

W. P. G. HARDING, GOVERNOR
ALBERT STRAUSS, VICE GOVERNOR
ADOLPH C. MILLER
CHARLES S. HAMLIN

J. A. BRODERICK, SECRETARY
W. T. CHAPMAN, ASSISTANT SECRETARY
W. M. IMLAY, FISCAL AGENT

ADDRESS REPLY TO
FEDERAL RESERVE BOARD

EX-OFFICIO MEMBERS
CARTER GLASS
SECRETARY OF THE TREASURY
CHAIRMAN
JOHN SKELTON WILLIAMS
COMPTROLLER OF THE CURRENCY

FEDERAL RESERVE BOARD

WASHINGTON

June 2, 1919. .
X-1561

SUBJECT: List of Officers and Employees of Federal Reserve Banks, July 1, 1919.

Dear Sir:

With reference to the Federal Reserve Board's letter of September 11, 1918, X-1189, on the subject of salaries of officers and employees of Federal Reserve Banks, as of January 1st and July 1st of each year, it is suggested that, in order to secure uniformity in submitting this data for July 1, 1919, the following form be followed:

Department:

<u>Date of Employment</u>	<u>Name</u>	<u>Position</u>	<u>Present Annual Salary</u>	<u>Proposed Increase</u>	<u>Proposed Annual Salary</u>
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This list should show all employees of each department, and also any officers and employees not assigned to any particular department.

Also, please show on separate sheet a recapitulation by departments, giving the following information:

<u>Department</u>	<u>Number of Employees</u>	<u>Total Annual Salaries</u>	<u>Total Proposed Increases</u>	<u>Total proposed Annual Salaries</u>
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This recapitulation should be footed and show grand totals.

As requested in the Board's letter of September 11, 1918, the Board desires detailed information on all increases in salary, amounting to \$300.00 or more per annum, also prompt advice in the case of appointment of any new employee at a salary of \$2,400.00, or more, per annum, with a statement describing the duties to be performed, the qualifications of the employee, and the proposed salary.

In addition to the foregoing information, the Board desires that you submit a memorandum with your report for July 1st, covering the duties assigned to each officer of the bank and the departments which are operated under his general supervision, or immediate direction; also a description of the duties of employees receiving salaries of \$3,000 or more per annum, who are engaged in special work for the bank, but who are not assigned to any particular department, stating the rate of compensation, and whether the employee devotes his entire time to the work of the Reserve Bank.

The Board desires further that the memorandum include a brief description covering the scope of the work of each department, its subdivision, the name of the officer or employee in charge of each department, or subdivision, the names of his principal assistants, and the name of the officer of the bank, who has general supervision of the operation of the department.

To secure uniformity, it is suggested that this information be furnished in accordance with the attached form.

Very truly yours,

Enclosure.

Governor.

X-1561a

DEPARTMENT: Discount Department

SCOPE: General, but brief description of the work of the department.

GENERAL SUPERVISION:

Deputy Governor.

IMMEDIATE SUPERVISION:

Assistant Cashier.

MANAGER:

ASSISTANT MANAGER:

<u>DIVISIONS:</u>	<u>In Charge</u>	<u>Assistant</u>
Loans to member banks, unsecured	_____	_____
Loans to member banks, Government collateral	_____	_____
Member bank promissory notes	_____	_____
Acceptances purchased	_____	_____
Rediscounts with or for other Federal Reserve Banks	_____	_____
Custody of collateral	_____	_____
Records	_____	_____