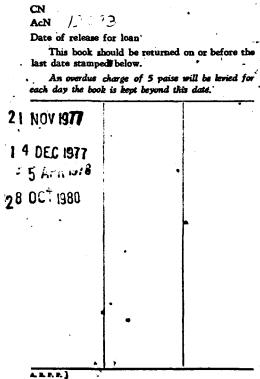
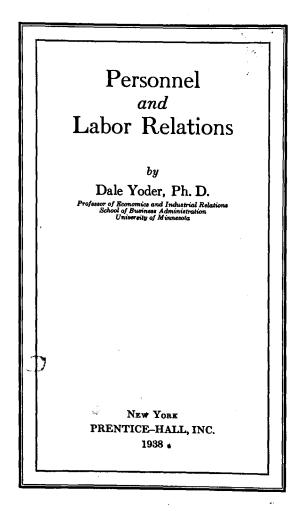
SERVANTS OF INDIA SOCIETY'S LIBRARY POONA 411 004





Personnel and Labor Relations

•



Preface

It is, in part, as a reflection of this growing group consciousness, with a further conviction that much of that feeling will long persist, that major emphasis in this presentation falls upon group problems. Collective bargaining with independent unions is taken for granted as a relatively permanent feature of many employer-employee relationships, and it is assumed that, even where formal union organizations are not involved, management will quite generally accede to labor's expressed preference for group rather than individual consideration.

Analysis of group problems is facilitated by various statistical tools, many of which are widely encountered in the literature of personnel administration. Several of the most useful of such tools are described throughout the various chapters that follow, and illustrative problems, reduced in extent so that they may be regularly assigned, are included for those who care to use such material.

Within the chapters, sections devoted to such statistical analysis have been clearly labeled, and they may be omitted without injury to the descriptive sections to which they are related. Many instructors may wish to ignore them and the problems entirely, especially if the entire breadth of the field is studied in a single quarter or semester. On the other hand, some of these devices may properly be regarded as almost essential to intelligent administration of present-day industrial relations. They represent a means, and almost the only means, by which management can maintain a constant check on the efficacy of many managerial policies affecting personnel. They make it possible for management to identify its course and discover where it appears to be going in industrial relations. Viewed from another angle, they parallel the measures of financial progress regularly made available by the auditing division or the analysis of production schedules provided by production departments. Only a beginning has been made in the regular application of these analytical tools to the problems of industrial relations, but they have so thoroughly demonstrated their use-

vi

Preface

fulness that slight question can be raised as to their wider use in the future.

Each of the chapters is accompanied by a list of selected collateral readings, and footnotes throughout suggest specific studies and investigations for further consideration. The author, in his own classes, has followed the practice of asking each class member to present a brief written summary or abstract of one such reference for each chapter, and that practice is suggested in the exercises accompanying each chapter.

A word of caution is appropriate, especially for those adult representatives of management who may be so concerned with problems of industrial relations as to attempt to follow suggestions stated or implied in this presentation. It must be clearly understood that successful managerial direction of industrial relations is not an achievement to be gained in a day, after management has experienced a sudden conversion to sound personnel policies. On the contrary, it is a development that necessitates painstaking consideration over a period of years. Depending primarily, as it does, upon general recognition of the soundness of managerial policies by workmen who are largely uninformed as to management's problems, successful administration of industrial relations requires an extensive period of honest, effective interpretation as well as the actual adoption of appropriate personnel practices. Management must first of all conceive and adopt a sound labor policy; then it must convince employees of the soundness of that policy.

The first step necessitates an open mind and a critical evaluation of every phase of industrial relations, an appraisal in terms of values clearly enunciated in a statement of fundamental principles. Then, as the process of appraisal continues, employees must be encouraged to accept the facts of management's sincerity and of the fairness with which every phase of personnel policy is established and maintained, or, if found wanting, is discontinued.

Development and maintenance of fundamentally sound

vii

Preface

industrial relations is thus a long-time, permanent program, rather than a sudden achievement. Essentially, it depends upon continuous analysis and appraisal, adjustment and readjustment of personnel policies, coupled with constant, effective interpretation of these policies to the entire working force.

Numerous debts to colleagues, students, assistants, and others might be acknowledged here, but they are, as far as possible, indicated where reference is made to the contribution involved.

DALE YODER

viii

Contents

CHAPTER		PAGE
I.	INTRODUCTION	1
	General definition	2
	Purposes of personnel administration	2 5 7
	Method of personnel administration	5
	Basic assumptions of personnel administration	
	Public interest in industrial relations	10
	Personnel functions	11
	The personnel audit	14
	Professional training for personnel management	15 16
	Labor policy Conclusion	17
	Conclusion	
ͺII.	THE BACKGROUND OF PERSONNEL ADMINISTRATION	21
	Changing nature of industrial relations	21
	Pre-revolutionary relationships	22
	The handicraft system	23
	Gild organizations	24 25
	The industrial revolution Yeomanry gilds	25 26
	The "putting-out system"	27
	Industrial capitalism	27
	Features of early capitalism	28
	Continued industrial expansion.	30
	Rise of personnel administration	31
	Recent developments	34
	Post-depression tendencies	38
111.	Approaches to the Study of Industrial Rela-	
	TION8	41
	Social problems	42
	Scientific problems	42
	Psychological problems	42
	Physiological problems	46
	Sociological problems	46
	Economic problems	47
	The approach of business.	49 51
	Individual and group problems	
IV.		
	ALYSIS	57
	Graphic representation	59
	Distribution and series	60
	ix	

	Compensio	
CHAPTER		PAGE
IV.	SIMPLE STATISTICAL TOOLS FOR PERSONNEL AN- ALYSIS (Cont.)	
	Classification, grouping, and tabulation	63
	The normal distribution	66
	Measures of central tendency	67
	Averages of position	69
	The mode	72
	Measures of dispersion	73
	Standard deviation	74
	Standard and probable errors	75
	Quartile deviation	76
	Coefficients of dispersion	76
	Index numbers	76
	Time series analysis	77
	Correlation	78
	Conclusion	78
v.	JOB ANALYSIS, DESCRIPTION, AND CLASSIFICATION	82
	The job description	82
	Job classification	86
	Job analysis	86
	Content of the job specification	88
	Job analysis procedure	89
	Time and motion study	93
	Workers' attitudes	97
	Job rating and job classification	98
	Organizational outline	103
	Conclusion	103
VI.	Sources of the Labor Supply	106 107
	Inside sources	107
	Personal applications	107
	Present employees	108
	Correspondence	109
	Scouting	110
	Employment agencies	112
	Schools and colleges	114
	Labor organizations.	118
	The waiting list	118
	Miscellaneous sources	119
	Evaluating sources	119
	Statistical measurements	120
	The application blank	123
	Conclusion	126
VII.	Selection	129
	Selection procedure	130
	workers protouties,	

. **X**

BAPTNP	ŧ
VI]

	Contents	xi
CHAPTER		PAGE
VII.	Selection (Cont.)	
	Objectives of selection	131
	The selective process	132
	Observational methods	133
	Modern practice	136
	Selective devices	139
	Written applications	140
	The employment interview	140
	References	143
	Selective tests	144
	Intelligence tests	146
	Special aptitude and capacity tests	148
VĮII.	SELECTION (Continued)	151
	Combination physical-mental traits	151
	Trade tests	152
	Character and personality	155
	Profile charts of test performance	157
	Limitations on testing	158
	Analyzing test results	160
	Statistical measures: simple correlation	162
	Evaluating measures of correlation	166
	Prediction based on correlation	166
	Reversing prediction	168
	Reliability of estimates	169
	Vocational guidance	169
	Introduction and follow-up	171
IX.	Education and Training	175
	Training in public schools	175
	Correspondence courses.	178
	Industry's need for training	179
	Types of training required	180
		180
	Job training.	182
	Craftsmanship training	
	Foremanship training.	185
	Executive Training	188
	Special purpose courses	189
	Educational devices and techniques	190
	Training principles	190
	Maintaining the program	192
	Evaluating the training program	193
	Statistical analysis	193
	Item analysis	197
X.	Industrial Unrest	202
	Unrest defined	202

CHAPTER		PAGE
X.	INDUSTRIAL UNREST (Cont.) Recent changes. Labor turnover. Measuring labor turnover. The stable force. Labor flux. The continuance rate. The net labor turnover rate. Refined rates.	207 210 211 212 213 213 213 214 218
XI.	Turnover analysis	219 223
АІ.	Tendency toward shorter hours. Actual versus nominal hours. Bases for hour policies Traditional hours. Transportation facilities. Legislation. Social considerations. Basic economic considerations. Shorter hours for higher wages. Disutility of long hours. Correlation of tabulated data. Possible adjustments in working hours. Holidays and vacations. Overtime. Night work. Sunday employment. Rest pauses.	223 223 225 226 227 227 227 232 235 237 238 238 242 243 243 243 244 244
XII.	SERVICE RATING Purposes of service ratings Types of rating. Position of the rater. Forms of scales. Desirable features. Weighted scales. Qualities rated Rating procedure. Statistical analysis and interpretation Limitations upon rating Instructions to raters.	248 248 250 251 252 255 261 262 263 267 270 275
XIII.	REMUNERATION: WAGE PLANS	278
	Types of wage payment Time wages Piece rates	279 280 282

Contents

xii

	Contents	xiii
CHAPTER	,	PAGE
XIII. I	REMUNERATION: WAGE PLANS (Cont.)	·.
	Group piece rates	285
	Incentive wage systems	285
	Selective plans	287
	Time saving plans	289
	Combination plans	293
	Group plans	295 296
	Inter-departmental plans Bases for choice	290
	Profit sharing plans	299
	Employee stock ownership	300
XIV.	WAGE POLICIES	306
222 7.		306
	Permanent status of wage earners	307
	Union scales	311
	The going wage	311
	Differentials between men and women	312
	Living wages.	314
	Measurement of costs of living	315
	Limitations of indexes	320
	Changing bases and linking	322
	Deflating money wages	324
	Index number wages	325
	Family allowances	325
	"Scientific" wages	326
	Economic basis for wages	327
	Basic factors	333
1	No single policy-determining factor	334 335
XV.	Salary scales PROMOTION AND TRANSFER	343
A1.		343
	Promotions and transfers defined Reasons for promotions	343 344
	Types of promotions	345
	Systematic promotions	346
	Values of systematic promotion	347
	Plans for systematic promotion	348
	Limitations on promotional provisions	351
	Types of transfers	352
	Systematic transfer	353
	Analysis of promotions and transfers	354
	Bi-serial correlation	355
XVI.	INDUSTRIAL HEALTH.	362
	Health hasards in industry	362
	Industrial accidents.	363
	Number and costs of accidents	363

	Contents	

CHAPTER		PAGE
XVI.	INDUSTRIAL HEALTH (Cont.)	
	Legislation and accidents. Workmen's compensation laws. Causes of accidents. Preliminary steps in accident prevention Safety organization. Value of safety programs. Occupational disease Analysis of health conditions. Care of employee health. Insurance and compensation.	366 368 371 373 379 380 381 383 384 384 384 386
XVII.	EMPLOYEE MORALE, INTEREST, AND DISCIPLINE.	391
	Problems of interest and discipline The nature of interest. Means of increasing interest. The plant magazine. Suggestion systems. Industrial discipline. Disciplinary policy. Employee indebtedness. Absenteeism and tardiness. Preliminary analysis of disciplinary problems Statistical tools. Disciplinary action. Discharge.	392 392 394 397 398 400 402 403 405 407 411 414
XVIII.	CAUSES OF UNSTABLE EMPLOYMENT	418
	Sources of data on employment. An index of stability. Statistical analysis of employment. Trend analysis. Measurement of seasonal fluctuations. Cyclical influences. Technological change. Conclusion.	419 423 424 426 429 435 435 436 438
XIX.	Employment Stabilization	442
	Reducing personal unemployment. Seasonal fluctuations. Stimulating slack season sales. Securing advance orders. Diversification. Scheduled production. Producing for stock. Spreading employment. New markets. Changing custom.	442 444 445 446 447 448 448 448 449 450 450

VIV

	Contents	XV
APTER		PAG
XIX.	EMPLOYMENT STABILIZATION (Cont.)	
	Cultural and technological unemployment	451
	Cyclical fluctuations	454
	General measures	455
	Maintaining demand	457
	Dismissal wages	457
	Unemployment insurance	461
XX.	Employee Representation	471
	Terminology	471
	Purposes	472
	Historic development	473
	Types of representation plans	478
	Industrial distribution	480
	General features	48
	Employee attitudes toward representation	484
	Legal status of representation plans	48
	Conclusion	48
XXI.	Collective Bargaining	492
	Legal status of unions	493
	National Labor Relations Act	496
	State labor board acts	49
	Historic aspects of collective bargaining	498
	American Federation of Labor	50
	Unions outside the Federation	504
	Radical unionism	504
	Committee for Industrial Organization	50
	Numerical strength of unions	508
	Techniques of collective bargaining	509
	Legal status of union practices	51
	Managerial objections to collective bargaining	514
	Managerial advantages	52
	Union-management cooperation	52
	Evaluation of collective bargaining	524
XXII.	SERVICE FUNCTIONS	52
	Types of services	53
	Health services	53
	Recreational services	-53
	Direct financial assistance	53
	Mutual benefit associations	53
	Employee savings associations	53
	Employee bankruptcy	54
	Credit unions	54
	Pensions	54
	Insurance	54
	The need for service functions	- 55

xvi	Contents	
XXII.	SERVICE FUNCTIONS (Cont.) Statistical evaluation	радв 552
XXIII.	PERSONNEL ADMINISTRATION IN THE PUBLIC SERVICE. Administrative agencies. Historical development. Job analysis and classification Selection. Training. Rating. Compensation. Promotion and transfer. Interest and discipline. Collective bargaining. Service functions. Limitations. Limitations.	555 556 557 560 562 564 565 566 567 568 568 568 568 569 569
XXIV.	RESEARCH. Publications. Organizations and associations. Types of research problems. Tools and techniques.	576 578 581 586 588

APPENDICES

Α.	INDUSTRIES FOR WHICH CURRENT REPORTS OF EM- PLOYMENT ARE AVAILABLE	597
в.	ESTIMATES OF EMPLOYMENT.	599
C.	COVERAGE OF UNEMPLOYMENT COMPENSATION, AVER- AGE FOR 1930	600
D.	NATIONAL LABOR RELATIONS ACT	601
E.	VALUES OF x AND A FOR BI-SERIAL ETA	611
F.	VALUES OF z FOR BI-SERIAL CORRELATION	614
G.	LEAST SIGNIFICANT (5%) VALUES OF CORRELATION MEASURES	618
н.	LEAST HIGHLY SIGNIFICANT (1%) VALUES OF CORRELA- TION MEASURES	619
I.	EVALUATION OF CHI-SQUARE	620
J.	CONVERSION SCALE FOR INTELLIGENCE QUOTIENTS	622
	INDEX	625

