACTICE BOARD

BY-LAWS

FOREWORD: Pursuant to the War Relocation Authority's Administrative Instructions No. 27, and the subsequent Project Employment Office Memorandum authorizing the creation of a Fair Labor Practice Committee; that body having been duly constituted and initially convened, the provisions hereinunder defined will, upon adoption, govern the general conduct of this body and shall be known as its "By-Laws".

ARTICLE I

NAME: This body shall be known as the "Fair Labor Practice Board".

ARTICLE II

AIMS AND PURPOSES: The purposes of the organization shall be to afford the Minidoka Project with a democratic and representative organization within the work corps in order to maintain fair employment practice.

ARTICLE III

BOARD JURISDICTION: This Board shall attempt <sup>in a judicious manner</sup> to adjust, relieve, and to improve conditions relating to employment, working rules, and employment compensation.

ARTICLE IV

BASIS OF REPRESENTATION: All persons upon acceptance of

employment automatically become a member of the Minidoka Work Corps, and are entitled to representation; to voice, and to seek redress before the Fair Labor Practice Board, in accordance with the procedure set forth by this body.

#### ARTICLE V

NUMBER OF BOARD MEMBERS: There shall be seven members on the Board. These shall be known as "Board members". These Board members are to be elected from the <sup>CONSTITUENTS</sup> ~~members~~ of the Minidoka Work Corps on the following basis:

At least one Board member shall be elected from each of the following occupational groups:

1. Agricultural Employees
2. Professional Employees
3. Industrial Employees
4. Mess Employees

#### ARTICLE VI

ALTERNATE BOARD MEMBERS: There shall be, in addition to the seven Board members above named, other members who shall serve in a replacement or proxy capacity. They shall be elected from the various occupational groups in such numbers as may be deemed necessary and advisable, and shall be known as "alternate members".

#### ARTICLE VII

SENIORITY: Seniority of the alternate members shall be determined <sup>respectively</sup> by the number of votes <sup>each</sup> ~~they~~ receive.

ARTICLE VIII

TENURE OF OFFICE: The Board members and alterates<sup>//</sup> shall serve and hold office for a period of six months from the time of the first regular meeting date, at which time their terms shall expire, or until they are duly replaced or succeeded.

ARTICLE IX

POWERS OF BOARD MEMBERS: The Board members shall exercise the authority vested in them as defined in Administrative Instructions No. 27 and the Employment Director's memorandum and in supplementary Board procedures in such a manner as to promote harmony and progress within the activities encompassed in the scope of its jurisdiction.

ARTICLE X

CHAIRMAN: There shall be one member of the Board selected from among its members by secret ballot at its first regular meeting to serve and to be known as the "Chairman of the Board".

ARTICLE XI

POWERS AND DUTIES OF CHAIRMAN: It shall be the Chairman's duty to call regular meetings at dates to be designated by the Board and further, any special meetings that he may, at his discretion, deem necessary. It shall be the duty of the Chairman, or someone designated by him to preside over the meetings of the Board.

ARTICLE XII

EXECUTIVE SECRETARY: The Board shall select from its own membership or secure from the work corps membership, <sup>for purposes of despatch</sup> an agent to attend to the compilation of reports and records, and to execute details of policy outlined by the Board.

This agent shall be strictly accountable to the Board, and shall be given the title of "Executive Secretary".

The Executive Secretary shall be an "ex officio" member of the Board and shall serve on a full-time basis, and shall be compensated as such by the War Relocation Authority as authorized in Administrative Instructions No. 27.

ARTICLE XIII

REGULAR MEETINGS: Regular meeting dates shall be determined by the Fair Labor Practice Board at such regular time intervals as is deemed advisable.

ARTICLE XIV

MEETING PROCEDURE: The meetings shall be conducted in accordance with the Roberts rules of orders on Parliamentary Procedure.

ARTICLE XV

QUORUM: The presence of a quorum shall be necessary at Board meetings for the body to officially enact its work. It shall require the presence of four out of the seven regularly elected Board members or their credited alternates to constitute a quorum.

ARTICLE XVI

BOARD RECORDS: An adequate and complete set of records shall be kept of all Board business in proper files designated to the Fair Labor Practice Board.

These records shall consist of all Board meeting minutes, communications, testimonials, reports, publications, and all other matters that pertain to the activities of the Board.

