Dhananjayarao Gadgil Library **GIPE-PUNE-046929** 

## INDUSTRIAL RELATIONS SERIES

Studies designed to lay a fact basis for better human relations in industry

Sharing Management with the Workers. By Ben M. Selekman. Introduction by Mary van Kleeck.

A study of the Partnership Plan of the Dutchess Bleachery at Wappingers Falls, New York.

Employes' Representation in Coal Mines. By Ben M. SKLEKMAN and MARY VAN KLEECK.

A study of the Industrial Representation Plan of the Colorado Fuel and Iron Company in its coal mines.

Employes' Representation in Steel Works. By BEN M. SKIRKMAN.

A study of the Industrial Representation Plan of the Colorado Fuel and Iron Company in its steel works.

The Filene Store. By MARY LA DAMB. Preface by MARY VAN KLERCE.

A study of the employment policies of William Filene's Sons Company in their store in Boston.

Other volumes in preparation.

## INDUSTRIAL RELATIONS SERIES

# THE FILENE STORE

A STUDY OF EMPLOYES' RELATION TO MANAGEMENT IN A RETAIL STORE

BY

#### MARY LA DAME

DEPARTMENT OF INDUSTRIAL STUDIES RUSSELL SAGE FOUNDATION



NEW YORK
RUSSELL SAGE FOUNDATION
1930

X512:981.73 Go 46929

> COPYRIGHT, 1930, BY RUSSELL SAGE FOUNDATION



WM. F. FELL CO., PRINTERS PHILADELPHIA, PA.

¥

# FOREWORD TO INDUSTRIAL RELATIONS SERIES

#### BY MARY VAN KLEECK

Director of Industrial Studies, Russell Sage Foundation

"AGE-EARNERS' participation in management" is the general title under which the Department of Industrial Studies of the Russell Sage Foundation is carrying forward a series of investigations of new experiments in the organization of relations between employers and employes in industrial enterprises in the United States.1

The series was planned in 1919 after interviews with a number of persons, including engineers, social workers, investigators, government officials, employers, and representatives of labor, whose advice had been sought as to how the Foundation could most effectively contribute toward the improvement of human relations in industry. The consensus of opinion seemed to be that there was great need to record the experience of those industries in which definite effort had been made to give wage-earners a voice in matters affecting their employment. These efforts had taken forms varying from conferences between employers and employes on wages, hours, and other conditions of employment to genuine participation by the workers in management.

These experiments include many kinds of organiza-

<sup>&</sup>lt;sup>1</sup> The studies thus far made by the Foundation, or in progress, include the Industrial Representation Plan of the Colorado Fuel and Iron Company in its coal mines and in its steel works, the Partnership Plan of the Dutchess Bleachery, the administration and interpretation in day-to-day practice of the agreement between the United Mine Workers and the Illinois Coal Operators' Association in the soft coal mines of Illinois, and the present study of the Filene store.

#### **FOREWORD**

tion under many different names, but roughly they may be grouped into two major types; (1) those which are limited to a single company or to one plant, as are practically all of the forms known as employes' representation plans; and (2) those which may include an entire industry, with machinery for joint negotiation between groups of employers on the one hand and trade unions of employes on the other, such as are found in the women's garment trades and the mining industry.

Neither the typical plan for employes' representation, nor the usual trade union can be characterized as aiming primarily to provide opportunity for wage-earners to participate in management. Nevertheless the object of our interest in all these experiments is the status they give to wage-earners as measured by the workers' opportunity to share in decisions affecting industrial relations. We are not primarily concerned with the conditions established, the rates of wages paid or the hours worked except as these are the result of a larger influence on the part of employes. Our chief concern is to find out by what procedure conditions have been established and, particularly, how effective the voice of the workers has been in the process of determining them. Beyond this lies the important question of how an industrial enterprise can be conducted so that the relations between employers and employes shall square with American ideals of democracy and brotherhood. Co-operation is sometimes a vague word to conjure with, but in its accurate meaning of "working together" it represents not only an ideal but a practical necessity in carrying on the specialized and complicated economic processes of modern industrial society. It is to give the more substantial content of actual experience to our aspirations

#### FOREWORD

for more satisfactory relationships in industry that studies of typical experiments are needed.

As to the desirability of better co-operation in industry, no important difference of opinion can be found. As to the best methods of bringing it about, however, opinions are many and at times bitterly at variance. A very effective way of stimulating better co-operation between workers and managerial officials in any industry or in any single establishment is to show them how it is being achieved elsewhere. One of the best means of correcting the prejudices of uninformed public opinion, which often increases antagonism between employers and employes, is to focus attention, not upon a particular conflict which may at the moment be distracting men's minds, but upon the practical steps that are being taken to establish the relations of labor and management regularly and permanently on a democratic, just and sound basis, with proper regard also for the interests of the consumer. We are not interested merely in a record of success. An experience which reveals mistakes and difficulties and points the way toward more effective next steps is also a genuine contribution to progress.

To accomplish practical results a study of such experimental steps in human relations must interpret with equal accuracy the attitude of mind of the workers—their aims, their motives and their standards—and the problems and difficulties of management. A true record of actual procedure and its results should make it possible for those who are now responsible for policies in industry to learn from one another's experience. To contribute to that kind of exchange of experience is the aim of the Foundation in these studies of industrial relations.