Figures and Tables

FIGURES

Title

	1140	
1.	Simple Representation of a Wage Distribution: Rec- tangular Frequency Chart or Histogram	ради 61
2.	Alternative Representation of a Wage Distribution: Frequency Polygon	62
3.	Changes in Monthly Employment: Simple Time Series Chart	63
4.	Comparative Proportionate Changes in Wages: Use of the Ratio Scale	64
5.	Distinctive Characteristics of a Normal Distribution	66
6.	Occupational Characteristics Check List	83
7.	Job Specification Form	84
8.	Published Job Specification and Illustrative Photo- graph	90
9.	Time Study Form	94
10.	"Less Than" Cumulative Grade Curve for Locating Percentiles	117
11.	Specialized Application Blank for College Students	124
12.	Request for Information from References	144
13.	Minnesota Spatial Relations Test Board D	152
14.	Simple Test Score Profile.	158
15.	Graphic Comparison of Sales and Test Scores	161
16.	Graphic Estimation of Production from Test Scores.	167
17.	Reverse Prediction: Graphic Estimation of Test Scores from Production	168
18.	Graphic Evaluation of Restriction of Output	204
19.	Current Report on Turnover of Factory Labor	216
20.	Productive Efficiency at Various Hours	236
21.	Simple Numerical Rating Scale	253
22.	Modified Linear Rating Scale	254
23.	Rating Scale of the Federal Classified Service	256

xvii

Figures (Continued)

Title

FIGURE		PAGE
24.	Scale Illustrating the Use of Descriptive Phrases	258
25.	Excerpt from Probst Service Report	260
26.	Public School Rating Form	272
27.	Simplified Operation of a Labor Market	331
28.	Graphic Portrayal of a Salary Classification	337
29.	Salary Classification on Ratio or Semi-Logarithmic Scale	338
30.	The "J" Curve of Accidents	373
31.	Monthly Estimates of Unemployment in the United States.	423
32.	Freehand Linear Trend of Employment	425
33.	Linear Trends of Employment Fitted by Mathematical Means	427
34.	Methods of Dealing with Employees in Plants of Dif- ferent Sizes, 1935	482
35.	Annual Membership of Unions Affiliated with the A. F. of L	501
36.	National and International Unions Affiliated with the A. F. of L., 1897-1935	503
37.	Least Significant Measures of Correlation	618
38.	Least Highly Significant Measures of Correlation	619
39.	Evaluation of Chi-Square	620
40.	Conversion Scale for Intelligence Quotients	622

TABLES

	11101005	
table I.	Ratings Accorded Two Positions by the Weighted	PAGE
	Factor Method	101
II.	Workers Involved in Strikes, 1919-1936	207
III.	Relative Number of Strikes and of Employees Involved, 1919-1936	209
IV.	Industrial Disputes Adjusted for Seasonality, 1936	210
V.	Estimated Working Hours, 1840-1935	224
VI.	Percentage of Cases Normally Expected to Fall within the Various Classes of Ratings	269
VII.	Foods in the Market Basket (Assumed)	319

xviii

.

Tables (Continued)

xix

TABLE		PAGE
VIII.	Two Series (of Price Indices) To Be Combined.	323
IX.	Comparison of Education and Promotion	356
X .	Theoretically Expected Mean Numbers of Acci- dents	377
XI.	Recent Changes in Accident Rates	381
XII.	Co-Variation Between Shop Infractions and Par- ticipation in Social Program	408
XIII.	Estimate of Unemployment in Industries Cus- tomarily Covered by Unemployment-Insur- ance Plans	419
XIV.	Employment in Firm T	427
XV.	Types of Seasonality in Minneapolis, Showing the Percentage of Firms and Employees Affected	430
XVI.	Types of Seasonality in Duluth, Showing the Percentage of Firms and Employees Affected	431
XVII.	Persons Ten Years and Over Gainfully Occupied in the United States: 1880-1930	437
XVIII.	Approximate World Coverage of Compulsory Unemployment Insurance, 1937	463
XIX.	Approximate World Coverage of Voluntary Pub- lic Unemployment Insurance, 1937	463
XX.	Growth of Employee Representation	476
XXI.	Industrial Distribution of Representation Plans 1935	481
XXII.	Results of National Labor Relations Board Elec- tions, 1934-1935	486
XXIII.	Number and Per Cent of Units and of Votes Won by Unions, Classified by Affiliation of Unions, July 10, 1934 to June 16, 1935	502
XXIV.	American Trade Unions, Total Membership, 1897-1934	503
XXV.	Federal Labor Unions Organized by the A. F. of L. in 1933 and 1934	507
XXVI.	Types of Industrial Health Services	532
XXVII.	Actual and Estimated Numbers and Proportions of the Population over 65 Years of Age in Specified Years	545
XXVIII.	United States Civil Service Commission Classifi- cation Pay Scales	562

APPENDICES

APPENDIX A

INDUSTRIES FOR WHICH CURRENT REPORTS OF EMPLOYMENT ARE AVAILABLE

The following list includes the eighty-nine manufacturing industries and the sixteen nonmanufacturing industries for which monthly samples of employment are secured by the Bureau of Labor Statistics. Employment changes in these industries are summarized in the Monthly Labor Review and in mimeographed releases available from the Bureau.

MANUPACTURING INDUSTRIES

Durable-goods groups

Iron and steel and their products	Transportation equipment (cont.)
Blast furnaces and rolling mills	Cars, electric and steam rail-
Bolts, nuts, washers, and rivets	road
Cast-iron pipe	Locomotives
Cutlery and edge tools	Shipbuilding
Forgings, iron and steel	Railroad repair shops
Hardware	Electric railroad
Plumbers' supplies	Steam railroad
Steam and hot-water heating ap-	Nonferrous metals and their pro-
paratus and steam fittings	ducts
Stoves	Aluminum manufactures
Structural and ornamental metal	Brass, bronze, and copper pro-
work	ducts
Tin cans and other tinware	Clocks and watches
Tools	Jewelry
Wirework	Lighting equipment
Machinery	Silverware and plated ware
Agricultural implements	Smelting and refining-copper,
Cash registers, adding machines,	etc.
etc.	Stamped and enameled ware
Electrical machinery and sup-	Lumber and allied products
plies	Furniture
Engines, turbines, and tractors	Lumber
Foundry and machine-shop pro-	Millwork
ducts	Sawmills
Machine tools	Stone, clay, and glass products
Radios and phonographs	Brick, tile, and terra cotta
Textile machinery and parts	Cement
Typewriters and parts	Glass
Transportation equipment	Marble, granite, slate, and other
Aircraft	products
Automobiles	Pottery
5	97

Appendix A

Nondurable-goods groups

Textiles and their products Fabrics Carpets and rugs Cotton goods Cotton small wares Dyeing and finishing textiles Hats; fur, felt Knit goods Silk and rayon goods Woolen and worsted goods Wearing apparel Clothing, men's Clothing, women's Corsets and allied garments Men's furnishings Millinery Shirts and collars Paper and printing Boxes, paper Paper and pulp Printing and publishing Book and job Newspapers and periodicals Chemicals and allied products, and petroleum refining Other than petroleum refining Chemicals Cottonseed oil, cake, and meal Druggists' preparations Leather and its manufactures Boots and shoes

Chemicals and allied products (cont.) Leather Food and kindred products Baking Beverages Butter Canning and preserving Confectionery Flour Ice cream and Slaughtering meat packing Sugar, beet Sugar refining, cane Tobacco manufactures Chewing and smoking tobacco and snuff Cigars and Cigarettes Explosives Fertilizers Paints and varnishes Rayon and allied products Soap Petroleum refining Rubber products Rubber boots and shoes Rubber goods, other than boots, shoes, tires, and inner tubes Rubber tires and inner tubes

NONMANUFACTURING INDUSTRIES

Coal mining Anthracite Bituminous Metalliferous mining Quarrying and nonmètallic mining Crude petroleum producing Public utilities Electric light and power and manufactured gas Electric-railroad and motor-bus operation and maintenance Public utilities (cont.) "Telephone and telegraph Trade Wholesale Retail Hotels (year-round) Laundries Dyeing and cleaning Brokerage Insurance Building construction

APPENDIX B

ESTIMATES OF EMPLOYMENT

TOTAL NONAGRICULTURAL EMPLOYMENT IN THE UNITED STATES, BY MONTHS, 1929 TO 1937

Employment on federal emergency construction has been included in these estimates only when such construction is carried out in a manner essentially similar to private work or regular government work. Thus, employment on P.W.A. projects has been included, as has employment on projects under the supervision of the Bureau of Public Roads. Other federal emergency projects have been excluded.

(In thousands of persons)

Month	1929	1930	1931	1932	1933	1934	1935	1936	1937
Average	36,158	33,927	30,851	27,623	27,663	30,167	31,346	32,975	·
January	34,898	34,641	31,426	28,579	26,241	28,688	30,154	31,416	33,34
February	35,045	34,351	31,059	28,389	26,180	29,173	30,465	31,428	33,65
March.	35,377	34,293	31,201	28,206	25,897	29,760	30,761	31,840	34,13
April	35,879	34,540	31,499	27,993	26,269	30,184	31,146	32,401	
Мау	36.276	34,664	31.530	27,689	26.672	30,608	31,219	32,761	
June	36,569	34,494	31.419	27,389	27,345	30,706	31.288	33,092	
July	36.684	34,081	31.052	27,015	27,827	30,462	31,288	33,297	
August	37,019	33,788	30.807	27,023	28,598	30,478	31,570	33,477	
September	37,068	33,714	30,699	27,366	29,218	30,304	31,866	33,797	
October	37.044	33,457	30,375	27,582	29,469	30,611	32,193	34,069	
November	36,421	32,828	29,734	27,287	29,214	30,450	32,053	33,953	
December	35,634	32,274	29,410	26,953	29,024	30,578	32,146	34,171	

Source: "Nonagricultural Employment in the United States, March, 1937," Monthly Labor Review, June, 1937, Vol. 44, No. 6, p. 1421.

APPENDIX C

COVERAGE OF UNEMPLOYMENT COMPENSATION, Average for 1930

State	Number (In thousands)	Per Cent of Total Gainful Workers
United States	22,279	45.6
Alabama	312	30.4
Arizona	73	44.2
Arkansas	164	24.6
California	1,267	50.7
Colorado	172	42.7
Connecticut	372	54.9
Delaware	47	47.9
District of Columbia	112	46.0
Florida	271	45.2
Georgia	382	32.9
Idaho	56	34.5
Illinois	1,645	51.7
Indiana	580	46.4
Iowa	337	36.9
Kansas	270	38.9
Kentucky	320	35.3
Louisiana	301	36.9
Maine	149	48.3
Maryland	341	50.7 56.2
Massachusetts	1,019 978	50.2 50.7
Michigan Minnesota	400	40.3
Mississippi	170	
	630	20.1 43.2
Missouri Montang	79	43.2
Nebraska.	179	35.3
Nevada	20	35.3 46.6
New Hampshire	· 99	51.4
New Jersey	959	56.0
New Mexico.	49	34.3
New York.	3,084	55.8
North Carolina	371	32.5
North Dakota	62	25.8
Ohio	1,337	51.1
Oklahoma	304	36.7
Oregon	190	46.4
Pennsylvania	2.013	54.1
Rhode Island	167	56.2
South Carolina	197	28.6
South Dakota	68	27.5
Tennessee	340	35.5
Гехая	795	36.0
Utah	75	44.1
Vermont	60	42.5
Virginia	352	40.0
Washington	325	48.9
West Virginia	263	46.1
Wisconsin	487	43.1
Wyoming	36	38.9

APPENDIX D

NATIONAL LABOR RELATIONS ACT

THE National Labor Relations Act, or the Wagner Act as it is sometimes called, was approved by the President, July 5, 1935. The full text of the law follows:

SECTION 1. Findings and policy.—The denial by employers of the right of employees to organize and the refusal by employers to accept the procedure of collective bargaining lead to strikes and other forms of industrial strife or unrest, which have the intent or the necessary effect of burdening or obstructing commerce by (a) impairing the efficiency, safety, or operation of the instrumentalities of commerce; (b) occurring in the current of commerce; (c) materially affecting, restraining, or controlling the flow of raw materials or manufactured or processed goods from or into the channels of commerce, or the prices of such materials or goods in commerce; or (d) causing diminution of employment and wages in such volume as substantially to impair or disrupt the market for goods flowing from or into the channels of commerce.

The inequality of bargaining power between employees who do not possess full freedom of association or actual liberty of contract, and employers who are organised in the corporate or other forms of ownership association substantially burdens and affects the flow of commerce, and tends to aggravate recurrent business depressions, by depressing wage rates and the purchasing power of wage earners in industry and by preventing the stabilisation of competitive wage rates and working conditions within and between industries.

Experience has proved that protection by law of the right of employees to organize and bargain collectively safeguards commerce from injury, impairment, or interruption, and promotes the flow of commerce by removing certain recognized sources of industrial strife and unrest, by encouraging practices fundamental to the friendly adjustment of industrial disputes arising out of differences as to wages, hours, or other working conditions, and by restoring equality of bargaining power between employers and employees.

It is hereby declared to be the policy of the United States to eliminate the causes of certain substantial obstructions to the free flow of commerce and to mitigate and eliminate these obstructions when they have occurred by encouraging the practice and procedure of collective bargaining and by protecting the exercise by workers of full freedom of association, self-organization, and designation of representatives of their

own choosing, for the purpose of negotiating the terms and conditions of their employment or other mutual aid of protection.

SEC. 2. Definitions .- When used in this act-

(1) The term "person" includes one or more individuals, partnerships, associations, corporations, legal representatives, trustees, trustees in bankruptcy, or receivers.

(2) The term "employer" includes any person acting in the interest of an employer, directly or indirectly, but shall not include the United States, or any State or political subdivision thereof, or any person subject to the Railway Labor Act, as amended from time to time, or any labor organization (other than when acting as an employer), or anyone acting in the capacity of officer or agent of such labor organization.

(3) The term "employee" shall include any employee, and shall not be limited to the employees of a particular employer, unless the act explicitly states otherwise, and shall include any individual whose work has ceased as a consequence of, or in connection with, any current labor dispute or because of any unfair labor practice, and who has not obtained any other regular and substantially equivalent employment, but shall not include any individual employed as an agricultural laborer, or in the domestic service of any family or person at his home, or any individual employed by his parent or spouse.

(4) The term "representatives" includes any individual or labor organization.

(5) The term "labor organization" means any organization of any kind, or any agency or employee representation committee or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

(6) The term "commerce" means trade, traffic, commerce, transportation, or communication among the several States, or between the District of Columbia or any Territory of the United States and any State or other Territory, or between any foreign country and any State, Territory, or the District of Columbia, or within the District of Columbia or any Territory, or between points in the same State but through any other State or any Territory or the District of Columbia or any foreign country.

