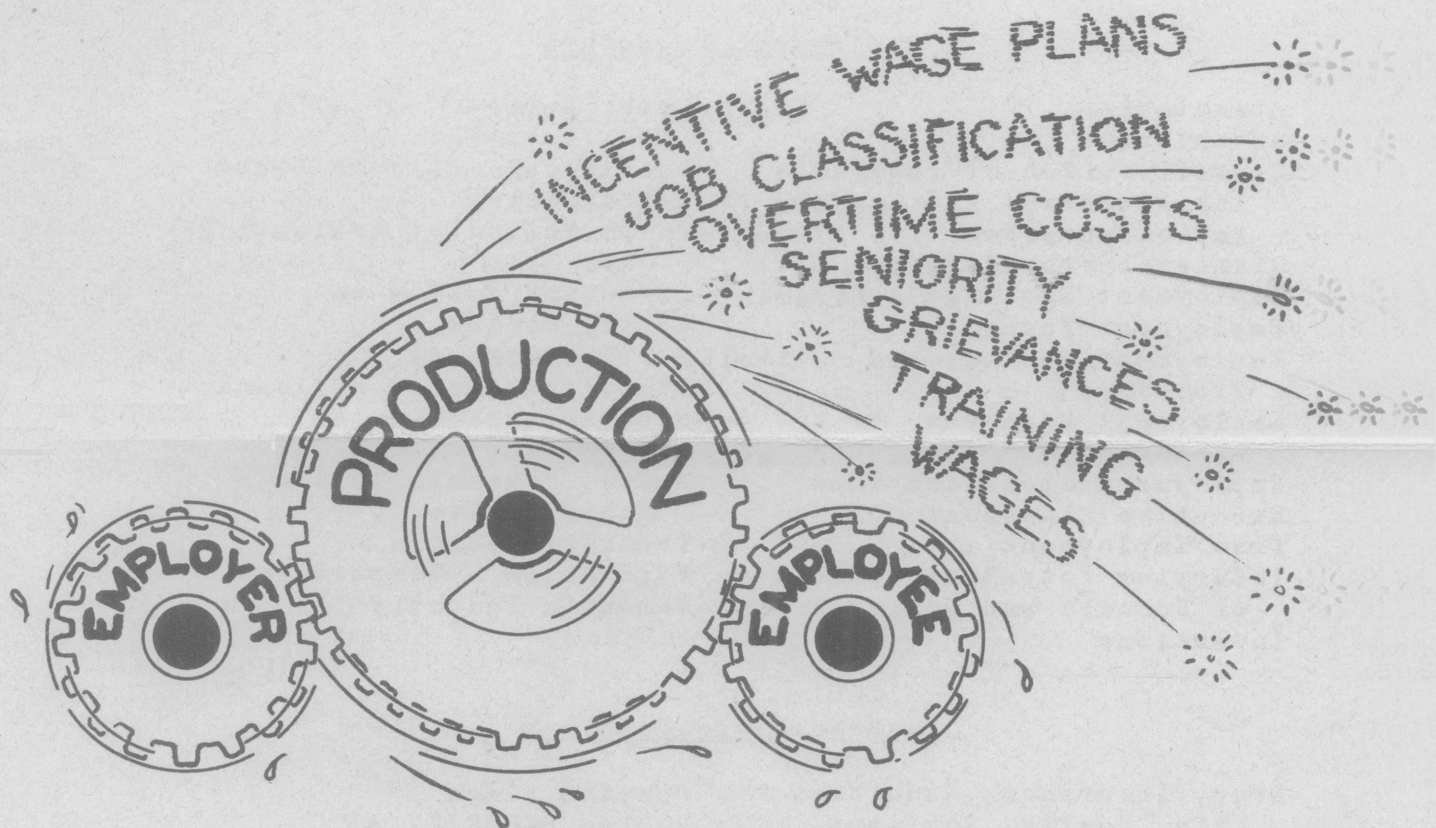


First ^{and} Foremost

IN INDUSTRIAL RELATIONS



NATIONAL FOUNDERS ASSOCIATION
120 SOUTH LA SALLE STREET
CHICAGO 3

INSTITUTE OF
INDUSTRIAL RELATIONS

DO YOU NEED INFORMATION OR ASSISTANCE
ON ANY OF THE FOLLOWING SUBJECTS?

The National Founders Association has - for 48 years - been the outstanding employers' organization representing management viewpoint. Practical solution of Industrial Relations Problems, embraced in the following list, is part of our service.

