TION FORCES EMPLOYMENT CHECK SHEET

Month of: _____ 1948

8 9 10

K		SECOND WEEK									THIRD WEEK									FOURTH WEEK								
BH	OT	S	M	T	W	T	F	S	BH	OT	S	M	T	W	T	F	S	BH	OT	S	M	T	W	T	F	S	BH	O

T CHECK SHEET

1948

			10									11									12	13
WEEK			FOURTH WEEK									FIFTH WEEK									MONTH TOTAL	
S	BH	OT	S	M	T	W	T	F	S	BH	OT	S	M	T	W	T	F	S	BH	OT	Basic hours	Over timp

16 Signature of officer in Charge	

INSTRUCTIONS — See back of page

Empl

e back of page

14 15
Total

Employment Officer

FILE IN LABOR

-10-

INSTRUCTIONS

1. Hours of first week this month which were included in the last week of prior month

2. Last name, first name.

3. Job title according to employment record, as interpreter, carpenter etc.

4. Base pay of the job, based on job title, length of service, category within the job. etc.

5. Classes are from A to F according to the following criteria of work performed:

Class A:

Work at heights of 10 meters or more

Work underground of 4 meters or more

Class B:

7. a. Column BH will show only the
of 40 minus column 1. Example
in column BH first week is 24.

b. Column OT is the total this mon
column 1 and hours this month
overtime to be entered in colu

c. An entry will be made daily for
entry will be one of the symbo

8, 9, 10, 11. Enter the calander dates a
BH is 40. Time in excess of 40

eek of prior month

etc.

within the job. etc.

performed:

7. a. Column BH will show only the basic hours worked this month, and will not be in exces of 40 minus column 1. Example: if 16 is in column 1 the maximum which can be placed in column BH first week is 24.

b. Column OT is the total this month to date plus column 1 minus 40. Example: if 16 is in column 1 and hours this month to date total to 32, the weekly total is 48, making 8 hours overtime to be entered in column OT (24 is entered in column BH)

c. An entry will be made daily for each employee. When employee is absent from duty the entry will be one of the symbols shown on the back of the form.

8, 9, 10, 11. Enter the calander dates and hours worked each day. Maximmn figure in column BH is 40. Time in excess of 40 is entered in column OT. An entry must be made daliy

Work at heights of 10 meters or more

Work underground of 4 meters or more

Class B:

Handling objects of 500 kg or more

Class C:

Work on high tension lines of 3,000 volts or more.

Firemen, doilermen, electric or gas welders.

Refrigeration workers

Workers handling explosives, poison and ect.

Doctors and Pharmacist

Class D:

Workers handling dirt and cement, latrine orderiy, nurse, and laundry workers

Class E:

Work in either rain or snow.

Class F:

Night workers.

6. Calander date of the current month.

entry will be one of the symbols shown

8, 9, 10, 11. Enter the calander dates and hours

BH is 40. Time in excess of 40 is entered

in the appropriate daily column. If emplo

bols shown on the back of the form.

12. Total all figures shown in columns BH of ea

13. Total all figures shown in columns OT of ea

14, 15, Total the columns.

16. The officer directly under whom the employe

of e ch column daily. The employment of

officer s authentication.

NOTE: I. In case of a sixth week in the month

the section for first week.

Symbols:

Symdols Authortzed Day off

Do..... Ant Hdited Day off

Lwop..... Leave without pay

AL..... Annual Leave

SL..... Sick Leave

H..... Legal Holiday

1-20-1

Employment Office

entry will be one of the symbols shown on the back of the form.

8. 9, 10, 11. Enter the calander dates and hours worked each day. Maximmn figure in column BH is 40. Time in excess of 40 is entered in column OT. An entry must be made daliy in the appropriate daily column. If employee is not present for work use one of the symbols shown on the back of the form.

12. Total all figures shown in columns BH of each week.

13. Total all figures shown in columns OT of each week.

14, 15, Total the columns.

16. The officer directly under whom the employees are working will authenticate the correctness of e ch column daily. The employment officer will pass his certificate on the responsible officer s authentication.

urse, and laundry workers

NOTE: I. In case of a sixth week in the month alter the rorm to make use of blank space in the section for first week.

Symbols:

Symdols Authortzed Day off

Do..... Ant Hdited Day off

Lwop ..... Leave without pay

AL..... Annual Leave

SL..... Sick Leave

H..... Legal Holiday

1-20-1

HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

AG-L 230.433

20 October 1948

SUBJECT: Labor Regulations

TO : All Units in Kanagawa Prefecture Using Japanese Labor.

1. Ltr AGL 230.433 this headquarters 14 October 1948 is amended as follows:

a. Paragraph 6e, Foreign Language Allowance is amended to include the following:

(1) Upon recommendation of the Unit Labor Officer and upon successful completion of the required examination eligible employees on unit payrolls as of 13 August 1948 who were subsequently discharged or released may receive language differential for the period 1 January 1948-13 August 1948. Eligible persons employed subsequent to 1 January 1948 will receive differential from date of employment to 13 August 1948.

(2) Eligible employees on unit payrolls as of 13 August 1948 and subsequently discharged or released who have been recommended by the Unit Labor Officer and have undergone the required examination will receive language differential to the date of release.

b. Paragraph 7a, Leave is rescinded and the following substituted therefor:

(1) In addition to official Army holidays, each permanent male employee is entitled to two (2) days vacation per month with pay and each permanent female employee is entitled to three (3) days vacation per month with pay, providing employee works sixteen (16) days per month or more. If employee, male or female, does not take this time off, additional pay will be granted for two (2) days only.

c. Inclosure #1 part #2 No. 20 Cargo Handler is rescinded and the following substituted therefor:

	Minimum	Inter	Maximum
20. Cargo Handler	3956	4795	5994

d. Add following to Shipbuilding 38.

	Minimum	Inter	Maximum
Diver	11488	13925	17406

e. Page 2 inclosure #2
Delete reference to Diver.

f. Reference Ltr this headquarters 14 October 1948, subject, Labor Regulations, Paragraph 6d is rescinded to read as follows.

(1) Foreman's Allowance. A non-clerical Japanese employee exercising supervisory responsibility over a group of non-clerical employees of the same or comparable job classification will be entitled to a foreman's allowance ranging from 10% to 30% as follows:

Foreman of:	5	to	9 workers	10%
	10	to	19 workers	20%
	20	and	above	30%

FOR THE COMMANDING OFFICER

ANTHONY MASON
1st Lt. Sig.C
Asst.Adjutant

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HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

File J/N wages

AG-L 230.433 14 October 1948

SUBJECT; Labor Regulations

TO: All Units in Kanagawa Prefecture Using Japanese Labor

1. Rescissions:

a. Letter, AG-L 230.433, Hq. KMGT, Subject: "Labor Regulations" dated 15 April 1948.

b. Letter, AG-L 230.433, Hq. KMGT, Subject: "Labor Regulations" dated 24 May 1948.

c. Letter, AG-L 230.433, Hq. KMGT, Subject: "Labor Regulations" dated 22 July 1948.

d. Letter, AG-L 230.433, Hq. KMGT, Subject: "Additions and Changes in Labor Regulations" dated 31 July 1948.

e. Letter, AG-L 230.433, Hq. KMGT, Subject: "Additions and Changes in Labor Regulations" dated 22 August 1948.

2. Forwarded for your information and guidance are the operating procedures applicable and the revised consolidated instructions received from the Kanagawa Prefectural Government concerning Japanese laborers working for the Occupation Forces in Kanagawa Prefecture.

3. Labor Requisitions:

Requisitions for Japanese labor may be submitted directly to this headquarters in triplicate by the requesting agency, on MGL Form #1. Receipt of all requisitions will be acknowledged by this headquarters and forwarded to the Kanagawa Prefectural Government for fulfillment. It is essential that each requisition has a statement to the effect that the labor requested does not exceed the authorized Japanese manning table.

4. Time Sheet:

Each using unit should submit time sheets, MGL Form #5, Revised, covering all permanently-employed Japanese nationals, to this headquarters, in quadruplicate, on the day after the last day of the calendar month. One (1) copy of the time sheet together with a calculation sheet showing the gross income of each individual will be returned to the using unit and can be used for preparation of labor reports. It is recommended that the returned payroll be made available for all Japanese employees to see. Accuracy of the time sheet is the responsibility of the unit labor officer; accuracy of the calculation sheet and actual disbursement of pay is the responsibility of the Kanagawa Prefectural Government Liaison Labor Section.

5. All categories of labor will be divided into two groups: Clerical and Service Workers and Non-Clerical Workers. Since different methods of pay computation and different allowances are used the two categories must be grouped separately on the monthly time sheets.

Job classifications should be as specific as possible using titles outlined in the pay scale (Inclosure #1). In case of jobs not specifically listed, the person should be paid at the nearest comparable job title. Explanatory outline (Inclosure #2) should be utilized in such cases. Only authorized classifications will be accepted.

Requests for reclassification, with a description of new job, will be forwarded through this headquarters to the Kanagawa Prefectural Government for approval and record. In determining reclassifications, it is recommended that the unit labor officer consult the Japanese labor manager and representatives of the employees before reaching a final decision. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

a. Application of New Scale for Non-Clerical Workers.

Complete rosters of all permanently-employed Japanese personnel will be submitted to this headquarters as soon as possible. Reclassifications and readjustments of pay grades will be accomplished at this time and will be effective on October time sheets. In general, the following method will be used:

(1) Employees at maximum pay grades at present will receive maximum pay grade on new scale.
(2) Employees under the maximum will receive that percentage of new maximum which they received of old maximum.

In some cases application of the new maximum will represent a wage increase out of proportion to the individual's ability. Unit labor officers are urged to give such cases careful consideration before submitting recommendations.

Wage scale for Non-Clerical Workers is retroactive to 18 August 1948.

6. Allowances:

a. Area Allowance. In addition to the basic wage, an area allowance is payable to Clerical and Service Workers which is computed on the basic wage plus dependent allowance according to the area in which the work is performed.

b. Dependent Allowance. All permanently-employed Japanese nationals are to be paid a dependent allowance of ¥250 for each person legally dependent upon the employee.

c. Overtime Allowance. The normal working period for all types of labor consists of an eight (8) hour day exclusive of a lunch period and a forty (40) hour week. Clerical and Service employees, except domestic servants, are limited to thirteen (13) hours per week overtime, subject to the following

exceptions:

(1) Those Japanese employees who work on a shift which calls for twenty-four (24) hours on duty and twenty-four (24) hours off duty will be given six (6) hours overtime allowance for each day worked and will be limited to one hundred and fourteen (114) hours each month.

(2) Those Japanese employees who work on a shift system which calls for an eight (8) hour work day, twenty-four (24) hour work day following and then off the following day will be given six (6) hours overtime allowance for each twenty-four (24) hour work day. These employees will, however, be limited to one hundred (100) hours overtime a month.

(3) All other employees who work on a rotating tour of duty will be limited to seventy-six (76) hours a month.

(4) Drivers are restricted to one hundred and thirty (130) hours overtime monthly. This figure should not be exceeded in any case since basic wage has been substantially increased. Consideration should be given to the fact that all time spent "on call" may or may not be considered as overtime depending upon the decision of the unit labor officer.

(5) Other Non-Clerical workers are restricted to one hundred and fifty (150) hours overtime per month.