(7) The term "affecting commerce" means in commerce, or burdening or obstructing commerce or the free flow of commerce, or having led or tending to lead to a labor dispute burdening or obstructing commerce or the free flow of commerce.

(8) The term "unfair labor practice" means any unfair labor practice listed in section 8.

(9) The term "labor dispute" includes any controversy concerning terms, tenure, or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether the disputants stand in the proximate relation of employee and employee.

(10) The term "National Labor Relations Board" means the National Labor Relations Board created by section 3 of this act.

(11) The term "old Board" means the National Labor Relations Board established by Executive Order No. 6763 of the President on June 29, 1934, pursuant to Public Resolution No. 44, approved June 19, 1934 (48 Stat. 1183), and reestablished and continued by Executive Order No. 7074 of the President of June 15, 1935, pursuant to title I of the National Industrial Recovery Act (48 Stat. 195) as amended and continued by Senate Joint Resolution 113 approved June 14, 1935.

SEC. 3. Creation of National Labor Relations Board.—(a) There is hereby created a board, to be known as the "National Labor Relations Board" (hereinafter referred to as the "Board"), which shall be composed of three members, who shall be appointed by the President, by and with the advice and consent of the Senate. One of the original members shall be appointed for a term of 1 year, one for a term of 3 years, and one for a term of 5 years, but their successors shall be appointed for terms of 5 years, but their successors shall be appointed for terms of 5 years, each, except that any individual chosen to fill a vacancy shall be appointed only for the unexpired term of the member whom he shall succeed. The President shall designate one member to serve as chairman of the Board. Any member of the Board may be removed by the President, upon notice and hearing, for neglect of duty or malfeasance in office, but for no other cause.

(b) A vacancy in the Board shall not impair the right of the remaining members to exercise all the powers of the Board, and two members of the Board shall, at all times, constitute a quorum. The board shall have an official seal which shall be judicially noticed.

(c) The Board shall at the close of each fiscal year make a report in writing to Congress and to the President stating in detail the cases it has heard, the decisions it has rendered, the names, salaries, and duties of all employees and officers in the employ or under the supervision of the Board, and an account of all moneys it has disbursed.

SEC. 4. Personnel of Board .-- (a) Each member of the Board shall receive a salary of \$10,000 a year, shall be eligible for reappointment, and shall not engage in any other business, vocation, or employment. The Board shall appoint, without regard for the provisions of the civilservice laws but subject to the Classification Act of 1923, as amended, an executive secretary, and such attorneys, examiners, and regional directors, and shall appoint such other employees with regard to existing laws applicable to the employment and compensation of officers and employees of the United States, as it may from time to time find necessary for the proper performance of its duties and as may be from time to time appropriated for by Congress. The Board may establish or utilize such regional, local, or other agencies, and utilize such voluntary and uncompensated services, as may from time to time be needed. Attorneys appointed under this section may, at the direction of the Board, appear for and represent the Board in any case in court. Nothing in this act shall be construed to authorize the Board to appoint individuals for the purpose of conciliation or mediation (or for statistical work),

where such service may be obtained from the Department of Labor.

(b) Upon the appointment of the three original members of the Board and the designation of its chairman, the old Board shall cease to exist. All employees of the old Board shall be transferred to and become employees of the Board with salaries under the Classification Act of 1923, as amended, without acquiring by such transfer a permanent or civil-service status. All records, papers, and property of the lod Board shall become records, papers, and property of the Board, and all unexpended funds and appropriations for the use and maintenance of the old Board shall become funds and appropriations available to be expended by the Board in the exercise of the powers, authority, and duties conferred on it by this act.

(c) All of the expenses of the Board, including all necessary traveling and subsistence expenses outside the District of Columbia incurred by the members or employees of the Board under its orders, shall be allowed and paid on the presentation of itemized vouchers therefor approved by the Board or by any individual it designates for that purpose. Szc. 5. Location of Board.—The principal office of the Board shall be in the District of Columbia, but it may meet and exèrcise any or all of its powers at any other place. The Board may, by one or more of its members or by such agents or agencies as it may designate, prosecute any inquiry necessary to its functions in any part of the United States. A member who participates in such an inquiry shall not be disqualified from subsequently participating in a decision of the Board in the same case.

SEC. 6. Powers of Board.—(a) The Board shall have authority from time to time to make, amend, and rescind such rules and regulations as may be necessary to carry out the provisions of this act. Such rules and regulations shall be effective upon publication in the manner which the Board shall prescribe.

SEC. 7. Rights of employees.—Employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in concerted activities, for the purpose of collective bargaining or other mutual aid or protection.

SEC. 8. Unfair labor practices.—It shall be an unfair labor practice for an employer—

(1) To interfere with, restrain, or coerce employees in the exercise of the rights guaranteed in section 7.

(2) To dominate or interfere with the formation or administration of any labor organization or contribute financial or other support to it: *Provided*, That subject to rules and regulations made and published by the Board pursuant to section 6 (a), an employer shall not be prohibited from permitting employees to confer with him during working hours without loss of time or pay.

(3) By discrimination in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage membership in any labor organization: *Provided*, That nothing in this act.

or in the National Industrial Recovery Act (U. S. C., Supp. VII, title 15, sees. 701-712), as amended from time to time, or in any code or agreement approved, or prescribed thereunder, or in any other statute of the United States, shall preclude an employer from making an agreement with a labor organization (not established, maintained, or assisted by any action defined in this act as an unfair labor practice) to require as a condition of employment membership therein, if such labor organization is the representative of the employees as provided in section 9 (a), in the appropriate collective-bargaining unit covered by such agreement when made.

(4) To discharge or otherwise discriminate against an employee because he has filed charges or given testimony under this act.

(5) To refuse to bargain collectively with the representatives of his employees, subject to the provisions of section 9 (a).

Soc. 9. Representatives and elections.—(a) Representatives designated or selected for the purposes of collective bargaining by the majority of the employees in a unit appropriate for such purposes, shall be the exclusive representatives of all the employees in such unit for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment, or other conditions of employment: *Provided*, That any individual employee or a group of employees shall have the right at any time to present grievances to their employer.

(b) The Board shall decide in each case whether, in order to insure to employees the full benefit of their right to self-organization and to collective bargaining, and otherwise to effectuate the policies of this act, the unit appropriate for the purposes of collective bargaining shall be the employer unit, craft unit, plant unit, or subdivision thereof.

(c) Whenever a question affecting commerce arises concerning the representation of employees, the Board may investigate such controversy and certify to the parties, in writing, the name or names of the representatives that have been designated or selected. In any such investigation, the Board shall provide for an appropriate hearing upon due notice, either in conjunction with a proceeding under section 10 or otherwise, and may take a secret ballot of employees, or utilize any other suitable method to ascertain such representatives.

(d) Whenever an order of the Board made pursuant to section 10 (c) is based in whole or in part upon facts certified following an investigation pursuant to subsection (c) of this section, and there is a petition for the enforcement or review of such order, such certification and the record of such investigation shall be included in the transcript of the entire record required to be filed under subsections 10 (e) or 10 (f), and thereupon the decree of the court enforcing, modifying, or setting aside in whole or in part the order of the Board shall be made and entered upon the pleadings, testimony, and proceedings set forth in such transcript.

SEC. 10. Prevention of unfair labor practices.—(a) The Board is empowered, as hereinafter provided, to prevent any person from engaging in any unfair labor practice (listed in section 8) affecting commerce.

This power shall be exclusive, and shall not be affected by any other means of adjustment or prevention that has been or may be established by agreement, code, law, or otherwise.

(b) Whenever it is charged that any person has engaged in or is engaging in any such unfair labor practice, the Board, or any agent or agency designated by the Board for such purposes, shall have power to issue and cause to be served upon such person a complaint stating the charges in that respect, and containing a notice of hearing before the Board or member thereof, or before a designated agent or agency, at a place therein fixed, not less than 5 days after the serving of said complaint. Any such complaint may be amended by the member, agent or agency conducting the hearing, or the Board in its discretion at any time prior to the issuance of an order based thereon. The person so complained of shall have the right to file an answer to the original or amended complaint and to appear in person or otherwise and give testimony at the place and time fixed in the complaint. In the discretion of the member, agent or agency conduction the hearing, or the Board, any other person may be allowed to intervene in the said proceeding and to present testimony. In any such proceeding the rules of evidence prevailing in courts of law or equity shall not be controlling.

(c) The testimony taken by such member, agent or agency, or the Board shall be reduced to writing and filed with the Board. Thereafter, in its discretion, the Board upon notice may take further testimony or hear argument. If upon all the testimony taken, the Board shall be of the opinion that any person named in the complaint has engaged in or is engaging in any such unfair labor practice, then the Board shall state its findings of fact and shall issue and cause to be served on such person an order requiring such person to cease and desist from such unfair labor practice, and to take such affirmative action, including reinstatement of employees with or without back pay, as will effectuate the policies of this act. Such order may further require such person to make reports from time to time showing the extent to which it has complied with the order. If upon all the testimony taken, the Board shall be of the opinion that no person named in the complaint has engaged in or is engaging in any such unfair labor practice, then the Board shall state its findings of fact and shall issue an order dismissing the said complaint.

(d) Until a transcript of the record in a case shall have been filed in a court, as hereinafter provided, the Board may at any time, upon reasonable notice and in such manner as it shall deem proper, modify or set aside, in whole or in part, any finding or order made or issued by it.

(e) The Board shall have power to petition any circuit court of appeals of the United States (including the Court of Appeals of the District of Columbia), or if all the circuit courts of appeals to which appliciton may be made are in vacation, any district court of the United States (including the Supreme Court of the District of Columbia), within any circuit or district, respectively, wherein the unfair labor practice in question occurred or wherein such person resides or transacts business, for the enforcement of such order and for appropriate temporary

relief or restraining order, and shall certify and file in the court a transcript of the entire record in the proceeding, including the pleadings and testimony upon which such order was entered and the findings and order of the Board. Upon such filing, the court shall cause notice thereof to be served upon such person, and thereupon shall have jurisdiction of the proceeding and of the question determined therein, and shall have power to grant such temporary relief or restraining order as it deems just and proper, and to make and enter upon the pleadings, testimony, and proceedings set forth in such transcript a decree enforcing, modifying, and enforcing as so modified, or setting aside in whole or in part the order of the Board. No objection that has not been urged before the Board, its member, agent, or agency, shall be considered by the court, unless the failure or neglect to urge such objection shall be excused because of extraordinary circumstances. The findings of the Board as to the facts, if supported by evidence, shall be conclusive. If either party shall apply to the court for leave to adduce additional evidence and shall show to the satisfaction of the court that such additional evidence is material and that there were reasonable grounds for the failure to adduce such evidence in the hearing before the Board, its member, agent, or agency, the court may order such additional evidence to be taken before the Board, its member, agent, or agency, and to be made a part of the transcript. The Board may modify its findings as to the facts, or make new findings, by reason of additional evidence so taken and filed, and it shall file such modified or new findings, which, if supported by evidence, shall be conclusive, and shall file its recommendations, if any, for the modification or setting aside of its original order. The jurisdiction of the court shall be exclusive and its judgment and decree shall be final, except that the same shall be subject to review by the appropriate circuit court of appeals if application was made to the district court as hereinabove provided, and by the Supreme Court of the United States upon writ of certiorari or certification as provided in sections 239 and 240 of the Judicial Code, as amended (U.S.C., title 28, secs. 346 and 347)

(f) Any person aggrieved by a final order of the Board granting or denying in whole or in part the relief sought may obtain a review of such order in any circuit court of appeals of the United States in the circuit wherein the unfair labor practice in question was alleged to have been engaged in or wherein such person resides or transacts business, or in the Court of Appeals of the District of Columbia, by filing in such court a written petition praying that the order of the Board be modified or set aside. A copy of such petition shall be forthwith served upon the Board, and thereupon the aggrieved party shall file in the court a transcript of the entire record in the proceeding, certified by the Board, including the pleading and testimony upon which the order complained of was entered and the findings and order of the Board. Upon such filing, the court shall proceed in the same manner as in the case of an application by the Board under subsection (e), and shall have the same exclusive jurisdiction to grant to the Board such temporary relief or restraining

order as it deems just and proper, and in like manner to make and enter a decree enforcing, modifying, and enforcing as so modified, or setting aside in whole or in part the order of the Board; and the findings of the Board as to the facts, if supported by evidence, shall in like manner be conclusive.

(g) The commencement of proceedings under subsection (e) or (f) of this section shall not, unless specifically ordered by the court, operate as a stay of the Board's order.

(h) When granting appropriate temporary relief or a restraining order, or making and entering a decree enforcing, modifying, and enforcing as so modified, or setting aside in whole or in part an order of the Board, as provided in this section, the jurisdiction of courts sitting in equity shall not be limited by the act entitled "An act to amend the Judicial Code and to define and limit the jurisdiction of courts sitting in equity, and for other purposes", approved March 23, 1932 (U. S. C., Supp. VII, title 29, secs. 101-115).

(i) Petitions filed under this act shall be heard expeditiously and, if

possible, within 10 days after they have been docketed. SEC. 11. Investigatory powers.—For the purpose of all hearings and investigations, which, in the opinion of the Board, are necessary and proper for the exercise of the powers vested in it by section 9 and section 10-

(1) The Board, or its duly authorized agents or agencies, shall at all reasonable times have access to, for the purpose of examination, and the right to copy any evidence of any person being investigated or proceeded against that relates to any matter under investigation or in question. Any member of the Board shall have power to issue subpenas requiring the attendance and testimony of witnesses and the production of any evidence that relates to any matter under investigation or in question, before the Board, its member, agent, or agency conducting the hearing or investigation. Any member of the Board, or any agent or agency designated by the Board for such purposes, may administer oaths and affirmations, examine witnesses, and receive evidence. Such attendance of witnesses and the production of such evidence may be required from any place in the United States or any Territory or possession thereof, at any designated place of hearing.

(2) In case of contumacy or refusal to obey a subpena issued to any person, any District Court of the United States or the United States courts of any Territory or possession, or the Supreme Court of the District of Columbia, within the jurisdiction of which the inquiry is carried on or within the jurisdiction of which said person guilty of contumacy or refusal to obey is found or resides or transacts business, upon application by the Board shall have jurisdiction to issue to such person an order requiring such person to appear before the Board, its member, agent, or agency, there to produce evidence if so ordered, or there to give testimoney touching the matter under investigation or in question; and any failure to obey such order of the court may be punished by said court as a contempt thereof.

(3) No person shall be excused from attending and testifying or from producing books, records, correspondence, documents, or other evidence in obedience to the subpens of the Board, on the ground that the testimony or evidence required of him may tend to incriminate him or subject him to a penalty or forfeiture; but no individual shall be prosecuted or subjected to any penalty or forfeiture for or on account of any transaction, matter, or thing concerning which he is compelled, after having claimed his privilege against self-incrimination, to testify or produce evidence, except that such individual so testifying shall not be exempt from prosecution and punishment for perjury committed in so testifying.

