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CENTRAL INTELLIGENCE AGENCY

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COUNTRY Poland**DATE DISTR.** 11 August 1955**SUBJECT** Overtime Work and Payments**NO. OF PAGES** 4**DATE OF INFORMATION****REFERENCES:** 50X1**PLACE ACQUIRED****THIS IS UNEVALUATED INFORMATION**

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1. Every state establishment or factory included additional sums for overtime payments in their finance plans. One hundred and twenty (120) yearly overtime working hours were authorized and planned for every employee and worker, and the necessary funds for overtime payments were added to the establishment's finance plan as an overtime fund. Prior to 1950, the instructions concerning overtime funds were loosely interpreted and the individual overtime payments were never questioned as long as the total overtime fund for any one factory was not exhausted. Overtime funds were transferred from section to section as the need arose. After 1950, only the construction designing offices were allowed this latitude. The production and commercial establishments were still permitted to pay individual employees for overtime up to 120 hours annually, but because of a savings campaign, they were not permitted to transfer authorized funds from individual to individual or section to section. Early in 1954, the construction designing offices were put on the same basis as the rest of the establishments. This practically froze about 50% of the overtime fund since the sections or individuals could use no more than the number of overtime hours allotted to them; and some sections and individuals, e.g., Reporting, Finance, Bookkeeping, and Transportation, were unable to cope with the volume of their work within these limitations while others did not need to use all of their overtime hours. To make matters worse, the busiest sections were often given special duty work or tasks. It very often happened that the

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workers worked overtime in order to fulfill the production plan and then were not paid for this work because the overtime fund was already exhausted, and the management had failed to obtain the necessary authorization from the higher authorities to supplement it. The banks were strict in adhering to regulations and never gave the factories the necessary money for overtime pay without formal documentation.

2. The rate of overtime pay in relation to base pay was calculated as follows:

100% for the first hour

50% for every succeeding hour

100% for every hour of overtime work on Sundays and holidays

The overtime rate for white collar workers and manual workers was the same.

3. Personnel employed on a monthly salary basis were paid the same overtime rate as a regular worker. The monthly norm for an employee was 200 hours; the monthly salary divided by 200 gave the basic hourly rate; the rate of overtime pay was calculated on the same basis, as stated in para 2, above.
4. The following were the four categories by which the workers were paid:
- a. Daily time system (placa dniowkowa) - Used mostly for unskilled manual labor, warehouse and administrative workers.
 - b. Daily premium system (dniowkowo-premiowa) - Used mainly for dockers and loading and unloading brigades.
 - c. Piece rate system (placa akordowa) - Generally used in industry for about 80% of workers.
 - d. Progressive piece rate premium (akordowo-premiowa) - Seldom used; mainly for teams and brigades in the buildings and construction trade.

According to source, there was a tendency to pay all workers on a piece rate basis. Source had no detailed information concerning the various rates.

5. Overtime was mainly scheduled to ensure the fulfillment of plans. It was not planned, as a rule, but it was always expected that some individuals and sections would not be able to fulfill the plans during the regular working hours. Workers were unable to fulfill the production plan during the regular working hours because of the following: inefficiency in work, work-stoppages caused by temporary shortages of raw materials, breakdown of machinery, and interruptions in the electric power supply. When such difficulties arose, the worker had to stand by but was paid his regular salary. In offices the overtime was scheduled for special, periodic, and very urgent jobs, very often to eliminate a backlog of work.
6. There were no other restrictions or norms regarding overtime work besides the previously mentioned limit of 120 yearly overtime hours, which was usually divided into quarterly allotments. Overtime work was scheduled for Sundays only in exceptional cases.

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7. There were no official layoffs in the factories in Poland. Some departments or sections were sometimes closed temporarily for machinery repairs, but even in such cases, it was connected with the vacations or leaves of the workers. For the most part, paying the regular rates for extra overtime work was not permitted, but this was sometimes practiced. As long as the overtime funds were available, the workers were paid overtime rates. When overtime funds were depleted, it sometimes happened that the workers were not paid at all and had to wait several months for their money. In the last two years (1953-1954), several lawsuits were filed by workers against the management for withholding overtime payments. Those who filed individual lawsuits were usually successful, but the claims filed in collective lawsuits met with no success. Because too many employees and workers sued the management for overdue overtime money, a law was issued late in 1954 whereby such cases were to be transferred from the courts to a group known as the Works Council (Rada Zakladowa) which existed in every factory or establishment. The law specified that the verdict issued by the Works Council would be regarded as equal to a court verdict. Source stated that this law will, in practice, result in much less fair treatment of the workers' complaints. Since the Works Council usually cooperated with the management in ordering the overtime work in the first place, [] it would be unlikely for the Works Council to decide against itself. 50X1
8. The plant manager or a director of an establishment was permitted to schedule overtime work at will, within the limits of the 120 hours yearly per individual. Before doing so, however, he had to obtain an authorization from the central administration of the appropriate industry which, in turn, had to obtain permission from the appropriate ministry if the overtime fund was already depleted.
9. The general attitude of employees and workers was always favorable toward overtime work because all wanted to increase their earnings. Even in cases where they were not paid in time or where there were no funds for overtime work, the workers felt helpless and usually yielded to the pressure of the works councils and managements.
10. Above and beyond the normal payroll fund which also contained the overtime fund, there existed a special, so-called non-personal fund (fundusz bezosobowy). All ministries had this non-personal fund. Appropriations from it were granted to the state enterprises, establishments, factories, and administrative offices in exceptional cases only, i.e., for special, urgent actions or tasks which were not included in operational plans, e.g., working out special reports or studies, issuing new price catalogues, taking inventory, transferring or establishing warehouses or depots, and welfare actions for workers. The fund was also used for unforeseen circumstances for which no other funds were available. Applications for money from the non-personal fund had to be well documented and justified and submitted to the ministry through the central administration. The establishments could use the fund to pay for the overtime work of their own personnel or to hire special additional personnel from the outside. The non-personal fund was much more convenient and flexible for the establishments than the overtime fund; but in the last years [] it became more and more restricted until no funds were granted without the direct approval of the minister concerned. Source stated that the non-personal funds granted to the Central Agricultural Equipment Supply 50X1

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Office by the Ministry of Agriculture in the years 1950-1953 were higher than the overtime funds. [redacted] the following sums were granted from non-personal funds:

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From 1950-1953, for work in connection with the transfer of warehouses in different wholesale agencies, from 30,000 to 90,000 zlotys yearly.

In 1952, for reorganization and the elimination of arrears in bookkeeping in all the subordinate agencies, about 250,000 zlotys.

In 1952-1953, for working out price catalogues for agricultural machines and spare parts, about 120,000 zlotys.

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