(6) Overtime should not be used as a method of boosting pay but should represent actual hours worked.

d. Foreman's Allowance. A non-clerical Japanese employee exercising supervisory responsibility over a group of non-clerical employees of the same or comparable job classification will be entitled to a foreman's allowance ranging from 10% to 30% as follows:

Foreman of:	1	to	9	Workers	10%
	10	to	19	Workers	20%
	20 and above				30%

A job description of all persons claiming this allowance, together with the certificate of the responsible officer, must be on file in this headquarters as a prerequisite to payment.

e. Foreign Language Allowance. A foreign language allowance of 10% to 50% of base pay will be granted to certain categories of Clerical and Service employees upon the recommendation of the unit labor officer and after a demonstration of proficiency in the English and Japanese languages before the Prefectural Testing Committees. Unit labor officers will submit information outlined in Inclosure #3, in duplicate, to this headquarters for each individual recommended. It should be noted by the recommending officer that

both the candidate's linguistic abilities and the requirements of his job must be considered in determining the percentage of allowance he is to receive. This allowance will not be paid to those who have been released, as the primary purpose is to keep competent interpreters and translators working for the Occupation Forces. This allowance is retroactive to 1 January 1948. From 1 January 1948 to 31 May 1948, this will be considered as an allowance only. From 1 June 1948 the percentage will be included in and considered as base pay. Initial recommendations for persons presently employed must be submitted to this headquarters by 31 October 1948. Instructions covering recommendations for persons employed subsequent to 31 October 1948 will be issued at a later date.

f. Accident and Illness Allowance. For sickness, injury or death resulting from work performed for the Occupation Forces, allowances shall be granted by the Japanese Government. In such cases, four (4) copies of MGL Form #8, "Report of Accident Involving Civilian Laborers," should be submitted to this headquarters.

g. Transfer Allowance. The Kanagawa Prefectural Government will pay to those day laborers who transfer to a permanent basis a transfer allowance. This allowance is payable to those employees who transferred on or after 1 March 1948.

h. Discharge Allowance. Permanent Japanese labor supplied to the Occupation Forces will be given thirty (30) days' notice prior to discharge, when such discharge is not for cause or the convenience of the discharged person. If such notice is not given, the employee is entitled to receive one thirty (30) days' average pay. Upon discharge, each permanent employee will be given a release notice by the unit labor officer. Four (4) copies of this release notice will be furnished this headquarters. The Kanagawa Prefectural Government will pay discharge allowances to all laborers who have been or will be transferred from labor requisition to work for private contractors on procurement demands.

i. Relief Allowances. For damages caused by unusual disasters such as earthquake, floods, fires, etc., allowances shall be granted by the Japanese Government. This allowance does not apply to day laborers who have worked less than thirty (30) days, or those who have received compensation or relief allowance paid from the national treasury. This is effective retroactively to 1 August 1947.

j. Travel Expense. For official travel directed by the Occupation Forces, travel expense incurred by the employee will be reimbursed by the Japanese Government. The using unit should submit, in quadruplicate, a travel voucher, MGL Form #9, to this headquarters. Necessary receipts should be made available by the employee to the Kanagawa Prefectural Government at their request. For permanent transfer of Japanese employees into another prefecture directed by the Occupation Forces, the allowance will be paid by the prefecture into which employee is transferred. For temporary transfer, reimbursement will be made by Kanagawa Prefectural Government provided the date of return is specified by the Occupation Force unit employing the individual.

k. Retirement Allowances. Retirement allowance for permanent Japanese employees will be paid by the Japanese Government. In the case a person is re-employed after having been discharged, the period of employment shall be calculated as from the month of reemployment. This allowance shall not be paid

in case of discharge owing to mal-practice or unlawful acts. In case of mass discharge of permanent employees, the retirement allowance is retroactive to 1 January 1947. Mass discharge is defined as "20% or more of the total employees released within a ten (10) day period or one hundred (100) or more Japanese employees for each unit."

7. Leave.

a. In addition to official Army holidays, each permanent male employee is entitled to two (2) days' vacation per month with pay, each female employee is entitled to three (3) days' vacation per month with pay, providing the employee works sixteen (16) days per month or more. If the employee does not take this time off he will be paid for each day worked.

b. In case an employee, for personal reasons, absents himself from work, deductions from his pay will be made for each day absent.

c. When work is performed on an official Army holiday, the employee shall be paid his basic wage plus a bonus for each hour worked. If the employee does not work on an official Army holiday, he will receive his regular day's pay. Employees absenting themselves on Japanese holidays will receive no compensation.

d. Subject to the limitations established by the Japanese Government employees, for reasons of personal sickness or injury or on account of mourning, may be authorized leave with pay, providing appropriate medical or death certificates are furnished the Kanagawa Prefectural Government by the employee. Allowance for illness (base pay and allowance only) will be paid upon presentation of doctor's certificate for periods up to three calendar months.

e. In cases of female workers, a vacation with pay shall be recognized before and after confinement for childbirth.

8. Rations.

Supplementary rations will be made available by the Japanese Government to Non-Clerical workers and to certain categories of Clerical and Service workers which are indicated in Inclosure #1 (Wage Scale).

9. Domestic Servants

a. The term "domestic servants" applies only to those persons employed and working in properly designated Dependent Housing Areas. Those laborers working in headquarters buildings, troop and officers' billets will not be paid on this wage scale but will be classified on the payroll as heavy labor as the case may be.

b. <u>Working hours</u>.

Working hours, as a general rule, will be eight (8) hours per day and forty-eight (48) hours per week with one day's leave per week. The working hours may be prolonged according to the actual requirement of work in each

household up to a total of twelve (12) hours overtime per week. In case it is necessary for a person to work more than twelve (12) hours overtime in one week, compensating time off should be given the following week. Time and a half will be paid for work in excess of eight (8) hours per day.

c. Wages will include the basic rates, area allowances, family and overtime allowances and paid on a monthly basis. Basic wages will be paid irrespective of the number of days worked during a month. However, in the case of newly engaged or discharged personnel a sum equivalent to 1/30 of the monthly basic wages for each day worked will be paid. In case an employee absents himself for personal reasons other than holidays, deductions will be made at 1/30 of the basic wages except in the following cases:

(1) Sickness or in mourning
(2) Lack of available transportation due to storm, flood, earthquake or fire.
(3) Other justifiable or excusable reasons.

d. Area and family allowances will be paid at the same rates as other type of labor.

10. Seamen

Units employing Japanese seamen may obtain information concerning applicable regulations by contacting the Labor Section, this headquarters.

11. Temporary Labor

Requisitions for temporary (daily) labor should be submitted in triplicate to this headquarters at least 24 hours in advance of the time they are needed. Requisitions for temporary labor should be held at a minimum and efforts should be made to utilize permanent employees to the utmost. Those units employing temporary (daily) labor that are virtually permanent employees should effect the transfer of the laborer immediately. A transfer allowance is payable.

FOR THE COMMANDING OFFICER:

Anthony Mason
ANTHONY MASON
1st Lt., SigC
Asst Adjutant

5 Incls:
1. Wage Scale
2. Explanatory Outline for Reclassification
3. Recommendation for Foreign Language Allowance
4. Special Work Allowance
5. Suggested Pay Steps (Japanese version)

WAGE SCALE FOR CLERICAL AND SERVICE WORKERS

In determining wage scales, any figure between minimum and maximum may be used. Employees should not be hired at maximum pay grades and subsequent pay readjustment should be in small increments, ¥100 to ¥500.

Classification	Pay Grade Min.	Inter.	Maxim.
Manager (No manager shall be appointed at building with less employees than 30, but a clerk shall act in his place)	2,885	4,065	5,260
Assistant Manager	2,455	3,495	4,535
Supervisor	3,230	3,725	4,205
Clerk (With knowledge of English)	1,920	2,820	3,725
Clerk (Without knowledge of English)	1,385	2,135	2,875
*Cargo Checker	2,035	3,115	4,205
Interpreter	2,035	3,115	4,205
Translator	2,875	3,560	4,205
Translator-Examiner and Expert (Censorship, special Examiner, etc.)	3,560	4,040	4,535
Translator, High Class (To be determined by Prefectural Government on recommendation of Labor Section, Military Government)	4,535	5,020	5,490
Stenographer (With knowledge of English)	2,455	3,165	4,205
Typist (With knowledge of English)	1,615	2,430	3,215
Typist (Without knowledge of English)	1,385	1,920	2,795
Secretary	3,560	3,890	4,205
Accountant	3,560	3,890	4,205
Telephone Operator (With knowledge of English)	1,385	2,135	3,230
Telephone Operator (W/out knowledge of English)	1,310	1,820	2,670
Messenger	1,385	1,605	1,830
*Guard	1,615	2,605	3,595
*Fire Fighters	1,615	--	4,205

*Indicates Supplementary Rations Authorized by Japanese Government

Wage Scale for Clerical and Service Workers (Continued)

Classification	Pay Grade Min.	Inter.	Maxim.
Advisor Technical and Professional Expert (Salary for specific job will be determined within the established range by the Japanese Government based on the recommendation of Labor Section, Military Government)	5,029	6,426	8,600
Kitchen and Mess Employees:			
Mess Manager	3,230	3,875	4,535
Head Waiter, Waitress	2,035	3,140	3,725
Waiter, Waitress	1,385	2,315	3,230
Chief Cook or Baker	3,560	4,115	4,420
Cook, Baker	2,035	2,900	3,890
Chief Kitchen Helper	1,920	2,590	3,230
Kitchen Helper	1,385	2,135	2,885
Special Employees:			
Nurse (Certified Nurse Only)	1,615	2,505	3,395
Japanese Instructor	3,545	4,525	5,490
Technicians:			
X-Ray Technicians Laboratory Technicians Statistician Mathematician	3,230	4,005	4,780
Professional Employees:			
Doctors Engineers Lawyers Artists Dentists Architects	3,560	4,525	5,490
Domestic Employees:			
House Manager (Class "A" Residence Only)	3,280	3,980	4,650
Housekeeper	2,085	3,280	4,475

Wage Scale for Clerical and Service Workers (Continued)

Classification	Pay Grade Min.	Inter.	Maxim.
Maid, First Class	2,085	2,795	3,255
Houseboy and Maid	1,575	2,185	2,795
Chief Cook (Class "A" Residence Only)	4,475	4,575	4,650
Cook	2,365	3,430	4,475
Yardman	2,080	--	3,050
Furnace Tender	2,080	--	3,050

NOTE TO UNIT LABOR OFFICERS:

YEN COSTS OF OCCUPATION FORCE LABOR AS SHOWN IN QGD REPORTS TO G-1 MUST INCLUDE ACCIDENT COMPENSATION, RETIREMENT AND DISCHARGE ALLOWANCES, TRAVEL EXPENSES AND ALL OTHER MONETARY ALLOWANCES GRANTED BY THE JAPANESE GOVERNMENT TO OCCUPATION FORCE EMPLOYEES.

WAGE SCALE FOR NON-CLERICAL EMPLOYEES

In determining wage scales, any figure between minimum and maximum may be used. Employees should not be hired at maximum pay grade and subsequent pay readjustment should be in small increments, ¥100 to ¥500.