(4) Complaints, orders, and other process and papers of the Board, its member, agent, or agency, may be served either personally or by registered mail or by telegraph or by leaving a copy thereof at the principal office or place of business of the person required to be served. The verified return by the individual so serving the same setting forth the manner of such service shall be proof of the same, and the return post-office receipt or telegraphe receipt therefor when registered and mailed or telegraphed as aforesaid shall be proof of service of the same. Witnesses summoned before the Board, its member, agent, or agency, shall be paid the same fees and mileage that are paid witnesses in the courts of the United States, and witnesses whose depositions are taken and the persons taking the same shall severally be entitled to the same fees as are paid for like services in the courts of the United States.

(5) All process of any court to which application may be made under this act may be served in the judicial district wherein the defendant or other person required to be served resides or may be found.

(6) The several departments and agencies of the Government, when directed by the President, shall furnish the Board, upon its request, all records, papers, and information in their possession relating to any matter before the Board.

SEC. 12. Violations.—Any person who shall willfully resist, prevent, impede, or interfere with any member of the Board or any of its agents or agencies in the performance of duties pursuant to this act shall be punished by a fine of not more than \$5,000 or by imprisonment for not more than 1 year, or both.

SEC. 13. Right to strike preserved. — Nothing in this act shall be construed so as to interfere with or impede or diminish in any way the right to strike.

SEC. 14. Conflicting laws.—Wherever the application of the provisions of section 7 (a) of the National Industrial Recovery Act (U. S. C., Supp. VII, title 15, sec. 707 (a)), as amended from time to time, or of section 77 B, paragraphs (l) and (m) of the act approved June 7, 1934, entitled "An act to amend an act entitled 'An act to establish a uniform system of bankruptcy throughout the United States' approved July 1, 1898, and acts amendatory thereof and supplementary thereto" (48 Stat. 922, pars. (l) and (m)), as amended from time to time, or of Public Resolution No. 44, approved June 19, 1934 (48 Stat. 1183), conflicts with the application of the provisions of this act, this act shall prevail: Pro-

vided, That in any situation where the provisions of this act cannot be validly enforced, the provisions of such other acts shall remain in full force and effect.

SEC. 15. Constitutionality.—If any provision of this act, or the ap-plication of such provision to any person or circumstance, shall be held invalid, the remainder of this act, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. SEC. 16. *Title of act.*—This act may be cited as the "National Labor Palations at at"

Relations Act."

APPENDIX E

Values of x and A for Bi-Serial Eta

(The table represents the cumulative area, A, of the right half of the normal curve of distribution of unit area. Values of x are measured in standard deviation units.)

x	A		A	x	A
0.00	0.00000	0.50	0.19146	1.00	0.34134
0.01	0.00399	0.51	0.19497	1.01	0.34375
0.02	0.00798	0.52	0.19847	1.02	0.34614
0.03	0.01197	0.53	0.20194	1.03	0.34850
0.04	0.01595	0.54	0.20540	1.04	0.35083
0.05	0.01994	0.55	0.20884	1.05	0.35314
0.06	0.02392	0.56	0.21226	1.06	0.35543
0.07	0.02790	0.57	0.21566	1.07	0.35769
0.08	0.03188	0.58	0.21904	1.08	0.35993
0.09	0.03586	0.59	0.22240	1.09	0.36214
0.10	0.03983	0.60	0.22575	1.10	0.36433
0.11	0.04380	0.61	0.22907	1.10	0.36650
0.12	0.04776	0.62	0.23237	1.12	0.36864
0.13	0.05172	0.63	0.23565	1.12	0.37076
0.14	0.05567	0.64	0.23891	1.13	0.37286
0.15	0.05962	0.65	0.24215	1.15	0.37493
0.16	0.06356	0.66	0.24537	1.16	0.37698
0.17	0.06749	0.67	0.24857	1.17	0.37900
0.18	0.07142	0.68	0.25175	1.18	0.38100
0.19	0.07535	0.69	0.25490	1.19	0.38298
0.20	0.07926	0.70	0.25804	1.20	0.38493
0.21	0.07920	0.70	0.25804	1.20	0.38686
0.22	0.08706	0.71	0.26424	1.21	0.388877
0.23	0.09095	0.73	0.26730	1.22	0.39065
0.24	0.09483	0.73	0.27035	1.23	0.39251
0.25	0.09871	0.75	0.27337	1.25	0.39435
0.26	0.10257	0.76	0.27637	1.26	0.39617
0.27	0.10642	0.77	0.27935	1.27	0.39796
0.28	0.11026	0.78	0.28230	1.28	0.39973
0.29	0.11409	0.79	0.28524	1.29	0.40147
0.30	0.11791	0.80	0.28814	1.30	0.40320
0.31	0.12172	0.81	0.29103	1.30	0.40490
0.32	0.12552	0.82	0.29389	1.32	0.40658
0.33	0.12930	0.83	0.29673	1.33	0.40824
0.34	0.13307	0.84	0.29955	1.34	0.40988
0.35	0.13683	0.85	0.30234	1.35	0.41149
0.36	0.14058	0.86	0.30511	1.36	0.41309
0.37	0.14431	0.87	0.30785	1.37	0.41466
0.38	0.14803	0.88	0.31057	1.38	0.41621
0.39	0.15173	0.89	0.31327	1.39	0.41774
0.40	0.15542	0.90	0.31594	1.40	0.41924
0.41	0.15910	0.91	0.31859	1.41	0.42073
0.42	0.16276	0.92	0.32121	1.42	0.42220
0.43	0.16640	0.93	0.32381	1.43	0.42364
0.44	0.17003	0.94	0.32639	1.44	0.42507
0.45	0.17364	0.95	0.32894	1.45	0.42647
0.46	0.17724	0.96	0.33147	1.46	0.42786
0.47	0.18082	0.97	0.33398	1.47	0.42922
0.48	0.18439	0.98	0.33646	1.48	0.43056
0.49	0.18793	0.99	0.33891	1.49	0.43189

Appendix E

x	A	x	A	x	A
1.50	0.43319	2.00	0.47725	2.50	0.49379
1.51	0.43448	°2.01	0.47778	2.51	0.49396
1.52	0.43574	2.02	0.47831	2.52	0.49413
1.53	0.43699	2.03	0.47882	2.53	0.49430
1.54	0.43822	2.04	0.47932	2.54	0.49446
1.55	0.43943	2.05	0.47982	2.55	0.49461
1.56	0.44062	2.06	0.48030	2.56	0.49477
1.57	0.44179	2.07	0.48077	2.57	0.49492
1.58	0.44295	2.08	0.48124	2.58	0.49506
1.59	0.44408	2.09	0.48169	2.59	0.49520
1.60	0.44520	2.10	0.48214	2.60	0.49534
1.60	0.44520	2.10	0.48257	2.60	0.49547
1.61	0.44030	2.11	0.48207	2.62	0.49560
1.62	0.44738	2.12	0.48341	2.63	0.49573
1.63		2.13	0.48382	2.64	0.49585
1.65	0.44950	2.14	0.48382	2.65	0.49598
1.65	0.45053	2.15	0.48461	2.66	0.49609
1.60	0.45154	2.10	0.48500	2.67	0.49621
1.67	0.45254	2.17	0.48537	2.68	0.49632
1.68	0.45352		0.48574	2.69	0.49643
	0.45449	2.19			
1.70	0.45543	2.20	0.48610	2.70	0.49653
1.71	0.45637	2.21	0.48645	2.71	0.49664
1.72	0.45728	2.22	0.48679	2.72	0.49674
1.73	0.45818	2.23	0.48713	2.73	0.49683
1.74	0.45907	2.24	0.48745	2.74	0.49693
1.75	0.45994	2.25	0.48778	2.75	0.49702
1.76	0.46080	2.26	0.48809	2.76	0.49711
1.77	0.46164	2.27	0.48840	2.77	0.49720
1.78	0.46246	2.28	0.48870	2.78	0.49728
1.79	0.46327	2.29	0.48899	2.79	0.49736
1.80	0.46407	2.30	0.48928	2.80	0.49744
1.81	0.46485	2.31	0.48956	2.81	0.49752
1.82	0.46562	2.32	0.48983	2.82	0.49760
1.83	0.46638	2.33	0.49010	2.83	0.49767
1.84	0.46712	2.34	0.49036	2.84	0.49774
1.85	0.46784	2.35	0.49061	2.85	0.49781
1.86	0.46856	2.36	0.49086	2.86	0.49788
1.87	0.46926	2.37	0.49111	2.87	0.49795
1.88	0.46995	2.38	0.49134	2.88	0.49801
1.89	0.47062	2.39	0.49158	2.89	0.49807
1.90	0.47128	2.40	0.49180	2.90	0.49813
1.91	0.47193	2.40	0.49202	2.91	0.49819
1.92	0.47257	2.41	0.49202	2.92	0.49825
1.92	0.47320	2.42	0.49245	2.93	0.49831
1.93	0.47320	2.43	0.49245	2.94	0.49836
1.94	0.47381	2.44	0.49286	2.95	0.49841
1.95	0.47500	2.45	0.49200	2.96	0.49846
1.90	0.47558	2.40	0.49305	2.90	0.49851
1.97	0.47558	2.47	0.49343	2.98	0.49856
1.90		2.48	0.49361	2.99	0.49861
1.99	0.47670				

Appendix \mathbf{E}

Z	· A	x	A	x	A	
)0)1	0.49865	3.40	0.49966	3.80	0.49993	
	0.49869	3.41	0.49968	3.81	0.49993	
Ŀ	0.49874	3.42	0.49969	3.82	0.49993	
	0.49878	3.43	0.49970	3.83	0.49994	
	0.49882	3.44	0.49971	3.84	0.49994	
	0.49886	3.45	0.49972	3.85	0.49994	
	0.49889	3.46	0.49973	3.86	0.49994	
ł	0.49893	3.47	0.49974	3.87	0.49995	
L	0.49897	3.48	0.49975	3.88	0.49995	
	0.49900	3.49	0.49976	3.90	0,49996	
	0.49903	3.50	0.49977	3.91	0.49998	
	0.49906	3.51	0.49978	3.92	0.49996	
	0.49910	3.52	0.49978	3.94	0.49996	
	0.49913	3.53	0.49979	3.95	0.49996	
	0.49916	3.54	0,49980	3.97	0.49996	
	0.49918	3.55	0.49981	3.98	0.49997	
	0.49921	3.56	0.49981	4.00	0.49997	
	0.49924	3.57	0.49982	4.02	0.4999	
	0.49926	3.58	0.49983	4.04	0.4999	
	0.49929	3.59	0.49983	4.07	0.49998	
	0.49931	3.60	0.49984		0.10000	
	0.49934	3.61	0.49985			
	0.49936	3.62	0.49985			
	0.49938	3.63	0.49986			
	0.49940	3.64	0.49986			
	0.49942	3.65	0.49987			
	0.49944	3.66	0.49987			
	0.49946	3.67	0.49988			
	0.49948	3.68	0.49988			
	0.49950	3.69	0.49989			
	0.49952	3.70	0.49989			
	0.49953	3.71	0.49990			
	0.49955	3.72	0.49990			
	0.49957	3.73	0.49990			
	0.49958	3.74	0.49991			
	0.49960	3.75	0.49991			
	0.49961	3.76	0.49992	1		
	0.49962	3.77	0.49992			
	0.49964	3.78	0.49992			
	0.49965	3.79	0.49992			

613

APPENDIX F

VALUES OF 2 FOR BI-SERIAL CORRELATION 1

<u></u>					
q	2	q	z	q	Z
.500	.3989	.450	.3958	.400	.3863
.499	.3989	.449	.3957	.399	.3861
.498	.3989	.448	.3955	.398	.3858
.497	.3989	.447	.3954	.397	.3856
.496	.3989	.446	.3953	.396	.3853
.495	.3989	.445	.3951	.395	.3850
.494	.3989	.444	.3950	.394	.3848
.493	.3989	.443	.3949	.393	.3845
.492	.3989	.442	.3947	.392	.3842
.491	.3988	.441	.3946	.391	.3840
.490	.3988	.440	.3944	.390	.3837
.490	.3988	.440	.3944	.390	.3834
.489	.3988	.439	.3943	.388	.3831
.485		.438		.387	.3828
.486	.3987 .3987	.436	.3940 .3938	.386	.3825
.480		.430	.3936	.380	.3823
.485 .484	.3987	.435	.3930	.385	.3823
.484	.3986	.434		.383	.3820
	.3986	.433	.3933 .3931	.383	.3814
.482	.3985				
.481	.3985	.431	.3930	.381	.3811
.480	.3984	.430	.3928	.380	.3808
.479	.3984	.429	.3926	.379	.3804
.478	.3983	.428	.3924	.378	.3801
.477	.3983	.427	.3922	.377	.3798
.476	.3982	.426	.3921	.376	.3795
.475	.3982	.425	.3919	.375	.3792
.474	.3981	.424	.3917	.374	.3789
.473	.3980	.423	.3915	.373	.3786
.472	.3980	.422	.3913	.372	.3782
.471	.3979	.421	.3911	.371	.3779
.470	.3978	.420	.3909	.370	.3776
.469	.3977	.419	.3907	.369	.3772
.468	.3977	.418	.3905	.368	.3769
.467	.3976	.417	.3903	.367	,3766
.466	.3975	.416	.3901	.366	.3762
.465	.3974	.415	.3899	.365	.3759
.464	.3973	.414	.3896	.364	.3755
.463	.3972	.413	.3894	.363	.3752
.462	.3971	.412	.3892	.362	.3748
.461	.3970	.411	.3890	.361	.3745
.460	.3969	.410	.3887	.360	.3741
.459	.3968	.409	.3885	.359	.3738
.458	.3967	.408	.3883	.358	.3734
.457	.3966	.407	.3881	.357	.3730
.456	.3965	.406	.3878	,356	,3727
.455	.3964	.405	.3876	355	.3723
.454	3963	.404	.3873	.354	.3715
453	.3962	.403	.3871	.353	.3719
.452	.3961	.402	.3868	.352	.3712
.451	·.3959	.401	.3866	.351	.3708

¹ Adopted by permission from Enlow, Elmer R., Statistics in Education and Psychology, p. 165. New York: Prentice-Hall, Inc., 1937.

