

X-9634

June 30, 1936

Memorandum to All Division Heads

From Mr. Morrill

The Board today adopted the following regulations, effective immediately:

"Regulations of the Board of Governors of the Federal Reserve System Governing Hours of Duty."

"The Board of Governors of the Federal Reserve System hereby prescribes the following standard hours of duty for its employees: Employees in Group 1 - duty of 7 hours per day, with 39 hours per week. Employees in Group 2 - duty of 8 hours per day, with 44 hours per week.

"Every employee of the Board of Governors, however, will be expected to work from time to time for such additional hours as the head of his office may deem necessary for the performance of the work assigned to him.

"OCCUPATIONS COMING UNDER GROUP 1

Office workers in general.

Professional, scientific and technical employees, and sub-professional employees, employed principally in office or laboratory duty.

Office messengers and office laborers.

Bank and similar examiners.

And such other occupations as correspond in character more nearly to those listed above in Group 1 than to those listed in Group 2.

"OCCUPATIONS COMING UNDER GROUP 2

Professional, scientific and technical employees, and sub-professional employees, employed principally on outdoor work.

Custodial or maintenance employees: Examples: Janitors, cleaners, laborers, messengers with special assignments, matrons, etc.

Laborers employed in shops and on outdoor work.

Mechanical and crafts employees.

Employees engaged in the protection of life and property.

And such other occupations as correspond in character more nearly to those listed above in Group 2 than to those listed in Group 1."

The Board also directed the recording of overtime duty performed during the last six months of the current year by all employees of the Board's organization, exclusive of:

- (1) The staff of the Chairman's office,
- (2) Heads and assistant heads of divisions of the Board's staff,
- (3) Private secretaries of Board members and of heads and assistant heads of divisions, and
- (4) Field examining force and other members of the Board's staff while in a travel status,

with the understanding that the head of each division will be responsible for submitting monthly reports on the first day of each month as of the close of the preceding month to the Secretary's office which will consolidate such reports, insert the necessary information with respect to compensation, group employees according to certain salary classifications of the Civil Service Commission, and transmit to the Commission monthly reports on the forms furnished by it.

In order that employees in different divisions may be treated alike, each division should observe the following rules for recording and reporting overtime:

- (1) Overtime performed by an employee less than thirty minutes in one day should not be included in the report,
- (2) All overtime in excess of thirty minutes in any one day should be reported in multiples of fifteen minutes, and
- (3) No overtime should be reported that has not been directed or approved by the head or an assistant head of the division.

In addition the Board authorized the Secretary's office, in the interests of uniformity and expedition, to work out the necessary procedure, including report forms, for the guidance of division heads. Accordingly, the forms described below, specimen copies of which are attached, have been prepared for recording and reporting overtime duty,

i.e., the total number of hours which employees have been on duty in excess of the minimum number required by the Board's regulations:

Form M-1 Overtime Certificate  
Form M-2 Overtime Record  
Form M-3 Monthly Report of Aggregate Overtime

Form M-1 shall be executed by each employee who has performed authorized overtime of thirty minutes or more, and turned over by him to the clerk in the division assigned to handle the detail work of recording and reporting overtime duty to the Secretary's office. The clerk handling overtime records will enter on the employee's Overtime Record card, Form M-2, the overtime reported, and file Form M-1 in the division for future reference. At the end of the month the overtime entered on the individual Overtime Record card shall be summarized and transferred to Form M-3, Monthly Report of Aggregate Overtime. The first, second and third columns of the report form shall be filled in by the respective divisions. The remaining columns, as indicated, are for use of the Secretary's office in making certain computations required by the Civil Service Commission. Upon completion of Form M-3, the head of the division shall sign the certificate thereon, and forward it to the Secretary's office.

It will be appreciated if each division head will bring to the attention of the employees of his division the foregoing regulations and procedure with regard to hours of duty and overtime, pointing out that this action was taken by the Board with a view to cooperating with the Civil Service Commission in its effort to carry out the requirements of recent legislation with respect to the various departments and establishments of the Government.

*Chester Morrill*  
Secretary.