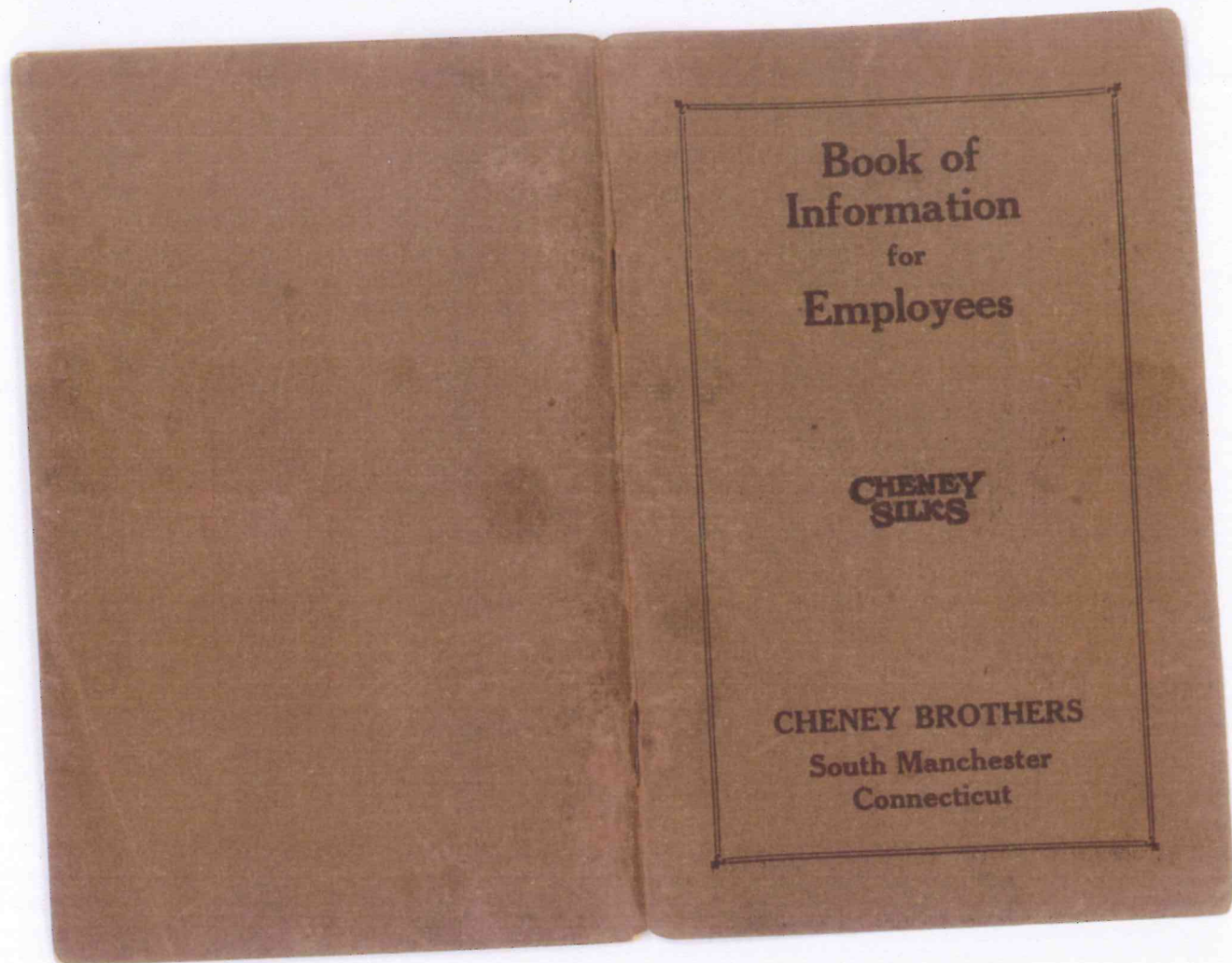