Appendix F

$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$							
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	<u>q</u>	E	q	8	q	2	
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	350	3704	300	3477	250	3178	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$							
$\begin{array}{c c c c c c c c c c c c c c c c c c c $							
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.200				
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.3107	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$							
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	1949						
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$							
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$							
$\begin{array}{c c c c c c c c c c c c c c c c c c c $							
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$							
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.340						
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.3660	.289	.3417	,239	,3102	
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.338	.3656		.3412			
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.337	.3652	.287	3406	.237	.3087	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.336	.3647	.286	.3401	.236	.3080	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.335	.3643	.285	.3395	.235	.3073	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.334	.3639	.284	.3389	.234	.3066	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.333			.3384			
$\begin{array}{c c c c c c c c c c c c c c c c c c c $.332						
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$.331						
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$							
$\begin{array}{cccccccccccccccccccccccccccccccccccc$,000						
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$							
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.348		,2/8				
$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$.041		.211				
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.320		.270	.0340			
$\begin{array}{cccccccccccccccccccccccccccccccccccc$.320		.2/5	.3337			
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$.3331			
.321 .3581 .271 .3313 .221 .2969 .320 .3576 .270 .3306 .220 .2961 .319 .3671 .269 .3300 .219 .2953 .318 .3567 .269 .3300 .219 .2945 .317 .366 .260 .377 .2988 .217 .2938 .316 .3557 .266 .3282 .216 .2930 .316 .3557 .266 .3275 .215 .2922	.323						
.320 .3576 .270 .3306 .220 .2961 .319 .3871 .269 .3000 .219 .2953 .318 .3567 .268 .3204 .218 .2945 .317 .3562 .267 .3288 .217 .2938 .316 .3557 .266 .32275 .216 .2930 .316 .3552 .265 .3275 .215 .2922	.322						
319 3871 269 3300 219 .2953 .318 .3567 .268 .3294 .218 .2945 .317 .3662 .267 .3288 .217 .2938 .316 .3557 .266 .3282 .216 .2930 .316 .3552 .266 .3275 .215 .2922							
.318 .3567 .268 .3294 .218 .2945 .317 .3562 .267 .3288 .217 .2938 .316 .3557 .266 .3282 .216 .2930 .316 .3552 .265 .3275 .215 .2922		.3576					
.317 .3562 .267 .3288 .217 .2938 .316 .3557 .266 .3282 .216 .2930 .315 .3552 .265 .3275 .215 .2922							
.316 .3557 .266 .3282 .216 .2930 .315 .3552 .265 .3275 .215 .2922			.268	.3294			
.315 .3552 .265 .3275 .215 .2922	.817			.3288	.217		
	.316			.3282			
						.2922	
	.314	.3548	.264	.3269	.214	.2914	
.313 .3543 .263 .3263 .213 .2906							
.312 .3538 .262 .3256 .212 .2898		.3538	.262		.212		
.311 .3533 .261 .3250 .211 .2890	.311	.3533	,261	.3250	.211	.2890	
.310 .3528 .260 .3244 .210 .2882	.310	.3528	.260	.3244	.210	.2882	
.309 .3523 .259 .3237 .209 .2874	.309	.3523		.3237	.209	.2874	
.308 .3518 .258 .3231 .208 .2866					.208		
.307 .3513 .257 .3224 .207 .2858					.207		
,306 ,3508 ,256 ,3218 ,206 ,2849	,306					,2849	
,305 ,3503 ,255 ,3211 ,205 ,2841	.305		.255	.3211			
.304 .3498 .254 .3204 .204 .2833	.304				,204	.2833	
.303 .3493 .253 .3198 .203 .2825						.2825	
.302 .3487 .252 .3191 .202 .2816					.202	.2816	
.301 .3482 .251 .3184 .201 .2808					.201	.2808	
				1		1	

615

16		Apper	ndix F			
q	2	q	2	q	2	
.200	.2800	.150	.2332	.100	.1755	
.199	.2791	.149	.2321	.099	.1742	
.198	.2783	.148	.2311	.098	.1729 .1716	
.197 .196	.2774 .2766	.147 .146	.2300 .2290	.097 .096	.1703	
.195	.2757	.145	.2279	.095	.1690	
.194	.2748	.144	.2269	.094	.1677	
.193	.2740	.143	.2258	.093	.1664	
.192	.2731	.142	.2247	.092	.1651	
.191	.2722	.141	.2237	.091	.1637	
.190	.2714	.140	.2226	.090	.1624	
.189	.2705	.139	.2215	.089	.1610	
.188	.2696	.138	.2204	.088	.1597	
.187	.2687	.137	.2193	.087	.1583 .1570	
.186	.2678 .2669	.136 .135	.2182 .2171	.085	.1570	
.184	.2660	.135	.2160	.084	.1542	
.183	.2651	.133	.2149	.083	.1529	
.182	.2642	.132	.2138	.082	.1515	
.181	.2633	.131	.2127	.081	.1501	
.180	.2624	.130	.2115	.080	.1487	
.179	.2615	.129	.2104	.079	.1473	
.178	.2606	.128	.2093	.078	.1458	
.177	.2596	.127	.2081	.077	.1444	
.176	.2587	.126	.2070	.076	.1430	
.175	.2578 .2568	.125 .124	.2059 .2047	.075 .074	.1416 .1401	
.173	.2559	.124	.2035	.073	.1387	
.172	.2550	.122	.2024	.072	.1372	
.171	.2540	.121	.2012	.071	.1357	
.170	.2531	.120	.2000	.070	.1343	
.169	.2521	.119	.1989	.069	.1328	
.168	.2511	.118	.1977	.068	.1313	
.167	.2502	.117	.1965	.067	.1298	
.166 .165	.2492 .2482	.116 .115	.1953	.066	.1283	
.165	.2482	.115	.1941 .1929	.064	.1268 .1253	
.163	.2463	.113	.1917	.063	.1238	
.162	.2453	.112	.1905	.062	.1222	
.161	.2443	.111	.1893	.061	.1207	
.160	.2433	.110	.1880	.060	.1191	
.159	.2423	109	.1868	.059	.1176	
.158	.2413	.108	.1856	.058	.1160	
.157	.2403	.107	.1843	.057	.1144	
.156	.2393	.106	.1831	.056	.1128	
.155 .154	.2383 .2373	.105	.1818 .1806	.055 .054	.1112 .1096	
.154	.2362	.104	.1793	.053	.1090	
.152	.2352	.103	.1781	.052	.1064	
.151	.2342	.101	1768	.051	.1048	

.

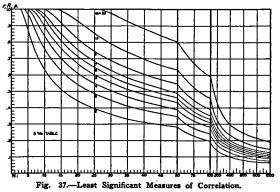
61		ndix F	Appe					
8	q	8	<u> </u>	8	q			
.0267	.010	.0680	.030	.1031	.050			
.0243	.009	.0662	.029	.1015	.049			
.0219	.008	.0643	028	.0998	.048			
.0195	.007	.0623	.027	.0982	.047			
.0170	.006	.0604	.026	.0965	.046			
.0145	.005	.0584	.025	.0948	.045			
.0118	.004	.0565	.024	.0931	.044			
.0091	.003	.0545	.023	.0914	.043			
.0063	.002	.0525	.022	.0897	.042			
.0034	.001	.0505	,021	.0879	.041			
		.0484	.020	.0862	.040			
		.0464	.019	.0844	.039			
		.0443	.018	.0826	.038			
		.0422	.017	.0809	.037			
		.0400	.016	.0791	.036			
		.0379	.015	.0773	.035			
		.0357	.014	.0755	.034			
		.0335	.013	.0736	.033			
		.0312	.012	.0718	.032			
		.0290	.011	.0699	.031			

APPENDIX G

THE LEAST SIGNIFICANT (5%) VALUES OF CORRELATION MEASURES¹

This chart is adapted to the evaluation of both simple and more complicated measures of correlation. To that end, curves are designated according to the number of constants in the regression equation. For simple linear correlation, therefore, the curve m = 2 is used, and the same curve may be employed in evaluating bi-serial r and bi-serial r.

The procedure in the use of the chart is as follows: (1) Locate the given number of items, N, on the base line. (2) Note the point at which the ordinate of that number intersects the selected curve. (3) Read the appropriate value on the horizontal scale directly at the left of the point of intersection. For instance, for a simple linear coefficient derived from analysis of 75 cases, the indicated value is approximately 0.23. This value is the least significant for the given conditions; that is, a value as great or greater would appear only once in twenty times by pure chance.



¹Reproduced by permission from Davies, G. R., and Yoder, Dale, Business Statistics, p. 497. New York: John Wiley & Sons, Inc., 1937.

APPENDIX H

THE LEAST HIGHLY SIGNIFICANT (1%) VALUES OF CORRELATION MEASURES¹

This chart, like Figure 37, is adapted to the evaluation of both simple and more complicated measures of correlation. It is for that reason that a number of curves are included. Each is designated in terms of the number of constants in the regression equation. For simple correlation and for bi-serial r and bi-serial η , the curve, m - 2, is used.

The steps in evaluating a given measure are the same as those for Figure 37. The resultant value is that which may be regarded as the least highly significant; that is, a value as great or greater would appear only once in one hundred times by pure chance.

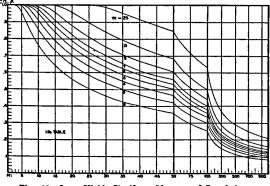


Fig. 38.-Least Highly Significant Measures of Correlation.

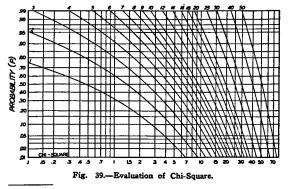
¹ Reproduced by permission from Davies, G. R., and Yoder, Dale, Business Statistics, p. 498. New York: John Wiley & Sons, Inc., 1937.

APPENDIX I

EVALUATION OF CHI-SQUARE¹

The measure of chi-square is used to determine to what extent a given distribution conforms to the characteristics of a normal or chance distribution having similar characteristics. The chart indicates the degree of probability that a given distribution is merely the result of chance. That probability is expressed in the form of a percentage, and the discovered probability represents, therefore, the number of times in one hundred that the given distribution might be expected to appear by pure chance. If the probability is 5 per cent or less, it may be considered significant; if it is 1 per cent or less, it is conventionally regarded as highly significant.

To use the chart: (1) Locate the given value of chi-square on the base line. (2) Select the appropriate curve, which is that whose number corresponds to the number of classes per row less



¹ Reproduced by permission from Davies, G. R., and Yoder, Dale, Business Statistics, p. 502. New York: John Wiley & Sons, Inc., 1937. 620

Evaluation of Chi-Square

one multiplied by the number of classes per column less one. Thus, for the ordinary fourfold table, the curve is $(2-1) \times (2-1) = 1$. For a three by two table, the curve is $(3-1) \times (2-1) = 2$. (3) Note the point of intersection of the selected ourve with the ordinate rising from the given value on the base line. (4) Read the probability on the horizontal scale at the left of the point of intersection. To illustrate, assume a chi-square value of 1.5 from a fourfold table. The curve is that numbered 1. The indicated probability is approximately .22, which means that a value of chi-square as great or greater might appear, under these conditions, 22 times in one hundred by pure chance.

APPENDIX J

CONVERSION SCALE FOR INTELLIGENCE QUOTIENTS¹

This chart may be most effectively utilized if a ruler is held in a horizontal position across the five scales. It thus indicates equivalent intelligence quotients as measured by each of the tests.

Terman A	Army Alpha B	 Delta 2	Miller	Pressy Sr. Class
160	170	185	205 200	170
	-160 +	180 <u>+</u>	195 4 -190 4	-160
150	155	170 165	185章 180章	155
	150	160 +	-175	145
	140 -	_150 <u></u>	165 	140
130	135 130	145 <u>+</u> 140 <u>+</u>	150	130
125	125	-135 1 130-	140 135	125
	120 <u>+</u>	125	130- -125-	115
100	115	115	120- 115-	10
	105	-110 <u>+</u> - 105+	-110 1 1051	100
100 1 95	100+ -95+	100 -95 -	100 <u>+</u>	95 +
90	90	ᅇ	90 1 85	85
85	-85-	-85 	80 <u>+</u>	80 1 75
80-	80] _75]	75 <u>+</u>	70 1 65	70
70	70	65 60	-60	60
<u>6</u>	65	56	<u>46</u> 丰	<u>55</u>

Fig. 40.-Conversion Scale for Intelligence Quotients.

¹Adapted from Finch, F. A., "Equating Intelligence Quotients from Group Tests," Journal of Educational Research, December, 1935, Vol. 28, pp. 589-592. INDICES

•

A

Absentee ownership in industry, 30 Absenteeism and tardiness, rates of, 404 Abstracting services, 580 Accident prevention, 373 Accident proneness, 372 Accident statistics, 375 Accidents, industrial: causes, 371 common law rules, 366 compensation laws, 368 costs, 363 employers' liability laws, 367 experience rating, 371 extent and numbers, 363 frequency rates, 374 incidence of costs, 364 industrial distribution, 376 J-curve of, 372 legislation, 366 merit rating, 370 numbers, 363 personal causes, 372 prevention, 373 proneness, 372 records, 378 reductions in, recent, 380 reductions in, recent, 350 safety parpaigns, 379 safety programs, 370 schedule rating, 371 severity rates, 374 statistics, 375 theoretical expectancies, 376 types of disabilities, 375 wage relationships to, 364 Accounting, pension, 543 Adkins v. Children's Hospital, 231 Advertising for employees, 109 Age, as a selective factor, 138 Age distribution of the population, 545 Agencies, research, 581 (see also Research, personnel) Alexander Hamilton Institute, estimates of unemployment, 422

Allowances, family, 325 Allowances, timing, 96 American Federation of Labor: affiliated unions, 503 estimates of unemployment, 422 federal labor unions, 507 growth in numbers, 501 structure, 500 struggle with Committee for Industrial Organization, 505 American Management Association, 36 American Museum of Safety, 370 Américanization training, 189 Anti-union contracts, 493 Appearance, as a selective factor, 136 Applicants at the gate, 107 Application blank, contents, 123, 140 specialization of, 124 types of, 140 Apportionment, in the public service, 571 Apprentice training, federal committee, 184 purposes, 182 Apprentices, numbers, 182 Apprentices, numbers, 182 Apprenticeship, in the gild system, 25 legislation on, 183 Approaches to industrial relations, 41-56 Arithmetic mean, 67 Assembly of Civil Sarvice Commis-sions, 572 Associations, research, 581 Assumption of risk doctrine, 366 Attitude analysis, in selection, 137, 155 Audit, personnel, 14 Averages, calculation of, 67 sampling by, 532 significance of, 121 use in comparing sources, 120 Ayres, Leonard P., 422 B

Bankruptcy, employee, 540 Barth Premium plan, 293

Bedeaux plan, 296 Behaviorgrams, 265 Benefits, employee, 535 Bi-serial correlation, 355 table of x values, 611 table of z values, 614 Bi-serial eta, 356 Bi-serial r, 356 Black death, 24 Bonus plans, 286 Boycotts, legality of, 511 British Health of Munitions Workers Committee, 46 British regulation of unions, 517 British Trade Dispute and Trade Union Act, 517 Budgets, workers', 315 Bulletin boards, in training, 190 Bunting v. Oregon, 231 Bureau of Labor Statistics, employment data, 421 personnel research, 35 reporting industries, 597 wage data, 312 Bureau of Public Personnel Administration, 572 Business enterprise, changing form, 30 Business problems in industrial relations, 49 C Canada: Industrial Disputes Act, 513 prevailing wage law, 310 Capitalism: industrial, 27 trader, 27 Capitalistic industry, defined, 7 Career services, 567 Carriers' Taxing Act, 546 Censuses of employment, 420 Central tendency, in ratings, 268 Character, as a selective factor, 155 Character analysis, 134 Character blocks, 250 Charting, 59 (see also Graphic representation) Checklist, for interviewing, 142 Chi-square, 409 chart for evaluation, 620 Civil service, 557 (see also Public service) reformist organizations, 572 Civil Service Commission, 101, 559

