

Military service Labor problems

LEST WE FORGET!

A STATEMENT OF THE MORALE PROBLEM
EXISTING IN CONNECTION WITH EMPLOYEES
CALLED INTO SERVICE AND VETERANS NOW
RETURNING TO CIVILIAN LIFE.

RECOMMENDED PERSONNEL PRACTICES
THROUGH WHICH INDUSTRY CAN PLAY AN
IMPORTANT PART IN SOLVING THE PROBLEM.



PREPARED BY THE

PERSONNEL MANAGERS' COMMITTEE

LOS ANGELES CHAMBER OF COMMERCE

Los Angeles, Calif. MAY 26, 1952

RECEIVED

INSTITUTE OF
INDUSTRIAL RELATIONS

SEP 3 1952

The Problem of the Returning Veteran and the Part Industry Can Play in its Solution




In an all-out war when public interest and enthusiasm is high, we Americans have always outdone ourselves to see that just recognition is given to those young men who are called into the military service. Likewise, when a war ends and a victorious army returns home, there is little need to call attention to the fact that the nation owes a debt of gratitude to those who have served in the armed forces. The recognition is spontaneous and automatic.

In the present period of cold war and the Korean action, however, when service personnel such as our own 40th Division are beginning to return to civilian life in small groups or individually, there is little opportunity for public demonstration of our gratitude. There is altogether too much chance that returning veterans will slip back into civilian life unnoticed and perhaps with a feeling that their service was not appreciated. There is no lack of appreciation we are sure. The problem that

we face is merely one of determining how we can best express our appreciation.

The members of the Personnel Managers' Committee of the Chamber of Commerce, working in conjunction with the Armed Forces Civilian Advisory Committee, believe that much can be done by industry on an individual basis in its relationship with service personnel. We have prepared this pamphlet to illustrate some of the policies which might be helpful in this connection. We feel that it is only necessary to call your attention to the problem and to ways and means of meeting it. We know that we can depend upon business and industrial leaders to act.

The following summary of practices used by various companies, large and small, will — we believe — be of help and should be encouraged where individual circumstances permit. It is not expected that any one company will make use of all of the policies listed. The list is intended to be a comprehensive one from which you may select the policies that will be most effective and practical for your company.



Suggested Practices for Treatment of Employees Being Called Into the Service



1. Provide counseling for employees who have been notified of being called to service.
2. Provide reasonable time off with pay to wind up affairs, if necessary.
3. Reassure employee of his job status on his return.
4. Inquire about arrangements for his family and offer any assistance possible.
5. Make sure you have the address of his family.
6. Provide a letter of best wishes from company head. Explain fully company policies affecting employees in service.
7. If it is the practice, provide a party or perhaps a parting gift.
8. Notify local newspaper of his departure to service.
9. Give military leave bonus, if policy.
10. Give vacation pay, if policy.
11. Provide him with a check list of things he should do when entering the service.

Suggested List:

- a. Appoint an Attorney-in-Fact.
 - b. Get a safety deposit box.
 - c. Check on automobile insurance.
 - d. See that property or income taxes are paid to date.
 - e. See that fire or personal property insurance is paid.
 - f. Check life insurance policies.
 - g. Check medical and hospitalization policies.
 - h. Mortgage or trust deed or arrangements on installments.
 - i. Bank account — a joint account?
 - j. Arrange all securities — arrange for collection of interest.
 - k. Leases.
 - l. Rights under the Soldiers and Sailors' Civil Relief Act.
 - m. Arrange for absentee ballot.
 - n. Change of address card from Post Office.
 - o. Suspension of club and lodge membership dues.
 - p. If called to reserve, notify Draft Board.
 - q. Arrange will.
12. Assist wife in securing employment, if necessary.
13. Help make arrangements on finance payments.
14. Many firms have partial salary continuation pay for employees in service.

REMEMBER — IT'S NOT HIS FAULT THAT HE'S BEING CALLED INTO SERVICE — AND IT'S YOUR BATTLE HE'S FIGHTING.

ALSO, WHERE POSSIBLE, GIVE EMPLOYMENT WITHOUT DISCRIMINATION TO YOUNG MEN WHO ARE LIKELY TO BE CALLED INTO SERVICE.