ARTICLE XVII

WAR RELOCATION REPORTS: Reports shall be submitted to the War Relocation Authority of such natures and at such times as may be requested.

ARTICLE XVIII

GRIEVANCE PROCEDURE: All grievances must be submitted in writing on forms to be made available for that purpose. Grievances may be submitted by work corps members or administrative staff members.

ARTICLE XIX

GRIEVANCE RECEIVING PROCEDURE: Grievance petitions may be submitted to any Board member and directed to the executive secretary who shall make a thorough, impartial, and objective investigation of the complaint. A file should be made of all reported grievances and they should be placed on a grievance calendar, the order of which is to be determined by the Chairman of the Board.

ARTICLE XX

GRIEVANCE SETTling PROCEDURE: The executive secretary shall make written reports of all grievances received.

If these grievances are simple or personal grievances, that can be settled at job level, the executive secretary shall attempt to do so in accordance with the policies of the Board and shall submit reports of same to the Board. Grievances of complex or broad nature that may affect the general welfare shall be submitted to the Board.

ARTICLE XXI

AMENDMENTS: Amendments to all or any of the provisions contained within these by-laws must be first submitted in writing to the Chairman of the Board, and must be read at one meeting, by which time all the regular Board members <sup>have been</sup> ~~must~~ notified of the submission of the proposed amendment.

Thereafter, to be adopted into the by-laws, the amendment or amendments must be ratified by a two-thirds vote of the entire membership of the Board in two successive meetings.

ADDENDA

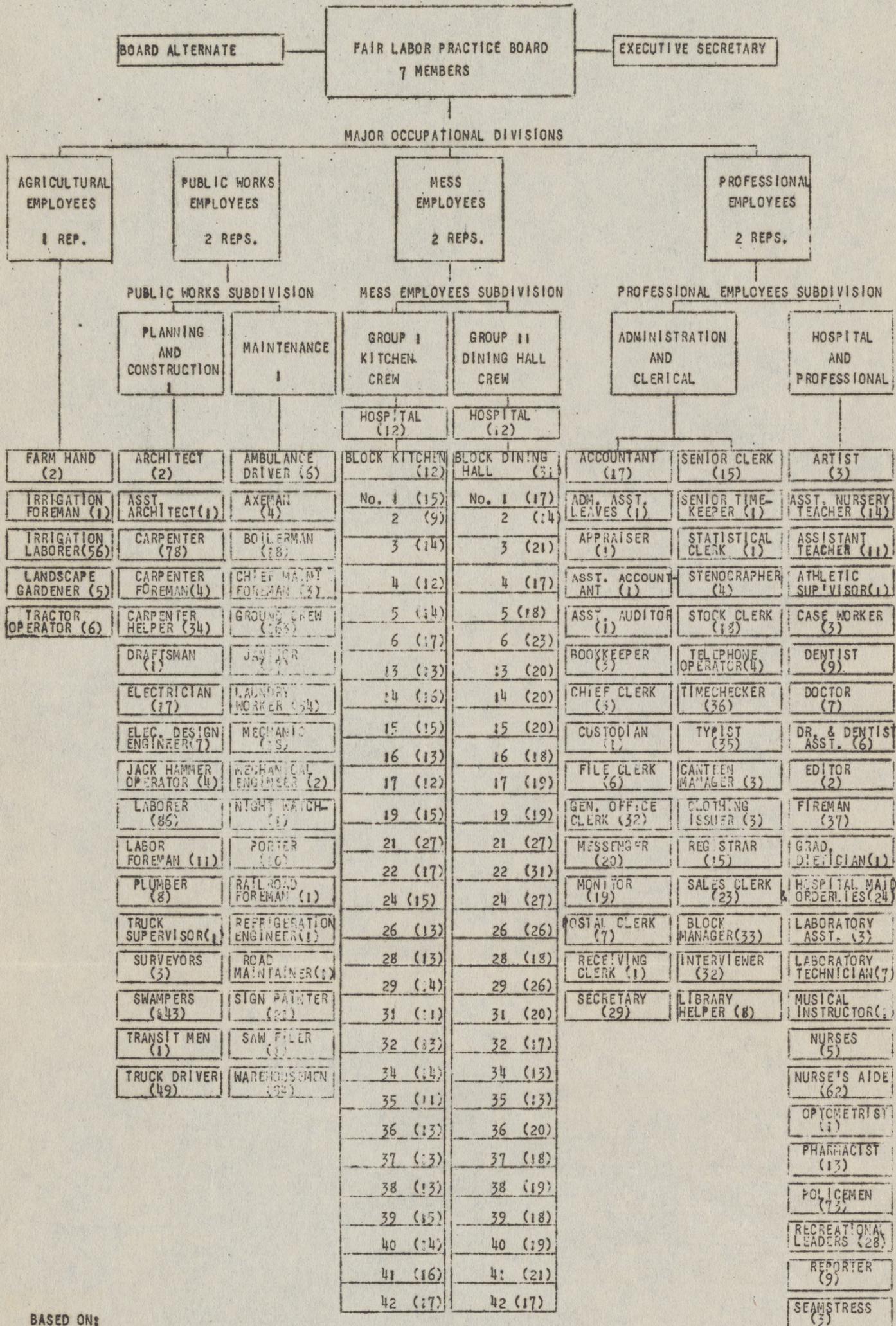
DURATION OF BY-LAWS: Upon ratification by the Fair Labor Practice Board, these by-laws will forthwith govern the procedures of the Board, its members, its officers, and its agents during the period until the first regular meeting of the succeeding Board, and the provisions of these by-laws will continue in effect into the next term unless the succeeding Board members deem otherwise at <sup>that time</sup> ~~its first regular meeting~~.

