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NO.	DATE	FROM	TO	SUBJECT
1	Undated	Unsigned		in Allied Dependent Housing "Regulations Relative to Wages for Domestic Servants"
2	"	"		"30% Area of Japanese Gov't Workers"
3	28 June 47	Tokyo MGT		Wages paid to Japanese Nat'l's.
4	29 July 47	SCAP	MG Labor	Wages of Employees working for Allied Forces
5	6 Dec 47	SCAP		Wages of Dom. Servants in OF Dependent Housing
****6	2 Jan 48	Eichelberger Hq 8 Army	SCAP	Pay Scale Revision for Jap Nat'l's Working for OF
7	15 Apr 48	KMGT		Labor Regulations
8	12 Dec 47	TKMGT		Labor Regulations
9	Undated	Unsigned		Wages & Hours Schedule for Tech. Employed by OF by OF
10	28 Jun 48	TMGT		Wages of Clerical Workers & Service Personnel Empl.
11	22 Jul 48	KMGT		Labor Regulations - Wage Scales
12	31 Jul 48	KMGT		Additions to Labor Regulations
13	4 Apr 48	MG	G-4	Wages for Jap. Domestic Servants the O.F.
14	2 Aug 48	TMGT		Physical Examination of Jap. Employees employed for
15	24 May 48	KMGT		Labor Regulations
16	27 Aug 48	KMGT		Additions & Changes in Labor Regulations
17				Base Pay Table of Clerical Relations
18	25 Sept 48	8th Army		Employment of Indigenous Mess Personnel
19	14 Oct	KMGT	All Units	Labor Regulations
20				Occupation Forces Employment Check Sheet (YLO No. 1381)
21	3 Dec		Comd. Officer	Japanese Wage Scale for Printing Plant.
22	14 Jan	SCAP		Business Activities of Non-Japanese in Japan
23				General Standard Wage Scale for 1949
24		KMGT		Amendments and changes in Labor Regulations
25	14 Jan	KMGT		Japanese and Foreign Nationals Wage Scales
26	31 Dec 48			New prevailing wages (Tokyo-Yokohama Area Dec 31 Radio -
27	15 Feb 49			Limiting Overtime of Jap. Nat'l's employed by OF
28	30 Dec 48			Special Wage Scale for Common Labor

12

HEADQUARTERS  
KANAGAWA CIVIL AFFAIRS TEAM  
APO 500

AG-L 230.433

17 October 1949

SUBJECT: Amendments and Additions to Labor Regulations

TO : All Units in Kanagawa Prefecture Using Japanese Labor

1. Reference:

- a. Letter, AG-L230.433, Hq. KCAT, subject: "Labor Regulations" dated 1 October 1949

2. Forwarded for your information and guidance are additional instructions received from the Kanagawa Prefectural Government concerning Japanese laborers working for the Occupational Forces in Kanagawa Prefecture.

3. Amendments:

- a. Reference: Paragraph 7, subject: "Allowances"

1. Sub-paragraph g, "Retirement Allowance" sub-paragraph 2. Delete last sentence "Any length of service less than the initial six (6) months will not be compensated for" and substitute "In all cases of voluntary resignations, compensation will not be rendered in cases of less than the initial six (6) months service."

2. Sub-paragraph i, "Special Work Allowances" sub-paragraph 2, regarding Night Work Allowance. Delete "Work performed during hours 2200-0600 that are in addition to normal hours. This allowance does not apply to employees who work during the special hours as their normal work day" and substitute "All work performed during the hours 2200-0500".

- b. Reference: Paragraph 9, "Leave"

1. Sub-paragraph d, "Leave due to Illness".

2. The maximum number of paid holidays allowed in the case of mourning for the death of a child is five (5) days. Delete "or child - 7 days" and substitute "Child - 5 days".

3. Sub-paragraph d, "Allowance for Illness". Delete "(base pay and area allowance only)" and substitute "(base pay and allowances only)".

4. Additions:

- a. Reference: Paragraph 7, "Allowances".

1. Sub-paragraph g, "Retirement Allowance".

Hq. Kanagawa CAff Team, APO 563, subject: "Amendments and Additions to Labor Regulations" dtd 17 October 1949 (contd)

2. In order to expedite payment of retirement allowances to discharged indigenous employees, Unit Labor Officers are requested to cooperate in setting up a procedure whereby payment will be made in the Unit area, as in the case of normal payment. The Kanagawa Prefectural Government will inform date of scheduled payment to individuals concerned, and this headquarters will contact Unit with similar information. This procedure will apply only in cases of mass releases.

b. Reference: Paragraph 10, "Rations".

1. Sub-paragraph a, "Supplementary Rations".

2. In addition to a general increase in rations for all workers presently eligible for the supplementary rations, the following categories have been added, retroactive to 1 September 1949.

- a. Pilot
- b. Surveyor
- c. Engineer
- d. Store-keeper
- e. Designer
- f. Special Motion Picture Man
- g. Telephone Operator
- h. Elevator Boy
- i. Doctor
- j. Nurse
- k. Baker
- l. Cook
- m. Kitchen Helper
- n. Waiter/Waitress

3. Rations for the month of September 1949 will be issued upon a statement of the Unit Labor Officer, indicating number of persons, job titles, and days worked during the month.

c. Reference: Inclosure #1, Part 1, "Wage Scale for Clerical and Service Employees".

1. The following pay grades have been added, effective 1 September 1949.

<u>Job Title</u>	<u>Pay Grade</u>
Bar Manager Persons having sufficient experience to be able to take charge of club, able to mix all types of drinks, and supervise all indigenous employees and maintain sanitation	Y4245-Y6795

Hq. Kanagawa CAff Team, APO 503, subject: "Amendments and Additions to Labor Regulations", dated 17 October 1949 (contd)

<u>Job Title</u>	<u>Pay Grade</u>		
	<u>Minimum</u>	<u>Intermediate</u>	<u>Maximum</u>
Bartender Minimum rates will be paid to persons able to mix only ordinary mixed drinks. Intermediate rates will be paid to persons able to mix more than five (5) different types of cocktails. Maximum rates will be paid to persons able to mix more than ten (10) different types of cocktails.	¥3045- ¥4005	¥3675-¥5835	¥5345- ¥6630
Bar Helper Minimum rates will be paid to persons doing odd work at clubs and bars, such as cleaning, carrying of goods, etc. Maximum rates will be paid to persons helping bartenders at counter.		¥2,770-¥4320	¥2745- ¥4845

2. Pay scale for newly hired indigenous labor falling under the above categories will be determined only after a test of the individual's ability is conducted by the Kanagawa Prefectural Government. Such employment will be notified this headquarters, in triplicate, which will be forwarded to the Japanese Government for appropriate action.

3. Those employees presently working in clubs and/or bars and falling under the above categories, but are presently classified in other job titles will be reclassified to the new job titles commensurate with the pay scale they are presently receiving. The new pay scale is not to be construed as a raise in pay. Such reclassifications will be effected in writing to this headquarters, in triplicate, giving the following information:

1. Name
2. Present job title
3. Present pay grade
4. New job title
5. Recommended new pay grade
6. Job description

FOR THE CHIEF:

*Charles N. Kett*  
CHARLES N. KETT  
1st Lt. Inf  
Asst. Adjutant

12

HEADQUARTERS  
KANAGAWA CIVIL AFFAIRS TEAM  
APO 503

AG-L 230.433

1 October 1949

SUBJECT: Labor Regulations

TO: All Units in Kanagawa Prefecture using Japanese Labor

1. Recissions:

- a. Letter AG-L 230.433, Hq. MGT, subject: "Labor Regulations" dated 6 June 1949, except Japanese version of nine step wage scale.
- b. Letter AG-L 230.433, Hq. KCAT, subject: "Additions to Labor Regulations", dated 1 August 1949.

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 Occupational Forces in Kanagawa Prefecture.

3. Labor Requisition:

a. Requisitions for Japanese labor will be submitted directly to this headquarters in triplicate by the requesting Unit 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 authorized Japanese Manning Table as approved by G-4 Section, Headquarters, Eighth Army. The Manning Table is to be used as merely a guide and will be subordinate to the Yen Ceiling Budget imposed upon each Unit by GHQ and G-4 Section, Headquarters Eighth Army.

b. Individuals may be hired from sources other than the Japanese Government Offices provided a statement including name, job title, salary and date of hire of person is forwarded to this headquarters promptly. All permanent Japanese employees must be registered properly in the Japanese Prefectural Government Labor Administration Office in order to maintain proper records for pay purposes. In any case, a monthly supplemental roster of new employees hired will be submitted, stating name, address, job title, pay grade, No. of dependents, date of hire, and language allowance, if any.

4. Time Sheet:

a. Each using Unit will submit time sheet, 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

Hq. Kanagawa Staff Team, APO 503, subject: "Labor Regulations"  
dtd 1 October 1949 (contd)

with a calculation sheet showing the gross income of each individual will be returned, to the using Unit to 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. Classification - Reclassification

a. For Japanese pay purposes employees will be divided into two (2) groups: Clerical and Service Workers and Non-Clerical Workers.

b. Job classifications should be specific by using titles outlined in the pay scale (Inclosure #1). Jobs not specifically listed, will be paid at the nearest comparable job title. Explanatory outline (Inclosure #2) should be utilized in such cases. Only authorized classifications will be accepted.

c. Requests for reclassifications, in triplicate, 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 manager and representatives of the employees before reaching a final decision. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

d. Unit Labor Officers are reminded that although certain job titles appear in the wage scale (Inclosure #1) this does not, in itself, authorize the employment of such persons. Eighth Army Circular No. 28, 1949, should be studied carefully, particularly with respect to persons performing personal services (Nos. 46-52 Part 2 Inclosure #1).

e. Recommendations for reclassification and pay increases will be accepted for review and disposition only during the period from the first (1st) to fifteenth (15th) of each month. Correspondence under the above subject will not be honored by this headquarters from the sixteenth (16th) to the last day of the month.

f. Recommendations for pay increase will be made in triplicate and held to a minimum of one (1) letter per month.

6. Classification of Advisor, Technical and Professional Experts:

a. The job title advisor, technical and professional expert is the highest classification recognized by the Japanese Government for employees of the Occupational Forces. It was originally intended

Kanagawa Staff Team, APO 513, subject: "Labor Regulations"  
dated 1 October 1949 (contd)

as a position equivalent to positions in the Japanese Government ranging from Chief of a Bureau up to and including a Cabinet Minister, depending upon the pay scale. In view of this, it can be seen that an advisor, technical and professional expert is considered to be a person of considerable education and attainments. Qualifications are loosely prescribed by the Japanese Government but through custom and precedent they have come to be all of the following:

- 1) A College level education.
- 2) A background of professional experience for many years, preferably prior to the war, in a highly specialized field.
- 3) An ability to exercise skills not ordinarily found in the labor market and of distinct value to the Occupational Forces.

b. The foregoing requirements may be waived in the case of competent English-speaking administrators who are thoroughly familiar with Japanese Laws, Customs, Government and other phases of Japanese life and who exercise a responsibility greater than that of a personnel manager or chief foreman.

c. For reclassification to or initial hire as advisor, technical and professional expert, a job description and personal history statement in English and Japanese will be forwarded to this headquarters for final decision by the Kanagawa Prefectural Government. Increases of basic wage over ¥9639- will not be considered in any case, until a job analysis and a scrutiny of the individual's qualifications is made by the Kanagawa Prefectural Government. Those recommendations favorably considered will be forwarded to the Central Special Procurement Board for final decision.

#### 7. Allowances:

##### a. Area Allowance.

1. In addition to the basic wage, an area allowance is payable to Clerical and Service Workers which is computed from the area where work is performed and not to be construed as to where employee resides.

<u>30%</u>	<u>20%</u>	<u>10%</u>
Yokohama Kawasaki	Yokosuka Takoyama Ikego Odawara Chigasaki Sagamihara	Zama Atsugi



Hq. Kanagawa Caff Team, APO 503, subject: "Labor Regulations"  
atd 1 October 1949 (contd)

Area allowance is not provided for personnel working in towns  
or villages not listed above.

b. Dependent Allowance.

1. All permanently-employed Japanese employees are  
to be paid a dependent allowance of ¥600- for wife and one (1)  
child under eighteen (18) years of age, and ¥400- for all other  
legal dependents.

c. Foreman's Allowance.

1. 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%

2. Persons supervising such employees as office personnel,  
cleaning and building personnel, etc. are not entitled to the foreman's  
allowance, but should be classified in their positions as supervisors  
and/or building managers.

3. A job description in triplicate, 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.

d. Foreign Language Allowance.

1. A foreign language allowance of 10% to 50% of base  
pay will be granted to certain categories of clerical employees  
(see Inclosure #4) 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  
triplicate, to this headquarters, one recommendation for each  
individual concerned, together with one (1) Japanese application  
form, one (1) Japanese job description form, and one (1) Japanese  
personal history statement. Such Japanese forms may be obtained  
from the Kanagawa Prefectural Government Liaison Labor Section.  
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. Persons will be granted re-examination only after  
expiration of one (1) year from the date of the original examination.  
In no case will language allowance be granted without examination.

Hq. Kanagawa CAff Team, APO 503, subject: " Labor Regulations "  
dtd 1 October 1949 (contd)

e. Accident and Illness Allowance.

1. For sickness, injury or death resulting from work performed for the Occupational Forces, allowances shall be granted by the Japanese Government. In such cases, five (5) copies of MGL Form #8, " Report of Accident Involving Civilian Laborers ", should be submitted to this headquarters.

f. Discharge Allowance.

1. Permanent Japanese labor supplied to the Occupational 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 thirty (30) days' average pay. However, in the event the discharge notice is less than thirty (30) days, a pro-rated payment by the Japanese Government corresponding to the number of days appearing on the release notice will be made to the discharged employee. Upon discharge, each permanent employee will be given a release notice by the Unit Labor Officer. Five (5) copies of this release notice (MGL Form #10), revised, will be furnished this headquarters.

2. In the release of indigenous employees, Unit's attention is drawn to the fact that it is mandatory that the provisions of the Japanese Labor Standards Law is adhered to. Discharge notice of thirty (30) days, in writing will be given to each individual prior to release. A roster of all Japanese employees to be discharged will be submitted, in triplicate, to this headquarters as soon as practicable after such notice has been given out.

3. Paragraph three (3) of release notice (MGL Form #10, revised) does not apply to employees who resign at their own request, therefore paragraph three (3) will be deleted when submitting report of release under the preceding circumstances.

4. The release notices will be appropriately dated and date line at top will be construed to be the initial day for the notice to become effective.

5. During the interim period of employment subsequent to the release, employees should be given a reasonable opportunity to seek other employment which might better their economic positions.

6. The following cases do not call for payment of discharge allowance:

1. Persons employed by the day
2. Persons employed for a fixed term of not more than two (2) months.

Hq. Kanagawa Staff Team, APO 503, subject: " Labor Regulations "  
dtd 1 October 1949 (contd)

3. Persons employed for a fixed term of not more than four (4) months for seasonal work
4. Persons who are employed on a trial employment term not exceeding fourteen (14) days.

provided Units notify employee of any of above at the time of initial employment. It is recommended that in case of initial employment Unit's policy will be established under item four (4) above.

g. Retirement Allowance.

