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ORIENTATION

MINIDOKA RELOCATION CENTER

HUNT, IDAHO

1 August 44



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DIRECTOR'S STATEMENT TO CAUCASIAN WORKERS

In your acceptance of a position with the War Relocation Authority you have indicated that you will not allow any suspicion or prejudice influence the professional quality of your work here at the Center. The Management assumes that you are aware of your own weaknesses and strengths so far as being able to cope with certain problems which might arise in Caucasian-Japanese work relationships, and you are expected to be able to make the adjustments necessary to the successful prosecution of your position.

The Minidoka Relocation Center is not to be confused with being an internment camp, managed by the Department of Justice for the detention of enemy aliens suspected of subversive activities or intentions. Actually, the purpose of this Center's existence, as with other W. R. A. Centers, is to provide a place where these people can be quartered while the Government develops an orderly program of relocation in normal communities. Even before the Centers were fully constructed and populated the Authority started making efforts to reduce their population by encouraging properly qualified evacuees to return as quickly as possible to private life.

A cardinal principle for all appointed personnel might be: "No man or woman appreciates unjust criticism or over-sympathy." A great majority of these people are American citizens and those of our appointed personnel, who are most successful, treat them as such.

H. L. Stafford  
Project Director



EVACUATION-HISTORY IN BRIEF

On December 11, 1941, the Western Defense Command was established and the west coast was declared a theater of war. General J. L. DeWitt was designated as military commander of the area. On December 7 and 8, 1941, the Department of Justice arrested, on presidential warrants, all known "dangerous enemy aliens" from certain designated zones or so-called "spot" strategic installations, such as harbors, airports, and power lines. The deadline fixed for this "dress rehearsal" of the larger evacuation to follow was February 24, 1942. Following the appearance of the Roberts Report on Pearl Harbor, the public temper on the west coast noticeably changed and by the end of January, 1942, a considerable press demand appeared for the evacuation of all Japanese.

The moment this press campaign for evacuation was launched, the west-coast delegation in Congress held a meeting in the offices of Senator Hiram Johnson and, on February 13, 1942, recommended to the President "the immediate evacuation of all persons of Japanese lineage." On February 19, the President signed Executive Order No. 9066 authorizing the War Department to set up military areas and to exclude any or all persons from these areas. The next day Mr. Stimson delegated this responsibility to General DeWitt. On March 2, General DeWitt, by proclamation, established Military Areas Nos. 1 and 2, and on March 27 he prohibited all persons of Japanese ancestry from leaving these areas. Then by a series of 108 separate orders, General DeWitt ordered all Japanese removed from Military Areas No. 1 and No. 2 (embracing all of Washington, Oregon, and California, and a portion of Arizona). By June 5, 1942, all persons of Japanese ancestry had been removed from Military Area No. 1 (the coastal area), and by August 7, 1942, Military Area No. 2 (the eastern part of the three west-coast states) had likewise been cleared of all Japanese.

In a period of 137 days over 110,000 people of Japanese ancestry--both American citizens and aliens--had been moved from their homes to the following Assembly Centers:

1. Puyallup, Washington
2. North Portland, Oregon
3. Pinedale, California
4. Marysville (Arboga), California
5. Sacramento (Valerger), California
6. Stockton, California
7. Tanforan, California
8. Santa Anita, California
9. Turlock, California
10. Pomona, California
11. Tulare, California
12. Salinas, California



13. Merced, California
14. Fresno, California
15. Mayer, Prescott, Arizona
10. Manzanar, California (converted into Relocation Center)

These people were hardly settled before they were transferred from the Assembly Centers to the ten Relocation camps established by the War Relocation Authority (W. R. A.) The names of these ten camps, with certain related and pertinent information, are indicated in the following chart.



