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PAYING WORKERS IN THE SIGNALING AND
COMMUNICATIONS SERVICE

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PAYING WORKERS IN THE SIGNALING AND COMMUNICATIONS SERVICE

FOREWORD

An important role in increasing labor productivity is played by the correct organization of wages which increases the degree to which the worker has an interest in the results of his labor.

Workers in signaling and communications management in the railroad transport of the USSR are paid on the basis of piece work or flat time rates.

The piecework form of payment is used to pay for the labor of workers at electrical engineering plants and shops and working in construction and repair operations.

In construction operations it is also possible to use the group bonus-piecework and progressive piecework systems of payment, which have as their aim the creation of a situation in which the workers have a material interest in cutting down construction time.

In operations in which it is impossible to use the piecework form of paying labor, that is, in operations for which norms cannot be established, or where the establishment of norms and the accounting of labor involve great difficulties, the system of paying by the flat rate is used. This system of payment is simple flat rate or flat rate with bonus. According to this system payment is made according to tariff rates or job salaries. The tariff rates or job salaries are established according to the degree of skill which the worker needs to carry out the particular operation and are indicated in the tables of the organization.

This reference book examines the procedure of paying for the labor of workers in the signaling and communications service and also

workers in construction organizations carrying out operations for the signaling and communications service.

All remarks and requests concerning the reference book should be sent to the Administration of Labor, Wages, and Safety Measures, MPS [Ministerstvo putey soobshcheniya -- Ministry of Railroads].

I. PAYING WORKERS OF SIGNALING AND COMMUNICATIONS DIVISIONS
AND ROAD LABORATORIES

1. Wage Rates

For directors, engineering and technical workers, and workers and employees of signaling and communications divisions and road laboratories, monthly wage rates are established according to the category to which the divisions and laboratories belong.

Examples of wage rates are given in Table 1.

TABLE 1

| Job | Wage rates, in rubles per month, for divisions (laboratories) in | | |
|--|---|----------------|-----------------|
| | Category I | Category II | Category III |
| Chief of signaling and communications division | 1,500 | 1,300 | 1,200 |
| Deputy chief of signaling and communications division | Wage rates are established at 15% less than the rate for the chief | | |
| Assistant division chief for hiring and firing | 1,000 | 930 | 880 |
| Chief of signaling and communications road laboratory | 1,000 | 980 | 880 |
| Senior engineer | 1,000 | 980 | 880 |
| Engineer | 830-930 | 790-880 | 790 |
| Communications inspector | 880 | 740 | 640 |
| Technician and technician/normfixer | 600-690 | 550-640 | 500-600 |
| Senior electrician, supervisor of switch interlocking or relay point | 930 | 830 | 740 |

| | | | |
|---|--|---------|---------|
| Supervisor of division shop | Same as electrical mechanics and senior electrical mechanics, depending on the volume of work at the shops | | |
| Person on duty to guarantee communications | 830-930 | 790-880 | 740-790 |
| Electrician, Grade I | 740 | 640 | 550 |
| Electrician, Grade II | 640 | 575 | 500 |
| Communications and STsB [signaling, interlocking, and block-system] installation man, Grade I | 600 | 550 | 475 |
| Same, Grade II | 550 | 500 | 425 |
| STsB fitter and senior helper for electrical mechanic | 475 | 425 | 385 |
| Storage-battery man | 475 | 425 | 385 |
| Chief bookkeeper | 930 | 880 | 830 |
| Senior bookkeeper | | 740-640 | |
| Bookkeeper | | 600-500 | |
| Cashier | | 500-450 | |
| Senior accountant | | 450-410 | |
| Accountant | | 425-385 | |

Notes. (1) The wage rates include increases established in 1946 as a result of a slight increase in ration prices.

(2) Tariff rates and job salaries (without the 1946 increases) on the Far Eastern Railroad and the Pechora Railroad including the Kirov-Kotlas sector were raised by 20% for laborers and engineering and technical workers, and 10% for employees, and on the Karaganda Railroad, by 10% (for all). On the Kozhva-Vorkuta sector, on the Pechora Railroad, the rate is 50% higher (for all) than the rates on the Far Eastern Railroad; on the Krugobaykal'sk sector of the Eastern-Siberian Railroad, 30% higher for laborers and engineering and technical workers and 20% higher for employees; and on the Southern-Sakhalin Railroad, 50% higher. Let us take an example of how to compute

the wage rate of an electrician, Grade II, in a Category I division for the railroads of the Far East. From the rate 640 rubles we deduct the increase established in 1946, 90 rubles. From the 550 rubles we deduct 20% additional payment, or 110 rubles; to the sum obtained, 660 rubles, we add additional payment 90 rubles and thus we obtain the rate for electrician, 660 rubles + 90 rubles = 730 rubles. Other rates are computed similarly.

The Ministry of Railroads determines the category to which a newly-organized signaling and communications division or road laboratory belongs, according to which the extent of the wage rates are determined.

Signaling and communications divisions belong to categories according to the volume of work, which is determined by a point system indicating the degree to which they are technically equipped. The norms used for these points for the unit characterizing the volume of work and degree of technical supply are shown in Table 2.

TABLE 2

| Index | Unit of measurement | Number of points per unit of measurement |
|---|---------------------|--|
| Automatic block system: | | |
| steam and diesel traction | 1 km | 0.14 |
| electric traction | 1 km | 0.2 |
| Automatic locomotive signaling or intermittent automatic stops (locomotive) | 1 locomotive | 0.1 |
| Semiautomatic block system | 1 km | 0.08 |
| Electric-staff system | 1 km | 0.02 |
| electrical switch interlocking | 1 switch | 0.15 |
| Mechanical switch interlocking | 1 switch | 0.12 |

| | | |
|--|--|-------------|
| Route-control installations, switching dependence of switches with light signaling | 1 switch | 0.02 |
| Overhead communications lines and STsB (excluding automatic-blocking lines) | 100 line-km | 0.15 |
| Long-distance cable lines | <u>100 strand pairs</u> km | <u>0.12</u> |
| Manual-telephone exchanges (including telephone sets) | 100-number switchboard | 0.6 |
| Dial-telephone exchanges (including telephone sets) | 100 numbers | 0.5 |
| High-frequency and low-frequency communications installations: | | |
| up to 3 channels | 1 set | 2.0 |
| from 3 to 8 channels | 1 set | 2.8 |
| more than 8 channels | 1 set | 3.0 |
| relay | 1 relay | 1.0 |
| Selective-communication apparatus: | | |
| control station, dispatcher communication | 1 circle | 0.2 |
| control station, line-track and station communication | 1 set | 0.07 |
| broadcast communication | 1 studio | 1.0 |
| Baudot telegraph equipment | 1 P [complete] set | 0.4 |
| Station and train radio communication | one radio set on the train, one radio set in the station | 0.1 0.2 |
| Broadcasting and announcement rediffusion stations (including loudspeaker and relay points): | | |
| up to 100 w | 1 amplifier | 0.5 |
| from 100 to 200 w | 1 amplifier | 1.0 |
| more than 200 w | 1 amplifier | 2.0 |
| Radio receivers | 10 receivers | 0.1 |
| Radio points | 1 radio point | 0.4 |
| Length of division | 100 km | 1.0 |

Category III includes divisions with less than 30 points.