1. 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 re-employment. This allowance shall not be paid in case of discharge owing to mal-practice or unlawful acts.

2. Full retirement allowance is paid in cases of retirement due to illness or death of employee or release for the convenience of the Occupational Unit concerned. Employees retiring on their own volition will receive fifty (50) percent of their retirement allowance, provided such employees have given over six (6) months consecutive service. Any length of service less than the initial six (6) months will not be compensated for.

h. Travel Expense.

1. For official travel directed by the Occupational Forces, travel expenses 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.

i. Special Work Allowance.

1. Determination of special work allowances will be made by the Unit Labor Officer. Such allowances will be paid only for the period of time such special operation is actually performed. In all cases, however, it must be indicated on the time sheet whether such work was performed during the normal hours or during overtime hours. Use remarks column on the time sheet.

Kanagawa Cliff Team, APO-503, subject: "Labor Regulations"  
 dtd. 1 October 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
High Altitude Work	Work done over 10 meters above ground	20%
Crane Operators	Work done over 15 meters above ground and water	20%
Rigger	Work done over 15 meters	20%
Foreman	High Altitude operations over 15 meters. (Personal investigation required for repairing and overhauling cranes)	20%
Deck Workers	Oiling upper parts of cranes at altitude over 15 meters above sea. Joining of top and suspension rods	30%
Deck Worker Mechanical Engineer	Operation of towing boats	20%
Diver	Underwater operations	10% allowance will be paid for the first 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 meters underground	20%
Electrician	Handling of high voltage of over 3,000 volts, operation of electric currents and their installation, machinery, and fixtures, as well as maintenance and repair of those mentioned above	30%

Hq. Kanagawa C&F Team, APO 503, subject: "Labor Regulations"  
 dtd 1 October 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
	Operation on refrigerators	20%
Dirty Work Allowance	Including only work which is highly destructive to the clothes of the worker	20%-30%
Cess-Pool Man	Disposal of filth	30%
Night Work Allowance	Work performed during hours from 2200-0600 that are in addition to normal work hours. This allowance does not apply to employees who work during the special hours as their normal work day	30%
Odd-job man, Stevedore, water-front workers and super-cargo for overland transportation	Loading and unloading cement	30%
Boilerman, turbine-machinist, diesel-machinist, boiler test man	Handling of steam turbine with saturated vapor over 1000. 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, overtime will be granted for 6 hours
All types	Actual work performed out-of-doors on rainy and/or stormy days	30%

Hq. Kanagawa C&F Team, APO 503, subject: " Labor Regulations "  
 dtd. 1 October, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
Doctor, Nurses and Attendants	attending patients with infectious diseases	30%
Laborers	Handling highly- heated materials, over 100C	30%
Heavy Laborers	Handling of heavy materials weighing more than 500 kilos per piece	30%
All Employees	Handling or working within danger area of high explosives, such as ammonium, dynamite, but not including gasoline or it's byproducts	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%

j. Non-Work Allowance.

1. In the event employees are compelled to be absent from work for the convenience of the Occupational Unit, employees will be entitled to sixty (60) percent of their basic wages. Examples: place of work is being renovated, DDT sprayed, etc. Such credits should not be entered as hours worked on MGL Form #5 (Revised) but should be indicated at the bottom of the last page of the time sheet.

3. Unit Labor Officers are reminded that overtime will be held at a minimum, reference Radiogram LX 77253 Ga, and letter AG 044.06 SCAP dated 21 March 1949. Anything contained in the following paragraphs in no way justifies the use of overtime or relieves Units from responsibilities of the above referred references.

a. The normal working period of all forms of labor, except domestic servants, consists of eight (8) hours a day exclusive of a lunch period and a forty (40) to forty-eight (48) hour week, depending on the operational needs of the Unit. Basic wages as outlined in this letter are based on a forty (40) hour week and anything over

Hq. Kanagawa Caff Team, APO 503, subject: "Labor Regulations"  
dtd 1 October 1949 (contd)

this, up to and including forty-eight (48) hours per week will be paid as additional straight time. Anything beyond forty-eight (48) hours per week is overtime and will be computed as time and a half.

b. Clerical and Service employees, except domestic servants, are limited to thirteen (13) hours per week overtime, subject to the following exceptions:

c. Guards, Boilermen, Firemen, Fire fighters and Electricians who work on a twenty-four (24) hour shift system will be paid in accordance with the actual hours worked, assuming that such type of workers are authorized reasonable sleeping and rest periods during their twenty-four (24) hour tour of duty. Entries on time sheet will be for actual time worked, deducting periods of sleep from the twenty-four (24) hours. Example:

	Date:	1	2	3	4	5	6	7	8
Guard	Hours:	10	6	10	6	10	6	10	6

9. Leave:

a. 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.

1. Those employees who are on a forty (40) hour a week schedule will be entitled to one (1) day additional pay if nine (9) days of work or more is performed, and time off is not taken. Those employees who are on a forty (40) hour a week schedule and who have performed eighteen (18) days of work or more during the month, and leave is not taken, two (2) additional pay days will be allowed.

2. Those employees who are on a forty-four (44) to forty-eight (48) hour a week schedule, and who perform eleven (11) days of work or more will be allowed one (1) day additional pay if time off is not taken. Those employees who are on a forty-four (44) to forty-eight (48) hour a week schedule, and who perform twenty-one (21) days of work or more during the month will be allowed two (2) days additional pay, if authorized leave is not taken.

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, which occurs during the week, excluding Sundays, the employee shall be paid at the basic wages for each hour worked plus his regular day's pay. Employees who work on holidays which occur on Sundays will be paid only for the number of hours worked. If the employee does not

Hq. Kanagawa C&F Team, APO 503, subject: "Labor Regulations"  
dtd 1 October 1949 (contd)

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 following maximum limitations, 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.

<u>Cause of absence</u>	<u>Maximum Number of paid holidays</u>	<u>Remarks</u>
Person's own injury or sickness	Three (3) months from the commencement of absence	Certificate to be submitted without delay. Monthly, if more than one (1) month.
Mourning the death of:	Parents - 7 days Wife, Husband, or Child - 7 days Grandchild, sister or brother - 3 days	Certificate to be submitted without delay. In case travel is necessary, the minimum number of days required for such trips may be added to the paid holidays

Allowance for illness (base pay and area allowance only) will be paid upon presentation of appropriate doctor's certificate. In case of new employees, the three (3) months' illness allowance will not apply until final report of initial physical examination has been received by Unit Labor Officer. If initial physical report is unfavorable, employee does not have any claim to illness allowance.

e. Emergency Pay.

1. Advance wages for Japanese nationals employed by the Occupational Forces for reasons, such as child birth, sickness, death, etc., is permitted. Employee must have worked one week or more, and pay will not be in excess of actual time worked.

2. Time report (MGL Form #5, revised) in quadruplicate, will be submitted to this headquarters, listing the number of days worked by individual. Unit Labor Officer must certify on time report that pay is for emergency.

3. In addition to time report submitted for emergency pay, Unit will make entry on regular monthly time report showing the number of days individual has already been paid. Again Certification must be made on time report by Unit Labor Officer.



f. In case of female workers, a vacation with pay will be recognized before and after confinement for childbirth.

10. Rations:

a. 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). Rations will be issued by the Japanese Government upon a statement of the Unit Labor Officer indicating the number of persons, job titles and days worked during the month, of those entitled to such rations. Authorized clerical and service worker categories are indicated in Inclosure #1.

11. 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 light or heavy labor, as the case may be.

b. Working hours,

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 requirements 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. Wage will include the basic wage, area allowance, dependent allowance and overtime allowance, 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 1/30th 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 1/30th 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 dependent allowances will be paid at the same rates as other types of labor.

Hq. Kanagawa Gaff Team, APO 503, subject: " Labor Regulations "  
atd 1 October 1949 (contd)

12. Seamen:

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

13. Temporary Labor:

a. Requisitions for temporary (daily) labor should be submitted in triplicate to this headquarters at least twenty-four (24) hours in advance of the time they are needed. Requisition for temporary labor will be held to a minimum. Efforts will be made to utilize permanent employees. Those Units employing temporary (daily) labor that are virtually permanent employees will effect the transfer of the laborers immediately. Temporary labor will be chargeable to the Japanese Manning Table. All Yen cost will be shown on QGD-66 (R1) Report.

14. This headquarters is the authorized liaison agency between the using Units and the Japanese Government for all questions concerning Labor Requisitions in Kanagawa Prefecture. All documents destined for the Japanese Government which require the signature of the Unit Labor Officer must be forwarded through this headquarters for proper record. Such documents include rosters, time sheets, release notices, accident reports, travel vouchers, certificates for authorized supplementary rations, and roster of employees given thirty (30) days discharge notice, but do not include correspondence concerning taxes, certificates of dependency and other matters in which the individual ordinarily deals directly with his local Government Offices. Correspondence concerning Manning Tables, QGD Reports and Army-wide restrictions placed in effect by the Occupational Forces, embodied in Radiogram IX 77253 GA and Letter AG 044.06 SCA? dated 21 March 1949, are not properly a function of this headquarters and will be referred to G-4 Section, Headquarters Eighth Army.

b. Employees of the Occupation Forces on labor requisition are considered Japanese Government employees insofar as determination, calculation and actual disbursement of pay is concerned. Minor errors in calculation may be appealed by the individual concerned directly to the Japanese Government. If further action is warranted, this headquarters will intervene. In determination of pay within the ranges set by the Japanese Government, the recommendation of the Unit Labor Officer will prevail, subject to the restrictions of this letter except where such recommendation would contravene with the policy of the Japanese Government to establish uniform rates of pay throughout the Prefecture.

c. Attention of Unit Labor Officers is invited to the fact that all remuneration for discharge, retirement, travel, and accident compensation allowances, as well as wages, paid to Japanese nationals are recorded and charged to Yen Budget Ceilings as established by GHQ and G-4 Section, Headquarters Eighth Army for all Occupational

Hq. Kanagawa Gaff Team, APO 503, subject: " Labor Regulations "  
dtd 1 October 1949 (contd)

Units utilizing indigenous labor.

15. Health Insurance and Welfare Annuity:

a. Effective 1 April 1949 health insurance and welfare annuity has been placed into effect for Japanese employees working for the Occupational Forces. Half of the premium will be borne by the Kanagawa Prefectural Government and the other half by the individual employee, which will be deducted monthly from the payroll.

b. Health Insurance certificates are issued to all Japanese nationals employed by the Occupational Forces. When an employee leaves or is discharged from employment with the Occupational Forces, he or she must return health insurance certificate to the issuing office, Kanagawa Prefectural Government.

16. Identifying Agent:

a. Cooperation of Unit Labor Officers is requested to have their Japanese manager or other qualified Japanese to be present at the time Kanagawa Prefectural Government's paying teams go to the Units to pay employees. Such persons will act in the capacity of identifying Japanese personnel working in their respective Units, inasmuch as there are numerous identical Japanese names when rendered into " Romanized " form.

FOR THE CHIEF:

4 Incls:

1. Wage Scale
2. Guide for classification
3. Recommendation for foreign language allowance
4. Categories eligible for foreign language allowance

CHARLES N. KETT  
1st Lt. Inf  
Asst. Adjutant

WAGE SCALE FOR CLERICAL AND SERVICE 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. ¥50 increases for every six months of service will be granted up to the maximum grade on application. In no case will basic wages exceed the maximum rate.

Classification		Pay Grade		
		Min.	Inter.	Maximum
Building Manager	Number of Employees controlled by Manager			
	1 - 50	¥4,320	¥5,350	¥6,405
	50 - 200	6,405	6,700	6,975
	200 - 1000	6,975	7,200	7,890
Assistant Manager	1 - 50	3,675	4,400	5,415
	50 - 200	5,415	5,700	5,985
	200 - 1000	5,985	6,320	6,795
Supervisor		4,445	5,575	6,300
Clerk (with knowledge of English)		2,280	4,230	5,580
Clerk (without knowledge of English)		2,070	3,150	4,305
*Cargo Checker		3,045	4,675	6,300
Interpreter		4,305	5,305	6,300
"	Expert	5,340	6,070	6,795
"	High Class	6,795	7,515	8,235
(To be determined by Prefectural Government on recommendation of Labor Section, Civil Affairs Team)				
Translator		4,305	5,305	6,300
Translator-Examiner and Expert (Censorship, Special Examiner, etc.)		5,340	6,070	6,795
Translator High Class (To be determined by Prefectural Government on recommendation of Labor Section, Civil Affairs Team)		6,795	7,515	8,235
Stenographer (with knowledge of English)		3,675	4,990	6,300
Typist (with knowledge of English)		2,415	3,615	4,815
Typist (without knowledge of English)		2,070	3,130	4,185
Incl. #1, Part #1				

Classification	Pay Grade		
	Min.	Inter.	Maximum
Secretary	¥5,340	¥5,820	¥6,300
Accountant	5,340	5,820	6,300
Telephone Operator (with knowledge of English)	2,070	3,460	4,845
Telephone Operator (without knowledge of English)	1,965	2,985	4,005
Messenger	2,070	2,410	2,745
*Guard	2,415	3,900	5,385
*Fire Fighters	2,415	4,360	6,300
*Indicates Supplementary Rations Authorized by Japanese Government.			
Elevator Boy	2,040	3,115	4,185
IBM Key Punch Operator	3,810	4,510	5,205
IBM Mechanic Service	4,320	5,685	7,050
IBM System Service	4,770	6,070	7,365
IBM Supervisor	7,365	8,025	8,625
Advisor Technical and Professional Expert (Salary for specific job will be determined by the Japanese Government within the established range on the recommendation of Labor Section, Civil Affairs Team)	7,544	9,639	12,900
<u>Kitchen and Mess Employees</u>			
Mess Manager	4,845	5,820	6,795
Head Waiter, Waitress	3,045	4,315	5,580
Waiter, Waitress	2,070	3,460	4,845
Chief Cook and Baker	5,340	5,985	6,630
Cook, Baker	3,045	4,440	5,835
Kitchen Helper	2,880	3,865	4,845
<u>Special Employees</u>			
Nurse (Certified Nurse Only)	2,415	3,750	5,085
Japanese Instructor	5,310	6,775	8,235
Incl. #1, Part #1			

<u>Classification</u>	<u>Min.</u>	<u>Grade Inter</u>	<u>Maximum</u>
<u>Technicians:</u>			
X-Ray Technicians			
Laboratory Technicians			
Statistician	4,845	6,010	7,170
Mathematician			
<u>Professional Employees:</u>			
Doctors			
Engineers			
Lawyers	5,340	6,700	8,235
Artists			
Dentists			
Architects			
<u>Domestic Employees:</u>			
House Manager (Class "A" Residence Only)	4,920	5,950	6,975
Housekeeper	3,120	4,915	6,705
Maid, First Class	3,120	4,000	4,875
Houseboy and Maid	2,355	3,270	4,185
Chief Cook (Class "A" Residence Only)	6,705	6,840	6,975
Cook	3,540	5,125	6,705
Yardman	3,120	3,850	4,575
Furnace Tender	3,120	4,000	4,875

NOTE TO UNIT LABOR OFFICER:

YEN COSTS OF OCCUPATION FORCE LABOR AS SHOWN IN QCD 66 (R1) REPORTS TO AG MUST INCLUDE ACCIDENT COMPENSATION, RETIREMENT AND DISCHARGE ALLOWANCE, TRAVEL EXPENSE AND ALL OTHER MONETARY ALLOWANCES GRANTED BY THE JAPANESE GOVERNMENT TO ALL OCCUPATION FORCE EMPLOYEES

WAGE SCALE NON-CLERICAL EMPLOYEES

In determining wage scales, Japanese Pay Table of nine steps will apply. For initial employment step 5 (Intermediate) or below will be used. Pay Increases from step to step will be granted to employees that display an exceptional ability in work actually performed. Unit Labor Officer should not abuse this privilege, recommendation for pay increase should be a true evaluation and investigation by unit labor officer. A ¥50 periodic increase every six months will be granted up to the maximum upon application to this headquarters. In no case will wage exceed the maximum rate.