									1	PAGE
Forewor	ото I	NDU	STRIA	LF	RELAT	ION	s Se	RIES	BY	
MARY Y	van K	LEEC	CK							3
LIST OF T	ABLES		•							17
Synopsis						٠,				19
Preface										35
Introduc	TION						•			45
Scope.					•			•		48
Schedul	e of Ir	ıquir	y							50
Sources	of Inf	orma	ation	•	•	•		•	•	52
		P		RT	` I CTIV	E				
•			Сн	PTI	er I					
A F	HILOS	ОРНҮ	of I	NDU	JSTRI.	AL F	SELA'	TION	s.	63
Business A					•					63
Aims and	Person	nnel								70
A Threefo	ld Per	sonn	el Pr	inci	ple	•	•	•	•	72
			Сна	PTE	RII					
			Тн	e St	ORE		•			74
Structure	•								•	76
Store Poli								•		83
Organized				Em	ploye	es	•	•	•	87
Leadershi	p in R	etaili	ing	•	•	•	•	•	•	89
			Сна	PTE	R III					
		7	CHE A	Vor	KERS		•			91
Number.	•									91
Sex .	•	•	•	•	•	•	•	•	•	92

## THE FILENE STORE

								PAGE
Age		•			•			94
Academic Education		•			•			96
Length of Service								98
Occupations								100
Operating								102
Executive								108
Special		•	•		•	•		111
	PA	RT	H					
THE FILENE CO	-ОР	ERA	TIV	E A	SSO	CIA	T	ON
1	Сна	PTER	IV					
Structur	E OF	THE	Asso	OCIAT	ION			119
Purpose, Powers and								120
Organization.	,	_						123
Expense to the Busin	ess							127
Cost to the Members	hip							128
Reserve Funds .			•.					129
The Question of Self-	Sup	port						129
Status of Members Be								134
	Сна	PTER	v V					
Hours of	Wor	KAN	n V	CATI	ONS		_	139
Hours of Work .								
Winter Vacations	•	•	:	:		•		144
Willer Vacations	•	•	•	•	•	•	•	• 44
	Сна	PTER	VI					
÷	W	AGES	5.	•	•			146
Minimum Rates		•		•				148
Methods of Payment		•			•	•		152
Grievances of Groups		•	•		•	•	•	155

										PAGE
Function of	the l	Filen	e Co	-ope	ativ	e Ass	ocia	tion	in	
Relation t	o Wa	iges								157
General Wa	ge Po	olicy								159
Wage Rates	Con	npare	ed							159
Rates and the	he C	ost o	f Liv	ing						160
A Requirem	ent c	of Co	-ope	ratio	n					162
						•	•	•	Ī	
		(	Снар	TER	VII					,
				OFIT						164
The Original	l Pro	fit_c			an	•	•	•		164
The 1913 Pl										165
The First B										167
Cubacanat	Dana	•	•	•	•	•	•	•	•	-
Subsequent	DOUL	ises	J_	•	•	•	•	• .	•	173
Distribution	OIA	war	18	•	•	•	•	•	٠	181
Effects of th										
Abandonme	nt of	the I	ron	t-sha	ring	Agre	emei	it	•	186
		C	HAP	TER '	VIII					
			Dice							189
Store Dress			Disc	JILL	IV IS	•	•	•	•	189
Tardiness	•	•	•	•	•	•	•	•	•	
Tardiness	•	•	•	•	•	•	•	•	•	191
Absence.										196
Discount on	run	cnase	28	•	•	•	•	•	٠	197
			Снаі	PTER	IX					
			ELFA							200
Insurance ar	ы Н					`.				
Savings and										
Food and C										211
Courses of I						•				214
Books and F						•				-
DONS AND 1	CHO	uicai	>		•	•	•	•	•	217
				11						

									PAGE
Store News .	•	•	•	•	•	•	•	•	218
Music	•	•	•		•	•			219
Recreation .	•				•		•		220
Music Recreation . Staff Services	•	•				•	•		224
Pensions .			•			•	•		224
Purposes and	Achie	veme	nt of	Welf	are \	Vork		•	225
		Сн	APTE	R X					
Suga	GESTIC	ONS A	ND S	ALES	Pro	моті	ON		228
Suggestions .		•							228
Sales Promot	ion .	•	•	•	•	•	•	•	233
		Сн	APTE	r XI					
JOE DODG	E, E	LEVAT	or (	OPER	ATO	t vei	sus	Тн	Е
-		MAR							
The Jury .					•				238
The Case Stat	ted.								239
The Testimon	y.				•				240
The Verdict .		•					•		255
The Aftermat	h.	•	. •	•	• ′	•	•	•	257
		Сна	PTER	x XII	I				
	THE	Arbi	TRAT	ION I	Boar	D.			259
Origin		•							259
Origin Duties and Po	owers	•							261
Membership									263
Procedure .									
Work of the E	Board								270
Some Statistic	cal Fa	icts al	bout	Deci	sions	š .		•	273
The Managen	nent a	ınd th	ie Bo	oard		•		•	274
Employes and	l the	Board	ι.	•	•	•	•	•	278