No. :	Job Title	: Min.	: Inter.	: Maxim.
1.	Carpenter	5,136	6,225	7,781
2.	Plasterer	5,136	6,225	7,781
3.	High-Top Man (Erects Scaffolding)	3,593	4,355	5,444
4.	Mason Stone Cutter	5,226	6,335	7,919
5.	Labor, Heavy Earthworker Ditch Digger	3,230	3,915	4,894
6.	Labor, Light Helper & Apprentice	2,232	2,705	3,381
7.	Plate Worker Tinsmith	4,863	5,895	7,369
8.	Roofer	5,045	6,115	7,644
9.	Plumber	4,863	5,895	7,369
10.	House Painter	4,863	5,895	7,369
11.	Gardener, Landscape	4,047	4,905	6,131
12.	Bricklayer Iron Worker Tile Layer Slate Layer	5,136	6,225	7,781
13.	Concrete Worker Wood Worker Glazier	4,591	5,565	6,956
14.	Blacksmith Welder	4,137	5,015	6,269
	TRANSPORTATION:			
15.	Laborer Cart Drawer	3,048	3,695	4,619
16.	Carriage Driver Teamster	3,865	4,685	5,856

Wage Scale For Non-Clerical Employees (Continued).

No.	Job Title	Min.	Inter.	Maxim.
17.	Winch Man Deck Man	3,956	4,795	5,994
18.	Longshoreman	3,956	4,795	5,994
19.	Watchman Cargo Arranger	4,410	5,345	6,681
20.	Odd-Job Cargo Handler	3,321 3,878	4,025 5,170	5,031 6,463
	AUTOMOTIVE:			
21.	Automobile Repair Man (3d Ech. Maint. & Higher Only)	5,952	7,215	9,019
22.	Sheet Metal Man (3d Ech. Maint. & Higher Only)	5,771	6,995	8,744
23.	Mechanic (3d Ech. Maint. & Higher Only)	5,136	6,225	7,781
24.	Painter, Automobile (All Echelons)	5,226	6,335	7,919
25.	Wood Worker (3d Ech. Maint. & Higher Only)	6,326	7,655	9,569
26.	Electrician (3d Ech. Maint & Higher Only)	5,499	6,665	8,331
27.	Upholsterer (3d Ech. Maint. & Higher Only)	5,045	6,115	7,644
28.	Blacksmith (3d Ech. Maint. & Higher Only)	5,226	6,335	7,919
29.	Boilerman	5,680	6,885	8,606
30.	Caster (3d Ech. Maint. & Higher Only)	6,043	7,325	9,156
31.	Other Skilled Labor Automobile Repairman Greaseman Tireman Batteryman	5,045	6,115	7,644
32.	Driver Fork Lift Driver (w/License)	5,581	6,775	8,469

Wage Scale for Non-Clerical Employees (Continued).

No.	Job Title	Min.	Inter.	Maxim.
33.	Special Driver Large Bulldozer Tractor Large Crane Tractor-Trailer, 4 ton & UP	5,952	7,215	9,019
	LAUNDRY:			
34.	Separator	4,954	6,005	7,506
35.	Finishing Man	5,518	6,555	8,194
36.	Folding Man	4,319	5,235	6,544
37.	Washing Man	5,317	6,445	8,056
	SHIP BUILDING:			
38.	Ship Building Man	5,952	7,215	9,019
39.	Ship Engine Mechanic	5,771	6,995	8,744
40.	Dry Dock Tender	6,043	7,325	9,156
41.	Electrician	5,771	6,995	8,744
42.	Ship Building Const. & Repair Supervisor	6,406	7,765	9,706
	MACHINE TOOL:			
43.	Machinist	5,499	6,665	8,331
44.	Precision Mechanic	5,499	6,665	8,331
45.	Electric Power Mechanic	5,317	6,445	8,056
46.	Precision Machine Repairman	5,317	6,445	8,056
47.	Electric Machine Repairman	5,226	6,335	7,919
48.	Machine Repairman	4,863	5,895	7,369
49.	Other Skilled Worker (Machine Shop Only)	4,773	5,785	7,231

EXPLANATORY OUTLINE FOR RECLASSIFICATION

Job Titles	Job Description	Job Classification to be Applied
Reefer Man (Refrigerator Man)	Repair, operation and adjustment of refrigerator	Machinist (No. 43)
Diesel Engine Mechanic	Repair, operation and adjustment of diesel engine	Machinist (No. 43)
Radio Repairman		Electric Machine Repairman (No. 47)
Boilerman	With license	Boilerman (No. 29)
Boilerman (Stoker)	Without license (Excluding Dependent Housing)	Other Skilled Worker (No. 31)
Finishing Man (Outside Mechanic)		Machinist (No. 43)
Sewing Machine Mechanic		Machinist (No. 43)
Welder	Work in plant	Machinist (No. 43)
Battery Mechanic	Automotive Industry	Other Skilled Worker (No. 31)
Tire Repairman		Other Skilled Worker (No. 31)
Crane Operator	Operates Special Crane	Special Driver (No. 33)
Crane Operator	Operates Common Crane	Electric Power Mechanic (No. 45)
Watch Repairman		Other Skilled Worker (No. 49)
Ice Maker	Making of Ice	Other Skilled Worker (No. 49)
Rigger		Dry Dock Tender (No. 40)
Painter	Painting of hull	Dry Dock Tender (No. 40)
Furniture Maker		Woodworker (No. 25)
Typewriter Repairman	Repair and adjustment of typewriters	Machine Repairman (No. 48)
Projectionist	Operation and repair of projection machines	Electric Machine Repairman (No. 47)
Dentist Helper		Nurse(clerical employee)
Draftsman	Drawing of original project plan	Machinist (No. 43)

Explanatory Outline for Reclassification (Continued)

Job Titles	Job Description	Job Classification to be Applied
Tracer	Copies Original Plan	Other Skilled Worker (No. 49)
Canvas Worker		Concrete Worker (No. 13)
Mimeograph Operator	Copying Work	Clerical Employee
Communication Mechanic		Electric Power Mechanic (No. 45)
Section Hand		Electric Power Mechanic (No. 45)
Fork Lift Man	With license	Driver (No. 32)
Fork Lift Man	Without license	Other Skilled Worker (No. 31)
Pavement Worker		Concrete Worker (No. 12)
Lubricator	Lubrication of Machines	Other Skilled Worker (No. 49)
Heat Packing		Plumber (No. 9)
Sign Painter	Marking or sign painting	Painter (No. 24)
Pump Man	Supervision and repair of pump	Plumber (No. 9)
Air Compressor Man	Repair and adjustment of Air Compression Pump	Electric Power Mechanic (No. 45)
Tennis Racket Repairman		Concrete Worker (No. 13)
Tailor, Seamstress		Finishing Man (No. 36)
Shoe Repairman		Concrete Worker (No. 13)
Barber		Concrete Worker (No. 13)
Diver		Dry Dock Tender (No. 40)

RECOMMENDATION FOR FOREIGN LANGUAGE ALLOWANCE

(Must be submitted to this headquarters by 31 October 1948)

SUBJECT: Recommendation for Language Allowance.

TO: Commanding Officer, Kanagawa Military Government Team, APO 503

The following Japanese employee(s) currently employed in this organization is (are) recommended for the Language Allowance:

Name:
Present Base Pay:
Present Job Title:
Percentage Recommended: (State percentage--see note below)
Linguistic Abilities: (State to what extent incumbent is qualified)

- -

Notes for Recommending Officer:

a. The language allowance is between 10%-50% of base pay depending on incumbent's linguistic abilities and qualifications.

b. Categories eligible for language allowance:

Technical & Professional Experts, Advisors.
Stenographers
Interpreter-Translators
Managers
Assistant Managers
Clerks

Incl #3

SPECIAL WORK ALLOWANCE

Type of Work	Nature of Operation	Standard of Allowance
High Altitude Work	Work done over 10 mtrs above ground	20%
Crane Operators	Work done over 15 mtrs above ground and water	20%
Rigger	Work done over 15 mtrs	20%
Foreman	High altitude operations over 15 mtrs. (Personal investigation required for repairing and overhauling cranes)	20%
Deck Workers	Oiling upper parts of cranes at altitude of 15 mtrs. above sea. Joining of tug and suspension ropes.	30%
Deck Worker Mechanical Engineer	Operations of towing boats	20%
Diver	Underwater operations	10% allowance will be paid for the first one hour and additional 10% for any additional hour as operation proceeds, but this cannot exceed 30% of hourly pay. Any fraction will be counted as one hour.
Earth Worker	Excavation over 4 mtrs. underground	20%
Electrician	Handling of high voltage of over 3000 volts, operation of electric currents and their installation, machinery, and fixtures, as well as maintenance, and repair of those mentioned above.	30%
Odd-job man on land	Operation in refrigerators	20%
Cess-pool man	Disposal of filth	30%

Special Work Allowance (Continued)

Type of Work	Nature of Operation	Standard of Allowance
Odd-job man on land. Stevedore and water-front workers on ships, super-cargo for over land transportation.	Loading and unloading cement	30%
Boilerman, turbine-machinist, diesel-machinist, boiler test man.	Handling of steam turbine with saturated vapor over 100 C. Inspection of internal and external parts of boilers and repairing and cleaning of same.	20%
Painter	Painting with sprayer accompanying operations at high altitude	30%
Boilerman Electrician	In the case of rest on following day after 24 hours of work.	In addition of pay for 16 hours, over-time will be granted for 6 hours.
All types	Actual work performed out-of-doors on rainy or stormy days	30%
Doctors, Nurses & Attendants	Attending patients with infectious diseases	30%
Laborers	Handling highly-heated materials, over 100 C.	30%
Heavy Laborers	Handling of heavy materials weighing more than 500 kilograms per piece.	30%
All employees	Handling or working within danger area of high explosives such as ammunition, dynamite, but not including gasoline or its by-products.	30%
All employees	Handling of highly poisonous materials. This is not construed to include laboratory technicians or their assistants who would normally handle such poisonous materials in their work.	30%

Incl #4

一般職種別賃金號給表
(五級を標準賃金とする)

業種	職種＼号給	9	8	7	6	5	4	3	2	1
土木建築業	大工	7.781	7.395	7.005	6.615	6.225	5.955	5.685	5.415	5.136
	左官	7.781	7.395	7.005	6.615	6.225	5.955	5.685	5.415	5.136
	鳶工	5.444	5.180	4.905	4.630	4.365	4.165	3.975	3.785	3.593
	石工	7.919	7.535	7.135	6.735	6.335	6.055	5.775	5.495	5.226
	※土工重労	4.894	4.650	4.405	4.160	3.915				3.230
	※軽覚習	3.381	3.215	3.045	2.875	2.705				2.232
	板金工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
	屋根葺工	7.644	7.270	6.885	6.500	6.115	5.845	5.575	5.305	5.045
	配管工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
	造園工	6.131	5.831	5.525	5.215	4.905	4.690	4.475	4.260	4.047
	※畳工建具工	7.781	7.395	7.005	6.615	6.225	5.955	5.685	5.415	5.136
	※コンクリート製材瑚子工	6.966	6.615	6.265	5.915	5.565	5.320	5.075	4.830	4.591
	※金設治熔接	6.269	5.960	5.645	5.330	5.015	4.795	4.575	4.365	4.137
	冷凍工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
陸上運送業	荷車曳	4.619	4.385	4.155	3.925	3.695				3.048
	荷馬車曳	5.856	5.565	5.265	4.975	4.685				3.865
港湾荷役	ウインチマン デッキマン	5.994	5.695	5.395	5.095	4.795				3.956
	仲仕	5.994	5.695	5.395	5.095	4.795				3.956