Suggested Practices for Treatment of Employees While in Service



1. Many firms have a system of partial pay while employees are in service.
2. Send birthday and Christmas gifts.
3. Send letters from co-workers and company head.
4. Circulate letters received from servicemen, or publish them in house organ. Round robin letters to serviceman from fellow employees are effective.
5. Keep contact with his family.
6. Invite his family to company activities which are open to families.
7. Send house organ to serviceman.
8. Send house organ to family.
9. In the event of death of serviceman, contact family immediately and accord the same considerations as though man were on the job.
10. Continue payments on pension plans and group insurance and hospitalization plans.

11. **Maintain plaque or honor rolls for employees in service.**
12. **Publicize mailing address of serviceman in employee house organ or on bulletin board.**
13. **Provide special company identification card for employees in service to replace identification badge turned in upon departure.**

REMEMBER THAT NOTHING IS MORE IMPORTANT TO THE SERVICEMAN AWAY FROM HOME THAN NEWS FROM HOME, THE FEELING THAT HE IS REMEMBERED BY HIS FRIENDS AND THE ASSURANCE THAT HIS FAMILY IS NOT WITHOUT HELP AND ADVICE.



Suggested Practices for Treatment of Employees upon Return from Service and for Treatment of Other Veterans Returning to Civilian Life



1. Make certain returning employee is greeted by company head — both personally and by letter of welcome.
2. If possible, have returning employee as guest at luncheon or meeting of department heads.
3. Make certain local press is notified of employee's return and achievements.
4. Explain any change in company policies or practices during employee's absence.
5. Explain to returning employee his position in company in regard to status and seniority.
6. Post notice of employee's return or feature in house organ.
7. Some companies provide accumulation of funds due man while he was in service, and the lump sum is paid to him upon his return.

8. Offer any help possible to all veterans — aid veterans to get squared away in civilian life.
9. If any question arises in connection with veterans' reemployment rights, contact the Bureau of Veterans' Reemployment Rights, 1206 Santee Street, Los Angeles 15, California. Phone PROspect 4711, Ext. 298. You will be given helpful advice.
10. Advise every returning veteran to contact his nearest Veterans' Service Center immediately upon his return to civilian life. Personnel of the Veterans' Service Center will advise him about his Veterans' Rights and will assist him with his problems. This is most important. The following list of Veterans' Service Centers with their addresses and phone numbers will help you in making referrals in the Los Angeles area:

Compton Veterans Service Center
115 North Rose Avenue
Compton
Telephone: NEvada 6-2142 and NEwmark 1-5103

Culver City Veterans Service Center
9770 Culver Boulevard
Culver City
Telephone: VErmont 8-3156

El Segundo Veterans Service Center
203 Richmond Street
El Segundo
Telephone: 1202

Glendale Veterans Service Center
343 West Arden
Glendale
Telephone: CHapman 5-1558 and CItrus 3-9879

Hollywood Service Council
6520 Sunset Boulevard
Hollywood
Telephone: HOLlywood 9-6248

Inglewood Veterans Services, Inc.
331 East Kelso Street
Inglewood
Telephone: ORchard 1-6183

Los Angeles Veterans Service Center
306 West Third Street
Los Angeles
Telephone: MICHigan 9361

Pasadena Veterans Affairs Committee
745 East Green Street
Pasadena
Telephone: RYan 1-6977

San Fernando Valley Service Center
14419 Burbank Boulevard
Van Nuys
Telephone: STate 5-8861

San Pedro-Wilmington Veterans Service Center
1427 South Pacific Avenue
San Pedro
Telephone: TErmiNal 3-5227

South Bay Service Center

P. O. Box 186

412 South Camino Real

Redondo Beach

Telephone: FRontier 2-6718

Southeast Veterans Service Center

2334 Mortimer Avenue

Huntington Park

Telephone: LOgan 3888

Torrance Veterans Service Center

1103 Sartori

Torrance

Telephone: 1356



**HIRE RETURNING VETERANS IN FILLING
JOB OPENINGS.**

