

STALEY NEWS

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February 1, 1945

Tightening On Advance Renewal of Gasoline Applications by OPA

We're sorry to ding at you, but you know how it is. Somebody at the top goes after the guy right under him and first thing you know, the guy right next to the top goes after the fellow right under him; and so on down the line.

At present there's just one more step to go. That's from the gasoline committee to you. This is the situation. We know that the cold and snow has made driving conditions much worse. It takes more gasoline in cold weather, and even more when you're bucking snow drifts or icy roads. Or you may have to go the long way around because of road conditions.

Naturally you're going to use a little more gasoline under these conditions. And the board is here to help you out under those circumstances.

Too Soon

The trouble is that there has been such wholesale application for renewal, several weeks in advance. The committee has been going along and trying to help you out. But they've

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"Over The Top" Citation

We Made It!

We did it! As employees of the A. E. Staley Manufacturing Company, we went marching over our quota of \$175,000 in the sixth war loan drive by \$9,225.65 to make a total of \$184,225.65 during the months of November and December. And for that excellent effort, Ray Bass, treasurer, announces that we have received a citation from the United States Treasury Department.

We Are Complimented

Watch the bulletin boards for photostatic copies of that citation. Stop and read. Realize what it means. And we quote from the letter Mr. Bass received from F. M. Grigsby, operating manager, Illinois Payroll Savings Division, "The employees of the A. E. Staley Manufacturing Company may well be proud of this achievement and we know that your efforts are greatly appreciated by the men and women in our armed forces and by your government."

How We Did It

How did we do it? By cooperation. In November, payroll deductions were \$51,106.61, and in December, \$59,314.74, making a total of \$110,421.35. During the two months

period, cash purchases by employees and purchases for donations were \$73,804.30 of series E, F, and G bonds. We had also \$5,000 worth of 2% Treasury bonds for which we did not receive credit.

Who Did It

During the period of the drive we had 2,001 employees on the payroll. Ninety-seven percent, or 1,940 of the employees participated in the campaign that put us over the top. That's a swell record, but still not 100% participation.

Did You Know

Since September of 1942, we have flown the flag with the bull's eye showing that our company has maintained its 10% payroll deductions for the last 29 months. And that there are a few employees who have from 15 to 30 percent taken out each pay for bonds. That's something—30%!

Keep It Flying

So let's keep that flag flying. Requests for passes and cancellations have been more than usual recently. Certainly that 10% is little compared to digging a fox hole; sweating in the jungle; or the price that was paid when a gold star replaces the blue.

Even Timekeeping Changes

Poetry says "the old order changeth" more often than not, and the truth of that is now being shown in the workings of a new timekeeping setup thrashed over by the Standards Department and Time Office. After all, they argue, the accuracy of payment for the work we all do hinges largely on the accuracy of timekeeping and overtime payments, work on different jobs at different rates in one shift, work on succeeding shifts have been timekeeping headaches that called for something new and different and better than ever before. Their new system seems to have all the answers; but this isn't the first time changes have come. Timekeeping has grown up while with us, and here's how.

Ancient History

Some of us, for instance, still re-

member the "days when" those check-number boards now hanging as mementoes in the Time Office and Tool Room were our only means of checking men in and out of the plant. Those were the times when a man worked one job at one rate, we had a first shift of eleven and a second of thirteen hours, and a day was a day. Well, the boards, you recall, had hooks on 'em, a check number under the hook and a metal check-badge that clipped over it. A fellow came in, called his number, the timekeeper handed him his badge, leaving the hook empty. Then on a huge report sheet showing all numbers he marked "in at 7 a. m.", for each one showing an empty hook. Going out, the man handed back his check number which in turn was

hinged on the hook and the record marked "out at 6 p. m." Hours were easily checked against the old "time book" which foremen kept, man hours charged to departments, and wages figured.

Time Clocks

Then came the time clocks. The first one didn't have a ribbon, but cards with clock numbers. A man took his card from the "out box", punched it thru the clock, placed it in the "in box"—and reversed the process when he left work. Next were the ribbons on which were automatically punched incoming and outgoing time.

We were a growing business during this time, and there were more of us to account for. We began to bid on

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As We Know Them . . .