*Ratified* \_\_\_\_\_

*Chairman J. L. B.*

**FAIR LABOR PRACTICE BOARD**  
Board Occupational Representation Chart

(OCCUPATIONAL BREAKDOWN FOR BOARD ELECTION PURPOSE)



BASED ON:

DATA DERIVED FROM TIMEKEEPER DEPT. FILES AS OF SEPT. 15, 1942.

NOTE: FIGURES IN PARENTHESIS INDICATE NUMBER OF WORKERS UNDER EACH JOB TITLE.

MINIDOKA WAR RELOCATION PROJECT  
HUNT, IDAHO

FAIR LABOR PRACTICE BOARD

BY - LAWS

FOREWORD: Pursuant to the War Relocation Authority's Administrative Instructions No. 27, and the subsequent Project Employment Office Memorandum authorizing the creation of a Fair Labor Practice Committee; that body, having been duly constituted and initially convened, the provisions hereinafter defined will, upon adoption, govern the general conduct of this body, and shall be known as its "By-Laws".

ARTICLE I

NAME: This body shall be known as the "Fair Labor Practice Board".

ARTICLE II

AIMS AND PURPOSES: The purposes of the organization shall be to afford the Minidoka Project with a democratic and representative organization within the work corps in order to maintain fair employment practice.

ARTICLE III

BOARD JURISDICTION: The Board's field of jurisdiction shall extend over and include, in entirety, the members of the Minidoka Project Work Corps, and all of the various phases of occupations therein represented.

The Board, in this field, shall attempt, in a judicious manner, to adjust, relieve, and to improve conditions relating to employment, work standards, and employment compensation.

ARTICLE IV

BASIS OF REPRESENTATION: All evacuees, upon acceptance of employment automatically become a member of the Minidoka Work Corps, and are entitled to representation; to voice, and to seek redress before the Fair Labor Practice Board, in accordance with procedures set forth by this body.

## ARTICLE V

NUMBER OF BOARD MEMBERS: There shall be seven members on the Board. These shall be known as "Board members". These Board members are to be elected from the constituents of the Minidoka Work Corps on the following basis:

At least one Board member shall be elected from each of the following occupational groups:

1. Agricultural Employees
2. Professional Employees
3. Industrial Employees
4. Mess Employees

A formula and chart illustrating and particularizing the manner of electing the Board members from among the Work Corps enrollees shall be appended to these By-Laws.

## ARTICLE VI

ALTERNATE BOARD MEMBERS: There shall be, in addition to the seven Board members above named, other members who shall serve in a replacement or proxy capacity. They shall be elected from the various occupational groups in such numbers as may be deemed necessary and advisable, and shall be known as "alternate members".

## ARTICLE VII

SENIORITY: Seniority and order of succession of the alternate members shall be determined respectively by the number of votes each receives.