No. :	Job Title	Min. :	Inter. :	Maximum
<u>CONSTRUCTION AND GENERAL:</u>				
1.	Carpenter	¥6,150	¥7,705	¥9,815
2.	Plasterer	50	7,705	9,815
3.	Mason Stone Cutter	6,515	8,145	10,365
4.	Plate Worker Tinsmith	5,520	6,935	8,869
5.	Roofer	5,960	7,485	9,550
6.	Plumber	5,520	6,935	8,869
7.	Painter	5,425	6,825	8,715
8.	Electrician Fitting Man	6,150	7,705	9,815
9.	Concrete Worker Glacier	5,520	6,935	8,869
10.	Blacksmith Welder	4,965	6,175	8,033
<u>TRANSPORTATION:</u>				
11.	Winchman Dockman	5,885	7,375	9,419
12.	Longshoreman	5,385	7,375	9,419
13.	Watchman (Ship Signalman Only) Cargo Arranger	6,515	8,145	10,365
14.	Odd Job Worker	4,870	6,165	7,901

No. :	Job Title	Min. :	Inter. :	Maximum
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AUTOMOTIVE:

15.	Automobile Repairman Repair, Assembly, disassembly of motor or chassis of motor vehicle. Pay applicable (No. 15, All steps.)	¥7,445	¥8,805	¥11,201
16.	Sheet Metal Man	6,780	8,475	10,783
17.	Mechanic	6,055	7,595	9,883
18.	Painter	6,150	7,705	9,815
19.	Wood Worker	7,505	9,555	11,833
20.	Electrician	6,515	8,145	10,365
21.	Blacksmith	6,150	7,705	9,815
22.	Boilerman	6,680	8,365	10,651
23.	Caster	7,140	8,915	11,333
24.	Upholster	5,885	7,375	9,419
25.	Other Skilled Worker Greaseman Tireman Batteryman Car Washer	5,885	7,375	9,419
26.	Driver Fork Lift Driver (w/license)	6,610	8,255	10,519
27.	Special Driver Large Bulldozer Tractor Large Crane Tractor-Trailer, 4 ton & up	7,045	8,805	11,201

MACHINE TOOL:

28.	Machinist	6,515	8,115	10,365
29.	precision Mechanic	6,515	8,145	10,365
30.	Electric Power Mechanic	6,320	7,925	10,101
31.	Precision Machine Repairman	6,320	7,925	10,101



No.	Job Title	Min. :	Inter. :	Maximum
32.	Electric Machine Repairman	¥6,150	¥7,705	¥9,810
33.	Machine Repairman	5,690	7,155	9,100
34.	Other Skilled Worker (Machine Shop Only)	5,595	7,045	9,001

SHIP BUILDING:

35.	Ship Building Man	7,335	9,135	11,619
36.	Ship Engine Mechanic	7,045	8,805	11,201
37.	Dry Dock Tender	7,110	9,245	11,751
38.	Electrician	7,145	8,805	11,201
39.	Ship Building Const. & Repair Supervisor	7,870	9,795	12,433

LAUNDRY:

40.	Separator	6,055	7,595	9,683
41.	Washing Man	6,515	8,145	10,365
42.	Finishing Man	6,680	8,365	10,651
43.	Folding Man	5,450	6,005	8,450

MISCELLANEOUS:

44.	Heavy Labor	5,060	6,335	8,165
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Job Title	Pay Applicable	Job Description
Light Labor	No. 44, steps 1-2	Cleaning
Heavy Labor	No. 44, steps 3-6	Common Labor
Heavy Labor	No. 44, steps 7-9	Handling heavy objects, ice, coal, sand, furniture, etc.

45.	Diver	14,135	17,350	21,915
50.	Explosive Handler Actual handling of explosives in ammunition dumps, storage, etc.	6,115	8,145	10,365

OTHERS:

46.	Shoemaker	6,680	8,365	10,651
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Incl.: #1, Part #2

No. :	Job Title	Min. :	Inter. :	Maximum
47.	Shoe Repairman	¥5,330	¥6,715	¥8,583
48.	Tailor	6,680	8,365	10,000
49.	Seamster	5,330	6,715	8,583
51.	Port Checker	7,410	9,245	11,751
52.	Barber	6,685	8,365	10,651

PRINTERS:

53.	Gravure Linotype Operator	7,410	9,245	11,751
54.	Job Printer Other Printer	6,700	8,475	10,783
55.	Book Binder Paper Cutter	5,330	7,485	9,551

GUIDE FOR CLASSIFICATION

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Reefer Man. (Refrigerator Man)	Repair, operation and adjustment of refrigerator	Machinist (No. 28)
Diesel Engine Mechanic	Repair, operation and adjustment of diesel engine.	Machinist (No. 28)
Radio Repairman		Electric Machine Repairman (No. 32)
Boilerman	Pay should be determined by stating whether or not personnel have boiler license	Boilerman (No. 22)
Finishing Man (Outside Mechanic)		Machinist (No. 28)
Sewing Machine Mechanic		Machinist (No. 28)
Battery Mechanic	Automotive Industry	Other Skilled Worker (No. 25)
Tire Repairman		Other Skilled Worker (No. 25)
Crane Operator	Operates Special Crane	Special Driver (No. 27)
Crane Operator	Operates Common Crane	Electric Power Mechanic (No. 30)
Watch Repairman		Other Skilled Worker (No. 31)
Ice Maker	Making of Ice	Other Skilled Worker (No. 34)
Rigger		Dry Dock Tender (No. 37)
Painter	Painting of hull	Dry Dock Tender (No. 37)
Furniture Maker		Woodworker (No. 37)
Typewriter Repairman	Repair and adjustment of typewriters	Machine Repairman (No. 31)
Projectionist	Operation and repair of projection machines	Electric Machine Repairman (No. 32)
Dentist Helper		Nurse (Clerical employee)

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Draftman	Drawing of original project plan	Machinist (No. 28)
Tracer	Copies Priginal Plan	Other Skilled Worker (No. 34)
Canvas Worker		Concrete Worker (No. 9)
Mimeograph Operator	Copying Work	Clerical Employee
Communication Mechanic		Electric Power Mechanic (No. 30)
Section Hand		Electric Power Mechanic (No. 30)
Fork Lift Man	With License	Driver (No. 26)
Fork Lift Man	Without License	Other Skilled Worker (No. 25)
Pavement Worker		Concrete Worker (No. 9)
Lubricator	Lubrication of Machines	Other Skilled Worker (No. 34)
Heat Packing		Machinist (No. 28)
Sign Painter	Marking or sign Painting	Painter (No. 7)
Pump Man	Supervision and repair of pump	Machinist (No. 28)
Air Compressor Man	Repair and adjustment of Air Compression Pump	Electric Power Mechanic (No. 30)
Tennis Racket Repairman		Concrete Worker (No. 9)
High Top Man		Heavy Labor (No. 44)
Gardener		Heavy Labor (No. 44)

UNIT'S HEADING

Date \_\_\_\_\_

SUBJECT: Recommendation for Foreign Language Allowance

TO : Chief, Kanagawa Civil Affairs Team, APO 503

The following employee currently employed in this organization is recommended for Foreign Language Allowance:

1. Name of Section or Working Place:
2. Present Job Title:
3. Full Name:
4. Sex:
5. Full Age:
6. Date of employment in present job:
7. Percentage of Language Allowance presently receiving:  
% or Non
8. Education:
9. Job Description:
10. Linguistic Abilities:  
Speaking Ability:                      Reading Ability:  
Understanding Ability:                Writing Ability:
11. Actual linguistic ability in working place:  
(state ranking of incumbent's ability)  
example: third out of 28 employees.
12. Value to Unit:  
(state ranking of incumbent's value)  
example: second out of 36 employees.
13. Percentage recommended:                      %

(signature of Labor Officer)

Note: Ability can be noted  
as " fair "  
" good "  
" excellent "

Inclosure No. 3

Categories eligible for language allowance:

Technical & Professional Experts, Advisors  
Stenographers - Secretary  
Interpreter - Translators  
Managers  
Assistant Managers  
Clerks (with knowledge of English)  
Supervisor  
Accountant

TECHNICIANS:

X-Ray Technicians  
Laboratory Technicians  
Statistician  
Mathematician

PROFESSIONAL EMPLOYEES:

Doctor  
Engineer  
Lawyer  
Artist  
Dentist  
Architect

12 KCPT  
 HEADQUARTERS  
 KANAGAWA CIVIL AFFAIRS TEAM  
 APO 503

Labor Branch	Initials
Chief	AMM
Labor Officer	Edw
Labor Officer	Wm
Adm Asst	MS
Steno-Typist	

AG-L 230.433

SUBJECT: Additions to Labor Regulations

TO: All Units in Kanagawa Prefecture using Japanese Labor

1. Reference:

a. Letter AG-L 230.433, Hq. KNMT, subject: "Labor Regulations", dated 6 June, 1949.

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

3. Attention of Unit Labor Officers is invited to the fact that all remuneration for discharge, retirement, travel and accident compensation allowances paid to Japanese Nationals are recorded and charged to Units, as shown on monthly time sheet statements returned from the Kanagawa Prefectural Government.

4. Discharge and Retirement Allowance:

a. Release Notices (MGL Form No. 10, Revised) submitted by Units to Kanagawa Civil Affairs Team, do not contain sufficient information in sub-paragraphs "a", "b", or "c" of paragraph one (1). The terms "discharge allowance" and "retirement allowance" are two different allowances and one or the other, or both are payable according to the reasons stated in the above referred paragraphs. In many cases released employee receives all allowances when a question of doubt arises due to improper phrasing or inadequate information.

b. In addition to paragraph seven (7) "Allowances" sub-paragraph "g" of letter this headquarters AG-L 230.433 dated 6 June, 1949, subject "Labor Regulations", the following cases do not call for payment of discharge allowance,

1. Persons employed by the day.
2. Persons employed for a fixed term of not more than two (2) months.
3. Persons employed for a fixed term of not more than four (4) months for seasonal work.

Hq. Kanagawa Civil Affairs Team, APO 503, subj: "Labor Regulations" dtd 1 August 1949 (contd)

4. Persons who are employed on a trial employment term not exceeding fourteen (14) days

provided Units notify employee of any of above at the time of initial employment. It is recommended that in case of initial employment Unit's policy will be established under item four (4) above.

- c. Retirement allowance is paid in full in addition to discharge allowance, and also in cases of retirement due to illness or demise of employee. Employees retiring on their own volition will receive only fifty (50) percent of retirement allowance only, provided such employees have given over six (6) months' consecutive service. Any time of service less than the initial six (6) months will not be compensated for.

5. Foreign Language Allowance:

- a. Reference paragraph seven (7) " Allowances " subparagraph " d ", letter this headquarters AG-L 230.433 subject " Labor Regulations " dated 6 June, 1949.

- b. Unit Labor Officers will submit information outlined in Inclosure No.1, in triplicate, to this headquarters for each individual concerned, one letter for each employee recommended, together with Japanese application form, Japanese personal history statement and Japanese job description form. Such Japanese forms may be obtained from the Liaison Labor Section of the Kanagawa Prefectural Government.

6. Identifying Agent:

- a. Cooperation of Unit Labor Officers is requested to have their Japanese manager or other qualified Japanese to be present at the time Kanagawa Prefectural Government's paying teams go to Units to pay employees. Such persons will act in the capacity of identifying Japanese personnel working in their respective Units, inasmuch as there are numerous identical Japanese names when rendered into " Romanized " form.

FOR THE CHIEF:

1 Incl:  
Application Form  
for foreign  
Language Allowance  
(Revised)

*John L. Pate*  
JOHN L. PATE  
1st Lt. Inf  
1st Adjutant



UNIT'S HEADING

Date \_\_\_\_\_

SUBJECT: Recommendation for Foreign Language Allowance

TO: Chief, Kanagawa Civil Affairs Team APO 503

The following employee currently employed in this organization is recommended for Foreign Language Allowance:

1. Name of Section of Working Place:
2. Present Job Title:
3. Full Name:
4. Sex:
5. Full Age:
6. Date of employment in present job:
7. Percentage of Language Allowance presently receiving:  
% on Non
8. Education:
9. Job Description:
10. Linguistic Abilities:  
Speaking Ability:                      Reading Ability:  
Understanding Ability:                Writing Ability:
11. Actual linguistic ability in working place:  
(state ranking of incumbent's ability)  
example: third out of 28 employees.
12. Value to Unit:  
(state ranking of incumbent's value)  
example: second out of 36 employees)
13. Percentage recommended:                      %

(signature of Labor Officer)

Note: Ability can be noted  
as " fair "  
" good "  
" excellent "

Inclosure No.1

## MEMO ROUTING SLIP

1	NAME OR TITLE <b>Commanding General</b>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <b>8th Army APO 343</b>	DATE	CONCURRENCE
2	<b>Attn: Military Govt</b>		FILE
	<b>Section</b>		INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4	<i>[Signature]</i>		SEE ME
			SIGNATURE
REMARKS			
FROM NAME OR TITLE		DATE	
ORGANIZATION AND LOCATION <b>Kanagawa Mil Govt Team APO 503</b>		<b>JUN 8 - 1949</b>	
		TELEPHONE	

RECEIVED  
8 JUN 1949

**DA** -AGO FORM 896  
1 FEB 48

Replaces WD AGO Form 896, 1 Jun 1946,  
which may be used.

1488-PHC Printing Plant-7-18-48-200M

HEADQUARTERS  
KANAGAWA MILITARY GOVERNMENT TEAM  
APO 503

AG-L 230.433

6 June 1949

SUBJECT: Labor Regulations

TO: All Units in Kanagawa Prefecture using Japanese Labor

1. Rescissions:

- a. Letter AG-L 230.433, Hq. KMG, subject: "Labor Regulations" dated 18 February 1949, except Japanese version of nine step wage scale.
- b. Letter AG-L 230.433, Hq. KMG, subject: "Change to current Labor Regulations" dated 16 March 1949.
- c. Letter AG-L 230.433, Hq. KMG, subject: "Additions to Labor Regulations" dated 2 May 1949.