Civil service examinations, 562 Civil Service Reform Act, 558 Civil Works Administration, 535 Classical school of economics, 28 Classified civil service, 101, 560 Class intervals, 63 Cleveland Trust Company, estimates of unemployment, 422 Coefficient of correlation, 162 Coefficient of mean square contingency, 409 Coefficient of point correlation, 408 Coefficients of dispersion, 76 Cold storage training, 186 Collective bargaining, 492-528 advantages to management, 521 American Federation of Labor, 500 anti-union contracts, 493 British regulation of, 517 Canadian Industrial Disputes Act, 513 Committee for Industrial Organi-zation, 505 company unions, 483, 484, 493 critical evaluation, 525 historic aspects, 498 jurisdictional disputes, 515 managerial objections, 514 National Industrial Recovery Act provisions, 494 National Labor Relations Act provisions, 495, 601 proportional representation, 519 public service, 568 recognition in, 510 representation in, 510 representation plans, 471-490 standardization in, 510 state labor board regulations, 497 techniques of, 509 unfair labor practices, 487-496 union - management cooperation, 523 written agreements in, 520 yellow-dog contracts, 493 College marking systems, 115 Committee for Industrial Organization, 505 Committee on Classification of Per-sonnel, 34, 82 Common law, in industrial accidents, 366 Company stores, 533 Company towns, 535

Company unions, see Representation plans legal status, 487 Compensation (see also Incentive wages, Wage policies, Work-men's compensation, and Unemployment compensation): accident, 368 industrial disease, 386 public service, 566 unemployment, 461 Conciliation and mediation, 513 Conference method of foreman training, 186 Contingency, mean square, 409 Continuance rate, 213 Contributory negligence rule, 367 Control group used in training, 193 Conversion scale, for intelligence tests, 622 Coordination allowances, 460 Copartnership, contributory, 300 Correlation: bi-serial, 355 tables of x and s, 611, 614 charts of significance, 618, 619 coefficient of, 162 estimates from, 166 evaluation of, 166 four fold, 408 graphic portrayal, 167 least highly significant values, 619 least significant values, 618 multiple, 591 partial, 593 prediction from, 166 purposes, 78 rank differences method, 162 raw data method, 165 reverse prediction, 168 sampling errors, 169n simple product moment, 162, 164 standard error of estimate, 169 tabulated data, 238 Correlation ratio, 589 Correlation table, 238 Correspondence courses, 178 Cost of living: adjusting index numbers, 322 basis for wages, 314 current indexes, 315 index number construction, 317 limitations on index numbers, 320 market basket, 317

Cost of living (cont.): methods of measurement, 315 Council of Personnel Administration, 567 Craft gilds, 25 Crafts, training for, 182 Craftsmen, shortage of, 183 Credit unions, 540 Cumulative chart, 118 Cyclical unemployment, 435

D

Dartnell Corporation, 182n Davis-Bacon Act, 309 Day dreaming, 397 Deflation of wages, 324 Demand for labor, 331 Differential piece rates, 287 Discharge, disciplinary, 414 Discipline, industrial, 400-415 absenteeism and tardiness, 403 analysis of associated conditions, 405 discharge, 414 indebtedness, as a reason for, 403 interviewing in, 411 nature of, 400 policies in, 402 public service provisions for, 568 rewards and penalties in, 412 spies, use of, 413 statistical analysis of, 407 Dismissal wages, 457 Dispersion, coefficient of, 76 measures of, 73 Distributions, frequency, 60 normal, 66, 74 Diversification, for employment stabilization, 446 Earnings, average, 279 Economic approach to industrial relations, 328 Economic principles in wage determination, 327 Economic problems in industrial relations, 47 Economics, classical school of, 28 Education, as a selective factor, 138

Efficiency experts, 32 Emergency appointments, in the pub-

Emergency appointments, in the pub lic service, 571

Employee interest, see Interest, employee Employee representation, 471-490 (see also Representation plans) present status, 471 terminology, 471 Employee services, see Service functions Employees took ownership, 300 Employers' liability laws, 367 Employment (see also Unemployment): analysis, 424 Bureau of Labor Statistics reports, 597 current reports, 421 cyclical fluctuations, 435 estimates of, 599 industries reporting, 597 reports, coverage of, 597 seasonality in, 429 sources of data, 419 statistical analysis of, 424 trends in, 425 · Employment exchanges, 112 Employment interview, 140 Employment stability, index of, 423 Employment stabilization, 442-470 changing customs, 450 coördination allowances, 460 cultural and technological factors, 451 cyclical fluctuations, 454 developing new markets, 450 dismissal wages, 457 diversification, 446 general measures, 455 guaranteed employment, 457 personal factors, 442 production for stock, 448 scheduling production, 447 seasonal fluctuations, 444 spreading work, 449 standardization, 453 stimulating slack season sales, 444 unemployment compensation, 461-469 vocational rehabilitation, 443 English union regulation, 517 Estimates, from correlation, 166 Eta coefficient, 588 Examinations: public service, 562 training program, 192

Executive training, 188 Experience, as a selective factor, 137 Experience rating, 370

F

Family allowances, 325 Farm Credit Administration, 15, 566 Federal labor union, 507 Federal Reserve Board indexes of employment, 422 Fellow servant rule, 367 Ficker Machine-Rate plan, 293 Five-day week, 225 Five per cent chart for correlation measures, 619 Flying squadrons, 185, 188 Follow-up, in selection, 171 Foremanship training, 185-187 conference method, 186 project method, 187 Foremen, importance of, 186 Fortune sheets, for promotion, 347 Frequency distributions, 60 Frequency polygon, 62 Frequency rates, in industrial accident accounting, 374 Frequency table, 65 Functional classification, of jobs, 99 Functionalized management, 3

G

Gantt Task and Bonus system, 293 George-Deen Act, 177 George-Ellsey Act, 177 Gild organizations, 24, 499 Going wages, 311 Goodyear Tire and Rubber Co., 124, 188 Government service, see Public personnel administration and Public service Grades, in the civil service, 101 Graphic representation: cumulative chart, 118 frequency polygon, 62 histogram, 61 ogive, 118 purposes, 59 ratio scales, 62, 398 rectangular chart, 61 semi-logarithmic charts, 62, 398 time series, 61

Graphology, as a selective device, 133 Group incentive wage plans, 295 Group piece rates, 285 Guaranteed employment plans, 457 Ħ Halo effect, in ratings, 274 Halsey plan, 289 Handbook, employees, 190 Handicraft system, 23 Haynes-Manit plan, 296 Health, industrial, 362-386, 531 (see also Accidents, industrial, and Industrial disease): compensation, 386 facilities, plant, 384, 531 hazards, 382 insurance, 386 legislation, 366 Health of Munitions Workers Committee, 34 Health services, 531 Histogram, 61 Holden v. Hardy, 230 Holidays, 243 Horizontal rating, 251 Hours of work: actual and nominal, 225 adjustments in, 242 analysis of, 238 changes in, 223 current data, 226 disutility in long hours, 237 economic considerations, 232 employment and, 232 five-day week, 225 historical, 223 holidays, 243 legislation, 228 children, 228 constitutionality, 230 men, 229 public employment, 229 recent changes, 230m women, 228 night work, 243 overtime, 243 productive efficiency under varying hours, 236 rest pauses, 244 significance of, 223 social considerations in, 231 Sunday employment, 244

Hours of work (cont.): traditional, 227 transportation facilities and, 227 union rules on, 227 vacations and, 243 wages and, 235 Housing, employee, 535 Human features, complexity of, 132 **Immigration legislation**, 110 Inarticulate unrest, 203 Incentive wages, 285-304 Barth Premium plan, 293 bases for choice, 297 Bedeaux plan, 296 classified, 287 differential piece rates, 288 Ficker plan, 293 Gantt plan, 293 rour plan, 285 Fialsey plan, 289 Haynes-Manit plan, 296 Inter-departmental plans, 296 One Hundred Per Cent Premium plan, 291 Priestman plan, 293 profit sharing plans, 299 public service provisions, 567 Rowan plan, 290 selective systems, 287 Standard Hour plan, 292 Taylor plan, 288 Incorporation of labor organizations, 516 Indebtedness, employee, 403 Index number wages, 325 Index numbers: changing bases, 322 cost of living, 320 employment, 421 industrial disputes, 209 linking, 322 meaning, 76 strikes and strikers, 209 weighted average of relatives method, 318 Individual and group problems, 51 Individual case study, 52, 57 Individual differences, 45 Industrial accidents, see Accidents, industrial Industrial discipline, see Discipline, industrial

Industrial disease, see Health, industrial Industrial disputes, 205 (see also Strikes) Industrial Fatigue Research Board, 34 Industrial psychology, 34 Industrial relations: business problems, 49 changing nature, 21 economic problems, 47 individual and group problems, 51 physiological problems, 46 psychological problems, 42 scientific problems, 42 social problems, 41 sociological problems, 46 Industrial Relations Counselors, 36, 544 Industrial Revolution, 25 Industrial unionism, 505 National Labor Relations Board decisions, 519 Industrial unrest, 202-222 defined, 202 disputes, 205 forms, 203 inarticulate, 203 labor turnover, 210 migration, 203 restriction of output, 203 soldiering, 203 strikes, 205 Injunctions, labor, 516 Instructions for raters, 275 Insurance, group, 550 life, 549 Intelligence, types of, 44 Intelligence quotients, scale for, 622 Intelligence tests, 44, 146 conversion Interest, employee, 392-400 day dreaming, 397 fatigue and, 393 means of increasing, 394 nature of, 392 plant magazine and, 397 problems of, 392 rhythm and, 396 suggestion systems and, 398 Interest analysis, 156 International Federation of Trade Unions, 503

Interview, checklist for, 142 disciplinary, 411 physical surroundings, 141 selective device, 140 techniques, 142 Item analysis, in training, 197

J

Job analysis: checklist, 83, 85 classification and, 86, 98, 336 description, job, 82 motion study, 93 occupational description, 85 occupational index, 92 organizational outline, 103 procedure, 89 promotions and, 346 public service practice, 560 purposes of, 86 rating based on, 98 specification form, 84 time study in, 93 values of, 86 Job classification, 86, 90, 98 Job description, 82 Job rating, 98 Job rotation, 185 Job specification, 84 content, 88 Job training, 180 Journal, company, see Plant magazine Journeyman gilds, 26, 499 Jurisdictional disputes, 515

K

Keep Committee, 559 Knights of Labor, 500

L

Labor boards, under N.I.R.A., 495 (see also National Labor Relations Board) national, 487-496 state, 487, 497 Labor costs, comparisons of industrice, 278-279 Labor flux, 213 Labor injunctions, 516 Labor law services, 581

Labor market, 329 Labor organization (see also Collective bargaining): American Federation of Labor, 500 Committee for Industrial Organization, 505 federal labor unions, 507 hour rules, 227 incorporation: England, 517 United States, 516 industrial unionism, 505 International Federation of Trade Unions, 503 Knights of Labor, 500 legal responsibility, 515 legal status, 493, 511, 517 National Labor Union, 499 numerical strength, 508 radical unions, 504 sources of workers, 118 Labor policy, 16-18 , Labor turnover, 211-217 accessions, 216 annual rates, 217 calculation of rates, 217 continuance rate, 213 costs of, 211 discharge rate, 216 equivalent annual rate, 217 labor flux, 213 layoff rate, 216 net labor turnover rate, 214 published rates, 216 quit rate, 216 reporting form, 215 separation rates, 212, 216 stable force, 212 Least squares trend, 428 Legislation: Carriers' Taxing Act, 546 company unions, 487 conciliation and mediation, 513 hours of work, 228 minimum wage laws, 308 National Industrial Recovery Act, 38, 476, 494 National Labor Relations Act, 38, 486, 495, 601 Railroad Retirement Act, 546 school attendance, 228 unfair labor practices, 487, 496 Leniency, in ratings, 268 Living wages, 314

Loans to employees, 538 Lockner v. New York, 230 Lump of labor theory, 281 Lunchrooms, 533

М

Marginal productivity theory, 329 Market basket, in measurement of living costs, 317 Marot, Helen, 396 Mean, arithmetic, 68 Median, 70 Median link relative method, 433 Mediation and conciliation, 513 Mental alertness, as a selective factor, 137 Merchants' gilds, 26 Merit rating, in industrial accidents, 320 unemployment compensation, 466 Migration, as unrest, 203 Minimum wages, 308 Minnesota Employment Stabilization Institute, 178, 181 Mode, 72 Money wages, and real wages, 322 Morale, employee, 391-400 Motion study, 93 Multiple chain plan of systematic promotion, 348 Mutual benefit associations, 535 Mutual rating, 251 N National Industrial Conference Board, estimates of unemployment, 422 National Industrial Recovery Act: effects on industrial relations, 38, 476 growth of representation plans, 476 section 7a, 476, 494 National Institute of Industrial Psychology, 35 National Labor Relations Act, 38, 487, 495, 601, (see also Na-tional Labor Relations Board) company unions and, 483, 487 constitutionality of, 492 court decisions on, 492 criticisms of, 518 rulings, 518 text, 601 unfair labor practices, 4S7, 496

National Labor Relations Board (see also National Labor Relations Act): collective bargaining defined by, 495 company unions and, 487 election procedure under, 486, 496, 502 procedure in disputes, 496 proportional representation, 519 representation plans and, 487 National Labor Union, 499 National origins, in immigration law, 111 National Recovery Administration, apprenticeship rules, 183 National Safety Council, 36, 370 Net labor turnover rate, 214 Night work, 243 Nominal hours, and actual hours, 225 Normal curve, fitted, 204 Normal distribution, 66, 74 n Observational methods, in selection, 133 Occupational description, 85 Occupational disease, 381 Occupational index, 92 Ogive, 117 Old-age assistance, 546 Old-age pensions, see Pensions One Hundred Per Cent Premium plan, 291 One per cent chart, for measures of correlation, 619 **Opportunity charts**, 347 Organizational outline, 103 Output, restriction of, 203 Overtime, 243 Owen, Robert, 250 P Palmistry, as a selective device, 133 Paternalism, and modern personnel administration, 36 Pensions, 541-549 accounting, 543 cost, 544

legislation, 546 organized labor's attitude toward, 543 private, 541, 548 railway workers, 546 Percentilee, 70, 116