OFFICE	DIRECTOR	MAIL ADDRESS	TELEPHONE NO.	RAIL CARRIER	RAIL HEAD
Washington D. C.	Billon S. Myer	Barr Building 910-17th Street Washington D. C.	Republic 7500 Extension 6207	Seaboard Penn RR, B&O, C&O	Washington D. C.
Pacific Coast Region	R. B. Cozzens Ass't. Director	Sheldon Building 461 Market St.	Douglas 8173	Western Pacific Southern Pacific A T & Santa Fe	San Francisco 5 California
Colorado River Relocation Center	Duncan Mills	Poston Arizona	Parker Valley 261 Parker 461	Santa Fe	Parker Arizona
Manzanar Reloca- tion Center	Ralph P. Merritt	Manzanar California	Independence 671	Union Pacific	Manzanar Calif.
Gila River Relo- cation Center	LeRoy H. Bennett	Rivers	Casa Grande 190	Southern Pacific	Casa Grande Arizona
Tule Lake Reloca- tion Center	R. R. Best	Newell, Calif.	"WRA" Tule Lake, Calif.	Southern Pacific	Staley Calif.
Central Region	Malcolm E. Pitts Field Ass't. Director	Midland Savings. 444 17th Street Denver, Colorado	Bldg. Tabor 3173	RI CB&Q AT&SF C&S UP B&ROW	Denver, Colo.
Central Utah Relocation Center	L. T. Hoffman	Topaz, Utah	Delta 1031	Union Pacific	Delta, Utah
Minidoka Relocation Center	Harry L. Stafford	Hunt, Idaho	Jerome 017	Union Pacific	Eden, Idaho
Heart Mountain Relocation Center	Guy Robertson	Administration Bg. Heart Mountain Wyoming	Gody 725	CB&Q Via Denver	Vocation, Wyoming
Granada Relocation Center	J. G. Lindley	Amache, Colorado	Lamar 331	AT&SF	Granada, Colorado
Southern Region	E. B. Whitaker	Pyramid Building Little Rock, Ark.	Little Rock 4-7402	Missouri Pacific	Little Rock Arkansas
Rohwer Relocation Center	Ray D. Johnston	422 N. Hyw. Street McGehee, Ark.	McGehee 314	Missouri Pacific	McGehee Arkansas
Jerome Relocation Center	E. B. Whitaker	Denson Branch Dermotto, Ark.	"WRA" Jerome	Missouri Pacific	Jerome, Arkansas



FOREWORD

The purpose for compiling the information contained in these pages is to assist members of the appointed personnel to meet their current personal problems during their period of employment at the Center. This office realizes its limitation in not being able to pre-suppose all the questions which should be answered; however, there are certain very obvious knowledges which might contribute to the enthusiastic and effective participation of both old and new employees.

The Personnel Management Section will be most happy to accept suggestions or/and additional information which should be clarified in a revision of this publication.

PERSONNEL MANAGEMENT SECTION

DAN T. WILLIAMS  
Assistant Personnel Officer



HUNT, IDAHO

The Minidoka War Relocation Project for the housing of Japanese is located about nine miles northwest of Eden, Idaho and about twenty miles northeast of Twin Falls, Idaho. The camp will house approximately ten thousand people. The project is situated near one of the richest irrigated districts in the United States. The elevation is approximately four thousand feet. There are many warm sunny days during the summer. The temperature seldom gets above ninety-five degrees. There is little or no rain during the summer. The climate during the winter is variable. There are many winters in which the thermometer never registers below zero.

A regular bus schedule operates to and from Jerome, Twin Falls, Shoshone, Hazelton, and Eden. Appointed Personnel who don't live at the Center commute to and from these places daily.



SOCIAL-CULTURAL COMPOSITION  
OF RESIDENTS IN MINIDOKA

Population Composition:

At the present time the age population in Minidoka tends to be two extremes, the old and the young. One is able to recognize, however, a middle group, but this has decreased due to relocation and selective service. The older generation are mainly aliens while the middle and younger generations are American citizens. At the beginning of this year (1944) 45 per cent of the population in Minidoka were aliens and 55 per cent American citizens.