Category II includes divisions with from 31 to 60 points.

Category I includes divisions having from 61 to 100 points.

The computed number of points according to the normatives given for STsB installations is increased according to the freight load of the sector being serviced. With a traffic density of from 60 to 100 pairs of trains on the sector serviced by the division, the number of points determining the extent to which the divisions are provided with STsB installations is increased by 15%, and with a traffic density of more than 100 pairs of trains, by 25%.

An example of computing the points in order to determine the category to which a division belongs is given in Table 3.

TABLE 3

| Equipment | Unit of measurement | Number of units | Number of points per unit of measurement | Total points |
|---|---------------------|-----------------|--|--------------|
| Automatic block system with steam and diesel traction | 1 km | 215 | 0.14 | 30.1 |
| Mechanical switch interlocking | 1 switch | 45 | 0.12 | 5.4 |
| Route-control installations and switching dependence of switches with light signals | 1 switch | 163 | 0.02 | 3.26 |
| Overhead communications lines and STsB (excluding automatic-blocking lines) | 100 line-km | 54.22 | 0.15 | 8.13 |
| Manual-telephone exchange with sets | 100 numbers | 5.90 | 0.6 | 3.54 |
| High-frequency and low-frequency communications installations: | | | | |
| up to 3 channels | 1 set | 2 | 2.0 | 4.0 |
| from 3 to 8 channels | 1 set | 1 | 2.8 | 2.8 |
| relay | 1 relay | 5 | 1.0 | 5.0 |

| [1] | [2] | [3] | [4] | [5] |
|--|--------------|-----|------|-------|
| Selective-communications apparatus: | | | | |
| control station, dispatcher communication | 1 circle | 3 | 0.2 | 0.6 |
| control station, line-track and station communication | 1 set | 2 | 0.07 | 0.14 |
| broadcast communication | 1 studio | 1 | 1.0 | 1.0 |
| Baudot telegraph equipment | 1 P/set | 4 | 0.4 | 1.6 |
| Station radiocommunication | 1 radio set | 7 | 0.2 | 1.4 |
| Broadcasting and announcement rediffusion stations: | | | | |
| up to 100 w | 1 amplifier | 3 | 0.5 | 1.5 |
| from 100 to 200 w | 1 amplifier | 1 | 1.0 | 1.0 |
| Radio receivers | 10 receivers | 54 | 0.1 | 5.4 |
| Length of division | 100 km | 215 | 1.0 | 2.15 |
| Total | - | - | - | 77.02 |
| Including for STsB installations | - | - | - | 38.87 |

The number of trains in the sector served by the division is 66 pairs. Consequently the number of points for STsB installations is to be increased by 15%, or by 5.83 points.

Thus this division has 82.25 points and must be included in Category I.

The categories and staffs of laboratories are established by the MPS.

Category I includes the laboratories of the following railroads: Oktyabor, Kalinin, Baltic, Southern-Western, L'vov, Moscow-Ryazan', Moscow-Kursk-Donbass, Moscow-Kiev, Gor'kiy, Northern, Southern, Donetsk, Stalino, Southern-Eastern, Northern-Caucasian, Ordzhonikidze, Transcaucasian, Kazan', Ufa, Kuybyshev, Orenburg, Tashkent, Sverdlovsk, Southern-Urals, Omsk, Tomsk, Turkestan-Siberian, Krasnoyarsk, Eastern-Siberian, and Transbaykal.

Category II includes the laboratories of the Kirov, Pechora, Belorussian, Odessa-Kishinev, Volga, Ashkhabad, Karaganda, Amur, and Far Eastern railroads.

The staff and salaries of workers in laboratories of the Moscow-Okrug and Southern-Sakhalin railroads are approved by the chief of the railroad.

The specific rates of payment for engineers, technicians, bookkeepers, and other accounting and bookkeeping workers which are indicated in Table 1 within the given limits are established in accordance with rates cited in the table of organization schedule approved for the division.

Workers at the MPS Central Communications Station are paid according to rates established for Category I divisions.

Workers for whom the wage rates are determined according to grades (electricians, mechanics) have their grades established by qualifying commissions which are guided by production and other specifications mentioned in the job requirements (see Appendix 1).

Qualifying commissions in the signaling and communications service are created to establish the grade of skill:

(a) for electricians and higher positions, at the level of signaling and communication service of the railroad:

(b) for other workers, at the level of chief of the signaling and communications division.

Workers who have passed the qualifying commission are given a special certificate (Appendix 2). For those who are graduates of technicians or technical schools the certificate showing the right to fill the position of electrician or mechanics is the diploma from the technicum

or a statement that the person has completed training courses to become an electrician (mechanics).

In order to determine the degree to which the worker has mastered his phase of the work and the quality of carrying it out, the worker can be tested on the job.

After the workers have their degree of skill and grade established, they must be given work in conformity with their grades and the corresponding wage rate is established for them.

If the grade to which the electrician or mechanics is assigned proves to be lower than that required for the particular work location (subdivision), and there is no other worker of the corresponding degree of skill, the worker is paid temporarily at the rate for the grade to which he is assigned, until he can increase his degree of skill and pass a test.

If an electrician or mechanic has passed a test and the qualifying commission has assigned him a higher grade than the one established for the working place (subdivision) which he is occupying or for the work that is being done, he continues to be paid at the wage rate established for the working place serviced by him, but he is a candidate for transfer to a working place (subdivision) corresponding to his degree of skill.

2. Paying of Bonuses to Workers of Signaling and Communications

Divisions

The statute on the paying of bonuses to directors and engineering and technical workers of railroads for fulfillment and overfulfillment of the state shipment plan and the net cost assignments stipulate for the workers of each service definite production indexes, for the fulfillment of which a bonus is paid.

For workers of signaling and communications divisions and of telegraph and telephone stations the principal index for the paying of bonuses is trouble-free operation of the signaling and communications installations.