Periodicals, personnel, 577 Personal applications, 107 Personality, as a selective factor, 139, 155 Personnel administration: approaches, 41-56 background, 21-40 basic assumptions, 7 beginnings, 31 functions, 11 professional training for, 15 public service, 10 rise of, 31 statistical tools, 57-81 Personnel audit, 14 contents, 15 Personnel Classification Board, 101, 559 Personnel management, defined, 2 Personnel research, see Research, personnel Personnel Research Federation, 36 Phi, coefficient of point correlation, 409 Phrenology, as a selective device, 135 Physical characteristics, as selective factors, 137, 151 Physiocracy, 28 Physiognomy, as a selective device, 134 Physiological problems in industrial relations, 46 Piece rates, 282 group, 285 limitations, 283 union opposition to, 284 Placement, defined, 129 Plant magazine, 190, 397 Position averages, 69 Position rating, 98 Prediction, from correlation, 166 Premium plans, 286 Present employees, as sources of additional labor, 108 Prevailing wage laws, 309 Canadian, 310 Prevailing wages, determination of, 309 Priestman plan of wage payment, 293 Princeton Industrial Relations Section, 35 Probability scales, 204n Probable error, 75 Probst rating scale, 260

Production for stock, 448 Professional training for personnel administration, 15 Profile charts, of test performance, 157 Profit-sharing plans, 299 Project method, of foremanship training, 187 Promotion, 343-361 analysis, 354 defined, 343 horisontal, 345 limitations on, 350 multiple chain plan, 348 plans for systematic, 348 public service, 567 purposes, 344 seniority system, 349 systematic, 346 three-position plan, 347 types, 345 use of ratings in, 347 values of systematic, 347 vertical, 345 Promotional charts, 347 Prophecy formula, 196 Proportional representation, 519 Psychiatry in industrial relations, 45 Psychological problems in industrial relations, 42 Public personnel administration (see also Public service): agencies, 556 apportionment rules, 571 career services, 567 Civil Service Commission, 556 classified service, 560 collective bargaining, 568 compensation, 566 discipline, 568 emergency appointments, 571 examinations, 562 incentive wages, 567 interested organisations, 573 job analysis, 560 Personnel Classification Board, 559 promotion in, 567 rating in, 565 reforms suggested, 572 registers, 568 selection, 562 service functions, 569 spies in, 568 training, 564

Public personnel administration (cont.): transfer, 567 veterans' preference, 571 Public service, historical development, 557 Keep committee, 559 number of employees, 555 reformist organisations, 572 spoils system, 558 Publications, personnel, 577 Purchasing power theory of wages, 328 Pure sciences, relationship to industrial relations, 57 Putting-out system, 27

Q

Quartile deviation, 76, 158n Quartiles, calculation of, 71 Quotas, immigration, 111

R

Railroad pensions, 546, 548 Railroad Retirement Act, 546 Rank-differences method of correlation, 162 Rating, 248-277 central tendency in, 268 errors, 268 halo effect, 274 horizontal, 251 industrial accident, 370 instructing raters, 275 job or position, 98 leniency in, 268 limitations on, 270 merit, for unemployment compensation, 466 mutual, 251 procedure, 263 promotions and, 347 public service provisions, 565 purposes, 248 social distance, effects on, 271 systematic error, 268 total error of, 268 training raters, 267 vertical, 251 Ratings, distribution of, 269 objective, 255 reliability, 269 validity, 270

Rating scales, linear, 252 (see also Rating) behaviorgrams, 265 definition of qualities, 264 different occupations and, 264 graphic, 260 Man-to-Man, 251 order of merit, 252 Probst, 260 profile, 260 purposes of, 249 qualities rated in, 262 reversed scales, 265n skyline, 260 weighted, 260 Ratio scales, 62, 336, 338 Raw data method of correlation, 165 Real wages, 324 Recognition, in collective bargaining, 510 Records, absence and tardiness, 407 accident, 376 applications, 123, 140 interviews, 142 ratings, 249 Recreational services, 532 Rectangular frequency distribution, 61 References, 143 Refined labor turnover rates, 218 Registers, civil service, 564 Regression line, 166 Relatives, index numbers, 76 Releases, see Discharge Reliability, of ratings, 269 test or examination, 194 Remuneration (see Incentive wages, Wages, and Wage policies) Representation plans, 471-490 collective bargaining in, 484 development, 473 employee attitudes toward, 484 federal plan, 479 governmental encouragement, 476 growth, 476 industrial distribution, 480 legal status, 487 purposes, 472 state labor boards, 487 terminology, 471 types of, 478 Whitley councils, 473 Research, personnel, 34-36, 576-589 abstracting services, 580

Research, personnel (cont.): associations, 581 Bureau of Labor Statistics, 35 Committee on the Classification of Personnel, 34 field of, 576 foreign, 35 Health of Munitions Workers Committee, 34 Industrial Fatigue Research Board, 34 labor law services, 581 National Institute of Industrial Psychology, 35 periodicals, 577 private organizations, 36 publications, 577 Russian, 35 statistical tools, 587 types, 586 universities' part in, 35 Rest pauses, 244 Restriction of output, 203 Retirement provisions, 541 Retraining, for unemployment, 443 Reveries, and interest, 397 **Reverse** prediction, 168 Rewards and penalties, 412 Rhythm, used to overcome monotony, 396 Rowan plan, 290 Russell Sage Foundation, 36 Russian personnel research, 35 Safety campaigns, 379 Safety programs, 370-380 Salary classifications, 335 federal services, 562, 566 Samples, adequacy of, 552 Sampling errors, in correlation, 169n Savings associations, 538 Scatter diagram, 161 Schedule rating, accident hazards, 370 School attendance laws, 228 Schools and colleges, as sources of labor, 114 Scientific management, 32 congressional investigation, 33 labor objections to, 33 Scouting, 110 Seasonal indexes, calculation of, 429, employment, 433

strikes, 209

Seasonality, in employment, 429 measurement of, 430 Selected operating time, 96 Selection, 129-174 (see also Selective devices) age as a factor, 138 appearance as a factor, 136 aptitude tests in, 148 attitudes of candidates, 137 character, as a factor, 155 character analysis in, 133 combination physical-mental traits in, 151 education as a factor, 138 experience as a factor, 137 follow-up and, 171 intelligence tests in, 146 interviews for, 140 introduction to fellow employees, 171 major features to be considered, 136 mental alertness as a factor, 137 modern practice, 136 objectives, 129, 131 observational methods, 133 personality as a factor in, 139, 155 physical features as factors, 137, 151 placement, 129 procedure of, 130 public service procedure, 562 references, use of, 143 tests as aids in, 144 trade tests, 152 vocational guidance as a part of, 129, 169 Selective devices, 139-157 application blanks, 140 aptitude tests, 146 ohecklist, 142 intelligence tests, 146 interest tests, 156 interviews, 140 profile charts of test performance, 157 references, 143 spatial relations tests, 152 tailor-made tests, 159 trade tests, 152 Selective tests, 144 Semi-averages trends, 427 Semi-logarithmic charts, 62, 336, 338 Separation rate, 212

Service functions, 529-554 company stores, 533 credit unions, 540 evaluation, 551 health services, 531 housing, 535 insurance, 549 loans to employees, 538 lunchrooms, 533 mutual benefit associations, 535 pensions, 541 public service provisions, 569 recreational facilities, 532 savings associations, 538 types of, 530 Service ratings, see Ratings Severity rates, 374 Simple average method, for measuring seasonality, 429 Sit-down strike, 508 legality, 498, 507, 512 Skewness, measurement of, 205 · Smith-Hughes Act, 176 Social distance in rating, 271 Social insurance against illness, 386 Social problems in industrial relations, 41 Social Science Research Council, 572 Social Security Act, old age provi-sions, 547 strikers' aid, 512 unemployment compensation, 464 Sociology, industrial relations problems involving, 6, 46 Soldiering, 203 Sources, 106-126 advertisements, 109 applicants at the gate, 107 colleges and universities, 115 correspondence, 108 employment offices, 112 evaluation of, 119 immigration, 110 inside, 107 labor organizations, 118 miscellaneous, 119 present employees, 108 scouting, 110 waiting list, 118 Spatial relations test, 152 Spearman-Brown formula, 196 Specialized application blank, 124 Special purpose training, 189 Specific performance doctrine, 511, 515

Speedup, 97, 284 Spies, industrial, 413, 521, 568 Split-test method, 194 Spoils system, 558 Stable force, 212 Standard deviation, 73 tabulated data, 76 Standard error, defined, 75 of estimate, 169 of the difference of two means, 121 of the mean, 121, 552 Standard hour plan, 292 Standard time, 96 Standardization, in collective bargaining, 510 for employment stabilization, 453 State labor board acts, 487, 497 Statistical analysis, adequacy of a sample, 553 arithmetic mean, 67 averages, 67, 120 bi-serial correlation, 355 chi-square, 409 coefficients of dispersion, 76 correlation: bi-serial, 355 curvilinear, 589 eta coefficient, 589 mean square contingency, 409 meaning, 78 multiple, 591 partial, 593 Pearsonian, 164 ranking method, 163 raw data method, 165 tabulated data, 238 correlation ratio, 589 cyclical analysis, 435 dispersion, 73 distributions, 60 eta coefficient, 589 fourfold correlation, 408 graphic representation, 59 index numbers, cost of living, 317 description, 76 strikes and strikers, 209 least squares trend, 428 mean, 67 mean square contingency, 409 median, 70 median link relative method, 433 mode, 72 percentiles, 70 position averages, 69

Statistical analysis (cont.): probable error, 75 quartile deviation, 76 quartiles, 71 rank correlation, 162 ratio scales, 62, 336, 338 raw data correlation, 165 relatives, 76 seasonal indexes, 432 semi-averages method of trend fit-ting, 427 semi-logarithmic scales, 62, 336, 338 simple average method of measuring seasonality, 432 standard deviation, 73 standard error, defined, 75 of a mean, 121, 552 of difference of two means, 121 tabulation, 63 time series, 60, 77, 425 trends, 425 variance, 75 variance analysis, 593 Statute of Apprentices, 24 Statute of Laborers, 24 Stock ownership, employee, 300 Strike data, 206 corrected for seasonality, 210 Strikes: legality of, 512 sit-down, 508 trends in, 207 Suggestion systems, 398 Sunday employment, 244 Systematic error, in rating, 268 Systematic promotion, 346

т

Tabulation, 63 Tardiness rates, 404 Task time, 96 Taylor Differential Piece Rate, 288 Technological unemployment, 436 stabilization measures, 451 Tests, administration of, 159 analysis of, 160 aptitude, 146 evaluation of, in training, 193 increasing reliability of, 196 intelligence, 44, 146 item analysis in, 197 prophecy formula for, 196 reliability, 194

Tests, administration of (cont.): selective, 144 tailor-made, 159 training program and, 186 types of, 145 validity of, 197 Theoretical expectancies, in indus-trial accidents, 377 Three position plan, in training, 347 Time and motion study, 93 (see also Time study) Time series, 60, 77, 425 Time study, allowances, 96 blank forms for, 94 employee attitudes toward, 97 selected operating time, 96 speedup and, 97 standard time, 96 task time, 96 Time wage, 280 Timing allowances, 96 Timing, continuous versus cycle, 93 Total error, in rating, 268 Trade tests, 152 Trader capitalism, 27 Training, 175-200 (see also Vocational training) Americanization, 189 apprenticeship, 182 cold storage, 186 conference method, 188 correspondence schools, 178 oraftsmanship, 182 examinations in, 192 executive, 188 flying squadron, 185 foremanship, 185 job, 180 job rotation, 185 principles, 190 project method, 187 public schools, 175 public service provisions for, 564 purposes, 175 safety, 189 special purpose courses, 189 tests in, 192 vestibule, 181 Transfer: definition, 343 public service provisions, 567 systematic, 353 types, 352 Trend analysis, 425

Turnover rates, actual annual, 217 analysis of, 219 equivalent annual, 217 refined, 218 U Unemployment (see also Employment and Employment stabilization) causes of, 418-440 censuses of, 420 cultural, 438 cyclical, 435 definitions, 420 estimates of, 422, 599 personal, 442 technological, 436 Unemployment compensation, benefits, 466 constitutionality, 465 coverage, 463, 465, 600 employee contributions, 466 incidence of cost, 467 merit rating in, 466 purposes, 461 Social Security Act provisions, 464 taxes, 464 types, 462 waiting periods, 466 Unemployment insurance, see Unem-Unemployment insurance, see Unem-ployment Compensation Unfair labor practices, 487, 496 Union-management coöperation, 523 Unions, see Labor organisation Unions, see Labor organisation Union States Employment Service, 92, 113, 566, 568 Unrest, see Industrial unrest

Vacation policies, for employment stabilization, 456 Vacations, 243 Validity, of ratings, 270 of tests, 197 Variables, dependent and independent, 60 Variance analysis, 593 Variance, defined, 75 Vertical rating, 251 Vestibule schools, 181 Vestibule schools, 181

Wages (cont.):

Vocational guidance, 129, 169 Vocational interests test, 156 Vocational rehabilitation, 443 Vocational training (see also Training): Canadian provisions, 176 courses and students, 177 European provisions, 176 United States, 176

W

Wage differentials, 312 Wage fallacies, 328 Wage maintenance doctrine, 328 Wage plans, 278-303 (see also Incen-tive wages and Wage policies) Wage policies, 306-340 basic factors, 330 costs of living, 314 economic principles, 327 family allowances, 325 going wages, 311 legal considerations, 307 living wages, 314 marginal productivity, 329 minimum wages, 308 prevailing wage laws, 309 sex differentials, 312 union scales, 311 Wages (see also Incentive wages and Wage policies): average, in the United States, 279 bonus plans, 286 classifications of plans, 335 current data, 312 differential piece rates, 287 economic bases, 327 group piece rates, 285 incentive plans, 285

index number, 325 labor costs and, 278 money versus real, 322 piece rates, 282 premium plans, 286 real versus nominal, 322 scientific, 326 shorter hours and, 235 time rates, 280 types of, 279 Wagner-Connally Act, see National Labor Relations Act Wagner-Peyser Act, 113 Waiting list, as labor source, 118 Waiting period: benefit systems, 537, 538 in unemployment compensation, 466 strikes and, 513 Walsh-Healey Act, 231, 311 Weighted average of relatives method, 318 Welfare work, see Service functions Whitley councils, 473 Women's wages, 312 Working force, defined, 213 Working hours, see Hours Workmen's compensation laws, 368 Works Progress Administration, 310 Y

Yale University, Institute of Human Relations, 35 Yellow-dog contracts, 493 Yeomanry gilda, 26, 499 Z

z values for bi-serial correlation, 614

A

Adams, C. R., 141n Aineworth, Cyril, 380n Alford, L. M., 104 Allen, R. G. D., 316n, 321n Anderson, Arthur G., 40, 104, 304 Anderson, L. F., 200 Anderson, V. V., 45n, 56 Andrews, D. M., 149n Andrews, John B., 308n Andrews, John B., 308n Andrews, John, 216n Appel, K. E., 45n, 397n Aresty, Julian J., 490n Arkin, H., 59n, 31 Armstroug, Barbara N., 389

