

SECRET

SAPC-4239
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3 March 1956

CONTRACT APPROVAL

Contract No. A-101

Pursuant to Contractor's request of 17 February 1956 (CMCC Doc. No. 151,819) approval of Section 30.37 of Personnel Policy, subject: "Extended Work Week Schedules and Temporary Added Compensation for Exempt Employees", is hereby granted. This approval shall be effective commencing Monday, 13 February 1956. It is understood that the compensation provided for in Paragraph 2.b. of the said policy applies to personnel making \$250.00 per week or less, and that no premium compensation will be paid above that base salary level.

Approval is also granted pursuant to request contained in Contractor's letter of 17 February 1956, referred to above, for exempt overtime work in connection with System No. 2 during the period of 13 February 1956 through 31 March 1956. This approval is based on an estimate of 4,200 hours of exempt overtime and authorizes \$6,510.00 of premium compensation for exempt personnel.

As exempt overtime, the premium portion of such overtime in connection with this approval will be chargeable to overhead and will be subject to the usual review and acceptance by cognizant local Government representatives. This approval refers to the necessity for incurring such overhead costs in connection with work under Contract No. A-101 and certifies to such necessity.

SIGNED

[Redacted Signature Box]

Contracting Officer
Contract No. A-101

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Distribution:

- Orig - [Redacted]
 - 2 - [Redacted] Master ✓
 - 3 - [Redacted] Service
 - 4 - Finance Officer
 - 5 - Chrono
 - 6 - Reading
- GFK:vd (2/3/56)

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Approved For Release 2007/11/19 : CIA-RDP81B00878R000300020057-9

PC	4168
COPY	(OF)

CMCC Doc. No. 151.819
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February 17, 1956

Dear George:

Attached is a company policy for added compensation for exempt employees on extended work week schedules, about which Bob advised you by telephone. The compensation provided for in Paragraph 2. b. applies to personnel making \$ 250.00 per week or less. No premium compensation will be paid above that base salary level. This policy was approved by the local Air Force Contracting Officer yesterday. A copy of his approval is enclosed. Your approval is requested for the same policy to be effective commencing Monday, February 13th.

Based on an estimate of 4,200 hours of exempt overtime work in connection with System No. 2 during the period of February 13th to March 31st, approval is requested for \$ 6,510.00 of premium compensation for exempt personnel in addition to the request already submitted for non-exempt personnel.

Sincerely,



Burt

Enclosures:

- Letter 56-35 (56a) dated February 16, 1956
- Policy 30.27 dated February 13, 1956

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Approved For Release 2007/11/19 : CIA-RDP81B00878R000300020057-9

4168/A
COPY OF

February 16, 1956

File Ref: 56-35 (56a)

SUBJECT: Extended Work Week Schedules
and Temporary Added Compensation
For Exempt Employees

TO: Air Materiel Command
Special Aircraft Project Office
Attn: Air Force Contracting Officer
Box 262
Inglewood, California

1. Pursuant to conversations between your office and representatives of the contractor, forwarded herewith for your approval is the subject Personnel Policy identified as Section 30.27 and which has an effective date of 13 February 1956.

2. You will note that Part 3 of the section entitled "Extended Work Week" has been revised in accordance with our negotiations and agreement.

3. Please indicate your approval of the above by signing and returning to the undersigned the two copies of this letter provided for that purpose.

The Raso-Woolridge Corporation

STATINTL

[Redacted Signature]

Manager, Contract Administration

JAH:mc
khol.

STATINTL

APPROVED BY: [Redacted Signature]

DATE: Feb 16 1956

[Redacted Signature]

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THE RAMO-WOOLDRIDGE CORPORATION

PERSONNEL POLICY

SUBJECT: EXTENDED WORK WEEK SCHEDULES AND
TEMPORARY ADDED COMPENSATION FOR
EXEMPT EMPLOYEES

Section: 30.27

Page 1

Effective Date: 13 February 1956

Supersedes:

Exempt salaried employees are compensated for work performed in excess of the normal forty hour work week schedule in accordance with the policies outlined below. Exempt employees are those employees occupying executive, administrative, or professional positions excluded from the overtime pay provisions of the Federal Wage & Hour Laws, namely, Members of the Technical and Administrative Staffs.

OCCASIONAL OR INTERMITTENT OVERTIME

In general the Company adheres to the principle that Exempt employees are compensated for their creative abilities and the performance of certain functions and that it is impractical to measure their value in terms of an hourly rate. Therefore, an Exempt employee's salary is considered full compensation for a work week of forty hours, even though the actual hours of work may vary as a result of occasional, irregular, or extra hours inherent in the normal performance of Exempt position responsibilities.

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EXTENDED WORK WEEK

Consistent with the Company's policy of establishing and maintaining reasonable hours of work and salary equity among employees, the Company provides for a plan of Temporary Added Compensation (TAC) for Exempt employees whenever the regularly scheduled hours of work are extended beyond a normal forty hour work week on an Extended Work Week basis.

1. Extended Work Week:

An Extended Work Week is defined as a work schedule in excess of forty hours per week, planned and authorized in advance for an entire organizational unit, and for a period of not less than two weeks beginning on Monday and ending on Sunday.

Normally, when less than an entire unit is required to work overtime, it should be treated as occasional or intermittent overtime. However, when the application of this provision of the policy would result in unfair treatment for an individual or individuals, an exception to this general policy may be considered on an individual case basis.

THE RAMO-WOOLDRIDGE CORPORATION

PERSONNEL POLICY

**SUBJECT: EXTENDED WORK WEEK SCHEDULES AND
TEMPORARY ADDED COMPENSATION FOR
EXEMPT EMPLOYEES**

Section: 30.27

Page 2

Effective Date: 13 February 1956

Supersedes:

The number of regularly scheduled hours established under an Extended Work Week arrangement may vary depending on circumstances. However, it is intended that Extended Work Week schedules should not be considered for total scheduled hours of work of less than nine (9) hours per day (five days a week) or forty-five (45) hours per week.

2. Temporary Added Compensation:

Exempt employees on an established Extended Work Week schedule are paid Temporary Added Compensation (TAC) computed on the following basis:

- a. An employee whose weekly salary (based on a forty hour week) is \$125 per week or less will receive, in addition to his base salary, an amount equal to one and one-half times the hourly equivalent of his salary for each hour regularly scheduled in excess of forty hours per week.
- b. A regular exempt employee whose salary is more than \$125 per week will receive, in addition to his base salary, the hourly equivalent of his salary plus \$1.55 for each hour regularly scheduled in excess of forty hours per week.

3. Vacations and Absences During Extended Work Week Schedules:

In cases of sick leave, holidays, vacation, or other absences, employees will be compensated on the basis of their regular salary for a normal forty hour week.

4. Authorization of Extended Work Week Schedules:

Prior approval of Division Directors will be required to initiate Extended Work Week schedules, to return to a normal forty hour week, or to reduce scheduled Extended Work Week hours. Division Directors may delegate approval of authority by notifying Payroll and Company Staff Personnel departments in writing of the name and approval limitations, if any, of the individual designated.

It is essential that the Payroll Department be notified as far in advance as possible of the nature and effective date of Extended Work Week application or changes.

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