木業	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	板金工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
	屋根葺工	7.644	7.270	6.885	6.500	6.115	5.845	5.575	5.305	5.045
	配管工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
	造園工	6.131	5.835	5.525	5.215	4.905	4.690	4.475	4.260	4.047
	※疊工建具工	7.781	7.395	7.005	6.615	6.225	5.955	5.685	5.415	5.136
	※コンクリート製材硝子工	6.956	6.615	6.265	5.915	5.565	5.320	5.075	4.830	4.591
	※金段冶熔接工	6.269	5.960	5.645	5.330	5.015	4.795	4.575	4.355	4.137
	塗裝工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.863
陸上運送業	荷車夫	4.619	4.385	4.155	3.925	3.695				3.048
	荷馬車夫	5.856	5.555	5.265	4.975	4.685				3.865
港湾運送業	ウンチマン デッチマン	5.994	5.695	5.395	5.095	4.795				3.956
	仲仕	5.994	5.695	5.395	5.095	4.795				3.956
	※ウオツチマン 傷直し	6.681	6.350	6.015	5.680	5.345				4.410
	新役	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]				3.321
	潜水夫	17.406	16.045	15.195	14.580	13.925	13.280	12.720	12.105	11.488
	荷扱夫	5.994	5.695	5.395	5.095	4.795				3.941
自動車関係	鈑金工	8.744	8.315	7.875	7.435	6.995	6.685	6.375	6.065	5.171
	杵械工	7.781	7.395	7.005	6.615	6.225	5.955	5.685	5.415	5.136
	塗裝工	7.919	7.535	7.135	6.735	6.335	6.055	5.775	5.495	5.226
	木工	9.569	9.095	8.615	8.135	7.655	7.315	6.975	6.635	6.325
	電杵工	8.331	7.925	7.505	7.085	6.665	6.375	6.085	5.795	5.499

職種＼号給	9	8	7	6	5	4	3	2	1
自動車関係 シート工	7.644	7.270	6.885	6.500	6.115	5.845	5.575	5.305	5.045
金鈑治工	7.919	7.536	7.135	6.735	6.335	6.055	5.775	5.495	5.226
汽罐工	8.606	8.175	7.745	7.315	6.885	6.585	6.285	5.985	5.680
鋳造工	9.156	8.705	8.245	7.785	7.325	7.000	6.675	6.350	6.043
其の他の技能者	7.644	7.270	6.885	6.500	6.115	5.845	5.575	5.305	5.045
運転手	8.469	8.050	7.625	7.200	6.775	6.475	6.175	5.875	5.589
特殊運転手	9.019	8.565	8.115	7.665	7.215	6.900	6.585	6.270	5.952
洗濯関係 分類工	7.506	7.130	6.755	6.380	6.005	5.740	5.475	5.210	4.954
仕上工	8.194	7.785	7.375	6.965	6.555	6.295	6.035	5.775	5.518
ヲヲミ工	6.544	6.225	5.895	5.565	5.235	5.005	4.775	4.545	4.319
洗濯工	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317
造船関係 造船工	9.019	8.565	8.115	7.665	7.215	6.900	6.585	6.270	5.952
造材工	8.744	8.315	7.875	7.435	6.995	6.685	6.375	6.065	5.771
海務工	9.156	8.705	8.245	7.785	7.325	7.000	6.675	6.350	6.043
電材工	8.744	8.315	7.875	7.435	6.995	6.685	6.375	6.065	5.771
施設工	9.706	9.220	8.735	8.250	7.765	7.425	7.085	6.745	6.406
木材関係 木材工作工	8.331	7.925	7.505	7.085	6.665	6.375	6.085	5.795	5.499
精密木材工	8.331	7.925	7.505	7.085	6.665	6.375	6.085	5.795	5.499
電機木工	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317
精密木材	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317

	特殊運転手	9.019	8.565	8.115	7.665	7.215	6.900	6.585	6.270	5.952
洗濯関係	分類工	7.506	7.130	6.755	6.380	6.005	5.740	5.475	5.210	4.954
	仕上工	8.194	7.785	7.375	6.965	6.555	6.295	6.035	5.775	5.518
	クリミ工	6.544	6.226	5.895	5.565	5.235	5.005	4.775	4.545	4.319
	洗濯工	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317
造船関係	造船工	9.019	8.565	8.115	7.665	7.215	6.900	6.585	6.270	5.952
	造材工	8.744	8.315	78.75	7.435	6.995	6.685	6.375	6.065	5.771
	海務工	9.156	8.705	8.245	7.785	7.325	7.000	6.675	6.350	6.043
	電材工	8.744	8.315	7.875	7.435	6.995	6.685	6.375	6.065	5.771
	施設工	9.706	9.220	8.735	8.250	7.765	7.425	7.085	6.745	6.406
木機械関係	木機械工作工	8.331	7.925	7.505	7.085	6.665	6.375	6.085	5.795	5.499
	精密木機械工	8.331	7.925	7.505	7.085	6.665	6.375	6.085	5.795	5.499
	電力電材工	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317
	精密木機械修理組立工	8.056	7.645	7.245	6.845	6.445	6.165	5.885	5.605	5.317
	電材修理組立工	7.919	7.535	7.135	6.735	6.335	6.045	5.775	5.495	5.226
	木機械修理組立工	7.369	7.005	6.635	6.265	5.895	5.635	5.375	5.115	4.869
	其の他の技能者	7.231	6.865	6.505	6.145	5.785	5.535	5.285	5.035	4.773

◎注意

本表は労働福祉に神奈川労働基準局告示賃金を標準(五級)とし九級は標準の2割5分増1級は標準の7割5分に1割増したものを示す。即ち標準最高、最低は五級九級一級により知ることが出来る

職種欄中（※）印説明

職種	説明	職種	説明
※土工重労	土工及びこれと同程度の技術経験を必要とする職業並に雑役であって重作業に属するもの	※製材硝子工	コンクリート工、製材工、硝子工及びこれらと類似の職業又は同程度の技能経験を必要とする職業
※軽労見習	雑役であって軽作業に属するもの並に技能を必要とする職業の見習助手	※鍛冶 ※熔接工	鍛冶工、熔接工及びこれらと類似の職業又は同程度の技能経験を必要とする職業
※鳶工 ※建具工	鳶工、建具工、鉄筋工、タイル工、スレート工、煉瓦積工及びこれらと類似の職業又は同程度の技能経験を必要とする職業	※ウオッチマン ※荷造し	ウオッチマン、荷造し及びこれらと同程度の技能経験を必要とする職業

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

WEEKLY DIRECTIVE
NUMBER 3

25 September 1948

EXTRACT

SECTION IX

Employment of Indigenous Mess Personnel.

1. Reference, Circular 47, this headquarters, 22 July 1948, subject: "Payment for Services Provided by Indigenous Personnel in Japan."

2. The employment and payment from voluntary contributions of Japanese personnel as mess attendants is authorized in messes of Eighth Army units.

a. Payment for such employment will be from moneys contributed, strictly on a voluntary basis, from military personnel using the mess.

b. The contributions collected will be taken into and disbursed from unit funds in order to insure adequate control.

c. Such attendants will be used only as kitchen police, dining room orderlies, dishwashers and other personnel who do not perform duties of cooks, cooks' helpers, bakers and butchers.

d. Military personnel and Japanese will not be utilized in the same mess side by side to perform kitchen police duties.

3. To provide for cooks and mess personnel for those small detachments where (1) the strength did not exceed thirty (30) individuals on 1 August 1948, (2) the detachment is not a part of or serving with a larger organization, or (3) the detachment is in so isolated a location that it is impractical to attach the personnel thereof to a larger organization for rations, the following will apply.

a. The provisions of reference circular will not apply with respect to Category II indigenous personnel.

b. Category I personnel employed in such detachment messes will not exceed four persons in number. Any indigenous personnel employed in addition to four will be Category II personnel.

c. The requirements of reference circular for submission of reports and certificates by such detachment commanders remain in effect.

d. To obviate the necessity for frequent changes in the indigenous employment status of detachments that may fluctuate in strength either slightly below or slightly above the deciding strength of 30, no change in the

indigenous employment status of such detachments, which were at a strength slightly above or below 30 individuals assigned or attached for rations on 1 August 1948, need be effected with a strength range of 25 to 35 individuals.

4. In casual enlisted messes, such as those at replacement depost and schools, where it may not be administratively feasible to make collections for indigenous mess personnel, requests for temporary exception until cooks can be made available, may be submitted tc this headquarters. The period of exception desired together with justification in each specific case will be submitted with the request. (AGDC 230.145)

HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

AG-L 230.433 27 August 1948

SUBJECT: Additions and Changes in Labor Regulations

TO : All Units in Kanagawa Prefectures Employing Japanese Labor

1. Basic wages of Japanese Nationals employed by Occupation Forces as outlined in letter AGL 230-433 this Hq dated 22 July 1948 Subject: "Additions and Changes in Labor Regulations" have been further revised as follow:

a. Basic wages of clerical employees and domestic workers have been increased by 27% effective 1 June 1948.

b. All types of workers not listed specifically on list published 22 July 1948 may be paid tentatively according to old wage scale (base pay 15 April 1948 plus 67% plus present increase of 27% plus area and dependent's allowance if any). The Job Classification foreman of any type must be changed to a job title commensurate with skill of incumbent and foreman's allowance of 10-30% will be paid on basis of new job title. This may result in a loss of pay for some individuals.

c. Dependent's allowance has been increased from ¥225 to ¥250 effective 1 June 1948.

d. A foreign language allowance of 10-50% of base pay will be granted to certain categories of clerical workers upon the recommendation of the Unit Labor Officer and after a demonstration of proficiency in the English and Japanese languages before the Prefectural Testing Committee. Unit labor Officers will submit information outlined in inclosure 1 in duplicate to this headquarters for each individual recommended. It should be noted by the recommending officer that both the candidate's linguistic abilities and the requirements of his job be considered in determining the percentage of allowance he is to receive. This allowance will not be paid to those who have been released as the primary purpose is to keep competent interpreters and translators working for the Occupation Forces. This allowance is retroactive to 1 June 1948. From 1 June 1948 the percentage will be included in and considered as base pay. From 1 January 1948 to 31 May 1948 it will not be computed on nor form a part of base pay.

2. Wage scale for Advisors - Technical and Professinal Expert has been revised as follows:

Minimum	Intermediate	Maximum
¥5029	¥6426	¥8600

Recommendations for wage increases will be made by Unit Labor Officers to this headquarters for consideration. This increase will not be retroactive

3. Regulations concerning payment of retirement and discharge allowances to seamen working for the Occupation Forces may be obtained from this headquarters.

4. Insofar as possible employees will not be hired at the maximum pay grade.

FOR THE COMMANDING OFFICER:

ANTHONY MASON
1st Lt. Sig.C
Asst. Adjutant

111

Using Unit

SUBJECT: Recommendation for Language Allowance

TO : Commanding Officer, Kanagawa Military Government Team, APO 503

The following Japanese Employee(s) currently employed in this organization is (are) recommended for the Language Allowance.

Name:
Present Base Pay
Present Job Title:
Percentage Recomended: (state percentage-see note below)
Linguistic Abilities: (state to what extent incumbent is qualified)

- -

Note for recommending Officer:

the language allowance is between 10%-50% of base pay depending

on incumbent's linguistic abilities and qualifications.

Categories eligible for Language Allowance:

Technical & Professional Experts, Advisors.