## ARTICLE VIII

TENURE OF OFFICE: The Board members and alternates shall serve and hold office for a period of six months from the time of the first regular meeting date, at which time their terms shall expire.

## ARTICLE IX

POWERS OF BOARD MEMBERS: The Board members shall exercise the authority vested in them as defined in Section VI, Administrative Instructions No. 27, and the Employment Director's memorandum, which are appended to these by-laws.

And further, the Board shall be guided by its own rules of supplementary procedures in such a manner as to promote harmony, welfare and progress within the activities encompassed in the scope of its jurisdiction.

## ARTICLE X

DUTIES OF BOARD MEMBERS: The Board members, being democratically elected by and being representative of the Project Work Corps, shall be the highest body of the Work Corps.

The Board, thereby, shall serve the Work Corps in a mediatory, judicial, legislative and coordinative capacity.

It shall be in these capacities the highest liaison body between the Work Corps and the Project Administration of such other individuals or groups that may be concerned.

## ARTICLE XI

CHAIRMAN: There shall be one member of the Board selected from among its own members by secret ballot at the first regular meeting marking the beginning of each new term, to serve and to be known as the "Chairman of the Board".

## ARTICLE XII

POWERS AND DUTIES OF CHAIRMAN: It shall be the Chairman's duty to call regular meetings at dates to be designated by the Board, and any special meetings that he may, at his discretion, deem necessary.

It shall be the duty of the Chairman, or someone delegated by him to preside over these meetings. He shall further exercise those powers and perform those duties that by common practice are implied to his office.

## ARTICLE XIII

OFFICE QUARTERS AND AGENTS: The Board, for purposes of convenience and dispatch, in the performance of its activities, shall secure a centrally-located office, and shall employ at its election from among its own members or secure from among other work corps enrollees, an agent or agents and office personnel to execute the details and routines of business as instructed and supervised by the Board.

This personnel shall be strictly accountable to the Board, and further functional particulars shall be worked out by the Board and its Chairman, and these directions will be contained in the minutes of the Board's meetings.

## ARTICLE XIV

REGULAR MEETINGS: Regular meeting dates shall be determined by the Fair Labor Practice Board at such regular time intervals as is deemed advisable.

ARTICLE XV

MEETING PROCEDURE: The meetings shall be conducted in accordance with the Roberts rules of orders on Parliamentary Procedure.

ARTICLE XVI

QUORUM: The presence of a quorum shall be necessary at Board meetings for the body to officially enact its work. It shall require the presence of five out of the seven regularly elected Board members or their credited alternates to constitute a quorum.

ARTICLE XVII

BOARD RECORDS: An adequate and complete set of records shall be kept of all Board business in proper files designated to the Fair Labor Practice Board.

These records shall consist of all Board meeting minutes, communications, testimonials, reports, publications, and all other matters that pertain to the activities of the Board.

ARTICLE XVIII

WAR RELOCATION REPORTS: Reports shall be submitted to the War Relocation Authority of such natures, and at such times as may be requested.

ARTICLE XIX

ADMINISTRATIVE LIAISON: There shall be for purposes of consultation and contact with the Project Administration, a liaison administrative office, which, out of logical function will be the office of the Project Employment Director.

This office shall serve for and with the Board in such capacities as is necessary, but shall not, in any manner, assume powers of or assert control over the Board.

ARTICLE XX

GRIEVANCE FORMS: All grievances must be submitted in writing on forms to be made available for that purpose. Grievances may be submitted by work corps members or by administrative staff members.

ARTICLE XXI

GRIEVANCE PROCEDURE: Grievance petitions may be submitted to any Board member or directly to the Board office, the particulars of whose procedures shall be arrived at by the Board in its sessions, and the resulting compilations shall be made a matter of public notice.

A file should be made of all reported grievances and they should be placed on a grievance calendar, the order of which is to be determined by the Chairman of the Board.

ARTICLE XXII

AMENDMENTS: Amendments to all or any of the provisions contained within these by-laws must be first submitted in writing to the Chairman of the Board, who shall give sufficient notice in advance of the meeting as to the submission and consideration of the proposed amendment.

Thereafter, to be adopted into the by-laws, the amendment or amendments must be ratified by at least 5 votes of the seven regular members of the Board, or their duly-accredited alternates serving in replacement or proxy capacity.

