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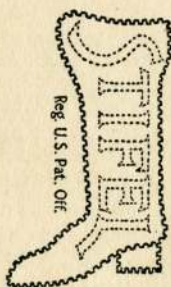
EMPLOYEE'S MANUAL



J. L. STIFEL AND SONS, INC.



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PURPOSE OF THIS PAMPHLET

The purpose of this pamphlet is to give you information regarding your job, the company and plant behind it, and some of the policies, regulations and opportunities which prevail to make our association mutually satisfactory and beneficial. Any company or organization must have its regulations to function properly, and ours is no exception. They are designed for the good of all, which means that they apply to everyone alike.

The company has a right to expect certain things of you and you, in turn, have a right to expect certain things of the company. The best interests of both employees and the company depend on a spirit of teamwork.

Should any question arise which is not covered herein, do not hesitate to consult your supervisor for advice or reference to the proper person in the organization to assist you.

PERSONNEL DEPARTMENT

The Personnel Department is maintained for employees' interests and those of the Company. It is both an information bureau and an employees' service department. We are always willing and ready to give advice or help you on personal as well as company matters.

FEDERAL AND STATE EMPLOYEE WELFARE LAWS

There are various Federal and State laws to protect your employment and welfare. The Company complies with these laws and pays the necessary costs based on payrolls.

The Workmen's Compensation Law protects you in case of injury while performing your duties as an employee.

The State Unemployment Insurance Law gives you benefits in the event of unemployment.

The Federal Social Security Act provides for old age pensions or care of your dependents in the event of your death.

HISTORY

J. L. Stifel, founder of J. L. Stifel & Sons, Inc., began in the summer of 1835 to dye and print calico cloth by hand. He worked in a log cabin in the southeast corner of what is now Ninth and Main Streets in Wheeling. He bought the cloth by the bolt from the Eastern or English weaving mills, and when he had processed it, took his wagon and sold the finished cloth in the immediate vicinity.

Later a partnership was formed by the founder, with his two sons, Louis C. Stifel and William F. Stifel. They continued in the original location, gradually changing from hand to mechanical operations as the business increased from serving the local market to national and even international markets.

The partnership was joined around the turn of the century by E. W. Stifel and Henry G. Stifel, sons of Louis Stifel, and by Arthur C. Stifel the son of William F. Stifel. At about this same time, the location of the plant was changed to its present site at Fourth and Main Streets, because of the need for room to expand. The product continued to be Indigo Blue Drills and Prints, used for dresses, aprons, shirts, caps and overalls.

The business was incorporated in 1920 as J. L. Stifel & Sons, Inc.

Since 1930, when the domestic styles changed from calico and the export market was reduced by foreign competition there has been a radical change

in the type of cloth the company processes. A wide variety of cloths, varying in weight, width and weave are now processed by the company. This diversity is caused both by the style demand of the consumer, as well as the maximum suitability of the various constructions and weights of fabrics to their ultimate use. Specifically, some of these various weaves are Sheetings, Twills, Drills, Ducks, Serges, Sateens, Moleskins, and various fancy weaves such as Herringbones and Gabardines. The widths of the cloth range from 28 to 36 inches and the weight of one yard varies from $\frac{1}{4}$ to $\frac{3}{4}$ of a pound.

All the cloth which the company processes is bought from domestic weaving mills, located either in the Piedmont section of the South or in New England. It arrives in burlap covered, iron strapped bales, weighing approximately 500 lbs. and containing around 1000 yards. Individual pieces in the bales average 120 yards in length. This material in the unprocessed state is known as "grey goods." It is not grey, but looks like unbleached muslin.

BASIC PROCESSES

Any fabric passes through a combination of the following:

(1) SINGEING—Removal of loose threads and fuzz by rapid passage of the cloth over gas flames.

(2) DESIZING—Removal of starch in the cloth, put there to facilitate weaving, by chemical or enzymatic action.

(3) BOILING — Treatment in Kiers (pressure tanks) of the cloth to make it absorbent by saponifying and removing the natural waxes and oils in the cotton fibers. These kiers are about twelve feet high and eight feet in diameter, and are capable of treating five tons of cloth at one time.

(4) BLEACHING—Chemical action to whiten the cloth by destroying the natural color of the fibers.

(5) MERCERIZING—Treatment of the cloth with Caustic Soda to increase lustre and dyestuff affinity and improve appearance.

(6) NAPPING—Mechanical action, in effect similar to old-fashioned hand carding, to raise a nap on the cloth. Cloth so treated resembles canton flannel.

(7) DYEING—Coloring of the cloth by use of various dyestuffs by a means suitable for the application of the type dyestuff required to give the dyed cloth the proper color and fastness requisite for a particular use.