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 Requisition:

- a. Requisitions for Japanese Labor will 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 authorized Japanese Manning Table as approved by G-4 Section, Headquarters Eighth Army. Individuals may be hired from other sources than the Japanese Government Offices provided a statement including name, job title, salary and date of hire of person is forwarded to this headquarters promptly. All permanent Japanese employees must be registered properly in Japanese Prefectural Government Offices in order to maintain proper records. In any case a monthly supplemental roster of new employees hired will be submitted, stating name, address, job title, pay grade, No. of dependents, date of hire, and language allowance, if any.
- b. Recommendations for reclassification and pay increases will be accepted for review and disposition only during the period from the first (1st) to the fifteenth (15th) of each month. Correspondence under the above subject will not be honored by this headquarters from the sixteenth (16th) to the last day of the month.
- c. Recommendations for pay increase will be made in triplicate and held to a minimum of one (1) letter each month.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

d. No reclassifications will be acted upon unless it is clearly shown in writing over the signature of the Unit Labor Officer or Commanding Officer that the employee in question is actually performing and is qualified for the work encompassed by the new job title. Such letter requests should not be prepared by the Japanese employee, but should be a fair evaluation of the person's capabilities by the responsible Officer. Reclassification will not be effected for the purpose of obtaining a raise in pay. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

4. Time Sheet:

a. Each using unit will submit time sheet, MCL 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 to 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. Classification - Reclassification:

a. For Japanese pay purposes laborers will be divided into two groups: Clerical and Service Workers and Non-Clerical Workers.

b. Job classifications should be specific by using titles outlined in the pay scale (Inclosure #1). Jobs not specifically listed, will be paid at the nearest comparable job title. Explanatory outline (Inclosure #2) should be utilized in such cases. Only authorized classifications will be accepted.

c. Request for reclassifications, 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 manager and representatives of the employees before reaching a final decision. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

d. Unit Labor Officers are reminded that although certain job titles appear in the wage scale (Inclosure #1) this does not, in itself, authorize the employment of such persons. Operational Directive No.33, 1946, and Eighth Army Circular No.28, 1949, should be studied carefully, particularly with respect to persons performing personal services (No.46-52 Part 2 Inclosure #1).

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

6. Classifications of Advisor, Technical and Professional Experts:

a. The job title advisor, technical and professional expert is the highest classification recognized by the Japanese Government for employees of the Occupation Forces. It was originally intended as a position equivalent to positions in the Japanese Government ranging from Chief of a Bureau up to and including a Cabinet Minister, depending upon the pay scale. In view of this, it can be seen that an advisor, technical and professional expert is considered to be a person of considerable education and attainments. Qualifications are loosely prescribed by the Japanese Government but through custom and precedent they have come to be all of the following:

- 1) A College level education.
- 2) A background of professional experience for many years, preferably prior to the war, in a highly specialized field.
- 3) An ability to exercise skills not ordinarily found in the labor market and of distinct value to the Occupation Forces.

b. The foregoing requirements may be waived in the case of competent English-speaking administrators who are thoroughly familiar with Japanese Laws, Customs, Government and other phases of Japanese life and who exercise a responsibility greater than that of a personnel manager or chief foreman.

c. All present classifications of advisor, technical and professional experts are subject to review by the Kanagawa Prefectural Government. While it is not contemplated that any person will be down-graded as a result of this policy, some persons may not receive a full 50% increase.

d. For reclassification to or initial hire as advisor, technical and professional expert, a job description and personal history statement in English and Japanese will be forwarded to this headquarters for final decision by the Kanagawa Prefectural Government. Increases of basic wage over ¥9639- will not be considered in any case, until a job analysis and a scrutiny of the individual's qualifications is made by the Kanagawa Prefectural Government. Those recommendations favorably considered will be forwarded to the Special Procurement Board for final decision.

7. Allowances:

a. Area Allowance.

In addition to the basic wage, an area allowance is payable to Clerical and Service Workers which is computed from area work actually performed and not to be construed as where

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

employee resides.

<u>30%</u>	<u>20%</u>
Yokohama	Yokosuka
Kawasaki	Takeyama
	Ikego
<u>10%</u>	Odawara
Zama	Chigasaki
Atsugi	Sagamihara

Area allowance is not provided for personnel working in towns or villages not listed above.

b. Dependent Allowance.

All permanently-employed Japanese employees are to be paid a dependent allowance of ¥600- for wife and one child under 18 years of age, and ¥400- for all other legal dependents.

c. 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%

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.

d. Foreign Language Allowance.

A foreign language allowance of 10% to 50% of base pay will be granted to certain categories of clerical employees upon the recommendation of the Unit Labor Officer and after a demonstration of proficiency in the English and Japanese language before the Prefectural Testing Committees. Unit Labor Officers will submit information outlined in Inclosure #3, in triplicate, 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. Persons will be granted re-examination only when it is clearly indicated that the original examination did not reflect person's true ability. In no case will language differential be granted without examination.

e. 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.

Hq, Kanagawa L. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

f. Transfer Allowance.

The Kanagawa Prefectural Government will pay a transfer allowance to those day laborers who transfer to a permanent basis.

g. 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 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.

Paragraph three (3) of release notice (MGL Form #10, revised) does not apply to employees who resign at their own request, therefore paragraph three (3) will be deleted when submitting report of release under the preceding circumstances.

h. Retirement Allowance;

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 re-employment. This allowance shall not be paid in case of discharge owing to mal-practice or unlawful acts.

i. Travel Expense.

For Official travel directed by the Occupation Forces, travel expenses 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.

j. Special Work Allowance.

Determination of special work allowances will be made by the Unit Labor Officer. Such allowance will be paid only for the period of time such special operation is actually performed. In all cases, it must be indicated on the time sheet whether such work was performed during normal hours or during overtime hours. Use remarks column on the time sheet.

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
High Altitude Work	Work done over 10 meters above ground	20%
Crane Operators	Work done over 15 mtrs aboveground and water	20%
Rigger	Work done over 15 mtrs	20%

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
 dtd. 6 June, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
Foreman	High Altitude operations over 15 mtrs. (Personal investigation required for repairing and overhauling cranes)	20%
Deck Workers	Ciling upper parts of cranes at altitude over 15 mtrs. above sea. Joining of tug and suspension ropes.	30%
Deck Worker Mechanical Engineer	Operation of towing boats	20%
Diver	Underwater operations	10% allowance will be paid for the first 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 3,000 volts, operation of electric currents and their installation, machinery, and fixtures, as well as maintenance, and repair of those mentioned above.	30%
<del>Old definition of Land</del>	Operation in refrigerators	20%
Dirty Work Allowance	Including only work which is highly destructive to the clothes of the worker	10%-30%
Cess-Pool man	Disposal of filth	30%
Night Work Allowance	Work performed during hours from 2200-0600 that are in addition to normal work hours.	



Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
 dtd. 6 June, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
Night Work Allowance (Continued)	This allowance does not apply to employees that work during the special hours as their normal work day.	30%
Odd-Job man, Stevedore, water-front workers and super-cargo for overland transportation	Loading and unloading cement	30%
Boilerman, turbine-machinist, diesel-machinist, boiler test man	Handling of steam turbine with saturated vapor over 100C. 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, overtime will be granted for 6 hours.
All types	Actual work performed out-of-doors on rainy or stormy days	30%
Doctor, Nurses and Attendants	Attending patients with infectious diseases	30%
Laborers	Handling highly-heated materials, over 100C.	30%
Heavy Laborers	Handling of heavy materials weighing more than 500 kilos 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-product	30%

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd 6 June, 1949 (cont)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
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%

8. Unit Labor Officers are reminded that overtime will be held at a minimum, reference Radiogram DX 77253 GA, and letter AG 044,06 SCAP dated 21 March 1949. Anything contained in the following paragraphs in no way justifies the use of overtime or relieves units from responsibilities of the above references.

a. The normal working period of all types of labor consists of an eight (8) hour day exclusive of a lunch period and a forty-eight (48) 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, and 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.

Hq. Kanagawa Mil. Govt. Team, AFO 503, subj: "Labor Regulations"  
dtd 6 June, 1949 (contd)

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

9. Leave:

a. 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 employees work 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.

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, which occurs during the week, excluding Sundays, the employee shall be paid at the basic wages for each hour worked plus his regular day's pay. Employees who work on holidays which occur on Sundays will be paid only for the number of hours 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 employees. Allowance for illness (base pay and allowance only) will be paid upon presentation of doctor's certificate for periods up to three (3) calendar months. In case of new employees, the three (3) months illness allowance will not apply until final report of initial physical examination has been received by Unit Labor Officer. If initial physical report is unfavorable, employee does not have any claim to illness allowance.

e. ~~Emergency Pay.~~  
Advance wages for Japanese nationals employed by the Occupation Forces for reasons, such as child birth, sickness, death, etc, is permitted. Employee must have worked one week or more, and pay will not be in excess of actual time worked.

Time report (MGL Form #5, revised) in quadruplicate, will be submitted to this headquarters, listing the number of days worked by individual. Unit Labor Officer must certify on time report that pay is for emergency.

In addition to time report submitted for emergency pay, unit will make entry on regular monthly time report showing number

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

of days individual has already been paid. Again certification must be made on time report by Unit Labor Officer.

f. In case of female workers, a vacation with pay will be recognized before and after confinement for childbirth.

10. Rations:

a. 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 (wages scale). Rations will be issued by the Japanese Government upon a statement of the Unit Labor Officer indicating the number of persons, job titles and days worked during the month of those entitled to such rations. Authorized clerical and service worker categories are indicated in Inclosure #1.

11. 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 light or heavy labor, as the case may be.

b. Working hours.

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 requirements 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. Wage will include the basic wage, area allowance, dependent 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.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

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

12. Seamen:

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

13. Temporary Labor:

Requisitions for temporary (daily) labor should be submitted in triplicate to this headquarters at least twenty-four (24) hours in advance of the time they are needed. Requisition for temporary labor will be held to a minimum. Efforts will be made to utilize permanent employees. Those units employing temporary (daily) labor that are virtually permanent employees will effect the transfer of the laborers immediately. A transfer allowance is payable. Temporary labor will be chargeable to the Japanese Manning Table. All Yen cost will be shown on QGD-23 (R1) Report.

14. This headquarters is the authorized liaison agency between the using units and the Japanese Government for all questions concerning Labor Requisition in Kanagawa Prefecture. All documents destined for the Japanese Government which require the signature of the Unit Labor Officer must be forwarded through this headquarters for proper record. Such documents include rosters, time sheets, release notices, accident reports, travel vouchers and certificates for authorized supplementary rations, but do not include correspondence concerning taxes, certificates of dependency and other matters in which the individual ordinarily deals directly with his local Government Offices. Correspondence concerning Manning Tables, QGD Reports and Army-wide restrictions placed in effect by the Occupation Forces, embodied in Radiogram DX 77253 GA and Letter AG 044.06 SCAP dated 21 March, 1949, are not properly a function of this headquarters and will be referred to G-4 Section, Headquarters Eighth Army.

b. Employees of the Occupation Forces on Labor Requisition are considered Japanese Government employees insofar as determination, calculation and actual disbursement of pay is concerned. Minor errors in calculation may be appealed by the individual concerned directly to the Japanese Government. If further action is warranted, this headquarters will intervene. In determination of pay within the ranges set by the Japanese Government, the recommendation of the Unit Labor Officer will prevail, subject to the restrictions of this letter except where such recommendation would contravene with the policy of the Japanese Government to establish uniform rates of pay throughout the Prefecture.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

15. Health Insurance and Welfare Annuity

a. Effective 1 April 1949 health insurance and welfare annuity will be placed into effect for Japanese employees working for the Occupation Forces. Half of the premium will be borne by the Kanagawa Prefectural Government and the other half by the individual employee, which will be deducted monthly from the payroll.

b. Health Insurance certificates have been issued to all Japanese nationals employed by the Occupation Forces. When an employee leaves or is discharged from employment with the Occupation Forces, he or she must return health insurance certificate to the issuing office, Kanagawa Prefectural Government.

FOR THE COMMANDING OFFICER:

3 Incls:

1. Wage Scale
2. Guide for classification
3. Recommendation for foreign language allowance.

*John L. Pate*  
JOHN L. PATE  
1st. Lt. Inf  
Asst. Adjutant

WAGE SCALE FOR CLERICAL AND SERVICE 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. ¥50 increase for every six months of service will be granted up to the maximum grade upon application. In no case will basic wages exceed the maximum rate.

Classification		Pay Grade		
		Min.	Inter.	Maximum
Building Manager	Number of Employees controlled by Manager			
	1 - 50	¥4,320	¥5,350	¥6,405
	50 - 200	6,405	6,700	6,975
	200 - 1000	6,975	7,200	7,890
Assistant Manager	1 - 50	3,675	4,400	5,415
	50 - 200	5,415	5,700	5,985
	200 - 1000	5,985	6,320	6,795
Supervisor		4,875	5,575	6,300
Clerk (with knowledge of English)		2,280	4,230	5,580
Clerk (without knowledge of English)		2,070	3,190	4,305
*Cargo Checker		3,045	4,675	6,300
Interpreter		4,305	5,305	6,300
"	Expert	5,340	6,070	6,795
"	High Class	6,795	7,515	8,235
(To be determined by Prefectural Government on recommendation of Labor Section, Military Government)				
Translator		4,305	5,305	6,300
Translator-Examiner and Expert (Censorship, Special Examiner, etc.)		5,340	6,070	6,795
Translator High Class (To be determined by Prefectural Government on recommendation of Labor Section, Military Government)		6,795	7,515	8,235
Stenographer (with knowledge of English)		3,675	4,990	6,300
Typist (with knowledge of English)		2,415	3,615	4,815
Typist (without knowledge of English)		2,070	3,130	4,185
Incl. #1, Part #1				

Classification	Min.	Pay Grade Labor.	Maximum
Secretary	¥5,340	¥5,820	¥6,300
Accountant	5,340	5,820	6,300
Telephone Operator (with knowledge of English)	2,070	3,460	4,845
Telephone Operator (without knowledge of English)	1,965	2,985	4,005
Messenger	2,070	2,410	2,745
*Guard	2,415	3,900	5,385
*Fire Fighters	2,415	4,360	6,300

\*Indicates Supplementary Rations Authorized by Japanese Government.