Stenographers

Interpreters-Translators

Managers

Assistant Managers

Clerks

Inclosure No. 1

LETTERS FROM KMGT - LABOR ... GULAG 1049

15 APRIL 1948

24 MAY 1948

22 JULY 1948

31 JULY 1948

27 AUGUST 1948

HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

AG-L 230.433

27 August 1948

SUBJECT: Additions and Changes in Labor Regulations

TO : All Units in Kanagawa Prefectures Employing Japanese Labor

1. Basic Wages of Japanese Nationals employed by Occupation Forces as outlined in letter AGL 230-433 This Hq dated 22 July 1948 Subject: "Additions and Changes in Labor Regulations" have been further revised as follows:

a. Basic wages of clerical employees and domestic workers have been increased by 27% effective 1 June 1948.

b. All types of workers not listed specifically on list published 22 July 1948 may be paid tentatively according to old wage scale (base pay 15 April 1948 plus 67% plus present increase of 27% plus area and dependent's allowance if any). The Job Classification foreman of any type must be changed to a job title commensurate with skill of incumbent and foreman's allowance of 10-30% will be paid on basis of new job title. This may result in a loss of pay for some individuals.

c. Dependent's allowance has been increased from ¥225 to ¥250 effective 1 June 1948.

d. A foreign language allowance of 10-50% of base pay will be granted to certain categories of clerical workers upon the recommendation of the Unit Labor Officer and after a demonstration of proficiency in the English and Japanese languages before the Prefectural Testing Committee. Unit Labor Officers will submit information outlined in inclosure 1 in duplicate to this headquarters for each individual recommended. It should be noted by the recommending officer that both the candidate's linguistic abilities and the requirements of his job be considered in determining the percentage of allowance he is to receive. This allowance will not be paid to those who have been released as the primary purpose is to keep competent interpreters and translators working for the Occupation Forces. This allowance is retroactive to 1 June 1948. From 1 June 1948 the percentage will be included in and considered as base pay. From 1 January 1948 to 31 May 1948 it will not be computed on nor form a part of base pay.

2. Wage scale for Advisors - Technical and Professional Expert has been revised as follows:

Minimum	Intermediate	Maximum
¥5029	¥6426	¥8600

Recommendations for wage increases will be made by Unit Labor Officers to this headquarters for consideration. This increase will not be retroactive.

3. Regulations concerning payment of retirement and discharge allowances to workers working for the Occupation Forces may be obtained from this headquarters.

4. Insofar as possible employees will not be hired at the maximum pay grade.

FOR THE COMMANDING OFFICER:

ANTHONY [illegible]
1st Lt. [illegible] C
Asst. Adjutant

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDG # 78-0117

Using Unit

SUBJECT: Recommendation for Language Allowance

TO: Commanding Officer, Kanagawa Military Government Team, APO 503

The following Japanese Employee(s) currently employed in this organization is (are) recommended for the Language Allowance.

Name:
Present Base Pay:
Present Job Title:
Percentage Recommended: (state percentage-see note below)
Linguistic Abilities: (state to what extent incumbent is qualified)

Note for recommending Officer:

the language allowance is between 10%-50% of base pay depending on incumbent's linguistic abilities and qualifications.

Categories eligible for Language Allowance:

Technical & Professional Experts, Advisors.

Stenographers

Interpreters-Translators

Managers

Assistant Managers

Clerks

Enclosure No.1

BASE PAY TABLE OF CLERICAL RELATIONS
事務系統俸給基準表

A. Base pay will be increased by Yen 50.00 every six months starting on the day of employment of each employee.
採用の日より起算し六ケ月毎に50円昇給せしむるものとす.

B. In addition to the salaries mentioned in this table, dependent allowance and territorial allowance will be paid.
本表俸給の外に家族手當.地域手当を支給する.

C. The base pays provided in this table will be the standards for computing special job allowance.
本表俸給は特殊作業手当の計算の基礎とする.

D. The overtime allowance will be based upon the gross amount of the monthly base pay given in this table and special job allowance.
時間外手当は本俸給額と特殊作業手當の合算額を計算の基礎とする

E Where a worker has not taken a paid holidays, additional payment will be made per such holiday by taking the following competition: The amount of monthly base pay divided by number of the months days minus regulated holidays (excluding paid holidays).
月二回の有給休暇をとらなかった場合は当月の歴日数より所定の休日(有給休暇を除く)を差引いた日数をもつて本来俸給を除した金額を一日につき加給する.

Classification Manager

職　種　管理人

	Class I	Class II	Class III
Monthly Base pay	3,300	3,700	4,140
月　額			

Qualifications:

資　格

Class I Workers under control numbering

less then 50:

管理労務者50名未満

Class II Workers under control numbering

between 50 & 200:

〃　自50　至200

Class III Workers under control numbering

between 200 & 1.000:

〃　自200　至1.000

Classification Assistant Manager

職　　種　　副管理人

	Class I	Class II	Class III
Monthly base pay 月　額	2,500	2,900	3,200

Qualifications:

資　格

Class I Workers under control numbering less then 50:

管理労務者50名未満

Class II Workers under control numbering between 50 & 200:

〃 自50　至 200

Class III Workers under control numbering between 200 & 1,000

〃 自200　至 1,000

Classification 職種　　Foreman 監督

	Class I	Class II	Class III
Monthly base pay 月額	2,000	2,500	3,310

Qualifications: 資格

Class I Worker engaged in business not many years' experience:

多年の経験を必要としない業務をとるもの

Class II Worker able to be engaged in business d:spocal requiring many years' experience

多年の経験を必要とする事務処理の出来るもの

Class III Worker able to be engaged in business requiring many years' experience and also self judgment:

多年の経験を必要とし且つ自己の判断力を必要とする事務処理の出来るもの

Classification Clerk

職種 事務員

	Class I	Class II	Class III
Monthly base pay 月額	2,130	2,500	2,930

Qualification:

資格

Class I General Clerk:

一般事務

Class II Worker engaged in clerical business requiring considerable amount of training and experience:

相当の訓練経験を必要とする事務に従ふもの

Class III Worker engaged in clerical business requiring many years' training and experience:

多年の訓練経験を必要とする事務に従ふもの

Classification Interpreter

職種 通譯

Monthly base pay Class I Class II Class III

月額 2.500 2.400 3.310

Qualifications:

資格

Class I Simple interpretation:

簡易な3通譯

Class II Interpretation requiring consider able amount of training and experience:

相当の訓鍊經驗を必要とする事務に屬する通譯

Class III Interpretation requiring many years' training and experience

多年の訓鍊・經驗を必要とする事務に屬する通譯

Classification 職種	Translator 譯補		
	Class I	Class II	Class III
Monthly base pay 月額	2,500	2,900	3,310

Qualifications:

資格

Class I Simple Translation:

簡易なる譯譯

Class II Translation requiring considerable amount of training and experience:

相当の訓錬経験を必要とする事務に属する譯譯

Class III Translation requiring many years' training and experience:

多年の訓錬経験を必要とする事務に属する譯譯

Job Classification Special Interpreter / Translator

職種 特殊通譯・飜譯

	Class I	Class II	Class III
Monthly base pay 月額	3000	3.500	4.320

Qualifications:

資格

Class I Simple special interpretation / translation:

簡易なる特殊通譯・飜譯・

Class II Interpretation / translation requiring considerable amount of training and experience:

相当の訓錬経験を必要とする特殊の事ムにぞく
する通譯・飜譯

Class III Special interpretation / translation requiring knowledge and many years' training and experience:

學識と多年の訓錬又は経験を必要とする特殊の
事ムにぞくする通譯・飜譯

Job Classification English Stenographe

職　種　英文速記

	Class I	Class II	Class III
Monthly Base pay 月　額	2.000	2.700	3.310

Qualifications:

資　格

Class I Stenography of short conversations:

みぢかい会話の速記

Class II Stenography requiring considerable amount of training and experience:

相当の訓練・経験を必要とする速記

Class III Stenography requiring many years' training and experience:

多年の訓練経験を必要とする速記

Job Classification English typist

職種 英文タイピスト

	Class I	Class II	Class III
Monthly base pay 月額	1,800	2,200	2,530

Qualifications:

資格

Class I Simple typewriting:

簡易なタイプ。

Class II Typewriting requiring considerable amount of training and experience:

相当の訓練経験を要するタイプ。

Class III Typewriting requiring many years' training and experience:

多年の訓練経験を必要とするタイプ。

Job Classification　Japanese Typist

職　種　日本文タイピスト

	Class I	Class II	Class III
Monthly base pay 月額	1.400	1.800	2.200

Qualifications:

資　格

Class I Simple typewriting:

簡易なるタイプ。

Class II Typewriting requiring considerable amount of training and experience:

相当の訓練・経験を必要とするタイプ。

Class III Typewriting requiring many years' training and experience:

多年の訓練・経験を要するタイプ。

Job classification information Clerk.

職種 インフオメーシヨン	Class I	Class II	Class III
Monthly base pay 月額	2,000	2,500	2,900

Qualifications: 資格

Class I General information clerk:
一般業務

Class II Information clerk engaged in business requiring considerable amount of training and experience:
相当の訓練経験を必要とする業務に従事するもの

Class III Information clerk engaged in business requiring many years' training and experience:
多年の訓練経験を必要とする業務に従事するもの

Classification Telephone operator understanding English

職種	交換手(英語を解する)		
	Class I	Class II	Class III
Monthly base pay 月額	1.600	2.110	2.540

Qualifications: 資格.

Class I Telephone operator of simple business:

簡易な業務

Class II Telephone operator engaged in business requiring considerable amount of training and experience:

相当の訓練経験を要する業務に従事するもの

Class III Telephone operator engaged in business requiring many years' training and experience:

多年の訓練経験を必要とする業務に従事するもの

Job Classification Telephone operator not understanding English

職種 交換手(英語を解せざる)

	Class I	Class II	Class III
Monthly base pay 月額	1.300	1.600	2.100

Qualifications:

資格

Class I Telephone operator:

簡易なる業務

Class II Telephone operator engaged in business requiring considerable amount of training and experience:

相当の訓練至験を必要とする業務に従事するもの

Class III Telephone operator engaged in business requiring many years' training and experience:

多年の訓練・至験を必要とする業務に従事するもの

Job Classification Room boy
Room girl
Porter

職種 ルームボーイ
ルームガール
ポーター

	Class I	Class II	Class III
Monthly base pay 月額	1,600	2,000	2400

Qualifications:
資格

Class I For general service:
一般業務

Class II Those for service requiring considerable amount of training and experience:
相当の至験を必要とする業務に従事するもの

Class III Those for service of responsibl position:
責任的地位にある業務に従事するも

職　　種
Classification: ベーゲボーイ・ベールボーイ
Bagg. boy, Bell boy
エレベーターボーイ
Elevator boy
エレベーターガール
Elevator girl
案内ガール
Guide girl

月額	Class I	Class II	Class III
Monthly base pay	¥300	¥700	¥1,200

資　　格
Qualifications

Class I　一般業務
For general service.

Class II　相当の経験と必要とする業務のもの
For service requiring considerable amount training and experience.

Class III　責任的地位の業務のもの
For service of responsible position.

職　　種　セールスマン・セールスガール
Classification: Salesman. Salesgirl

月　額	Class I	Class II	Class III
Monthly base pay	1.500	2.000	2.530

資　　格
Qualifications

Class I. —般事務
For general business.

Class II 経験を必要とする業務を執り得るもの
Worker able to be engaged in business requiring considerable amount of experience.

Class III 責任的地位の業務を執り得るもの
Worker able to be engaged in business of responsible position.

職種　　守衛
Classification ;　Guard

月給	Class I	Class II	Class III
Monthly base pay	1.800	2.300	2750

資格
Qualifications

Class I　一般警戒業務
General guarding service.