The extent of the bonuses to workers of signaling and communications divisions is established according to the length of trouble-free operation. This is indicated in Table 4.

TABLE 4

| Job | Amount of bonus in percentage to salary, by months | | | | | | | | | | | |
|---|--|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| Chiefs of divisions and the Central Communications Station and their deputies: chiefs of shops at that station and their deputies | 7.5 | 7.5 | 7.5 | 11.25 | 11.25 | 11.25 | 15 | 15 | 15 | 18.75 | 18.75 | 18.75 |
| Engineers servicing long-distance telegraph, telephone, and radio communications: senior electrical mechanics: supervisors and engineers of automatic blocking, electrical and mechanical switch interlocking, and mechanized classification yards; chiefs of dial telephone exchanges; line and station electrical mechanics and their helpers | 3.75 | 3.75 | 3.75 | 7.5 | 7.5 | 7.5 | 11.25 | 11.25 | 11.25 | 15 | 15 | 15 |
| Senior workers under electricians, and communications and STsB mechanics | 7.5 | 7.5 | 7.5 | 15 | 15 | 15 | 22.5 | 22.5 | 22.5 | 30 | 30 | 30 |

The number of workers paid bonuses and the amount of the bonuses are obligatory for all signaling and communications divisions on the railroads and at the Central Communications Station of the MPS.

The paying of bonuses for trouble-free operation extends to workers in signaling and communications divisions who occupy corresponding jobs and who are assigned definite equipment, subdivision, or sector.

Division chiefs, their deputies, and division engineers receive a bonus for the trouble-free operation of the divisions as a whole; senior electrical mechanics and engineers working in production, for trouble-free operation of the sector being serviced.

A bonus for trouble-free work is paid to the workers in the form of an increasing percentage of additional pay added to their regular salary or tariff rate. The amount of additional payment (as shown in the scale) increases after every 3 months of trouble-free work. The increase in the amount of the bonus according to the scale reaches its maximum after 9 months of trouble-free work, after which the achieved maximum percentage of payment additional to the salary is kept for the entire subsequent period of trouble-free work.

The payment of bonuses for trouble-free work to workers occupying the job of electricians, senior electricians, and others which require the workers to pass a test first, is made only after they have passed that test.

For workers who do not have to pass a test before occupying the job the bonus is computed from the first month of work.

If there is any trouble or serious damage in the communications and signaling installations or any protracted breaks in the work, the workers servicing those installations receive no bonus for the particular month. Simultaneously with the loss of bonus for the particular month, depending on the reason for the accident or serious damage, the worker's length of uninterrupted trouble-free work can be cancelled or stopped.

In instances when workers are deprived of the bonus and the period of trouble-free work is cancelled, the bonus for the next month is computed in the amount stipulated in the increasing scale for the first month of trouble-free work.

But in instances when the worker is deprived of the bonus for a particular month but the length of trouble-free work is not cancelled, the next month's bonus is computed in the amount established for the preceding month.

The list of omissions and shortcomings in work for which workers are deprived of the bonus for accident-free work and have the length of trouble-free work cancelled is shown in Table 5.

TABLE 5

| Name of group of workers | Damages to installations, and omissions and shortcomings in work, for which workers are deprived of the bonus | Classification of trouble and damages causing the deprivation of bonus and the cancellation of the accident-free period |
|--------------------------|---|---|
|--------------------------|---|---|

I. Signaling and Communications Divisions

| | | |
|---|---|--|
| Division chiefs and their deputies, senior engineers, and engineers | 1. Trouble or serious damage in the division to communications, signaling, or blocking installations | Direct fault of the operating, repair, or administrative personnel |
| | 2. Allowing of protracted breaks in the work of mainline road, or dispatcher communications, or violation of the train traffic schedule | Direct fault of the operating, repair, or administrative personnel |
| Supervisors of automatic blocking, electrical and mechanical switch interlocking and mechanized classification yards, chiefs of dial telephone exchanges, senior electricians | Trouble or serious damage in the work of the appropriate shop or sectors being serviced, caused by violation of the Rules of Technical Operation and resulting in delay of train traffic and rupture of the schedule or a break in the work of mainline, road, or dispatcher communications for more than 20 minutes, or of other types of communication for more than 60 minutes | Direct fault of the operating, repair, or administrative personnel |

Line and station electricians and their helpers, mechanics and senior workers under electricians

Trouble or damage on their shift to sectors, machinery, or equipment serviced by them

Direct fault of the persons listed

II. Central Communications Station

Station chief and his deputies

Trouble, faults, or serious damage at the station which have caused breaks in the operation of mainline communications for more than 30 minutes, or of other types of communication for more than 60 minutes, or breaks in communication when carrying on selective-communications conferences

Direct fault of the operating, repair, or administrative personnel

Shop chiefs and their deputies

Trouble or serious damage in the appropriate shop which have damaged the mainline-communication and dial-telephone equipment in the shops being serviced, for more than 20 minutes, or line-cable equipment for more than 60 minutes, or breaks in communication when carrying on selective-communications conferences

Direct fault of the operating, repair, or administration personnel of the particular shop

Senior engineers, engineers, senior electricians

Trouble or serious damage in the sectors being serviced which have damaged the equipment being serviced or break in the work of mainline or road communications for more than 20 minutes, or other types of communication for more than 60 minutes, or breaks in communication when carrying on selective-communications conferences

Direct fault of the operating, repair, or administrative personnel

Electricians, mechanics, and senior workers of the MPS Central Communications Station are deprived of the bonus for the same short-comings in work as similar division workers working in the division.

In the event of trouble or damage for other reasons not indicated in this list the workers listed are deprived of the bonus for the particular month without the cancellation of their period of trouble-free work.

For trouble or serious defect, or protracted breaks in communications as the direct fault of the operating personnel, the persons directly responsible for the accident, as well as all the higher personnel to whom the worker is subordinate, are deprived of the bonus and the accident-free period. All the rest of the personnel on the shift or subdivision servicing the equipment on which the trouble or serious damage occurred are deprived of the bonus for the particular month without the period of trouble-free work being cancelled.

For trouble or serious defect occurring as the direct fault of the repair personnel or caused by failure to observe the repair specifications, to eliminate accident-creating situations or for reasons of defective repair, the electrician or mechanic in whose subdivision this occurred, as well as all the higher personnel to whom those workers are subordinated, are deprived of the bonus for the particular month and the trouble-free work period is cancelled.

The rest of the personnel on the shift or subdivision on which the accident caused by the repair personnel occurred are deprived of the bonus for the particular month but retain the period of trouble-free work.