(8) PRINTING—The mechanical application of fast colors in various patterns to create an attractive appearance and render the cloth more suitable for some specific use, such as for shirts, trousers, etc.

(9) CALENDERING—Passing the cloth between rollers at pressure to polish the surface, soften the cloth or create some other desirable characteristic.

(10) WASHING—Rinsing of the cloth in soap or other chemicals and water to remove excess color or chemicals, or keep the cloth clean.

(11) DRYING—Passage of the cloth over steam filled cylinders to remove excessive water after washing.

(12) FINISHING—Treatment to set cloth to a predetermined width and give it an attractive appearance and feel or hand.

(13) SANFORIZING—Well advertised process to remove excessive residual shrinkage.

(14) INSPECTION—Discovery and correction or removal of even the slightest imperfections to maintain the established high quality standards.

(15) FOLDING—Machinery to lay the cloth in one-yard folds. This procedure facilitates packing and the customers' handling of the cloth.

(16) PACKING—Preparation of the cloth for shipment to the customers. The material is packed either in corrugated boxes or burlap covered bales, both iron strapped for security in transit. The average package weighs about 500 pounds and contains 1000 yards.

FOREMEN

You can understand from the foregoing Basic Processes that all these processes, or combination of processes, are closely linked together, and it is each employee's responsibility to do his job right, and to the best of his ability. If one process is not performed correctly, or in accordance with instructions, it very often affects the ones following it, and the cloth, when completely processed, will no doubt be seconds instead of first quality merchandise, which, of course, results in considerable loss to the company.

The Foreman can tell you what to do, and how to do a job, but he cannot always be there to make sure that you do it correctly. That is the individual employee's own responsibility. If an employee realizes that something is amiss in the process, he should report to the foreman immediately, because oftentimes corrections can be made, so that all of that particular lot of cloth is not spoiled or processed incorrectly. It is very necessary, therefore, that a new employee pay very close attention to all instructions, warnings, etc., given him by his foreman, and follow same to the best of his ability. You are directly responsible to the foreman in charge, and he, in turn, is directly responsible to his superiors for the work which is performed by those employees under his supervision.

Your foreman or supervisor will instruct you concerning the hazards and the use of safety devices on your job. Don't hesitate to consult with him.

Safety devices for the various operations and equipment in the plant must be used.

A machine must not be cleaned or repaired while in motion.

SMOKING IN THE PLANT IS FORBIDDEN.

Playing pranks, practical jokes, or running in the plant are not permitted.

Any unsafe machinery or equipment or any other condition, that may constitute a hazard, should be reported to your supervisor.

Instructions regarding handling of inflammable materials, Caustic Soda, Acids, etc., must be carefully observed.

Please do your part toward keeping the Wash Rooms as clean and orderly as possible at all times.

Do not use fire-fighting equipment except in case of fire or authorized fire drills. Do not block fire escapes or extinguishers.

In several of the processes in the plant Caustic Soda is used, and in the departments where this is used, you will find goggles, rubber gloves and aprons, which should be worn according to the instructions given you by your foreman.

When starting up any of the motors, make sure that any sparks are immediately extinguished.

When moving the loads of cloth on the wagons, endeavor to move them in such a manner so as not to be too great a strain on your muscles, back, shoulders, etc., and particular care should be taken in those departments where the floor is wet and where the floor is rough, so that you do not slip and fall, when moving a heavy load.

Learn to be very careful about the handles on the wagons, as many minor accidents may be caused because of carelessness with regard to these handles. Always endeavor to place them out of the way when the wagons are at the machines, etc.

Help to keep your department as clean and orderly as possible at all times. Cleanliness is a mark of efficiency. When too much dirt, lint, etc., collects, it makes the fire hazard greater.

All employees should know where the nearest fire alarm box is located as well as fire extinguishers, and the path to them should be kept open under all circumstances.

ABSENTEEISM

We expect our employees to be regular in their attendance. Inexcusable absences shall result in disciplinary action. If, because of illness, accident, or any other reason, an employee is unable to report to work, your Foreman must be notified immediately. The telephone number is Wheeling 830 during the day, and at night the phone number in the Inspection Room (third floor) is Wheeling 829; the Engine Room, Mr. McCulla's Office and the Conference Room in the Main Office is Wheeling 830.

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UNDER ANY CIRCUMSTANCES, ALWAYS NOTIFY YOUR FOREMAN WHEN UNABLE TO COME TO WORK AND IF AT ALL POSSIBLE NOTIFY HIM SO THAT HE WILL HAVE TIME TO SECURE ANOTHER EMPLOYEE TO WORK ON YOUR PARTICULAR MACHINE OR JOB.

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TIME CLOCKS: Do not fail to clock your time card on entrance and exit from the plant, as instructed.

