Hopkins Simplifies Procedure for Employment of Union Labor on WPA Projects.

In the interest of simplicity and efficiency in supplying of union labor to contractors on Works Progress Administration projects, who may wish such labor, Works Progress Administrator Harry L. Hopkins has issued an administrative order under which contractors may requisition such labor direct from recognized unions.

Previously the system required that all such requisitions be first made to the United States Employment Service or such agencies designated by it, which transmitted the same to the unions. In practice this was found to lead to delay which the new order and letter of instructions are calculated to obviate.

The administrative order and letter to all State Administrators are attached.
ADMINISTRATIVE ORDER No. 39

Of The

WORKS PROGRESS ADMINISTRATION

PROVIDING FOR THE EMPLOYMENT OF WORKERS UPON PROJECTS OF THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

By virtue of the authority vested in me by Executive Order No. 7060, dated June 5, 1935, and amendment, Executive Order No. 7125, dated August 5, 1935, I hereby issue the following Administrative Order:

1. The term "project" as used herein shall mean a project or portion of a project financed, in whole or in part, from funds allotted to the Federal Emergency Administration of Public Works from funds appropriated by the Emergency Relief Appropriation Act of 1935.

2. When organized labor, skilled or unskilled, is desired by any contractor employed to handle all or any part of a project, the contractor shall requisition such workers as may be required from the representative of each recognized union concerned.

3. The representative of the union will select union members for work on the project giving preference, first, to those members of the union who are on the local public relief rolls; second, upon exhaustion of union members on such rolls, to any other members of the union.

4. Actual assignment of these workers to projects thereafter will be the responsibility of the Works Progress Administration.

5. This order shall supersede Administrative Orders Nos. 15 and 26 insofar as they relate to the employment of union labor on projects financed from funds allocated to the Federal Emergency Administration of Public Works.

February 25, 1936
TO ALL STATE WORKS PROGRESS ADMINISTRATORS:

Administrative Order No. 39, dated February 25, supersedes Administrative Orders Nos. 26 and 15 with respect to the employment of union labor upon projects and parts of projects which are prosecuted under contract, financed from funds appropriated by the Emergency Relief Appropriation Act of 1935, and allocated to the Federal Emergency Administration of Public Works. The following procedures, which shall be employed in assigning and reassigning such union labor, supersede all previous instructions in conflict herewith.

When organized labor, skilled or unskilled, is requested by any contractor, WPA Form 401, Requisition for Workers, shall be prepared in triplicate, with the number and kind of workers that will be required on the project specified. The first copy shall be submitted by the contractor to the representative of the recognized union concerned, the duplicate copy being forwarded to the Works Progress Administration, and the third copy being retained by the contractor.

On receipt of WPA Form 401, the representative of the union shall designate thereon the names and addresses of the union members selected for work on the project and forward his copy to the district Division of Employment of the WPA. This division shall assign the members of the union so designated, using WPA Form 402, Reassignment Slip, the first copy of which shall be sent to the representative of the union for delivery to the person assigned; all other copies shall be forwarded to the contractor.

If the worker is accepted, the contractor, or his designated agent, and the worker shall sign copies 1 and 2 of WPA Form 402, Reassignment Slip. Copy 1 shall be returned to the worker and copy 2 forwarded to the payroll unit. All other copies shall be sent to the district Division of Employment of the WPA.

If the worker is rejected, refuses the assignment, or fails to report, the contractor will clip together all copies in his possession, write "Rejected," "Refused Assignment," or "Failed to Report," respectively, across the face of the first, sign it, and forward all copies to the district Division of Employment. The district Division of Employment shall inform the union representative, who shall supply the name and address of a substitute union worker, the assignment procedure being the same as outlined above.

Harry L. Hopkins
Administrator

February 25, 1936