

MEMORANDUM

TO: All employees and supervisors of employees
FROM: Dallas C. McLaren, Principal
DATE: February 2, 1944
SUBJECT: Recording Time of School Employees

In order that we may better be able to judge our real need for employees in various phases of the school program, it is important that an accurate record of time required for each job be kept. All employees are therefore requested to sign "In" and indicate the time they actually begin work and to sign "Out" and record the time actually left.

This record will be on forms prepared by our school office clerks. All supervisors will please observe the following:

- 1) Establish the hours of work required.
- 2) Keep a daily Time Record of all hours worked by each employee, showing actual time.
- 3) Turn in this record daily to the office.
- 4) Notify the principal and make a definite recommendation in case of unsatisfactory service or cooperation of an employee.
(If such a report is not made when actually necessary, the supervisor is himself liable for negligence.)

Dallas C. McLaren
Principal, Boston II School

George Higashioka, Business Manager
George Aihara, Registrar
George K. Ikeda, Assistant to the Principal
Marian Lind, Pre-school Supervisor
Sue Kobayashi, Librarian