Issei: Technically speaking, the "Issei" are "enemy aliens" because they are citizens of Japan. Many of the issei desire to be American citizens but due to the immigration law of 1924, the Oriental races could not become naturalized citizens of the United States. The term "issei" literally means "first generation." Many of the issei have been in the U. S. for 40 and 50 years. They came to America between 1890-1907, consequently their average tenure of residence in this country may be approximated at 30 years. The average age of males is about 60 years, of the females 59 years.

Nisei: Literally means "second generation." They are the children of issei, and are citizens of



the United States by virtue of their birth in the United States. The majority of nisei were born between 1910 and 1935. The average age of the nisei (American born generation) is about 22 years, but there are a few individuals in their 40's. The nisei, for the most part, are thoroughly Americanized, and they appreciate the same social values as any other American.

Kibei: Literally means "returned to America." The kibeï are children of the issei who were born in America and were sent to Japan to study or to live for a time and become acquainted with Japanese culture. Legally, they are American citizens, but culturally they are more or less Japanese. The kibeï tend to be on the border line of two cultures, and as a result one finds many social and personal problems associated with this group.

Economic, Social Backgrounds:

Before evacuation from Washington and Oregon the majority of persons of Japanese ancestry were associated with some aspect of agriculture, however, they were never in control of a monopoly of any agricultural activities. Besides farming they operated hotels, cafes, grocery stores, dye works and cleaners, and worked in lumber, fishing and canning industries. It should be remembered in this respect that within the Minidoka community at the present time we have



outstanding business men, economic leaders, and expert farmers. We find on the whole no very rich nor extremely poor persons of Japanese ancestry before evacuation. The great majority might be classed as members of the average middle class American economic group.

Socially, the issei tended to live in a social-cultural atmosphere somewhat distinct from that of the dominant white group. The nisei, on the other hand, had social experiences basically and primarily American. The kind of social solidarity existing among the persons of Japanese ancestry was more often than not the result of discrimination and segregation forced upon them by the Caucasian Community.

#### Religions:

The religious groups found in the Minidoka Relocation Center may be divided into four main divisions: Buddhist, Christian, None, and a few Shintoists. The Buddhists constitute the largest group, with the Christians coming a close second. The main Christian churches represented are: Methodists, Presbyterian, Baptist, Episcopalian, Catholic, and Congregationalist. The Buddhists are divided into three main denominational groups: Shinshu, Nichiren, Jodoshu. Most of the residents in Minidoka of the Buddhist faith are Shinshu.

Church services are held in various parts of the



community every Sunday, with special services for various purposes conducted by the young people during the week.

Summary:

We should not lose sight of the fact that this is a community in every meaning of that term, but it is distinct in the sense that it is made up, primarily, of a given racial group thrown together by force and not because of any voluntary desire upon their part to be so grouped. This fact, to that degree, makes our community an abnormal one. Many of the problems we find ourselves faced with are the out-growth of this abnormal, forced, involuntary relationship of groups and individuals. These are paramount facts to be remembered in all dealings with the members of the community.



HOUSING

The Center has thirty-eight apartments, sixteen single bedrooms and twenty-two double bedrooms. Double bedroom apartments rent furnished for twenty-six dollars per month with all utilities provided; unfurnished with utilities provided, twenty dollars. Single bedroom apartments rent furnished for twenty dollars per month with utilities provided; unfurnished with utilities provided sixteen dollars.

There are five dormitories on the Center---two for men and three for women. Rooms rent for six and eight dollars per month. Housekeeping and kitchen facilities are provided for the higher rental.

Mr. Fred Minnesang, Personnel Management Section, has charge of Staff-housing.



WATER

The Center is furnished water from 4 deep wells drilled in solid lava. This water is tested every week for contamination. Chlorine is injected into the water mains at all times as a precautionary measure. The amount of chlorine in the water at any time is kept under control so that there is no danger to the personnel from this purifier.

Mr. V. C. Ballantyne, Operations Division, has complete charge of the sewage disposal plant, the domestic water system, storage tanks, wells, pumping and treatment equipment. Ph. 131.

Mr. C. A. Sullivan is the sanitarian for the Center. Ph. 303.