The failure of workers to take steps to prevent the development of trouble or delay in eliminating the results of accidents is tantamount in all instances to operational trouble. In this instance the deprivation of bonuses is carried out the same as for an accident.

In cases of trouble or serious defect in some shop or subdivision as the fault of another shop or subdivision, the personnel of the first shop (subdivision) are deprived of the bonus for the particular month the same as for trouble for other reasons, and the corresponding personnel of the other shop (subdivision) are deprived of the bonus the same as for trouble as the direct fault of the operating (or repair) personnel.

For defective operation which has damaged the equipment being serviced but has not caused a break in communications or violation of the train traffic schedule, the person responsible for the defect is not paid the bonus for the particular month, but in the case of defective operation which has caused serious damage to the equipment, by order of the division chief (chief of the Central Communications Station) the person responsible for the defect can be deprived of the bonus and have his period of trouble-free work cancelled.

An obligatory condition for the paying of bonuses for trouble-free work is the excellent condition of the equipment and installations being serviced. If there are defects in the condition of the equipment being serviced, even though they are not major or in the event of violation of the rules for operating the installation or failure to observe the safety rules or to keep the working area clean, the worker is deprived of the bonus for trouble-free work for the current month completely or partially. The causes of deprivation of the bonus or reduction of it must necessarily be indicated in a written order issued by the division.

The paying of bonuses to supervisors -- division chiefs and their deputies -- for trouble-free work is carried out provided the net-cost plan has been fulfilled or the operating expenses have not been in excess of plan.

The workers named can be deprived of the bonus completely or partially for nonfulfillment of repair assignments within the established time limits.

For nonfulfillment of the plan for turning over ferrous-metal scrap, the amount of bonus paid those workers is cut by 25% and nonferrous-metal scrap, in an amount at the discretion of the chief approving the bonus.

Division chiefs and their deputies are paid in the amount of 75% of the bonus coming to them for each month, with the remaining 25% being paid after the expiration of the quarterly period, on the basis of the bookkeeping records concerning fulfillment of the net-cost plan or nonexceeding of operating expenses for the quarter.

If no overall wage fund has been saved no bonus is paid to supervisors or engineering and technical workers in signaling and communications divisions (since they operate on the principle of business accountability and receive bonuses according to the work results and the financial activity of the division as a whole).

Authorization to pay the bonus in this instance can be given only by the chief of the road, provided that the payment of the bonus does not exceed the right of the road to expend the wage fund for the road as a whole.

Workers in shops, subdivisions, and production sectors who are not responsible for the division's work and financial activity as a whole are paid the bonuses completely in the established amounts after a month has elapsed.

When bonuses are approved the division chiefs must use their right to reduce the bonuses or take them away completely from workers who, in their subdivision, sector, or shop, have incorrectly expended materials or the wage fund, or have had other derelictions in their work.

In the event of especially serious trouble in the divisions the division chief or the chief of the Main Signaling and Communications Administration of the MPS is given the right to refrain from paying the bonus for the particular month to all the personnel in the division and in individual cases, in addition, to deprive the persons directly

responsible for the trouble of the bonus for trouble-free work, for periods up to 3 months.

The bonuses are computed on the actual earnings according to the tariff rates for the total number of hours worked during the particular month. The bonus for trouble-free work is not computed on all other kinds of additional payments (for overtime, additional pay on the basis of individual contracts, longevity, travel pay etc).

An incomplete work month is included in the period of trouble-free work only provided that the worker has worked that month no less than half the number of work hours specified for him on the work schedule for the particular month.

When the worker is transferred to another subdivision or other job, or has other equipment assigned to him, the period of trouble-free work on his former job is retained, but the amount of the bonus is determined according to the scale established for the newly occupied job.

When a worker is transferred to other work for reasons of unsuitability or for violation of working discipline, he is deprived of the bonus for the particular month and loses his period of trouble-free work and the bonus subsequently is paid on a general basis.

The cancellation of bonuses because of trouble or defective operation must be carried out in exact conformity with the prepared documents concerning the investigation of the trouble and the defective-operation records.

The bonus for trouble-free work is paid after the results of the month's work are totalled, at the same time that the wages for the first half of the next month are paid.

TABLE 6

| No | Last name, first name, middle name | Job | Amount of bonus in percentage to salary | | | | | | | | | | | |
|----|------------------------------------|------------------|---|------|---|------|--|------|-------------------|-------|---------------------|--------------------|-------|-----|
| | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| 1 | Andreyev, Petr Stepanovich | Electrician | 3.75 | 3.75 | Deprived of bonus without cancellation of experience period | 3.75 | 7.5 | 7.5 | 5 (bonus reduced) | 11.25 | 7.5 (bonus reduced) | Leave | 11.25 | 15 |
| 2 | Borisov, Sergey Ivanovich | Installation man | 7.5 | 7.5 | 7.5 | 15 | Deprived of bonus with cancellation of experience period | 7.5 | 7.5 | Leave | 7.5 | 10 (Bonus reduced) | 15 | 15 |

Notes. 1. When a worker is deprived of the bonus there must be an indication of whether it is with or without cancellation of experience period.

2. Payment of a reduced bonus does not reduce the increase of the period of trouble-free work.

3. Leave (routine, sick) time is not taken into consideration when computing the period of trouble-free work.

In order to keep account of the period of trouble-free work that each worker has and to make the correct determination of the amount of bonus coming to the worker, each division must keep a special record (Table 6).

Engineering and technical workers and employees of signaling and communications divisions (Central Communications Station) who are not listed above and who have actively contributed to the fulfillment and overfulfillment of planned assignments are paid bonuses at the discretion of the division chief. No more than 25% of the entire sum of bonus actually paid to workers for the particular month in the jobs indicated in Table 4, with the exception of laborers, can be expended for this group of workers.

The amount of expenditure for bonuses within the limits of the indicated 25% is established by the division chief depending upon the availability of funds in the wage fund. The engineering and technical workers who are directly employed in production must be paid bonuses first and the paying of bonuses to workers of other organizations or services is not permitted.

Let us examine an example of determining the amount of bonus paid to a group of division engineering and technical workers and employees who are not listed in Table 4.

By order of the division chief, 28 persons (senior electricians, electricians, engineers, and other workers) are to be paid bonuses for October. The amount of the bonus is 3,968 rubles. In addition the road chief has given bonuses for October to the division chief (in the amount of 18.75% of salary) and the deputy division chief (in the amount of 15%) for a sum of 472.50 rubles, but the amount computed for them is 354.39 rubles after the deduction of 25% which is paid out on the basis of the work results for the quarter.