Class II　ごく簡易なる英語が判り特殊な警戒業務を行いうるもの
Worker able to be engaged in special guarding service with understanding of pretty simple english.

Class III　自己の判断力を必要とする責任的地位にある業務を行いうるもの
Worker able to be in reponsible portion requiring self judgment.

職種　民間警備員
Classification : Civil guard

月額	Class I	Class II	Class III
Monthly base pay	¥900	¥400	¥550

資格
Qualifications

Class I　一般警戒業務
For genral guarding service.

Class II　簡易な英語を必要とする特殊の業務を執行するもの
Worker engaged in special service requring knowledge of simple english.

Class III　自己の判断力を必要とする責任的地位にある業務を執行するもの
Worker engaged in service of responsible position requiring self judgment.

職種 技手
Classification ; Junior Technician

月給	Class I	Class II	Class III
Monthly base pay	¥500	¥300	¥210

資格
Qualifications

Class I 簡易なる業務
For simple workel.

Class II 相当の経験訓練を必要とする業務を執り得る者
Worker able to execute business requiring considerable amount of training and experience.

Class III 多年の訓練経験と必要とする業務を執り得る者
Worker able to execute businiss requiring many years training and experience.

職　　種：　技　　師
Classification : Senior technician

	Class I	Class II	Class III
Monthly base pay	£500	3.310	3.790

資　　格
Qualifications

Class I　一般的な訓練を必要とする業務に従うもの
Worker engaged in business requiring general training.

Class II　相当の経験を必要とする業務を執り得るもの.
Worker able to execute business requiring considerable amount of experience.

Class III　学識と多年の訓練経験を必要とする業務を執り得るもの.
Worker able to execute business requiring knowledge and many years' training and experienced.

職種	製図士	計理士
Classification ;	Draftsman,	Registired accountant

月額	Class I	Class II	Class III
Monthly base pay	¥2.500	¥3.300	¥3750

資格
Qualifications.

Class I 一般的な訓練を必要とする業務に従うもの
Worker engaged in business requiring general training.

Class II 相当の経験と訓練を必要とする業務を行い得るもの
Worker able to execute business requiring considerable amount of training and experience.

Class III 学識と多年の訓練経験を必要とする業務を執り得るもの
Worker able to execute business requiring knowledge and many years training experience.

種　　類　　気象技術者
Classification : Meteorological technician

一月　　額	Class I	Class II	Class III
Monthly base pay	¥3.000	¥.700	¥.320

資　　格
Qualifications

Class I　一般的訓練を必要とする業務を執り得るもの
Worker able to execute business requiring general training.

Class II. 相当の経験訓練を必要とする業務を執り得るもの
Worker able to execute business requiring considerable amount of training and experience.

Class III. 学識と多年の訓練経験を必要とする業務を執り得るもの
Worker able to execute businese requiring knowledge and many years training and experienced.

職種 Classification; 寫眞師 Photographer

月額 Monthly base pay	Class I	Class II	Class III
	2500	3300	3790

資格 Qualifications

Class I 簡易なる業務に従ふもの
Worker engaged in simple business.

Class II 相当の訓練経験を必要とする業務を行ひ得るもの
Worker able to excute business requiring considerable amount of training and experience.

Class III 学識多年の訓練経験を必要とする業務を執り得るもの
Worker able to execute business requiring knowledge and Many years experience.

職　　種　　空中寫眞師
Classification ; Aviation photographer

月　　俸	Class I	Class II	Class III
Monthly base pay	¥.500	¥.300	¥.060

資　　格
Qualifications

Class I　簡易なる業務に從ふもの
Worker engaged in simple work

Class II　相当の訓練経験と必要とする業務と執り得
Worker able to execute business requiring considerable amount of training and experience.

Class III　學識多年の訓練経験と必要とする業務と執り得るもの
Worker able to execute busine requiring knowledge and many yeas training and many years training and experience.

職種 Classification :	特殊技術者 Special technician		
月額 Monthly base pay	Class I ¥3,000	Class II ¥3,700	Class III ¥4,520

資格 Qualifications

Class I 一般的作業に従ふもの
Worker engaged in general business.

Class II 相当な訓練経験と必要とする作業と行ふ者
Worker executing business requiring considerable ambount of training and experience.

Class III. 学識多年の訓練経験を必要とする作業と行ふもの
Worker executing business requiring knowledge and many years' training and experience

職種　消防士
Classification : Fire-fighter

月額	Class I	Class II	Class III
Monthly base pay	£.500	£.710	3.3/0

資格
Qualifications

Class I　一般業務に従事するもの
Worker engaged on general business.

Class II　相当な訓練経験を必要とする一般業務に従事するもの
Worker engaged in business requiring considerable amount of training and experience.

Class III　多年の訓練経験と有し自己の判断力を必要とする事務を執り得るもの
Worker able to execute business requiring self-judment and many years. training and experience.

職　種
Classification : キーパンチオペレーター Key punch operater

月　額 Monthly base pay	Class I	Class II	Class III
	¥.000	¥.300	¥.730

資　格
Qualifications

Class I 一般的業務に従事するもの
Worker engaged in general work.

Class II 相当経験訓練を有するもの
Worker ~~on~~ with considerable amount of experience and Training.

Class III 多年経験訓練を有するもの
Worker with many years experience and training.

I.B.M 関係
I.B.M - Relations

職　種　マーシンオペレーター・システムサービス
Classification : Machine operator
System service

月額	Class I	Class II	Class III
Monthly base pay	¥270	¥500	¥700

資　格
Qualifications

Class I 経験浅いもの
Worker without much experience.

Class II 相当経験訓練を有するもの
Worker with considerable amount of experience and training.

Class III 多年経験訓練を有するもの
Worker with many years experience and training.

職　種　Classification : Service man　サービスマン

月　額　Monthly base pay

Class I	Class II	Class III
¥ 450	¥ 1,200	¥ 3,570

資　格　Qualifications

Class I　一般革務を執るもの
Worker executing general work.

Class II　相当経験訓練を有するもの
Worker with considerable amount of experience and training.

Class III　多年経験訓練と必要とする革務に従事するもの
Worker engaged in work requiring many years training and experience.

(IBM relations)

職　種　Classification ; チーフオペレーター Chief operator

月額 Monthly base pay	Class I	Class II	Class III
	¥3,950	¥4,450	¥5,350

資　格　Qualifications

Class I　一般業務を執るもの
Worker executing general work.

Class II　相当訓練経験を必要とする業務を執るもの
Worker executing work requiring considerable amount of experience and Traning.

Class III　多年の経験訓練と学識を必要とする業務を執るもの
Worker executing work requiring many years experience and training.

(IBM relations)

職種	秘書		
Classification	Secretary		
Monthly base pay	I	II	III
	2,800	3,000	3,310
Qualification	(資	格 :)	

I級 一般業務ニ従フモノ

Worker engaged in general business.

II級 相当ナル訓練経験ヲ必要トスル業務ニ従事スルモノ

Work engaged in business requiring considerable amount training and experience.

III級 相当ナル學識訓練経験ヲ必要トスル業務ヲ執り得ルモノ

Work able to execute business considerable amount of knowledge training and experience.

職種	看護婦		
Classification	Nurse		
	I	II	III
Monthly base pay	2,000	2,300	2,670

Qualification (資格)

I級 一般的業務ニ従フモノ

Worker engaged in general work.

II級 相当ナル訓練並経験ヲ必要トスル業務ニ従事スルモノ

Worker engaged in business requiring considerable amount training and experience.

III級 相当ナル学識ト多年ノ経験ヲ必要トル業務ニ従事スルモノ

Worker engaged in business requiming considerable amount of knowledge and many year's training and experience.

職　　種　　教　　師

Classification :　　Teacher

	I	II	III
Monthly base pay	3,000	3,700	4,320

資　格

Qualification

I級　一　般

For general work

II級　相当ノ経験ヲ必要トスル業務ヲ執ルモノ

Workes able to execute business requiring considerable amount of experince.

III級　学識ト多年ノ訓練経験ヲ必要トスル業務ヲ執ルモノ

Workes able to execute business requiring knowledge and many years training and experience.

職種　　経済調査統計分析者

Classification; Analizer of economical statistics an investigations.

	/	//	///
Monthly base pay	3,000	3,570	4,320

資格

Qualification

/級　簡易ナル業務ニ従フモノ

Worker engaged in simple work.

//級　相当ナル学識訓練並経験ヲ必要トスル業務ヲ執行シ得ルモノ

Worker able to execute business requiring considerable amount of knowledge training and experience.

///級　学識ト多年ノ訓練並経験ヲ必要トスル業務ヲ執行シ得ルモノ

Worker able to execute business requiring knowledge and many years training and experience.

技　術	顧　問		
Classification	Advisor		
Monthly base pay	I	II	III
	4.350	4.800	5.060

資　格

Qualification

I級　相当ナル訓練ト経験ヲ必要トスル業務ヲ執ルモノ

Worker able to execute business requiring considerable amount of training and experience.

II級　相当ナル学識ト経験訓練ヲ必要トスル業務ヲ執ルモノ

Worker able to execute business requiring considerable amount of knowledge experience and trining.

III級　学識ト多年ノ訓練経験ヲ必要トスル業務ヲ執ルモノ

Worker able to execute business requiring knowledge and many year's training and experience.

職　　種　　料理部責任者

Classification: Worker responsible for cookhouse.

	I	II	III
Monthly base pay	2,800	3,200	3,570

資　格

Qualification

I級　相当ナル至験訓練ヲ必要トスル業務ヲ執ルモノ

Worker engaged in business requiring considerable amount of experience and training.

II級　相当ナル訓練至験ヲ有シ自己ノ判断ヲ必要トスル業務ヲトルモノ

Worker engaged in business requiring self-judgment and considerable amount of training and experience.

III級　多年ノ訓練ト至験ヲ有シ自己ノ判断ヲ必要トスル業務ヲトルモノ

Worker able to execute business requiring self-judgment and many years training and experience.

職種	コック ベーカー
Classification:	Cook and Baker

Monthly base pay	I	II	III
	2,600	3,000	3,480

資格
Job Qualification

I級 一般業務ニ従フモノ

Worker engaged in general work.

II級 相当ニ訓練経験ヲ有シ且自己ノ判断ヲ必要トスル業務ニ従フモノ

Worker engaged in business requiring self-judgment and considerable amount of training and experience.

III級 多年ノ訓練経験ヲ有シ且自己ノ判断ヲ必要トスル業務ニ従フモノ

Worker engaged in business self-judgment and considerable amount of training and experience.

職種	K. P
Job classification	
	I 級 II 級 III 級
Monthly base pay	1.700 ~~2.700~~ 2.270 2.540

資格

Job qualification

I級 一般的業務ニ従事スルモノ

Worker engaged in general work.

II級 相当ノ訓練至験ヲ有シ且自己ノ判断ヲ必要トスル業務ニ従事スルモノ

Worker engaged in business requiring self-judgment and considerable amount and training and experience.

III級 責任的地位ノ業務ヲトルモノ

Worker executing business of responsible position.

職　種		ウエーター、ウエートレス	
Job classification		Waiter and Waitress	
Monthly base pay	I	II	III
	2,200	2,540	2,750

資　格

Job qualification

I級　一般業務ニ従フモノ

Worker engaged in general business.

II級　相当訓練経験ヲ有シ且自己ノ判断ヲ必要トスル業務ニ従フモノ

Worker engaged in business requiring self-judgment and considerable amount of training and experience.

