

ORDNANCE DEPT.

389
389

May 23, 1919

FROM: Woman in Industry Service, U.S. Department of Labor
TO: Industrial Service Branch, Executive Section,
Ordnance Department
SUBJECT: Report on Wheeling, W. Va.

1. The enclosed report on Wheeling, W. Va. was lent to this Service by the Industrial Service Section. We return it herewith, with thanks for the courtesy in allowing us the privilege of consulting it.

Mary Van Kleeck, Director
Woman in Industry Service
U.S. Department of Labor

By:

See Natl. War Lab. Bd. 369

af1
incl 1

State Labor Laws 87
383

July 10, 1918.

U. S. WAR DEPT.
23016
JUL 11 1918
245-1

FROM: Louise Cornell, Industrial Service Section,
Women's Branch, Philadelphia District.

TO: Mary Van Kleeck, Industrial Service Section,
Women's Branch, Ordnance Office, Washington.

SUBJECT: Labor Laws in Government Controlled Industries.

1. I have been meeting from time to time instances of government controlled industries refusing to obey State Labor Laws on the ground that government regulations will not apply to them. I shall transmit to you such cases as the field for "Labor Policies".

- (a) The Pennsylvania Railroad tells the Delaware Labor Inspectors that as they are now under the Government, no State Laws hold. The Delaware Law covers round houses and shop work under the heading "mechanical pursuits". I am enclosing a clipping from the LEDGER of July 10th, showing the extent of the employment of women on the Pennsylvania lines in the East.
- (b) The Bethlehem Loading Company in Delaware is reported to have advised the State Compensation Authorities that only government regulations affect them, as the company has been taken over by the federal authorities. The Labor Commission of Delaware has written to the Federal Labor Department to learn under whose jurisdiction these industries fall. No reference was made to the legal opinion on which we were speaking over the telephone, and the commission agreed to send in any instances of non-obeyance on Ordnance contracts to this office.

LOUISE CORNELL
Women's Branch.

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

WESTERN UNION TELEGRAM



NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

RECEIVED AT COM'L NAT'L BANK BLDG., COR. 14TH & G STS., N. W., WASHINGTON, D. C. ALWAYS OPEN

362

C 5789 DH 82 GOVT

NC BOSTON MASS 122P JLY13 1918

MARY VANGLEECK

1913 G ST NW WASHN DC

4889

RANTOUL ARRIVES MONDAY MORNING WILL REPORT AT OFFICE ON ARRIVAL
 REEDER SUGGESTS THAT RANTOUL GOES TO FRANKFORD FRIDAY JULY 19
 TO BE THERE WHILE REEDER IS AT WATERYLEIT REEDER FURTHER SUGGESTS
 POSSIBILITY OF PUTTING RANTOUL AT WATERTOWN LATER ALL VANKLEECK
 PLEASE REFER REEDERS WATERTOWN REPORT TO COL BLUNT FOR ENDORSEMNT
 AS SOON AS IT REACHES WASHINGTON THIS WILL BE GREAT HELP IN HASTERING
 MATTERS VERY SATISFACTORY VISIT AT WATERTWON

TEAD

150P

Women's Branch, Ord.

Telephoned to Mr. V. K. -
Office 7/19/18 362

ORDNANCE DEPARTMENT TELEGRAM OFFICIAL BUSINESS

RECEIVED AT WASHINGTON, D.C.

DATE

1918 JUL 19 AM 11 20
O.O. WAR DEPT.
ADMIN BUREAU
MAIL RECORD BRANCH
TELEGRAPH DESK

95

GBU XA 49

BU Boston Mass 11AM July 19 1918

Mary VanKleeck
Chief Womens Division
Dept of Labor
Washington DC

Am investigating chicopee Falls matter at request of
Bridgeport office and Massachusetts war emergency industrial commiss-
ion period Important members of firm out of town at present period
I am planning to be in Chicopee Falls Monday period

Tead

1113AM

WOMEN IN INDUSTRY SERVICE

July 20, 1918.

My dear Mrs. Tead:

I am enclosing for your information copy of a letter to Miss Van Kleeck from Miss Ida M. Tarbell and also copy of Miss Van Kleeck's reply of July 18th, in which she refers Miss Tarbell's letter to you.

Very truly yours,

Secretary to Miss Van Kleeck

Mrs. Clara Tead,
Acting Director, Women's Branch,
Ordnance Department,
7th and B. Streets,
Washington.

WAR DEPARTMENT
ORDNANCE OFFICE *Department*
PRODUCTION DIVISION
PHILADELPHIA DISTRICT
1710 MARKET STREET
PHILADELPHIA

JD:LCS

July 23, 1918.

REFER TO:

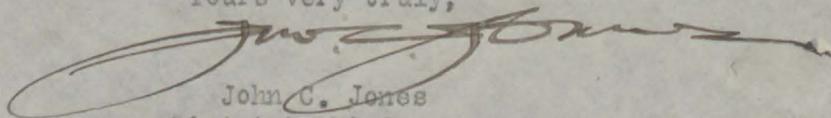
Miss Mary Van Kleeck,
Chief of Women's Branch,
Department of Labor,
National War Labor Policies Board,
Washington, D.C.

My dear Miss Van Kleeck:

I herewith enclose to you copy of letter received from Duplan Silk Corporation so that you may be assured that the heretofore expressed views of this office of your intelligent grasp of the whole situation as regards the introduction of women into the Government War Industries Service is shared by manufacturers, and that you may better appreciate the great work that you did at the Manufacturer's Club on the evening of July 19, and one which, I hope, you may find sufficient time to continue to constantly direct and supervise.

It is at once the greatest problem and the greatest work which any one can solve or direct in these times of many matters of vast national importance.

Yours very truly,



John C. Jones
District Chief

DUPLAN SILK CORPORATION

JEAN L. DUPLAN
PRESIDENT

HAZLETON, PA. July 19, 1918

Mr. John C. Jones, District Chief,
Production Division, Ordnance Dept.,
1710 Market St., Philadelphia, Pa.

Dear Sir:-

Replying to your favor of July 17, inquiring as to whether we are interested in the plan for training workers, men and women, to become skilled in war industry, beg to advise that we listened to the lecture of Mr. Miles at the Manufacturers' Club Friday evening, July 12, and that the proposition is not new to us, inasmuch as we have a complete weaving school, combined with the city continuation school, installed within our plant.

What interested us more was Miss Van Cleek's wonderful talk relative to employment of women, and especially the ideas expressed on the desirability of women's participation in the management of affairs other than in the direction of welfare work.

We should very much like to communicate with Miss Van Cleek, and would greatly appreciate your furnishing us her address with a view to obtaining either literature from her or the privilege of an interview.

Thanking you for the favor involved, we are

Yours very truly,

DUPLAN SILK CORPORATION

EB:AH

OFFICIAL BUSINESS

TELEGRAM

Women's Branch, Ord.

GOVERNMENT RATES

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No.

U. S. DEPARTMENT OF LABOR
U. S. EMPLOYMENT SERVICE
WASHINGTON

July 23, 1918.

Send to

Mrs. Clara M. Tead,
Ordnance Department,
19 Portland Street,
Boston, Mass.

IMPORTANT THAT YOU SHOULD MEET MISS CAMPBELL

IN WASHINGTON THURSDAY AND DISCUSS ALSO SEVERAL OTHER IMPORTANT QUESTIONS
AFFECTING WOMEN'S BRANCH. CAN YOU PLAN TO REACH WASHINGTON THURSDAY
MORNING STAYING THE REST OF THE WEEK.

Mary Van Kleeck.

Appropriation: " War Labor Administration -- Women in Industry Service. " "

2827

Cincinnati, O., July 23, 1918

Miss Mary Van Kleeck,
Chief, Woman's Division
Department of Labor
Washington, D. C.

No reply to telegram sent Tead Saturday (period) Regret going
to Washington without her instructions (period) Will it be
possible for me to secure room in Pinchot House.

Edith Campbell, Two eight two seven

EC:MS

CONFIRMATION

ORDNANCE DEPARTMENT TELEGRAM
OFFICIAL BUSINESS

O.O. WAR DEPT.
ADMIN BUREAU

RECEIVED AT WASHINGTON, D.C.

DATE 1918 JUL 23 PM 2 42

13cs on 45

Cs Cincinnati Ohio 1140am July 13

MAIL-RECORD BRANCH
TELEGRAPH
231

Miss Mary Van Kleeck,

Chief Womens Division, Department Of Labor,
Washington DC.,

No reply to telegram sent Tead Saturday period. Regret going to
Washington without her instructions period. Will it be possible
me to secure room in Pinchot House.

Edith Campbell,

Two eight two seven.

237pm

BOND

WWECHART

July 2, 1918.

(Read #45)
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From Women's Branch, Boston District Ordnance Office
To: Women's Branch, Industrial Service Section, Mary Van Kleeck
Subject: Rates for Women on Inspection at Ray and Davis, Cambridge, Mass.

1. Reason for Visit to Plant.

At the request of the management Cap't Allen of the Production Division, Boston District Ordnance made arrangements for Mrs. Tead to visit the plant on July 2 with a view to advising the management in regard to the employment most effective use of the women employees.

2. Contracts.

For adapters and boosters. Firm has no cost plus contracts at the present time and has never had cost plus contracts.

3. Organization. Firm is controlled financially by H.C. Dodge who also has is General manager. Also controls S.A. Woods Machine Co. and the H.C. Dodge Co. --- other munition plants in the Boston District.

4. Hours.

1st shift on production work---- 6-2 P.M. 3/4 hr. lunch, 10.30-11.15 A.M.
2nd " " " " " " " " 6.30- 7.15 P.M.

Women on Inspection-One shift only.
Hours-Dialy 7.30-11.30 12.15-5 P.M.
(11.30-12.15 lunch)

Basic 8 hr. day Time and 1/2 for overtime

5. Wages for women inspectors (in employ of firm. Gov't inspectors not included in these rates)

BENCH INSPECTION

a. minimum rate-20 cents per hr. About 1/3 of inspection group get this rate, according to estimate of Mr. Gemereux, accountant. He said that some inspectors have been on this rate for over a year. New workers are started at this rate. Sometimes All inspection work is paid on hourly rate basis, no piece work.

b. Some inspectors are said to get 22 ¢ per hr. basis for this advance in rate over the flat hourly minimum could not be determined.

c. Inspection of oily parts paid for at 24¢ per hr.

d. Inspection on concentricity test is paid for at rate of 25¢ per hr. This involves the use of gauge which is difficult to use and which needs a good deal of strength in the wrists as well as dexterity and judgement.

e. BONUS.

All inspectors get a 15% bonus on the total monthly earnings. This bonus is paid once per month. Its award is rather uncertain, since the basis of which it is granted is not clearly defined.
(Machine operators do not receive this bonus)

INSPECTION OFF-THE MACHINE

NEW YORK CITY
124 WAVERLY PLACE

22 and 24¢ per hour. Monthly bonus of 15% as above.

average hourly rates earned onna piece work babsis

MACHINE OPERATIONS-

Counterboring	.43	cents per hour
Recessing	.39	
Spanner slots	.44	
Tapping	.40	

Squaring to lenghh and champfering.54 average hourly earnig on piece rate for a period of 3 weeks

Recessing on adapters	.32
Reaming	.52

6.Number of inspectors inproportion to other workers on fuse work - on ADAPTERS

Supervisors, foremen, instructors	20	10
inspectors	314	117
set-up men	27	16
producers	186	132

7.On-adapters

Clara M. Tead

Clara M. Tead

Addenda -

- 1. Labor - turnover, about 300%.*
- 2. Labor supply - adequate (Waiting list, I think.) Until recently, no one employed under 18 yrs. of age.*

CROSS REFERENCE SHEET

Name or Subject

File No.

Lead, Mrs Clara M.

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SEE

Name or Subject

File No.

Ordinance Department

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*Reports of investigations made by the Women's Branch
are filed under the name of the company and cross
referenced to Ordinance Department.*

Date *beginning July 1918*



Cat No. 03648E

For use in Library Bureau Filing Systems

Letters showing that the
War Dept kept no record
of the Women's Division of
1917 (which was instru-
mental in securing Gen. Order
13 of the army and 18 of the navy)
(Both these were printed)

All communications should be accompanied by carbon copy and addressed to

WAR DEPARTMENT

OFFICE OF THE CHIEF OF ORDNANCE

WASHINGTON

December 7, 1939

Miss Mary B. Gilson
Carolina Inn
Chapel Hill, N. C.

My dear Miss Gilson:

In reply to your letter dated November 26, 1939 (O.O. 000.71/8749) relative to the women's division during the World War, you are advised that no records have been found that give any definite information on the work of that division.

Mrs. L. H. Printup, the present Welfare Director of the Ordnance Department, says that she remembers Mary van Kleeck very well, but that she has been unable to find information in the war records of her office which define the title or the duties of the division over which Miss van Kleeck had supervision.

The machine used in making bullets is called a swage.

For the Chief of Ordnance:

L. A. Miller
Major, Ordnance Department
Assistant

(Hand-written by Miss Gilson)

Dear Mary,

For purposes of future reference and "for history's sake," wouldn't it be a good thing for you to find out where the records of the women's work in the Ordnance Department were filed? Regardless of whether you have a set or not, they should be in the Ordnance Department, too, shouldn't they?

M. B. G.

130 EAST TWENTY-SECOND STREET
NEW YORK CITY

January 8, 1940

Miss Mary B. Gilson
Carolina Inn
Chapel Hill, N. C.

Dear Mary:

Thank you for the interesting letter from the office
of the Chief of Ordnance.

It happens that when I was transferred from the director-
ship of the Women's Division of the Ordnance Department
to the Woman-in-Industry Section of the United States
Department of Labor in July, 1918, Clara Tead became
the chief of women's work in Ordnance. It was her re-
port which was filed after the armistice. The enclosed
copy of a letter to her will explain itself. I am glad
that you have unearthed this situation, because cer-
tainly such material should be on the record. It is
quite possible that it is already filed in the Women's
Bureau of the Department of Labor. You might ask Mary
Anderson. I shall of course inform her if I deal with
the library of the Department of Labor in the matter.
Laura Thompson is the librarian.

With warm greetings, I am

Faithfully yours,

Wm. Van Cleeck

MvK:T

omit

This was dictated several days ago
but delayed so it goes in the same mail
with today's IPJ letter.

I have resigned from

FRG -

M. B. Gilson

January 8, 1940

Mrs. Ordway Tead
56 Groton Street
Forest Hills, L. I.

Dear Clara:

I enclose a copy of a letter sent from the office of the Chief of Ordnance to Mary Gilson, in response to her inquiry regarding the Women's Division of the Ordnance Department.

I have a copy of your mimeographed report and also a printed copy of General Orders 13, which, as you will remember, constituted the basis of the work of the Women's Division and of the Industrial Service Section. Have you any idea of whether this material was filed? I think that Mary Gilson's suggestion that we make certain that it is on the record is a good one. Probably the best place to put it on the record would be the library of the Department of Labor; and when I hear from you as to whether you have additional copies which could be transferred to the Department of Labor, I shall be glad to take the matter up.

I wish that I might see you some time soon. Are you ever available for lunch in New York, and in what neighborhood?

With best wishes of the New Year, I am

Affectionately yours,

(Signed) MARY VAN KLEECK

MvK:T

was kept

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August 29, 1918.

From: Suzanne A. Wunder, Women's Branch, Industrial Service Section, Boston District Ordnance Office.

To: Women's Branch, Industrial Service Section, Boston District Ordnance Office, #19 Portland St., Boston, Mass.

Subject: Employment of Women on Munitions Work at the New Home Sewing Machine Manufacturing Co., Orange, Mass.

1. At the request of Mr. Crowley, Production Representative assigned to the New Home Sewing Machine Manufacturing Company, Miss Wunder visited their plant in Orange today.

2. PERSONS INTERVIEWED

Mr. Dowley, First Vice President
Mr. Ranney, "Purchasing Agent"

3. ORGANIZATION

It is an old firm whose business has been the manufacture of sewing machines. This having been seriously affected by the war, they are undertaking the manufacture of munitions, using a small part of their old plant for the making of primers and adapters, and erecting a new plant for the manufacture of 155 m.m. shells.

4. CONTRACTS

They have contracts for primers for Coast Defense guns, 1914 model; for adapters 240 m.m. shells; for nose firing mechanism; for front sight covers; and for 155 m.m. shells.

5. PRODUCTION

They are at work on contracts for smaller pieces, but are not yet at work on the 155 m.m. shells.

6. SALIENT FEATURES

(a) Working Force

Most of the force now working on munitions, consists of men, about ten women now being employed on inspection work; five of these working in the Government inspection division.

(b) Labor Supply

Orange is a town of about 6000, with several hundred women employed by the Minute Tapioca factory on Government work, or by munitions plants in Athol. It has been agreed with these latter, that none of the force now working there shall be recruited for work in the New Home Company. The Company feels that there is little chance of securing many more men; that it will have to depend on women for as much of the work as can be done by them. The plant has a waiting list now of sixty women who have applied for positions on Government work there.

(c) Employment Management

There is no circularized employment, the Superintendent interviewing applicants for work, the foreman having the right to discharge.

(d) Hours for Women

7:00 A.M. to 12:00 M. }
1:00 P.M. to 5:30 P.M. } 9½ hours per day

The men work on a thirteen hour shift.

(e) Replacement of Men by Women

Women could be used on the turret lathes, and on size filing; the making of the primers; on drilling and counter-boring the nose firing mechanisms; and on inspecting and varnishing shells.

(f) Occupations of Women

Women are now used on the inspection of primers and nose firing mechanisms, and on the assembling of the nose firing mechanisms. If they were used on the operations mentioned in (e) - on primers and nose firing mechanisms, probably twenty or twenty-five more would be needed.

(g) Training of Women

There is no training of women operatives, except such as is given by the foreman.

(h) Accident Hazards - Protection

The Machinery seemed to be pretty well safeguarded.

(i) Workroom Conditions

The workrooms in which women are now, or would be, employed, are well ventilated and lighted. This is especially true of the new plant for the making of shells.

(j) Health Provisions

The Company expects to engage a nurse to have charge of first-aid work.

(k) Sanitary Provisions

The sanitary provisions in the shell plant are excellent.

CLARA M. TRAD,
ACTING DIRECTOR, WOMEN'S BRANCH,
INDUSTRIAL SERVICE SECTION,
BOSTON DISTRICT ORDNANCE OFFICE,

BY Suzanne A. Wunder
Suzanne A. Wunder.

1175

RECOMMENDATIONS

1. That before shell plant is opened, in which they may wish to use as many as one hundred women on each of two shifts, women be tried not only on the inspection and assembling of nose firing mechanisms and of primers, but on the drilling and counterboring of the nose firing mechanisms, on the operations on the turret lathes, and on the size filing of primers.

2. That the twenty to twenty-five women needed for these operations be carefully trained by someone familiar with those operations.

3. That the work of these women be carefully watched with a view to choosing one of their number to act as supervisor and instructor as time goes on.

4. That a woman with some practical experience in nursing be secured to act as matron and to have charge of first-aid work for these women.

5. That a representative of the Women's Branch be assigned to cooperate with the Company in its efforts to secure a properly trained woman to be put on this work.

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November 16, 1918.

From: Mrs. Lois B. Rantoul, Director, Women in Industry Section,
Boston District Ordnance office.

To: Lieut. Col. O.S. Lyford, Production Manager.

Subject: Progress - American Steam Gauge & Valve Co., Roxbury, Mass.

I. A representative of the Women's Branch has been keeping in close touch with the American Steam Gauge & Valve Company since the middle of September. At that time the conditions were very bad in regard to overturn, idle machines, lack of space, poor quality of work causing high percentage of rejections, and a low grade of labor.

II. The following suggestions were made and were discussed constantly with the firm by the representative of the Women's Branch:

1. Raise in wages for women employes. ✓
2. Perfect attendance bonus. ✓
3. Enlargement of inspection room by moving Reclaim Department. ✓
4. A larger force of off the machine inspectors, in order to check each machine oftener. ✓
5. A woman to have charge of all employment work for women. ✓
6. Backs to the chairs of all inspectors,- both U. S. and shop. ✓

III. Suggestions adopted:

1. The wages of the inspectors were increased from \$11.00 to \$12.00, and a bonus for perfect attendance of 10% weekly, was given to all employes, making a total of \$13.20 a week. This form of bonus has proved most successful. The Company estimate that 90% of the girls are not only on time, but are ahead of time so

that they are at their machines at the time they are usually at the gate. The increase in wages also brought in a higher class of girls so that the inspection as a whole is of higher quality. The increase also greatly lessened the labor turnover and the Company now has a waiting list.

2. The Reclaim Department was moved downstairs. This allows more women to be employed, which prevents an over accumulation of material to be inspected.