Elevator Boy	2,040	3,115	4,185
IBM Key Punch Operator	3,810	4,510	5,205
IBM Mechanic Service	4,320	5,400	7,050
IBM System Service	4,710	6,070	7,365
IBM Supervisor	7,365	8,025	8,625
Advisor Technical and Professional Expert (Salary for specific job will be determined by the Japanese Government within the es- tablished range on the recommendation of Labor Section, Military Government)	7,500	9,639	12,900

Kitchen and Mess Employees:

Mess Manager	4,845	5,820	6,795
Head Waiter, Waitress	3,045	4,315	5,580
Waiter, Waitress	2,070	3,460	4,845
Chief Cook and Baker	5,340	5,985	6,630
Cook, Baker	3,045	4,410	5,835
Chief Kitchen Helper	2,880	3,865	4,845
Kitchen Helper	2,070	3,195	4,320



<u>Classification</u>	<u>Min.</u>	<u>By Grade Inter</u>	<u>Maximum</u>
<u>Special Employees:</u>			
Nurse (Certified Nurse Only)	¥2,415	¥3,750	¥5,085
Japanese Instructor	5,310	6,775	8,235
<u>Technicians:</u>			
X-Ray Technicians			
Laboratory Technicians			
Statistician			
Mathematician	4,845	6,010	7,170
<u>Professional Employees:</u>			
Doctors			
Engineers			
Lawyers			
Artists	5,340	6,790	8,235
Dentists			
Architects			
<u>Domestic Employees:</u>			
House Manager (Class "A" Residence Only)	4,920	5,950	6,975
Housekeeper	3,120	4,915	6,705
Maid, First Class	3,120	4,000	4,875
Houseboy and Maid	2,355	3,270	4,185
Chief Cook (Class "A" Residence Only)	6,705	6,840	6,975
Cook	3,540	5,125	6,705
Yardman	3,120	3,850	4,575
Furnace Tender	3,120	4,000	4,875

NOTE TO UNIT LABOR OFFICERS:

YEN COSTS OF OCCUPATION FORCE LABOR AS SHOWN IN QGD-23 (RI) REPORTS TO AG MUST INCLUDE ACCIDENT COMPENSATION, RETIREMENT AND DISCHARGE ALLOWANCE, TRAVEL EXPENSE AND ALL OTHER MONETARY ALLOWANCES GRANTED BY THE JAPANESE GOVERNMENT TO ALL OCCUPATION FORCE EMPLOYEES.

WAGE SCALE NON-CLERICAL EMPLOYEES

In determining wage scales, Japanese Pay Table of nine steps will apply. For initial employment step 5 (Intermediate) or below will be used. Pay Increases from step to step will be granted to employees that display an exceptional ability in work actually performed. Unit Labor Officer should not abuse this privilege, recommendation for pay increase should be a true evaluation and investigation by unit labor officer. A \$50 periodic increase every six months will be granted up to the maximum upon application to this headquarters. In no case will wage exceed the maximum rate.

NO. :	Job Title	Min. :	Inter. :	Maximum
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CONSTRUCTION AND GENERAL:

1.	Carpenter	¥6,150	¥7,705	¥9,815
2.	Plasterer	5,150	7,705	9,815
3.	Mason Stone Cutter	6,515	8,145	10,365
4.	Time Worker Tinmith	5,520	6,935	8,869
5.	Roofer	5,960	7,485	9,550
6.	Plumber	5,520	6,935	8,869
7.	Painter	5,425	6,825	8,715
8.	Electrician Fitting Man	6,150	7,705	9,815
9.	Concrete Work Glazier	5,520	6,935	8,869
10.	Blacksmith Welder	4,965	6,275	8,033

TRANSPORTATION:

11.	Winchman Dockman	5,885	7,375	9,419
12.	Longshoreman	5,885	7,375	9,419
13.	Watchman (Ship Signalmen only) Cargo Arranger	6,515	8,145	10,365
14.	Odd Job Worker	4,870	6,165	7,901

No. : Job Title Min. : Inter. : Maximum

AUTOMOTIVE:

15.	Automobile Repairman Repair, assembly, disassembly of motor or chassis of motor vehicle. Pay Applicable (No. 15, All steps.)	¥7,045	¥8,805	¥11,201
16.	Shoot Metal Man	6,780	8,475	10,783
17.	Mechanic	6,055	7,595	9,899
18.	Painter	6,150	7,705	9,815
19.	Wood Worker	7,505	9,355	11,833
20.	Electrician	6,515	8,145	10,365
21.	Blacksmith	6,150	7,705	9,815
22.	Boilerman	6,680	8,365	10,651
23.	Caster	7,140	8,915	11,333
24.	Upholster	5,885	7,375	9,419
25.	Other Skilled Worker Greaseman Tireman Batteryman Car Washer	5,885	7,375	9,419
26.	Driver Fork Lift Driver (w/license)	6,610	8,255	10,529
27.	Special Driver Large Bulldozer Tractor Large Crane Tractor-Trailer, 4 ton & up	7,045	8,805	11,201

MACHINE TOOL:

28.	Machinist	6,515	8,145	10,365
29.	Precision Mechanic	6,515	8,145	10,365
30.	Electric Power Mechanic	6,320	7,925	10,101
31.	Precision Machine Repairman	6,320	7,925	10,101

No.	Job Title	Min.	Inter.	Maximum
32.	Electric Machine Repairman	6,150	7,705	9,815
33.	Machine Repairman	5,690	7,155	9,133
34.	Other Skilled Worker (Machine Shop Only)	5,595	7,045	9,001

SHIP BUILDING:

35.	Ship Building Man	7,335	9,135	11,619
36.	Ship Engine Mechanic	7,045	8,805	11,201
37.	Dry Dock Tender	7,410	9,245	11,751
38.	Electrician	7,045	8,805	11,201
39.	Ship Building Const. & Repair Supervisor	7,870	9,795	12,433

LAUNDRY:

40.	Separator	6,055	7,595	9,683
41.	Washing Man	6,515	8,145	10,365
42.	Finishing Man	6,680	8,365	10,651
43.	Folding Man	5,450	6,605	8,451

MISCELLANEOUS:

44.	Heavy Labor	5,060	6,385	8,165
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Job Title	Pay Applicable	Job Description
Light Labor	No. 44, steps 1-2	Cleaning
Heavy Labor	No. 44, steps 3-6	Common Labor
Heavy Labor	No. 44, steps 7-9	Handling heavy objects, ice, coal, sand, furniture, etc.

45.	Diver	14,135	17,358	21,915
50.	Explosive Handler Actual Handling of explosives in ammunition dumps, storage, etc.	6,515	8,145	10,365

OTHERS:

46.	Shoemaker	6,680	8,365	10,651
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No.	Job Title	Minimum	Maximum	Maximum
47.	Shoe Repairman	5,330	6,715	8,583
48.	Tailor	6,680	8,365	10,651
49.	Seamster	5,330	6,715	8,583
51.	Port Checker	7,410	9,245	11,751
52.	Barber	6,685	8,365	10,651
<b>PRINTERS:</b>				
53.	Ground Linotype Operator	7,410	9,245	11,751
54.	Job Printer Other Printer	6,700	8,475	10,783
55.	Book Binder Paper Cutter	5,960	7,485	9,551

GUIDE FOR CLASSIFICATION

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Reefer Man (Refrigerator Man)	Repair, operation and adjustment of refrigerator	Machinist (No. 28)
Diesel Engine Mechanic	Repair, operation and adjustment of diesel engine.	Machinist (No. 28)
Radio Repairman		Electric Machine Repairman (No. 32)
Boilerman	Pay should be determined by stating whether or not personnel have boilerman license.	Boilerman (No. 22)
Finishing Man (Outside Mechanic)		Machinist (No. 28)
Sewing Machine Mechanic		Machinist (No. 28)
Battery Mechanic	Automotive Industry	Other Skilled Worker (No. 25)
Tire Repairman		Other Skilled Worker (No. 25)
Crane Operator	Operates Special Crane	Special Driver (No. 27)
Crane Operator	Operates Common Crane	Electric Power Mechanic (No. 30)
Watch Repairman		Other Skilled Worker (No. 31)
Ice Maker	Making of Ice	Other Skilled Worker (No. 34)
Rigger		Dry Dock Tender (No. 37)
Painter	Painting of Hull	Dry Dock Tender (No. 37)
Furniture Maker		Woodworker (No. 19)
Typewriter Repairman	Repair and adjustment of typewriters	Machine Repairman (No. 31)
Projectionist	Operation and repair of projection machines	Electric Machine Repairman (No. 32)
Dentist Helper		Nurse (Clerical employee)

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Draftman	Drawing of original project plan	Machinist (No. 28)
Tracer	Copies Original Plan	Other Skilled Worker (No. 34)
Canvas Worker		Concrete Worker (No. 9)
Mimeograph Operator	Copying Work	Clerical Employee
Communication Mechanic		Electric Power Mechanic (No. 30)
Section Hand		Electric Power Mechanic (No. 30)
Fort Lift Man	With license	Driver (No. 26)
Fork Lift Man	Without license	Other Skilled Worker (No. 25)
Pavement Worker		Concrete Worker (No. 9)
Lubricator	Lubrication of Machines	Other Skilled Worker (No. 34)
Heat Packing		Machinist (No. 28)
Sign Painter	Marking or sign Painting	Painter (No. 7)
Pump Man	Supervision and repair of pump	Machinist (No. 28)
Air Compressor Man	Repair and adjustment of Air Compression Pump	Electric Power Mechanic (No. 30)
Tennis Racket Repairman		Concrete Worker (No. 9)
High Top Man		Heavy Labor (No. 44)
Gardener		Heavy Labor (No. 44)

RECOMMENDATION FOR FOREIGN LANGUAGE ALLOWANCE

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 not below)  
Linguistic Abilities: (State to what extent incumbent is qualified)

-----

Categories eligible for language allowance:

Technical & Professional Experts, Advisors  
Stenographers - Secretary  
Interpreter - Translators  
Managers  
Assistant Managers  
Clerks (with knowledge of English)  
Supervisor  
Accountant

TECHNICIANS

X-Ray Technicians  
Laboratory Technicians  
Statistician  
Mathematician

PROFESSIONAL EMPLOYEES

Doctor  
Engineer  
Lawyer  
Artist  
Dentist  
Architect

Notes for Recommending Officer:

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

b. Application in Japanese will be submitted in addition to English recommendation, one copy for each applicant. Units are responsible for providing Japanese application forms.

c. If applicant can not attend examination on date scheduled, letter will be submitted to this headquarters listing applicant's name, date of examination and number applicant was given by the Prefectural Government. Applicant will then be notified when next examination will take place.

d. Language Pay will start on the first day of the succeeding month from date of final approval by this headquarters.

Incl. #3



## MEMO ROUTING SLIP

1	NAME OR TITLE <b>Capt. Pousard</b>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <b>8th Army M G Labor Section</b>	DATE	CONCURRENCE
2	<b>APO 343</b>		FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS			
FROM NAME OR TITLE		DATE <b>JUN 8 - 1949</b>	
ORGANIZATION AND LOCATION <b>Kanagawa Mil Govt Team APO 503</b>		TELEPHONE	

**DA** -AGO FORM 896  
1 FEB 48

Replaces WD AGO Form 896, 1 Jun 1946,  
which may be used.

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HEADQUARTERS  
KANAGAWA MILITARY GOVERNMENT TEAM  
APO 503

AG-L 230.433

6 June 1949

SUBJECT: Labor Regulations

TO: All Units in Kanagawa Prefecture using Japanese Labor

1. Rescissions:

- a. Letter AG-L 230.433, Hq. KMG, subject: "Labor Regulations" dated 18 February 1949, except Japanese version of nine step wage scale.
- b. Letter AG-L 230.433, Hq. KMG, subject: "Change to current Labor Regulations" dated 16 March 1949.
- c. Letter AG-L 230.433, Hq. KMG, subject: "Additions to Labor Regulations" dated 2 May 1949.

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 Requisition:

a. Requisitions for Japanese Labor will 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 authorized Japanese Manning Table as approved by G-4 Section, Headquarters Eighth Army. Individuals may be hired from other sources than the Japanese Government Offices provided a statement including name, job title, salary and date of hire of person is forwarded to this headquarters promptly. All permanent Japanese employees must be registered properly in Japanese Prefectural Government Offices in order to maintain proper records. In any case a monthly supplemental roster of new employees hired will be submitted, stating name, address, job title, pay grade, No. of dependents, date of hire, and language allowance, if any.

b. Recommendations for reclassification and pay increases will be accepted for review and disposition only during the period from the first (1st) to fifteenth (15th) of each month. Correspondence under the above subject will not be received by this headquarters from the sixteenth (16th) to the last day of the month.

c. Recommendations for pay increase will be made in triplicate and held to a maximum of one (1) letter each month.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

d. No reclassifications will be acted upon unless it is clearly shown in writing over the signature of the Unit Labor Officer or Commanding Officer that the employee in question is actually performing and is qualified for the work encompassed by the new job title. Such letter requests should not be prepared by the Japanese employee, but should be a fair evaluation of the person's capabilities by the responsible Officer. Reclassification will not be effected for the purpose of obtaining a raise in pay. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

4. Time Sheet:

a. Each using unit will submit time sheet, 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 to 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. Classification - Reclassification:

a. For Japanese pay purposes laborers will be divided into two groups: Clerical and Service Workers and Non-Clerical Workers.

b. Job classifications should be specific by using titles outlined in the pay scale (Inclosure #1). Jobs not specifically listed, will be paid at the nearest comparable job title. Explanatory outline (Inclosure #2) should be utilized in such cases. Only authorized classifications will be accepted.

c. Requests for reclassifications, 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 manager and representatives of the employees before reaching a final decision. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassifications.

d. Unit Labor Officers are reminded that although certain job titles appear in the wage scale (Inclosure #1) this does not, in itself, authorize the employment of such persons. Operational Directive No. 33, 1946, and Eighth Army Circular No. 28, 1949, should be studied carefully, particularly with respect to persons performing personal services (No. 46-52 Part 2 Inclosure #1).

6. Classifications of Advisor, Technical and Professional Experts:

a. The job title advisor, technical and professional expert is the highest classification recognized by the Japanese Government for employees of the Occupation Forces. It was originally intended as a position equivalent to positions in the Japanese Government ranging from Chief of a Bureau up to and including a Cabinet Minister, depending upon the pay scale. In view of this, it can be seen that an advisor, technical and professional expert is considered to be a person of considerable education and attainments. Qualifications are loosely prescribed by the Japanese Government but through custom and precedent they have come to be all of the following:

- 1) A College level education.
- 2) A background of professional experience for many years, preferably prior to the war, in a highly specialized field.
- 3) An ability to exercise skills not ordinarily found in the labor market and of distinct value to the Occupation Forces.

b. The foregoing requirements may be waived in the case of competent English-speaking administrators who are thoroughly familiar with Japanese Laws, Customs, Government and other phases of Japanese life and who exercise a responsibility greater than that of a personnel manager or chief foreman.

c. All present classifications of advisor, technical and professional experts are subject to review by the Kanagawa Prefectural Government. While it is not contemplated that any person will be down-graded as a result of this policy, some persons may not receive a full 50% increase.

d. For reclassification to or initial hire as advisor, technical and professional expert, a job description and personal history statement in English and Japanese will be forwarded to this headquarters for final decision by the Kanagawa Prefectural Government. Increases of basic wage over ¥9639- will not be considered in any case, until a job analysis and a scrutiny of the individual's qualifications is made by the Kanagawa Prefectural Government. Those recommendations favorably considered will be forwarded to the Special Procurement Board for final decision.