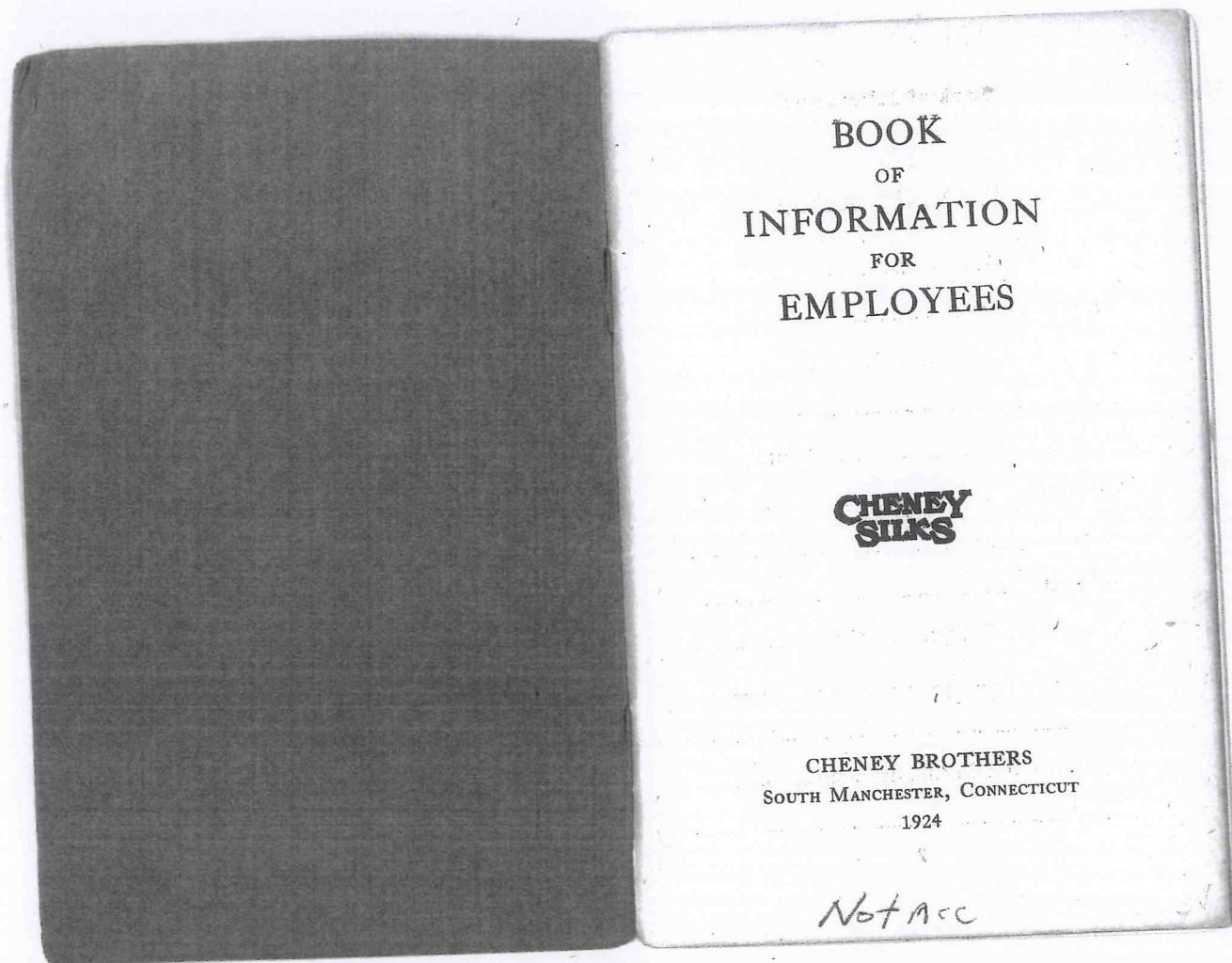