3. In a unit of twelve machines from which the rejections were high, four off the machine inspectors were put on in the place of the one who had been inspecting for the whole twelve machines.

4. The Company accepted the suggestion of a woman to have charge of the employment work. A woman was found who accepted the position after having talked with members of the firm. After having accepted this position the woman sent in her resignation to the Company with whom she was working and then declined the position with the American Steam Gauge & Valve Company upon receiving more compensation and concessions from the Company where she was employed. This created a very bad impression on the American Steam Gauge and they have temporarily decided not to consider anyone else for the position.

5. The Company have not yet provided backs to the chairs for their own employes nor for the U. S. inspectors.

The output in November has averaged 25,000 a day, reaching 37,700.

The output in September was averaging 10,000 a day, going as low as 5,000 a day.

LOIS B. RANTOUL, DIRECTOR,
WOMEN IN INDUSTRY SECTION,
BOSTON DISTRICT ORDNANCE OFFICE.

JAN 1 - 1919

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War Rept

December 27, 1918.

From: Mrs. Lois B. Rantoul, Director, Women in Industry Section, Boston District Ordnance Office.

To: Mrs. Clara M. Tead, Director, Women's Branch, Industrial Ser. Sec., Ordnance Dept., 6 & B Sts., Washington, D. C.

Subject: Report on Separations in the Shops of the U.S. Cartridge Co., Lowell, Mass., since the Signing of the Armistice.

1. To date approximately 343 women have been released from the United States Cartridge Company. It is expected, however, that by January 31st a large number will be released, and that by March practically the entire force. On December 24th there were employed there 4249 women; absent on that date, 565. It is not known whether those absent will return to work, but it is supposed that they will. The number employed before the signing of the armistice, 4592; total number of men and women employed approximately 14,000. The total number of men and women employed there on December 24th, approximately 10,000.

LOIS B. RANTOUL, DIRECTOR,
WOMEN IN INDUSTRY SECTION,
BOSTON DISTRICT ORDNANCE OFFICE.

M.F. 231.65/132

JAN 6 1919

December 31, 1918.

From: Mrs. Lois B. Rantoul, Director, Women in Industry Section,
Boston District Ordnance Office.

To: Mrs. Clara M. Tead, Director, Women's Branch, Industrial
Service Section, Ordnance Dept., 6 & B Sts., Washington, D. C.

Subject: Number of Women Released from Fifteen (Worcester Machine
Shops on Ordnance Work. *Worcester, Mass.*)

1. GRATTON & KNIGHT

No. Women Employed at Peak of Production During War	600
No. Women Employed Since Armistice	400
Total Force at Present Date	200

2. REED & PRENTISS

No. Women Employed Before the War	None
" " " At Peak of Production During War	42
No. Separations Since Armistice	22
Total Force at Present Date	20

3. AMERICAN STEEL & WIRE CO.

No. Women Employed at Peak of Production During War	683
No. Women Employed Since Armistice	343
Total Force at Present Date	337

4. WORCESTER PRESSED STEEL CO.

No. Women Employed at peak of Production During War	150
No. Women Employed before the War	None
" Separations Since Armistice	Entire Force

5. NORTON GRINDING CO.

No. Women Employed at Peak of Production During War	123
No. Separations Since Armistice	67
Total Force at Present Date	56

6. NORTON COMPANY

No. Women Employed at Peak of Production During War	375
No. Separations Since Armistice	122
Total Force at Present Date	253

7. R. B. PHILLIPS & CO.

No. Women Employed at Peak of Production During War	120
No. Separations Since Armistice	9
Total Force at Present Date	111

NOTE: This firm has been allowed to continue its contract.

8. ROCKWOOD SPRINKLER CO.

No. Women Employed at Peak of Production During War	60
No. Separations Since Armistice	29
Total Force at Present Date	31

9. WORCESTER MFG. CO.

No. Women Employed at Peak of Production During War	67
No. Separations Since Armistice	None
Increase in No. Women since Armistice	13
Total Force at Present Date	80

NOTE: Force has been increased on account of a large Contract.

10. SPENCER WIRE CO.

No. Women Employed at Peak of Production During War	20
No. Separations Since Armistice	5
Total Force at Present Date	15

11. MORGAN SPRING WORKS

No. Women Employed at Peak of Production During War	149
No. Separations Since Armistice	62
Total Force at Present Date	87

12. U. S. LIGHT & HEAT CO.

No. Women Employed at Peak of Production During War	10
No. Separations Since Armistice	5
Total Force at Present Date	5

13. MAJESTIC MFG. CO.

No. Women Employed at Peak of Production	17
No. Separations Since Armistice	None
No. Increases since Armistice	10
Total Force at Present Date	27

NOTE: This firm finished its Govt. contract some time before signing of Armistice, and has been able to go back on Commercial work.

14. REED & PRINCE

No. Women Employed at Peak of Production During War	155
No. Separations Since Armistice	5
Total Force at Present Date	145

15. OSGOOD-BRADLEY CAR CO.

No. Women Employed at Peak of Production During War	60
No. Separations Since Armistice	Entire Force

SUMMARY

Total No. Women Employed	2,628
" " Separations	1,279
No. Firms Increasing Forces	2
No. Women Employed for Increasing Forces	23

The majority of these plants have been allowed until January 31st to finish up their contracts. In nearly every instance they stated to the Representative of the Women's Branch that by January 31st they did not expect to be employing any women. The places of the women who have already been discharged have, so far, been taken by men, but all the plants state that they intend to take back all discharged soldiers who were formerly employed by them. As far as can be ascertained, the number of men discharged is greater in proportion than the number of women.

LOIS B. RANTOUL, DIRECTOR,
WOMEN IN INDUSTRY SECTION,
BOSTON DISTRICT ORDNANCE OFFICE.

Correspondence Concerning the Relation of
Women Employees to the Award of the War Labor Board in the
Blake and Knowles Pump Works of the Worthington Pump and
Machinery Corporation, East Cambridge, Mass.

Sent by
Miss Mabel Parmer
19 Columbia Street, Cambridge, Mass.

to
Miss Ethel Smith,
National Women's Trade Union League
and handed to Miss Van Kleeck, May 20, 1919.

Note: Miss Smith has learned from Mr. Johnston of the International
Association of Machinists that the War Labor Board took action on
this case at its last meeting and declared that the rates should
be applied to the women. In accordance with previous procedure
the women should also receive back pay.

A PETITION.

To the War Labor Board:-

We, the Committee, representing the women employed at the Blake and Knowles Pump Works of the Worthington Pump and Machinery Corporation, East Cambridge, Mass., respectfully address ourselves to the Board and make the following statements:

1. That there are roughly seventy women employed in this factory on work which formerly required the labor of the same number of men.
2. That the work consists of operating machines, assembling of pumps, and bench work.
3. That these women, within the sphere in which they are employed and in such cases as permit a fair comparison, have proved that they are at least as efficient as men and, in some cases, more so.
4. That during the period in which the dispute was before the War Labor Board for settlement they believed that their interests were included equally with those of the men.
5. That when the award was made to the "Employees of the Blake and Knowles Works", they believed that it applied to them as well as to the men.
6. That they were further reenforced in this belief by the knowledge that the War Labor Board had affirmed the principle of "Equal Pay for Equal Work".
7. That the Company has not seen fit to apply the terms of the award to the women employees.

Therefore, we respectfully petition the Board to investigate our statements and, finding them true, to make known to the Company as promptly as possible that a proper interpretation of the award requires the inclusion of the women employees within its terms.

Respectfully submitted,

A STATEMENT OF THE CASE OF THE WOMEN EMPLOYEES.

During a conference held on Jan. 10, 1919 at the Blake-Knowles Pump Works and attended by Mr. Stoddard, Mr. Aborn, Mr. Ahern, and Miss Parmer it was suggested and agreed that both parties to the pending dispute should arrange in written form the evidence and the reasons which they considered necessary for a fair presentation of their cases. The following, therefore, is submitted by Miss Parmer on behalf of the women employes:

There are, it seems, two issues between the parties; first, whether the women are included within the award at all, and second if they are included, in what way. I shall take up the issues in the order stated.

1. Before the award was made it was generally understood that the interests of the women employees were included in the negotiations then being carried on. This is borne out by two facts. First, at a mass meeting held in the factory and addressed by Mr. Frank Colpoyses, Federal Labor Conciliator, the women were present. Mr. Colpoyses, urged the employees not to strike but to submit the case to the War Labor Board. This was accordingly done. Second Mr. Bowen, the organizer of the union, urged the men to get the women into the organization. Efforts were made in this direction. This, then was the condition of affairs when the demands were submitted to the War Labor Board.

After the award was made, shop committees were elected in conformance with the directions of the award and in those rooms in which they were employed women were elected to such committees. This shows that the men thought the award applied to the women as well as to the men.

When questions arose about the interpretation of the award, and the committees of employees conferred with the management, women were upon these committees. Now did the company ignore the presence of the women or protest against their being there as superfluous. The Company's representative conversed freely with them. This shows that the company understood that the women were included in the award.

If we look to the language of the award itself, we see that it is broad enough to include the women. It is addressed to the "employees". On the other hand, there is no clause which excludes women from its provisions. We also see that the War Labor Board took care to exclude those who did such work as common labor from classification as "helpers", and therefore excluded them from the award. This was one class of "employees" which was excluded from the award, but women were not.

As a matter of justice, it seems women should be included in the award. They have operated lathes, milling machines, and drills, and in some cases the very machines that men have operated at night. They have scraped valves, snagged, and have assembled pumps from beginning to end; and those are jobs in which men have been engaged, sometimes alongside of the women. It is an undeniable fact that men have been engaged in the very same work as the women and have received men's wages for it. The only difference is that of sex and it is not a principle of the War Labor Board that wages depend upon that in itself.

11. If the women are included within the award, they should be paid men's wages only when they can meet the standards of classification which men have to meet. For example:

1. Women who have learned to run their machines and have had the required period of apprenticeship should be classed as "specialists".
2. Women who have not yet served that period should be paid the pay of men in similar circumstances.

In other words, there seems to be no grounds for special treatment of women. All they ask is that where they meet the same requirements for classification as men meet they be given such classification and the wages that go with it.

The company in its negotiations with the women has dwelt long upon a contention that women were very much inferior to men in production. The women feel that this contention is really beside the point which is, namely, whether the women are included within the award. It would have been just as proper for the company to have resisted the demands for classification of ^{that} class of employees which learned the business during the War on the ground that they were not as productive as those who had spent many more years in it. No such objection on the ground of productivity was made in the case of this class of men. It would have been beside the point when the men could point to the fact that they could run their machines and had been in the business the requisite term. And so, we feel that it is also beside the point to resist the demands for classification of these women on the grounds of alleged unproductivity when they have the necessary qualifications for classification.

Nevertheless, in order that the company may not, by alleging that the women are unproductive, produce in the minds of the members of the War Labor Board the impression that the women are trying to get something for nothing, I will offer such evidence as I have to prove that the women are, in general, as productive as the men. Two things, however, should be remembered; first, that the discussion is really beside the point, and second, that because of the difficulty of gathering evidence and running a machine ten hours a day it is not as complete as it would be if we had the means at hand which the company has.

The evidence follows:

Case 1. Miss A.* says that her foreman gave her a job and told her that the night man had done 26 in 13 hours and asked her to see how many she could do. She did 170 in 76 hours. Therefore the woman did over two an hour while the man did but two an hour.

Case 2. Miss B. says that three women took the place of three men on the valve scrapping job on the first floor of the new building and that her foreman and the men themselves say that since the women came the production of pumps has increased and more valves than ever are being scraped.

*I am withholding the names for obvious reasons but I am willing to give them to the War Labor Board.

Case 3. Miss C. says that she assembled pumps and that a man did the same sort of work beside her; that she assembled a pump and a half to the man's one pump.

Case 4. Miss D. says that she worked on a machine upon which a man worked nights; that he received fifty-two cents per hour and told her that he always ignored the piece rates because they were so low that he could not make more than his hourly rate. She, however, was able to make fifty-two cents per hour while the job lasted. When it was done, her pay went to the hourly rate of thirty cents per hour. The man's pay was fifty-two cents though he turned out no more work than she.

Case 5. Miss E. says that when the foreman sets piece rates, he first runs the job for a few minutes and sees how fast he can do it. Taking this speed as a standard he sets the piece rates for the women, thereby assuming that the women will do the work as fast as he can do it himself.

Case 6. Mr. F. says that Miss C. is on engine lathe work which could not be done by some men in the same room, and that she is doing very satisfactory work. Her work requires the use of micrometers and is very close.

Case 7. Mr. H. says that Miss I. did heavy work efficiently. Each piece weighed fifteen pounds and had to be lifted from the floor and be put in the lathe.

Case 8. Mr. H. says in answer to the question of whether the women produce as much as the men. "Why, it stands to reason that a woman can turn that turret around as quick as I can. All you need the men for is the heavy work". Mr. H. has been at the business all his life.

Case 9. Mr. J. says that women produce as much and as good work as men had ever been expected to produce. Mr. J. was once an assistant foreman and speaks of the women on the machines.

Case 10. Mr. K. says that women do hard work efficiently and that their production is good. Mr. K. speaks of the women engaged in assembling pumps and is an authority on the question.

This completes the evidence and one more paragraph will close the statement of the case. The matter included in this paragraph is put here at the end because it effectually illustrates the whole situation.

When the company hired one of the women, Mr. Sullivan, the employment manager said that he wanted strong women who were not likely to be out on account of illness and were not taking the work up as a fad; that the women were on men's work and were getting men's pay, which at the time was on the average 30 to 36¢ per hour. This shows that the women were put on an equal basis with the men before the award but that when the award went into effect it was applied only to the men. The result of this was that one woman's brother had his pay advanced from 30 cents to 36 cents to fifty two cents per hour, while she still receives 36 cents per hours.

Respectfully submitted,

WORTHINGTON PUMP AND MACHINERY CORPORATION

BLAKE AND KNOWLES WORKS,
East Cambridge, Mass.

Feb. 27, 1919.

GPA/z

Miss Mabel Parmer,
No. 19 Columbia St.,
Cambridge, Mass.

Dear Miss Parmer:

I am sending you herewith a copy of the reply
which we have recently filed with the National War Labor
Board concerning the petition filed by yourself and others,

Yours very truly,

George P. Aborn,

Works Manager.

Copy.

National War Labor Board

EMPLOYERS

vs

WORTHINGTON PUMP AND MACHINERY CORPORATION

BLAKE AND KNOWLES WORKS.

RESPONDENT'S REPLY TO THE PETITION OF MABEL FARMER, ET AL.

The petition filed with this Honorable Board by Mabel Farmer and others, should be dismissed for the following reasons:

1. That the petitioners were not parties to the original joint-submission and, therefore, have no right to be included in the award.
2. That the petitioners were not included in the award.
3. That the petitioners' remedy for any grievance is by complaint and not by motion to intervene.

In considering the points raised by this petition the members of the Board should have in mind the following fundamental principles of the law of arbitration:

A SUBMISSION is a contract between two or more parties, whereby they agree to refer the subject in dispute to others, and to be bound by the award of the latter.

The submission furnishes the source and describes the limit of the authority of the arbitrator, and the award cannot be extended to persons not authorized by the submission.

1.

THE PETITIONERS WERE NOT PARTIES TO THE SUBMISSION.

The above entitled case, Worthington Pump and Machinery Corporation, Docket No. 14, is a joint-submission of a controversy that arose between the machinists and the company when the machinists presented a union contract. By the letter of May 16, 1918, to the Board the company agreed to submit the matter in controversy with the machinists to the Board for arbitration. The letter contained the following paragraphs:

- (3) On April 23rd, 1918 the manager of said Blake & Knowles Works received, from a committee of its machinists, a copy of proposed agreement with the International Association of Machinists, relating to wages and shop conditions, copy of which

agreement is submitted herewith.

- (4) Receipt of this communication was followed by a conference between said committee of machinists and officers of the corporation.
- (5) This corporation already had under favorable consideration a substantial increase of wages at the Blake and Knowles and other of its works. A schedule of increase of rates proposed at the Blake & Knowles Works was offered in the course of the conferences, as per memorandum of May 14th, 1918, a copy of which is submitted herewith. At a meeting of the machinists which was held on the evening of May 14th, said proposal was refused.
- (6) The matter is therefore submitted to your Honorable Board for consideration and arbitration:-

The section assigned to this case heard the parties in Washington on June 10, 1918, and at the opening of the hearing the following took place;

- Mr. Osborn: Q. Who is the complainant in this case?
Mr. Bowen: A. George Bowen, International Association of Machinists.
- Q. What I should like to inquire first is, do both sides agree to submit this case for decision to the National War Labor Board?
A. So far as the International Association of Machinists are concerned, they are.
- Q. Do you as employers agree to submit this case for the company?
Mr. Sague: Yes, we agree to submit the case to the War Labor Board.

Mr. Sague: Before we get into it gentlemen, I suppose that it is clearly understood that as far as the Blake & Knowles are concerned that this is a controversy between our men and not between the International Association of Machinists and us.

Mr. Osborne: That is the reason that I asked the question.

A. I suppose that is conceded is it not?

Mr. Hewitt: That is my understanding. Mr. Bowen, I believe, stating that he represented the International Association of Machinists, also wished to convey it, not--that he is here representing the men. I presume that there is no objection on the part--

Mr. Osborne: All right, if you will proceed please.

Mr. Bowen: In the first place, I believe the proposed proposition as was submitted to the company, should be gone over so that there will be a thorough understanding as to what the MEN up there have asked for.

During the hearing no claim was made that the women were parties to the submission, nor did any person in their behalf agree that they should be bound by the award. No testimony was introduced concerning the women or the work which they were doing in the shop.

On Page 39 of the transcript of the testimony the following appears:

Mr. Hewitt: What crafts are represented here today?

Mr. Bowen: Nothing but machinists.

It clearly appears, therefore, that the machinists were the only parties to the submission. The petitioners do not allege otherwise in their petition, but rely upon the following paragraph as the reason why they should be included in the award.

"4. That during the period in which the dispute was before the War Labor Board for settlement they (the women) believed that their interests were included equally with those of the men."

It is submitted therefore that your Honorable Board has no authority to extend the benefits of the award in this case to the present petitioners and that the said petition should be dismissed.

11.

THE PETITIONERS WERE NOT INCLUDED IN THE AWARD.

The award of the Board was rendered July 14, 1918, and provided only for machinists. It did not mention women nor did it contain a statement of the Board's principle relating to "Women in Industry".

The Section made an interpretation of the award on October 24, 1918 and at time undoubtedly had before them the demands of the committee which were stated in a letter to the shop superintendent, as follows: "We consider the award was made for all employees of the machine shop, that is, machinists and operators, machinists helpers including those that sweep and truck materials, crane operators, crane followers, elevator operators, erecting machinists, electricians and ALL GIRLS EMPLOYED IN THE SHOP".

The first paragraph of the interpretation decides the question raised by this petition. It reads as follows:

"1. This award shall not apply to workers other than those

working in the machine shop as classified and rated in the award".

The petition does not allege that the language of the award includes the women nor does it allege that it was the intent of the Board to include them. The claims made in the petition are as follows:

"5. That when the award was made to the "Employees of the Blake & Knowles Works", they believed that it applied to them as well as the men".

It is, of course, clear that the title to the case does not operate to extend the benefits of an award to persons not parties to the submission or even mentioned in the award.

"6. That they were further re-enforced in this belief by the knowledge that the War Labor Board had affirmed the principle of 'Equal Pay for Equal Work'".

Had the Board intended to include the women it would certainly have made mention of them and inserted its principle to which the paragraph in the petition refers.

It must be clear that the Board has no power at this time to extend the terms of the award. It may have power to interpret its award, but it certainly cannot extend its award to include persons not expressly intended to be included at the time the award was made. How can it be said that there was an intention to include women in the award when they were not parties to the original controversy, when they were not parties to the submission, when they were not mentioned in the hearing, when they were not mentioned in the award and when they were excluded from the award by the interpretation of the award by the Section.

111.

THE PETITIONERS' REMEDY IS BY COMPLAINT TO THE BOARD.

The petition and the brief allege that women in the respondent's shop are not receiving men's pay for work formerly done by men, etc. To substantiate this claim the brief sets forth certain indefinite, hearsay statements of isolated cases.

The respondent asserts that it is conducting its business in accordance with the principle of the Board in that regard. It is confident, however, that this is not the proper form of action in which to raise that question and for that reason will not make answer to the aforesaid statements;

The petitioners have no right to intervene in this case, but should present their alleged grievance to the Board by making a formal complaint in the regular course.

Respectfully submitted,

Vice President.

A REJOINDER TO THE REPLY OF THE WORTHINGTON PUMP AND MACHINERY CORP.