III級　多年ノ訓練経験ヲ有シ且自己ノ判断ヲ必要トスル業務ヲトリ得ルモノ

Worker able to execute business self-judgment and many years training and experience.

職　種　　料理部雑役

Job classification; Handy man in kitchen.

Monthly base pay	I	II	III
	1,700	2,270	2,540

資　格

Job qualification.

I級　一般業務ニ従事スルモノ

Worker engaged in general work.

II級　相当ノ訓練経験ヲ必要トスル業務ニ従事スルモノ

Worker engaged in work requiring considerable amount of training and experience.

III級　責任的地位ノ業務ニ従フモノ

Worker engaged in work of perponsible position.

職種	邸宅管理人		
Job classification	Resident manager		
Monthly base pay	I	II	III
	3.400	3500	3660

資格
Job qualification

I級 相当ノ経験ヲ有スルモノ

Worker with considerable amount of experience.

II級 相当ノ経験ヲ有シ自己ノ判断ヲナシ得ルモノ

Worker able to make self-judgment and having considerable amount of experience

III級 多年ノ経験ヲ有シ且責任的地位ノ業務ヲトリ得ルモノ

Worker able to execute work of responsible position and with many years experience.

職種	コック
Job classification	Cook
Monthly base pay	I 2600 / II 3,200 / III 3,660

資格 Job qualification

I級 簡易ナル業務ニ従フモノ

Worker engaged in simple work.

II級 相当ノ訓練経験ヲ必要トスル業務ニ服シ得ルモノ

Worker able to be engaged in work requiring considerable amount of training and experience.

III級 多年ノ訓練経験ヲ有シ且責任的地位ノ業務ヲトリ得ルモノ

Worker able to execut work of responsible position and with many year's training and experience.

職種　ハウスキーパー

Job classification　House-keeper

	I	II	III
Monthly base pay	¥2700	3000	3350

資格

Job qualification

I級 相当ノ経験ヲ有スルモ

Worker with considerable amount of experience.

II級 相当ノ経験訓練ヲ有シ自己ノ判断ヲ必要トスル業務ヲ遂行シ得ルモノ

Worker able to execute work requiring self-judgment and considerable amount of experience and training.

III級 多年ノ経験訓練ヲ有シ且責任的地位ノ業務ヲ遂行シ得ルモノ

Worker with many year's training and experience and able to excute work of responsible position.

職　種　　アシスタント
ハウスキーパー

Job classification: Assistant house-keeper.

Monthly base pay	I	II	III
	2,100	2,300	2,560

資　格

Job qualification

I級 一般的業務

Worker for general work.

II級 相当ノ経験ヲ有スルモノ

Worker with considerable amount of experience.

III級 多年ノ経験訓練ヲ有スルモノ

Worker with many years experience and training.

職種	ボーイ メード
Job classification :	Boy and Maid
Monthly base pay	I　　II　　III
	1,600　1,800　2,000

資格
Job qualification

I級 一般業務

Worker for General work.

II級 相当ノ訓練ヲ有スルモノ

Worker with considerable amount of training.

III級 相当ノ経験訓練ヲ有スルモノ

Worker with considerable amount of experience and training.

TABLE OF MONTHLY BASE PAY OF TECHNICIAN RELATIONS
技能工系統　俸給基準表

A. *The monthly base pay will be increased by yen 50.00 every six monthly starting on the day of employment of each employe.*
採用の日より起算し六ケ月毎に50円昇給せしむるものとす.

B. *Dependent allowances and territorial allowances will not be paid in addition to the wages given in this table.*
本俸給の外に家族手当及び地域手当は支給しない.

C. *The wages given in this table will be the bases of computation of suecial job allowance positional allowance, night-wath allowance, etc.*
本表俸給は特殊作業手当.役付手当.宿直手当等の計算の基礎とする.

D. *The overtime allowances will be computed upon the gross amount of base pays mertioned in this table plus special job allowances and positional allowances.*
本表俸給に特殊作業手当.役付手当を加へた額を基礎とし時間外手当を計算する.

E. *Where a worker has been ordered and worked on paid holidays and allied forces holidays regulated as "Holidays", additionals payments will be made at the rate of 1/22 of the base pays mentioned in this table per day.*
有給休暇の日及び連合国軍の祝祭日であつて休日と定められた日に出勤を命ぜられ労働した場合は一日につき本表俸給の$\frac{1}{22}$を加給する

STANDARD OF POSITIONAL RESPONSIBILITIES OF TECHNICIAN RELATIONS

技能工系統 職務基準

I ---- Porson of short experience though mastened basic technique. 基礎技術ハ習得セルモ経験ノ浅イモノ

II ---- Porson of considerable numbers of year's training and experience 相当年数訓練ト至験ヲ積ミタルモノ

III ---- Porson with many years' training and experience & with necessary self Judgement and disposal. 多年訓練ト至験ヲ積ミ必要ナル自己ノ判断ヲ為シ且處置シ得ルモノ

Classification			I mini	II stand	III maxi
Carpenter	大工		3,960	5,280	6,600
Plasterer	左官		3,960	5,280	6,600
Scaffolder	鳶		3,300	4,400	5,500
Mason	石工	エ	4,125	5,500	6,875
Navvy		エ	2,310	3,080	3,850
Labourer A	人夫	A	2,063	2,750	3,438
" B	"	B	1,815	2,420	3,025
Metal plate maker	板金	工	3,878	5,170	6,463
Slate thatcher	瓦葺	工	4,125	5,500	6,875
Pipe Layer	配管	工	4,125	5,500	6,875
Painter	塗装	工	3,713	4,950	6,188
Gardener	造園	工	2,888	3,850	4,813
Stevedore (Haevon transpotation)	仲仕(港湾)		2,723	3,630	4,538
Miscellaneous (")	雑役(")		2,228	2,970	3,713
Reenforcement worker	鉄筋	工	3,795	5,060	6,325
Tiler	石葺	工	4,125	5,500	6,875
Shingle thatcher	柾葺	工	3,960	5,280	6,600
Outer electricion	外内線	工	3,960	5,280	6,600
Inner electricion	外内線	工	3,630	4,840	6,050
Blacksmith	鍛冶	工	3,960	5,280	6,600
Lathemen	左官	工	3,960	5,280	6,600

Mason		石工	エ	4,125	5,500	6,875
Navvy		土工	エ	2,310	3,080	3,850
Labourer	A	人夫	A	2,063	2,750	3,438
〃	B	〃	B	1,815	2,420	3,025
Metal plate maker		板金	エ	3,878	5,170	6,463
Slate thatcher		瓦葺	エ	4,125	5,500	6,875
Pipe Layer		配管	エ	4,125	5,500	6,875
Painter		塗装	エ	3,713	4,950	6,188
Gardener		造園	エ	2,888	3,850	4,813
Stevedore (Haevon transpatation)		仲仕(港湾)		2,723	3,630	4,538
Miscellaneous (〃)		雑役(〃)		2228	2970	3,713
Reenforcement worker		鉄筋	エ	3,795	5,060	6,325
Tiler		貼石	エ	4,125	5,500	6,875
Shingle thatcher		柾葺	エ	3,960	5,280	6,600
Outer electricion		外線	エ	3,960	5,280	6,600
Inner electricion		内線	エ	3,630	4,840	6,050
Blacksmith		鍛冶	エ	3,960	5,280	6,600
Latheman		旋盤械	エ	3,960	5,280	6,600
Mechanic		機械	エ	3,960	5,280	6,600
Welder		熔接	エ	3,960	5,280	6,600
Brick layer		煉瓦	エ	3,960	5,280	6,600
Operator		運転士		3,718	4,950	6,188
Driver		自動車運転手		3,630	4,840	6,050
Assistant Driver		〃 助手		2,228	2,970	3,713
Joiner		建具	エ	3,960	5,280	6,600
Cabinet maker		指物	エ	3,960	5,280	6,600
Roller operater		ローラー運転手		3,795	5,060	6,325
Grader operater		グレーダー 〃		3,795	5,060	6,325
Lumber meker		製材	エ	3,465	4,600	5,775
Fire man		火夫		2,805	3,740	4,675
Boiler man		汽罐士		4,125	5,500	6,875
Plumber		鉛管	エ	4,125	5,500	6,875
Grane operater		クレーン操縦	エ	3,960	5,280	6,600
Bulldozer 〃		ブルドーザー 〃		3,960	5,280	6,600

Carry-all Operater	ケヤリーオール運転工	3,180	5,280	6,600
Billiard Table repairer	玉台修理工	3,300	4400	5,500
Disinfector	消毒工	3,218	4,290	5,363
Groom	馬丁	3,218	4,290	5,363
Printer	印刷工	3,465	4,620	5,775
Shoemaker	靴工	3,465	4,620	5,775
Special Miscallaneous	特殊雑夫	3,218	4,290	5,363
Get Keeper	門番			
Sweeper	屋内外掃除			
Glass-Cleaner	ガラス拭			
Gaiden Boy	庭手入			
Pin Boy				
Warehousing Stevedore	倉庫荷物積入出庫作業			
Craftsmis Helper	職人の手先			
Etc	其の他			
Stevedor	荷役	3,443	4,510	5,638

HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

AG-L 230.433 24 May 1948

SUBJECT: Labor Regulations

TO: All Units in Kanagawa Prefecture Japanese Labor

1. The basic wages and allowances of Japanese nationals employed by Occupational units as outlined in letter, AG-L 230.433, Hq, Kanagawa Military Government Team, Subj: "Labor Regulations", date 15 April 1948, has been revised as follows:

To all permanent employees (except ship crews):

a. Basic wages have been increased by 67%.

b. Dependent allowance has been raised from ¥150 to ¥225.

c. Area allowance: The percentages by working areas remain unchanged, but the actual amount of this allowance will be increased as the result of the increase of basic wages and dependent allowances.

To Regular Day workers:

a. The basic have been increased by 67%.

2. During the months of January, February and March, 1948, Japanese employees received their wages as set forth in above mentioned letter, plus 40% of both base pay and area allowance. Therefore Japanese employees are presentaly entitled to 27% of base pay and area allowances, and also 67% of overtime and special allowance and new dependent allowance.(Diff: ¥150 - ¥225)

3. It is requested that all units submit adjustment claims to include January, February and March as soon as practicable, utilizing the OLD MGL Form #5. Example will be posted in bulletinboard of Labor Section, this headquarters, to be used as reference in preparing these adjustment claims.

4. MAY PAYROLL

a. The above increase applies for the month of May. Time sheets will be prepared with the recommendation that the following symbols be used in place of former symbols for the sake of simplicity:

BASIC: Hq, Kabagawa Mil Govt Team, APO 503 Subj: "Labor Regulations" dated 24 May 1948.

SYMBOLS TO BE USED:

8 — 8 hours work day.

a. Keep record of night work and special hours within Unit and enter in special hour column. (Symbol 8 to be used in place of $\frac{8}{NW}$)

b. Symbol 8 to be used in place of sick leave (SL) but mention sick leave in remarks column.

10 — 8 hour work day and 2 hours overtime.

H — Army Holiday.

$\frac{8}{H}$ — Worked on Army Holiday.

$\frac{10}{H}$ — Worked on Army Holiday and two (2) hours overtime.

A — Absent.

b. In cases where persons work 24 hours and are off 24 hours the person should be credited with 24 hours one day and be marked absent the next day, until the end of month is reached. Example: 24 - A - 24 - 24 - A etc. These persons however will be credited with 16 straight hours and 6 hours overtime during the 24 hours period.

