

INDUCTION PROCEDURE

Operation Employee Kardex

Important Steps in the Operation	Key Points
<p>1. Check information for accuracy.</p>	
<p>2. If a rehire, be sure GLM-Nebraska work experience is on Kardex.</p>	
<p>3. White copy with employee's documents, cream copy remains in file (personnel).</p>	
<p>4. Have employee add additional information if the record is not completed by files. Also, employee may have been too excited to include all his work experience on his application when he applied for work. We need all information.</p>	<p>The clock number and the shift should never be typed in on the Kardex. (Personnel Files prefer to add this information in pencil so as to facilitate changes later.)</p>

INDUCTION PROCEDURE

**Wage agreements.**

Operation \_\_\_\_\_

Important Steps in the Operation                      Key Points

Attached are 3 types of wage agreements.

1. Check for accuracy.
2. Be sure they are signed.
3. Be sure they are witnessed.
4. Every employee should have a copy at home for his own record.

If an employee's wage agreement is missing call staff office. It may have been left in his folder. If there is none in the folder make up a copy. Mark it duplicate and witness the signature. Never make a copy without first calling downtown employment office and checking all necessary items.

Second Shift - If an employees' wage agreement is missing call staff office. The agreement may have been left in the employees folder. If there is no wage agreement in the folder and if the Inductor has no question about the rate of pay and job make up a wage agreement. Mark it duplicate and witness the signature. If the Inductor has any question about the wage agreement, ~~send the employee to the department.~~ Call this omission to the departments attention so that the department can correct it the following day.

INDUCTION PROCEDURE

Operation New employee pass.

Important Steps in the Operation

Key Points

<p>1. Check social security number Badge rim.</p>	
<p>2. Check name.</p>	<p>Married women will find that the initial of the maiden name is used in place of initial of own middle name. This identifies them with their birth certificates.</p>
<p>3. Clock number. Compensation class.</p>	<p>Either '10' or '11' written in ink to denote <u>work hazard class</u>.</p>
<p>4. Department - Insurance class.</p>	<p>Insurance class according to rate of pay.</p>
<p>5. New - rehired Occupation - rate of pay.</p>	<p>Occupation name - classification - occupational code number - (Labor grade - job description title - direct, indirect labor, or other rate of pay.</p>
<p>6. Shift - Date and hour.</p>	
<p>7. Must be signed by personnel director.</p>	

INDUCTION PROCEDURE

Operation B-29 Facts

Important Steps in the Operation

Key Points

There are 18,000 prints in one copy of a B-29 blueprint set. To make an air plane requires 20 copies of these 18,000 prints. One master copy blueprint takes $3/4$ tons of paper. One complete outfit of blueprints takes 15 tons of paper.	

## AGREEMENT

IN CONSIDERATION OF MY EMPLOYMENT BY THE GLENN L. MARTIN-NEBRASKA COMPANY, I DO HEREBY AGREE THAT ANY AND ALL INVENTIONS, IMPROVEMENTS, AND/OR NEW DISCOVERIES WHICH I MAY ORIGINATE WHILE IN THE EMPLOY OF SAID COMPANY, OR WITHIN A PERIOD OF SIX MONTHS AFTER LEAVING SUCH EMPLOY, RELATING TO THE BUSINESS OF THE COMPANY, AT THE TIME OF SUCH INVENTION, IMPROVEMENT OR DISCOVERY, OR TO ANY BUSINESS CONTEMPLATED AT THAT TIME, AND INCLUDING PRODUCTS, PROCESSES, APPARATUS AND SHOP METHODS FOR USE IN CONJUNCTION WITH OR IN THE MANUFACTURE OR OPERATION OF AIRCRAFT OR PARTS OR ACCESSORIES THEREOF OR SUCH OTHER DEVICES AS THE COMPANY MAY MAKE OR SELL, SHALL BE AND BECOME ITS PROPERTY, AND FURTHER, THAT I WILL ADVISE SAID COMPANY OF ANY SUCH INVENTIONS, IMPROVEMENTS OR DISCOVERIES, GIVING DETAILS AND PARTICULARS THEREOF, AND DO ANY AND ALL THINGS NECESSARY TO OBTAIN FOR THE COMPANY PATENTS OR COPYRIGHTS THEREON IN THE UNITED STATES AND ITS POSSESSIONS AND ALL FOREIGN COUNTRIES, AND TO THE END THAT THE LEGAL TITLE TO ANY INVENTION, IMPROVEMENT AND/OR DISCOVERY SHALL BECOME VESTED IN THE SAID COMPANY.

I FURTHER AGREE TO MAINTAIN IN SECRECY ALL INFORMATION OR KNOWLEDGE OBTAINED THROUGH AND BY REASON OF SUCH EMPLOYMENT.

DATED \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_

GLM-N-2258