The question of whether the women employed in the Blake and Knowles plant of the Worthington Pump and Machinery Corporation were receiving what was due them under the award of the National War Labor has been raised properly; that is, by a petition to the Board "to make known to the company as promptly as possible that a proper interpretation of the award requires the inclusion of the women employees within its terms." The women did not ask the War Labor Board to make a new award, or, as the company suggests, make "a motion to intervene"; but asked the War Labor Board to compel the company to live up to the award in so far as it related to the women employees, if in fact it did. And the women stated that they believed that it did.

The women therefore asked for an interpretation. The War Labor Board must have considered that the request was properly made, for it sent its examiner, Mr. Stoddard, to make the interpretation.

Mr. Stoddard brought the parties together on Jan. 10, 1919. He expressed himself as unwilling to make the interpretation himself, but suggested that each side should put in writing the facts which bore out his side of the question of interpretation; that both statements should be given to Mr. Stoddard and that copies should be exchanged; that each side might then have the privilege of replying to the statement of the other; and that the question of interpretation would then be settled by the War Labor Board from an examination of the statements of both sides.

This suggestion was adopted and agreed upon by both parties. Miss Parmer, for the women, was careful to ask Mr. Stoddard if the company would be bound by the agreement of the manager of the plant. He assured her that it would. Miss Parmer promptly handed in the Statement of the women's case but declined to give the company a copy until she was assured that the company had handed in a statement also, fearing that they should make steam from her coal. Mr. Stoddard, however, induced her to concede a point and she thereupon gave Mr. Aborn, the works manager, a copy it being understood that she should have the right of closing argument.

Therefore, it appears that if there was any defect in the manner of raising the question of interpretation, that defect was certainly waived by the very definite arrangement between the parties for the further handling of the case. The company cannot, after having agreed to a manner of disposing of the issues between the parties, object to the manner of raising the issues.

The case comes before the War Labor Board upon an agreement between the two parties to submit the question to the Board to be decided by it from an examination of the respective statements of cases. And for verification of such agreement in case it should be denied by the company, we refer to the examiner of the Board, Mr. Stoddard.

The company in its reply seems to forget this agreement and to treat the matter as if the petition embodied the case of the women. We assure the Board that this is not the fact, and that the only purpose of the petition was to ask the War Labor Board to compel a respect upon the part of the company for its award in so far as it related to the women employees. We think that the company is dodging the whole issue in closing its eyes to the statement of the case and replying so specifically to the relatively unimportant petition. Similarly, we think that the company in neglecting to take up the matter as per agreement, and, indeed, seemingly refusing to do it in the next to the last paragraph of the reply, puts itself in a fair way of being defaulted.

The company, however, makes the contention that the women were not parties to the joint submission, and to prove this mention the fact that in speaking of the case before the Board the parties would refer to the men. But this, surely, is not seriously advanced as evidence to establish the fact that the parties were speaking of men in the sense of excluding women. On the whole, it seems that the parties used the word in the sense of "employees". To test this we suggest that "employees" be substituted in place of "men" in each instance, and it will be found that the thought is not disturbed.

The company then proves the case of the women by saying, "It clearly appears, therefore, that the machinists were the only parties to the submission." The meat of our case, as will be found from an examination of our statement, where the company should look, is that the women are machinists in the same sense that certain men are. For instance, they are machine operators, and that is all the qualification to the title of "machinist" that the greater portion of the men have. Furthermore, a number of the women are members of the International Association of Machinists. Could anything be plainer, then, than that under the company's own statement of the parties to the submission, the women were parties?

The company then makes the contention that the women were not included in the award. It first says that the award does not mention women. This, we submit, is superfluous. If it mentioned them in any way, there would be no question. The whole question is whether the women are included although not specifically mentioned.

The company then makes a contention which we think proves our case instead of that of the company. It recites that the question of whether the women were included in the award was before the Section when it made its interpretation, in the shape of a letter from the shop committee to the shop superintendent. We submit that if the women were not included in the award, that would have been a natural place for the Section to have made the point specifically. But it did not. The Section said, "This award shall not apply to workers other than those working in the machine shops as classified and rated in the award". But the women are working within the machine shop and come within the classification. The Section, therefore, if it had the women in mind at all, as is substantially claimed by the company, meant to include the women in its interpretation.

The company then tries to pick alleged defects in our case by pointing to the petition in the belief, as we suppose, that it can in that way make the War Labor Board consider that the petition is a statement of our case. The petition is necessarily short and incomplete. It was not intended nor is it supposed to like a declaration in a civil legal suit, which stands or falls by its allegations. The petition was merely a formal request for an interpretation, with a few reasons for asking for it. It clearly did not intend to argue the question of interpretation in that brief space, and the company in looking only to the petition leaves unchallenged the statements in our statement of the case.

The company finally argues that in order for the women to be included in the award, the War Labor Board must be shown to have "expressly intended" them to be included. A sufficient reply to this would be to say that in order to exclude the women it must be shown that the War Labor Board "expressly intended" to exclude them. In other words, the burden of proof is on neither side.

We shall not declare ourselves as certain as the company of what was actually in the minds of the members of the Board. Nor do we think that either the company or ourselves are properly qualified to be mind readers. However, we suppose that the members of the Board were not thinking so much of men, women, negroes, English, Irish, Italians, and the like, as they were thinking of machinists. And we believe also that the War Labor Board intended to include anyone and everyone who could properly come under that heading; and that having the question of the women before it, as the company contends, the Section made its interpretation broad enough to include all machinists. Therefore, if we are to say anything was actually intended by the Section, we must say that they must have seen that this would include the women; and seeing it assented to it.

That the company can even say that the women are not included in the award is surprising to us, to say the least. Especially is this true when the company has already admitted that the women were included in the award, not in so many words, which they could deny later; but by giving some of the women cheques for retro-active back pay as a consequence of the change in the hours from fifty-four to forty-eight per week. Now, the forty-eight hour week and the retro-active back pay were both consequences of the award. The company might very well say that they applied the forty-eight hour week to the girls because they did not wish to make the girls work longer than the men. But they could only pay retroactive back pay for overtime in consequence of a belief that the women were entitled to it under the award of the War Labor Board.

In proof of such payment we are appending the cheque given by the company to Miss Farmer.

Respectfully submitted,

Mabel Farmer

For the women.

ML 324.72

MG:AAT

November 26, 1918.

Mary Gilson

From: Pittsburgh District Ordnance Office, Women's Branch, Industrial Service Division.

To: Women's Branch, Industrial Service Section, Ordnance Department, Washington, D. C.

SUBJECT: Visit to Plant of John Dunlap Co., Carnegie, Pa. Inspected by Mary Gilson, November 25, 1918.

I. REASON FOR VISIT.

Women reported to be working under bad conditions by Col. Hunt of the Industrial Service Division, Pittsburgh Ordnance Office.

II. PERSONS INTERVIEWED.

J. I. Wallace, Sup't. of Cost and Sales Dept.
Women Operatives.

III. ORGANIZATION.

W. A. Dunlap, President,
J. H. Dunlap, Treasurer,
J. I. Wallace, Sup't. of Cost & Sales Dept.,
J. B. Hope, Plant Superintendent.

IV. CONTRACTS.

Helmets.

V. PRODUCTION.

90% Government work.

VI. PRODUCTS OTHER THAN ORDNANCE.

- (1) Enamelled ware (quartermaster)
- (2) Shell containers (Navy)
- (3) Enamelled ware and special stamping such as miner's lamps, etc.
(commercial)

VII. SALIENT FEATURES REGARDING EMPLOYMENT.

- 1. Source of character of labor supply. Polish, Hungarian and German people from vicinity. Rather low grade in appearance.

2. Numbers employed.

Eighty (80) men.
Thirty (30) women.

(Some of the boys and girls looked extremely young and immature though claiming to be sixteen or over. The only certificates filed in the office for these younger workers were signed by the children themselves and a notary public. No other signature whatever, testifying to the age of the worker, appeared on the certificate.)

3. Hours.

7:00 to 12:00 Noon, 1:00 P.M. to 5:15 P.M. Daily total 9:15 hours.
Weekly total 51:15 hours.
(All workers have same hours.)

4. Wages.

Men (laborers) start at 42¢ per hr.

" (machinists) get 67½¢ per hr.

Women get as low as \$1.15 per day.

Highest paid women get \$1.75 per day.

(Mr. Wallace complained of "high cost of labor" and said they could not get any work out of employees on day work basis. Said when they tried piece work they had a great deal of trouble because people in one department might be able to earn a great deal more than those in another. Evidently no scientific or businesslike method of determining rates.)

5. Occupations of women.

(a) Wrapping and sorting enameled ware.

(b) Dipping pots and pans in wet enamel.

(c) Punch and draw press work.

(d) Carrying (consisting of lifting trays of enameled ware from heaters to racks. Some very young girls doing this.)

(e) Inspecting.

6. No method of training. Foremen "break in" new operatives.

7. Employment management methods.

None whatever.

Mr. Wallace insisted none were needed as they "could always get all the people they needed". Had no conception of cost of labor turnover nor any other modern ideas.

No turnover records kept nor records of absenteeism.

Acknowledged that they were probably very careless in employment of minors and promised to look into it.

8. General working conditions.

Mary Gilson

"3"

(a) Lighting fair.

Ventilation not bad because of many cracks letting in air.
 No speeding and also no evidence of conscientious work.
 Shop lay out hit and miss.

(b) Plant construction and fire hazard.

Building in which women work old and dilapidated. Floors in bad condition. General disorder. ~~W~~arbis lying about in cluttered piles from fire of January 1918. Office and factory show utter lack of good management and good housekeeping. Couldn't be worse.

Big Franklin coal stoves in centers of working floors.

(c) Punch presses unguarded.

Danger of accident from cluttered condition of entire plant.
 No uniforms worn by women. On the other hand, even the girls who splash themselves from head to foot with wet enamel wear sloppy sweaters and skirts. Girls are generally unkempt and untidy in appearance.

(d) Sanitation.

There is an artesian well on the premises and Mr. Wallace said water was carried around in buckets "when the workers wanted it." Said they wouldn't drink water from faucets because they claimed that it "tasted from the pipes."

Toilets and washing facilities very poor and inadequate.

(e) Services features.

A dingy corner of one of the buildings has been partitioned off as a "rest room" but it has no sign of a chair nor bench nor cot in it nor anything else except a few hooks on which the girls may hang their wraps. The girls working upstairs on the presses put their clothes any place they can find a corner for them.

Mr. Wallace claimed there were "foreladies" but they were really only operatives who were not in any sense executives. The women have practically no supervision except of the most ignorant part.

There is a first aid kit in one of two departments and the foremen are supposed to know how to administer first aid. After meeting one of the foremen, I would doubt his ability to administer ^{an} ~~any~~ thing.

(f) The claim was made that there were no union workers in the shop.

EXII

COMMUNITY CONDITIONS.

Across from the factory is a typical Western Pennsylvania "run" into whose stagnant waters tumble refuse and trash from back yards which are nothing more than dump heaps. The whole neighborhood of Carnegie is dirty, disorderly and unsanitary. The houses are unpainted - there is no attempt whatever made to beautify the houses nor yards.

Mary Gilson

"4"

- X. This plant is one which should and probably will vanish by reason of its bad management. There are dozens of idle machines and the management says it is better to "turn down trade" than to pay the wages now demanded. They seem to be supinely waiting to "see what will happen." The whole place is an example of the relation of bad working conditions to inefficient management. I made many recommendations but I doubt whether anything but a new set of brains will redeem this plant.

INDUSTRIAL SERVICE DIVISION
V.C. Jenkins, Manager

By: Mary Gilson
Supervisor Women's Branch.

23 401

DEPARTMENT OF LABOR

Feb 15, 1919

From Alice F. Mueller
To Miss Mary Van Kluck

Subject Investigation of Zaraks Bros. Confectionery

(a) address 7th & Market St. - Phila
(A) Accessible.

1. Mr Zaraks, Manager.
2. Product chocolate coated candies
Hard
3. Market (a) own retail store
(A) none

4. no. emp. Total productive of men 3 women 1

5. Hours beg M 7:30 and 5 sup 12 noon 3/4 hr
7. 8.00 8 12 P.M. 3/4

no. days 4 5 1/2 6 Total daily 8 3/4 Total weekly 43 1/4
7 5 1/2 6 " " 8 1/4 " " 48 1/4

Overtime (girl works until 8 P.M. Sat. until Easter. ~~For the rest,~~
no information obtainable.)

Two of the men are hired to "dispense soda". They come at 12 noon and work until 12 midnight. ^{Supper 1/2 hr} That makes their total daily 12 hours, and total weekly ⁶⁹ 72 hours for 6 days. Inspector did not learn whether these 2 men worked on Sunday or not, but thinks they do.

DEPARTMENT OF LABOR

6. (a) none
 (b) girl first received \$ 11.00, now \$ 12.00
 (c) none
 (d) none
 (e) —
 (e) Cooker receives \$ 20.00

2 Helpers & soda dispenser, 15.00 each

girl gets dinner free, cooker & helpers get all three meals.

7. (a) Candy is made in a cellar. The entrance is through a dusky paned glass door, & down narrow steps. The ceiling begins after ~~the~~ one has begun coming down stairs, and that at about the second step. It necessitates stooping to get down the rest of the way. The dipper sits near the door, the cooker's little stove is to the left. The furnace is to the right, and the coal cellars are just beyond the furnace, approached by means of holes in the walls.

- (b) Clearing done at least twice a week,
 (c) Furnace in cellar.
 (d) Elec. bulbs.
 (e) What blows in through the door mostly.

DEPARTMENT OF LABOR

8. (a) Dipping - Female

cooking - male

Helping "

(b) —

(c) girl sits all day.

(d) stool without back.

9. Sanitation

(a) 1. Furnished by firm

2. Laundered " " twice a week. Girl

wore a very soiled one of her own & protest
one furnished her. Her own she laundered herself

(b) Sink in basement

(c) Sink ^{and} in toilet upstairs Bar soap
Hand towels furnished each person

(d) 1. Upstairs, back of store. approach, up
stairs, out doors, in front entrance, to back of
store.

2. Store girls, men and dipper use this toilet

10. (a, b, c) none

11. (a) manager

(c, d, e, f) none.

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November 8, 1918.

To: Women's Branch, Industrial Service Section Ordnance Dept.
Mrs. Clara M. Tead

From: Women in Industry Service, Department of Labor,
May Allinson

Subject: Employment of women in the Hercules Powder Company, at
Parlin, N. J.

Your memorandum of October 31st has been referred to me and I would suggest that since you have made this good connection with the plant through Miss Helen Hutchinson, that you should go right ahead furthering the work which she has undertaken whether it touches either the Parlin or the Kenvil plant.

We shall be very glad to come in at any time and help if we can, but unless there is any special reason to the contrary, I would suggest you should continue just as you have begun.

May Allinson
Women in Industry Service.

MA-DD.

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
PRODUCTION DIVISION

NOV 1 - A.M.

WASHINGTON

October 31, 1918

To insure prompt attention,
in replying refer to

No. _____
Attention of _____

c 3-5845

From: Women's Branch, Industrial Service Section,
Ordnance Department.

To: Director, Woman in Industry Service, Department
of Labor, Miss Mary Van Kleeck.

Subject: Employment of women at the Hercules Powder Co.
at Parlin, N.J.

1. Attention is invited to the attached memoranda
and reports regarding the employment of women at the
Hercules Powder Co. at their plant at Parlin, N.J.

2. The reasons for making the visit are outlined
in Paragraph 1 of the memorandum of October 25, which is
attached.

3. Contracts.

The contracts which the Hercules Powder Co. is
working on at Parlin, N.J. are for the United States Navy.
For this reason it seems wise to refer the matter of the
employment of women at the Parlin, N.J. plant to the Woman
in Industry Service for such action as may deemed necessary.

4. It is understood that Miss Helen Hutchinson, who
is a service worker at the Kenvil, N.J. plant of the Hercules
Powder Co. has requested Miss Greely of the Women's Branch
of the Industrial Service Section in the Philadelphia Dis-
trict Office, to visit the Kenvil plant and make suggestions
in regard to the organization of the employment department
there.

5. The Kenvil plant holds several Ordnance contracts.

6. It is suggested therefore that any cooperation
which may be desirable between the Women's Branch and the
Woman in Industry Service in regard to the employment of
women in the New Jersey plant of the Hercules Powder Co.
would be easily arranged through the connection which Miss
Greely has already established with the Kenvil plant which
holds ordnance contracts.

Clara M. Tead

CLARA M. TEAD

Director, Women's Branch

Industrial Service Section

C O P Y

HERCULES POWDER COMPANY

Kenvil, N. J. October 26, '18.

Applicants available

Miss Dudley,
1710 Market St.,
Philadelphia, Pa.

Dear Miss Dudley:-

In answer to your request, I am sending you the names and addresses of some of the members of the Course in Employment Management, in whom I think you might be interested.

I am writing to Miss Greeley asking her to visit the Hercules Powder Company at Kenvil. I hope at some time you will be able to come. I think I gave you my address as Lake Hopatcong, will you change that to Kenvil as this is a more convenient Post Office.

Since weeing you I have been working on night shift in the granulating department and had quite an experience last night with a fire. It was not a monotonous night and I am convinced that girls are quite as plucky as men.

Very sincerely yours,

(Signed) HELEN HUTCHINSON

Service Worker.

230 / 192 macc

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

..... DIVISION

October 25, 1918.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

..... NO.
ATTENTION OF

FROM: Edith Dudley, Industrial Service Section, Women in Industry
Branch, Philadelphia District.

TO: Clara M. Tead, Director, Industrial Service Section, Women's
Branch, Ordnance Office, Washington.

SUBJECT: Visit to Union Plant of Hercules Powder Company, Parlin, N. J.
Inspected by Edith Dudley accompanied by Antoinette Greely-
October 22, 1918.

I. REASONS FOR VISIT

1. September 10, 1918 Mr. A. P. Van Gelder, General Superintendent Hercules Powder Company, called at Philadelphia District Office, and requested a preliminary survey of the plant at Parlin, N. J., and recommendation as to the development of plant organization of the employment and care of women employees. Mr. Van Gelder was referred to the Production Office, New York City, in which district Parlin is located.
2. October 18, 1918- letter from N. M. Reeder, Women's Branch, New York District, as follows:
"Mr. A. P. Van Gelder has written Mr. Bing under date of October 10th, asking when a representative of the Women's Branch could make an inspection of his plant at Parlin, N.J. I find that although this plant is geographically in the New York District, it is by an exceptional ruling put under the jurisdiction of the Philadelphia Office, so I return the case to you with my compliments."
3. October 18, 1918- made appointment by telephone with Mr. Van Gelder, Hercules Powder Company, Wilmington, Delaware, to visit plant at Parlin, N.J., October 22nd, with Miss Helen Hutchinson, recently employed by the Hercules Powder Company to look after work for women, and at present organizing the work at Kenvil, N. J.

II. PERSONS INTERVIEWED

Miss Helen Hutchinson
Mr. J. S. Marx, Superintendent Union Plant, Parlin, N. J.

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

October 25, 1918.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

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NO. _____
ATTENTION OF _____

III. ORGANIZATION

The Hercules Powder Company manufacturing explosives has 18 plants scattered throughout the U. S. The Union Plant at Parlin was built in 1915

IV. CONTRACTS

Smokeless Powder and Pyrol for U. S. Navy.

V. PRODUCTION

Average daily
60,000 Pyrol
60,000 Smokeless Powder

October 17-	58,000
18-	52,000
19-	59,000
21-	49,000

Day previous to Morgan disaster	72,559
Day after	" " 27,000

VI. PRODUCTS OTHER THAN ORDNANCE

Not manufacturing other than for Navy.

VII. SALIENT FEATURES

1. Number employees
2200 men
300 women
5 minors (known)
At work
1700 men
200 women (about)
5 minors (known)

Shortage due to Morgan disaster and influenza (Marx).

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

October 25, 1918.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

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NO. _____
ATTENTION OF _____

2. Source and Character of Labor Supply

Plant located 8 miles from New Brunswick, 2 miles from S. River and 4 miles from S. Amboy.

Difficulties in securing labor have necessitated living accommodations at plant for women.

Labor obtained largely through U. S. Employment Service, N. Y. City and by direct application at plant from South River, South Amboy and Sayerville, N. J.

Trains run by Company to and from these towns for each shift.

Male labor unskilled- 1100 resident at plant- largely Polish and Italian- few Greeks and Americans.

Female labor: non-resident, unskilled. Polish and American. Plans under way for accommodating 150 women in dormitories at Plant.

Company appears to have unconsciously established a system of rotating its labor supply among the 8 plants in its immediate vicinity, as workers are said to leave frequently to spend a week or two at other plants and to be re-employed upon return, which makes accurate computation of turnover impossible. (Marx)

3. Hours

Men:

First shift 7.30 A.M. - 3.30 P.M.