## CHAPTER XIII

Advantag	ES A	nd D	ISAD	VANT	TAGE!	S OF	THE		
	Arb	ITRA	ΓΙΟΝ	Boa	RD				280
Advantages .	•								282
Disadvantages		•							285
Promotion of Eff	ectiv	e Fu	nctio	oning	<b>5</b> •	•	•	•	289
	C	Снарт	rer 2	ΧIV					
Representat	ION (	ON TH	E B	OARD	of l	Dire	CTOR	s	294
Nominations and					•				294
F. C. A. Director									297
Voting									298
Obligation to the	Cor	ıncil							300
Purpose and Its	Fulfi	lmen	t	•		•	•		303
	(	Снар	TER	χv					
		ск С			TD.				206
Absentee Owners									
Identity between	Ow	ners :	and i	· Man	· agers	•	•	•	208
Distribution of F	refe	red (	Stock	rviaii	ибста	•	•	•	212
The F. C. A. and	l the	Voti	na C	`omn	·	tock	•	•	214
Employes Other									
Voting Commo	n St	nck							216
Voting Commo Financial Reorga	niza:	tion (	of to	28		•	•	•	317
Non-Fulfilment	of	Emp	love	Pa	rticio	atio	n in		J-1
Ownership.									
	_	НАРТ	rep '	yvi					
T A						ъ.,			
THE ASSOCIATION		112 2	UCCE	SSES	AND	rai	LURE	.S	322
Distribution of F	espo Man	msidi	uity	•	•	•	•	٠	322
Participation in	ivian Desc	agem	ent	•	•	•	•	•	327
Participation in	LIOI	LS	•	•	•	•	•	•	33 I

#### THE FILENE STORE

								PAGE
Participation in (	<i>J</i> wnersh	ip _	•	:_	•	. • .	•	332
Indifference of Er	nployes	to In	creas	ed Pa	artic	ipatio	on	332
4								
	PA	RT	Ш					
THE PERS	ONNE					TH	Е	
	Снар	TER 2	XVII	[	•			
Organizatio	ON OF TH	ie Pi	ERSO	NNEL	. Div	ISIO	V	340
Powers						•		350
Powers Status and Devel Advance Plannin	opment						٠	353
Advance Plannin	g and C	ost						356
			-	-	-	•	•	"
	Снарт	er >	(VII	I				
Resources A	ND SELE	CTIO	N OF	LAB	or S	UPPI	Y.	357
Development of	Resourc	es						358
Selection .		•	•	•	•	•		362
	Снар	TFR '	XIX					
		LOW-				•		251
Ratings .								_
Transfer, Promot	ion and	• • 337:4	Hdu	•	fron	. En	· -	3/1
								2=8
Occupational Wa		Iorda	•	•	•	•	•	3/0
Record keeping	ge Stand	arus	•	•	•	•	•	303
Record-keeping	• •	•	•	•	•	•	•	304
	Сна	TER	хх					
1	Trainin	G. 19	02-1	912				388
The Training Dep								
Second Period, 19	09-1912			. ′			•	394
	, ,							•

	(	Chai	TER	XX	I				PAGE
	TRA	ININ	G, 10	12-	1922				399
Instruction abou									399
Evolving a Cont	ent e	of In	stru	ction	ı .				400
Forms of Trainir									401
Extension of Tra	inin	g							410
Improved Status	of T	`rain	ing [	Depa	rtmer	nt			412
-			_	-					•
	C	HAP	TER	XX	I				
	TRA	ININ	G, 19	)22	1927				413
Recommendation									
tion									413
tion The Program of	Trai	ining	, At	gust	: 1, 19	926	to Ja	in-	
uary 31, 1927 The Result .				•	•				414
The Result .	•								42 I
		PA	RT	IV					
	C	NO:	CLU	SIO	Ν				
	C	LJ A DT	er 2	y y i	11				
٠ ,	_								
					SULTS		•		429
Significant Featu							•		429
Effectiveness of I	ersc	nne	Pio	gran	1.	•	•	•	442
	А	PPF	END	ICE	S				
A. TABLES .							_		451
B. THE SPECIAL							•		461
							•		465
D. By-Laws.									479
Associates'	Agr	EEMI	ENT				·		508
GENERAL PR									521
						•	•	Ī	,
INDEX	٠.							•	529
			15						_

## LIST OF TABLES

TAB	LE	AGE
ı.	Sex of Employes	92
2.	Age of Employes According to Sex	95
3.	Academic Education of Employes According to Sex	97
4.	Length of Service of Employes According to Sex .	99
5.	Occupation of Employes According to Sex	IÓI
6.	Store Positions Held by Employes When Elected	
	Officers of the Filene Co-operative Association,	
	1919-1926	125
7.	Earnings of Employes in One Week According to Sex	147
8.	Weekly Wage Rates of Employes According to Sex	151
9.	Percentage Distribution of Women Employes by	
	Weekly Wage Rates, in Four Types of Retail Es-	
	tablishments in Massachusetts and in William	
	Filene's Sons Company	161
10.	Percentage of the Total Bonus Awarded to Manage-	
	ment, to Members of Operating Committee and to	
	Other Employes, 1913–1925, by Years	181
u.	Percentage of Earned Surplus Set Aside Annually	
	for Bonuses, 1913–1926	182
12.	Nature of the Decisions in 308 Cases of the Arbitra-	
		274
13.	Tenure of Office, Position in Store When Elected	
	Director, Initial Position in Store, and Length of	
	Service of F. C. A. Directors, Serving between	
		298
14.	Type of Initial Position in Store Held by Present	
		382
		444
16.	Age of Employes According to Type of Occupation	
		453
17.	Academic Education of Employes According to Type	
		454
	2 17	

## THE FILENE STORE

TABLE		PAGE
18. Academic Education of Employes between 1	16 ai	nd
17 Years of Age According to Sex		. 455
19. Weekly Wage Rates of Employes According to	Sex	. 455
20. Length of Service of Employes According to	Ty	pe
of Occupation and Sex		. 456
21. Weekly Wage Rates of Employes According to	Ty c	pe
of Occupation and Sex		- 457
22. Itemized Cost of Weekly Living Budget Adop	ted l	by
the Massachusetts Wage Board for the Mi	lline	ry
Trade, January, 1925	•	. 458
23. Earnings of Employes in One Week Accord	ing	to
Type of Occupation and Sex	•	• 459
24. Earnings of Employes in One Week Accord	ing	to
Days Worked and Sex	•	. 460