Size of Book:
3/4" wide x 5 1/6" long



Front & Back Cover



BOOK
OF
INFORMATION
FOR
EMPLOYEES

**CHENEY
SILKS**

CHENEY BROTHERS
SOUTH MANCHESTER, CONNECTICUT
1924

Not Acc

Inside Front Cover

Book of Information

IDENTIFICATION

Employee's Name

Serial Number

Address

MillDept.....

Manager

Superintendent

Foreman

Works Council Representative

Wages are paid in this department on

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HOURS AND ATTENDANCE

REGULAR HOURS OF WORK

7:18 A. M. to 12 M. and 1:00 P. M. to 5 P. M.

Saturdays 7:18 A. M. to 11:48 A. M.

Employees under 16 years of age:

7:18 A. M. to 12 M. and 1:00 P. M. to 4:18 P. M. or 8:00 A. M. to 12 M. and 1:00 P. M. to 5 P. M.

Saturdays 7:18 A. M. to 11:48 A. M.

STARTING TIME

All employees should be at their places promptly at starting time and should not leave their places until stopping time, unless special arrangements are made.

ATTENDANCE BONUS

A bonus of 5% of the week's earnings is paid for perfect attendance to all employees, except those on salary.

Any tardiness or absence during the week, other than holidays or layoffs, prevents you from receiving 5% attendance bonus.

LATENESS

If you reach your department after the time card racks are closed, you are late and must obtain a pink production card from your timekeeper which will be stamped with the time of your arrival.

PLANT HOLIDAYS

| | |
|---------------------|--------------|
| Good Friday | Labor Day |
| Memorial Day, P. M. | Thanksgiving |
| Fourth of July | Christmas |

PERMISSION TO LEAVE YOUR WORK

In order to leave your work during working hours you should obtain permission from your foreman.

ABSENCE FROM WORK

Be punctual and regular. Inexcusable or repeated absences are considered serious faults by the management. Regularity of attendance is important and is considered in judging your worth and fixing your rate of pay.

If you are unavoidably detained from work by illness or any other causes, send word to your Foreman without delay, either by a fellow employee or telephone so that

Book of Information

arrangements can be made to care for your work during your absence. If you know in advance that you must be absent, notify your Foreman and apply for a leave of absence.

DROPPED FROM PAYROLL

Employees who are absent on account of sickness of self or of dependent members of their immediate family are dropped from the payroll at the end of six consecutive weeks of absence.

Employees who are absent for any other reason are dropped from the payroll at the end of three consecutive weeks of absence.

Employees who have been dropped from payroll must be re-instated through the Employment and Medical Divisions the same as new employees.

NOTICE BEFORE LEAVING

If you intend to leave the employ of Cheney Brothers, please give notice to your Foreman at least one week in advance so that arrangements can be made to fill your position.

Pay

PAY

PAY WEEK OR PAY DAY

The pay week ends on Saturday.

Your pay will always be one week in arrears due to time necessary for preparation of payrolls, etc.

The pay cards are usually distributed on Monday and Tuesday and the pay envelopes the same day or the following day. The pay card should be signed by the employee and presented to the paymaster as a receipt for the pay.

IF YOU MISS THE PAYMASTER

If you fail to receive your pay card, report to Foreman. If you fail to receive your pay envelope from the paymaster on his regular trip, present your pay card at the Employment Office after working hours at noon or at night until 5:15 P. M.

Book of Information

HOW ABSENT WORKERS MAY OBTAIN PAY

If you are absent from your work on pay day, you should apply to your Foreman for your pay card. If you send some person for your pay, you must give him a signed order reading as follows:

"Cheney Brothers—Please pay to..... (insert name).....my pay for week ending.....(insert date)..... signed"

Pay card must then be presented at the Employment Office in order to obtain pay envelope.

CREDIT RATING

The Credit Rating given an employee is a measure of his value to the company based on certain factors. The points of credit for 100% performance are:

- 1. Service.....20 points
2. Productivity} 50 points
3. Quality}
4. Attendance20 points
5. Citizenship10 points
Total100 points

Pay

In addition, 20 points may be obtained for Versatility and 10 points for Conduct.

Further information may be obtained from your Foreman. Make it your business to understand Credit Rating particularly with regard to your own job.