Second shift 3.30 P.M. - 11.30 P.M.

Third shift 11.30 P.M. - 7.30 A.M.

Total daily working time for each shift.

No time allowed for meals or rest periods.

Overtime permitted on Sundays.

Shifts rotate once a week.

Women:

First shift 7.30 A.M. - 3.30 P.M.

Second shift 3.30 P.M. - 11.30 P.M.

Third shift 11.30 P.M. - 7.30 A.M.

Total weekly working time: 48 hours.

Total daily working time for each shift: 8 hours.

Rest and lunch periods: No time allowed for meals or rest periods, except in sorting house, where women have three 5 minute rest periods and 30 minutes for lunch, and in

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

TO INSURE PROMPT ATTENTION
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October 25, 1918.

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NO.
ATTENTION OF

stenciling and testing cans, where there is $\frac{1}{2}$ hour lunch period. Foremen said to be authorized to arrange 30 minute lunch period for each girl on other operations where she can be best spared from work. Doubtful whether foremen are followed up to assure this provision. Overtime not permitted. Shifts rotate once a week.

4. Wages

A. Time

Men-

Hourly rates range from 50¢ up.
No piece work.

Women-

Hourly rates. No piece work

42¢ cotton picking
(stenciling and testing cans for powder

cotton drying
boiling

45¢ beating
keeping records of temperatures in poaching house
pyro weighing
pyro storage
sorting powder

50¢ cutting and pressing powder
forewomen

Bonus for men and women

5% of annual wages after 2 years employment
10% " " " " 5 " "
15% " " " " 10 " "

5. Occupations of Women

Women employed at Plant for year and a half. Have replaced men in all operations now performed by women.

Cotton picking
Cotton drying
Boiling
Beating

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

October 25, 1918.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

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..... NO.
ATTENTION OF
.....

Keeping records of temperatures in peaching houses
Pyro-weighing
Pyro-storage
Pressing } Powder
Cutting }
Sorting }
Stenciling and testing cans for powder
Forewomen in cotton picking and powder sorting
About 20- 25 women are employed in offices as
clerical workers, telephone operators, etc.

6. Training and Substitution

No training school or system of training established. Men and women are trained by foremen in shops before beginning work. No definite time required.

7. Employment Management

Centralized employment under direction of employment manager, graduate of employment managers' course, Columbia University. Discharges made by three supervisors of foremen. All discharges interviewed before leaving by employment manager. Transfers recommended by foremen and supervisors are interviewed by employment manager.

Records not examined, due to absence of employment manager. Middle-aged woman who is related to chief clerk, and who is without industrial experience, will begin work November 1, 1918 in employment department. Plan under consideration of placing this woman under Miss Hutchinson for training for same work at the Kenvil, N. J. Plant.

Miss Hutchinson graduate of employment managers course Harvard University who has recently been employed by the Hercules

Powder Company to supervise work for women employees, is stationed at the Kenvil Plant. Miss Hutchinson seemed to feel rather vague as to her duties there.

8. General Working Conditions

A. Lighting in peaching house insufficient. Grounds poorly lighted at night.

Ventilation: Good, except in cotton picking, where there is no provision for carrying off dust thrown off by operation.

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

~~PRODUCTION~~ DIVISION

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

October 25, 1918.

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NO. _____
ATTENTION OF _____

- B. Accident and health hazard: Women employees on machines required to wear khaki uniforms and caps. Women cotton pickers wear respirators. Powder pressers and cutters work in ether atmosphere. Women working in pyro storage lift boxes weighing 160 lbs. 4 women lift each box. 2 women lift 40 lb. box in stenciling and testing house. Pressing and cutting powder involves danger of flash.
- C. Sanitation: 3 change houses containing rest rooms. Wooden ventilated lockers provided with padlocks. 3 toilets each. (Kaustine System) 1 long enameled trough with 6-8 faucets providing hot and cold water. Matron in charge of each change house. Houses clean. Heated by steam. One change house to be enlarged. 50 additional lockers to be provided. Drinking water: No drinking water in change houses. Three hydrants near work shops, not readily accessible to all buildings- supply water from driven wells, filtered by filtration plant.
- D. Service Features: Restaurant maintained by plant provides day and night lunch room service and 4 meals daily; open all night. Not generally used by women, except office force, and men. 45,000 meals served in September- deficit \$1000. (Marx). Women generally eat lunches in work rooms. Separate Italian commissary for Italian employees. Medical Care: Physical examination required of all male applicants before employment. No physical examination of women required. Hospital with six beds. Resident physician. No nurse.

9. Community Conditions

A. Housing

Bunk houses provided by plant- accommodate 1100 men. \$49,000 appropriated for general recreation building. One family dwellings under construction for married men. Club for unmarried male office employees. Two dormitories to accommodate 150 women to be ready in spring.

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

~~PRODUCTION~~ DIVISION

October 25, 1916.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

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..... NO.
ATTENTION OF
.....

B. Transportation

Provided by plant for all shifts to and from South
Amboy and South River. Guards accompany women to
train from second shift and women to plant for
third shift.

The isolation of the plant, the scattered buildings
and the inadequate lighting of the grounds at night
produce special problems of supervision of women
employees.

EDITH FUDLEY
Industrial Service Section
Women in Industry Branch

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

October 25, 1918.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

NO.
ATTENTION OF

FROM: Edith Dudley, Industrial Service Section, Women in Industry
Branch, Philadelphia District.

TO: Clara M. Tead, Director, Industrial Service Section, Women's
Branch, Ordnance Office, Washington.

SUBJECT: Summary: Report visit to Union Plant of Hercules Powder
Company, Parlin, N. J.- October 22, 1918.

1. The plant plans to increase number of women employees from 300 to 450, 150 to be housed in dormitories to be built by the plant.
2. There is a lack of organization of the employment and care of women employees.
3. A woman without education or experience has been employed to supervise women at the Union Plant. Her duties have not been defined, but she will probably spend a week in training under Miss Hutchinson at the Kenvil Plant.
4. Miss Hutchinson, a graduate of the Employment Managers' Course at Harvard, has just been employed to organize the work for women at the Kenvil Plant.
5. As Miss Hutchinson has requested that Miss Greeley spend a week or two at Kenvil to assist her in organizing the employment of women there, it seems wise not to make specific recommendations regarding the Union Plant, Parlin, but to co-operate with Miss Hutchinson and Mr. Van Gelder in developing a plan for the organization of the employment and supervision of women at Kenvil which could be put into operation at other plants of the Hercules Powder Company under Miss Hutchinson's direction.

EDITH DUDLEY
Industrial Service Section
Women in Industry Branch

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

PRODUCTION DIVISION

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

October 26, 1918.

..... NO.
ATTENTION OF
.....

FROM: Idabelle Stevenson, Industrial Service Section,
Women in Industry Branch, Philadelphia Office.

TO: Mrs. C. M. Tead, Director, Industrial Service
Section, Women's Branch, Ordnance Office, Washington.

SUBJECT: Request of Hercules Powder Company for Services
of Women's Branch.

1. About a month ago, Mr. Van Gelder, General Superintendent of the Hercules Powder Company, came to the Women's Branch of the Philadelphia District for aid in introducing women at the Parlin Plant. Miss Greely talked with him at that time, and referred him to the Women's Branch of the New York District, as Parlin geographically came within that district. On October 16th Miss Reeder referred the case back to us, saying that by special ruling it came under the jurisdiction of the Philadelphia District. Arrangements were made for Miss Greely and Miss Dudley to visit the Plant. After a thorough inspection of the Plant had been made, and Miss Hutchinson, who has been employed by the Company to establish proper conditions for the women employees, had requested Miss Greely to come to the Plant for several weeks to help develop a policy regarding the employment and supervision of women, it was learned that the Parlin Plant is engaged on Navy contracts only.

2. This matter was taken up with Mr. Dickey, and it was decided that the contract being solely for the Navy, this case was entirely beyond our jurisdiction.

3. In view of the fact that the Hercules Powder Company is seeking help from the Government on this problem, and in view of the fact that so much has already been done on the case, it seems that the work should not be dropped by the Women's Branch, but rather transferred as it stands to a similar organization, if such exists for the Navy. If such an organization does not exist, would it be a matter to refer to Miss Van Kleeck?

4. A full report of the case made by Miss Dudley was mailed to the Washington Office yesterday.

5.

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
1710 MARKET STREET
PHILADELPHIA, PA.

~~PROHIBITED~~ DIVISION

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

October 26, 1918.

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..... NO.
ATTENTION OF
.....

5. I will await your reply before communicating further with Mr. Van Gelder of the Hercules Powder Company, so would appreciate an early answer.

6. Enclosed are copies of all letters bearing on the case.

IDABELLE STEVENSON
Industrial Service Section
Women in Industry Branch

C O P Y

HERCULES POWDER COMPANY

Wilmington, Del. October 18, 1918.

Miss Helen Hutchinson,
C/O S. B. Moore, Supt.,
Kenvil, N. J.

Dear Miss Hutchinson:-

OVG - VISIT TO UNION PLANT

Miss Greely and Miss Dudley of the Philadelphia Production Division will visit Union Plant at Parlin, N. J., next Tuesday, October 22nd. Miss Greely and Miss Dudley expect to take the train leaving Philadelphia about 8.03 A. M., arriving at New Brunswick at 9.57 A. M.

Please arrange if possible to go to New York or Newark next Monday night, so as to take the train leaving the Pennsylvania Station New York at 8.30 A.M., Newark at 8.52 A.M., arriving at New Brunswick at 9.28 A.M. Mr. Marx will have a conveyance at New Brunswick at 9.57 A. M. to convey the party to the plant, where you will look over matters connected with Employment of Women at Union Plant.

The writer will if possible, join you on this visit.

Yours very truly,

A. P. VAN BELDER

GENERAL SUPERINTENDENT

October 31, 1918

From: Women's Branch, Industrial Service Section,
Ordnance Department.

To: Director, Women in Industry Service, Department
of Labor, Miss Mary Van Kleeck.

Subject: Employment of women at the Hercules Powder Co.
at Parlin, N.J.

1. Attention is invited to the attached memoranda and reports regarding the employment of women at the Hercules Powder Co. at their plant at Parlin, N.J.

2. The reasons for making the visit are outlined in Paragraph 1 of the memorandum of October 25, which is attached.

3. Contracts.

The contracts which the Hercules Powder Co. is working on at Parlin, N.J. are for the United States Navy. For this reason it seems wise to refer the matter of the employment of women at the Parlin, N.J. plant to the Women in Industry Service for such action as may be deemed necessary.

4. It is understood that Miss Helen Hutchinson, who is a service worker at the Kenvil, N.J. plant of the Hercules Powder Co. has requested Miss Greely of the Women's Branch of the Industrial Service Section in the Philadelphia District Office, to visit the Kenvil plant and make suggestions in regard to the organization of the employment department there.

5. The Kenvil plant holds several Ordnance contracts.

6. It is suggested therefore that any cooperation which may be desirable between the Women's Branch and the Women in Industry Service in regard to the employment of women in the New Jersey plant of the Hercules Powder Co. would be easily arranged through the connection which Miss Greely has already established with the Kenvil plant which holds ordnance contracts.

CLARA M. TRAD
Director, Women's Branch
Industrial Service Section

File: New York Air Brake Co.

All communications should be accompanied by carbon copy and addressed to

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WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
PRODUCTION DIVISION
WASHINGTON

August 23, 1918

To insure prompt attention,
in replying refer to

No. _____
Attention of _____

War Dept

03-5815

FROM: Women's Branch, Industrial Service Section,
Ordnance Department
TO: Woman in Industry Service, Department of Labor
SUBJECT: Correspondence regarding the New York Air Brake Co.

1. The correspondence from the New York Air Brake Co. referred from your office to us August 17th is received.
2. The Women's Branch will send a representative to the New York Air Brake Company to make such investigation and recommendations as seem necessary. It is hoped that the Women's Branch can help to carry out constructive suggestions and keep some supervision over the work after it is started.
3. The report of the results of the investigations together with our recommendations to the company will be filed in your office as soon as possible.

By order of the Chief of Ordnance.

Clara M. Tead

CLARA M. TEAD

Acting Director, Women's Branch
Industrial Service Section

• CMT/afl

WOMAN IN INDUSTRY SERVICE

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August 17, 1918.

Mr. George W. G. Poole,
The New York Air Brake Company,
~~165 Broadway,~~
New York City.

My dear Mr. Poole:

Your letter of July 26th has been referred to this office by Mrs. Neale of the U. S. Employment Service, and the matter is being referred to the Women's Branch of the Industrial Service Section, Ordnance Department, who will advise you on these points.

We are sending you a statement of policies regarding the introduction of women drawn up by the War Labor Policies Board.

Very truly yours,

Mary Van Kleeck,
Director, Woman in Industry Service.

COPY

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U. S. Department of Labor
U. S. Employment Service
Washington

August 13th, 1918.

Miss Mary Van Kleeck, director
Women in Industry
Washington, D.C.

Enclosed please find copy of letter
from the New York Air Brake Company, in which they state
that they are contemplating the employment of women in
work now being handled by men.

As a matter of policy, I am referring
this letter to you.

Margretta Neale

Chief, Women's Division

N:B

COPY

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The New York Air Brake Company

165 Broadway, New York

Watertown, N.Y.

July 26, 1918.

Secretary of the Dept. of Labor,
Washington, D.C.

Dear Sir:

We are contemplating the employment of women in work now being handled to a certain extent by men employees. We shall be thankful for any information as to the requirements of the Labor Department in regard to lavatories, rest rooms, dressing rooms, and branches of work in which it is permissible to use women, and also any information as to restrictions of the Labor Board, and concessions which might be granted in case good cause were shown.

Trusting that we may enjoy your full co-operation, and that we may have an early reply, we are

very truly yours

New York Air Brake Company,

George W. G. Poole

Director of Training

GP/AC

War Dept

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ET/mm*

November 9, 1918.

Miss Mary Van Kleeck,
Women in Industry,
U. S. Department of Labor,
Washington, D. C.

Madam:

Subject: Application of King Sewing Machine Company,
Buffalo, N. Y. to employ women at grinding
operations.

1. I am directed by Brig. Gen. G. E. Tripp to state that Capt. R. R. Ray, District Supervising Officer, Industrial Service Section, Ordnance Office, Rochester, N. Y. has sent to this office the application of the King Sewing Machine Company of Buffalo, for permission to employ women at grinding operations within their plant; such employment now being prohibited in Section 93 of the New York State Labor Law, and Industrial Code.

2. It is understood that you are working on this question of the employment of women on grinding machines. It is thought you might like to know of the application.

Clara M. Tead,
Director, Women's Branch.

By: Edna Thuner.

Production
Women's Branch
Industrial Service Section

From: Amy Hewes, Women's Branch, Industrial Service Section.
To: Clara M. Tead, Director Women's Branch.
Industrial Service Section.
Subject: Visit to Plant of the PULLMAN COMPANY, Pullman, Illinois,
Inspected November 5, 1918 by Amy Hewes and Ruth E.
Knowlton.

Reason for visit.

The Pullman Company was visited to determine the extent to which women are to be employed and the working conditions.

Persons interviewed.

Mr. Rinear, Assistant Army Inspector of Ordnance.
Mr. Simmons, Foreman of Shell Shop.

Organization.

Mr. Lelouis is in charge of the shell shop.

Contracts.

P4776-478C 8/23/18
For Wheel Railway trucks for Schneider 305 mm railway
mounts used in connection with 305 mm railway mounts.
Deliveries to be completed by July 31, 1918.

P12779-2219Me 7/30/18
For 1,000 Artillery Supply truck bodies.
Price \$359.85 each.
Deliveries complete by December 31, 1918.

P2653 5/30/18
For 300,000 155 mm shell.
Price: \$10:50 for each of first 100,000
10.00 for each of remainder, 200,000.
Deliveries:

August, 1918,	15,000	December,	50,000
September	25,000	January,	50,000
October	50,000	February,	50,000
November	50,000	March	10,000.

Production.

The machining of the 155 mm shell has not progressed beyond the heat treating as yet.

Products other than Ordnance.

The shell shop is a very small unit of the work done by the Pullman Company, which makes and repairs Pullman cars.

Salient features regarding employment.

1. Source and character of labor supply.

Women are obtained from Chicago and only in small part from the immediate neighborhood. The supply is sufficient for the small number needed.

2. Numbers employed.

Men 150
Women 20

40% women are later to be employed in the shell shop.

In the Pullman shops there is a total of 200 or 300 women employed.

3. Hours.

Monday to Friday
7:00 A.M. to 12:00
12:45 P.M. to 5:30

Saturday
7:00 A.M. to 12:15.

The hours are 9½ per day and 54 per week.
No women are employed on the night shift.

4. Wages.

All women receive a time rate at the present time.
Later women on machines may be put on piece work.

Women on machines are paid 40¢ per hour.
After two weeks they receive 50¢ per hour.

Women sweepers receive 27 $\frac{1}{2}$ ¢ per hour.
Women oilers receive 37 $\frac{1}{2}$ ¢ per hour.
Women checkers and inspectors receive 37 $\frac{1}{2}$ ¢ per hour.

5. Occupations of women.

Machine operating. Four women operate the lathes for rough turning. The lathes are heavy duty engine lathes especially built for shell work. Neither men or women operatives care for the machine. The number of shell turned per hour averages 4 or 5. Production of women operatives is practically the same as for men.

Oiling. Three women are employed to oil the machines.

Inspectors and checkers. Six or eight women inspect the shell and check the heat numbers. No women Government inspectors are employed at the present time.

Sweeping and cleaning. Several women sweep up the cement floor and pick up waste papers.

6. Training and substitution.

Training is done directly in the shop.

7. Employment management.

Women are hired by the foreman of the shell shop. The Pullman Company Employment Office sends the women over according to the requisition.

8. Working conditions.

Plant construction and shop layout. The shell shop is a new brick building with overhead lighting. It was built for a forge and was remodelled for its present use. A cement floor has been put in. Workers are provided with wooden racks to stand on.

At the present time there is no heating system installed. Preparations are being made to put in a hot air system. The plant is now heated by salamanders and is cold.

The shop is well lighted and is not crowded. Machinery is set up in two parallel rows. A crane carries off the steel shavings and waste.

Accident and health hazard. Belts on the lathes are to be provided with guards. The tools on the lathes for rough turning are guarded by an iron sheet which prevents the chips from flying up.

Uniforms are not required but the majority of women wear them as they find them much more convenient.

Sanitation and service features. Seven closed toilets are located in a room on a balcony. Below is the locker and wash room with 60 inch steel lockers and 10 enamel troughs. No hot water is supplied.

Recommendations.

1. The heating system should be installed at once as the shop is uncomfortably cold.
2. A room where the women can eat their lunches should be provided. There is sufficient space in the shop which could be partitioned off for this.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section.
By:

RUTH E. KNOWLTON, Inspector.

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Production
Women's Branch
Industrial Service Section

From: Amy Hewes, Women's Branch, Industrial Service Section

To: Clara M. Tead, Director Women's Branch, Industrial Service Section.

Subject: Visit to D. M. GOODWILLIE COMPANY, Chicago, Illinois, by Ruth E. Knowlton, November 15, 1918.

Reason for visit:

The visit was made to ascertain the work of women employed on packing boxes.

Persons interviewed:

Mr. R. M. Goodwillie, Vice President and Secretary.
Mr. Joe Wolf, General Superintendent.

Contracts:

This company has the following contracts:

GA 234 9/7/17, for 7500 detonator fuze boxes. Deliveries to start and be completed at such time as Dayton Metal Products Company may desire.

P 10508-2094 TW, 6/22/18, for 190,442 boxes for Mark 1 V.B. Rifle grenades. Deliveries to begin 6/22/18 and be completed 11/1/18.

P 12373-3050 7/22/18, for 100,000 boxes for 75 m/m shrapnel. Deliveries to start 9/15/18 and be completed 1/30/19.

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Products other than ordnance:

The plant is on 80% war work. Besides boxes for ordnance, food supply packing boxes are being made. The commercial product is packing boxes for poultry, bottled drinks and food products.

Salient features regarding employment:

1. Source and character of labor supply.

The women come from the immediate neighborhood. They are native born of foreign parentage, for the most part Poles and Bohemians. A number of the women are married or widowed.

2. Number employed.

Men 250-350

Women 27

3. Hours

Monday to Friday
7:00 A.M. to 12:00
12:30 P.M. to 5:30

Saturday
7:00 A.M. to 12:00

The hours total ten per day and 55 per week. The women are permitted to take time off for lunch during the morning and afternoon.

4. Wages.

All women are on a time basis. They receive 22½¢ and 25¢ per hour and \$2.25 and \$2.50 per day.