BASIS UPON WHICH ALLOTMENT OF APARTMENTS ARE  
DETERMINED

At a meeting of the Administrative Staff held on August 8, 1944, in the office of the Project Director, it was determined that future apartments would be assigned on the following basis:

A. SIZE OF FAMILY

1. 3 or more children - 10 points
2. 3 children - 8 points
3. 1 child - 5 points
4. 0 children - 0 points

B. VALUE OF JOB

1. Up to \$2000 per annum - 1 point
  2. Up to \$2600 per annum - 2 points
  3. Up to \$3800 per annum - 3 points
  4. Up to \$4600 per annum - 4 points
  5. Up to \$5600 per annum - 5 points
- (All salaries to be inclusive)

C. DATE OF ORIGINAL REQUEST FOR SPACE

1. Prior to July 15, 1944 - 3 points
2. Prior to August 1, 1944 - 2 points
3. After August 1, 1944 - 1 point

D. MORE THAN ONE MEMBER OF FAMILY WORKING

1. 1 member employed - 1 point
2. 2 members employed - 2 points
3. 3 members employed - 3 points

E. LENGTH OF SERVICE

1. For every 3 full months with WRA - 1 point
2. For every 6 full months with other  
Federal Service - 1 point

It was further decided that no 2-bedroom apartment would be assigned to a family unless there were 2 or more children in the family.



HOSPITAL

Appointed Employees are asked to utilize the services of physicians and hospitals in neighboring communities. In emergencies or when facilities or personnel for such medical or hospital care in any particular instance are at such a distance that delay or movement would be detrimental to the welfare of the individual or the operation of the Center, such medical or hospital care shall be made available at the Center hospital.

Center health services made available to appointed personnel and their families shall be provided under the same conditions and regulations as apply to the evacuees, except that all such services, which are not furnished under the U. S. Employee's Compensation Act, shall be paid for by employees on the fee schedule established by the War Relocation Authority.

The Chief Medical Officer is Dr. L. M. Neher. The Administrative assistant, Mr. Bert Weston. Ph. 302.



# MINIDOKA CONSUMERS' COOPERATIVE

Appointed Personnel are invited to become members of the Minidoka Consumer's Cooperative. The fee is five dollars (\$5). Sixteen staff members received one-hundred and forty-five dollars (\$145) as patronage funds for the past fiscal accounting period. Memberships may be purchased from Mr. \_\_\_\_\_.

Services provided to Appointed Personnel by the Co-op organization are as follows:

## 1. Co-op general store (Adm. Area)---

Rationed goods as well as other daily necessities are sold. Sales during the month of April totalled \$2950; May, \$3445.

## 2. Laundry and Dry Cleaning---

Services are restricted to Appointed Staff. Sales for April amounted to \$160; May, \$140.50. Prices are comparable to those at Jerome, Idaho. Leave materials at Administration Area Co-op Store.

## 3. Daily Milk Service---

Milk will be delivered daily at your door-step. Make arrangements with Manager of A. A. Co-op, Mr. Hirabayashi. Present milk prices are 15¢ per qt.

## 4. Radio Repair Shop---

Blocks 12 and 30.

## 5. Co-op Bank--- Block 22-3-A

## 6. Shoe Repair Shop--- Blocks 12 and 30.

## 7. Watch Repair Shop--- Blocks 12 and 30.

## 8. Beauty Salon--- Block 30.

## 9. Barber Shop--- Blocks 12 and 30.

Services (4 - 9) inclusive are provided for evacuees and Appointed Personnel. Prices are comparable in most instances to that found in communities near Hunt.



BANKING

Special arrangements have been made at the Fidelity National Bank, Twin Falls, whereby employees at the W. R. A. Center may secure emergency loans. This bank invites our employee's patronage. See E. A. Stetler.

Facilities for cashing pay-checks are obtained through the local Community Co-op Bank, Block 22-3-A.



### WASHING FACILITIES

Residents on the project have use of the project-laundry building at times especially assigned by Mr. Fred Minnesang of the Personnel Management Section. W. R. A. washers are available; however, if possible, people are urged to use their own machines. Adequate line space is provided.