ADDENDA

DURATION OF BY-LAWS: Upon ratification by the Fair Labor Practice Board, these by-laws will forthwith govern the procedures of the Board, its members, its officers, and its agents during the period until the first regular meeting of the succeeding Board, and the provisions of these by-laws will continue in effect into the next term unless the succeeding Board members deem otherwise at that time.

RATIFIED BY THE FAIR LABOR BOARD ON THIS \_\_\_\_\_ DAY  
OF OCTOBER, 1942.

By \_\_\_\_\_  
Chairman  
FAIR LABOR PRACTICE BOARD

APPENDIX

- ✓ 1. CHART OF STRUCTURAL REPRESENTERS *Representation*
- ✓ 2. ADMINISTRATIVE INSTRUCTION NO. 27
- ✓ 3. PROJECT MEMO
- ✓ 4. PROJECT JOB TITLE ROSTER
- ✓ 5. ELECTION FORMULA
6. DUTIES OF BOARD AGENTS
- ✓ 7. GRIEVANCE FORMS
8. GRIEVANCE PROCEDURE
- ✓ 9. *By Law Supplements + Revisions*

WAR RELOCATION AUTHORITY  
WASHINGTON

September 1, 1942

ADMINISTRATIVE INSTRUCTION NO. 27

Subject: Employment and Compensation

Section VI. Fair Employment Practice Procedure

- A. Fair employment practice procedure shall be established at each relocation center, in accordance with the provisions of this instruction, to enable workers who feel that they have received unjust treatment to obtain a hearing. This procedure relates only to complaints regarding employment, working rules, and employment compensation.
- B. There shall be a Fair Practice Committee at each center composed of not more than seven members of the Work Corps. Members of the committee shall be elected by members of the Work Corps, for a six month term. At least one committee member shall be elected from each of the following occupational groups: Agricultural employees, professional employees, industrial employees, and mess employees.
- C. The Committee shall elect its Chairman, who shall be designated as "Fair Practice Chairman" and who shall devote full time to the job and be compensated by the War Relocation Authority as a member of Group III. He shall conduct investigations of all cases coming to his attention and shall keep records of the activity of the Committee, which records shall be open to inspection by anyone concerned.
- D. Any evacuee employee may report in writing any employment complaint to the Fair Practice Committee or to any of its members. The Fair Practice Chairman shall investigate and, by consultations with the parties concerned, seek to effect a satisfactory solution. If such solution is not promptly secured, he shall present the case to a meeting of the Fair Practice Committee, which shall arrive at an opinion on the validity of the complaint and shall authorize the Fair Practice Chairman to prepare a written statement of the case. This statement shall be presented by the Fair Practice Chairman to the Project Employment Officer for his action. Appeal may be taken from the action of the Employment Officer to the Project Director, whose decision shall be final.

OUR LABOR PRACTICE BOARD

*Duplicate*

Sept. 21, 1942

Breakdown of Project Work Corps into four occupational phases as per manual instructions

*Appendix # 4*  
I. AGRICULTURAL EMPLOYEES

*Revised*

- Farm hands and laborers
- Farm managers
- Grafters
- Greenhouse men
- Hothouse man
- Irrigation laborers
- Irrigators
- Pruners
- Technical agricultural jobs
- Tractor drivers
- Chief gardener foreman
- Superintendent, farm

II. PROFESSIONAL EMPLOYERS

- Administrative assistant in leaves and furloughs section
- Ambulance driver
- Assistant accountant
- Assistant auditor
- Assistant carto draftsman
- Assistant electric engineers
- Assistant engineer draftsman
- Assistant lab technicians
- Assistant nursery teacher
- Assistant teacher
- Athletic and sports officials
- Barbers
- Beauticians
- Bookkeeper
- Cadet teachers
- Canteen managers
- Canteen salesclerks
- Carto draftsman
- Cashiers
- Checkers
- Coding clerks
- Commercial artists
- Dancers
- Designers
- Dispatchers
- Doctor's and dentist's assistants
- Draftsmen
- Dry-cleaners
- Entertainers
- Filing clerks
- Firemen
- Furniture appraisers

PROFESSIONAL EMPLOYEES (Cont.)