5. Occupations.

The women are employed as "saw boys" and to put the fibre containers in the rifle grenade boxes. The "saw boys" assist the operatives of the saws. They count out the number of pieces of lumber needed for the boxes and place the sawed pieces on trucks. Men do the trucking and all heavy lifting.

6. Training and substitution.

No training is necessary. The women are taught by a fellow employee or by the saw operative. The women who act as saw boys have taken the place of young boys 16 and 18 years of age. Women have not been substituted for men.

7. Employment management.

Women are employed by Mrs. Bartwell, the matron. She takes the name and address of all women who apply. There are two or three applicants a day. A "Help Wanted" sign is posted on the door.

Women have been employed about four weeks. Very few have left. The company plans to take on 10 or 15 more.

8. Working conditions.

Industrial relations. The shop is "open" and apparently there is no union activity.

Plant construction. The box making building is a large two story brick structure with wooden floors and narrow wooden stairs. A great deal of lumber is stored in the building. There is a sprinkler system and outside fire escapes are on either side.

The women's room is in a small one story building about 30 feet or more from the shop.

Accident and health . Ventilation is good. An exhaust system carries off the saw dust and keeps the air in motion. Lighting is average. All saws are carefully guarded. All women wear khaki overall uniforms provided by the company.

Sanitation and service. A matron is in charge of the women's building. Wooden lockers have been built in. Tables and benches are provided for lunch. The matron furnishes hot coffee.

A toilet room with one toilet and bowl is partitioned off at one end. There is no hot water.

Drinking water is carried in bottles to the shop. Additional washing facilities are to be put in. A toilet and wash room is to be fixed in the shop under the stairway so that the women will not be forced to leave the shop in cold weather.

Recommendations:

1. A toilet room in the shop where the women work is needed and is already planned by the company.
2. A drinking fountain or other safe water supply should be made available in the shop.

Action taken:

A letter has been sent Mr. Goodwillie quoting the legal requirements of toilet and washing facilities as requested by him and including the above recommendations.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section
By:

RUTH E. KNOWLTON, Inspector.

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Production
Women's Branch
Industrial Service Section

From: Amy Hewes, Women's Branch, Industrial Service Section
To: Clara M. Tead, Director Women's Branch, Industrial Service Section.
Subject: Visit to plant of CURTAIN SUPPLY COMPANY, 350 West Ontario Street, Chicago, Illinois. Inspected by Gertrude Bruyn, November 15, 1918.

Reason for visit:

The visit was made to secure information regarding operations performed by women.

Persons interviewed:

Mr. Randolph Reynolds, Secretary
Mr. S. G. Medell, Superintendent.
Mr. Greene, Chief Army Inspector
Miss Emma Coleman, Forewoman.

Organization:

Mr. Holmes Forsythe, President
Mr. Ward Willets, Vice President and Treasurer
Mr. Randolph S. Reynolds, Secretary.
Directors - Holmes Forsyth
Ward Willets
Randolph Reynolds
Warren W. Cole
Clinton B. Burrowes.

There has been no reorganization for war contracts.

Contracts:

- P 14030-6047 Eq for 250,000 helmet linings, complete with chin straps. Deliveries to begin 10/1/18 and proceed at the rate of 25,000 a week. The contract shall be complete 12/15/18
- P 14031-6048 Eq for 250,000 helmet linings with chin straps. Deliveries to begin 12/16/18 and proceed at the rate of 25,000 a week. The contract shall be complete 3/1/19
- P 8924-5224 Eq for 100,000 helmet linings with chin straps. Deliveries to begin 9/19/18 and pro-

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Production
Women's Branch
Industrial Service Section

From: Amy Hewes, Women's Branch, Industrial Service Section
To: Clara M. Tead, Director Women's Branch, Industrial Service Section.
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P 8924-5224 Eq for 100,000 helmet linings with chin straps. Deliveries to begin 9/19/18 and pro-

Ms 319.12/250

ceed at the rate of 12,000 a week until the contract is complete.

Products other than ordnance:

About 70% of the company's present output is for the ordnance department. The commercial products are curtains for railroads and automobiles.

Salient features regarding employment:

1. Source and character of labor supply

Most of the women have been employed by the company for many years and are settled middle-aged women. Practically all are Americans.

2. Numbers employed.

About sixty men and one hundred women are employed. Eighty women are engaged in ordnance production.

3. Hours.

Both men and women work eight hours a day and 45 hours a week. The hours are:

Monday to Friday
8:30 A.M. to 12:00 M
12:30 P.M. to 5:00 P.M.

Saturday
8:00 A.M. to 1:00 P.M.

NOTE: Before the orders came from Washington for an eight hour day on all ordnance work, the hours were 8½ a day, beginning at 8:00 A.M. The company immediately cut them down half an hour a day.

4. Wages.

All women, with the exception of a few beginners, are on piece work. Beginners receive a flat rate of \$12 a week and the average worker receives piece rates after working about a week's time. Piece rates vary depending on the operation from 70¢ to 95¢ for stitching a hundred helmet linings. The average daily output is about 430 linings. Government inspectors receive \$75 a month.

5. Occupations of women.

About 75 women are engaged in operating electric sewing machines. About five are inspecting.

6. Training.

Miss Emma Coleman, forewoman, teaches the women how to operate the machines. She reports that the average period of learning is a week.

7. Employment management.

Mr. Medell, general superintendent, employs and places both men and women. The foreman transfers and discharges. Mr. Medell reported that there was small turnover among the women. He had had some slight difficulty with the men but everything is running smoothly at present.

8. Working conditions.

Industrial relations and shop practices. Mr. Reynolds, secretary of the company, stated that there had been no serious labor trouble. The shop is an open one.

Plant construction and shop layout. The company rents the first five floors of a newly built plant. It is a mill type construction with reinforced concrete frame and brick and tile. The ground area is about 70 by 100 feet. Lighting and ventilation throughout the plant are excellent. There is an individual electric drop light over each machine hung so as not to shine in the workers' eyes. There is a complete sprinkler system, fire extinguishers on every floor, and fire escapes. One possible fire hazard might be found in the cluttered condition of the floors.

Factory housekeeping. The shop does not present a very trim or neat appearance. In the ordnance work department floors are very crowded and aisles cluttered up.

Accident and health hazard. No special accident or health hazards were noted. The sewing machines are not particularly dangerous. Miss Coleman stated that an accident had not occurred in years. The women are provided with seats which have backs. The women do not wear uniforms. Each employee provides a large apron.

Sanitation and service features.

Toilet and washing facilities. In one corner of the ordnance work shop there is a combined cloak, toilet, and wash room. There are four enclosed

toilets. The three wash troughs are of a very fine type. Above the length of the trough there is the long perforated pipe and at the closing hours the water runs constantly. This accommodates more washers simultaneously than the few faucets would.

Cloak room. Just outside of this there is a row of lockers, but the number is not sufficient to accommodate all employees.

Lunch room. There is no lunch room. The women eat lunch at their machines.

Medical care. Mr. Medell, the superintendent, takes charge of the first aid kit in the main offices.

Miss Coleman supervises the women employees and sees to it that the wash room is kept in proper condition.

Recommendations.

1. There should be a cloak room large enough to accommodate lockers for all the women employees.
2. A lunch room should be provided.

Action taken:

The assistance of the Women's Branch was offered to Mr. Reynolds, the secretary.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section.
By:

GERTRUDE BRUYN, Inspector.

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Production
Women's Branch
Industrial Service Section

From: Amy Hewes, Women's Branch, Industrial Service Section

To: Clara M. Tead, Director Women's Branch, Industrial Service Section.

Subject: Visit to plant of CANEY-OTTO MANUFACTURING COMPANY, Chicago Heights, Illinois. Inspected by Gertrude Bruyn November 19, 1918. *Inspector*

Reason for visit:

The visit was made to secure information regarding the operations of women engaged in ordnance work.

Persons interviewed:

- Mr. C. H. Thomas, general superintendent.
- Mr. Frank Cole, Manager,
- Mr. J. E. Thomas, Chief Army Inspector.
- Mr. Walter McCauley, Shipping Clerk.
- Mr. Shaw, Foreman in core room.

Organization:

- Mr. Chas. H. Thomas, President.
- Mr. William Elliott, Vice President.
- Mr. J. E. Thomas, Secretary and Treasurer.

Contracts:

- P 13066-1111 M 8/6/18 for 1650 Empire portable forges. Deliveries to start 8/1/18 and be complete 11/30/18
- P 13066-1112 M 8/6/18 for 2570 Empire portable forges. Deliveries to start 8/1/18 and be complete 11/30/18.
- P 13147-1140 M 8/7/18 for 3280 Empire portable forges. Deliveries to start 8/1/18 and be complete 11/30/18
- P 16199-1609 M 10/9/18 for 6390 wheel, gear hand, Empire forges. Deliveries to start 10/15/18 and be complete 12/1/18

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Products other than ordnance:

The company holds no contracts for Navy, Aircraft, or other government departments. Its commercial products include forges, lathes, punches, drills and grinders.

Salient features regarding employment:

1. Source and character of labor supply.

All the employees live in Chicago Heights. The women employed are mostly middle-aged foreigners.

2. Numbers employed.

About 290 men and 12 women are employed.

3. Hours.

The hours are as follows:

Monday to Friday	Saturday
7:00 A.M. to 12:00 M	7:00 A.M. to 12:00 M
1:00 P.M. to 6:00 P.M.	

These hours total a ten hour day and a 55 hour week.

4. Wages.

The rates vary for the different operations.

Painting and sandpapering	27 $\frac{1}{2}$ ¢ an hour
Drilling	30 ¢ an hour
Work in foundry	32¢ an hour
Work in core room	27 $\frac{1}{2}$ ¢ an hour.

5. Occupations of women.

The women are engaged in the following occupations:

Painting and sandpapering finished machines.
Assisting in the foundry and core room
Drilling on an upright drill press.

6. Training.

Foremen give the only training which the women receive.

7. Employment management.

Mr. Frank Cole, Manager, employs both men and women and allows the foremen to place and discharge them. No absentees are looked up. Mr. Thomas, Superintendent, reported that there had been high labor turnover among the men, but they were having no difficulty in retaining the women employees.

8. Working conditions.

Industrial relations and shop practices. Relations between employer and employee are good. Union men are admitted to the shop. There have been no serious labor difficulties.

Plant construction and shop layout. The present building was erected in 1892. It is a one story steel frame brick building covering a city block. Lighting and ventilation are fair. There is no sprinkler system. Plans are now being made for the installation of one. There are fire walls and steel doors throughout the plant, and the fire hazard does not appear to be very great, because of the large amount of vacant floor space and many exits.

Factory housekeeping. Factory housekeeping seems to be as good as is possible in any heavy machine shop. Floors are not cluttered up or disorderly.

Accident and health hazard. No special accident or health hazards were noted in connection with places of work for women. In the core room and foundry working conditions are not attractive, but the rooms are warm, well lighted, and well ventilated.

Women do not wear uniforms.

Sanitation and service features.

Toilet and washing facilities. There is one toilet and wash room very inconveniently located.

No towels or soap are provided.

Cloak room. Adjoining the toilet and wash room there is a small cloak room. This has a table and some benches in it. It is also used as a rest and lunch room. One of the women employees is responsible for keeping this clean.

Medical care. There is no provision for medical care.

Recommendations:

1. The toilet and washing facilities should be improved and the location changed to a more convenient place. Soap and towels should be provided.
2. There should be a sprinkler system installed throughout the plant.

Action taken

The assistance of the Women's Branch was offered to Mr. Thomas, who expressed appreciation and said he would call upon them if more women were taken on.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section.
By:

GERTRUDE BRUYN, Inspector

Production
Women's Branch
Industrial Service Section.

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From: Amy Hewes, Women's Branch, Industrial Service Section
To: Mrs. Clara M. Tead, Director Women's Branch, Industrial Service Section.

SUPPLEMENTARY REPORT.

Subject: FRANK B. COOK COMPANY, Zion City, Illinois. Visit to Brown and Sharpe Mfg. Company, Chicago, Illinois. by Ruth E. Knowlton, November 23rd., 1918.

Reason for interview:

The Brown and Sharpe Mfg. Company was consulted in regard to a difficulty with the Automatic Screw Machines manufactured by them which had been encountered by the Frank B. Cook Company.

Person interviewed:

Mr. G. W. Pearce, Western Representative.

Oil guards for Automatic Screw Machines:

The Frank B. Cook Company requested assistance of the Women's Branch in solving the problem of women operatives on the tapering operation. Because of the large amount of oil demanded for the tapering of the barrack rifle cleaning rods which are copper coated steel rods the operatives are covered with it. The women on the operation objected because the oil which splashed out over the spindle soaked through their clothing in spite of the water proof aprons. The machines used are Brown and Sharpe Automatic Screw Machines #0..An unsuccessful attempt to alleviate the difficulty was made by placing a small steel guard in front of the spindle and a sheet of steel in front of the oil pan.

Mr. Pearce said that a guard which fits over the nose of the spindle is provided with each machine. Such guards were not in use at the plant. Frequently operatives cast them aside as they interfere to a certain extent with the work. Mr. Pearce believed

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that the women who disliked the oil would be willing to use the guards. An offer to supply the new guards to the company was made.

Action taken:

A letter containing the information given by Mr. Pearce has been sent the Frank B. Cook Company. It was recommended that the operatives wear heavy overalls with water proof aprons and that wooden racks be provided for them.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section.
By

RUTH E. KNOWLTON,
Inspector.

319/Clara Frank B

Production
Women's Branch
Industrial Service Section

From: Amy Hayes, Women's Branch, Industrial Service Section.
To: Clara M. Lead, Director Women's Branch, Industrial Service Section.
Subject: Visit to FRANK B. COOK COMPANY, Zion City, Illinois by Ruth E. Knowlton, November 18, 1918.

Reason for visit:

The plant was visited at the suggestion of Mrs. Gould a member of the Waukegan Community Labor Board. The employment service reported a scarcity of female labor for this plant.

Persons interviewed:

Mr. Sands, General Manager
Mr. Ballentine, Superintendent.

Organization:

Mr. Folds is President. The main office is in Chicago.

Contracts:

- P 10553-1919 SA June 24, 1918 for 500,000 front Sight Covers for 1903 Rifle at \$0.0225 each. Deliveries to begin August 7th at rate of 100,000 per month and to be completed before January 6, 1919.
- P 13389-3222 SA for 500,000 Barrack Cleaning Reds at \$0.06 each (labor only). Delivery to begin September 12 and to continue at rate of 3000 per day. To be completed on or before March 12, 1919.
- P 17495-2868 SA, October 3, 1918 for 568,725 front Sight Covers for U.S. Rifle 1903.
- P 17882-2823 TW November 7, for 2000 electric squibs.

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Products other than ordnance:

The plant is working on approximately 80% government work. Protectors for telephones and various parts for switchboards are being made for the Signal

Corps under direct contracts or sub-contracts. The commercial product is chiefly electric supplies. Various novelties, such as nut crackers have been produced.

Salient features regarding employment:

1. Source and character of labor supply.

A requisition for women is filed with the company's employment department at Waukegan. The majority of women are jackies' wives who are temporarily living in Waukegan. Because of their religious principles the women of Zion City are not permitted to work at the plant. The employees are above average in education and character.

The men are for the most part over 50 and are residents of Zion City.

There is a shortage of labor in both men and women. The Marshall Field lace factory in Zion City and plants in Waukegan compete for workers.

2. Number employed.

Men 85
Women 65
Miners 4

3. Hours.

Monday to Saturday
7:00 A.M. to 12:00
12:30 P.M. to 5:00

The hours total 9½ per day and 47 per week.

4. Wages.

The majority of workers are paid on a time basis. Rates are 27½¢ and 30¢ per hour. Piece rates are fixed so that employees will average from 35¢ to 38¢ per hour.

5. Occupations of women.

Women are employed as machine operatives for Ordnance. They operate the drill presses which cut out and form the rifle sights. Consolidated Pressed Steel and Tool Company presses are used. They are provided with double levers at each side both of which must be pushed simultaneously to release the press thus preventing the employee from injuring her hands. An

additional safety device is the compressed air equipment which blows the work out of the machine and does away with the necessity of the operatives putting her hand in under the press to remove the work. Women operatives sit on stools.

On the barrack cleaning rods for rifles women taper and thread the end for the aluminum handles. The machines used are Brown and Sharpe #0 and #00. One operative cares for two tapering machines. The operation is disliked as the operatives become covered with oil which soaks through the clothing in spite of a rubber apron which is provided. Guards have been put over the waste pan and a small guard in front of the tool but this has not solved the problem. A large amount of oil is needed to cut through the inner steel rod which has an outside coating of copper.

6. Training.

Women are taught by the foremen. The machines are automatic and it takes only a short time for a new employee to learn this operation.

7. Employment management.

All women are carefully interviewed by Mr. Ballentine the superintendent. A record is kept of the name, address, age, and marital condition. An attempt is made to interview all quits but this has not been successful as it was impossible to get the women to come back for their checks after they had left.

No record of turnover is kept but the statement was made by Mr. Ballentine that it was small. This statement, however, was contradicted by a statement that few of the women had stayed on long enough to be put on piece work.

The company desires to increase the number of women employed as they are found more satisfactory than men.

8. Working conditions.

Industrial relations. There is no organization in the shop.

Plant construction. The plant is a one story brick building with saw tooth roof and cement floor. Lighting and ventilation are very good.

Accident and health hazard. Accident and health hazard is small as far as ordnance work is concerned.

Machines are carefully guarded and well placed. Uniforms are not worn by women.

Women on company work are chiefly engaged in assembling and testing. The assembly is fine work but lighting is good. Moveable electric lights are provided. A few women are on machines which cut and grind down the pieces of hard rubber used on the switch boards. The exhaust on the grinding machine is entirely inadequate, and the worker is covered by the flying pieces of ribbon.

Sanitation and service. A dressing room and toilet is partitioned off for women. Three closed toilets and four set bowls are installed. Hot water can sometimes be obtained. Clothing is hung on hooks and valuables locked up in wooden lockers.

A restaurant is being equipped. Tables and dishes have arrived and the room has been screened off from the shop. It will accommodate 50 people. At the present time sandwiches and pie and coffee are given the employees and eaten at one end of the store room.

9. Community conditions.

Zion City is divided into 10 or 15 fanatical religious sects none of which permit the women to work at the plant. There are two railways. The Chicago and Northwestern station is but a few yards from the plant. Workers from Waukegan take a 6:18 A.M. train to work and a 5:20 P.M. train back. The trip takes 14 minutes. Trains are reported to be frequently late.

Recommendations.

1. It is advised that the workers on the tapering machine be provided with heavy khaki uniforms as well as a rubber apron in order to protect them from the spurting oil which has been cause of complaint. Wooden racks for the operative to stand on should be furnished.
2. Machine operatives should wear overalls.
3. A supervisor of women should be appointed.
4. The women's dressing room should be kept clean.

Action taken:

The above points were discussed with Mr. Ballentine.

A woman will be suggested as assistant superintendent.

An inquiry has been made to Brown and Sharpe, manufacturers of the tapering machine as to guards to protect workers from oil.

AMY KEWES,
Supervisor in Women's Branch,
Industrial Service Section.
By:

RUTH E. KNOWLTON, Inspector.

315

July 10, 1919.

From: The Women's Bureau, U. S. Department of Labor
To: The Chief of Ordnance, War Department
Subject: Rock Island Arsenal, Rock Island, Illinois.

The enclosed report to this Bureau made by Miss Helen Bryan is respectfully submitted.

Miss Bryan would be glad of an opportunity to discuss any of the points brought up in this report.

Enc.

Mary Van Kleeck, Director.

REPORT ON
ROCK ISLAND ARSENAL, ROCK ISLAND, ILL.

July 1, 1919

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- I. Commanding Officer
- II. Date of Investigation
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Space

July 1, 1919

TO: Mary Van Kleeck, Director
Woman in Industry Service
U.S. Department of Labor

FROM: Helen Bryan, Industrial Agent
Woman in Industry Service
U.S. Department of Labor

SUBJECT: ROCK ISLAND ARSENAL, ROCK ISLAND, ILL.

- I. Commanding Officer, Colonel H.B. Jordan.
- II. This investigation was made from June 5th to June 21st, 1919.
- III. General Plan of Works Organization of Employees.