The total amount computed for the workers listed is 4,322.39 rubles. Twenty-five percent of that sum -- 1,080.60 rubles -- can be expended by the division chief in excess of that 4,322.39 rubles to pay bonuses to the remaining engineer-technical workers and employees in the division (engineers and technicians working in the division office, persons on duty to maintain communications, communications inspectors, chiefs of telegraph-telephone stations, electricians and senior electricians servicing radio-rediffusion stations, radio points on trains working in repair teams, personnel chiefs, accounting workers, telegraph operators, telephone operators, etc).

The division's chief (senior) bookkeeper is paid a bonus out of this sum on the recommendation of the division chief with the approval of the chief of signaling and communications service, with the necessary provision that high-quality account books are submitted at the proper time.

Workers of a road laboratory of signaling and communications can be paid bonuses out of the 25% sum of bonus paid to workers of the road administration.

Examples of Computing Bonuses for Signaling and Communications Workers

1. A division chief with a rate of 1,500 rubles has had a bonus for October in the amount of 18.75% of his salary approved by the road administration. How much should he be paid?

Answer: 18.75% of 1,500 rubles is 281.25 rubles, of which 75% or 211 rubles is paid immediately, and the remaining 25% or 70.25 rubles, is paid after receipt of the bookkeeping account books for the fourth quarter which confirm the fulfillment of the net-cost plan.

2. How much should an electrician receive if in October he worked 18 days (he was on leave the remaining days) and a bonus in the amount of 15% of his rate has been approved for him?

Answer: The electrician must receive the basic wages

$$\frac{740 \text{ (tariff rate)} \times 18}{26 \text{ (number of working days that month)}} = 512.35 \text{ rubles and}$$

the bonus of 76.85 rubles, or a total of 589.20 rubles.

3. How much of a bonus is paid to the remaining engineer-technical workers and employees in the division who are not listed in the basic list of workers to be paid bonuses?

Answer: For that group of workers there is no specific amount of bonus established. All that is fixed is the overall fund to be used for paying bonuses (25% of the sum of the bonus paid to the direct participants in the bonus system).

Within the limits of that fund, specific amounts of bonuses for each worker are established by the division chief in such a way that the amount of bonus for that group of workers does not exceed the bonus established for workers directly employed in production. The maximum amount of bonus cannot exceed 1.12 of the worker's job salary or tariff rate.

4. An electrician has not had any trouble or serious damage on the equipment which he is servicing, but a check has revealed that he failed to observe the technological process of servicing it and the state of the equipment is not considered to be excellent. Can the electrician receive a bonus and, if so, in what amount?

Answer: If the failure to observe the technological process of servicing has been of a systematic nature and the state of the equipment is rated as being neglected, the electrician is deprived of the bonus for the particular month in full, but without the cancellation of his period of trouble-free work.

If the failure to observe the technological process is of an accidental nature and the state of the equipment is acknowledged to be satisfactory or good the division chief can reduce the amount of bonus which is to be paid to the electrician for the particular month.

5. An electrician has violated the Rules of Technical Operation, but this has not resulted in any trouble. Can this affect his bonus?
Answer: In this instance the electrician is deprived of his bonus for the particular month without the cancellation of his period of trouble-free work.

6. Communications lines in the division were damaged as the result of ice formation. As a result of the management's failure to take the proper steps, the amount of damage was increased and the reestablishment of the communications lines took a long time. Will the division workers receive a bonus and, if so, how much?

This incident must be considered tantamount to trouble at the fault of the operating personnel, and all those responsible for it are deprived of the bonus and have their period of trouble-free work cancelled.

7. A repair crew repairing communications lines has broken (joined) a line, as the result of which there was a break in communications. How must this affect the bonus paid to the operating workers?

Answer: The crew of the electrician in whose subdivision this incident took place, and the senior electrician responsible for the subdivision are deprived of the bonus for the particular month, but without cancellation of the period of trouble-free work.

The problem of depriving the division management partially or completely of the bonus is decided by the chief of the service on the

basis of the duration and number of breaks in communications.

8. An electrician working in a line-apparatus room has caused trouble that has interrupted mainline (or road) communication for 42 minutes. Who must be deprived of the bonus in this instance?

Answer: The electrician who is directly responsible for the accident, the senior electrician (shift supervisor), and the division management are deprived of the bonus for the particular month and have their period of trouble-free work cancelled; all other workers on that shift are deprived of the bonus for the particular month without the cancellation of the trouble-free period.

9. Does a deputy division chief have the right to receive a bonus if there has been no trouble in the division, but the division has not fulfilled the repair plan or has had excessive operating expenses?

Answer: No, he does not, since the deputy, along with the chief is responsible for overexpenditure of operating funds and for non-fulfillment of the plan for repair operations.

10. Can the division's chief (senior) bookkeeper be paid a bonus if the management is deprived of the bonus?

If the division management is deprived of the bonus because of trouble or serious damage in the division, but the operating expenses have not been excessive, plans have been fulfilled, economical methods are employed and the account books are submitted promptly and in good order, the chief (senior) bookkeeper can be paid a bonus.

3. Paying Workers with Nonstandard Work Day for Fulfillment of Operations Outside of their Regular Duties

Electricians and mechanics who fulfill (by way of filling out their work time) operations which are outside of their regular duties --

such as capital-repair, restoration, or new operations -- are paid more than the job salary.

Payment must be made at piecework rates or for a group of operations, with the cost of the operations being determined on the basis of norms, piecework rates, and estimate which are in effect.

The fulfillment of subsidiary operations by way of filling out work time can be authorized by the division chief only for subdivision workers who keep their installations in good order and who have mastered advanced work methods, and also provided the division has special funds at its disposal for these operations.

This principle can be applied in exceptional instances, when in order to fulfill subsidiary operations, it is necessary to have highly-qualified workers and these operations cannot be assigned to workers on the nonoperational staff, but the workers called upon to fulfill these operations cannot be spared from the fulfillment of their principal duties.

When concluding with electricians and mechanics labor agreements for the fulfillment of operations to install new equipment or carry out capital repair, which operations are not included in their regular duties, the division management must take special care to check and require that the workers fulfill their basic duties in maintaining communication and STsB installations in the subdivisions being serviced.

If a worker fulfills new operations or capital repair not by way of filling out his work time, but full-time, without doing his basic work, the operations are paid for on the basis of a statement, and his monthly tariff rate for wages in his basic work is reduced by the appropriate number of work hours during which the worker did not fulfill his regular duties.