7. Allowances:

a. Area Allowance

In addition to the basic wage, an area allowance is payable to Clerical and Service Workers which is computed from area work actually performed and not to be construed as where

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd: 6 June, 1949 (contd)

employee resides.

<u>30%</u>	<u>20%</u>
Yokohama	Yokosuka
Kawasaki	Takeyama
	Ikego
<u>10%</u>	Odawara
Zama	Chigasaki
Atsugi	Sagamihara

Area allowance is not provided for personnel working in towns or villages not listed above.

b. Dependent Allowance.

All permanently-employed Japanese employees are to be paid a dependent allowance of ¥600- for wife and one child under 18 years of age, and ¥400- for all other legal dependents.

c. 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%

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.

d. Foreign language Allowance.

A foreign language allowance of 10% to 50% of base pay will be granted to certain categories of clerical employees upon the recommendation of the Unit Labor Officer and after a demonstration of proficiency in the English and Japanese language before the Prefectural Testing Committees. Unit Labor Officers will submit information outlined in Inclosure #3, in triplicate, 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. Persons will be granted re-examination only when it is clearly indicated that the original examination did not reflect person's true ability. In no case will language differential be granted without examination.

e. 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.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

f. Transfer Allowance.

The Kanagawa Prefectural Government will pay a transfer allowance to those day laborers who transfer to a permanent basis.

g. 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 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.

Paragraph three (2) of release notice (MGL Form #10, revised) does not apply to employees who resign at their own request, therefore paragraph three (3) will be deleted when submitting report of release under the preceding circumstances.

h. Retirement Allowance;

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 re-employment. This allowance shall not be paid in case of discharge owing to mal-practice or unlawful acts.

i. Travel Expense.

For Official travel directed by the Occupation Forces, travel expenses 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.

j. Special Work Allowance.

Determination of special work allowances will be made by the Unit Labor Officer. Such allowance will be paid only for the period of time such special operation is actually performed. In all cases, it must be indicated on the time sheet whether such work was performed during normal hours or during overtime hours. Use remarks column on the time sheet.

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
High Altitude Work	Work done over 10 meters above ground	20%
Crane Operators	Work done over 15 mtrs aboveground and water	20%
Rigger	Work done over 15 mtrs	20%

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
Foreman	High altitude operations over 15 mtis. (Personal investigation required for repairing and overhauling cranes)	20%
Deck Workers	Oiling upper parts of cranes at altitude over 15 mtrs. above sea. Joining of tug and suspension ropes.	30%
Deck Worker Mechanical Engineer	Operation of towing boats	20%
Diver	Underwater operations	10% allowance will be paid for the first 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 mtr. underground	20%
Electrician	Handling of high voltage of over 3,000 volts, operation of electric currents and their installation, machinery, and fixtures, as well as maintenance, and repair of those mentioned above.	30%
<del>Cold-ice man on land</del>	Operation in refrigerators	20%
Dirty Work Allowance	Including only work which is highly destructive to the clothes of the worker	10%-30%
Cess-Pool man	Disposal of filth	30%
Night Work Allowance	Work performed during hours from 2200-0600 that are in addition to normal work hours.	

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
 dtd. 6 June, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
Night Work Allowance (Continued)	This allowance does not apply to employees that work during the special hours as their normal work day.	30%
Odd-Job man, Stevedore, water-front workers and super-cargo for overland transportation	Loading and unloading cement	30%
Boilerman, turbine machinist, diesel-machinist boiler test man	Handling of steam turbine with saturated vapor over 100C. 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, overtime will be granted for 6 hours.
All types	Actual work performed out-of-doors on rainy or stormy days	30%
Doctor, Nurses and Attendants	Attending patients with infectious diseases	30%
Laborers	Handling highly-heated materials, over 100C.	30%
Heavy Laborers	Handling of heavy materials weighing more than 500 kilos 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-product	30%



Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd 6 June, 1949 (contd)

<u>Type of Work</u>	<u>Nature of Operation</u>	<u>Standard of Allowance</u>
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%

8. Unit Labor Officers are reminded that overtime will be held at a minimum, reference Radiogram DX 77253 GA, and letter AG 044.06 SCAP dated 21 March 1949. Anything contained in the following paragraphs in no way justifies the use of overtime or relieves units from responsibilities of the above references.

a. The normal working period of all types of labor consists of an eight (8) hour day exclusive of a lunch period and a forty-eight (48) 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, and 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.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd 6 June, 1949 (contd)

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

9. Leave:

a. 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 employees work 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.

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

c. When work is performed on an Official Army Holiday, which occurs during the week, excluding Sundays, the employee shall be paid at the basic wages for each hour worked plus his regular day's pay. Employees who work on holidays which occur on Sundays will be paid only for the number of hours 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 employees. Allowance for illness (base pay and allowance only) will be paid upon presentation of doctor's certificate for periods up to three (3) calendar months. In case of new employees, the three (3) months illness allowance will not apply until final report of initial physical examination has been received by Unit Labor Officer. If initial physical report is unfavorable, employee does not have any claim to illness allowance.

e. ~~Emergency Pay.~~  
Advance wages for Japanese nationals employed by the Occupation Forces for reasons, such as child birth, sickness, death, etc, is permitted. Employee must have worked one week or more, and pay will not be in excess of actual time worked.

Time report (MGL Form #5, revised) in quadruplicate, will be submitted to this headquarters, listing the number of days worked by individual. Unit Labor Officer must certify on time report that pay is for emergency.

In addition to time report submitted for emergency pay, unit will make entry on regular monthly time report showing number:

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

of days individual has already been paid. Again certification must be made on time report by Unit Labor Officer.

f. In case of female workers, a vacation with pay will be recognized before and after confinement for childbirth.

10. Rations:

a. 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 (wages scale). Rations will be issued by the Japanese Government upon a statement of the Unit Labor Officer indicating the number of persons, job titles and days worked during the month of those entitled to such rations. Authorized clerical and service worker categories are indicated in Inclosure #1.

11. 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 light or heavy labor, as the case may be.

b. Working hours.

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 requirements 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. Wage will include the basic wage, area allowance, dependent 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 mourning
- (2) Lack of available transportation due to storm, flood, earthquake, or fire.
- (3) Other justifiable or excusable reasons.

Hq. Kanagawa MIL. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

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

12. Seamen:

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

13. Temporary Labor:

Requisitions for temporary (daily) labor should be submitted in triplicate to this headquarters at least twenty-four (24) hours in advance of the time they are needed. Requisition for temporary labor will be held to a minimum. Efforts will be made to utilize permanent employees. Those units employing temporary (daily) labor that are virtually permanent employees will effect the transfer of the laborers immediately. A transfer allowance is payable. Temporary labor will be chargeable to the Japanese Manning Table. All Yon cost will be shown on QGD-23 (R1) Report.

14. This headquarters is the authorized liaison agency between the using units and the Japanese Government for all questions concerning Labor Requisition in Kanagawa Prefecture. All documents destined for the Japanese Government which require the signature of the Unit Labor Officer must be forwarded through this headquarters for proper record. Such documents include rosters, time sheets, release notices, accident reports, travel vouchers and certificates for authorized supplementary rations, but do not include correspondence concerning taxes, certificates of dependency and other matters in which the individual ordinarily deals directly with his local Government Offices. Correspondence concerning Manning Tables, QGD Reports and Army-wide restrictions placed in effect by the Occupation Forces, embodied in Radiogram DX 77253 GA and Letter AG 044.06 SCAP dated 21 March, 1949, are not properly a function of this headquarters and will be referred to G-4 Section, Headquarters Eighth Army.

b. Employees of the Occupation Forces on Labor Requisition are considered Japanese Government employees insofar as determination, calculation and actual disbursement of pay is concerned. Minor errors in calculation may be appealed by the individual concerned directly to the Japanese Government. If further action is warranted, this headquarters will intervene. In determination of pay within the ranges set by the Japanese Government, the recommendation of the Unit Labor Officer will prevail, subject to the restrictions of this letter except where such recommendation would contravene with the policy of the Japanese Government to establish uniform rates of pay throughout the Prefecture.

Hq. Kanagawa Mil. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 6 June, 1949 (contd)

15. Health Insurance and Welfare Annuity

a. Effective 1 April 1949 health insurance and welfare annuity will be placed into effect for Japanese employees working for the Occupation Forces. Half of the premium will be borne by the Kanagawa Prefectural Government and the other half by the individual employee, which will be deducted monthly from the payroll.

b. Health Insurance certificates have been issued to all Japanese nationals employed by the Occupation Forces. When an employee leaves or is discharged from employment with the Occupation Forces, he or she must return health insurance certificate to the issuing office, Kanagawa Prefectural Government.

FOR THE COMMANDING OFFICER:

*John L. Fite*  
JOHN L. FITE  
1st. Lt. Inf  
Asst. Adjutant

3 Incls:

1. Wage Scale
2. Guide for classification
3. Recommendation for foreign language advance.

WAGE SCALE FOR CLEPICAL AND SERVICE 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. ¥50 increases for every six months of service will be granted up to the maximum grade upon application. In no case will basic wages exceed the maximum rate.

Classification		Pay Grade		
		Min.	Inter.	Maximum
Building Manager	Number of Employees controlled by Manager			
	1 - 50	¥4,320	¥5,350	¥6,405
	50 - 200	6,405	6,700	6,975
	200 - 1000	6,975	7,200	7,890
Assistant Manager	1 - 50	3,675	4,400	5,415
	50 - 200	5,415	5,700	5,985
	200 - 1000	5,985	6,320	6,795
Supervisor		4,815	5,575	6,300
Clerk (with knowledge of English)		2,800	4,230	5,580
Clerk (without knowledge of English)		2,070	3,190	4,305
*Cargo Checker		3,045	4,675	6,300
Interpreter		4,305	5,305	6,300
" Expert		5,340	6,070	6,795
" High Class (To be determined by Prefectural Government on recommendation of Labor Section, Military Government)		6,795	7,515	8,235
Translator		4,305	5,305	6,300
Translator-Examiner and Expert (Consular, Special Examiner, etc.)		5,340	6,070	6,795
Translator High Class (To be determined by Prefectural Government on recommendation of Labor Section, Military Government)		6,795	7,515	8,235
Stenographer (with knowledge of English)		3,675	4,990	6,300
Typist (with knowledge of English)		2,715	3,615	4,815
Typist (without knowledge of English)		2,070	3,130	4,185

Classification	Pay Grade		
	Min.	Total	Maximum
Secretary	¥5,340	¥5,820	¥6,300
Accountant	5,340	5,820	6,300
Telephone Operator (with knowledge of English)	2,070	3,460	4,850
Telephone Operator (without knowledge of English)	1,965	2,985	4,005
Messenger	2,070	2,410	2,745
*Guard	2,415	3,900	5,385
*Fire Fighters	2,415	4,360	6,300
*Indicates Supplementary Rations Authorized by Japanese Government.			
Elevator Boy	2,070	3,115	4,185
IBM Key Punch Operator	3,810	4,510	5,205
IBM Mechanic Service	4,320	5,685	7,050
IBM System Service	4,770	6,070	7,365
IBM Supervisor	7,365	8,025	8,625
Advisor Technical and Professional Expert (Salary for specific job will be determined by the Japanese Government within the established range on the recommendation of Labor Section, Military Government)	7,544	9,639	12,900
<u>Kitchen and Mess Employees:</u>			
Mess Manager	4,345	5,820	6,795
Head Waiter, Waitress	3,045	4,315	5,580
Waiter, Waitress	2,070	3,460	4,845
Chief Cook and Baker	5,340	5,985	6,630
Cook, Baker	3,045	4,440	5,835
Chief Kitchen Helper	2,880	3,865	4,845
<del>Kitchen Helper</del>	<del>2,070</del>	<del>3,195</del>	<del>4,320</del>

<u>Classification</u>	<u>Min.</u>	<u>Inter</u>	<u>Maximum</u>
<u>Special Employees</u>			
Nurse (Certified Nurse Only)	¥2,415	¥3,750	¥5,085
Japanese Instructor	5,310	6,775	8,235
<u>Technicians:</u>			
X-Ray Technicians			
Laboratory Technicians			
Statistician			
Mathematician	4,845	6,010	7,170
<u>Professional Employees:</u>			
Doctors			
Engineers			
Lawyers			
Artists	5,340	6,790	8,235
Dentists			
Architects			
<u>Domestic Employees:</u>			
House Manager (Class "A" Residence Only)	4,920	5,950	6,975
Housekeeper	3,120	4,915	6,705
Maid, First Class	3,120	4,000	4,875
Houseboy and Maid	2,355	3,270	4,185
Chief Cook (Class "A" Residence Only)	6,705	6,840	6,975
Cook	3,540	5,125	6,705
Yardman	3,120	3,850	4,575
Furnace Tender	3,120	4,000	4,875

NOTE TO UNIT LABOR OFFICERS:

YFN COSTS OF OCCUPATION FORCE LABOR AS SHOWN IN QGD-23 (M) REPORTS TO AG MUST INCLUDE ACCIDENT COMPENSATION, RETIREMENT AND DISCHARGE ALLOWANCE, TRAVEL EXPENSE AND ALL OTHER MONETARY ALLOWANCES GRANTED BY THE JAPANESE GOVERNMENT TO ALL OCCUPATION FORCE'S EMPLOYEES.



WAGE SCALE NON-CLERICAL EMPLOYEES

In determining wage scales, Japanese Pay Table of nine steps will apply. For initial employment step 5 (Intermediate) or below will be used. Pay Increases from step to step will be granted to employees that display an exceptional ability in work actually performed. Unit Labor Officer should not abuse this privilege, recommendation for pay increase should be a true evaluation and investigation by unit labor officer. A ¥50 periodic increase every six months will be granted up to the maximum upon application to this headquarters. In no case will wage exceed the maximum rate.

