

**A DIGEST of
Rules and Regulations
for Employees of the
United States
Government Printing Office**



**Approved by the Public Printer
October 1, 1944**

To All Employees of the Government Printing Office

The following digest of the rules and regulations governing the conduct and welfare of the employees of the Government Printing Office is not intended to repeal any regulation, order, or part thereof, now in effect. It is merely the condensation of the principal rules and regulations of the Office prepared in brief form for the convenience and information of all concerned.

Absence.

1. Employees are not to absent themselves from work without prior permission except in the case of illness or some unavoidable occurrence; an employee absent because of illness is to so notify the chief of his section as soon as possible; if his absence is for at least a full day and is due to some other cause, he is to so notify the

chief of his section within 2 hours, or as soon as possible, on his first day of absence. If this is not done, the person will be marked "Absent" and the time lost be charged to leave without pay. A charge of "Absent" against an employee may be considered as sufficient reason for separation from the rolls of the Office.

To safeguard against contagious disease and possible epidemics and to protect the health of employees who may desire to return to duty before they have fully recovered from a period of illness, all employees who have been absent because of illness are required to report to the Medical Section before resumption of duties, and in no case will sick leave be allowed unless such report is made. Application for leave on account of sickness will be given to an employee at the time of his report to the Medical Section.

When an employee fails to file an application for absence on account of sickness

within the time prescribed by the sick-leave regulations, the period of time the employee was away from his duties may be charged to leave without pay.

If an employee desires to have the time he was ill charged to annual leave in order to conserve his sick leave, the regular sick-leave application must be filed, the notation requesting that the charge be made to annual leave.

When an employee's application for sick leave is disapproved because it is determined that he was not incapacitated within the meaning of the sick-leave laws, the period the employee was away from his duties may be charged to leave without pay. An employee whose sick-leave application is disapproved may direct an appeal in writing to the Public Printer.

Addresses.

2. As it is imperative that the Office have on file correct names and addresses of

employees at all times, any employee who fails to notify his foreman or accounting clerk immediately of any change of address or the Personnel Division of any change in name, will be subject to corrective action.

Attendance.

3. Employees are required to be regular in attendance and at their post of duty ready for work at the beginning of and during their respective working periods. They will not be permitted at their post of duty more than 30 minutes before their regular starting time except in those cases where their services are needed and requested by their supervisors and then only by the signing of a pass at the guard desk. They are expected to enter the buildings at designated entrances and to leave by designated exits and to continue at work until the signal for their lunch and quitting times.

Bulletin Boards.

4. Notices in the nature of political appeals and announcements, circulars, clippings, cartoons, cards or any other matter that may create strife or argument must not be posted on the bulletin boards or elsewhere in the buildings.

Court Attendance.

5. When an employee is absent from duty and in attendance in court as a witness in behalf of the United States or the Government of the District of Columbia, or for jury duty in any State court or court of the United States, the absence from duty shall not be charged against annual leave but should be recorded as "court leave". A certificate of attendance signed by an officer of the court is required upon return to duty.

Contributions.

6. Gifts and contributions to officials are prohibited by law, and no contribu-

tions for any other purpose are to be solicited from the employees without the approval of the Public Printer.

Debts.

7. As the continuous receipt of complaints regarding the nonpayment of personal bills by employees places a heavy burden upon the Office and is an indication that the employee is unreliable and does not seriously regard his obligations, the failure by an employee to keep such complaints away from the Office will be considered as a sufficient basis upon which to take drastic corrective action.

Diseases.

8. An employee who has a contagious disease, or who has been exposed to a contagious disease, or an employee in whose home a contagious disease exists, must report the case to the Medical and Safety Director.

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Efficiency Ratings.

9. Efficiency ratings are prepared each year as of March 31; employees whose ratings are unsatisfactory are subject to demotion or dismissal.

Elevators.

10. All elevators, stairways, and passageways must be used in an orderly manner at lunch time as well as on all other occasions; and running, jostling, overcrowding, and similar dangerous practices are strictly prohibited.

The elevators designated for use by a particular section must be used by the employees of that section. Except in unusual cases, employees must not use the elevators for less than three floors down or less than two floors up; nor are they permitted to talk to the operators or carry lighted cigars, cigarettes, or pipes in the elevators.

Passenger elevators 32 and 33 at the North Capitol Street entrance to Building

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3 are designated primarily for persons regularly employed in the administrative offices on the eighth floor of the building. These elevators may be used by employees who are disabled or sick, or in an emergency, and by employees who are entering or leaving the building at a time other than that of their regular tour of duty.

Equipment, Chairs, Etc.

11. Employees shall not remove chairs, office equipment, or furniture from one section of the Office to another without the consent of the proper supervisory official and without notice to the Purchasing Division; nor is any piece of equipment, no matter how small, provided it carries a G. P. O. number, to be destroyed without notice to the Purchasing Division.