ADVANCEMENT

It is the policy of this company to give wage increases whenever they are earned and to promote employees to better positions whenever there is an opportunity. If you feel at any time that you are capable of filling a higher position, or if there is some particular work for which you feel qualified, talk the matter over with your Foreman and Manager. Ask your Foreman to make arrangements for you to take the Clerical Test at the Employment Office.

BONUS

Briefly, bonus is an additional amount which is paid the employee for accomplishing a certain definite task.

Book of Information

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BONUS

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RULES AND REGULATIONS

OUR STANDARD IS "QUALITY"

This company has always been known for the quality of its products. In all that you do remember that quality is more important than quantity—put "Quality First."

Watch the quality of work that comes to you and, if any work does not seem to be up to the standard, report this immediately to your Foreman.

In some departments where it is possible to measure quality, premiums are paid for exceptionally good work. On the other hand production bonus is not paid on work that is of poor quality.

WASTE

Much of your value to the company depends upon the amount of material and time you save as well as the quality and quantity of the work you turn out. Endeavor to prevent waste.

CARE OF MACHINES AND TOOLS

You are responsible for the condition and cleanliness of your machine, bench or tools. Keep them neat and in good condition. If anything goes wrong with your machine, report it to your Foreman or machine fixer at once.

CARE OF SINKS AND TOILETS

A good deal of care is given to sinks and toilets throughout the plant. They are inspected and cleaned daily. Do your part towards keeping them clean.

SMOKING

Smoking anywhere inside the mill buildings is forbidden because of the danger of fire. The only exception is the men's lunch room in each mill that has been provided especially for that purpose. You are requested to carry only safety matches inside the buildings.

SPITTING

Spitting on the floors or stairways is forbidden. It is disagreeable to your fellow workers and also a danger to their health and your own.

Book of Information

RUNNING

To avoid accidents, running in the mill buildings is forbidden both during working hours and at closing time.

"Riding trucks" is a very dangerous practice and is also forbidden.

SNOW BALLING

The throwing of snow balls is very dangerous to your fellow employees as well as to the Company's property and is forbidden

PERSONAL BUSINESS

Personal mail received will be redirected to your home address. Arrange to have your personal mail sent to your home.

The telephones are reserved for company business. Any emergency or sick calls, however, will be promptly reported to you by the telephone operator.

Employees are not permitted to see or talk to persons outside during working hours except in emergencies. Telephone pay stations are available for use out of working hours.

Rules and Regulations

EATING LUNCHES

Lunches that are eaten in the mill should be eaten in the lunch rooms provided for that purpose. The only exceptions to this rule are those employees who are authorized to oversee departments during the noon hours.

DISPOSITION OF REFUSE

All refuse or garbage should be placed in metal cans which are provided in various lunch rooms throughout the plant. Do your bit to help keep your department clean.

SERVICE DEPARTMENT

The purpose of the Service Department is to render any kind of service to all employees of Cheney Brothers. All divisions of this department are at your service.

The Service Department is subdivided as follows: Employment, Medical, Educational, Insurance, Housing and Recreational Divisions.

EMPLOYMENT DIVISION

The purpose of the Employment Division is to learn the employment needs of the plant and to secure applicants who will meet these needs. When an applicant applies for a job, he is given an interview in order that he may know what jobs are available and also supply information regarding his own qualifications and experience.

Applicants who might be acceptable are given certain fundamental information concerning the various jobs such as, starting

Service Department

rates, opportunities for advancement in wages or positions, length of training period, the nature of the work and working conditions, etc.

After an interview in the Employment Division, the applicant reports for physical examination to the Medical Division.

The applicant is then given an employment slip which he presents to the Superintendent or other executive of the mill. If the applicant is accepted, the employment slip is marked accordingly by the Foreman or Superintendent and the applicant returns with it to the Employment Division. A "starting-in" card is then given to him which must be presented to the Foreman when starting work on the job.

This "starting-in" card is void if not used within ten days.

MEDICAL DIVISION

The Medical Division is located in the Main Office building and is maintained for the purpose of helping all employees to keep fit. Your earning power and value to the company depends largely upon your health.

Book of Information

PHYSICAL EXAMINATION

Each person upon entering the employ of this company is required to take a physical examination.