A plan of works organization of employees has recently been devised by Mr. Payson Irwin, Chief of the Industrial Service Branch of the Ordnance Department, which has been temporarily adopted by the management of Rock Island Arsenal and by the employees through the Federation of Arsenal Employees. The plan provides for shop committees composed of two or three representatives elected by the employees and the shop foreman. These committees form a central council, which in turn is divided into standing subject committees composed of two members each from the central council and two management representatives from each appropriate department. These standing committees will advise on matters such as rates, working conditions, shop discipline, training, recreation, production & employment, promotion and discharge, standards, safety and sanitation. The plan also provides for a conference committee composed of the chairman of the central council and four members elected by the council. As a first step towards carrying out this plan a committee has been named by the employees which will act as a temporary central council pending the election of representatives of the several departments. A temporary conference committee has been named, composed of two members selected by the management and two by the central council. A temporary production and arsenal-orders standing committee has been named, composed of two members selected by the management and two by the central council; this committee will have access to all data relating to arsenal orders and all matters relating to estimates and production in connection with such orders, and will make necessary recommendations to the Commanding Officer to improve the means of handling such activities whenever in the judgment of the committee such action seems desirable.

In interpreting this plan, the employees do not consider that the functions of the trade unions will be curtailed, but they feel, as does the management, that the plan offers the basis of co-operation and mutual benefit which would not have been possible heretofore.

IV. Methods of Employment.

The methods of handling employment at Rock Island Arsenal are very good. Prior to the beginning of the war all employment matters were taken care of by the local Civil Service secretary at the Arsenal. But conditions arising from the war necessitating the hiring of large numbers of workers and bringing new problems made it seem wise to establish a regular employment department, leaving the Civil Service secretary free to give all of his time to straight Civil Service problems, such as giving examinations, securing lists of eligibles, keeping Civil Service files and records, interpreting Civil Service laws and making himself responsible for seeing that Civil Service regulations are carried out. A civilian employment manager is in charge of the employment department and a young woman as his assistant supervises the employment of women and all other matters pertaining to the conditions of work and the welfare of the women employees. The employment department, in addition to interviewing and placing employees, is charged with advising on matters of transfer, promotion, demotion and discharge, and makes reports on these matters and on labor turnover. The general plan, as before stated, is a very good one, but in order that the department may function properly and efficiently, special care in the selection of personnel must be exercised. Two or three of the employees in the department upon whom rests some responsibility for interviewing and placing workers have had no training which would particularly fit them for this work. They seem to have no conception of the social nature of the work, of the effect of that first contact of the worker on his future relations to his work and the Arsenal, and they seem to lack the type of personality desirable for such service. Applicants are often sent to shop offices to be interviewed by prospective supervisors. Instructions on "how to interview an applicant" should be issued to some of these supervisors, for in many instances they find nothing out about the special qualifications of the applicant for the specific job and do not explain to the applicant the qualifications necessary for doing the work. Often applicants return to the employment office from such an interview saying, "No, he didn't ask me any questions except when I could come to work." More space is required by the employment department if it is to do the most efficient work. At present the work on records and reports, filing, letter writing, etc, is crowded into the same room in which the applicants for work, both men and women, are received. It is impossible to do any work requiring any concentration in this necessarily

noisy room. There is space for but one bench upon which applicants can sit when waiting for attention. On busy days there is not room on this bench for all the men and the women have to stand around the edges and in the passage ways between the desks. It is embarrassing and tiring for the applicants and irritating and annoying to the employment office staff.

IV. Extent of Employment of Women - Processes.

At the present time women are not employed in as large numbers and for such a variety of work as during the war. Women have been laid off in the shops in much larger numbers than in the offices.

1. Unclassified.

At the time of this investigation 160 women were on the unclassified rolls as "skilled laborers" at Rock Island Arsenal. Of this number 5 are maids, 3 matrons, and one a forelady in the cloth department. The remaining 151 are employed in the shops operating power sewing machines and automatic punch presses, star gauging, inspecting work in the cloth department and small metal parts, light filing, oiling, weighing, packing, receiving and issuing stores, and are doing all the work in the photographic room and some special work in the drafting room.

2. Classified.

Five hundred and five women are employed in the offices at Rock Island Arsenal as clerks, first grade stenographers and typists, minor clerks and minor typists. These employees are all classed as "skilled office laborers" with the exception of the "clerks" and two women who are rated as forelady.

VI. General Conditions of Work.

1. Hours.

The women employees at Rock Island Arsenal both office and shop have an eight hour working day from 8 a.m. till 4:40 p.m., with a forty minute lunch period. The working hours for women are so regulated that they leave their work in the evening a few minutes before the men, so that they may have time to remove their uniforms and reach the cars by the time the men do.

2. Wages - System of Pay.

Despite the standards adopted by the Ordnance Department with regard to wages of women as set forth in Section V. of General Orders No. 13 from the Office of the Chief of Ordnance, the principle of equal pay for equal work is not being observed at Rock Island Arsenal. This is true in both the offices and the shops.

a. Unclassified.

Day laborers are paid for time actually worked. The basic day is eight hours, and all day laborers are allowed time and one-half for all overtime and Sunday work. They are also paid straight time for holidays. They earn the same amount of vacation as the office employees, and the same rules apply. The day laborers register on clock cards identical with those used by annuals. For the first three periods of the month, they are paid straight day rate, eight hours per day, in even dollars. In the final payment for the month the employees are paid the total amount of straight time due for the entire month, plus the additional amount they may have earned on piece work or less than that amount earned if the piece work earnings have been less than the day rate of a day; and minus the amount received for the three previous pay periods.

The minimum and apparent maximum day rate for skilled labor female is \$3.20. The minimum day rate for male labor is, whether common or skilled, \$3.68. In the Armory men inspectors and filers doing the same work for which women receive \$3.20 a day are receiving \$3.68, \$4.32, and \$4.56 a day. Among others, are J.E. Luders, filer, at \$4.56 a day and John Speth and H. Deters at \$3.68 a day, and O.F. Stanley at \$4.32 a day.

In the Cloth department the day rate of women sewing-machine operators is \$3.20 and for men operators doing the same kind of work is \$3.68 and \$4.32. These women are rated as second class operators, while the men are first class operators. A study of the total earnings and production records of the men and women operators for a period, - say a month, - does not form a fair basis of comparison of their relative efficiency if the claims made to me by a committee of women from the cloth department and substantiated by Mr. Cornick and Miss Cue, the forelady, are true. This committee claims discrimination against women workers which would affect their production records and in turn their pay. A study of production records on individual processes would indicate that these comparisons are somewhat justified. This committee stated that a very definite propaganda to get rid of the women was being conducted by the men in the cloth department. They maintained that this propaganda was made possible because the supervisory force was made up of men who were in sympathy with the attitude of the men operators. They stated that discrimination was made in giving out the work and in assigning machines on which processes with high piece rates were done.

In this connection particular attention was called to the fact that women had recently been told by the shop foreman and officer in charge of the shop that they could no longer operated the crimping and punching machines. The reason given was that the women could so easily get their hands and fingers hurt on the machine, but the women feel that this reason might apply equally to men and are willing to take their chance with the men. They believe they were taken off the machine because the work done on this machine pays high piece rates.

The committee also stated that when a woman operator is able to turn out more work on a process in a given length of time than a man operator on the same process, she is immediately transferred from this work to something else. Sewing first-aid pockets pays but 45 cents a hundred and it is practically impossible to make a day rating at this low piece rate. Women are being required to do this work. No men are employed on it. The women claimed that at one time they were required to repair mistakes on work done by men before the war and were told that these were mistakes on their own work. It was not until they afterwards proved by the marks on the bag that the work was not theirs that they were not compelled to go on with this repair work. While they were doing the repair work they could only earn day rates.

The committee stated that when a new process was given out they were more carelessly instructed than the men and, therefore, the record of their first day's production was not as good as it might be but was always cited as an example of what the women could do. The markers who are men are said to be careless in marking the work for women operators. One by one the women inspectors have been taken off and now only one woman inspector remains. During the war when production was the chief requisite for a good shop reputation, the forelady of the cloth department was considered by the officer in charge of the shop as one of his biggest assets and a very capable woman. This officer had the reputation with the management for the "best production shop at the Arsenal." Now, much authority has been taken away from this forelady and her counsel and advice are not only unsought but unwelcome. It has been reported that the work of a stenographer in the office of the officer in charge of the cloth department is gradually being taken away from her. The reason given for this might be inefficiency, but no attempt seems to be made to put a more efficient woman in her place.

Women star gaugers are receiving \$3.20 a day for work for which men with machinists' ratings get more pay. The machinists' union objects to the employment of women on this work. The fault is not with the employment of women who have the reputation with the chief inspector of being the best star gaugers he ever had but is with the rate of pay which discriminates against women and which lowers the standards of wages in the trade.

The following list gives the number of employees in each rating and the day rate of pay for each group:

<u>Rating</u>	<u>Number</u>	<u>Rate of Pay</u>
Laborer (maid)	4	\$ 2.80
Laborer (maid)	1	3.20
Skilled laborer (shops)	139	3.20
Skilled laborer (drafting room)	1	3.44
Skilled laborer (hospital)	1	3.68
Skilled laborer (matron)	2	3.68
Skilled laborer (matron) (nt)	1	4.32
Forelady (cloth department)	1	4.80
Forelady (central planning section)	1	1000.00 per annum
Forelady (issuing store house)	1	1200.00 " "

All skilled laborers (female) doing shop work such as star gauging, inspecting, light filing, weighing, oiling, packing and receiving and issuing stores are on a straight day basis. The power sewing machine operators in the cloth department of the harness shop are given some day rate work and some piece work. The following summary gives the time and earnings (piece and day work) of the 67 girls employed in the cloth department in April, 1919.

Piece work

Total hours on piece work	9314½
Total piece work earnings	\$ 4955.67
Average hourly piece work earnings	\$ 0.532

Day work

Total hours on day work	2557
Total day work earnings	\$ 1022.80
Average hourly day work earnings	\$ 0.40

Combined Piece and Day Work

Total hours, day & piece work	11,871½
Total day & piece work earnings	\$ 5,978.47
Combined average hourly earnings	\$ 0.5036+

The highest average hourly piece work earnings were \$138.00 for 192 hours, or \$0.718+ per hour. The lowest average hourly piece work earnings were \$76.56 for 192 hours, or \$0.398g per hour. Employees who worked practically full time on piece work received wages as follows:

Piece Work

	<u>Hours</u>	<u>Wages</u>
192	192	\$ 111.10
	182 7/10	96.50
	192	91.29
	192	116.15
	180	92.40
	180	99.00
	192	90.85
	191 5/10	121.50
	182 4/10	86.00
	192	113.55
	188	123.00
	181 7/10	100.90
	192	76.56
	192	98.73
	192	103.96
	192	103.30
	192	93.70
	192	100.92

b. Classified.

The entrance salary for women office employees is \$780 per annum for an eight hour day, and they are paid for thirty days per month. At the end of three months service, if their work is found satisfactory, they are raised to \$858 per annum, or if not considered efficient, they are dismissed. At the end of a year, they have earned a thirty day vacation, which may be taken at any time during the following year. (Of course it is necessary to co-operate with the foremen, taking the vacation when it will not hold up important work.) All employees are paid for holidays and Saturday afternoons from the middle of June to the middle of September. Saturday afternoons in the other months are deducted from the time of all employees who have not been here a year, and from the leave of older employees. All time taken during the first year of employment, including the Saturday afternoon not between the middle of June and the middle of September, is deducted from the regular salary, but at the end of the year an employee may have this time deducted from the thirty day vacation which has been earned and be reimbursed for that amount of time. Office employees are not paid for overtime. If absent on Saturday afternoon and on Monday morning, an employee loses the pay for Sunday.

Each employee is given a clock card on which he is required to ring in when reporting for work and ring out when leaving. The lunch period is not registered on the card. A new clock card is issued for each period: 1st to 8th of month, inclusive; 9th to 15th; 16th to 23rd; 24th to last day of month. A tardiness of from three to thirty minutes may be made up at noon, with the foreman's permission, otherwise the employee loses one-half hour's time.

In the second year of service, leave is granted at the rate of $2\frac{1}{2}$ days per month, the actual amount earned. In case an employee desires to be absent for several days, a leave of absence slip is made out and signed by the foreman. The employee may state on this slip whether or not the time taken is to be deducted from leave or from the regular salary.

A sponsor is in charge of the clock cards in each division, checking them carefully to be sure they are clearly registered before turning them over to the Time Division to be figured.

In figuring the pay for annuals, the Time Division checks carefully the clock cards for each period. For the first three periods in each month, the time actually worked in each period is paid. (No overtime is paid, but deduction is made for time lost, and only even dollars is paid, any odd cents being held until the final payment for the month.) The time for each period is posted, and for each period all time worked to that date is figured and paid in even dollars. Thus for the second period the time is figured from the first of the month and the employee is paid the total amount in even dollars, less the amount of the first pay of the month. The final payment is also figured from the card, but covers the total amount due for the entire month, less amounts paid for the first three periods.

Civil Service regulations require that applicants for office work take Civil Service examinations; that they be appointed according to their places on the list of eligibles and that they receive ratings advance in salary according to their efficiency ratings and length of service. With two exceptions these regulations have been observed in employing and classifying women in office positions. These two exceptions are in the cases of Mrs. Roxanna Spinden, "forelady" employed in the Stores Issue Department and Mrs. Viola Boyer, "forelady" employed in the Central Planning office. The designation, "forelady", is supposed to apply to supervisory work in a shop. Mrs. Spinden was originally graded as a first grade clerk and is still performing the duties of a first grade clerk and stenographer. She is an efficient worker and her work merits recognition, but in my belief, based on personal observation and knowledge of facts, that she was given this irregular change in classification with the added compensation as a persuasion for less active part in union activities and in affairs relating

to the treatment of women employees. Mrs. Boyer, the wife of Lieutenant Boyer, stationed at the Arsenal, was brought in with the classification and rating of "forelady" over the protest of the employment office because, as Mr. Maxcy is said to have stated at the time, "She might not be able to pass the examination and if she is brought in as a skilled office laborer we could not give her as high pay as we can by giving her the classification of "forelady!" Colonel McCrum approved this appointment in a memorandum to Miss Strickland.

The attention of the Commandant has been called to these cases, and it is probable that they have already been remedied.

In employing men for office work there are many instances where Civil Service regulations have not been observed. Men are brought in for office work under the classification of "assistant foreman", "skilled laborer", etc., without examination and have been given rates of pay in excess of those paid women and men employees for similar work who came in in the proper way. These men are employed in practically every office department including the employment office itself. They are receiving annual salaries of \$1500, \$1600, \$1800, \$2000, and day rates of \$6.88, \$5.44, \$5.04, \$4.72, \$4.56, \$4.56, \$4.32, etc. Women are doing work which entails responsibility and supervision of the work of others, and are acting as private secretaries, in positions where they must understand thoroughly the work of the office and be able to give accurate information and assume responsibility. The training and ability required for holding these positions can be compared with that required in the positions held by men rated as "assistant foremen" and "skilled laborers". In fact, in many instances the men rated in this manner, are employed in the same offices with the women named below, are less informed about the work and assume less responsibility than the women. This procedure is obviously unfair to women employees and is just as unfair to older male employees who entered by Civil Service examination several years ago when the Arsenal was smaller and when such irregularities would have been much more noticeable. According to budgets from cost of living surveys made by the industrial agent and three or four social agencies in the tri-cities last spring, the entrance rate for classified employees is not a sufficient amount for self support in a standard compatible with the position of clerical worker at the arsenal. These budgets showed that to maintain herself in reasonable decency without additional and desirable comforts, a salary of not less than \$1000 was required. It is true that certain employees are not worth what they are now being paid, but that is because they have been retained at the Arsenal when their efficiency records would have justified their dismissal and because through seniority standing they have been raised in pay more than the efficiency of their work would merit. These reasons, however, would not justify keeping down the general standard of wages and maintaining a minimum wage lower than is required for a minimum standard of living.

The following list gives the number of employees in each wage group and the rate of pay for each group:

<u>Classification</u>	<u>Number</u>	<u>Rate of Pay</u>
Clerk	11	\$ 858.00
"	37	900.00
"	38	1000.00
"	10	1100.00
"	7	1170.00
"	15	1200.00
"	13	1300.00
"	2	1400.00
"	3	1650.00
"	2	2150.00
"	1	2250.00
Skilled office labor	7	750.00
" " "	219	858.00
" " "	118	900.00
" " "	18	1000.00
" " "	1	1014.00

c. Efficiency Records.

A very general complaint is that the men directly supervising the work of employees are not asked for an opinion as to the efficiency of the workers under them. Employees working alone in segregated offices have claimed that sometimes they are not given efficiency ratings at all. Such reports came to the industrial agent, among others, from Miss Jessie Strombeck of the Harness Planning room, and Miss Marie Deubner of the Equipment Planning room.

3. Physical Conditions of Work.

Supervision of physical conditions affecting women and all such matters pertaining to the welfare of the women employees, except the medical aid supervised by the civilian hospital, is under the woman assistant employment manager. The work in this connection has done much to make the conditions of women's work exceptionally pleasant and the results of their work exceptionally satisfactory.

All buildings in which women are employed are equipped with adequate, well furnished and sanitary toilet rooms, locker rooms and rest rooms. Matrons properly qualified for the work are placed in charge.

All women shop employees working near machines are required to wear a "cover-all" uniform and regulation cap for reasons of safety, convenience and propriety. All other women working in the shops wear a black satin Russian blouse uniform.

All

All applicants for work at the Arsenal are examined at the Civilian hospital. The hospital takes care of all cases of sickness and accident. It is planned to have a social or visiting nurse in the employ of the hospital to do follow up work on cases in connection with government compensation for sickness and accident.

The Rock Island Arsenal Employees Aid Association has now under consideration a plan for social or group insurance. Under the existing constitution the members of this association are entitled to a sick benefit of \$5.25 a week for twelve weeks, (the amount not to exceed \$63.00 in twelve months) and a death benefit of \$25.00. The Metropolitan Life Insurance Company proposed to substitute, through the Arsenal Employees' Aid Association, the following benefits:

- a. Life insurance for \$1000.00. When any employee leaves the Arsenal, he or she may secure a regular life or endowment policy for like amount, at the attained age and rate, without medical examination.
- b. In the event of permanent disability, before reaching sixty years of age, the total amount of insurance with interest will be paid either in sixty installments of \$18.00 a month or in five, ten, fifteen, or twenty annual installments.
- c. A sickness or accident benefit of \$10.00 a week for a period not exceeding twenty-six weeks. This covers sickness, and accidents not arising out of, and in the course of employment. (The Federal Compensation Law provides for two-thirds of an employe's wages, when the incapacity arises out of, and in the course of employment.)
- d. Members will be entitled when sick or injured to the services of a visiting nurse, without charge.
- e. The association will distribute to members, carefully prepared and illustrated pamphlets dealing with health and welfare subjects.
- f. The dues for these benefits will not be over \$2.00 a month, providing there is a sufficient number of employees in favor, The dues of members now over sixty years of age will remain the same as they are now, because these members will continue to receive the benefits now specified in the constitution.
- g. All the benefits set forth in this paragraph will be administered by the officers and the executive committee of the Rock Island Arsenal Employees' Aid Association.

An up-to-date cafeteria has just recently been completed and equipped. There are separate lunch rooms for the women and the men, as well as a separate lunch room for foremen and officers. The cafeteria is operated by men from a restaurant concern in Davenport, who seem very interested in making good. There are few things to be criticized about

about the lunch room and it is certainly much better than average lunch rooms to be found in arsenals and navy yards.

4. Transportation.

Transportation facilities are very poor. The Tri-City Railway Company does not furnish a sufficient number of cars. The cars are always very much overcrowded and the same employees find it necessary to stand coming to and leaving work, day in and day out, week in and week out. The Company says it cannot afford to operate more cars on a 5¢ fare and are now trying to get permission to raise the fare.

5. Housing.

During the war much difficulty was found by the women employees in finding suitable living quarters at reasonable rates. The congestion has been lessened with the reduction of the working force at the Arsenal, and social agencies such as the Y.W.C.A. have recently made additional arrangements to take care of the rooming situation.

VII. Demobilization.

It has been the policy of the women's division of the Employment Department to accomplish the necessary demobilization in as fair a manner as possible, and one in which a minimum of hardship would be worked. It was necessary to begin demobilization almost immediately after the armistice was signed. The first group of women to be let go were those employed at night. Where circumstances seemed specially severe, these women were transferred to day work to replace those less efficient or those who did not actually need the work. In the event of a man and wife being employed in the shops at the Arsenal, the wife was separated from the service. Every effort ^{is being} ~~was made~~ to retain soldiers' wives until the men are discharged from the service, and in only two instances has it been necessary to let any of these women go before their husbands returned. It has been the policy of the women's division in dismissing a woman because of lack of work to investigate circumstances, efficiency and length of service, to determine whether or not she should have preference over others working with her. Carrying out of this policy has not been possible at all times because of lack of co-operation from the shop offices in notifying the Employment Department in time and because in some cases the eventual dismissal was put through as a furlough, which did not indicate to the Employment Department that the employee was actually being "laid off" indefinitely. When it became necessary to reduce the office force, temporary employees were separated first and it was necessary to separate but a very few who had been probationally appointed. A notice of from ten to thirty days is given ~~in all cases of separation because of lack~~ of work. It is the opinion of the women's division of the Employment Department, backed by complaints from the women employees themselves, that women are being discriminated against in the matter of "laying off",

and that men with no greater claim for consideration are given their places. It is of course understood that with rare exceptions the workmen themselves would do anything to get the women "laid off" in order that they might get their work and might not have to compete with their efficiency and production records. The only justifiable grounds the men have for this attitude is the because of the lower rates paid for women than for men on the same work. Even then if the working men would admit the women to their unions they could secure for them equal pay for equal work.