E M P L O Y E R P R O B L E M S

Working Conditions

Box Lunches	Parking Facilities
Cafeteria	Reading Room
Connally-Smith Bill	Rest Rooms
(War Labor Disputes Act)	Safety
Cooperative Buying	Sanitation
Housekeeping, Plant	Shower Baths
Lighting (General) Plant,	Toilets
Yard and Office	Ventilation
Lockers (Clothes)	Washing Facilities
Maintenance of Tools and Equipment	

Employment Procedure

Absenteeism	Labor Market
Attendance	Labor Turnover
Classification of Positions for Placement and Compensation purposes	Mechanical Aptitude Tests
Dismissal Procedure	Merit Rating
Employment Exchange	Point Method of Evaluating Jobs
Employment Forms	Promotion Follow-up
Employment Methods and Processes	Rating Scales
Employment Managers Association	Service Rewards
Employment Specifications	Stabilization of Employment
Executive Placement	Superannuation of Employees
Free Employment	Tardiness
Interview Potential Graduates of Schools and Colleges	Tests, Psychological and Manipulative
Inventions	Transfer Methods
	Wage Rates - Comparative
	Women in Industry

Insurance and Pensions

Group Insurance, Annuities Life, Health, Accident and Disability Insurance	Pension Plans
Mutual Aid Societies	SOCIAL SECURITY ACT
Mutual Benefit Association	Unemployment Benefit Plans
Old Age Benefits	Unemployment Compensation
	Unemployment Insurance
	Workmen's Compensation

EMPLOYER PROBLEMS (cont.)

Wage Payment Methods

Annual Wage	Job and Motion Analysis
Attendance Bonus	Labor Barometer
Bonuses	Living Costs
Christmas Presents	Overtime
Classification of Positions for Compensation purposes	Payroll Administration
Controlled Day Work	Production Control
Executive Incentives	Profit Sharing
Fatigue Factors	Promotion and Rate Revision
Foreman Incentives	Rate Setting
Employment Fluctuations	Service Rewards
Group Incentives	Staff Incentives
Hours	Standard Costs
Incentive Plans of Wage Payment	Vacations with Pay
Indirect Incentives	WAGE AND HOUR ACT
	Wage Rates, Comparative

EMPLOYEE PROBLEMS

Personnel Procedures

Bargaining	Personnel Organizations
Bulletins	Personnel Survey
Company Policies Interpreted	Seniority
Cooperation, Management - Employee	Service Clubs
Employee Magazine	Shop Rules and Regulations
Employee Representation	Smoking Privileges
Grievance Procedure	Suggestion Systems, Waste Control
House Organs	Vocational Guidance
Libraries	Vocational Training
Morale, Developing	WAGNER ACT INTERPRETATIONS
Personal Counseling	

Instruction

Americanization Program	Executive Conferences
Apprenticeship	Industrial Cooperation under progressive management
(a) Explain Program	Foremanship
(b) Survey	(a) Explain
(c) Set up Program	(b) Conference Leadership
(d) Follow up	(c) Instructor-Foreman Improvement
Cooperative-Engineering Program	Veterans' Educational Privileges
Educational Program in Foreman's Club	Production Clinics - speakers, charts and motion pictures

EMPLOYEE PROBLEMS (cont.)

Safety, Health and Welfare

Dental Service	Nutrition
Emergency Hospital	Occupational Diseases
Eyesight Surveys	Optical Clinic
Fatigue	Physical Examinations
Fire Prevention	Physician, Company
First Aid	Rest Periods
Hospital, Plant	Rest Rooms
Illumination	Sanitation
Lunch Periods	Temperature
Medical Service	Ventilation
Nurse, Plant and	Washing Facilities
Visiting	X-Ray Service

Recreation

Athletics	Picnics
Clubs, Employee	Plant Parties
Dances	Social Activities
Dramatics	Summer Camp
Motion Pictures	Vacations and Christmas Clubs
Musical Organizations	Vacation Policies
Noon day activities	Victory Gardens

Public Relations

Bulletins to Employees	Open House
Employees' Plant Meetings	Plant Publications
Executives' Public Addresses	Radio
Foreman Conferences	Statement of Company
Group Meetings of Foremen	Policies
Motion Pictures	Legislation
Newspaper-Magazine Publicity	Industrial Relations

Thrift and Savings

Building and Loan	Garnishments
Association	Income Tax
Christmas Clubs	Savings Plans
Cooperative Buying-Stores	Stock Ownership by Employees
Credit Unions	Thrift Promotion
Debts of Employees	Thrift and Unemployment
Employee Loan Plans	