

STALEY NEWS

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November 1, 1944

New Alphabet for Supervisors

J.I.T. and J.R.T. Do a Job for Us

Remember how you felt the first day on a new job? Or have you forgotten the time you were stumped by a new wrinkle in the work and wished, suddenly, that someone who *knew* was there to ask; or the time you left those valves open too long? Well, most of us who've been here long enough to know our way about and the ins and outs of what we're doing have forgotten just those things. But because, in the last two years, there've been so many employees new to Staley's and so many old timers doing new, unfamiliar work the company just had to find an easy, quick, *sure* way for supervisors to show us how. They found it in the services of the Training Within Industry section of the War Manpower Commission. First Art Watkins and then Mike Paczak put it into action for us.

For the Newest

Part of the story our new employees already know, and the rest of us have heard about. That part has to do with the induction training on basic jobs which new people will operate from the extra board. By a simple method of instruction and by practice they learn press-pulling, trucking and loading, manierre loading, grain shovelling, and cleanup. And their good performance on those jobs once they get into the plant has proved that good instruction has saved many a manpower day. So far, so good. But when you bid into a department on a job new to you, who's to tell you what's what and how? That's the supervisor's work, and he must know not only the job itself but how to get it across to you so that you'll do it *safely* and *surely*.

"J.I.T."

So, since November 11, 1942 (this is almost an anniversary) Mike has been giving TWI's streamlined "Job Instructor Training" to everyone in the plant who directs the work of others; which means that 232 of us

have gone through his mill. There's a long, long story behind TWI's effort to pack into ten hours of instruction the know-hows of training others. But it's enough for us to know that our executives, divisional superintendents, foremen, assistant foremen, and lead men have been shown a four-step method of instruction, and a way to break down a job into units that a man on a new job can learn easily.

But, of course, we all know that you can be "exposed" to a thing once, maybe use such a method for a while and then forget about it. This thing is important enough to us all, however, that Mike has recently been giving a "brushup" on J.I.T. points to those who've already had it. And they're expected to *use* the method on all people on new jobs.

"J.R.T."

Still, showing us how to do a job isn't all that a supervisor needs to know; he has to get results for the department through us as employees and our working and personal problems are his to solve. TWI has another ten hour period prepared on "Job Relations" which these men and the union committee and stewards have studied under Mike's leadership. Since the first class, held in April, 1944, they've gone in for it 187 strong.

We know that, as employees, we like to know what we're doing and why and to have someone around who wants to show us; we also know that, just as plain human beings, we like to be listened to and understood, told of our status in a department, and watched for the *best* use of our talents. And the Staley Company believes that those needs of our must be served by our supervisors, and that they must have help in so serving. Their practice of instruction and employee relationship points will, we hope, make more perfect our work.

Easy Does It

Filing New Withholding Form

On page 3 you'll find a reprint of the latest "File This Form" blank, fresh from the Treasury to the Financial Department. Not too long hence, you'll get your own "Employee's Withholding Exemption Certificate" to fill in and return to Financial so you'll be lined up on the payroll for your 1945 income tax deductions. Here are some of the whys and hows.

Who is Dependent?

There's been a new income tax table made up for the 1945 collection of taxes from wages which the Treasury hopes (believe it or not!) will ease the pain of payment somewhat by cutting income brackets from the five or ten dollar range. You needn't worry about that part of it now; but to know how you'll stand within the table you must sign the withholding certificate listing your dependents.

Items I and II pretty well explain themselves. But Item III, which has to do with those dependents, may leave you questioning. What is a dependent? Well it's a person who (1) receives more than one-half of his or her support from you, (2) has less than \$500 of income of his or her own during the year, and (3) is closely related to you. How "closely related", you wonder? The instruction item on the back of the form leaves no doubt. . . . Plenty of relatives are listed for you!

Those Changes

Now, each employer must have these certificates on file by December 1, 1944 and be ready to start tax collections under the new table by January 1, 1945. "Sure", you say, "now I've two children. But sometime early in 1945, I hope there'll be another. Can't I claim any 1945 exemptions on that baby? Or does the certificate I file now hold for the whole year?"

You *may*, the Treasury says, file a new certificate with your employer at any time if the number of your exemptions increases. That's up to you. But you *must* file one within

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As We Know Them . . .

Did you ever stop to think that the people employed by our plant and office (not including their families) would populate a village larger than Maroa, or Argenta, Forsyth, and Oreana combined? And while in a place that size you'd soon get to know nearly everyone, how little chance you sometimes have of knowing other employees here? And particularly those who serve you?

The *News* aims to help you out on that. Every now and then we'll give a sampling of our own "Who's Who". This issue brings you the line-up on officers and committee chairmen of the Fellowship Club: who and where they are, how they serve, and why. Here goes.