Abraham & Straus, Inc., 42 Absence: rate of, analyzed, ro6-107: Committee on Payment for. 107 Absentee ownership banned, important provisions of, 306-308 Academic education, tabulated by sex, 96-98, 454, 455 Adiustment Bureau, 415 Advantages of Arbitration Board: corrects injustices, 282; provides a laboratory, 282-283; produces goodwill, 283-284; discloses defects. 284. See also Arbitration Board Advertising: Department, 218; for workers, 361 Age of workers, and number tabulated, 94-96, 453 Appearance of workers: store dress rulings for women, 180-191; requisites for, 364 Arbitration Board: field inquiries of, 50, 51, 53; judicial powers illustrated, 123, 237, 259-279; duties and powers, 261-263; membership, 263-264; procedure, 264-270; extent of activities, 270-273; statistical facts about decisions, 273-274; disapproval of decisions of, by Management, 274-278; employes' estimation of, 278-279; principles of representation, 280-281; advantages, 282-285; disadvantages, 285-289; promotion of effective functioning, 289-293; chairmanship, 200-201; status of executives, 201-202; supervision and records, 202-203; prevents injustices, 329, 442,

448; discharge appeals to, 383. See also Special Arbitration Roard Associated Merchandising Corporation, 90 Associates' agreement and amendments, 508-520 Attendance: record-keeping. 384-385; tardiness, 385 Basement merchandise policies 84-85, 446 Benefit Society, 127, 148, 107, 201, 202, 203, 205, 207, 208, 224, 225, 325, 355 nole, 474, 475, 476 Better Co-operation Committee. 374 Bloomingdale Brothers, Inc., 42 Blunder slips, 307 Board of Apportionment, 186 Board of Directors: field investigation of, 53; representation on, and chief function, 78, 79, 294-305; relation to the Management, 80: opinion on bonus plan, 166, 167, 172 note; on arbitration, 175; approve sales promotion plan, 233; nominations and elections, voting practices, 204-207; 208-302; obligation to Council, 300-303; purposes and fulfilment, 303-305 Board of Managers, 79 note, 130, 131, 132, 133, 393 Board of Trade, 354, 439

distribution record, 57; wage rates and commis-

sions, 153, 154, 155; payment

plan to supersede profit shar-

ing, 165-167; distribution of

Bonuses:

first bonus, 167-173; subsequent awards, 273-181; arbitration of, 174-176; charges for merchandise depreciation, 176-177; discontinuance of participation in planning, 177-181; percentage distribution of, 181-183; effects of, 184-186; reasons for abandonment of profit-sharing plan, 186-188; or Association work, 344. See also Profits

Books and periodicals, library supervision, 217-218. See also Echo

Brandeis, Louis D., 214, 271, 440 Bureau of Salesmanship Research, 41

Bureau of Standards, 230, 231 Burnham, Daniel H., 75

Business aims: industrial philosophy of, 63-73; permanency, 64-65, 70; profit, 65-67, 71; service, 67-70, 71; summary and results, 420-440

Buyers: duties and responsibilities, 117-115; scientific type of, 112-113; assistant, 114
By-laws: officers and elections, 470-481; powers and duties of officers, 481-487; stockholders' meetings, 487-480; directors' meetings, 480-490; capital stock, 400-506; certificates and transfers, 506; fiscal year, 506; seal, 507; amendments, 507

Cannon, Bernice, 398, 400, 401,

Carnegie Institute of Technology, Bureau of Salesmanship Research, 41

Charters, W. W., 102

Clinic: welfare policies, 203-208; control of, 203-204; staff, 204; employes, 204; supervised by Benefit Society, 355 3018 Club House Committee, 212, 213, 214, 225

Clubs: and clubrooms, 212-214; restaurant service, 212-213; criticisms, 213-214; book club, 217; recreation programs, 220-224; value of, 223-224; for salesmanship classes, 303

Colorado Fuel and Iron Company, Minnequa Steel Works study, 2, 36 note

Combination of retail stores, 42 Commission on Minimum Wage Boards of Massachusetts, report, 146, 148, 140

Commissions on sales, rates of, and methods of payments, 152-154, 155, 156

Committee on Payment for Absences, 197, 224

Committee on Waste, 236

Comptroller's Division, 352
Constitution of Filene Co-operative Association: adopted in 2903, 47; Committee, 325

Contributions of Research to Business, by Edward A. Filene, 39 note

Cory, Thomas K., 46, 168, 169, 275, 276, 309, 310, 311, 312, 313, 317

Cost of living: relation of wages to, 160, 162; Retail Store Wage Board, 162; weekly cost itemized, 458 Council of Filene Co-operative

Council of Filene Co-operative
Association: schedule of inquiry about, 51; structure and
authority of, 124-126; votes
against taxation, 129-130; on
trade union membership, 135137; on hours of work, 142143; considers vacations, 145;
on wage rates, 146, 140, 150,
157, 158; on profit sharing,
165, 166, 168, 169-170, 172,
173, 176-177; disciplinary sctivities of, 190, 192, 195, 196,
198; opposes physical exami-