BADGES: Each employee has a badge which is to be worn in accordance with the instructions on the Bulletin Boards. When badges have been lost or worn out, new ones may be secured at the Employment Office. If the badge has been forgotten, the employee may get a temporary pass at the Employment Office. If the Employment Office is not open, the Guard will call the employee's foreman to vouch for him.

BULLETIN BOARDS: Do not fail to take notice of Bulletin Board Notices at least once a day.

GUARDS: There is a Guard on duty at all times at the Main Street Entrance. Please treat him courteously, and always wear your badge so that he can see it readily.

PACKAGE PASSES: When making a purchase at the plant, always obtain a "package pass" from the department where the purchase is made, which pass is to be turned in to the Guard when you leave the plant.

ACCIDENTS: ALL ACCIDENTS SHOULD BE REPORTED TO MR. W. B. McCULLA WITHIN 24 HOURS AFTER TIME OF INJURY, SO THE PROPER STATE COMPENSATION REPORTS MAY BE PREPARED. ALWAYS CONTACT YOUR FOREMAN AT ONCE IN CASE FIRST AID OR SOME FORM OF MEDICATION IS NEEDED.

ATTACHMENTS: If, for some reason, prior to your employment by J. L. Stifel & Sons, Inc., you have accumulated a number of debts, please see your creditors at once, and make some arrangements with them whereby you can pay so much to them each payday, so there will be no attachments.

MESSAGES: Except for emergencies, we cannot permit use of the telephone or the absence from work to see visitors during working hours. Any messages received for employees will be delivered to them when urgent.

ALL CHANGES in address, telephone number, legal status, or draft status, etc., should be reported to the Employment Office immediately, so that record cards may be kept up to date.

WAR STAMPS AND BONDS: For your convenience, you may buy WAR STAMPS at the window in Paul Sonnefeld's Office every Thursday from 11:00 A. M. until 4:00 P. M. When you have sufficient stamps purchased for a Bond or Bonds, you may make application for same through Mr. A. H. Hoblitzell in the Main Office.

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NO SMOKING IN THE MILL AT ANY TIME!

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BE SURE TO NOTIFY YOUR FOREMAN IF YOU ARE GOING TO BE ABSENT FROM WORK.

EVERY MONTH THERE IS AN ABSENTEE REPORT POSTED; KEEP YOUR NAME OFF THIS REPORT!

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SOLICITATIONS: The Company permits annual solicitation in the plant for the Community Fund and the Red Cross.

The first payday of each month a voluntary collection is taken throughout the plant for the fund for "Remembering the Boys in the Armed Forces."

MEDICAL EXAMINATION: For the protection of all present employees, new employees are given a physical examination, before employment. Any employee, who considers his duties are causing ill health or interfering with his physical condition, should report to his Foreman. If taken in time, many troubles can be arrested before they grow serious.

PAYDAY: Every Thursday is payday. Payment is made at that time for work performed during previous Sunday midnight to Sunday midnight workweek.

PROBATION WAGE INCREASES: After an employee has worked his full three months, the increase goes in effect on the payweek immediately following; and the same applies to the six months' raise.

GRIEVANCES: Under the established policy of J. L. Stifel & Sons, Inc., and in accordance with provisions of law, any of you as individual employees or groups of employees have the right to present grievances to your employer. You have the right to present grievances individually, collectively, or through representatives of your own choosing, without fear or prejudice. The following procedure permits the exercise of this right and provides an orderly means for the consideration and disposition of such matters.

Should difference arise between the J. L. Stifel & Sons., Inc., and one of its employees or a group of employees as to conditions of employment, working hours, wages, working conditions, etc., etc., there should be no suspension of work on account of such difference, but an earnest effort should be made to settle the matter in the following manner:

First, between the aggrieved employee or group of employees and the Foreman of the Department involved. Grievance should be submitted to the Foreman in writing on form No. 134. Foreman should make written reply on form No. 135 within three working days after receipt of Grievance Report.

Second, between the employee, group of employees, or duly chosen grievance representatives thereof, and the Foreman of the Department involved and the Superintendent. Superintendent should make written reply on form No. 135 within five working days after receipt of appeal.

Third, between the employee, group of employees, or duly chosen grievance representatives thereof, and the representatives of the Executives of the Corporation. The representatives of the Executives of the Corporation should make written reply on form No. 135 within ten calendar days after receipt of appeal.

This privilege applies to all employees of J. L. Stifel & Sons, Inc.

COOPERATION: Our best interests are served when we all observe the humane laws of safety, honesty, and decency. Since we all help to formulate such laws, we should abide by them.

It is our earnest desire that you should be happy and contented at your job. To this end we try to make your working conditions pleasant.

If for any reason, your employment conditions are unsatisfactory with us, we want you to feel free to discuss it with either your Foreman or Employment Manager. We suggest that you do it immediately. It is both to your interest and the Company's that you should succeed in your work.