B

Bairdon, Felix E., 20, 128, 201, 213n, 222, 247, 262n, 277, 301, 342, 360
Baker, Helen, 20, 301
Balderston, C. C., 295n, 304
Barnes, Ralph M., 95n
Barucer, Russell, 468n
Beard, Mary, 528
Beekham, Albert S., 44n, 147n
Beekman, R. O., 133n, 155n
Beekwith, Burnham P., 340n
Belcher, Donald R., 544n
Beney, M. Ada, 321n
Bengen, Garret L., 86n
Berrgen, Garret L., 86n
Berridge, W. A., 419n
Best, Ethel L., 342n
Bether, C. A., 294n
Betters, Paul V., 575
Beveridge, Sir William, 440, 470
Beyer, G. Sayan

Bingham, W. V., 45n, 141n, 174, 277
Blano, L. G., 344n
Bliss, Chass. A., 235n
Bloch, Louis, 528
Bloomfield, Daniel, 40
Bowers, E. L., 389
Bowers, Glenn A., 10n
Bordshaw, F. F., 115n, 274n
Bradshaw, F. F., 115n, 274n
Bradshaw, F. F., 115n, 274n
Bradshaw, F. F., 115n, 274n
Britsenden, Paul F., 222
Britten, Rollo H., 362n
Brown, Ann Duncan, 575
Brown, Geoffrey C., 524n
Bruere, Henry, 56, 417
Brundage, Dean K., 382n, 537n
Burns, C. DeL., 222n
Burtt, H. E., 276, 417
Burtt, H. E., 76, 417
Byer, Herman B., 216n

С

Cahill, M. C., 224n Calder, John, 40 Campbell, John, 380n Cannon, Edwin, 384n Carrol, Mollie Ray, 470 Carver, T. N., 235n Cattell, Raymond B., 174 Chaddock, R. E., 81 Chambers, E. G., 372n Chipman, J. Crosby, 153n Colarke, Walter V., 149n Clatke, Walter V., 149n Clothier, Robert C., 40, 56, 207, 305, 340n, 360 Cohen, Percy, 389 Colton, R., 59n, 81

Commons, John R., 308n Copeland, F. W., 20 Cowdery, Karl M., 156n Cowdrick, Edward S., 20, 56, 222, 360, 490 Creamer, Daniel, 534n Crowden, Dudley J., 81 Crowden, G. P., 395n Croxton, Frederick E., 81 Culpin, Millais, 47n

D

Dana, R. T., 43n Darley, John G., 137n, 155n, 156n, 178n Davies, G. R., 81, 589 Davies, W. Rupert, 573n Davis, Eleanor, 531n, 540n Davis, Eleanor, 531n, 540n Davis, Ralph Currier, 360 DeBlois, L. A., 380n Deension, Henry S., 12n, 182n Deexey, John, 43n Dick, W. A., 544n Dickens, J. W., 563n Dickinson, Roy, 328n Dickinson, Roy, 328n Dickinson, Z. C., 98n, 277, 313n, 327n, 342, 399n Dietz, J. W., 364n Didine, Paul L., 182n Dickinson, Z. C., 98n, 277, 313n, 327n, 342, 399n Dietz, J. W., 384n Didine, Paul L., 182n Dictor, Aaron, 48n Dodge, Arthur F., 345n Doolg, C. R., 115n, 201, 299 Dougas, Paul H., 48n, 234n, 325n, 470 Drooge, H. V., 118n Duthn, Louis I., 362n, 371n Dutn, R. W., 491 Duton, H. P., 12n Dwinell, J. F., 115n

Е

Earle, F. M., 171n Edwards, J. R., 189n Elliott, Margaret, 313n Elton, P. M., 44n Emerson, H. C., 470 Epstein, Abram, 530n Esterline, J. W., 299n Evans, L. C., 563n

F

Falkner, R. P., 315n
Farmer, Eric, 46n, 371n, 372n, 373n
Feldman, Herman, 20, 47n, 470, 575
Ferguson, R. W., 201
Finer, Herman, 563n
Fisher, V. E., 222
Fitch, John A., 174
Florence, P. S., 351n
Folorence, P. S., 351n
Ford, Adelbert, 20, 95n, 134n, 201, 247, 277, 360
Foster, W. J., 386n
Frain, H. LaRue, 312n
Frankel, Emil, 222
Frankel, Emil, 222
Frankel, P. T., 232n
Fraser, J. A., 395n
Freeman, I. H., 299n
Freyd, Max, 277
Frisbee, I. N., 81

G

Gagliardo, D., 369n Gainsburgh, Martin R., 329n Gardiner, Glenn, 12n Gayer, Arthur D., 470 Gemmil, Paul F., 20, 56, 346n, 360, 417, 491 Gilbreth, Frank, 32, 349n Gilbreth, Lillian, 95n, 345n Goldberg, R. W., 389 Goodell, Frances, 524n Green, H. J., 153n Green, J. H., 195n, 201 Greer, Sarah, 575 Gregg, Frances, 300n Griffenhagen, Edwin O., 573n Guilfond, J. P., 81, 265n Guilfond, C. W., 478n

Ħ

Hackett, J. D., 40, 56, 128, 212n, 360 Hall, Albert H., 564n Hall, A. Milton, 396n Hamm, John E., 403n Hanno, J. V., 222, 372n

Hansen, Alvin H., 48n Harding, Denys W., 149n Harding, Denys W., 149n Hardy, J., 528 Hartmann, Geo. W., 56, 247, 277, 417 Hawkins, E. D., 458n Hay, Edward, 34n, 133n Hayes, E. P., 300n Heinrich, H. W., 363n, 379n Hepner, Harry W., 56 Herring, H. L., 554 Hersey, Rexford B., 44n, 45n Hicks, Clarence J., 17n Hicks, J. R., 334n Hilt, L., 653n Hilton, John, 528 Ho, C. J., 405n Hobison, John A., 440 Hobingsworth, H. L., 135n Hoopingarner, Dwight L., 40, 128, 247, 360 Hoppook, Robert, 114n Hoor, W. F., 239n Houser, J. David, 47n Hotie, Harvison, George R., 56, 104, 128, 201, 360, 417 Hurlin, R. A., 419n Hushand, R. W., 136n Hut, Sea

James, Gorton, 304 Jansen, R. E., 286n Jones, A. M., 115n Jones, Frances E., 403n Jordan, J. P., 294n Jucius, Michael J., 299n

K

Karsten, Karl G., 59n Kelly, Truman L., 81 Kennedy, Foster, 3x6n Kier, John S., 182n, 300 Kimball, Ingalls, 544n Kingsbury, Forrest A., 103n, 147n Kinney, Lucien B., 169n Koepte, Chas. A., 83n Kornhauser, A. W., 43n, 44n, 47n, 147n Kramer, Edna E., 81 Kruger, Wm. C., 282n T. LaChance, H. C., 182n LaDame, Mary, 491 Laird, Donald, 174, 395n Lambie, Morris R., 575 Langdon, J. N., 393n Lange, W. H., 182n, 384n Langley, R. W., 189n Langsburgh, Richard H., 40, 104, 304 Langsourgn, Richard H Langser, Adolph, 299n Lascelles, E. C., 470 Latimer, M. W., 554 Lawson, Bevan, 182n Lawson, Geo. W., 235n Lascelle, A. 177-Leee, Edwin A., 17n Leeds, Morris E., 315n Lehman, Harry C., 156n Leiserson, Wm., 486n Lescohier, D. D., 437n Lesla Wm. 369n Leslie, Wm., 369n Leven, Maurice, 242n Levine, Michael, 155n Levison, Edward, 528 Link, H. C., 40, 56 Little, E. H., 460n Logan, H. A., 528 Lohr, L. R., 398n Loomis, Earl H., 20, 201, 213n, 262n, 342, 360 Lorwin, Lewis L., 528 Lott, M. R., 340n Lough, Wm. H., 329n Lovekin, Osgood S., 44n Lowry, S. M., 95n, 299 Lubin, Isador, 437n, 568n Lumpkin, Katherin D., 437n Lytle, Charles W., 299n

Me

McCabe, Martha R., 171n McCarthy, H. L., 55n McKnight, N. M., 115n McMurray, R. N., 397n

М

Macartney, C. A., 235n Mahon, E. B., 380n

Majoewsky, Walter V., 573n Makepeace, Roger S., 451n Makepeace, Roger S., 451n Manor, Sam, 399n Marek, R. L., 380n Marks, A. M., 415n Marot, Helen, 43 Mathewson, S. B., 12n, 20, 40, 174, 205n, 277, 360 Maurette, Fernand, 469n Maynard, H. B., 95n Mays, A. B., 177n Mays, Elton, 397n Meine, Franklin J., 353n Meilen, George F., 187n Metcalf, H. C., 20, 40, 56, 210n, 277, 342, 361 Michelbacher, G. F., 369n Milles, G. H., 46n, 372n Miller, Gordon S., 490n Millis, H. A., 511n Mills, Frederick C., 81 Mine-Bailey, W., 528 Mitnitsky, M., 306n Monroe, A. E., 334n Monson, Grace E., 313n Monre, Bruce V., 56, 141n, 174, 247, 277, 417 Morgensen, A. H., 95n Meine, Franklin J., 353n ^{2(1, ±1)} Morgensen, A. H., 95n Mosher, Wm. E., 573n Moss, F. A., 149n Moulton, Harold G., 235n, 242n Mudgett, Bruce D., 81 Muste, A. J., 477n Myers, C. S., 44n, 45n, 56, 395n Myers, James, 491 N Newbold, E. M., 377

Newman, Bernard J., 262n Nolting, Orin F., 155n Nugent, Rolf, 403n, 540n Nyman, Richmond C., 528

n

O'Connell, John P., 524n Olson, Emory E., 565n O'Rourke, L. J., 155n, 564n, 575 Osborne, David R., 182n р

Palmer, G. L., 511n Parker, Carleton, 43 Parks, Donald S., 12n Paterson, Donald G., 137n, 149n, 156n, 178n Pearson, Karl, 251n Peffer, Nathaniel, 201 Peixotto, Jessica B., 316n Pendleton, D. S., 201 Pennock, G. A., 392n Pentner, Rudolph, 147n Fertinar, Sclig, 528
 Person, H. S., 56, 104, 201, 232n, 280n, 360, 554
 Persons, F. W., 160n
 Peterson, Florence, 206n, 311n Peterson, Florence, 200n Prefiner, John M., 573n Pidgeon, Mary E., 313n Pigou, A. C., 441 Plaut, Paul, 44n Probst, J. B., 261n Profitt, M. M., 201 Pugh, Grace, 56, 417 Putnam, M. L., 392n, 399n

R

Rainey, Homer P., 171n Randolph, A. Philip, 52m Randolph, A. Philip, 52m Rauth, C. F., 31m Ress, R. I., 115m Remmers, R. H. J., 393n Renold, C. G., 486n Rich, A. B., 239n Richardson, J. H., 525n Richardson, J. H., 525n Riegel, John W., 342 Biordeman, John R. 59n J Riggleman, John R., 59n, 81 Roethlisberger, F. J., 205n Rorty, Malcolm C., 329n, 469n Rossi, D. J., 20 Rossi, W. H., 20 Rugg, H. O., 251n

s

Saint, Avice Marion, 572n Saposs, David J., 480n Schell, Erwin H., 189n, 417 Schmudt, E. F., 36261
 Schram, Jennie Lee, 308n
 Schutz, Richard S., 162n
 Schwenning, G. T., 415n, 458n
 Scott, Walter Dill, 40, 56, 174, 222, 342, 360, 417 Schmidt, E. P., 523n Scrimshaw, Stewart, 185n

Seleckman, B. M., 513n Senturia, J. J., 475n Seymour, J. B., 474n Shapin, Milton J., 393n Shefferman, Nathan W., 128, 361, 380, 417 Shepard, Geo. H., 245n, 361 Shields, B. F., 40 Simons, A. M., 40, 128, 417 Sliohter, Sumner H., 222 Slocombe, Chas. S., 335n, 373n, 378n Smith, Elliott D., 346n, 528 Smith, E. S., 444n, 470 Smith, J. Foster, 524n Smith, J. 56, 149n Sogge, T. M., 430n, 444n Soule, George H., 328n Spates, T. G., 474n Speek, Peter A., 114n Squires, B. M., 444n Stanohfield, Paul L., 399n Stegemerton, G. J., 95n Stewart, Bryce M., 544n Stone, R. W., 20 Stott, M. B., 171n Strachey, Ray, 174 Strong, E. K., 156n, 171n Strachey, Ray, 174 Strong, C. J., 486n Stuart-Banning, C. H., 561n Sublette, Myrick H., 494n Sullivan, Mary L., 214n Swilivan, Socar M., 362n

т

Taft, Philip, 528 Taylor, F. G., 386n Taylor, F. W., 32 Taylor, Harold C., 395n Tead, Ordway, 20, 40, 43, 174, 247, 305, 361, 441 Teagle, W. C., 491 Telford, Fred, 105 Tepir, Lasarre, 224n Thomas, A. J., 525n Thompson, Laura A., 525n Thompson, Lorin A., 153n, 395n Thorndike, E. L., 268n, 340n Thurstone, L. L., 155n Timmons, D. F., 20 Tindall, Glenn M., 395n Treat, Katherine, 155n Treat, Katherine, 155n Troiand, L. T., 43n

U

Uhrbrook, Richard S., 141n, 298n Unger, E. W., 147n

V

Vane, Robert J., 371n Van Ulissingen, Arthur, Jr., 457n Veblen, Thorstein, 43 Vernon, H. M., 205n, 242n, 286n Viteles, M. S., 45n, 56, 174 Vollmer, August, 570n Voorhees, Nelson A., 52n

W

Wadsworth, Guy W., 155n, 162n
Walker, Harvey, 575n
Walters, J. E., 40, 115n, 128, 247, 342, 361
Walton, Albert, 56
Ware, Norman J., 528
Washon, Markins, Gordon S., 20, 40, 247, 277, 342, 361
Watkins, Gordon S., 20, 40, 247, 277, 342, 361
Watkins, Gordon S., 20, 40, 247, 277, 342, 361
Watkins, Frank, 43n, 149n
Webb, John M., 204n
Welch, H. J., 174
Weston, N. A., 235n
Whieler, George S., 486n
Whisler, R. F., 295n
White, Leonard D., 568n, 575
Whitehaad, T. N., 20
Williams, Faith M., 316n
Williams, Sidney J., 380n
Williamson, E. G., 155n
Willoughby, W. F., 575
Willis, SuSa
Wolman, Leo, 528

644

Author Index

Woytinsky, Vladimer, 437n Wyatt, S., 245n, 393n, 395n

Y

Yellen, Samuel, 494n

Yoakum, C. S., 160n Yoder, Dale, 48n, 113n, 334n, 468n \mathbf{z}

Zimmerman, Carle C., 316n