NO. :	Job Title	Min. :	Inter. :	Maximum
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CONSTRUCTION AND GENERAL:

1.	Carpenter	¥6,150	¥7,705	¥9,815
2.	Plasterer	6,150	7,705	9,815
3.	Mason Stone Cutter	6,515	8,145	10,365
4.	Plate Worker Tinmith	5,520	6,935	8,869
5.	Roofer	5,960	7,485	9,550
6.	Plumber	5,520	6,935	8,869
7.	Painter	5,425	6,825	8,715
8.	Electrician Fitting Man	6,150	7,705	9,815
9.	Concrete Worker Glazier	5,520	6,935	8,869
10.	Blacksmith Welder	4,965	6,275	8,033

TRANSPORTATION:

11.	Winchman Dockman	5,885	7,375	9,419
12.	Longshoreman	5,885	7,375	9,419
13.	Watchman (Ship Signalmen only) Cargo Arranger	6,515	8,145	10,365
14.	Odd Job Worker	4,870	6,165	7,901

No. : Job Title Min. : Inter. : Maximum

AUTOMOTIVE:

15.	Automobile Repairman Repair, assembly, disassembly of motor or chassis of motor vehicle. Pay Applicable (No. 15, All steps.)	¥7,045	¥8,805	¥11,201
16.	Sheet Metal Man	6,780	8,475	10,783
17.	Mechanic	6,055	7,595	9,683
18.	Painter	6,150	7,705	9,815
19.	Wood Worker	7,505	9,355	11,883
20.	Electrician	6,515	8,145	10,365
21.	Blacksmith	6,150	7,705	9,815
22.	Boilerman	6,680	8,365	10,651
23.	Castor	7,140	8,915	11,333
24.	Upholster	5,835	7,375	9,419
25.	Other Skilled Worker Grease man Tire man Battery man Car Washer	5,885	7,375	9,419
26.	Driver Fork Lift Driver (w/license)	6,610	8,255	10,519
27.	Special Driver Large Bulldozer Tractor Large Crane Tractor-Trailer, 4 ton & up	7,045	8,805	11,201

MACHINE TOOL:

28.	Machinist	6,515	8,145	10,365
29.	Precision Mechanic	6,515	8,145	10,365
30.	Electric Power Mechanic	6,320	7,925	10,101
31.	Precision Machine Repairman	6,320	7,925	10,101

No.	Job Title	Min.	Inter.	Maximum
32.	Electric Machine Repairman	6,150	7,705	9,815
33.	Machine Repairman	5,690	7,155	9,133
34.	Other Skilled Worker (Machine Shop Only)	5,595	7,045	9,001

SHIP BUILDING:

35.	Ship Building Man	7,335	9,135	11,619
36.	Ship Engine Mechanic	7,045	8,805	11,201
37.	Dry Dock Tender	7,410	9,245	11,751
38.	Electrician	7,045	8,805	11,201
39.	Ship Building Const. & Repair Supervisor	7,870	9,795	12,433

LAUNDRY:

40.	Separator	6,055	7,595	9,683
41.	Washing Man	6,515	8,145	10,365
42.	Finishing Man	6,680	8,365	10,651
43.	Folding Man	5,450	6,605	8,451

MISCELLANEOUS:

44.	Heavy Labor	5,060	6,385	8,165
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Job Title	Pay Applicable	Job Description
Light Labor	No. 44, steps 1-2	Cleaning
Heavy Labor	No. 44, steps 3-6	Common Labor
Heavy Labor	No. 44, steps 7-9	Handling heavy objects, ice, coal, sand, furniture, etc.

45.	Diver	14,135	17,358	21,915
50.	Explosive Handler Actual Handling of explosives in ammunition dumps, storage, etc.	6,515	8,145	10,365

OTHERS:

46.	Shoemaker	6,680	8,365	10,651
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No. : Job Title Min. : Inter. : Maximum

47.	Shoe Repairman	5,330	6,715	8,583
48.	Tailor	6,680	8,365	10,651
49.	Seamster	5,330	6,715	8,583
51.	Port Checker	7,410	9,245	11,751
52.	Barber	6,685	8,365	10,651

PRINTERS:

53.	Gravure Linotype Operator	7,410	9,245	11,751
54.	Job Printer Other Printer	6,700	8,475	10,783
55.	Book Binder Paper Cutter	5,960	7,485	9,551

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GENERAL JOB CLASSIFICATION

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Roofer Man (Refrigerator Man)	Repair, operation and adjustment of refrigerator	Machinist (No. 28)
Diesel Engine Mechanic	Repair, operation and adjustment of diesel engine.	Machinist (No. 28)
Radio Repairman		Electric Machine Repairman (No. 32)
Boilerman	Pay should be determined by stating whether or not personnel have boilerman license.	Boilerman (No. 22)
Finishing Man (Outside Mechanic)		Machinist (No. 28)
Sewing Machine Mechanic		Machinist (No. 28)
Battery Mechanic	Automotive Industry	Other Skilled Worker (No. 25)
Tire Repairman		Other Skilled Worker (No. 25)
Crane Operator	Operates Special Crane	Special Driver (No. 27)
Crane Operator	Operates Common Crane	Electric Power Mechanic (No. 30)
Watch Repairman		Other Skilled Worker (No. 31)
Ice Maker	Making of Ice	Other Skilled Worker (No. 34)
Rigger		Dry Dock Tender (No. 37)
Painter	Painting of Hull	Dry Dock Tender (No. 37)
Furniture Maker		Woodworker (No. 19)
Typewriter Repairman	Repair and adjustment of typewriters	Machine Repairman (No. 31)
Projectionist	Operation and repair of projection machines	Electric Machine Repairman (No. 32)
Dentist Helper		Nurse (Clerical employee)

<u>Job Title</u>	<u>Job Description</u>	<u>Job Classification to be Applied</u>
Draftman	Drawing of original project plan	Machinist (No. 28)
Tracer	Copies Original Plan	Other Skilled Worker (No. 34)
Canvas Worker		Concrete Worker (No. 9)
Mimeograph Operator	Copying Work	Clerical Employee
Communication Mechanic		Electric Power Mechanic (No. 30)
Section Hand		Electric Power Mechanic (No. 30)
Fork Lift Man	With license	Driver (No. 26)
Fork Lift Man	Without license	Other Skilled Worker (No. 25)
Pavement Worker		Concrete Worker (No. 9)
Lubricator	Lubrication of Machines	Other Skilled Worker (No. 34)
Heat Packing		Machinist (No. 28)
Sign Painter	Marking or sign Painting	Painter (No. 7)
Pump Man	Supervision and repair of pump	Machinist (No. 28)
Air Compressor Man	Repair and adjustment of Air Compression Pump	Electric Power Mechanic (No. 30)
Tennis Racket Repairman		Concrete Worker (No. 9)
High Top Man		Heavy Labor (No. 44)
Gardener		Heavy Labor (No. 44)

RECOMMENDATION FOR FOREIGN LANGUAGE ALLOWANCE

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)

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Categories eligible for language allowance:

Technical & Professional Experts, Advisors  
Stenographers - Secretary  
Interpreter - Translators  
Managers  
Assistant Managers  
Clerks (with knowledge of English)  
Supervisor  
Accountant

TECHNICIANS

X-Ray Technicians  
Laboratory Technicians  
Statistician  
Mathematician

PROFESSIONAL EMPLOYEES

Doctor  
Engineer  
Lawyer  
Artist  
Dentist  
Architect

Notes for Recommending Officer:

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

b. Application in Japanese will be submitted in addition to English recommendation, one copy for each applicant. Units are responsible for providing Japanese application forms.

c. If applicant can not attend examination on date scheduled, letter will be submitted to this headquarters listing applicant's name, date of examination and number applicant was given by the Prefectural Government. Applicant will then be notified when next examination will take place.

d. Language Pay will start on the first day of the succeeding month from date of final approval by this headquarters.

Incl. #3

HEADQUARTERS  
KANAGAWA MILITARY GOVERNMENT TEAM  
APO 503

2 May 1949

AG-L 230.433

SUBJECT: Additions to Labor Regulations

TO: All Units in Kanagawa Prefecture Using Japanese Labor  
Attn: Labor Officer

1. Forwarded for your information and guidance are the following additions to current Labor Regulations received from the Kanagawa Prefectural Government.

EMERGENCY PAY FOR INDIGENOUS LABOR

2. Advanced wages for Japanese nationals employed by the Occupation Forces for reasons, such as child birth, sickness, death, etc., is permitted. Employee must have worked one week or more, and pay will not be in excess of actual time worked.

a. Time report (MG-L Form No. 5 revised) in quadruplicate will be submitted to this office, listing the number of days worked by individual. Unit Labor Officer must certify on time report that pay is for emergency. To expedite procedure and assure employee of immediate action it is requested that time report be hand carried to this headquarters.

b. In addition to time report submitted for emergency pay, unit will make entry on regular monthly time report showing number of days individual has already been paid. Again certification must be made on time report by Labor Officer.

HEALTH INSURANCE AND WELFARE ANNUITY

3. Effective 1 April 1949 health insurance and welfare annuity will be placed into effect for Japanese employees working for the Occupation Forces. Half of the premium will be borne by the Kanagawa Prefectural Government and the other half by the individual employee, which will be deducted monthly from the payroll.

a. Health insurance certificates have been issued to all Japanese nationals employed by the Occupation Forces. When an employee leaves or is discharged from employment with the Occupation Forces. He or she must return health insurance certificate to the issuing office, Kanagawa Prefectural Government.

APPLICATION FOR LANGUAGE TEST

4. Applicants requesting language test for the purpose of increasing their pay are required to submit application in Japanese (inclosure #1) in addition to regular English application. Units are responsible for providing application forms, reproduction of form should be made from inclosed sample.

FOR THE COMMANDING OFFICER:

1 Incl:  
Application for  
Language Test

*John L. Pate*  
JOHN L. PATE  
1st Lt. Inf  
Asst. Adjutant



語學能力考査申請書様式

(新採用) 語學能力考査申請書  
(退職復員)

部 隊 名

機 場 名

機 種 名

氏 名

年 月 日 生

現職就職年月日

受 終 學 歴

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電 話	番 號

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED  
Economic and Scientific Section  
Labor Division  
APO 500

004.06(29 Mar 49)ESS

29 March 1949

SUBJECT: Enforcement of Labor Standards Law

TO: Military Government Team Labor Officers

1. During the past few months, a large number of Japanese employers have delayed payment of wages, made incomplete wage payments and, in some cases, not paid wages at all. These actions are violations of Article 24 of the Labor Standards Law, which requires that wages be paid in cash, in full, at least once a month, and on time.

2. In spite of the criminal penalties provided in the Labor Standards Law for violation of Article 24, prosecution of violators by the Japanese Government was practically non-existent. In accordance with the suggestion of the Legal Section and Economic and Scientific Section, the Procurator General and the Labor Minister of the Japanese Government have taken the following actions to insure strict enforcement of Article 24:

a. On 11 March 1949, Procurator General FUKUI issued the following statement, "It is most regrettable that the trend of neglecting payment of wages should of late prevail among some employers. Non-payment of wages is a violation of Article 24 of the Labor Standards Law. Not only is this state of affairs objectionable in the eyes of the law, but it will adversely affect workers by spiking their will to increase production. Therefore, we, the prosecution authorities, are determined to deal severely with this type of offense according to law."

b. The Labor Ministry developed a set of concrete criteria to determine whether criminal prosecution proceedings should be instituted against violators of Article 24. These criteria were issued by the Ministry of Labor to all chiefs of prefectural Labor Standards Bureaus on 11 March 1949, with strict instructions that all cases in violation of these criteria must be submitted to the local procurator's office for prompt prosecution.

3. A copy of these criteria and instructions is attached for information and guidance.

FOR THE CHIEF, ECONOMIC AND SCIENTIFIC SECTION:

*Chester W. Hepler*

CHESTER W. HEPLER  
Chief, Labor Division

1 Incl.  
Notification re  
Disposition of Non-payment  
or Delay of Payment of Wages.

NOTIFICATION  
re.  
DISPOSITION OF NON-PAYMENT OR  
DELAY OF PAYMENT OF WAGES

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TO: Chief of Prefectural Labor Standards Office

From: Chief of Labor Standards Bureau, Labor Ministry

Subject: In regard to the Disposition of Non-payment or Delay of Payment of Wages.

Cases of non-payment or dilatory payment of wages are occurring throughout the country. Whether these cases violate Article 24 of the Labor Standards Law or not will be determined, as has been made clear in our previous notifications, by investigating the actual situation of the management, - that is to say, whether or not payment was impossible, in spite of the fact that the employer from his common responsibility as a manager, acceptable in the light of public conception, has endeavored his best to do so.

But actually, according to the past instances, it is very difficult to judge whether or not the employer truthfully has the ability to pay and it will require some length of time for investigation to verify the fact.

Many employers are likely to delay the payment under the pretense of not being able to pay the wage, which actually will make the workers unable to maintain their minimum living.

Therefore, governmental authorities will take action in accordance with the statement made by the Minister of Labor and instructions of the Public Procurator-General, and expose vicious violators in order to improve such existing situation. Labor Standards Bureau has consulted with the Attorney-General's Office in regard to the disposition of the cases in question. It is desirable that the dispositions will be made along the following policy.

1. The undermentioned cases will be regarded as being extremely suspicious of violating Article 24, Labor Standards Law, and shall be dealt with accordingly:

- a. In case the employer pays or attempts to pay liabilities which are not compelled to be paid by criminal punishment, and the employer is then unable to pay wages on the fixed pay day.
- b. In case when the employer did not make effort to borrow funds and consequently the payment of wages could not be met on a fixed date.
- c. If employer purposely avoided response to the summons of Labor Standards Bureau or Inspector's Office, or failed to make required report.
- d. And other cases where the employer fails in making maximum efforts acceptable to general public concept.

2. In the above various cases, the inspectors must indicate the earliest possible date for the payment of wages and urge the employers to make a firm promise for its materialization on or before the due date. If the employer does not agree or in case he has promised but failed to materialize the payment on the due date, despite the fact that there had been no serious changes in the situation, the case must be submitted to the Local Procurator's Office.

12

HEADQUARTERS  
KANAGAWA MILITARY GOVERNMENT TEAM  
APO 503

AG-L 230.433

18 February 1949

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 14 October, 1948.
- b. Letter, AG-L 230.433, Hq. KMGT, subject: "Labor Regulations" dated 20 October, 1948.
- c. Letter, AG-L 230.433, Hq. KMGT, subject: "Advance Payment of December wages" dated 8 December, 1948.
- d. Letter, AG-L 230.433, Hq. KMGT, subject: "Amendments and changes in Labor Regulations" dated 10 January, 1949.

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 requisition:

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 authorized Japanese Manning Table. Individuals may be hired from other sources than the Japanese Government Offices provided a statement including name, job title, salary and date of hire of person is forwarded to this headquarters promptly. All permanent Japanese employees must be registered properly in Japanese Prefectural Government Offices in order to maintain proper records. In any case a monthly supplemental roster of new employees hired will be submitted, stating name, address, job title, pay grade, No. of dependents, date of hire, and language allowance, if any.

No reclassification will be acted upon unless it is clearly shown in writing over the signature of the Unit Labor Officer or Commanding Officer that the employee in question is actually performing and is qualified for the work encompassed by the new job title. Such letter requests should not be prepared by the Japanese employee, but should be a fair evaluation of the person's capabilities of the responsible Officer. Reclassification will not be effected for the purpose of obtaining a raise in pay. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

such reclassifications.

#### 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.

b. 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 manager and representatives of the employees before reaching a final decision. Kanagawa Prefectural Government Liaison Labor Section is the approving authority for such reclassification.

#### c. Application of New Wage Scale for Clerical and Service Workers

A new wage scale representing an approximate 50% increase has been placed in effect as of 1 January 1949. Because of year-end advance payments and because of an effort to stabilize income at a time when the heaviest expenses of the year are borne by the worker, a portion of the increase was paid in December Time Reports, with a corresponding decrease in amount actually paid effected on January and February Time Reports. Employees hired during January and February 1949 will receive only that portion of the increase (normally 25%) given to other Clerical and Service Workers for the month of January and February 1949. Effective 1 March 1949 all Clerical and Service Workers will be paid at the rates outlined in Inclosure #1.