If people wash at their regularly assigned times and take their clothes from the lines as soon as dry, there should be no difficulty as far as the laundry room is concerned.

The laundry room is located convenient to the residents of the Administrative Area.



POST OFFICE

The Hunt Post Office made its initial opening on August 20, 1942, with the Community Service office serving as its first headquarters. In its infant stage, incoming and outgoing mails were handled by a postal personnel consisting of two girls with the help of a truck driver who delivered the mails to the block managers' offices once a day.

Later the office was moved to temporary quarters in Rec. Hall 4 and shortly afterwards to Rec. Hall 21. However, in September, 1942, the fully organized postal staff occupied permanent quarters in the administration area. To meet the needs of the public the Post Office personnel was increased about this time.

On December 7, 1942 this office officially became the United States Post Office, Hunt Branch, an independent branch of the Twin Falls Post Office. Functioning under the supervision of M. A. Stronk, the Postmaster of Twin Falls, and H. L. Stafford, Project Director, the full responsibility of the postal work was assumed by T. Umino, who as clerk-in-charge headed the all-evacuee staff. When Umino relocated he was succeeded by S. Okumura, then later by H. Hikida who heads the present staff.

The present personnel consists of seventeen men and twelve women, including eleven mail carriers. Even though this office is located inside of the Relocation Center, the way of handling the U. S. Mail is exactly the same manner as any other post offices in the United States, including money order business, registered mail, C. O. D., and insured mail.

In 1945, more than 6800 registered mails, and approximately the same number of insured parcels were dispatched from this office. The postal money order business totalled more than \$400,000. Nearly one million and quarter of letters passed through this office. In addition to this, 21,000 sacks of newspapers, magazines, and parcel post were handled.

The Hunt Post Office has been outstandingly successful in creating a close communication between the residents of the Center and those living outside the project. The Twin Falls Postmaster and the Project Director take special pride in the Hunt Post Office, for among the ten relocation centers, this is the only post office with an entire evacuee staff.



TELEPHONE FACILITIES

Pay-telephones are conveniently located at two places on the Center, namely:

1. Hospital
2. Administration Building (available at all hours)

Only properly authorized people are permitted to make long distance calls on the Center office-phones.



GARDEN AREA

W. R. A. has provided an acreage, immediately adjacent to the Staff housing apartments for appointed personnel garden plots. No limit has been placed on the size of the plot for each family. The only restriction placed by the Authority is that no produce may be sold. This ruling must apply because the land and water are owned by the Federal Government and may not be used for personal gain.

Gardens for the summer, 1944, have been very successful and another year will see a greater acreage.



NEWSPAPERS

There are three papers (two dailys and one weekly) convenient to the Center.

Dailys--Twin Falls, Idaho

1. Times-News, payable in advance
2. Twin Falls Telegram, payable in advance

Prices

One month-----	\$ .75
Three months-----	2.00
Six months-----	3.50
One year-----	6.00

Weekly--Jerome, Idaho

1. Jerome North Side News (Pub. every Thurs.)

Six months-----	\$1.50
One year-----	2.50

The "Irrigator", weekly paper published at the Center, is distributed to appointed personnel gratis. Extra copies are five cents each.



SCHOOLS

School children are housed in made-over barracks buildings. These barracks are one hundred twenty feet long and twenty-four feet wide. They are divided into the sizes needed for the pupils which they house. Supplies and equipment are not quite like those found in ordinary school situations. However, funds are available for purchasing needed supplies and no one need worry about the lack of what is essential.

The libraries are well equipped. There are hundreds of fine books to be found in both the elementary school and junior-senior high school libraries.

Schools are divided into nursery, kindergarten, elementary and junior-senior high school. In addition to these the Center maintains a vocational training department and an adult education program. 275 pupils are enrolled in the nursery school, 775 in the elementary school (kindergarten, grades 1-6 inclusive), 1140 in the junior-senior high school, and 600 in the adult education program. Appointed Personnel teachers are used only in the kindergarten, elementary and junior-senior high school. There are 19 teachers in the elementary school and 33 in the junior-senior high school.