Editor's Note: Here's again to people who serve. The Staley Credit Union is "tops" not just to us members but locally, statewide, nationally — because its officers and directors have been with it from the start, had faith in its "fellowship of credit", and worked hard. Count the years of service below, add up the national and state offices and these facts will tell you something. Anyway, have a start on meeting a few of them:

Credit Union Salutes . . .

President "Doc" West, who has served as president of our Credit Union for five or six years, is in his second term as president of the National Association (which includes chapters from Hawaii and Canada). This means that he also has a great deal of responsibility for the national publication, *The Bridge*, which is distributed around here a lot.

A member of the Credit Union since it was organized, Doc has held a number of other offices. He was a state director for two years; a national director from Illinois; and a member of the credit committee.

His national office means that he spends many weekends away from home making speeches and attending meetings. When we talked to him he showed us his schedule for the next six weeks, which will take him all over the country.

Willingness to give that much time, plus the hard work entailed, is evidence of Doc's belief in the value of the Credit Union. "I believe in the philosophy of the Credit Union," he says, "and in the help that it gives to others, because I think that helping each other is what we all want to do more than anything else. Nothing I am connected with gives me as much enjoyment as Credit Union and the things that it does for others."

Incidentally, Doc started with Staley's in September 1919 in the Feed House, stayed with 5 & 10 for many years as foreman until made Divisional Superintendent of the Refinery in January 1944.

Vice-President Lisle Brown has served several terms as vice-president, as a member of the Credit Committee and finished out Mike Hiser's unexpired term as Secretary when Mike was ill. Also a charter member of the Credit Union, Lisle likes the Credit Union and its work because it's a

democratic organization. It is so organized that it works for the good of the average fellow. The number of shares anyone can hold is limited, and votes, except for the board of directors, are based on membership instead of the number of shares held. It has the interest of the borrower at heart."

Secretary Claude Cox is one of the vice-presidents of the local Credit Union League too. He's been a member of the board of directors for 10 years. At the present he is chairman of the Delinquent Account Committee.

In talking about his work with the Credit Union Claude said, "I have a great deal of faith in the purposes of the Credit Union. It helps persons in dire need to get loans that wouldn't otherwise be possible. It also encourages thrift. Even if a fellow doesn't need a loan, the Credit Union is a place where he can save money, draw interest and dividends on his savings. And he knows that his money is there to help others, and at the same time is fully protected from any loss."

Claude came to Staley's in 1924, and has been manager of the Credit Department since 1936.

Treasurer Audrey Winchester is the first woman to serve as treasurer of the Credit Union and is one of the few women to serve on the board of directors. She has been a member of the Credit Union for 10 years and treasurer for two. And she's plenty interested. She says, "Whether you want to save or to borrow, the Credit Union's the place. You know that your money is always there and available any time you need it."

Audrey started with Staleys in 1934 as a messenger. Really an employee of the Financial Department she has been loaned to the Personnel for the duration of the war. She, assisted by Marjorie Houk, takes application for loans, accepts money as payment on loans; writes checks for loans, withdrawals, and dividends and keeps the books. Audrey also "sits in" on meetings of the Delinquent Account Committee.

RIGHT NUMBER PLEASE!

When you've a mind to do your Credit Union business by phone, please call Extension 259. Or look up the number under Credit Union, *not* Credit Department. On account it makes a difference, and they say please!

Published Monthly
By The Personnel Department
For The Employees of

**THE A. E. STALEY
MANUFACTURING COMPANY**
DECATUR, ILLINOIS

Personnel Dope

By MARION TROW

Every now and then somebody stops us and says, "Look, those tests you sometimes give over there, sizing up a fellow's interests and whatnot—can I take them?" The answer is always "yes". Any employee who wants to can, and the results are a civilian secret between us (if that should worry you.) We use them mostly for new employees about whom we want to know as much as we can in order to start them off in the right direction. But any of you who've had a hankering to get at them and haven't asked may give us a ring and we'll get together with you on it.

We've saved up for you the last couple of months just to prove how many names make how much news. The lesson in what in these fast-moving times could be called "ancient history" begins way back in November; and such are the changes that you'll probably say "Why I thought that happened last year". Which, of course, it did.

For instance, November 1 Blanche McDonald left us after many pleasant and serviceable years, and now we find Jean Goldmann in her place as A. E. Jr.'s secretary. Jean's moving from Feed Sales, and John Kern's going to our Kansas City office, brought Charlie Keith back into the Feed Sales picture as a divisional supervisor.