5. a. At present the Japanese Government is proposing a new wage scale concerning skilled workers which will be established in the near future and will be retroactive to the month of April.

b. In order to facilitate future adjustments it is requested that units prepare time sheets with the skilled workers i.e. carpenters, boiler-man, etc. alphabetically and segregated from other type of workers such as clarical or unskilled.

FOR THE COMMANDING OFFICER:

DONALD E. MILLER
Captain AGD
Adjutant

8th Jpn Labor
Japanese Labor Detached
2116

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

2 August 1948 K

SUBJECT: Physical Examination of Japanese Employees Employed for the Occupation Forces

TO: All Occupation Units Using Japanese Labor in Tokyo-To

1. References:

a. Message Form, Headquarters Eighth Army, AGCM 400.12 23 June 1948.

b. Memorandum GHQ SCAP to the Japanese Government AG 400.12 (31 March 1948) CE-GD (SCAPIN 1872) 31 March 1948, subject: Expenditures from Funds Appropriated for the Occupation Forces Requirements.

c. Message Form, Headquarters EighthArmy, AGCM 400.12,13 July 1948, subject: Control of Construction, Maintenance and Acquisition of Real Estate, and inclosures thereto.

2. Each Unit employing Japanese Nationals on labor requisition or procurement demand who desire such employees to have a physical examination must have a proper procurement instrument authorizing the Japanese Government to incur this expense.

3. The cost of physical examinations, construction, equipping and operation of existing first aid stations and dispensaries which are not used full time will be covered by procurement instruments and will be receipted for on a service basis.

4. Where the facilities are used full time for physical examinations the construction and equipping of Japanese employees first aid stations and dispensaries can be accomplished only by procurement demand. Personnel to operate such stations and dispensaries must be obtained by labor requisition or by procurement demand.

5. If using units have required the Japanese Government to conduct any physical examinations during the month of July without a procurement instrument, then a request should be submitted to Headquarters Eighth Army, Attn. Procurement Section, for a confirming procurement demand from 1 July to 31 July 1948. Services required of the Japanese Government without a procurement instrument is preemption.

FOR THE COMMANDING OFFICER:

William J. Streetman

WILLIAM J. STREETMAN
Captain, Infantry
Adjutant

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HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

2 August 1948

SUBJECT: Physical Examination of Japanese Employees Employed for the Occupation Forces

TO: All Occupation Units Using Japanese Labor in Tokyo-To

1. References:

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FOR THE COMMANDING OFFICER:

William J. Streetman

WILLIAM J. STREETMAN
Captain, Infantry
Adjutant

(4 Aug 48)

Wages for Japanese Domestic Employees

1 MC C-4

1. It has come to the attention of this section that certain categories of workers (gardeners and boilermen) employed in domestic homes are receiving wages out of proportion to the job being accomplished. (Inclosure 1)

2. This difference in wages may be partially explained as follows: All employees were divided into two general groups, clerical and technical. (See wage scale, inclosure 2)

a. The clerical workers group includes domestic employees, exclusive of boilermen and gardeners.

b. The technical workers group includes all common and skilled labor including boilermen and gardeners working in domestic homes. Each of the above groups has a separate wage scale, a separate method of computing wages, and separate instructions govern the work week, overtime, and holidays.

c. One of the great inequalities is that boilermen and gardeners are not limited in the amount of overtime, while other domestic servants are limited to twelve hours per week.

d. Also the work week for boilermen and gardeners is forty hours, while the other domestic servants work on a forty-eight hour week. The boilermen and gardeners are authorized overtime pay for Army holidays and are authorized two days off with pay per month for men (three days per month for women), while other domestic employees are not authorized either. Another inequity is in the computation of overtime as may be seen from the following formulae:

Technical Workers
(boilermen and gardeners) $1.5 \times \frac{\text{Basic Wage}}{176}$

Domestic Servants $1.5 \times \frac{\text{Basic Wage}}{200}$

B

e. Too, it is believed that boilermen as listed under skilled employees applies to those operating a huge plant such as that in the Headquarters Hut Area and not a little plant in an individual house.

3. In accordance with instructions from the Special Procurement Board, Ro Go No. 107, subject: "Decisions of Wages of Technical Employees for the Allied Forces," dated 5 May 1948, there is a permissible variation in arriving at the basic wage of the worker.

a. Workers employed prior to 9 April 48 will not suffer any loss of wages due to the new method of administering technical employees. This means if the new wage is lower than the worker is presently receiving under the old wage base plus percentage increases and allowances, his wage base will be computed to include the percentage increases and allowances.

b. Workers employed after 9 April 1948 will be placed on a wage base within the maximum and minimum limits as published for their particular job classification. (See inclosures 3 for examples of basic wage computations.)

4. It has also come to the attention of this section that certain domestic employees are classified under job titles not comparable to the task being performed, solely for the purpose of attaining a higher wage. One such example is an assistant housekeeper being classified as a gardener. The difference in wages may be seen in inclosure 1.

5. It should be understood that the two wage scales, the one for clerical (including domestic servants) and the one for technical employees (including gardeners and boilermen in domestic homes), are established by the Japanese Government and apply to all units in Japan. Any revision to either of these wage scales should be a revision to the basic Japanese directives concerning wages and apply to all Occupation Force Units in Japan.

6. A meeting was held at ESS/LAB on 3 August 1948 with representatives of Special Procurement Board and this section present.

a. SPB was directed at this time to place the following job classifications in general category of domestic employees: Firemen and furnace men, yard men and gardeners. The job classification will be based on experience in the case of the furnace men and on experience and education in the case of gardeners.

b. The wages, hours, overtime and holiday standards of other domestic employees will be applied to theclassifications in "a" above

1 MG G-4

c. The SPB was further directed that all domestic employees be classified or reclassified to the job classification of that domestic position which they are actually performing.

d. Preliminary revisions of job description and pay scales were directed to be submitted to ESS/LAB in approximately one week.

7. It is recommended that information contained in paragraph 6 be sent to using units and that they be instructed to take immediate action to see that all employees are reclassified to the job classification for the position they are actually performing. This section upon receipt of information from SCAP and the SPB of the above classifications and all other classifications being presently reconsidered will forward through channels the necessary information and/or directives to implement the change.

3 Incls:

KURTZ BEASLEY

2-4000

Monthly Pay	Dependency	Area Allow.	Over Time	Total	Income Tax	Total After Deduct
3540.00		1062.00	1380.60	5982.60	720.00	5262.60
3540.00	225.00	1129.50	1380.60	6275.10	631.00	5644.10
2575.00		772.50	1004.10	4351.60	420.00	3931.60
2575.00		772.50	1004.10	4351.60	420.00	3931.60
2575.00		772.50	1004.10	4351.60	420.00	3931.60
3540.00		1062.00	1380.60	5982.60	720.00	5262.60
3540.00		1062.00	1380.60	5982.60	720.00	5262.60
1840.00		552.00	0	2393.00	102.00	2290.00
3625.00		1087.50	1413.90	6126.40	748.00	5378.40
3625.00		1087.50	1413.90	6126.40	748.00	5378.40
	Holiday with Pay					
4710.00	428.20		1806.30	6944.50	777.00	6167.50
3705.00	336.80		2652.70	6694.50	871.00	5823.50
5295.00	481.40		3790.90	9567.30	1077.00	8490.30
5005.00	455.00		3583.40	9043.40	1099.00	7944.40
4530.00	411.80		3243.20	8185.00	1208.00	6977.00
6575.00	597.70		4707.40	11880.10	1068.00	10812.10

Incl

PAYROLL FOR MONTH OF JUNE

Full Name is Required	Job Title	Pay Grade	Total days Worked	Total over-time hours	Dependents
Example 1	Cook	3540	1 Month	52	
Example 2	Housekeeper	3540	1	52	1
Example 3	Asst. Housekeeper	2575	1	52	
Example 4	Asst. Housekeeper	2575	1	52	
Example 5	Asst. Housekeeper	2575	1	52	
Example 6	Cook	3540	1	52	
Example 7	Housekeeper	3540	1	52	
Example 8	Asst. Housekeeper	1840	1	0	
Example 9	Cook	3625	1	52	
Example 10	Housekeeper	3625	1	52	
Example 11	Gardener	4710	22 2	45	1
Example 12	Boilerman	3705	22 2	84	
Example 13	Gardener	5295	22 2	84	3
Example 14	Boilerman	5005	22 2	84	2
Example 15	Gardener	4530	22 2	84	
Example 16	Boilerman	6575	22 2	84	7

Basic Wages for Technical Workers

1. Workers employed after 9 April 1948

Boilermen	¥2,970	¥4,950
Gardener	2,890	4,815

No allowances except overtime authorized hours of overtime is unlimited and overtime is computed $\frac{1.5 \times \text{Base Pay}}{176}$

2. Workers employed prior to 9 April 1948.

If the worker would suffer any loss in wages due to the above table he is authorized to compute his wages as follows:

Old basic pay grade x 1.67% + (dependent allowances) x area allowance = new basic pay grade.

a. The 67% = percentage increase granted April 1948

b. Dependent allowance = ¥225 per authorized dependent.

c. Area allowance = 30% of basic pay and allowances.

Examples:

Gardener, no dependents 2085 x 1.67 + (7 x 225) x 1.30 = 6575

The conversion table used at the Yokohama Command labor office to arrive at the new basic wage for Technical workers is as follows:

Old Wage	New Wage (According to Number of Dependents)							
	0	1	2	3	4	5	6	7
1122	2240	2730	3025	3515	3610	3900		
1430	3105	3400	3690	3985	4275	4570		
1705	3705	3995	4290	4580	4875	5165		
2035	4420	4710	5005	5295	5590	5880		
2085	4500	4820	5115	5405	5700	5990	6285	6575

HEADQUARTERS
KANAGAWA MILITARY GOVERNMENT TEAM
APO 503

AG-L 230.433 31 July 1948

SUBJECT: Additions and Changes in Labor Regulations

TO: All Units in Kanagawa Prefecture using Japanese Labor

1. Rescissions

a. Paragraph 4, letter AG-L 230.433, Hq, Kanagawa Military Government Team, Subject: "Labor Regulations", dated 22 July 1948.

b. Paragraph 4b, 7a, letter AG-L 230.433, Hq, Kanagawa Military Government Team, Subject: "Labor Regulations", dated 22 July 1948.

2. Forwarded for your information and guidance are changes and additional information in labor regulations received from the Prefectural Government. These revised instructions concerns all Japanese employees working for the occupational forces.

3. Overtime:

a. Those Japanese employees who work on a shift which calls for twenty-four (24) hours on duty and twentyfour (24) hours off duty will be given six (6) hours overtime allowance for each day worked and will be limited to one hundred and fourteen (114) hours each month.

b. Those Japanese employees who work on a shift system which calls for an eight (8) hour work day, twenty-four (24) hour work day following and then off the following day will be given six (6) hours overtime allowance for each twenty-four (24) hour work day. These employees will, however, be limited to one hundred (100) hours overtime a month.

c. All other employees who work on a rotating tour of duty will be limited to seventy-six (76) hours a month.

d. Above overtime regulations are applicable to both clerical and skilled categories of labor, provided Japanese employees in these categories work on a rotating tour system. Examples: Guards, Firemen, Boilermen etc.

e. Skilled Workers engaged in normal daily routine jobs such as carpenters, plumbers, cargo checkers etc., are not subject to limitations in overtime hours. Unit labor officers should insure, that overtime hours be kept within reason and to an absolute minimum.