School is in session five days a week. Saturdays are used for professional research and classrooms preparation. Teachers are required by Civil Service Regulations to work forty-eight hours per week. A school day is from 8:00 A.M. until 5:00 P.M.

The Center Schools work in full cooperation with the Idaho State Educational Authorities. A memorandum of agreement has been drawn up between Mr. Dillon Myer, National Director of W. R. A., and the Idaho State Board of Education in which the following agreements are made:

1. W. R. A. recognizes that responsibility for the creation, maintenance, and government of the public schools is a state and local responsibility.
2. Financing of the Center Schools is the obligation of the Federal Government, but the assistance of the Idaho State Board of Education should be enlisted in the planning and supervision of the school curriculum, the selection of personnel, and the maintenance of educational standards.



3. W. R. A. Schools shall meet the local State requirements in regard to teacher qualifications, courses of study, and graduation from elementary and high schools; and will provide the usual courses needed for admission to local State colleges and universities. The W. R. A. Schools shall also conform to State requirements for attendance.
4. The school year shall be eleven months and the terms shall be organized to provide for approximately 180 days of classroom and vocational instruction for each year leading to graduation from elementary and high schools, and a modified summer program providing work opportunities, vocational and avocational experiences, and essential health instruction.



CIVIL SERVICE REGULATIONS

1. Leave
2. Retirement
3. Compensation



WAR RELOCATION AUTHORITY  
Hunt, Idaho

20 July 1944

SUBJECT: Summary of Leave Regulations.

1. The revised "Annual and Sick Leave Laws and Regulations" for government employees dated 1 January 1944 amends all sick and annual leave regulations heretofore in effect.

2. The following summary of the above revision is given for the general information of our Appointed Personnel.

3. Employees as referred to in this memorandum are defined as follows:

a. Permanent Employees. Those appointed without limitation as to length of service or for the duration of the present war and six months thereafter.

b. Temporary Employees. Those appointed for definite periods of time, not exceeding one year.

c. Part Time Employees. Graded, per annum employees appointed for duty for not more than thirty-six (36) hours per week.

d. Intermittent employees. Ungraded, hourly employees paid when actually employed, but not employed for any definite length of time.

3. Force Account Employees. Ungraded, hourly employees hired for the duration of a job, usually less than thirty (30) days.

4. ANNUAL LEAVE

A. Annual leave is accrued and credited to employees as follows:

(1) Permanent Employees. These employees will be credited with two days annual leave per calendar month, plus an additional half day in March, June, September, and December, to employees continuously employed, or a



credit of twenty-six (26) days may be given at the beginning of the calendar year, provided the employee has had one year's continuous service. The minimum credit for leave will be the hourly equivalent of one-half day and additional credits in multiples thereof.

(2) Temporary Employees. These employees will be credited with two and one-half days leave for each full month of service. After the first month of service such leave may be credited at the beginning of the month in which it accrues.

(3) Part Time Employees. These employees do not earn annual leave.

(4) Intermittent Employees. These employees do not earn annual leave.

(5) Force Account Employees. These employees will be credited with two days annual leave for each month of service.

b. Accumulated annual leave may be carried forward each year until it totals not to exceed sixty (60) days. During the present emergency, thirty (30) days additional leave may be accumulated, but when the accumulated leave equals or exceeds sixty (60) days, further increase in accumulated leave shall be limited to fifteen (15) days in any succeeding year.

c. Annual leave will be granted to an employee on his request to the Personnel Management Section, provided it is administratively approved. The minimum charge for annual leave will be one hour and additional leave will be charged in multiples thereof.

d. An employee who is to be separated from the service at his own request or by discharge for cause will be entitled to the unused annual leave standing to his credit.

3. When an employee is absent from duty and in attendance at court as a witness on behalf of the United States or for jury duty in any State Court or Court of the United States, the absence from duty will be charged, when proper proof is furnished, against court leave, and his annual leave balance will not be disturbed. Absence for City or Co. Court is charged to annual leave.