Fire Regulations.

12. Employees will thoroughly familiarize themselves with the fire regulations

of the Office and will be governed accordingly.

Identification Cards.

13. Identification badges and cards issued by this Office must be carried by employees at all times that they are in the buildings and must be shown upon request of guards or officials. Employees who are unable to show Office identification badges and cards when requested will be subject to corrective action.

Injuries.

14. An employee sustaining injury in line of duty, no matter how trivial the injury may be, shall at once notify his official superior and report at the Emergency Hospital Section for examination and treatment. This is absolutely necessary in order to establish an Office record for consideration in connection with relief under governmental regulations for the

benefit of the employee and must be strictly observed.

Insubordination.

15. Insubordination will be considered sufficient cause for dismissal.

Late.

16. Employees reporting for work more than 30 minutes after the beginning of their regular work period will sign a late entrance pass (Form R-201), and state reasons for lateness on reverse side of pass. They may be excused by their supervisor upon presentation of a satisfactory explanation, and such time lost may be charged to annual leave, in units of 1 hour. Each late entrance will be considered separately. Repeated or inexcusable lateness for any period of time may be the cause for corrective action.

Employees who receive prior permission for late entrance will sign a late pass (Form R-201), and such pass will be

approved by the supervisor. A prior approval pass (Form R-2078) will no longer be necessary.

Employees departing at other than their regular quitting time will use an employee's departure pass (Form R-2022).

Leave.

17. The regulations governing the granting of annual and sick leave are covered by the Executive Order promulgated by the President under date of January 13, 1944; this Executive Order is outlined in the Office regulations of May 1, 1944. Any intentional misrepresentation of fact, in order to secure advantages or benefits to which the employee is not entitled under these regulations, must necessarily be considered as the basis for drastic corrective action.

A person may be excused for from 1 to 5 days by the chief of the section if verbal application therefor is made in advance,

and the time will be deducted from annual leave, if available, or otherwise to leave without pay. If more than 5 days is desired, an application for leave must be made upon the proper form.

In order to prevent erroneous time reports and to facilitate the preparation of the daily Payroll and Cost Conciliation, employees wishing to be excused any part of a day after reporting for work must, except in emergency cases, make application to their superior officer and then notify the accounting clerk not later than 2½ hours before the end of the working day. The granting of such time off is discretionary with their superior officers.

Loans.

18. Usurious loans, being a violation of the criminal statutes of the District of Columbia, will be reported to the district attorney for such action as he may deem necessary and will be used as the basis for

the dismissal of any and all employees entering into usurious loan agreements.

Any employee acting as a procurer for a loan of the type referred to in the preceding paragraph, or who accepts or gives anything of value for the making or procuring of such a loan in the Government Printing Office, will be dismissed from the service.

Lockers.

19. Lockers provided for employees are to be used only for wearing apparel and must be kept free from rubbish, old newspapers, etc.

Employees shall not place matches or other combustible material of any kind in lockers or elsewhere about workrooms, except as may be authorized for official use. In sections where machinery is used persons handling oily rags or waste must at the close of their working period place the same in metal receptacles provided therefor.

Lost Articles.

20. All lost articles found in the buildings or on the grounds are to be turned over to the Guard Office at the North Capitol Street entrance, building 3. Employees turning in lost packages will write their names thereon so that if unclaimed within a reasonable length of time they will be sent to the finders.

Lunches.

21. Employees who bring their lunches may take them to the cafeteria during their regular lunch period, but no employee may eat lunch in a workroom or in any other part of the building unless permission to do so has been secured from the Medical and Safety Director.

Mail.

22. All personal mail should be directed to the employee's residence.

Miscellaneous.

23. All personnel information is to be furnished only through the Office of the Chief, Appointment, Retirement and Record Section.

Misconduct.

24. The reporting for work under the influence of intoxicants; the bringing of intoxicants into the buildings; gambling; fighting; use of profane, indecent, abusive language; loud or unnecessary conversation; boisterousness; whistling; quarreling; wrestling; scuffling; physical violence or threats thereof, and any other disorderly conduct are strictly prohibited. Employees found writing upon or in any manner defacing the walls, corridors, or other portions of the buildings of the Government Printing Office; changing the phraseology of or disfiguring rules and regulations posted thereon; or maliciously destroying, damaging, or appropriating property of the Government Printing

Office or any organization or association operating in the Office, shall be subject to punishment as directed by the Public Printer.

The throwing of lighted cigarettes or material of any kind from the windows or the roof endangers life and property; such acts are strictly prohibited. Employees violating these provisions will be subject to severe corrective action.

Newspapers.

25. The reading during working hours of newspapers, books, or publications of any kind not connected with the official duties of the employee, and the writing of personal letters are strictly prohibited. Employees violating these provisions will be subject to corrective action.

Passes.

26. Special work passes are provided for all employees whose duties call for arrival and departure at other than the scheduled regular hours for day and night work.