In Stenographic, Alberta Armstrong, of Messenger, became Junior File Clerk. Too, Louise Dougherty, formerly of Order, moved to Stenographic as Package Division Statistical Clerk when Pauline Bechtel left us. That in turn brought Dorothy Clark from Messenger to Order as Consignment Clerk. Bonnie McKinley left the office in No. 48 and 49 Building to become a Junior Ediphone Operator, while Ann Zucco doffed the ear-phones to become Junior Stenographer in Gerry Horton's office.

Back from service with the Spars, Virginia Caudill has again settled down in Accounting—and as an accountant, at that! Bonnie Jess, too,

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LOST TIME ACCIDENTS BY DEPARTMENTS DURING 1944

DEPARTMENTS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTALS	*FREQUENCY RATES
Mill House	3												3	23.9
Feed Elevator	1												1	15.3
No. 48 & 49 Bldg.	2				2	1	1				2	2	10	73.8
Extra Board	1	1	2					1					5	17.5
No. 20 Bldg.		1			1					1			3	9.50
Millwrights		2				1			1				4	27.3
No. 47 Bldg.		1	1										2	36.3
Mach. Shop & R'dhouse		1		2		1							4	29.5
Feed House		1						2					3	17.5
Cleanup		1											1	22.9
Mfg. & Gen. Off.			1							1			2	1.41
No. 17 Bldg.			2			2		1	1	2	2	1	11	42.0
Yard Dept.			1		1	2	2		1				7	27.4
No. 11 Bldg.				1				1					2	76.1
Garage				1									1	21.4
Elevator B				1									1	49.7
No. 8 Bldg					1								1	16.0
Shipping Insp.					1								1	26.0
No. 16 Bldg.						1							1	11.4
Engine Room							1						1	27.8
Laboratory							2		1				3	24.7
Boiler Room							1				1		2	18.6
Pipe Shop			1							1			2	23.6
No. 5 & No. 10 Bldg.										1			1	8.08
No. 13 & No. 21 Bldg.											1		1	9.48
TOTALS	7	8	8	5	6	8	7	5	4	6	5	4	73	14.6

* The frequency rate is the number of lost time injuries per million man hours worked. It is used in order to compare the accident record of large and small departments. The severity rate (shown below) is the number of days lost per thousand man hours worked and is a measure of how severe the injuries were.

NO LOST TIME INJURIES HAVE OCCURRED IN THESE DEPARTMENTS SINCE:—

Store Room	12-29-37	M & L Department	11-4-42	Reclamation	11-25-43
No. 20 Bldg. (Pro.)	3-3-39	Watchmen	11-30-42	Elevator A	11-30-43
Office Janitors	11-24-41	Tin Shop	3-30-43	Oil Refinery	12-16-43
Brickmasons	10-13-42	Electricians	10-9-43	Elevator C	12-30-43

HERE IS OUR RECORD FOR THE LAST FIVE YEARS

	Lost Time Injuries	Days of Lost Time	Late Reports to First Aid	Frequency Rate,	Severity Rate
1940	51	11,383	123	14.24	3.18
1941	63	1,167	119	16.89	.31
1942	88	2,148	196	19.2	.47
1943	84	11,522	176	17.1	2.30
1944	73	4,013	172	14.6	.80

HERE IS THE RECORD WE WANT FOR 1945

1945	30% less	50% less	40% less	10.0	.40
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WE HAVE DONE THIS WELL BEFORE — WILL YOU HELP DO IT AGAIN?

PERSONNEL DOPE

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is back with us and at Ediphone again—she says her small daughter doesn't mind. And Bert Pierce, with an Army record and several months in Hawaii behind him (ask him about the weather there sometime) is back as Messenger. And are we glad for them all!

Personnel has Alice Black and Mable Volle, once Messengers, as their newest clerks. In Financial, Kitty Colglazier now pounds away at the bonds machine, replacing Doris Marshel who moved to Chicago. Too, Lois Jean Garver is now learning all our phone numbers as assistant switchboard operator because Betty Ross has gone to Industrial Sales as sales record clerk. Betty Bromley, of Messenger, is also on sales records there now.

Wayne Musselman left the city water works to come to our laboratory research staff as chemist and bacteriologist. And newest chem engineers are Lloyd Elledge and Russell Keating.