General office clerks  
Guides  
Hospital maids, orderlies  
Inspectors (any division)  
Interpreters  
Interviewers  
Library assistants and attendants  
Masseuse  
Messengers  
Mimeograph machine operators  
Monitors  
Movie projectionists  
Nurse's aides  
Orchestra leaders  
Office machine operators  
Paymaster  
Photographers  
Policemen  
Postal clerks  
Practical nurses  
Printers  
Radio repairman  
Recreational leaders  
Receiving clerks  
Reception clerks  
Reporters  
1 PW (Scientific helpers and engineering  
Secretaries  
Seamstress  
Shoe repairmen  
Senior storekeeper (warehouse)  
Stagemen  
Statistical clerks  
Senior timecheckers  
2 PW (Sign painters)  
Stenographers  
3 PW (Surveyors)  
Stock clerks  
Tailors  
4 PW (Teamsters)  
5 PW (Timecheckers  
Transit man)  
Typists  
Ushers  
Watch repairmen  
Accountants  
Architects  
Assistant nurse  
Auditors  
Block managers  
Chemists  
Chief canteen manager  
Chief clerk (supervisor of at least 2 head clerks)  
Chief of communication division  
Chief dispatcher

PROFESSIONAL EMPLOYEES (Cont.)

Chief inspectors (all project divisions)  
Chief nurse  
Colonist teachers (A.B. or B.S. degree plus an  
active teaching certificate)  
Counselor  
Counselor Aid  
Dentists  
Editors  
PW (Engineers (civil, electrical, mechanical, etc.)  
Fair practice chairman  
Head nurse  
Head storekeeper (warehousing division)  
Junior administration assistant  
Junior cost accountant  
Junior fiscal accountant  
Junior placement officer  
Laboratory technicians  
Librarians  
Music instructors  
Optometrists  
Pharmacists  
Personnel counselors  
Physicians and surgeons  
Placement officers  
Procurement officer  
Registrar  
Senior audit, clerk  
Senior clerk, housing  
Senior clerk, office service section  
Senior personnel clerk  
Senior statistical clerk  
Social and welfare workers, case workers  
Statisticians  
Trained nurses  
Translators  
Veterinarians  
X-Ray Technicians  
Senior clerk, procurement section

III. INDUSTRIAL (PUBLIC WORKS)

Blacksmith  
Blacksmith helper  
Boilerman  
Bus driver  
Carpenters  
Carpenter's helpers  
Chauffeurs  
Electricians  
Electricians' helpers  
Electrical repairmen  
*see Engineers*

INDUSTRIAL (PUBLIC WORKS) (Cont.)

Gas attendants  
Grave-diggers  
Ground crews: sanitation crews  
Jack-hammer operator  
Janitors  
Laundry workers  
Machinist  
Machinist helpers  
Mechanics (all kinds)  
Mechanic helper  
Night watchmen  
Operators of road maintainers  
Plumbers  
Plumber's helpers  
Porters  
1 Refrigeration mechanics  
Senior electricians  
Senior janitors  
Senior mechanic  
2 Swampers  
3 Truck drivers  
4 Supervisor of truck drivers  
5 Warehousemen  
Welders  
Axeman  
Chief blacksmith foreman  
Chief carpenter foreman (supervisor of all project  
Carpenters)  
Chief garage foreman  
Chief labor foreman  
Chief machinist foreman  
Chief maintenance foreman  
Chief mechanic foreman  
Chief painter foreman  
Chief plumber foreman  
Chief refrigeration foreman

IV. MESS EMPLOYEES

Assistant steward  
Bakers  
Baker's helpers  
Butchers  
Cook's helpers  
Dining hall storekeepers  
Dishwashers  
Head waitress  
Head dishwasher  
Junior dietitians  
Meal checkers

MESS EMPLOYEES (Cont.)

Pantry cooks  
Pot washers  
Second cooks  
Senior steward  
Stewards  
Waiters  
Waitresses  
Vegetable men  
Assistant project steward  
Chief cook  
Cook supervisor  
Dietitians  
Project steward  
Waitress supervisor

Sept. 21, 1942

FAIR LABOR PRACTICE BOARD

PROCEDURE SUPPLEMENT NO. 1  
BASIS OF REPRESENTATION TO BOARD

The manual of the Administrative Instructions and the subsequent memorandum relating to the creation of a Fair Labor Practice Board from the Project Work Corps state that seven representatives are to be elected to serve on this Board. At least one representative shall be elected from each of the following four functional captions:

1. Agricultural employees
2. Professional employees
3. Industrial(public works) employees
4. Mess employees

It is obvious that this allocation will pose certain problems as to the adequacy in the manner of representations from various phases of occupation that comprise the Work Corp.