Hq. Kanagawa Milit. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

New Wage Scale:

In no case will basic wages exceed the maximum rates. No exception is contemplated at present for those employees who were receiving longevit. payments or tentative wages because of forced down-grading in job titles.

b. Application of New Wage Scale for Non-Clerical Workers

Readjustments of pay grades for non-clerical workers will be accomplished at this time effective on February Time Reports. Except what will hereinafter be described, no reclassifications will be accomplished at this time. The new wages scale will be applied by the Japanese Labor Administrative Office as follows:

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. This will be determined by use of Scale "A" Japanese version Inclosure #5. It is contemplated that only nine (9) steps listed will be used except for ¥50- pay increases where effected.

3) A Roster of the following types of labor will be submitted to this headquarters as soon as possible.

<u>Job Title</u>	<u>Pay Applicable</u>	<u>Job Description</u>
Light Labor	No. 44, steps 1 & 2	Cleaning
Heavy Labor	No. 44, steps 1 to 6	Common Labor
Cargo Handler	No. 44, steps 7 to 9	Handling heavy objects, ice, coal, sand, furniture, etc.
Explosive Handler	No. 50, all steps	Actual handling of explosives in ammunition dumps, storage, etc.
automobile Repairmen	No. 15, all steps	Repair, assembly, disassembly of motor or chassis of motor vehicle.

4) Non-Clerical employees will be hired at standard wages (intermediate grade) Inclosure #1. No reclassification of such person to higher wage will be granted unless worker shows exceptional ability.

Unit Labor Officers are reminded that the mere fact that certain job titles appear in the wage scale (Inclosure #1) does not in itself authorize the employment of such persons. Operational Directive No. 33, 1946 and 8th Army Circular No. 47, 1948, should be studied carefully, particularly with respect to persons performing personal services (Nos. 46-52 Part 2 Inclosure #1).

c. Classifications of Advisor, Technical & Professional Experts

The job title advisor, technical and professional expert is the highest classification recognized by the Japanese Government for employees of the Occupation Forces. It was originally intended as a position equivalent to positions in the Japanese Government ranging from Chief of a Bureau up to and including a Cabinet Minister, depending upon the pay scale. In view of this, it can be seen that an advisor, technical and professional expert is considered to be a person of considerable education and attainments. Qualifications are loosely prescribed by the Japanese Government but through custom and precedent they have come to be all of the following:

- a) A College level education.
- b) A background of professional experience for many years, preferably prior to the war, in a highly specialized field.
- c) An ability to exercise skills not ordinarily found in the labor market and of distinct value to the Occupation Forces.

The foregoing requirements may be waived in the case of competent English-speaking administrators who are thoroughly familiar with Japanese Laws, Customs, Government and other phases of Japanese life and who exercise a responsibility greater than that of a personnel manager or chief foreman.

All present classifications of advisor, technical and professional experts are subject to review by the Kanagawa Prefectural Government. While it is not contemplated that any person will be downgraded as a result of this policy, some persons may not receive a full 50% increase.

For reclassification to or initial hire as an advisor, technical and professional expert, a job description and personal history statement in English and Japanese will be forwarded to this headquarters for final decision by the Kanagawa Prefectural Government. Increases of basic wage over ¥9639 will not be considered in any case, until a job analysis and a scrutiny of the individual's qualifications is made by the Kanagawa Prefectural Government. Those recommendations favorably considered will be forwarded to the Special Procurement Board for final decision.

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

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 and foreign language allowance, if any.

b. Dependent allowance. All permanently-employed Japanese employees are to be paid a dependent allowance of ¥600- for wife and one child under 18 years of age, and ¥400- for all other legal dependents.

c. Overtime Allowance. Your attention is directed to Radiogram Hqs. 8th Army DX-79185 RC dated 15 February 1949. Anything contained in the following paragraphs in no way justifies the use of overtime or relieves units from responsibility under this radiogram.

The normal working period of 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. Those 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.



Hq. Kanagawa Milt, Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

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

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:	5 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 Inclusion #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. Persons will be granted re-examination only when it is clearly indicated that the original examination did not reflect the person's true ability. In no case will language differential be granted without examination.

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 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.

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

i. Relief Allowance: 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 expenses 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 the Kanagawa Prefectural Government provided the date of return is specified by the Occupation Force Unit employing the individual.

k. Retirement Allowance. 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 re-employment. 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".

l. Special Work Allowance. See Inclosure #3.

#### 7. Leave:

a. 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.

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 of 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.

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

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). Rations will be issued by the Japanese Government upon a statement of the unit labor officer indicating the number of persons, job titles and days worked during the month, of those entitled to such rations. Authorized clerical and service worker categories are indicated in Inclosure #1.

#### 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 light or heavy labor, as the case may be.

#### bb. Working hours.

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 wage, 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:

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18 February 1949 (contd)

- (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 types 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 twenty-four (24) hours in advance of the time they are needed. Requisition 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.

12. This headquarters is the authorized liaison agency between the using units and the Japanese Government for all questions concerning Labor Requisition in Kanagawa Prefecture. All documents destined for the Japanese Government which require the signature of the unit labor officer must be forwarded through this headquarters for proper record. Such documents include time sheets, release notices, accident reports, travel vouchers and certificates for authorized supplementary rations, but do not include correspondence concerning taxes, certificates of dependency and other matters in which the individual ordinarily deals directly with his local Government Offices. Correspondence concerning Manning Tables, QGD Reports and Army-wide restrictions placed in effect by the Occupation Forces, such as those embodied in Radiogram IX 79185 RC referred to in paragraph 4C are not properly a function of this headquarters and will be referred to G-1, Eighth Army.

Employees of the Occupation Forces on Labor Requisition are considered as Japanese Government employees insofar as determination, calculation and actual disbursement of pay is concerned. Minor errors in calculation may be appealed by the individual concerned directly to the Japanese Government, if further action is warranted, this headquarters will intervene. In determination of pay within the ranges set by the Japanese Government, the recommendation of the unit labor officer will prevail, subject to the restrictions of this letter except where

Hq. Kanagawa Milt. Govt. Team, APO 503, subj: "Labor Regulations"  
dtd. 18th February 1949 (contd)

such recommendatic would contravene with the policy of the  
Japanese Governmer to establish uniform rates of pay throughout  
the Prefecture.

12. Health Insurance.

A proposed health insurance plan may be placed  
in effect for workers of the Occupation Force Units, provided more  
than half employees on units consent. Such plan will be operated  
and supervised by the Japanese Government.

FOR THE COMMANDING OFFICER:

5 Incls:

1. Wage Scale
2. Guide for classification
3. Recommendation for foreign  
language allowance
4. Special work allowance
5. Pay Steps (Japanese version)

*Anthony Mason*  
ANTHONY MASON  
1st Lt. Sig C  
asst. adjutant

WAGE SCALE FOR CLERICAL AND SERVICE EMPLOYE

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. ¥50 increases for every six months of service will be granted up to the maximum grade upon application.

Classification	Pay Grade		
	Min.	Inter.	Maximum
Manager (No manager shall be appointed at building with less employees than 30, but a clerk shall act in his place)	¥4,320	¥6,105	¥7,890
Assistant Manager	3,670	5,235	6,795
Supervisor	4,845	5,575	6,300
Clerk (with knowledge of English)	2,280	4,230	5,580
Clerk (without knowledge of English)	2,070	3,190	4,305
*Cargo Checker	3,945	4,675	6,300
Interpreter	3,045	4,675	6,300
Translator	4,305	5,305	6,300
Translator-Examiner and Expert (Censorship, special examiner, etc)	5,340	6,070	6,795
Translator High Class (To be determined by Prefectural Government on recommendation of Labor Section, Military Government)	6,795	7,515	8,235 + 20%
Stenographer (with knowledge of English)	3,675	4,990	6,300
Typist (with knowlege of English)	2,415	3,615	4,815
Typist (without knowledge of English)	2,070	3,130	4,185
Secretary	5,340	5,820	6,300
Accountant	5,340	5,820	6,300
Telephone operator (with knowlege of English)	2,070	3,460	4,845
Telephone Operator (without knowledge of English)	1,965	2,985	4,005
Messenger	2,070	2,410	2,745

*Yokohama-Tokyo*  
*30% Area Allowance*  
 Incl. #1, Part #1 *wife* *include* *others* *Dependent Allowance*  
*¥600-600-400*  
*0-50% Language allowance*

Classification	Pay Grade		
	Min.	Inter.	Maximum
*Guard	¥2,415	¥3,900	¥5,385
*Fire Fighters	2,415	4,360	6,300
*Indicates Supplementary Rations Authorized by Japanese Government			
Elevator Boy	2,040	3,115	4,185
IBM Key Punch Operator	3,810	4,510	5,205
IBM Mechanic Service	4,320	5,685	7,050
IBM System Service	4,770	6,070	7,365
IBM Supervisor	7,365	8,025	8,625
Advisor Technical and Professional Expert (Salary for specific job will be determined by the Japanese Government within the established range, on the recommendation of Labor Section, Military Government)	7,544	9,639	12,900
<u>Kitchen and Mess Employees:</u>			
Mess Manager	4,845	5,820	6,795
Head Waiter, Waitress	3,045	4,315	5,580
Waiter, Waitress	2,070	3,460	4,845
Chief Cook and Baker	5,340	5,985	6,630
Cook, Baker	3,045	4,440	5,835
Chief Kitchen Helper	2,880	3,865	4,845
Kitchen Helper	2,070	3,195	4,320
<u>Special Employees:</u>			
Nurse (Certified Nurse Only)	2,415	3,750	5,085
Japanese Instructor	5,310	6,775	8,235
<u>Technicians:</u>			
X-Ray Technicians			
Laboratory Technicians			
Statistician			
Mathematician	4,845	6,010	7,170

<u>Classification</u>	<u>Min.</u>	<u>Pay Grade Inter.</u>	<u>Maximum</u>
<u>Professional Employees:</u>			
Doctors			
Engineers			
Lawyers	5,340	6,790	8,235
Artists			
Dentists			
Architects			
<u>Domestic Employees:</u>			
House Manager (Class "A" Residence Only)	4,920	5,950	6,975
Housekeeper	3,120	4,915	6,705
Maid, First Class	3,120	4,000	4,875
Houseboy and Maid	2,355	3,270	4,185
Chief Cook (Class "A" Residence Only)	6,705	6,840	6,975
Cook	3,540	5,125	6,705
Yardman	3,120	3,850	4,575
Furnace Tender	3,120	4,000	4,875

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 FORCES EMPLOYEES.



WAGE SCALE FOR NON-CLERICAL EMPLOYEES

Retroactive to 30 December 1948

In determining wage scales, Japanese Pay Table of nine steps (Incl. 5) will apply. For initial employment step 5 (Intermediate) will be used. Pay increases from step to step will not be granted, instead a ¥50 periodic increase every six months will be granted up to the maximum upon application to this headquarters.

No. :	Job Title	Min. :	Inter. :	Maximum
<u>CONSTRUCTION AND GENERAL:</u>				
1.	Carponter	¥6,150	¥7,705	¥9,815
2.	Plasterer	6,150	7,705	9,815
3.	Mason Stone Cutter	6,515	8,145	10,365
4.	Plate Worker Tinsmith	5,520	6,935	8,869
5.	Roofer	5,960	7,485	9,550
6.	Plumber	5,520	6,935	8,869
7.	Painter	5,425	6,825	8,715
8.	Electrician Fitting Man	6,150	7,705	9,815
9.	Concrete Worker Glazier	5,520	6,935	8,869
10.	Blacksmith Welder	4,965	6,275	8,033
<u>TRANSPORTATION</u>				
11.	Winchman Deckman	5,885	7,375	9,419
12.	Longshoreman	5,885	7,375	9,419
13.	Watchman Cargo Arranger	6,515	8,145	10,365
14.	Odd Job Worker	4,870	6,165	7,901

No. :	Job Title	Min. :	Inter. :	Maximum
<u>AUTOMOTIVE</u>				
15.	Automobile Repair Man	7,045	8,805	11,201
16.	Sheet Metal Man	6,780	8,475	10,783
17.	Mechanic	6,055	7,595	9,683
18.	Painter	6,150	7,705	9,815
19.	Wood Worker	7,505	9,355	11,883
20.	Electrician	6,515	8,145	10,365
21.	Blacksmith	6,150	7,705	9,815
22.	Boilerman	6,680	8,365	10,651
23.	Caster	7,140	8,915	11,333
24.	Upholster	5,885	7,375	9,419
25.	Other Skilled Worker Greaseman Tireman Batteryman	5,885	7,375	9,419
26.	Driver Fork Lift Driver (w/license)	6,610	8,255	10,519
27.	Special Driver Large Bulldozer Tractor Large Crane Tractor-Trailer, 4 ton & up	7,045	8,805	11,201

MACHINE TOOL

28.	MACHINIST	6,515	8,145	10,365
29.	Precision Mechanic	6,515	8,145	10,365
30.	Electric Power Mechanic	6,320	7,925	10,101
31.	Precision Machine Repairman	6,320	7,925	10,101
32.	Electric Machine Repairman	6,150	7,705	9,815
33.	Machine Repairman	5,690	7,155	9,133

No. :	Job Title	Min.	Inter. :	Maximum
34.	Other Skilled Worker (Machine Shop Only)	5,595	7,045	9,001
35.	Ship Building Man	7,335	9,135	11,619
36.	Ship Engine Mechanic	7,045	8,805	11,201
37.	Dry Dock Tender	7,410	9,245	11,751
38.	Electrician	7,045	8,805	11,201
39.	Ship Building Const. & Repair Supervisor	7,870	9,795	12,433
<u>LAUNDRY</u>				
40.	Separator	6,055	7,595	9,683
41.	Washing Man	6,515	8,145	10,365
42.	Finishing Man	6,680	8,365	10,651
43.	Folding Man	5,450	6,605	8,451
<u>MISCELLANEOUS</u>				
44.	Cargo Handler Heavy Labor * Light Labor **	5,060	6,385 Step 1 - 6 Step 1 & 2	8,165 Cargo Handler Cargo Handler
45.	Diver	14,135	17,358	21,915
50.	Explosive Handler	6,515	8,145	10,365
<u>OTHERS</u>				
46.	Shoemaker	6,680	8,365	10,651
47.	Shoe Repairman	5,330	6,715	8,583
48.	Tailor	6,680	8,365	10,651
49.	Seamster	5,330	6,715	8,583
51.	Port Checker	7,410	9,245	11,751
52.	Barber	6,685	8,365	10,651
<u>PRINTERS</u>				
53.	Gravure Linotype Operator	7,410	9,245	11,751

No. :	Job Title	Min. :	Inter. :	Maximum
54	Job Printer Other Printer	6,700	8,475	10,783
55.	Book Binder Paper Cutter	5,960	7,485	9,551