Packages.

27. All packages except those containing articles of a perishable or breakable nature shall be checked at owner's risk with the guard at the proper entrances (Main entrances Bldgs. 1 and 4, 45 G Street and H Street entrances Bldg. 3) unless the contents of said packages are to be used in connection with work in the Office.

Employees removing personal property from the Office will be provided with a property-pass (Form R-2069) furnished by the official in charge of the division, office or section in which employed who will inspect the package; no property is to be removed from the Office without such pass. Guards have been instructed to make occasional test checks by opening and inspecting outgoing packages, notwithstanding the fact that such packages are covered by a pass. Packages may be taken out of the buildings only at the following doors: Main entrances Bldgs.

1 and 4; 45 G Street and H Street entrances Bldg. 3.

Pay—Advances On.

28. Advances on an employee's regular pay may be made in case of a death in the family or an extreme emergency. Living expenses, notes to meet, rent, insurance, taxes, and other comparable and current personal expenses are not to be considered as emergencies, and no advance will be granted therefor. Employees going on leave with pay prior to the close of a pay period will not be given an advance on their current 15 days' pay except for extreme emergency.

Poisons.

29. Employees filling or accepting containers with denatured alcohol or other poisonous chemicals without marking "poison" thereon will be suspended.

Political Activity.

30. The civil service law and regulations prohibit political activity by civil

service employees, and the penalty for violation thereof is dismissal from the service.

Smoking.

31. Employees are prohibited from smoking in buildings occupied by the Government Printing Office; except in designated places on the eighth floor, and on the roof of the main building when employees are not on duty.

Suspended Employees.

32. Employees separated with prejudice or those under suspension will be permitted to visit only the Office of the Chief Clerk.

Telephone Regulations.

33. No employee will be permitted to use the Office telephones for personal purposes except in case of serious illness or death or other emergency in the family of such employee; and a telephone pass

(Form R-2082) must be obtained from the employee's superior officer before using the public telephones during working hours.

Trial Period.

34. All new employees are required to serve a trial period of one year and are rated on their efficiency and ability to meet Office requirements at the end of the first, sixth and tenth months during their trial period, and will be separated from the rolls of the Office at any time during this period when their ratings indicate that they are not qualified to perform the work for which they are appointed. Under War Service Regulations, if the employee's work has been satisfactory he will be retained on the rolls at the end of his trial period.

Veterans.

35. In accordance with established rules and regulations veterans will be granted

the privilege of attending all encampments or conventions regularly called or held by their organizations. The time so used will be charged to their annual leave or to leave without pay as the case may be.

Visiting Among Employees.

36. Visting among employees during working hours is strictly prohibited except for urgent reasons, and then only by permission of the officials in charge of the sections in which the employees are engaged; nor shall employees visit their own or other sections or parts of the buildings after the close of their own working period unless by permission of the proper official or when accompanied by a guard. Loitering, sleeping, or visiting in hallways, rest rooms or elsewhere in the buildings during working hours is also prohibited. Employees are instructed to use the wash-rooms in the sections to which they are assigned.

Visitors.

37. Employees will be held strictly accountable for the conduct of all nonemployees who may accompany them to any parts of the buildings, and any misconduct will be considered as sufficient grounds for the prompt removal of the offender from the building and disciplinary action against the employee involved.

Friends and relatives desiring to see employees during working hours must make application at the Office of the Chief, Appointment, Retirement and Record Section, Night Production Manager, or the Superintendent of Documents, as the case may be. Such requests will be granted only in the event of an emergency or for the transaction of important business that cannot be deferred, and then only for a few minutes. The conferences are to be held in the Offices of the officials mentioned and not in the corridors.

Working Hours.

38. All supervisors will notify the employees under their jurisdiction as to the scheduled hours of work. The regular hours of work will be 40 hours per week and all hours worked in excess of 40 in a week will be compensated for at the rate of time and one-half, except that annual employees may be granted compensatory time off for hours worked in excess of their scheduled tour of duty.

In an effort to safeguard the health of employees by providing an additional day of rest for employees reporting sick through the week, supervisors will not require or permit an employee to work the sixth day of any workweek if the employee has reported sick on one or more of the preceding 5 days in that workweek.

Work Reports.

39. In view of the necessity for accurate information as to the work performed, any

carelessness by an employee in filling out his individual work cards will be considered sufficient reason for corrective action.*

The members of the supervisory force in the Government Printing Office are enjoined to see that the foregoing regulations are carried out and, as the personal representatives of the Public Printer, are necessarily granted the authority to use their discretion in enforcing the penalties provided for the violation of these or any other regulations of the Government Printing Office.

Your cooperation in carrying out the principles outlined herein will be appreciated by the Public Printer and will make the Office a better place in which to work.

A large, stylized handwritten signature in cursive script, likely belonging to the Public Printer.

Approved:
October 1, 1944

Public Printer.