1. To protect the incoming employee in order that he will not be asked to do something for which he is physically unfit.

2. To protect those already in the employ by preventing a person who is dangerous to himself and others from being placed on the job.

3. This examination serves as a basis for determining the incoming employee's qualifications for membership in the Benefit Association, which is more fully explained on page 25 and also in booklet of the Benefit Association.

ACCIDENT TREATMENT

If you get cut or injured, no matter how slightly, report to your Foreman at once. A small cut may lead to blood poisoning.

Foreign bodies in the eye should be reported at once.

ILLNESS

If you have a cold or do not feel well, ask your Foreman to arrange for a definite

Service Department

appointment with a doctor at the Medical Office. Always report to your Foreman when you leave the room and when you return.

Wages and attendance bonus will be paid to all employees while at the Medical Office for treatment of accidents received in the course of employment, provided the production card has been stamped by his own timekeeper on leaving and returning, and also at the Medical Office.

Wages and attendance bonus will be paid to Benefit Association Members only while at the Medical Office for treatment of illness and accidents which occurred out of working hours. However, an employee's production card must be properly stamped by his own timekeeper on leaving and returning, and also at the Medical Office.

Wages and attendance bonus will be paid to all employees while in the First Aid Room in their own department.

DENTAL HYGIENIST

There are two dental hygienists in constant attendance and appointments may be made for examination or cleaning of the

Book of Information

teeth at any time. Examinations are free to all employees and cleaning teeth is done at moderate prices. Make arrangements through your Foreman.

EYE SPECIALIST

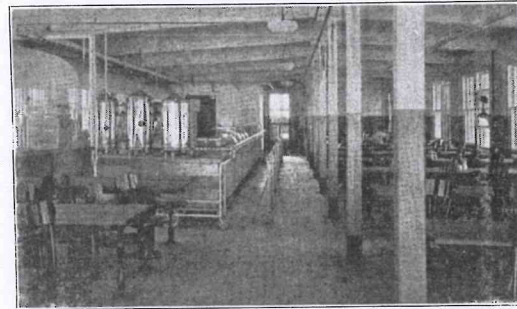
An oculist is also in attendance. All persons should have their eyes examined periodically. If you have any trouble with your eyes, including eye strain or poor vision, you may consult the eye specialist free of charge. Ask your Foreman to make an appointment for you.

EYEGLASSES

Special arrangements have been made with one of the large optical companies making it possible for employees of Cheney Brothers to obtain eyeglasses of high quality at greatly reduced rates. The eye specialist will tell you about this.

X-RAY SERVICE

At the direction of the Medical staff, X-Ray work of all parts of the body is available to all employees. The rates for this service depend on the nature of the X-Ray and may be obtained by inquiring at the Medical Division.



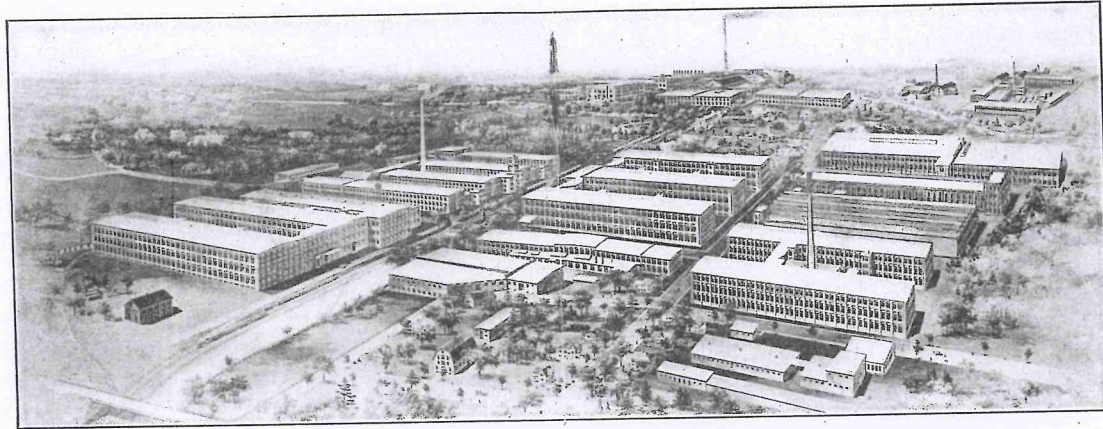
PLANT RESTAURANT

BROAD GOODS WEAVING MILL

Open to all employees on week days, except
Saturdays, 12.00 m. to 1.00 p. m.