RECOMMENDATIONS

Rock Island

1. Representation of Women in Works Organization.

Women should have representation in any works organization that may be adopted. This representation should be allowed them just as it is allowed men, because they are employees and not in any peculiar way because they are women.

2. Methods of Employment

Special care should be taken in the selection of the staff for the Employment Department. Only people with social viewpoint and personality especially fitted for this kind of work should be selected. It is recommended that management look into the matter of the personnel of the present Employment Department staff with the view of making such changes as seem wise.

Miss Strickland will resign the position of Supervisor of Employment and conditions of work for women in September and it is especially recommended that a woman of special training and qualifications for the work be appointed to succeed her.

The attention of shop officers and supervisors should be called to the inadequate manner in which they interview applicants.

Sufficient space should be allowed the Employment Department to provide a separate room or section for the Women's Division and to insure some privacy for employees whose work requires concentration and should not be interrupted. The Industrial Agent does not recommend separate employment departments for women and men but does recommend sufficient space and the proper division of work necessary to the efficient functioning of the department.

3. Hours

It is recommended that the lunch hour for the men and women office employees and for the men employed in the shops be extended to one hour and that the lunch hour for women in the shops be extended to fifty minutes. This would enable the women employees in the cloth departments somewhat removed to use the cafeteria at noon, and would allow the women in the shops ten minutes in which to change their uniforms preparatory to leaving at the end of the day.

4. Wages

Women doing the same work as men should receive the same wages with such proportionate increases as the men are receiving in the same industry. If there is a difference in output this should be shown by statistics and the difference in the wage rate should be based upon the difference in production for the job as a whole and not determined arbitrarily for women. Women should be given an equal opportunity with the men to earn good wages. They should not be discriminated against in giving out work.

The minimum wage rate should be sufficient to maintain an employee in a fair standard of living taking into consideration, not only the individual, but the possibility of dependents.

Employees should not be employed as "foremen", "forelady", "skilled laborers" etc. to do office work. Those employees who are now being employed under camouflaged ratings should be classified and required to take Civil Service examinations.

5. Efficiency Records

Supervisors should be consulted for their opinions as to the efficiency of workers under their immediate direction. It is recommended that the employment managers for men and women respectively be made members of the Efficiency Board. They may not have any specific knowledge of the efficiency of the worker but they understand under what circumstances an employee was employed and whether that employee has been given an opportunity to do the kind of work he or she was employed to do and claimed to be able to do. They also are apt to be informed of any misunderstandings or difficulties which might prejudice the mind of the supervisor recommending the efficiency rating.

6. Transportation

Investigation should be made by the Arsenal Management to ascertain whether there is any foundation to the reports that the Tri-City Railway Co. is including in its financial report of Davenport an indebtedness that belongs to Mascatine. It has been claimed that such things are being done to strengthen the claim of the company for a higher fare. Every effort should be made by the Government to secure better service under right conditions.

7. Demobilization

In demobilizing, women should not be discriminated against on the basis of sex. Women should be laid off in the same proportion as men giving consideration to efficiency, seniority and the individual needs of the workers. In considering seniority

it must be remembered that women were not permitted to work in the shops at the Arsenal before the war and a man's seniority record should date back to several years of service before a fair comparison can be made. The argument that women should give up their work to returning soldiers should not be exploited, they should not be compelled to give up their work to slackers or to men who may have been doing war work in other industrial establishments. The women deserve just as much consideration for having been in the service as does this latter group.

No Woman can live independently
 as a clerical worker at RIA on
 \$600 8 hr salary.

375
 383

MINIMUM BUDGET - INSUFFICIENT

Room & Board @ \$9 per week (including lunch)	458
YUCA in Rock Island gives \$10 per week minimum in private family.	
Arsenal workers expense accounts show only 7 out of 20 paying less than \$10 per week room and board	
Dues in Aid Association	3.75
Liberty Bonds (2 @ \$50)	100.
Laundry @ 50¢ per week (waists only allowed: other clothing must be washed in evening at home)	26.
Newspaper - 2¢ per day	7.30
Postage - 2 letters per week @ 3¢	3.12
6 quires paper and envelopes @ 30¢	1.80
Bottle ink - 15¢ - 2 pencils - 5¢ - pen holder 5¢	.25
Telephone calls - 10¢ (2 calls) per month	1.20
Toilet necessities	6.00
SOAP - 2 cakes 'Ivory' per mo - LAUNDRY & BATH - 2.10	
Powder - 1 box Colgates	.50
Thread - 1 spool black - 1 spool white	.10
Darning cotton - black	.10
Hairpins - 2 packages wire	.10
Needles - 1 package assorted	.10
Shoe polish - 2 boxes @ 25	.50
Tooth paste - 4 tubes @ 25	1.00
Tooth brush	.30
Pins - 1 paper	.10
Lingerie tape - 1 roll	.10
Shoe laces - 1 pair black	.10
Colocriam - 1 jar	.25
	<u>8.35</u>
	<u>607.42</u>

CARRIED 607.42

Shoe REPAIRS - 2 HALF SOLES + HEELS. 5.

Pressing SUIT - once every 2 MONTHS @ 75 4.50

Cleaning SUIT every 6 mo- 1.50 3.00

War CHARITIES @ 50¢ PER MO 6.00

Church - @ 5¢ PER WEEK 2.66

MOVIES, CAR RIDES, SODAS @ 25¢ PER WEEK 13.00

MEMBERSHIP in girls club 1.00

EMERGENCY - [ALL EXPENSES ASIDE FROM TO & FROM WORK
DOCTOR - DENTIST - DINNER TO A FRIEND
MAGAZINE - BOOK - UMBRELLA - ETCETC] 15.00

Clothing 100

1 SUIT @ \$35	=	35
4 WAISTS @ 4		16
1 SHOES @		8.50
2 HATS @ 7		14
2 GLOVES @ 2		4
6 COTTON STOCKINGS @ 40		2.40
1 CORSETS		3.00
3 COMBINATIONS @ 1.50		4.50
3 UNDERWEISTS @ 50		1.50
NECKWEAR - COLLARS - RIBBON		5.
ETC		
2 WOOLLEN UNDERWEAR @ 3.50		7
		<u>100.90</u>

\$ 757.52

ABSENCE - 1 DAY every 2 MONTHS 13.02

\$ 770.54

SALARY \$ 600 - 8 hrs - 780 - 9 hrs 780

Note

1. PREFERENCE IS GIVEN AT ARSENAL TO WOMEN WITH HUSBANDS OR SUPPORTERS IN SERVICE.

OUT OF 20 EXPENSE ACCOUNTS REPORTS WERE AS FOLLOWS

1 woman - HUSBANDS ARMY PAY IN ARIARS - SHE MUST PAY HIS INSURANCE AND SEND HIM POCKET MONEY

1 woman - BOARDS AND CLOTHES 1 child

1 woman - PARTIALLY SUPPORTS MOTHER AND 2 children.

2. Clothing Account ; - NO ARSENAL CLERK CAN BE EVEN PRESENTABLE ON \$100 PER YEAR

EXAMPLE - 1 PAIR SHOES PER YR - INSUFFICIENT

UNDERWEAR - INSUFFICIENT

OTHER CLOTHING - INSUFFICIENT.

3. Pleasure - 25¢ PER WEEK = 1 MOVIE (22¢)

OFFICIAL GOVERNMENT TELEGRAM

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GOVERNMENT RATES.

August 12, 1918. ~~87~~

Miss Louise Cornell,
Philadelphia District Ordnance, Office,
1710 Market Street,
Philadelphia, Pennsylvania.

NIGHT LETTER

NIGHT LETTER

ARRIVE PHILADELPHIA FOUR THIRTEEN TUESDAY. GOING
DIRECTLY PENNSYLVANIA INDUSTRIAL BOARD OFFICE. WILL TELEPHONE
YOUR OFFICE UNLESS YOU ARE ABLE TO MEET ME AT STATION TO REPORT
BETHEEHM SITUATION BEFORE I REACH MEETING. OTHERWISE SHALL
ARRANCE HAVE YOUR REPORT LATER IN AFTERNOON. PLEASE RESERVE
ROOM COLLEGE CLUB.

Mary Van Kleeck.

Appropriation, "War Labor Administration--Woman in Industry"

Have you had shipbuilding, shipyard, or dry-dock experience? If yes, at what branch
of such work, and how long?

Shipwright? Ship carpenter? Joiner? Fastener? Boat builder?

Can you lay out work?

Can you read blue prints?

Do you understand calking? What experience?

How soon could you respond after being asked to go to a shipyard for the Government?

What experience in superintending work?

Can you instruct men and get along with them?

Please send here the names and addresses of two or three men, not members of the Brotherhood,
who have experience that might, under training, qualify them in some branch of shipyard work?

Other Special Localities or Areas In Which Investigations Made

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WOMEN IN INDUSTRY SERVICE

July 22, 1918.

Dear Miss Cornell:

Your telegram reached me yesterday evening and Dr. Hopkins will mail the letters of introduction to you in Erie today.

I have your letter of July 16th about the Federal Employment Service in the Philadelphia District and its relation to the Ordnance Office. A conference is to be held in Washington Thursday morning to consider the whole problem of the Employment Service for Women, and Miss Campbell and Miss Hewes are both being invited. You would have been invited had you not been scheduled for Erie this week. We shall keep you informed of the results of the meeting.

Sincerely yours,

Director, Women in Industry Service.

Miss Louise Cornell,
Hotel Lawrence,
Erie, Pennsylvania

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WAR DEPARTMENT
ORDNANCE OFFICE—PHILADELPHIA DISTRICT
INDUSTRIAL SERVICE SECTION
1710 MARKET STREET
PHILADELPHIA

July 16, 1918.

REFER TO

Miss Mary Van Kleeck,
Director of Division of Women in Industry,
U. S. Labor Department,
Washington, D. C.

Dear Miss Van Kleeck:

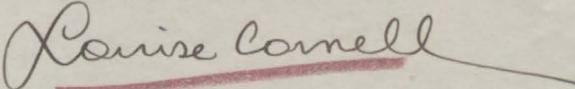
The Philadelphia District Ordnance Office is ready to proceed to put into effect the plan for establishing connections with the Federal Employment Service in this District. One of the younger officers is to represent the Ordnance Office in employment matters, and the woman of our selection will probably be appointed to carry out the women's end.

I have urged that this matter be held in abeyance until plans for consolidating the federal and state bureaus in this District are perfected. For the last two months I have been told each day that this consolidation would take place any day. Mr. Felton is at present Director of the State Employment Service, and is backed by the Committee on Public Safety, of which Mrs. Robbins and her group are members. This faction considers that Mr. Felton is already Federal Director.

Mr. Sailer is Federal Director for the District of Pennsylvania and Delaware, and is supposed to be Mr. Dinsmore's choice for Director of the Consolidated Employment Service. I presume that the situation is more complicated than I know, as it has been inferred to me that Pennsylvania politics are involved.

Inasmuch as final consolidation is in Mr. Dinsmore's, I think you ~~may~~^{could} be able to foresee the possibilities of an early solution.

Sincerely yours,



LOUISE CORNELL
Women's Branch.

See Jane Kinsey file.

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September 12, 1918.

My dear Miss Campbell:

Some days ago I suggested to Miss Jane Kinsey that she write you for a possible position in the Employment Service in Ohio. Miss Kinsey's home was once in Cincinnati. She is an attractive girl, although somewhat immature and in need of experience. She has, however, done work in connection with the John Wanamaker stores which should be a good introduction to work in the Employment Service. Attached is a copy of her letter of application to us and two letters about her.

Very truly yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

Miss Edith Campbell,
3550 Reeding Road, Avondale,
Cincinnati, Ohio.

TELEGRAM

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OFFICIAL BUSINESS

DEPARTMENT OF LABOR

FROM

(BUREAU OR OFFICE) Industry Service.

Washington, Sept. 23, 1918.

Miss M. Edith Campbell,
3550 Reeding Road, Avondale,
Cincinnati, Ohio.

NIGHT LETTER

Central statistical office reports inquiry already
made on numbers of women employed in plants in Portsmouth, Canton,
Akron, Toledo and Hamilton. Results available this week will be
forwarded to you. Agree that it is wiser for you not to make
independent canvass. No complete data available.

VanKleeck.

Appropriation, "War Labor Administration, 1919--Women in Industry"

CHARGE DEPARTMENT OF LABOR, APPROPRIATION FOR

TELEPHONE CANAL 4265

ORDNANCE DEPARTMENT
OFFICE OF DISTRICT CHIEF
GWYNNE BUILDING, 208 EAST SIXTH STREET
CINCINNATI, OHIO
PRODUCTION DIVISION

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Dear Mr. Van Kleeck -

Euctored is a copy of ^{letter} briefs about which I spoke with
you - Would you give me an
opinion Monday as Mr. Harrison
wishes information by Wednesday. We
are quite convinced that we
cannot secure definite figures
from our District.

Cordially yours

M. Edith Campbell
Supervisor Women's
Branch, Industrial
Relation Service

Saturday afternoon. Sept. 21-'18

September 28, 1918.

Miss Edith Campbell,
3550 Reeding Road, Avondale,
Cincinnati, Ohio.

My dear Miss Campbell:

Mr. Lamson, who is engaged on the statistical work for the War Labor Policies Board, is leaving for Columbus tonight to see Mr. Croxton, and may have an opportunity to talk with you about the present status of the statistics. The hope is that there will be reports from the community labor boards regarding numbers of men and women employed in the various communities by October 15th. This material would of course become available for the Ordnance Department offices. Meanwhile, the material on the various Ohio towns concerning which I telegraphed you is not yet in final shape. If, however, you need it, I would suggest your writing to Mr. Lamson, care of the War Labor Policies Board, 1607 H Street, Washington.

I have a letter from Gertrude Duncan of the Women's City Club of Cincinnati asking me to speak there some time in November.

Would you advise me to do it?

Sincerely yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

October 22, 1918.

MEMORANDUM

FOR: Mrs. Clara M. Tead, Industrial Service Section, Ordnance Department
FROM: Miss Van Kleeck, Director, Woman in Industry Service.

I have some notes on the Dupont Plant at Pompton Lake which I should like you to see if you will remind me to show them to you when you are in our office. They are rather lengthy for copying just now, but sufficiently interesting to be worth reading .

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:IMP

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October 25, 1918.

Miss Edith Campbell,
Cincinnati District Ordnance Office,
Walsh Building,
Third and Vine Streets,
Cincinnati, Ohio.

My dear Miss Campbell:

I am glad to have your letter of October 14th and to note the protest which you made to the housing corporation regarding the sending out of an additional questionnaire. I fully agree with you that so vague a questionnaire is very undesirable and that the whole matter of sending out schedules should be dealt with in order to avoid so much waste effort and duplication. There is now a central committee which has been organized by the War Industries Board in which Dr. Meeker represents the Department of Labor, so I am taking the liberty of sending your memorandum to Dr. Meeker.

I am looking forward to seeing you the latter part of November. As Mrs. Duncan may have told you, I have left it to you to decide at what dates and on what occasions you want me to speak while I am in your neighborhood. I expect to leave Chicago Tuesday evening, November 26th, and shall be at your disposal the remainder of the week.

I have not heard from Mrs. Neale regarding the proposed conference, and judge that it is arranged for the Employment Service only. I shall be away from Washington from October 26th to the 29th in Boston, but for the remainder of next week I expect to be here, and it is unnecessary to say how glad I should be to see you. I cannot, however, pass upon the value to you of such a trip at this time.

Sincerely yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:IMP

TELEPHONE CANAL 4265

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OCT 16 AM

ORDNANCE DEPARTMENT

OFFICE OF DISTRICT CHIEF

GWYNNE BUILDING, 208 EAST SIXTH STREET
CINCINNATI, OHIO

PRODUCTION DIVISION

October 14, 1918.

Miss Mary Van Kleeck,
Director of Women in Industrial Service,
Department of Labor,
Sothern Building,
Washington, D.C.

Dear Miss Van Kleeck-

1. I am greatly distressed to find that your recent letter was not answered. It came just as I was taking the train for Columbus, and when I returned they began moving the Ordnance Department from the Gwynne Building to Third & Vine Streets. In the confusion which resulted it was in some way mislaid, when I thought I had sent an answer to it.

2. Mr. Lamson conferred with Mr. Croxton when in Columbus October 1st.

3. I am somewhat relieved to find that you are coming to Cincinnati probably Nov. 27th., for I had intended telegraphing you most urgently to come. In my opinion your coming at this time would be of the greatest possible help and assistance to us. In the first place we should like very much to have the Ordnance Officials understand more of the work which you are now doing and of the general problem of the Women's Branch. In the next place you would undoubtedly have a large and influential audience to greet you in Cincinnati, and I have asked that the Men's Club be asked for it seems to me that your appeal to them is of special value.

4. Your telegram of October 11th. was somewhat delayed in reaching me because it was sent to the Union Trust Building. Will you ask your office to use my Ordnance address, which can now be considered permanent, namely: Walsh Building, 3rd. & Vine Sts., Cincinnati, Ohio.

5. It is needless to tell you how glad I was to receive the information in your telegram and hope that you are to direct the investigations concerning the replacing of men by women in industries. Your letter which I have referred to gave me a basis to tell Mr. Croxton of this

Miss Van Kleeck. (10/14/18)

during the two conferences which we have held in Columbus. I telephoned Miss Sherwin on receipt of your telegram Saturday, asking her to write you concerning the arrangements we have made in Ohio for advising the Community Labor Boards. I presume she has written you about this matter, as well as about your speaking in Columbus and Cleveland when you come to Cincinnati. In case this arrangement meets with your approval, whatever local information I might have would possibly be transmitted to the Columbus center and then on to you. We have at present no list of occupations which I would consider of value to you so far as Cincinnati is concerned, but I will write you again about that matter.

6. I am attaching a letter and schedule which the Industrial Service Section of the Housing Department issued in Cincinnati. This protest was made acting upon the advice of officials both in the Ordnance and Employment Service, who agreed with me that this schedule and a more detailed schedule asking employers to analyze their payrolls as far back as 1914 was causing great difficulty, retarding production and was not accomplishing anything of value because the data was not reliable. I hope you can agree with Miss Gallagher and myself that the enclosed schedule is not of value.

7. A letter from Mrs. Neale has just been received asking me to come to Washington for a conference. Have you been informed of such a conference? Could you advise me if I could see you within the next two weeks if I did come on? It will be extremely difficult for me to go, and here in the West we are doubtful about the wisdom of traveling more than necessary during the spread of the Influenza.

8. With the hope that you have escaped, even a cold, and that you are positively coming to Cincinnati, I am

Sincerely yours,

Edith Campbell

EDITH CAMPBELL,
Supervisor in Women's Branch,
Industrial Service Section,
Cincinnati District.

EC/ebd

*Woman Dept
Ord.*

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November 4, 1918.

Miss Mary Gilson, Associate Director
The University of Rochester,
Rochester, N.Y.

My dear Miss Gilson:

It was a surprise to me to learn that you were to take up the work in the Pittsburgh Ordnance District. It is an important District and I am glad that your influence, which I am sure will continue in the Cleveland District, is now to be felt in another Ordnance office.

*authoritatively
revealed*

The situation at Charleston, W. Va. to which Miss Campbell refers was brought to our attention by Mr. Fred W. Croxton of Ohio, whom of course you know. The details were never ~~authoritatively revealed~~ to me but I understand that Mr. Wehrley who was in charge of one of the federal employment offices was arrested by the United States Marshal because a woman on his staff had made inquiry of a plant as to whether it paid equal wages to women for equal work. The charge was inciting labor troubles. Mr. Croxton could give you the authoritative details and tell you the outcome. I have heard nothing from him about it and I am rather inclined to believe that the case was dropped.

With every good wish to you in your new field and the hope that we may keep in close touch with you,

Sincerely yours,

MVK/ALL

Mary Van Kleeck, Director
Woman in Industry Service.

*The Joseph & Ferris Co
2149 - W 53rd St
Cleveland*

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October 30, 1918.

Miss Mary Gilson,
University of Rochester,
Rochester, New York.