This principle extends only to electricians and mechanics and does not envisage similar assignments for senior electricians or engineers in the divisions.

In some instances when roads are installing new equipment (dial telephone system, high-frequency current apparatus, etc), which requires the skills of technicians and engineers, it is possible to include in these operations senior electricians and engineers, concluding individual labor agreements with them and keeping them in their principal duties. The authorization of the road management concerning the concluding of these agreements must necessarily be received and strict check must be provided to assure that these workers are carefully carrying out their basic duties.

4. Additional Payment for Servicing Doubled Subdivisions

Additional compensation for workers in a crew servicing doubled subdivisions is paid in the amount of not more than 50% of the saving actually effected in the wage fund as a result of freeing manpower.

The amount of payment to crew members is approved by the chief of the signaling and communications service on the recommendation of the division chief.

The authorization to service a doubled subdivision is given by the chief of the road's signaling and communications service on the recommendation of the division chief.

The principal conditions necessary for obtaining this authorization are:

excellent state of the equipment in the electrician's basic subdivision, as determined by the division chief by a check which is formalized by document;

absence of trouble or damage in the subdivision as the fault of the electrical mechanic for no less than 3 months.

If periodic checks reveal that the state of the equipment in the doubled subdivision is becoming worse or accidents or damage are being caused by the servicing crew, the established additional payment is not paid to the crew members for the particular month; the division chief must report to the chief of the service concerning the state of the equipment in the doubled subdivision and receive another authorization to have the electrician~~mechanic~~ service a doubled subdivision in the future.

5. Paying Workers Employed in Repair Operations

Workers in the current-maintenance crew (who constitute the basic nucleus of the emergency repair crew) and workers in the division shops are paid as follows:

(a) electricians, mechanics, and ST&B fitters (working in the crew or the division shops) -- at rates given in Section I, Table 1:

(b) senior communication workers and communication workers in the current-maintenance crew, and fitters, lathe-operators, smiths, carpenters, and other workers in division shops -- at tariff rates.

The amount of rates for workers in divisions is determined on the basis of the category to which the junction or station where the division office is located, belongs (the tariff rates according to categories of junctions and stations are given in Section III, "Payment of Workers of Road Electrical-Engineering Repair Plants and Shops").

The tariff grades for workers are determined in accordance with the job requirements given in the reference book showing tariff rates for specialties of workers in railroad plants, roundhouses, and shops.

The workers in repair crews carrying out operations involving medium or capital repair of communications lines are paid according to the tariff table and the rates of construction workers. With the piecework system of payment use is made of the Yedinyye normy i rastsenki na stroitel'stvo, rekonstruktsiyu i remont telegrafno-telefonnykh liniy i provodov [Uniform Norms and Piecework Rates for Construction, Modernization, and Repair of Telegraph-Telephone Lines].

Workers carrying out operations involving the capital repair of signaling, interlocking, and block-system equipment, are paid according to the tariff table and the rates of construction workers and construction-worker/metal-workers depending upon the nature of the work done. With the piecework system of payment use is made of the individual-output norms and the piecework rates from Sbornik vedomstvennykh norm vyrabotki i rastsenok po stroitel'stvi i montazhu ustroystv signalizatsii, tsentralizatsii i blokirovki na zheleznodorozhnom transporte [Collection of Departmental Individual-Output Norms and Piecework Rates for the Construction and Installation of Signaling, Interlocking, and Block-System Equipment in Railroad Transport].

When operations are being carried out in the division which are not indicated in the collections or with a work program not corresponding to that envisaged in the collection, individual output norms and piecework rates are worked out for the division and, as temporary ones, are approved by the division chief. Check on the accuracy of these norms is carried out by the signaling and communications service and by the department of labor, wages, and safety measures of the road administration.

In capital repair and medium repair operations, as well as new operations, it is also possible to use, in addition to the state piecework system of payment, the group system of paying for labor.

The organization of operations and the payment of labor with the group system are effected as follows.

The crew of workers is given as a group all the operations which must be carried out on the particular sector, kilometer, station, etc.

First the division administration, along with the representative of the crew to which the work is being given, inspect the planned sector and draw up an exact list of the operations to be carried out.

According to the list which is drawn up, and with the individual-output norms and piecework rates as a guide, the group cost of the entire operation is determined and this is indicated in the task requisition.

The task requisition with the list of operations, their cost and the deadline for completion is made clear to the crew of workers before the work begins. Settlement with the crew is made after the work has been accepted. The group earnings are distributed among the crew members in accordance with the tariff rates for each member of the crew and the time actually worked.

Example: A repair crew made up of 18 persons, including an electrician with a monthly wage rate of 640 rubles, 3 Grade-4 senior workers with a monthly tariff rate of 415 rubles, 9 Grade-III workers with a tariff rate of 390 rubles, and 5 Grade-II workers with a tariff rate of 355 rubles have carried out work with a total cost of 9,720 rubles. They worked the whole month, with the exception of 2 Grade-III

workers, of whom one was sick for 2 days and the other for 4 days, and also a Grade-II worker, who was sick one day. When calculating the group wages for these workers, the following tariff rates are used: for the Grade-III worker who was sick 2 days,

$$\frac{390 \times 23}{25 \text{ (No of work days in the particular month)}} = 358.80 \text{ rubles}$$

for the worker who was sick 4 days, 327.60 rubles; and for the Grade-II worker who was sick one day, 340.80 rubles.

Thus the total wages of the 18 persons according to tariff rates is 640 rubles + 1,245 rubles + 3,416.40 rubles + 1,760.80 rubles = 7,062.20 rubles. The total earnings for the crew are 9,720 rubles which in proportion to the wages according to tariff rates comes to

$$\frac{9,720 \times 100}{7,062.2} = 137.6\%$$

The wages for individual members of the crew will be: electrician,

$$\frac{640 \times 137.6}{100} = 880.64 \text{ rubles}$$

senior laborer,

$$\frac{415 \times 137.6}{100} = 571.04 \text{ rubles etc.}$$

With the aim of correct accounting and distribution of wages, workers employed in operations being carried out as a group should not be transferred to other operations until the group operations are completed.

No additional payment is made to re-do operations which are to be paid for by the group system, but which have not been accepted because the crew has not carried them out satisfactorily.

6. Additional Payment for Travel Expenses

There are many workers in signaling and communications divisions whose regular work requires them to travel about or is carried out en route.

The statute in effect concerning the procedure and amount of reimbursement for expenses to line workers of railroad transport on official trips within the confines of the sectors serviced by them, and workers whose regular work requires them to travel about or is carried out en route, stipulates according to the following procedure.