Edward Lashinski, President: It was May, 1918, that Ed Lashinski started with us as a messenger. In the 26 years since, he's been a store-room assistant, an electrical helper and electrician assistant foreman, and now Divisional Superintendent of starch and table syrup. Married, he has one son and one daughter. Shy, reserved, soft spoken, he's a worker; always wanting to be absolutely fair to everyone; and the quiet, friendly manner in which he greets you is always the same. Ed is serving his first term with the Fellowship Club, on a real job. (To reach him, call 431 or 432).

Albert McKinley Boulware, Vice President: Twenty-two years ago the third of October (1922), Mac Boulware went to work for the company in the boiler room. He's worked in the Table House, Pipe Shop, M & L Department, and the Machine Shop where he is now an advanced helper. He is also one of the instructors in the new mechanical trades program now getting underway. He is married and has two daughters and one son. Although you first notice those gruff John L. Lewis eyebrows, he is the soul of friendliness. He's plenty interested in Fellowship Club and its welfare. We mustn't neglect to tell you that Mac is also Chairman of the Handicraft Committee, and is serving his first term with the club. (Phone 318.)

Gil Hoft, Secretary: A quarter of a century ago, Gil started as storeroom assistant, then went to the Machine Shop, and is now a senior mechanic. Gil is married but doesn't have any children. He also serves as chair-

man of the Sick Benefit Committee. This means that every day brings him some work in the line of duty with Fellowship Club. He is another hard worker and very popular with everyone for he received the largest vote any man has ever received as candidate for secretary. Gil is serving his second term with the Club.

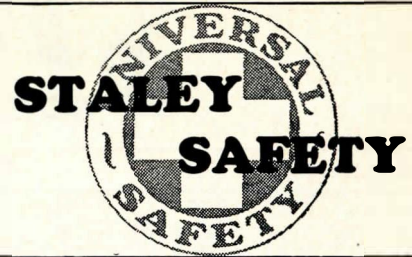
Robert Siweck, Chairman of the Entertainment Committee: It will be 16 years in December since Bob started in the Grain Sales Department as a messenger. He has served in the Pipe Shop, and Electrical Shop as a helper; then as an electrician and now as a senior mechanic. Married, he has one son. Bob (whose dark eyes reveal his intensesness) has a lot of energy and takes to Fellowship Club responsibilities because he likes to do things for people. He's proving that by serving his second term with the Club. (Phone 344.)

Morris Fisher, Chairman of Athletic Committee: It was in September, 1924 that tall, lanky Morris Fisher (whose eyes crinkle with laughter wrinkles) started out at the Feed Elevator. Later he worked as a carpenter, Millwright helper, watchman, and now serves as assistant fire chief. Morris is married and has two sons and one daughter. Serving his first term, his keen interest in the "workings" of the club has brought forth many new suggestions or methods of doing things. And he is continuously looking for better and more efficient ways of serving the club members. (Phone 403).

Dudley Boren, Chairman of Relief: A little more than 30 years ago, Dud started as an electrician and is now a senior mechanic. He too, is married and has no children. Years ago when Fellowship Club first started, Dud served a term—that was back in 1918. He never lost interest in the Club and its activities and is now back for a second term. Quiet, soft-spoken, he's really interested in the problems that face members and has a real desire to help them. (Phone 344.)

THE TRADING POST—

WANTED: for Russ Dash's boy, four years young, a tricycle for Christmas. He wants it from Santa, of course, but Russ says anything you can do to help . . . call him at 305, if you can produce one in time of need.



By MYLO ROBERTS

The other day a man came into First Aid with a painful foot injury. After telling what had happened, he said, "It was just one of those things." This rather common answer brought to mind the following article from "The Safe Worker", which we all should think about.

"A piece of scrap on the floor . . . a stumble . . . a cracked knee. Just one of those things.

"The sharp edge of a newly cut piece of pipe . . . a cut finger. Just one of those things.

"A lifted gear . . . a slip . . . a mashed hand. A split handle . . . a hammer head flying against a jawbone. Battery acid splashing on a face or neck. A whizzing machine grabbing a dangling sleeve and the arm inside it.

"Just one of those things?

"Too often accidents are shrugged away by that empty alibi. There is no such thing as 'just one of those things'. Let's kick it out of our vocabularies.

"There are definite causes for all accidents, even the littlest ones. And it is up to workers as well as the management to acknowledge, find and analyze these causes so that remedies may be devised.

"A study by the National Safety Council of 1,000 detailed accident reports showed that 18% of the accidents were due wholly to mechanical causes. But 22% were due entirely to personal causes. And 60% were due to a combination of mechanical and personal causes.