Office Dyeing and Finishing Mills

Box Factory
Carpenter Shop



Spun Silk Mills
Throwing, Upholstery and Dress Goods
Weaving Mills

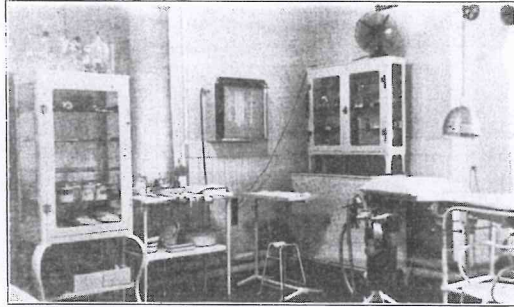
Velvet Mills
Store House Machine Shop

Spun Silk Dressing Mill
Yarn Dye House
Velvet Weave Shed
Ribbon Mills

Total Area of Floor Space, 37 Acres

CHENEY BROTHERS' SILK MILLS

SOUTH MANCHESTER CONNECTICUT



A CORNER OF MAIN OPERATING ROOM
MEDICAL DIVISION

Service Department

MEDICAL LABORATORY

The Medical Laboratory is equipped to conduct any medical test. Necessary laboratory examinations will be made without charge for all employees of Cheney Brothers, whether under the care of a company or private physician. Vaccines and Hay Fever treatments for employees are charged for at cost.

Laboratory examinations of blood, urine, sputum, stomach contents, throat cultures, etc., and treatments are given to employees at special rates. Inquire at the Medical Division for information.

NURSING SERVICE

The purpose of this service is to return the employee to work as soon as possible. This service is available to all members of the Benefit Association and to all employees suffering from tuberculosis whether members of the Association or not.

LIFE EXTENSION EXAMINATIONS

Any employee wishing a complete physical examination free of charge, at any time, may make arrangements with the Medical Department for such examination.

Book of Information

This includes free X-Ray and laboratory work.

EDUCATIONAL DIVISION

The work of the Educational Division is to promote and maintain the various Educational activities in the plant. In co-operation with the Foremen, Assistant Foremen, Instructors, etc., this division is engaged in the work of training learners, the holding of various group meetings to discuss topics and phases of the manufacturing processes in accordance with the general plan of education in the plant. In short, its chief function is to bring about a common understanding between the various employees and executives, so that each will better understand the problems of the other, resulting in unified constructive effort for the good of all.

Functions:

Training of Instructors and Learners.

Conducting Foremen's Meetings.

Disseminating Information to all Employees.

Plant Information to Papers and Magazines.

Service Department

Conducting Educational Motion Pictures in co-operation with the Recreation Center.
Practical Training of High School Students in Co-operative Textile Course.

Co-operation with local school authorities.

Assisting employees in selection of educational courses in colleges and schools as well as for home study.

INSTRUCTION FOR LEARNERS

Special instructors are provided to assist you in learning your job more thoroughly in the shortest time. It is to your advantage to co-operate with the instructor and follow his instructions as thoroughly as possible. Don't hesitate to ask your Instructor or Foreman for any information.

CO-OPERATIVE TEXTILE COURSE

Students of the High School taking this course receive instruction in textile theory at the State Trade School with particular reference to silk manufacture. In addition, they receive practical training on machines in the various departments of Cheney Brothers' Mills and in the Trade School.

Book of Information

RENT DIVISION

While most of the housing of the employees is done by private landlords or employees owning their own homes, it has been found desirable for the company to retain the ownership of certain housing property to be rented exclusively to families working with the company.