(a) The traveling nature of the work of radio electricians servicing radio points on trains is not considered detached duty but to compensate for their additional expenses they are paid per diem at the rate of 3% of their salary (but no more than 26 rubles a day) when servicing trains made up of SVPS [spal'nyy vagon pryamogo scobshcheniya -- through sleeping car] requiring more than 6 days for the round trip: if the round-trip time of these trains is less than 6 days, the electricians receive per diem at the rate of 1/45 of their salary. The payment of per diem to radio electricians is made for each calendar day of the trip, when the trip on the day of departure and the day of arrival comes to more than 24 hours: in instances when the trip lasts less than 24 hours, irrespective of whether it was made on one or 2 calendar days, payment of per diem is made for one day.

Radio electricians servicing passenger trains (other than SVPS and suburban trains) are paid per diem, instead of payment by kilometer, in the amount of 1/60 of salary.

The time during which the radio electricians are on the trip is calculated from the moment the train leaves the station where it was made up, to the moment the train arrives back at the same station.

(b) The carrying out of operations by the following workers away from the place of assignment is not considered detached duty:

communications inspectors, guard foremen, and senior electricians for STsB and communications within the division limits, sector STsB fitters, and traveling cashier-paymasters. To compensate for the expenses incurred by their absence from their permanent residence, these workers are given an additional payment in the amount of 1.5% of the monthly salary (rate), but no less than 5 rubles or no more than 13 rubles a day.

Additional payment for the workers named is made on the basis of the actual number of days the trip took, with the day of departure and the day of return considered as one day.

Payment of per diem in the indicated amounts is made for senior electricians servicing within the limits of the division, sectors assigned to them. Trips must either be previously planned for in the monthly work schedules for senior electricians or carried out by special order of the division chief. An itinerary signed by the division chief must be issued for each trip.

Examples: 1. A senior electrician left his sector at 0830 hours on 21 April and returned at 1920 on the same day, spending 10 hours and 50 minutes in the trip. Insofar as the senior electrician returns from the trip of the same day, he receives no additional pay.

2. A guard foreman went out to the line at 1020 hours on 20 April and returned from the trip at 0830 on 21 April, that is, spent 22 hours and 10 minutes on the line during 2 calendar days. He must be paid additional payment for one day.

(c) Permanent workers who are employed in repairing signaling and communications equipment, installation men, and electricians assigned to repair crews, drivers in signaling and communications divisions, and permanent workers of repair crews and emergency repair

crews receive, instead of per diem, an additional payment in the amount of 20% of the piece work earnings (for pieceworkers) or the tariff rate (for workers paid by the hour, etc).

The fixed 20% additional payment is paid only to those permanent workers of repair crews, crews to carry out labor-consuming operations, and workers in communications emergency repair crews who make systematic trips within the limits of the division. In a communications division these workers can include permanent workers of repair crews and emergency repair crews who make an average of no fewer than 10-12 trips a month.

Workers are included in this group by order of the chief of the signaling and communications division with a corresponding remark in the record books. These workers are paid the fixed 20% additional payment every month, irrespective of the number of trips in the particular month.

Permanent workers in subdivisions (electricians, mechanics and senior workers) who are temporarily assigned to work with repair crews or emergency repair crews are paid the 20% additional payment only for the time that they work with the repair crews or emergency repair crews outside the limits of their own working sector.

The fixed 20% additional payment is paid to drivers of railway motorcars and their assistants, regardless of whether or not they work with repair crews.

(d) Official trips made by the following workers within the limits of the sectors, divisions, or subdivisions being serviced are not considered official detached duty and are not compensated for by per diem: engineers, technicians, chiefs of signaling and communications divisions, their deputies and assistants, and chief (senior) bookkeepers within the limits of the division line electricians, mechanics,

and senior workers within the limits of the subdivision (sector).

(e) In the event that housing is not provided free to the workers mentioned in paragraphs (b) and (d), they are reimbursed expenses to rent housing in the amount of 5 rubles a day.

When these workers submit the paid bills for the rental of housing which have been issued by state or public institutions or enterprises, it is permissible to pay the actual expenses incurred, but not more than the established norms.

(f) The limits of the service areas for workers whose work requires them to make trips within the division are established by division chiefs in coordination with the RAYPROFISOZh [rayonnyy komitet professional'nogo soyuza zheleznodorozhnikov -- Rayon Committee of the Railroad-Workers Trade Union].

(g) Trips which workers in other jobs make on the order of the division chief, even though they are within the limits of the division, are considered to be official detached duty and during the trips per diem is paid on a general basis.

II. PAYING WORKERS EMPLOYED AT TELEGRAPH AND TELEPHONE STATIONS

1. Wage Rates

For telegraph operators and telephone operators employed at telegraph and telephone stations, monthly wage rates are established according to the category to which the divisions belong.

Examples of wage rates are given in Table 7.

TABLE 7

| Job | Wage rates, in rubles per month, for divisions in | | |
|---|--|----------------|-----------------|
| | Category I | Category II | Category III |
| Telegraph operator, high-speed systems: monitoring radio and telegraph operator: | | | |

| | | | |
|--|---|-----|-----|
| Grade I | 575 | 525 | 475 |
| Grade II | 500 | 450 | 410 |
| Morse telegraph operator, telegraph operator, message center clerk, acceptance clerk, and telephone operator, intercity station: | | | |
| Grade I | 500 | 450 | 425 |
| Grade II | 450 | 410 | 385 |
| Telephone operator, local station: | | | |
| Grade I | 450 | 425 | 410 |
| Grade II | 410 | 385 | 360 |
| Senior telegraph operator and telephone operator | 20% more than the wage rate of the corresponding telegraph and telephone operators, Grade I (rate is taken with the 1946 increase) | | |
| Crew chief, senior telegraph operator or telephone operator on shift | Paid at the highest rate (without the 1946 increase) received by a telegraph operator or telephone operator on shift with corresponding degree of skill, plus 20% | | |

The wage rate established for chiefs of telegraph and telephone station at road administrations is 840 rubles, and at road departments, 740-840 rubles.

For subsidiary workers, messengers, and typist copy clerks, the rates are established on the basis of the locality where they are working (Table 8).