Saleswise, it went this way: Package Sales added Harold Bryant, Harry Caudell, and Robert Carrington; Industrial Sales brought in W. F. Van Deven, and W. V. Hall; and Special Products hired C. A. Corey and Vernon Spiker. Our Chicago, Spartansburg, and Kansas City offices now have Ruth McLarnan, Lena Bobo, and Wilma Grasty, too.

For plant messenger trips Ellis Jackson, Bob Napier and Gene Wall are riding bikes. And newest office messengers are Phyllis Clanton (Tom may remember her!), Emma Jean Boyd, Louise Evans, Christine Grolla, Louise Ridgeway, Charlee Pitt, Pauline Hagan, Carol Banks (who transferred from plant), and Jean Flenniken.

So the work goes on.

O.P.A.

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been bopped on the head. The board down town is saying—better be a bit more careful. They say, and we know it is true, that state inspectors go through their files making spot checks. What happens? Maybe they'll find those applications that have been renewed two to three weeks in advance. Then they get after the board. Scold 'em. What happens? They have to scold us.

Now we're not the only plant involved. It's widespread. So the board down town is going to send out forms for everyone to fill out if they are

applying for renewal too far in advance of the earliest renewal date, telling why, etc.

Watch It Please

Let's don't make any more of the slips from Staley's than we have to. The gasoline committee can't approve renewal of your application too far in advance, unless you have a real good reason. We're trying to explain their stand, and that of the board down town, and eventually that of O.P.A. Let's cooperate as much as we can.

And say—you've been right good about remembering to bring mileage rationing records when making application for renewal. Thanks.

EXCUSE IT

But Sam Carson went to work in the Table House in 1921, and became Assistant Foreman in 1935. Which means we didn't give him credit for some fourteen years in that department in our article last month. Sorry, Sam.

ANY FINDERS?

LOST: One cameo ring, with gold mounting, in the office building on January 15. Finder please return to Margie Houk, Credit Union, who misses it badly because it was a Christmas gift from her parents.

TIMEKEEPING

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other jobs, and for a while clock numbers travelled around with us instead of being attached to certain jobs in certain departments. That made bookkeeping hard, especially in tying out hours and wages for departments with the paymaster's office.

Then when the war came on, for production's sake we worked as long as we could and often on different jobs to help make ends meet. The time clock records showed only that a man worked so many hours. Then the foreman had to show as best he could on a record sheet how that time was spent and at what rate. And the timekeeper and Standards Departments had to distribute the wages "blind"—that is, they were never sure of coming within shooting distance on wage costs in a department of the wages paid by the paymaster in any one week.

This Happens

Because these things happen. A man worked four hours on regular

assignment and four hours on another job during his shift. Or he worked twelve hours; maybe he worked two hours overtime after an eight hour regular assignment, with the overtime on another job. Or he worked eight hours in the third shift and continued into another day. Perhaps he was called in to start work at 12:45 p. m. and worked through his regular shift. Or he was called in to work his regular shift on a day he was scheduled to be off.

So now, in the process departments, foremen complete a daily labor report that ties the information needed for the paymaster and Standards Department into a neat little package. Each separate job in a department's given a job code letter, and each letter has as many clock numbers as the maximum number of men needed for that job. Thus, for each clock number in a department there is a regular job and a regular hourly rate for it. When a man is assigned a regular clock number, he is also assigned to the same job and rate of pay as the man who previously had it.

Check and Double Check

The new report allows a foreman to show, for all three shifts and all employees in his department, these data: 1) When a man worked; 2) what job or jobs he was assigned; 3) how many working hours were spent on each job. The form is so made that all extra credit for overtime, meals, call time, etc., can automatically be credited a man; a foreman doesn't need to mark it.

This information, checked against the time ribbons, means that wage payments *can* be accurate. Further, even though men often work on jobs in other departments than their own, the figures on department wages can tally with the paymaster's figures, too. Part of the system is a "transfer card" which shows that "clock number so-and-so worked in such and such a department", and for so many hours at a certain rate. In one week not long ago, there were 650 of these loan transfers to be accounted for so that wage costs could be figured for every department regardless of where certain of their men worked.

Which complicated the life of one Ed Smith, who's gone through all these changes with us, and also that of the Standards Department not a little. But the new job is getting done in what we now think is the best way possible.