The Superintendent of Rents at the Service Department will gladly give you information regarding rents which are available and help you to locate one. Applications must be made in person to him.

BOARDING HOUSES

Two boarding houses are maintained by the company for women employees, one called the "Fouracres" located at 140 Cooper St., and one called "Chestnut Lodge" located at 91 Chestnut St. Room and board are supplied at each of these houses at rates sufficient to cover the cost of operation at full capacity.

A men's boarding house is also maintained by the company, furnishing room and board under the same conditions. This is known as the "Edgewood House" and is located at 281 Center St.

Service Department

INSURANCE DIVISION

The work of this division is divided into Benefit Association and Pensions.

BENEFIT ASSOCIATION

The purpose of the Benefit Association is:

1. To provide its members with certain income when sick or when disabled by accident.

2. To provide for families or beneficiaries of members a definite sum in the event of death.

3. To maintain a fund to be used to aid in the support of members in their old age and in certain contingencies of family life.

All new employees who are eligible for membership are invited to join the Benefit Association two weeks after entering the employ of Cheney Brothers. When the application is accepted a certificate of membership is issued. The amount of dues and benefits depend upon the class of membership. The dues for the current month are paid by being deducted from the first pay of the month.

Book of Information

The operating expenses of the Benefit Association as well as those of the Medical Division such as salaries of those working in these divisions, stationery, supplies, etc., are all paid by Cheney Brothers and do not come out of the funds of the Benefit Association.

The contributions by the members of the Benefit Association are used only for paying Sick, Maternity and Death Benefits and Annuities.

PENSIONS

Pensions may be granted to employees who are members of the Benefit Association and whose age and state of health come within the rules which govern the granting of pensions. The main purpose is to recognize and reward long, efficient and loyal service of an employee to the company.

All pensions are paid by Cheney Brothers and do not come out of the Benefit Association funds.

For detailed information on any phase of the Insurance, consult the Superintendent at the Benefit Association Office.

Service Department

RECREATIONAL DIVISION

Recreational Activities are conducted under the direction of the Men's and Girls' Athletic Associations and their officers. These activities include all of the popular sports such as baseball, soccer, track, tennis, basketball, volley ball, bowling, etc.

During the noon hour classes in basketry are conducted at Cheney Hall and are open to any employee.

There are two Community Recreation Centers in South Manchester, one on School Street and the other on Cedar Street. All of the facilities of these centers are available to any resident of the town on payment of a small yearly fee.

SAFETY

ACCIDENT PREVENTION

Guards are placed on machinery for the purpose of preventing injury to you and your fellow workers. Care should be used to see that guards are in place at all times. If you notice any machine or equipment unsafe or defective, you should report this to your Foreman immediately.

Safety First—When in doubt, ask—
Don't take chances.

Aisles should be kept clear. Many accidents have been caused by operators slipping on bobbins which were left on the floor. Help make your room safe for yourself and fellow workers.

SAFETY AND SANITATION COMMITTEE

In order that best conditions of Safety and Sanitation may exist, Cheney Brothers have made this one of the definite functions of the Service Department. This department employs a Safety and Sanitation expert whose duty is to inspect regularly and recommend all necessary changes.

FIRE

It is your duty to become familiar with the location of fire escapes especially in the room in which you are working. The accumulation of rubbish or oily waste is a fire hazard and should be reported promptly to your Foreman.

Book of Information

WORKMEN'S COMPENSATION

REPORTING ACCIDENTS

Accidents in the mill should be reported **immediately** to your Foreman, to safeguard your interests and those of Cheney Brothers. This is necessary to comply with the State Workmen's Compensation Act.

If you are a member of the Benefit Association, you are entitled to additional compensation providing you have dependents or have been with the company five years or over. For further details see your Foreman.

Plant Service

PLANT SERVICE

RESTAURANT

The plant restaurant is located in the Broad Goods Weaving Mill and is open to all employees. The prices for the food just cover the cost of operation. The restaurant is open from 12:00 M. to 1:00 P. M. on week days except Saturdays.