459, 460

nations, 207; on pensions, 224; on arbitration appeals, 271, 200; representation on Board of Directors, 294-295, 300-302; and responsibility of the Association, 322-323, 331; function of, 324-325; Association representation, 337, 339; on ratings, 375; nomination of directors, 434-435 Credit Department, 412 Credit Union, 127, 209, 210, 211, 225, 325, 330 Decentralization, 392 Democratic ideals in business, 37-39 Dennison Manufacturing Company, 41 Department of Labor and Industries of Massachusetts, 57, 150, 159, 161 note Deposit and Loan Bureau, 200 Depreciation of merchandise, charges for, 176-177 Dewey, John, 121 note Disadvantages of Arbitration Board: partisanship, 285-287; effects on executives, 287-289 Discharge: Dodge case, an appeal against, 237-259; measures to prevent injustice of, 287, 327, 352-353, 383, 448 Discipline: regulations for maintaining, 189-199; store dress of employes, 189-191; tardiness, 191-196; absence, 196-197; discount on purchases, 197-198; a legislative function, 199 Discount on purchases: regulations for, 197-198; abuses of privilege, 198 Division of Minimum Wage, 150,

159, 160, 161 note

Documentary data, source of,

Earnings of employes, tabula-

for field investigation, 52

Echo, house organ, 54, 127, 133, 173, 218, 226, 271, 272, 278 nole, 301, 330 Education of employes, tabulation, 96-98, 454, 455 Educational Committee, 214, 215, 216<u>,</u> 217, 226 Edwards, D. F., 394, 400, 402 Efficiency: bulletins, 306-307; records, 397 Eliot, Charles W., 214 Employes: early participation in management, 46-47; inquiries concerning the Filene Co-operative Association, 50-51, 52; number of, 76, 91; organized relations with, 87-89; policy toward trade unions. 88-80; testimony of one, 92; sex of, 92-93; age, tabulated, 04-06: academic education. tabulated, 96-98; length of service, tabulated, 98-100; occupations classified, 100-115; operating service, 102-108; in executive positions, 108-111; special positions, 111-115; wages and methods of payment, 146-163; cost of living and payrolls, 160, 162; purchase of voting common stock, 316; non-fulfilment of participation in ownership, 310-321; indifferent to increased participation in management, 332-346; qualifications, 335-336, 362-370; contentment of, 336-337; lack of sympathy on part of executives, 345-346; resources for securing, 357-362; selection of, and elements involved, 362-370; follow-up system of ratings, 371-387; personnel program summarized, 429-449 Employes' Representation Coal Mines, by Ben M. Selek-

tions by occupation and sex,

man and Mary van Kleeck, 2. 36 note Employes' Representation Steel Works, by Ben M. Selekman, 2, 36 note Employment agencies: service of, 360-361; State Employment office, 360-361 Employment Department: policy toward unions, 80; study of wage standards, 158; identification with Personnel Division, 349-356; duties, 349-350, 357; Training Department co-ordination, 349-350, 354; selection of employes 354; selection of employes and labor supply, 357-370; development of resources, 358-362; principles of interviewing, 368, 372; follow-up systems, 371-387; on discharges, 383; wage standards, 383-384; rule book, 405; Retail Research Association study of, responsible to vice-413; president, 439 Executive Committee, 78 Executives: classes of positions, 108; in merchandise pyramid, 108-100; in service pyramid, 100-111: of finance and accounts, 111; publicity, 111 Expense Control Department, 86, 110, 351, 352, 374; Expense office responsibility, 352 Filene, A. Lincoln, 37, 42, 46, 63,

64, 77, 79, 90, 127, 142, 166, 168, 169, 183 note, 213, 271, 277, 303, 308, 309, 310, 312, 317, 318, 332, 333 note, 343, 360, 388

Filene, Edward A., 37, 38, 39, 43, 46, 63, 64, 65 note, 69, 77, 79, 119, 120, 140, 141, 167, 168, 183, 205, 260, 261, 286, 305, 308, 309, 310, 311, 314, 317, 318, 346, 360, 390, 443, 446

Filene, William, 45, 46, 120, 354, 388, 430, 432 Filene Co-operative Association: beginnings and purpose, 46-47, 49, 50, 120-121; documentary data, 52-53, 55, 56; store quarters, 75; stockholders, 77; board directors, 78; relation to labor unions, 87-80; structure of, 110-138; powers and privileges, 120-123; organization, 123-127; Council membership, 124, 126; store positions held by employes when elected officers of, 125; full-time staff, 126-127; operating cost, 127-128; cost to membership, 128; reserve funds, 129; votes against taxation, 129-130; value of, reports on, 130-134; sustaining fund discussed, 133-134; status of trade union members, 134-138; participation in management, scope of, 139; jurisdiction over hours of work, 130-144; on winter vacations, 144-145; on wages, 146, 148, 157-159, 163; attitude toward profit-sharing plan, 164-167; favors bonus distribution, 167-173; on subsequent awards. 173-180: approves regulations for discipline, 189-199; welfare services and advantages derived, 200-227; Suggestion Committee and "new idea" contest, 228-233; in sales promotion, 233-236; judicial powers illustrated in Dodge case, 237-258; establishment and jurisdiction of Arbitration Board, 261-293; representation on Board of Directors, 294-305; stock ownership, 306–321, 332; preferred stock belonging to, 314; voting common stock held by, 314-316; causes of non-owner-

ship of business, 319-321; successes and failures of, 322-346; distribution of responsibility, 322-327; participation management, 327-331; profit sharing, 331; indifference of to increase. ence of, to increased participation, 332-346; influence of Management on, 333-335; structure of, and problem of growth, 337-339; executives' attitude on power of, 345-346; Co-ordination with Personnel Division, 349; Committee on Better Co-operation, 374; summary and results, 433-449 Finance and accounts pyramid, 82, 111, 411-412 Finance Division, 411 Financial reorganization of 1028. 317-319 Fitzgerald, Margaret, 140 Floyd, Harry R., 234 Follow-up: of employes and responsibility for, 371-387; ratings, effectiveness of, 371-378; transfer, promotion and withdrawal from employment. 378-383; occupational wage standards, 383-384; recordkeeping, 384-387 Food and clubrooms: restaurant service and patronage, 211-214; Club House Committee,

