

DEPARTMENT OF THE INTERIOR  
ALASKA ROAD COMMISSION  
FAIRBANKS ALASKA

May 20, 1947

Mr. Robert Isaacson,  
Manley Hot Springs, Alaska.

Dear Sir:

Reference your letter of May 14, in regard to road work in the Hot Springs section.

I am glad to hear that you will be in a position to handle the work down there, as we are liable to be short of foremen this summer. Also, it is believed that a small local crew can accomplish as much as a crew similar to what we had last year.

If enough men can be secured at Hot Springs to do the work, that will suit me fine, as it will eliminate considerable work of fooling around operating a messhouse, etc. However, if it is necessary to send one or two men from here, we can probably arrange to take care of them without having to run a messhouse. Hope you can secure enough men down there to do all of the work.

As you are well acquainted with the roads, there is no use in my trying to tell you what to do; you no doubt know better than I as to what is necessary. However, as maintenance money is short, we do not want to do any other than work that is absolutely necessary.

As near as I know the trucks and the tractor/dozer should be in fair operating condition. However, if not, let us know and we will send what is needed. In ordering parts be sure to specify exactly what piece of equipment the parts are for, giving the ARC number.

Work hours will be the same as last year - 8 hours per day, 7 days a week, 56 hours total - 40 hours at straight time, 16 hours Saturdays and Sundays at time and one-half. No work will be performed on the following holidays: Memorial Day, Fourth of July, Labor Day. The only work permitted on those days will be emergency work and it will be paid for at time and one-half.

Rates of pay for the various men are as follows:

Foremen	\$ 1.75
Tractor Operator	1.75
Truck Driver	1.35
Axemen	1.35
Laborer	1.15

No other rates are to be used.



Pay periods are on the basis of every two weeks, but we only pay every four weeks; for your further information, pay periods run as follows and time sheets must be sent in for the two week periods as follows:

April	28	through	May	11
May	12	"	"	25
"	26	"	June	8
June	9	"	"	22
"	23	"	July	6
July	7	"	"	20
"	21	"	Aug.	3
Aug.	4	"	"	17
"	18	"	"	31
Sept.	1	"	Sept.	14
"	15	"	"	28
"	29	"	Oct.	12

I am enclosing herewith a number of Forms which it is necessary that we have before anyone can be paid. These are Forms No. 56 "Contract of Employment" and ARC "Affidavit of Non-Affiliation."

Form 56 "Contract of Employment" is the yellow form, for each man employed we must have two of these Forms properly and fully filled out and signed and notarized, These Forms are to be filled out as follows:

On the front of the Form, Line 1 after the word "name" must be given the employee's name, stating first the surname, followed by the first name and the middle initial if used, and the first name must be written out in full - for instance, yourself - on this line your name must be shown as "ISAACSON, ROBERT A. " not as Isaacson, Robt. A or Isaacson, Bob A. Leave the space after the work "position" blank - we will fill in here.

On line 2, cross out the word "married" or "single" which does not apply to the man signing the contract. After "point of hire" insert "Manley Hot Springs, Alaska." Leave the space after the word "rate" blank - we will also fill in here.

On line 3, after the words "notify in case of accident" must be given the name and address of a relative or friend or fraternal organization who is to be notified in case of accident or death.

On line 4, give the date of birth and the name of the town and state or country in which the proposed employee was born.



On line 5, give the requested information, providing of course, he was foreign born. The proposed employee must sign the Form on the line in the lower right hand corner above the word "employee." This must be signed, as for example yourself "Robert A. Isaacson" not Robt. A. Isaacson or Bob A. Isaacson. In other words, the same name as used on line 1 must be used and no abbreviations or nick names are permitted. Also, please note that this part of the name must be notarized. The party doing the notarizing will sign on the line in the lower right hand corner. The line in the lower left corner will be left blank.

On the reverse side, all information as requested must be furnished. If not, it will be necessary to return the Forms until they are properly filled out. Please note that this side of the Form must also be signed and dated. The same name must be signed on this side as is used on the front of the Form.

An "Affidavit of Non-affiliation" must be made by each man employed before he can be paid. It is therefore necessary that each employee fill out and have notarized one of these Forms.

I am enclosing herewith all car books relating to equipment now at Hot Springs. Please refer to "General Instructions" for information as to how they are to be kept and for necessary reports required on equipment. Tony Lanning can, if necessary, give you some help on this.

Do you need any gasoline, etc.? If so, let us know as soon as possible.

Very truly yours,

FN/d  
Encl.

Frank Nash,  
Superintendent