"The worker who lets himself be one of those personal causes may wind up under these words:

"'Here lies just one of those things!'

"This is another way of saying that 'Accidents Don't Happen—They Are Caused'. It's up to you and me to find out what those causes are so that we can eliminate them. Get rid of the accidents with their pain and anxiety, loss of time and money."

Personnel Dope

By MARION TROW

Here we are again in one of our tougher employment periods, having to say "so sorry" and "no" to pleas for temporary help and even having to hold out on replacements where they're desperately needed. So into print we come once more asking that you remember us when you hear of gals looking for jobs.

Right now we could use girls who are good typists, or those who have had bookkeeping and accounting training. We ask for training because we do want girls who have something to put on the ball when it's rolled their way. Give Extension 360 a ring if you can help.

Names will more than make news this month because you haven't heard of our newcomers and changes since September. Into the Lab since then have come Nathan Kessler, chemical engineer, Arthur Berger and Dean Christman as research chemists. Also, into the ranks of the engineers down on second floor has finally stepped a girl, one Janet Witham who holds forth as drafting clerk and general factotum for the boys.

Package Sales has welcomed back two chaps who formerly sold for us—Harold Hiser, and Joseph Riley—and added Jackson Fowler as a new man in the South. William Schraeger, thank goodness, has rejoined Special Products salesman, and they've also welcomed Myzelle Turner to the staff.

Published Monthly
By The Personnel Department
For The Employees of

THE A. E. STALEY MANUFACTURING COMPANY DECATUR, ILLINOIS

Returned to the fold in Stenographic is Carolyn Christman, who came back fast to make us happy. Virginia Thornborough (Claude would know her) came to the Messenger Force; and forth from the Mailing Room daily now ride Bill Harpstrite and Fred Jewell.

Notable change-of-the-month was William Allen's move from Industrial Sales Department, after two years as paper technician, to the Product Development Department (formerly known as Research Development) when Dr. K. J. Seulke resigned to go into business for himself.

Bob Ball, used-to-be Accounting, has come to the Personnel Department as clerk. And up in the Manufacturing Department, working hard between Oliver Etheridge and Bill Bingamon, you'll find a new junior stenographer; Eloise Wempen, formerly a messenger. Over in the Cost Division of Accounting, Norma Jean Dresback, messenger, is finding a new home.

With Ruth Casey's leaving Traffic, Gloria Glover became secretary, Lucille Kite stenographer, and Norma Schmitt went from Messenger as junior stenographer. Too, Gerry Hor-

ton is now turning out more work because Louise Bell has been transferred from Messenger to the grievance office to help him.

Bernard Huffer left the Cost Division of Accounting for work in the Statistical Division as research assistant. While Jimmy Lappen came over to the Lab as research chemist, Keator McCubbin went to the Oil Refinery as assistant.

In Stenographic, Helen Parris and Rosemary Henson became junior ediphone operators, Doris Painter joined the telegraph section, and Anna Colglazier is now a typist and junior clerk.

Thus endeth the tale of two months' comings and goings within these walls.

WITHHOLDING

(Continued from page 1)

ten days if your exemptions decrease. If you're divorced, or if, for some reason, a person for whom you've been claiming exemption claims his or her own exemption on a separate certificate—file a new one. If the support of a dependent you've listed is taken over by someone else and you no longer expect to furnish more than half the support for the year; or if a dependent will receive \$500 or more of income for the year—file a new one. No "if" about that.

So when you get your certificate in the next few days, give it some thought, fill it in accurately and be sure to report any changes after that. Check and doublecheck yourself.

Form W-4 (Rev. 1944)
U. S. Treasury Department
Internal Revenue Service

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

(Collection of Income Tax at Source on Wages)

Print full name..... Social Security No.....

Print home address.....

FILE THIS FORM WITH YOUR EMPLOYER. Otherwise, he is required by law to withhold tax from your wages without exemption.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

- I. If you are SINGLE, write the figure "1" here
- II. If you are MARRIED, one exemption is allowed for the husband and one exemption for the wife.
 - (a) If you claim both of these exemptions, write the figure "2" here
 - (b) If you claim one of these exemptions, write the figure "1" here
 - (c) If you claim neither of these exemptions, write "0" here
- III. If during the year you will provide more than one-half of the support of persons closely related to you, write the number of such dependents here. (See Instruction 3 on other side.)
- IV. Add the number of exemptions which you have claimed above and write the total here

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Dated....., 194.....