Gilbreth, Frank B., 441
Girls' Club, 220, 221
Grievances: arbitration for, 146,
155-156; adjustment of rates
of commission, 156-157; of
night porters, 156-157; and

Forms, for store records, 466-

Frost, Edward J., 46, 79, 205,

302, 309, 310, 311, 312, 313,

476

314, 317, 318

the Special Arbitration Board, 463-464 Group training: forms established, 401-404; craft groups, 403-404; results summarized, 432 Growth of American Trade

Growth of American Trade Unions, by Leo Wolman, 87 note

Hale, Edward Everett, 214 Higginson, Thomas W., 214 History: and basis of organization, 45-48; scope of investigation for study, 48-50; of inquiry schedule, 50-52; sources of information, 52-60; outlines of study, 60; of organization and officers of the Association, 123–127; evolution of the Training Department, 388-425; summary and results, 429-449 Hopkins, Ernest M., 124, 440 Hours of work: powers of Association on, 139-144; Retail Trade Board and, 142, 143-144

How to Sell at Retail, by W. W. Charters, 102 note
Human Nature and Conduct, by
John Dewey, 121 note

Identity between owners and managers: history of, 308-313; stock transference agreements, 310-312; relation of four pyramids, 309, 311-312 Incorporation of store, 76, 77 Initiation training: for newcomers, 404-405; for executives, 406 Injustices: purposes of Association to prevent, 327; function of Arbitration Board, 329, 442; authority to discharge, 352-353. See also Discharge

Instruction courses: Educational Committee, 214-215, 216-217, 226; Training Department activities, 215-216; programs of courses, 216-217, 418-420

Insurance and health: protective measures and active service, 200-208; Insurance Committee, 201; Benefit Society, 201, 202, 203, 205, 207, 208; insurance fund, 201-202, 208; sickness and accident payments, 202; death benefits, 203; clinic staff and control, 203-208; physical examinations, 204-207; preventive work, 208

Insurance Committee, 201 Interviews: for field investigation, 58-59; of prospective

workers, 367-369
Investigation: schedule of inquiry, 50-52; sources of information, 52-60; field work done by investigators, 50-60

James, William 214 Judicial powers of Association: illustrated in Dodge case, 237-258; verdict, 255-257; aftermath of trial, 257-258

Kirstein, Louis E., 46, 79, 142, 168, 169, 309, 310, 311, 312, 313, 314, 317, 318

Labor supply: Employment Department policies, 357-370; development of resources, 357-370; 362; Retail Research Association, 358, 359; responsibility of selection, 362-370; schools and colleges contribute to, 360; from agencies, 360-367; selection specifications, 362-367; interviewing methods, 367-369; pre-employment tests, 369-370; turnover records, 386

Lazarus & Co., F. R., 42
Legal Aid Society, 224
Length of service of employes,
tabulated, 98-100, 456
Library, Committee and maintenance, 217-218
Loans: and the Credit Union,
208-211; rates for, 210
Long, John D., 214

Management: definition and philosophy of, 45; history and ownership, 45-47; schedule of inquiry, 48-60; store responsibility and personnel, 79-86; trade union policy, 88, 136-137; wage policy, 146, 148-150, 157-159; on bonuses, 153; on grievances, 155-156; profit-sharing plan, 167-188; operation of clinic, 205-207; discharge case illustrated, 217-250: opinions on Arbitration Board decisions, 273-278, 280-281: partisanship a disadvantage to, 285-286; superviaion of Arbitration Board, 202-203; increase of salaries voted. 298-299; participation of Association in, 327-331; influence on the Association. 333-335; relation of Personnel Division to, 353-354, 355; summarized, 429-449 Massachusetts Wage Board, 458 Mazur, Paul M., 311 note Men's Club, 220, 221 Merchandise pyramid: supervision of, 82; policies governing, 83-85; basement plan. 84-85; executive positions on. 108-100; training for, 411 Merchant's Horizon, A, by A. Lincoln Filene, 37, 64, 127, 183, 333, 388 notes Minutes of meetings, studied for field investigation, 53 Münsterberg, Hugo, 214

Music: training and public per-

formances, 219-220; band, orchestra and choral club, 219

National Retail Dry Goods Association, 311
News bulletin, editing and management, 218. See also Echo
Nominations and elections for directors, 294-297

Occupational wage standards, study and maintenance supervision of, 383-384

Occupations of employes: tabulated by sex, 100-102, 453, 454, 456, 457, 459; salespeople, 102-106; office workers, 106-107; other operators, 107-108; executives in merchandise pyramid, 108-109; in service pyramid, 109-111; finance and accounts, 111; in publicity pyramid, 111; buyers, 111-115; other positions, 115

Office workers: classification of, 106; occupations, 106–107; number and earnings, 107