## 5. SICK LEAVE

A. Sick leave is accrued and credited to employees as follows:



- (1) Permanent Employees: These employees will be credited with sick leave at the rate of one and one-fourth days per month. The minimum credit for sick leave will be one hour and additional credits will be in multiples thereof.
- (2) Temporary Employees: These employees will be credited with one and one-fourth days sick leave for each full month of service.
- (3) Part Time Employees: These employees do not earn sick leave.
- (4) Intermittent Employees: These employees do not earn sick leave.
- (5) Force Account Employees: These employees will be credited with one and one-fourth days of sick leave for each month of service.

b. Unused sick leave will be accumulative and will be available for future use, except that the balance to the credit of an employee shall not exceed ninety (90) days at any time.

c. Sick leave will be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement; or for medical, dental, or optical examination or treatment; or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee or when through exposure to work would jeopardize the health of others. The minimum charge for sick leave will be one hour and additional leave will be charged in multiples of one hour.

d. Requests for sick leave for medical, dental, or optical examination must have doctor's certification on back.

e. Sick leave will not be granted for a period immediately following a period of absence in a non-pay status.

f. In cases of serious disability or illness, sick leave may be advanced to permanent employees not in excess of thirty (30) days.

#### G. GENERAL PROVISIONS:

a. Leave will be credited in units of hours on the basis of the established work day. One-half hour will be credited as one hour, and less than one-half hour shall be disregarded.



b. Fractional parts of an hour that equal or exceed one-half hour shall be counted as one hour and fractions of less than one-half hour will be disregarded.

c. Leave will accrue to an employee while in a leave with pay status providing he returns to duty.

d. Annual leave will not accrue to an employee while on terminal leave, whether by separation, furlough, or resignation.

e. Whenever a permanent employee is absent on leave without pay fifteen (15) days or more during a calendar year, the credits for annual leave will be reduced one day and for sick leave one-half day for each period aggregating fifteen (15) days. Whenever such absences total ninety (90) days there will be a further reduction of one-half day for annual leave credits for such period, however, when an employee is absent because of injury received in line of duty and requests to be carried on leave without pay, he will receive credit for accrued leave covering the period for which he was paid disability compensation by the Employee's Compensation Commission.

f. Leave will not accrue during any period of suspension for disciplinary action which is in excess of three days.

g. Leave will be charged only for absence upon days which an employee would otherwise work and receive pay, and will be exclusive of off-days and all non-work days such as Christmas. When a holiday is declared to be a work day, an employee who absents himself from work without permission on that day will be subject to a deduction of one day's pay.

h. In case of separation of an employee who is indebted for advanced leave, the employee shall refund the amount due, or deduction will be made from any salary due him.

i. Leave without pay may be granted to an employee for a period not exceeding twelve months regardless of whether he has annual leave to his credit. Any period of leave without pay for 30 days to 90 days must be approved by Project Director and any in excess of 90 days must be approved by Personnel Officer in Washington.



RETIREMENT

Federal employees are not subject to deductions for Social Security. However, there is a sum equivalent to 5% of each Civil Service employee's base pay deducted from each pay check. This amount is credited to each person's "Individual Account" and regular retirement privileges accrue to those who have been in Civil Service for 5 years or more. In the event of separation from Civil Service before 5 years service, the individual may recover the amount of retirement deducted from his salary where separation is involuntary. Where separation is voluntary or for cause a carrying charge (tontine) of one dollar per month is deductible.



July 25, 1944

MEMORANDUM TO: Mr. Dan Williams  
Personnel Officer (Assistant)

SUBJECT: Compensation for Injuries to W.R.A. Appointive Personnel Employees.

You have requested data, for inclusion in an information folder to be provided new personnel on the compensation benefits available to W. R. A. employees (other than evacuees).

The Compensation Act provides: (Title 5, Chapter 15, Sections 751-798 U. S. Code 1940 Edt.)