From the Roster of Project job titles which was secured from the Timekeeping Division, it is revealed that a number of jobs will not accommodate themselves entirely under any one of these four heads. In fact many jobs were found to relate themselves or to interchange within these heads.

An example of this is the occupation of the irrigation worker. This occupation could relate to "Agricultural" or to "Public Works". Another example is of the truck drivers. There being no transportation pool at the present, trucking jobs have been allocated under various departments such as Mess, Public Works, etc.

Also there are certain occupations that do not fit themselves in any of the four named captions. These are entertainers, ambulance drivers and various types of work that for the most part fall under the project Community Service Division.

Consideration has been given to the possibility of breaking down the captions to accommodate these types of work that are difficult to classify, but there appears to be no limitation of possibilities into which all of the phases of work, whether they do or not readily classify themselves, under these four captions.

It is obvious that in order to function effectively a compact group such as the seven member committee designated in the manual desirable.

It appears necessary, however, to create further mechanism or channels to cope with the inadequate nature of representation. It perhaps will be desirable to consider along these lines a channel similar to the job steward system which is in use among trade union organization.

In the manner of election to the Fair Labor Practice Committee it appears difficult at this time to conduct direct elections among the employees at the job level. It can readily be seen that due to hall accommodation limitations, differences in time of employment and distances involved, a direct election in a specified hall at any given time among such a large number of workers would be hardly possible.

A possible solution that would lend itself to democratic representation would be to elect Board members through indirect elections by having various job stewards elected from the workers at job levels and subsequently having all job stewards under a given occupational caption meet to select their representative to the Board. In this respect, the job stewards would serve somewhat as an electoral committee.

In regards to the other three members of the seven member Board, the project memorandum instructions state that these be apportioned among the four captions on a numerical basis of apportionment.

The Project Statistical Dept. has consented to tabulate and submit a list enumeration the job titles of various phases of work being presently performed on the project and, in addition the numbers of persons employed under each of these work phases.

In anticipation of the first business meeting of the board, once it has been elected, the question will probably arise as to the chairmanship of that committee as set forth in the Administration manual. In this respect, it is noted that the memorandum instructions have digresses from the manual procedure in that two board mediators have already been selected by the Project Director with instructions to settle the major portion of labor grievances. Consideration should be given to proposals to cope with such an inquiry.

The foregoing suggestions are being submitted to lend a clear direction as to the manner of conducting elections to

to the Fair Labor Practice Board.

Appendix A 7

Form No. 1

GRIEVANCE PETITION

Date Filed \_\_\_\_\_

File No. \_\_\_\_\_

MINIDOKA PROJECT  
FAIR LABOR PRACTICE BOARD

Date Adjusted \_\_\_\_\_

SUBJECT: \_\_\_\_\_

PETITIONER:

Name \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Job Site \_\_\_\_\_

On Behalf of: \_\_\_\_\_

NATURE OF PETITION:

DETAILS:

PETITIONER'S PROPOSAL:

SUPPLEMENTARY SECTION

BY-LAWS REVISIONS

I. RELATING TO ARTICLE VII: In the event that the Board member and all other alternates representing an occupational group should resign and be made unavailable before the expiration of their term of office, the Board shall adopt the following manner of selecting replacements:

1. The Chairman of the Board may nominate a member from that occupational group after making proper inquiries. The Chairman shall then submit the name of his nominee to the Board, whereupon it shall require the approval of at least five members of Board capacity to endorse the nominee into the position of Board member.
2. The retiring Board member from that occupational group may suggest his successor to the Chairman, who shall give due consideration to the nominee suggested in this manner.

II. RELATING TO ARTICLE XII: The files and records of the Board shall be open to special inspection, however, any records that the Board, its Chairman, or its agents may deem confidential, need not be open to public disclosure.

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II. RELATING TO ARTICLE XII: <sup>Public</sup> The files and records of the Board shall be open to ~~special~~ inspection, however, any records that the Board, its Chairman, or its agents may deem confidential, need not be open to public disclosure.