Operating Committee: examination of minutes of, 53; personnel, 80, 439; twofold purpose of, 80-81; store policies reviewed by, 83; executive positions by members of, 108; vacation veto by, 145; on wage questions, 153, 158; on profit sharing, 178, 180; bonus awards to, 181-182, 184-185; on clinic control, 203; on sales suggestions, 229, 231; stock ownership, 313, 316, 317, 318; store manager quoted, 342; on budget program, 356; vote on training courses, 410; Training Department membership, 417; status summarized, 439 Organized relations with employes: Filene Co-operative Association established, 87-89; Retail Clerks' Union, 87; policy toward trade unions, 87-89; summary and results of, 429-449 Overtime, hours defined, 140-141

Parsons, Frank, 440
Payroll Department, 384, 385
Pension Committee, 107
Pensions, welfare plan, 224-225
Permanency of business, 443
Personnel Committee, 135

Personnel Committee, 135
Personnel Division: investigation findings of, 49, 51, 53; concern for employes, 100, 337; in service pyramid, 110; and Clinic, 203; on dismissals 288-289; organization and maintenance, 349-356; powers, 350-353; status and development, 353-356; maintenance cost, 356; employes' ratings, 374-375, 377; functions summarized, 430, 431, 439

Personnel program: summary and results, 429–449; integral part of management, 429-430; organized provisions for, 430-431; promotions, 431; training of employes, 431-433; employe participation in management, 433-436; participation in profits, 436-437; future ownership and control, 437-439; high status of policies, 439–441; effectiveness of, 442– 449; permanency of business. 443; profits and annual net sales, 443-445; of service, 445-449

Philosophy of industrial relations: business aims, 63-73; security of employment, 70; profit sharing, 70-71, 72; service to customers, 71; a three-fold principle of co-operation, 72-73; and qualifications of

executives, 345-346; features summarized, 429-449 Philosophy of Management, The, by Oliver Sheldon, 19, 45 note Physical examinations, question of, in clinics, 205-208 Planning Department, 155 Preferred stock distribution plan. 313-314 Prince School of Salesmanship, 360 Principles of Organization Applied to Modern Retailing, by Paul M. Mazur, 311 note Profit Sharers' Club, 164, 463 Profit sharing: purpose of distribution, 71, 164; original plan of sharing, 164-165; bonus plan adopted, 165-167; distribution of first bonus, 167-173; subsequent distributions, 173-181; annual awards, percentage of distribution, 181-184; effects of the bonus. 184-186; profit-sharing plan abandoned, 186-188; trends in distribution of, 331-332; profit-sharing plan and agreement, 521-527 Profits: ascertaining data on. 55; aims, and statement of company objectives for making, 65-69, 74-75; annual net sales, 443~445 Promotion: policy of Management, 380-381; from initial position, tabulations, 381-382; wage standards for, 383; policy of Personnel Division, 431 Publicity: pyramid, 82, 111, 411; Committee, 176 Pyramids: four organizations of, 81-83; merchandise, 82, 83-85, 108-109; publicity, 82, 111; finance and accounts, 82, 111; service, 82-83, 109-111, 410; stock ownership and authority of heads of, 300, 311-

312

Ratings: and the policy of promotion, 359, 371-378, 380-382; thirty-day review, 372; semi-annual, 372-375; effectiveness of, 375-378; followup of, 385, 386 Record-keeping: of attendance, 384-385; tardiness, 385; earnings and ratings, 385-386; employes' records, 386; labor turnover, 386-387 Recreation: athletics and club functions, 220-224; meetings and funds, 221-222; value of clubs, 223 Reorganization: in 1928, 47, 317-319; stock distribution, 317-318 Representation on Board of Directors, 294-305 Research Department, 54, 354, 401, 425 Reserve funds, 129 Resignation of employes, and discharge, 382-383 Resource training: development of, 407-408; courses, 408-409 Responsibility: of Association members, 322-327; elective powers, 323; and function of Council, 324-325; of paid staff, 325-326; of executive offices, 326; differentiation of, 326-327 Restaurants: management and income, 128, 211-214; patronage, 213; and Club House Committee, 213, 214 Retail Clerks' Union, 87 Retail Research Association, 54, 90, 154, 183, 184, 212, 336, 351, 358, 359, 387, 41**3**, 419, 420, 421, 445 Retail Trade Board, 142, 143, 215, 419 Retail Store Wage Board, 149, 162 Retailing: leadership in, 89-

90; Associated Merchandising

Corporation, 90; and Chambers of Commerce, 90. See also Retail Research Association

Risks to employes: through participation in Association work, 339-344; testimony quoted, 340-343; attitude of executives on, 343-344; award of bonuses to offset, 344-345

Saks & Company, 91
Sales, total net, by years, 443445. See also Suggestions and sales promotion

Salesforce Committee, 155, 190
Salesmanship: standards required of employes, 103; classes and clubs for, 393; program, 395; conferences, 396

Salespeople: abilities analyzed, 102; qualifications required of, 103; irregularity of work, 104; sources of interest to, 105; number, 105; earnings, 106.