My dear Miss Gilson:

I wish to acknowledge your letter of October 26th
to Miss Van Kleeck who is out of the city for a few days.
Your letter will be brought to her attention upon her return.

Very truly yours,

IMP

Secretary to Miss Van Kleeck.

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THE UNIVERSITY OF ROCHESTER
WAR EMERGENCY COURSE ON EMPLOYMENT MANAGEMENT

ROCHESTER, NEW YORK

MEYER JACOBSTEIN, DIRECTOR
S. PARK HARMAN, ASSOCIATE DIRECTOR
MARY B. GILSON, ASSOCIATE DIRECTOR
HAROLD RAUBER, ASSISTANT

October 26, 1918

OCT 29 A.M.

Miss Mary Van Kleeck
Women in Industry Section
Department of Labor
Washington, D. C.

Dear Miss Van Kleeck

I wish to thank you most heartily for putting me in touch with Miss Ficton-Turberville. I telegraphed to her and she sent to us yesterday Miss Grace Hadow, of the British Ministry of Munitions. Miss Hadow lectured before the class yesterday afternoon and we spent a couple of most profitable and stimulating hours. I cannot begin to express my gratitude to you for your prompt attention to my telegram.

I do not know whether Mrs. Tead has told you that I am to begin my work in the Pittsburgh Ordnance District November 4th. If you had not subtly and delicately withdrawn me from the Joseph & Feiss factory last summer, I suppose I should still be laboring under the delusion that it could not run without me. My assistant is carrying on my work so well that I have felt quite conscience-free about pulling up by the roots altogether, and going back to my home city on mother's account. I am looking forward to the time when mother may be willing to live in a more attractive place than Pittsburgh, but at present that is to be my abiding place. Mr. Feiss wrote yesterday that he is counting on it being so repellent to me that I shall be back in Cleveland in a few months.

Miss Edith Campbell wrote that there was a "Charleston, W. Virginia situation" which needs my attention. A Mr. Wehrley and a Miss Greene are involved. She said "Miss Van Kleeck will give you the details!" If you think the case is one for follow-up, will you please send me the information I need?

With best wishes and hoping I may see you soon, I am

Sincerely yours

Mary Gilson

Associate Director

working list

MBG GMB

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November 4, 1918.

Miss Edith M. Campbell,
District Ordnance Office,
Third and Vine Streets,
Cincinnati, O.

My dear Miss Campbell:

Dr. Meeker writes me that he is referring
the memorandum about the Housing Corporation to Mr. Z. L. Potter
of the Central Bureau of Planning and Statistics,
War Industries Board.

A telegram from Miss Sherwin tells me that
she is arranging a conference for me on November 29th.
Needless to say I am looking forward eagerly to seeing you.

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry Service.

MVK/ALL

November 19, 1918.

MEMORANDUM

FOR: Mrs. Clara M. Tead, Industrial Service Section, Ordnance Dep't.

At Miss Van Kleeck's request I am enclosing a letter from Rev. Worth M. Tippy of the Federal Council of Churches. Would any of your people in the Women's Branch be interested in this opportunity? If you have any suggestion to make, it would probably be most convenient for you to communicate directly with Mr. Tippy.

P. Secretary to Miss Van Kleeck.

October 25, 1918.

Mrs. J. W. Allsop,
Director, Women's Division,
U. S. Employment Service,
State Capitol, Hartford, Conn.

CONFIRMING CONVERSATION ON WEDNESDAY, REPRESENTATIVES OF
WOMEN'S BRANCH IN CONNECTICUT WILL BE GLAD TO COOPERATE WITH
UNITED STATES EMPLOYMENT SERVICE AS MUCH AS POSSIBLE PERIOD
FIND THAT IT WILL BE IMPOSSIBLE HOWEVER TO ARRANGE DEFINITE PLANS
FOR ANY JOINT INVESTIGATIONS, COPIES OF REPORTS, ET CETERA, UNTIL
DEFINITE ARRANGEMENTS ARE MADE AT HEADQUARTERS OF DEPARTMENTS
CONCERNED PERIOD QUESTIONS OF METHODS OF COOPERATION HAVE ALREADY
ARISEN IN OTHER STATES AND ANY PLANS AGREED UPON AT WASHINGTON
MUST COVER WORK IN ALL STATES PERIOD PLEASE ADVISE WOMEN MEMBERS
OF COMMUNITY LABOR BOARDS IN CONNECTICUT TO THIS EFFECT PERIOD

Clara M. Tead, Director,
Women's Branch, Ord. Dept.

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November 20, 1918.

Miss Edith Campbell,
Cincinnati District Ordnance Office,
Walsh Building,
Third and Vine Streets,
Cincinnati, Ohio.

My dear Miss Campbell:

I am looking forward with much eagerness to seeing you in Cincinnati. At present the only thing which I know definitely is that I shall be in Chicago at Hull House from Saturday morning, November 23rd until Tuesday evening, November 26th. I have told Mrs. Cox that I would be available on the 27th for certain plans which are being carried out in Indiana. I shall probably spend that day in Indianapolis. I doubt very much whether I can go to Toledo, so that if you wish me to do it I think that I could easily manage to go down to Cincinnati the night of the 27th, giving me the 28th with you, and enabling us to go to Columbus on Friday. I much prefer that arrangement, as I shall want a good deal of information about Ohio before I attempt to take any part in the conference at Columbus. I shall probably have to go to Syracuse, N. Y. from Cincinnati, but I think that I shall certainly not be obliged to start until some time on Sunday, if this is not too long a visit for you. Will you let me know at Hull House whether you wish me to reach Cincinnati by Thursday morning? I presume that it would be quite easy to take a morning train instead of a night train.

Faithfully yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:P

TELEPHONE MAIN 3732

ORDNANCE DEPARTMENT
OFFICE OF ORDNANCE DISTRICT CHIEF
WALSH BUILDING, S. E. COR. THIRD AND VINE STREETS
CINCINNATI, OHIO
PRODUCTION DIVISION

NOV 16 A.M. *43*
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November 14, 1918.

Miss Mary Van Kleeck, Director
Woman in Industry Service,
U.S. Department of Labor,
Washington,
D.C.

Dear Miss Van Kleeck -

1. It is needless to tell you how thoroughly interrupted our routine has been this week by the great news! That has delayed my writing you and also the fact that I was waiting until the Columbus Conference had been definitely decided upon. It seemed to us a most important conference (Friday, November 29th.) and, in consequence, I yielded to Columbus, although it was a great disappointment to me, for I had hoped to have you with me over Thanksgiving and Friday for a purely selfish, personal visit.

2. I have not learned whether you are going to Toledo from Chicago as they were attempting to have you do. In that case where will you be Thanksgiving? I presume it would be too hard on you to come to Cincinnati for that day, returning to Columbus Friday. Of course, I will be in Columbus Friday, staying with you there over night, and we will come down together Saturday morning, arriving in Cincinnati at 10:30 A.M.

3. As Mrs. Duncan has probably already written you, your chief address here will be at noon Saturday before both men and women, and we are arranging an evening conference with a number of groups representing labor. It is needless to tell you that now we need your advice and leadership more than ever and, of course, we will expect you to tell us definitely what you mean to do with all the women who have been inducted into industry and who now are asked to go back home!

4. Can you possibly manage to stay over Sunday with me? It would mean more to me than I can say to have you stay over. You could leave Cincinnati at 12:20 Sunday noon and arrive in Washington at 7:00 Monday morning.

Sincerely yours

Edith Campbell
EDITH CAMPBELL,

Supervisor in Women's Branch,
Industrial Service Section.

EC/ebd

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Indianapolis, Indiana.
State Capitol, Room 77.
December 9, 1918.

Miss Amy Hewes,
Supervisor in Women's Branch,
Industrial Service Section,
Chicago, Ill.

My dear Miss Hewes:-

Thank you for your letter of December 3rd. I think I wrote you that the Navy Department requested during the spring that the publication of the report on the Charleston factories be delayed until they had moved the factory to town, and now we have reached the bottom of our finances. One more report will come out, leaving the Charleston report and two which were done while I was there still unpublished for lack of funds. It is too bad* I wish we could raise several hundred dollars and get them out. I am going to see what I can do about it when I return East at Christmas time.

Very sincerely yours,

MAY ALLINSON.

Industrial Expert.
Women in Industry Service.

AH:hg

WAR DEPARTMENT
ORDNANCE DISTRICT OFFICE
INDUSTRIAL SERVICE SECTION
155 EAST SUPERIOR ST.

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CHICAGO, ILLINOIS

December 3, 1918

Miss May Allinson,
Committee on Women in Industry,
Council of National Defense,
Washington, D. C.

My dear Miss Allinson:

I have been reading with a great deal of interest your Bulletin No. 4, entitled Women Workers in the Philadelphia Aircraft Factories. I think you have done a most effective piece of work, and I congratulate you upon the accomplishment.

Will you kindly send me a copy of Bulletin No. 3, which has not yet reached me. I noted in one of the other bulletins the fact that practically all of the recommendations made by the Committee had been followed up in the case of the Charleston clothing factory, and I am especially anxious to see the report in its finished form.

Is the Committee going to take any part in a reconstruction program?

With best wishes, I am

Very sincerely yours,

Amy Hewes.

AMY HEWES,
Supervisor in Women's Branch,
Industrial Service Section.

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March 7, 1919

Miss Louise Cornell
259 Tremont Ave.
Orange, N.J.

My dear Miss Cornell:

Your letter of March 5th addressed to Miss Van Kleeck and asking for copies of General Orders #13, is received.

Miss Van Kleeck is out of the city, and as I am sending out the printed material, her secretary handed me your letter to answer.

It happens that the Woman in Industry Service has enough copies of General Orders #13 to spare you the number you request, - more in fact than we had at the end in the Women's Branch. I am mailing you 25 copies on ⁱⁿ separate cover, together with copies of the publications of this Service to date. We are expecting in the near future a reprint of the Standards, and if you should be interested in obtaining more we shall be glad to send them to you.

I notice that you are still at your home address. Someone told me recently that you had not yet got over the effects of your strenuous life in Ordnance. I hope this is not so. Mrs. Tead was pretty well tired out with the work and long anxiety about her brother, and I hope she will not get into new work too soon. I stayed with her until the final report went to be mimeographed, and then joined Miss Van Kleeck's force in the Woman in Industry Service, she having kindly given me an opportunity here. As perhaps you know, Miss Bryan is on the staff.

Very sincerely yours,

Alice F. Loomis.

RECORDED AND INDEXED
MAR 10 1919

War Labor Administration
Information and Education

UNITED STATES GOVERNMENT

DEPARTMENT OF LABOR

OFFICE OF THE GENERAL INVESTIGATOR
WASHINGTON, D. C.

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

1918

MAR 2 5 87 1919

259 Tremont Ave.
Orange , N.J.
March 5, 1919

Miss Mary Van Kleeck
Women in Industry Service
Washington, D.C.

Dear Miss Van Kleeck

Can I obtain through your office
25 copies of the recommended standards for women's work,
for use in connection with a meeting of the Section on
Women in Industry of the National Woman Suffrage Association
of which Mrs. Raymond Robins is Chairman?

If the Women in Industry Service has
issued other material, I shall be very glad to receive copies.

Do you know whether copies of "General
Orders #13" are available, and to whom to apply for 25 of them?

Yours very truly

Louise Cornell

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WOMEN IN INDUSTRY SERVICE

July 24, 1918.

My dear Miss Cornell:

I am enclosing for your information some recent correspondence with Mr. Jones regarding the problems of women's work in the Philadelphia District. I am sending Mrs. Tead a copy of those paragraphs of Mr. Jones' letter relating to the problems in Philadelphia and a copy of my reply.

Sincerely yours,

Director, Women in Industry Service.

~~Miss Louise Cornell,~~
Industrial Service Section,
Ordnance Office,
1710 Market Street,
Philadelphia, Pennsylvania.

Enclosure-- Copy of Mr. Jones' letter of July 19, and Miss Van Kleeck's reply to him of July 24, 1918.

Copy

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War Department

Office of the Chief of Ordnance
Army and Navy Buildings, Group B
Seventh Street between A and B Sts.
Washington

December 21, 1918.

Miss ~~Mary~~ Van Kleeck, Director
Woman in Industry Service,
Department of Labor,
206 Southern Building,
Washington, D.C.

My dear Miss Van Kleeck:

I am enclosing herewith some material from our files concerning the wages and work of women in the U. S. arsenals and in ordnance plants.

On some of the points which are suggested in your letter of December 17, 1918, our files do not furnish us adequate material. It would be possible for us to provide you with more examples of equal hourly rates and piece rates for men and women, and also a greater number of instances of unequal compensation than we have collected here, if time were not pressing. However, I do not believe that the cases which we cite for equal work is at all generally recognized in the practice of employers in this industry.

Unfortunately we are unable to collect any data showing how the weekly wages of men and women compare when they are working on the same operations, with an equal piece rate.

I trust that this material may prove useful to you, and in case we can be of any further assistance we should be very glad if you would call upon us.

Sincerely yours,

Clara M. Tead, Director
Women's Branch,
Industrial Service Section.

By Dorothy M. Sells.

WAGES AND WORK OF WOMEN
IN U.S. ARSENALS AND ORDNANCE PLANTS

U. S. ARSENALS

1. Hourly Rates for Semi-Skilled Male and Female Labor

A. Frankford Arsenal

The minimum day rating (8 hours) for women is \$2.00 to \$2.24 according to the kind of work. For men the minimum is \$3.20. The maximum day rating for women is the same as the minimum for men.

B. Rock Island Arsenal

Same minimum day rate prevails for male and female skilled labor, i.e. \$2.80 for eight hours work. Since the signing of the armistice all overtime work has been abandoned, and the minimum rate for both men and women classed as skilled laborers has been raised to \$3.20 for eight hours work.

C. Watertown Arsenal

There is a general minimum hiring in rate for women of 34c per hour. Women are paid at this rate while in training school. When they enter the shops they are started at 40c per hour, which is also the initial rate for male and semi-skilled labor.

D. Watervliet Arsenal

The minimum rate for semi-skilled labor prior to November 18, 1918, was 33¢ per hour, while that for woman labor of the same class was 30¢. The difference of 3¢ was supposed to offset the extra overhead expense entailed by the use of women.

Forty-eight per centum of the women employed in the shops, however, were receiving the minimum rate, while only a few messengers and unskilled laborers were receiving the minimum rate for men.

2. Bonuses for Men and Women

At both Rock Island and Frankford men and women receive a bonus of 10% of their local earnings when they do night work. The women work 9 hours and the men 10, both receiving pay at the rate of time and one half for the hours worked in excess of 8.

3. There has been some opposition by the Machinists' Union to the placing of women on "machinists' work" unless the principle of "equal pay for equal work" was recognized in all the arsenals. This opposition has been most marked at Rock Island Arsenal. As a result a considerable number of women have been taken into the Federation of Labor.

4. There is very little piece work in U. S. Arsenals.

At Rock Island some work is paid for on a piece basis, and the rates for identical work are the same for men and women. Men's work, however, is ordinarily varied, so that part of the week is spent on work for which the piece rate is higher, while women are kept on the lower paid work, and the weekly earnings consequently vary considerably.

ORDNANCE DISTRICTS

In the Chicago District "comparison of pay was not often possible because in almost every instance where men and women were engaged on the same work or where women succeeded men, the processes were modified for the women. Machine piece rates for women were usually the same as for men in spite of the assistance given women." (Final Report of Miss Amy Hewes, Chicago District.)

"The American Car and Foundry Company has paid women the same rate as men on the same class of work. The guaranteed day rate of 35¢ per hour for women, with time and a half for overtime over basic eight-hour day. The piece work is the same as that for men where the work is identical, as on drill presses." (Final report of Miss Charlotte Hine, Detroit District.)

"The Jackson Munitions Corporation recently instituted a system of equal pay for equal work. The hourly rate is 40¢ with time and a half for overtime over the basic eight hours" *****"The piece rate is the same for men and women on the same class of work." op.cit.

"Equal pay for equal work (is) in operation at the following plants in the New York District:

Ingersoll-Rand Co.	Piece rate and initial hiring-in rate
American Car Company	Piece rate
Slocum, Avram & Slocum	On one operation
International Arms & Fuse Co.	Piece rate
Raymond Engineering Co.	Piece rate

(Final Report New York District, Miss N.M. Reeder.)

"In all plants (ordnance plants with whom contact was established) with the notable exception of the Cleveland Hardware, the piece rates were the same as those for men wherever women were substituting on work previously done by men, or were working side by side on the same operations. At the East Iron & Machine Company, Lima, Ohio, where production increased 100% when women were substituted in the machine shop, the men who remained were very antagonistic because of the higher earnings of the women, and there was some possibility that adjustment of processes or hours must be made to decrease the earnings of women. One method of doing this, as practiced in the lathe room, at the Steel Products Company, was to gear the lathes higher when operated by the men, the excuse being that women were less experienced operators. This caused considerable ill feeling on the part of the women, as the machine adjuster would occasionally forget to change the gearing, and until the condition was discovered a woman would greatly increase her output on the faster lathe, and would naturally wish to continue work under those conditions." (Final Report, Cleveland District, Ruth Reticker.)

"At the Warner & Swasey Company instead of piece rates a bonus was paid for production above a certain minimum, and the bonus rate was paid for both men and women, but as the basic rate (the hourly wage) of the women was much lower than that of the men, their actual pay was proportionately lower." op.cit.

"The starting rate for the women is \$2.75 per day on work for which a man would be paid \$3.50" at the Cleveland Hardware Co. op.cit.

At Colt's Patent Fire Arms Co., Hartford, Conn. equal pay for equal work was paid for piece work but the same time rate was not paid for men and women. (Final report Suzanne Wmder, Bridgeport District.)

In the Cincinnati District "It was difficult to tell with certainty whether the policy of equal pay for equal work was adhered to. Employers would often say that the work was not equal; that men had to be employed to set the jobs (Kokomo Brass Co.) or to do heavy labor (Apperson Bros. Automobile Co., Kokomo, Ind.) Women are paid 17½ to 20¢ an hour. On piece

work they are paid the same as men, but on hour work less. ****(Mosler Safe Co., R.K. LeBlond Machine Tool Co., Cincinnati, Ohio, proposed rate for women 24¢; minimum for men 31¢.) In two Indiana towns, Kokomo and Richmond, complaint was made by unions that women were replacing men at lower rates. Kokomo's lowest rate for male labor was 25¢ an hour; yet women on machine work were paid a beginning rate of only 17½¢ at the Conron-McNeal Co., 17½¢ to 20¢ at the Apperson Co., \$1.25 to \$1.50 a day at the Kokomo Brass Co. At the Richmond Malleable Castings Co. the union claimed that after women were employed the piece rate on all core making for all workers was reduced. The investigator felt at the time of the visit that men and women were being paid the same rate. There is little doubt but that the Star Piano Company violated the principle of equal pay for equal work. One woman operator was paid \$12.00 for work for which men were paid \$18.00. She asked for \$15.00 and was discharged.

In one case it was felt certain that the same rate was paid. The Cincinnati Milling Machine employed 40 to 50 women in replacement work, paid all operators on machines a beginning rate of 24¢ per hour, with a guaranteed bonus of 20% which made the actual minimum 28.8¢ per hour. The same bonus and premium rates were paid to women as to men." (Final Report, Edith Campbell, Cincinnati District.)

In the Philadelphia District equal pay for equal work was found in -

J. G. Brill Mfg. Co.
Eddystone Rifle Plant
Worthington Pump & Machinery Co.
Milton Mfg. Co.
Tacony Ordnance Corp.
Woodbury Loading Plant

Less wages were found in -

Bethlehem Steel Co.	Women 20% less than men
Eddystone Munitions Co.	Same work - women 33¢; men 45¢
Fox Gun Co.	Women 26¢; men 35¢/ (Claimed could start men on heavier work)
International Fabricating Corporation	Women 22¢; men 25¢. Equal bonus for men and women.
Fayette R. Plum, Inc.	Women 25¢; men 35¢ (Discrepancy explained by fact women work on heavier machines)
Standard Roller Bearer Co.	One official claimed equal pay; another official stated rate for women less than that for men.

At the Lincoln Motor Co. women are paid what appears to be a proportionate wage for unequal work. When it is necessary to have women supervised by a man or several men the total amount formerly paid to men on the same group of machines is divided equally between the women working on these machines and the necessary male supervisors or helpers.

"Women at the American Car and Foundry Co. are paid at the same rate as the men after they have learned the operation. During the month of training, they receive a flat rate of 35½¢ per hour." (Plant Report, Charlotte Hine.)

Women are started at 22¢ and 25¢ an hour; foremen receive 35¢. They average \$15 to \$18 on piece work. Men start at 37½¢ to 45¢ per hour. There are no men on a piece work basis." (Plant Report, Evinrude Motor Corp. Amy Hewes.)