(Signature)

Here It Comes . . . The Grain Rush

By Kathryn Wagenseller

Each single soybean or grain of corn is in itself a tiny thing. It is only when we think of them in terms of the millions of bushels that must be handled around here these next few weeks that we have an avalanche. That grain must not only be bought and stored, but graded, cleaned, dried, blended and distributed. Small wonder that grain, traffic and plant men are having their "harvest nightmare". The tale of what our fall grain rush means to those closest to it *could* make your hair turn white.

We Buy It

In the first place the purchase of either corn or beans presents entirely different problems to the Grain Department. Corn can be, and is, stored after harvest. That means that it is available during the year and you would not have to get in a lot at one time. Beans are not now stored on farms at harvest time. Since there is no speculation because prices are fixed they move immediately to the market; so we do have to get out and buy beans now while they are being harvested. That doesn't seem difficult. But on the other hand you can't just go out and buy corn or beans wherever you find it. Our grain buyers must consider the places from which the grain is to be shipped, the price, and whether it is best to buy today or later, according to the market conditions.

How do they go about buying the grain? They're on the phone constantly contacting country elevators around here, and commission men or brokers elsewhere. Some days, maybe for several, they won't see fit to buy a thing; then suddenly they will swoop down and scoop up a big supply. How much they buy is their own secret and the rest of us know only whether or not they have enough raw material on hand for us to operate.

And We Hunt Cars

And this is the time of the year, too, when the Traffic Department is doubly hit by the shortage of available cars. You realize that since the war started, there has been little opportunity to build new freight cars. Material and men for construction are short. Cars have worn out more rapidly under the terrific pounding given them. Also, the shipment of

material west has been heavy. Railroads report a shortage of 4,000 trainmen and switchmen on the west coast. And a great number of cars have been sent west to get the wheat that has had to be stored on the ground as all elevators are full.

Naturally, you're going to ask, how does that affect us and this grain situation? Plenty! Where are we going to get the cars to ship grain in here? How fast can we get them? How soon must cars be unloaded once we get them in? How much track space is going to be available for incoming cars loaded with grain?

We'll get the cars as fast as the railroads can round them up and allot them to us. The rate at which we will get them will depend on how fast we can unload them. If we get in a jam and don't unload as fast as they come in, then an embargo will be declared (by the government) and we won't get any more cars of grain until they determine it advisable to lift the embargo. Cars must be unloaded and ready to go within 48 hours after we have released them to the railroad.

For Release

That "releasing" of cars involves a bit of explanation. We hope we can make it clear.

The Wabash has given us just so many tracks in the yards where incoming cars of grain may be set. Within 24 hours after a car is left there it must be inspected. That means that the grain must be inspected, and the car marked for the proper elevator for unloading. Then the yardmaster of the railroad is notified that the car is ready to be switched to the plant for unloading. Similar arrangements have been made with the Illinois Central, the Illinois Terminal, the Pennsylvania, and the Baltimore and Ohio.

But before a railroad will send a car to the country grain elevator for loading, the Grain Department must send a permit to the elevator for the amount of grain to be shipped to the plant; this, of course, they won't do unless we are sure that we're going to be able to unload that grain when it gets here. However, when the elevator gets this permit the railroad sends in a car (if they have one!)

This is to prevent cars from standing idle at the country elevators.

And We Must Unload

Here at the plant we should be able to unload at least 150 cars a day at Elevator C and 50 cars a day at Elevators A and B for the next five or six weeks—more if humanly possible. That's a whale of a schedule, when manpower is short. And there is more than just unloading. Some of the grain will have to be cleaned, dried and blended with other grades. That means that it is going to take all the regular crew at Elevator C who are familiar with the Elevator and the way in which the grain is cleaned, dried, and blended to do that work.

Who's going to unload the grain then? All of us! Eighty men in the plant have volunteered to work at least four hours a day extra to help unload the grain. They may come in four hours ahead of their regular shift or work four hours after it. About ten men have volunteered to leave their regular job in the plant and go out to Elevator C and work 12 hour shifts. And men on a monthly schedule have volunteered to work four hours a day, several days a week overtime.

For Want of the Nail

How fast can cars be unloaded? With a good quality of grain and experienced men, a car of 1500 to 1600 bushels can be unloaded in 30 minutes. With a poorer quality of grain, less experienced men, it will take longer.

The corn and beans that will go to Elevators A and B will be grain that must be used immediately.

The railroads will have a yardmaster and yard clerks stationed out here to be available at all times so that cars can be kept moving on schedule and we can stay a jump or two ahead of any embargo.

It's all very much like the old nursery rhyme, "for want of the nail, the shoe was lost", and for want of this, something else was lost; until finally the entire battle was lost for want of one small nail. But we aren't going to operate that way. We're in there together, buying, shipping, unloading—every one of us!