See also Employes
Savings and loans: Filene Cooperative Association service,
208-211; Credit Union, function of, 209-211; savings
scheme, 211

Schedule of inquiry: for field investigation, 50-52; sources of information, 52-60

Selection of employes: aim of, 362; store specifications, 362-365; educational requirements, 363; character, 363; appearance, 364; experience versus future value, 364; occupational requirements, 365-367; interviews and tests, 367-370

Selekman, Ben M., 2, 36 note Service: building in Cambridge, 75; pyramid, 82-83, 109-111, 410-411, 414-415; store objectives, 83-86, 445; in bargain basement, 84, 446; attempts to reduce distribution cost, 447; length of, tabulated by occupation and sex, 456

Sex of employes: and number of, 92-93; occupations and wages tabulated, 147, 148, 151, 453-460

Sharing management, threefold principle of: industrial philosophy of, 63-73; participation in profits and ownership, 72, 87

Sharing Management with the Workers, by Ben M. Selek-

man, 2, 36 note Sheldon, Oliver, 19, 45 note Shipping Department, 422

Simpson, John R., 46, 309, 310, 312, 317

Six months' plans, of merchandise pyramid, 83, 85-86 Smith, Edwin S., 41, 42

Special Arbitration Board: on wage grievances, 146, 155; establishment and membership, 463-464

Special training: statistics tabulated, 101, 115, 453, 454, 455, 457, 459; group courses, 409, 432; vote of Operating Committee on, 410; recommendations for, by Retail Research Association, 413-414; period of six months, 414-415; Training Department work, 416-421; result, 421-425, 431-433
Staff services, for welfare, 224

State Employment Office, 360-361

Steffens, Lincoln, 214

Stock ownership: absentee ownership and nepotism banned, 306-308; identity between owners and managers, 308-313; changes in management and corporate shares, 309-311; interrelation of work of pyramids, 311-312; distribution of preferred stock, 313-314; voting common stock and the As-

sociation, 314-316; voting common stock for the Operating Committee, 316-317; financial reorganization, 317-319; non-fulfilment of Association's possible participation in ownership, and causes, 319-321; results summarized, 437-438

Stockholders: stock distribution, 76-78; store incorporation, 77. See also Stock ownership

Store: early history of, 45-47; record analyses, 56-58; a specialty shop, 74; sections described, 75; service building, 75-76; New England shops and agencies, 76; corporate structure, 76-83; pyramid, 82; policies, 83-86; organized relations with employes, 87-89; leadership in retailing, 89-90; service objective of, 445-449

Store dress: of women employes, 189-191; Salesforce Committee ruling on, 190-191

Structure of the organization: stockholders, 76-78; Board of Directors, 78-79; Management, 79-80; Operating Committee, 80-81; four pyramids, 81-83; and growth of the Association, 337-339

Suggestion Committee, 228, 229, 232, 434

Suggestions and sales promotion:
Committee established by the
Filene Co-operative Association, 228, 229, 232; action of
the Operating Committee, 229;
prizes offered, 229-230; idea
for a Bureau of Standards,
230-231; One Big New Idea
contest, 231; list of suggestions and awards, 232-233;
store participation in sales
promotion, 233; campaigns

and drives, 234-235; employes' purchases, 235-236; by the Association, 330-331 Summary: and results of investigation, 429-440; personnel program's policies and practice, 429-442; effectiveness of personnel program, 442-440; permanency of business, 443; profits and annual net sales, 443-445; service objectives, 445-449

Tardiness: regulations governing, 191-192; Tardiness Committee rulings, 192-196; follow-up methods, 385

Tardiness Committee, 192, 194, 195, 196, 199, 340

Trade unionism: relations with employes, 87-89; Retail Clerks' Union, 87; status of Association members belonging to, 134-138

Training: early evolutionary 388-300; methods. educational meetings and lectures. 389-390; four periods of organized, 301; to eliminate errors, 391-392; connection with welfare work, 392; decentralization, 392–393; salesmanship classes and clubs, 393-394; period 1909-1912, 394-398; classes, 395; conferences, 396; efficiency bulletins, 396; blunder slips, 397; efficiency records, 307; periods of, and results during, 399-420: importance of, summarized, 421-425; organized extent of, 431-433. See also Training Department

Training Department: on welfare programs, 215; identification with Personnel Division, 349, 350, 355; maintenance cost, 356; occupational data, 365-366; pre-employment

analyses, 369-370; promotion policies, 381; early beginnings of, 388-390; period of 1902-1909, 390-394; period 1909-1912, 394-398; period 1912-1922, 399-412; providing a content of instruction, 400; improving methods of work, 400-401; forms of training established, 401-410; extension of service in the pyramids, 410-412; improved status of, 412; period 1922-1927, 413-425; Retail Research Association recommendations, 413-414; six months' program, 414-421; results summarized, 421-425, 431-433 Transfer of employes: Tem-

Transfer of employes: Temporary, 378-380; permanent, 380

Turnover of employes, 386

Vacations: rulings on, 144-145; in winter, 144, 145
Valentine, Robert G., 412, 440
Voting common stock: ownership by the Association, 314-316; possible purchasers of, 316; for Operating Committee, 316-317
Voting of directors, 208-300

Wages: study of payrolls, 106-108; problem and records of, 146-163; weekly earnings tabulated, 147-148, 151, 455, 457, 459, 460; minimum rates, changes and standards, 148–152; methods of payment, 152–155; adjustment of grievances, 155–157; Special Arbitration Board, 155; function of Filene Co-operative Association in relation to, 157–159; general policy, 159; comparative, in four retail stores, 159–160, 161; and cost of living, 160, 162; in specialty stores, 160; occupational standards, 383–384

363-364
Way Out, The, by Edward A.
Filene, 37; 38, 65, 69 notes
Welfare work: activities and
responsibility for, 200-225;
insurance and health, 200-208;
savings and loans, 208-211;
food and clubrooms, 211-214;
courses of instruction, 214217; books and periodicals,
217-218; store news, 218;
music, 219; recreation, 220223; staff services, 224; pensions, 224; purposes and
achievement, 225-227; early
connection with educational
work, 392
White Company, R. H., 42, 90

note Wolman, Leo, 87 Women's Club, 220, 221 Wright, Dr. Wade, 208

Zueblin, Charles, 214