1. Death benefits resulting from injury (except in case of wilful misconduct) while in performance of duty to be paid to dependents in accordance with schedule of awards prescribed by the U. S. Employees Compensation Commission. The manner of distribution of death benefits to spouse and children, parents and other family members is designated in the U. S. Code.
2. Injuries. During the first 3 days of disability the employee is not entitled to compensation. If the disability is total the amount to be paid to the employee shall be  $66 \frac{2}{3}\%$  of the monthly pay. The limits on compensation are a top of \$116.66 and a minimum of \$58.33 provided the employee earns that amount. If the salary is less than \$58.33 the monthly compensation shall be the amount of the salary of the employee prior to the injury.  
  
If the disability is partial, the Compensation payment shall be  $66 \frac{2}{3}\%$  of the difference between the employees monthly pay and the monthly wage-earning capacity after the beginning of the partial disability.
3. If the service of an attendant is required to look after the injured party an additional amount up to \$50.00 per month will be paid.
4. If at the time the disability begins the employee has annual or sick leave to his or her credit, such sick leave may be used until it



TICKET-PURCHASES TO THE CENTER

Employees entraining for the Center from points East are urged to purchase tickets to Shoshone, Idaho, on the Union Pacific via Pocatello; those coming from the West to Shoshone, Idaho, via Boise. Bus service is usually available from Shoshone to the Center. However, in case of emergency employees should phone the Minidoka W. R. A. Project at Hunt, Idaho. Phone service is available at the McCall Hotel.



26 July 44

## ADOPTED PLAN FOR APPOINTED PERSONNEL COUNCIL

OBJECTIVE

The object is to obtain a democratic representative group to act as a community council. The following proposed plan of organization establishes a plan whereby every group living on the project will be duly represented.

SELECTION OF MEMBERSHIP

The Council shall consist of:

Unit 1 - 1 person residing in the Hospital	Miss Rappaport
Unit 2 - 1 person residing in Dormitory 45	Arthur Ficke
Unit 3 - 1 person residing in Dormitory 49	Helen Amerman
Unit 4 - 1 person residing in Dormitory 50	Eleanor Long
Unit 5 - 1 person residing in Dormitory 51	Eleanor Vold
Unit 6 - 1 person residing in Bldgs. 60 or 61	William Roden
Unit 7 - 1 person residing in Bldgs. 62 or 63	Mrs. N. Wiley
Unit 8 - 1 person residing in Bldgs. 64 or 65	Howard Mann
Unit 9 - 1 person residing in Bldgs. 66 or 68	Mrs. J. Bragie
Unit 10- 1 person residing in Bldgs. 69 or 70	L. A. Thorson

The Project Director, Personnel Officer and Community Activities Supervisor shall be ex-officio members of the Council.

The Personnel Officer shall appoint a representative from each of the above units to act as temporary chairman of his unit. It will be the responsibility of the temporary chairman to call the residents of his unit for the purpose of electing a regular representative on the A. P. Council.

The Personnel Officer shall act as temporary chairman of the duly elected council and shall call a meeting of the Council for the purpose of electing a chairman, vice-chair-



man and secretary-treasurer from the elected members.

Should a vacancy occur on the Council, it will be the responsibility of the chairman to request a reelection for the purpose of selecting a representative to fill the vacancy.

If a member of the Council be unable to attend a meeting, he shall appoint a member of his unit to officially act in his stead.

#### TERM OF OFFICE

An election shall be held every six months for the purpose of selecting representatives from each unit and officers of the Council.

#### QUALIFIED VOTERS

Qualified voters for the election of members of the Council shall be appointed personnel and their respective spouses living on the project.

#### DUTIES OF COUNCIL

It shall be the duty and responsibility of the Council to act on all matters concerning community recreation and problems within the limits of W. R. A. administrative policy and procedure.

It shall also be the duty of the council to inform the members of the appointed staff living on the project their actions and recommendations.

#### MEETINGS

A regular meeting of the Council shall be held every two weeks. The chairman shall have the right to call special meeting as he deems necessary. The Council shall call community meetings when sufficient need arises. Members of each unit should present suggestions or problems affecting the community to their elected representative for presentation to the Council.