FIRST AID WORKERS

A First Aid Worker is located near the first aid room of each mill to take care of all first aid work. Any employee may go to the First Aid Worker by obtaining permission from his Foreman.

SERVICE AIDE

In some departments there are Service Aides who also act as First Aid Workers. The Service Aide is the personal representative of the Service Department in the mill. You will find her ready and willing to help you solve any of your problems. If you are worried about anything, go to her for information and advice.

Book of Information

NATURALIZATION PAPERS

Consult the Employment Division for assistance in securing naturalization papers.

SERVICE PINS

Service pins are awarded after December 1st to employees who have completed 5-10-15-20-25-30-40-50 years of service.

INCOME TAX SERVICE

Notary Public and men experienced in filling out Income Tax Returns will be at Cheney Hall for several evenings between 5 and 6 P. M. around March 1st to help employees fill out their Income Tax Return.

EMPLOYEE SALES ROOM

A sales room for employees is provided in the Goods Warehouse Building where employees can obtain silks, cravats, etc., as well as remnants, at reduced prices.

LOANS

Any employee may obtain loans for emergencies and necessities by making application to the Superintendent of the Insurance Division.

Plant Service

PARKING SPACE

If you drive your automobile regularly to the plant, apply to the Service Department for a special parking space which will be reserved for your exclusive use, free of charge.

EMPLOYEES ACTIVITIES

WORKS COUNCIL

The purpose of the Works Council is to maintain industrial relations upon a durable basis of mutual understanding and confidence between the employees and the management of Cheney Brothers.

For further information see the Works Council representative in your department and obtain booklet showing plan of organization and operation.

YOUR DEPARTMENTAL REPRESENTATIVE

It is the duty of the representative of the Works Council in your department to represent you and the other employees in your department on the Works Council. If there is anything you do not understand or feel that you are not justly treated at any time, take this matter up with your Foreman first. If his decision does not satisfy you, talk it over with your Departmental Representative or see your Department Manager directly.

MEN'S ATHLETIC ASSOCIATION

This organization is the central head of all the men's athletic activities. Any male employee is eligible for membership upon application and payment of a small yearly fee. Its officers are elected by ballot at annual meeting in April. A director is elected in each department. The director in your mill will gladly give you full information regarding the association.

GIRLS' ATHLETIC ASSOCIATION

This organization is the central head of all girls' athletic activities. Any female employee is eligible for membership upon application and payment of a small yearly fee. Its officers are elected by ballot at annual meeting in April. A director is elected in each department. The director in your department will gladly give you full information regarding the association.

Book of Information

GET TOGETHER CLUB

This is a men's club which meets one evening a month at Cheney Hall for a social hour. Supper is served at 6:00 o'clock. An interesting program is prepared and good speakers are engaged to talk on subjects of particular interest. Any male employee is eligible for membership—no dues.

General Information

GENERAL INFORMATION

BULLETIN BOARDS

In the main hall in the mill buildings and at important locations outside, bulletin boards are maintained. All notices on these boards are posted by the Service Department. Watch them for information regarding employees' activities and notices of the Company.

CHANGE IN ADDRESS

Whenever you change your address, be sure to notify your Foreman. This must be done so that the company's records will be up to date and in order that you or your family can be reached in any emergency.

LOST AND FOUND ARTICLES

If you have either lost or found an article, report at once to your Foreman who will see that every possible means are used to find the lost article or the owner of the found article.

RECOMMENDING FRIENDS FOR EMPLOYMENT

The company is very glad to have you recommend for employment any person whom you think would be desirable.

IF THERE IS ANYTHING YOU DO NOT UNDERSTAND—

IF THINGS DO NOT SEEM RIGHT—

1. Talk the matter over with your Foreman or Works Council Representative. They are glad to answer your questions and to help you in any way they can.
2. In any matters of a personal or confidential nature, you are urged to go directly to the Manager of your department.
3. The Service Department Manager will gladly assist you to solve any of your problems. He is always at your disposal during working hours and out of working hours by appointment.
4. Works Council Representatives may be seen after working hours at times specified in notices on the bulletin boards.

*Fold-out map
after last page*