TABLE 8

| Job | Far North and equivalent localities | Vladivostok, Khabarovsk, Stalinabad, Ashkhabad, and other equivalent localities | Moscow, Leningrad, and other equivalent localities | Republic, kray, oblasts and other okrugs and industrial areas | Rayon centers and rural localities |
|-----|-------------------------------------|---|--|---|------------------------------------|
| [1] | [2] | [3] | [4] | [5] | [6] |

| [1] | [2] | [3] | [4] | [5] | [6] |
|--|-----|-----|-----|-----|-----|
| Subsidiary workers and technical-custodial workers at telegraph and telephone stations: | | | | | |
| Grade I | 390 | 360 | 320 | 290 | 260 |
| Grade II | 350 | 320 | 290 | 260 | 240 |
| Messengers: | | | | | |
| Grade I | 420 | 390 | 350 | 310 | 260 |
| Grade II | 360 | 330 | 300 | 270 | 240 |
| Typist/copy clerks: | | | | | |
| Grade I | 480 | 430 | 390 | 350 | - |
| Grade II | 420 | 390 | 350 | 310 | - |
| Grade III | 390 | 360 | 320 | 290 | - |

Notes. 1. The wage rates include the increases established in 1946 as a result of the slight increase in ration prices.

2. The rates shown in Table 7 (not counting the 1946 increases) are increased by 10% on roads in the Far East, the Pechora Railroad (not counting the sector Kirov-Kotlas (exclusive)), and the Karaganda Railroad; 50% for the sector Kozhva-Vorkuta on the Pechora Railroad; and on the Krugobaykal sector of the Eastern-Siberian Railroad, 20%, and the Southern-Sakhalin Railroad, 50% more than the rates for the Far Eastern Railroad (for example of computing the rates, see Section 1).

2. Determining the Grade and Pay of Other Workers at Telegraph and Telephone Stations

The grades for telegraph operators, telephone operators, subsidiary personnel, messengers, and typist/copy clerks are established in conformity with the job requirements given in Appendix 1.

Workers for which the job requirements are not indicated in Appendix 1 are paid according to the following wage rates.

(a) Those carrying out operations involving the stamping and stitching of message blanks, internal delivery, and collection of telegrams -- at rates of subsidiary workers, Grade II.

(b) Baudot acceptance clerks (pasters) who are able to operate high-speed equipment -- at rates of telegraph operators, high-speed systems. Those unable to transmit -- at rates of subsidiary workers; these acceptance clerks are obliged to study and to pass a baudot-telegraph-operator test.

(c) Record-position telephone operators -- at rates of telephone operators, intercity stations.

(d) Information-desk telephone operators -- at rates of telephone operators, local telephone stations.

(e) Monitoring telephone operators, dial telephone exchanges -- at rates of telephone operators, local telephone stations, Grade II.

(f) Drivers of railway motorcars and motor vehicles are paid at wage rates and by systems approved for the particular railroad junction or region.

Specific wage rates for workers are established in accordance with the grade of skill they possess, as determined by a qualifying commission.

Qualifying commissions are created under the chief of the signaling and communications divisions.

Workers are assigned to the appropriate grade, or transferred from a lower to higher grade, by the division chief on the basis of the findings of the qualifying commission.

When establishing grades the qualifying commissions are guided by the production and other criteria indicated in the job descriptions.

In order to determine the degree of skill taking into consideration the speed and quality of work fulfillment by individual groups of workers (telegraph operators telephone operators, and others) a test is held in a production situation with a sufficient work load for no more than one work day without any idle time. The test is accompanied by a thorough check of work quality.

After the degree of skill and the grade are determined, the workers must be given assignments in accordance with those grades and the corresponding rates must be established for them.

If a worker occupies an assignment but has a grade of skill lower than that required for the particular assignment, and there is no other candidate of the proper degree of skill, the worker temporarily, until he can increase his degree of skill to a point that will guarantee the fulfillment of the norms established for the particular work is paid at the rate of the grade to which he is assigned. If the qualifying commission gives a worker a grade higher than that established for the job that he is filling, that worker is paid at the wage rate established for the job that he is filling, but he must be transferred to a job corresponding to his degree of skill.

Examples. 1. When tested, a morse telegraph operator had an individual output established for Grade II but he is filling a job requiring the skill of Grade I because of the volume of work. If it is impossible to replace him, the worker can temporarily fill the job, but since he is not fulfilling the norm of Grade I, he must be paid at the Grade-II rate.

2. When tested by a qualifying commission, a morse telegraph operator received Grade I but he is occupying a job requiring the skill of a Grade II because of the volume of work. The particular worker must be considered as a candidate to occupy a Grade I job, but until he is transferred he is paid at the Grade-II rate.

3. By way of increasing his degree of skill, a morse telegraph operator has learned how to operate high-speed baudot equipment, and after receiving the qualification of a baudot telegraph operator, has begun to be used (in addition to his work on the morse equipment) on the baudot equipment; in this instance he must have a wage rate established for him as a telegraph operator, high-speed systems.

4. A shift has a Grade-II morse telegraph operator and a Grade-II baudot operator, with the senior one of the shift with respect to qualification being the morse telegraph operator. He does not know how to operate the baudot equipment. The wage rate for the telegraph operator who is senior on the shift is established in this instance at a rate 20% lower than the rate of the Grade-II morse telegraph operator.

In this instance the senior man on the shift is obliged, as soon as possible, to learn how to operate the baudot equipment, and after passing a test he must be given a wage rate 20% higher than the rate of the baudot operator, Grade II.

5. A shift has morse operators, Grade I and II, and a baudot operator, Grade II. The maximum rate for telegraph operator on the shift is 450 rubles, or without the 1946 increase, 350 rubles; the person who is senior man on shift in this instance must receive 350 rubles + 70 (20%) = 420 rubles, plus 100 rubles (1946 increase), or a total of 520 rubles. But the senior telegraph operator at that station

will receive wages 20% higher than the rate for baudot operator Grade I, or 425 rubles (without the 1946 increase) plus 85 rubles (20%), or 510 plus an additional 90 rubles (1946 increase), or a total of 600 rubles.

6. Telegraph operators and telephone operators at telegraph and telephone stations occupy 2-3 jobs when there is an insufficient workload they operate baudot and morse apparatus, operate the telephone switchboard at the same time that they are operating the telegraph equipment, accept and write out telegrams, etc.

The fulfillment of these operations does not constitute filling several jobs simultaneously, but filling one job made up of several duties, and no additional payment is made for this.

In such instances a worker is paid at the highest rate established by the table-of-organization payroll for the jobs whose duties he is fulfilling. For example a morse operator operating baudot equipment is paid at the baudot-operator rate; when handling the telephone switchboard and morse apparatus -- at the rate of morse telegraph operator.

If there are no breakdowns, accidents at the fault of the drivers, or other instances of production fault, and if the current repair is carried out at the proper time, drivers of railroad motorcars are paid a bonus each month in the amount of 22.5% of the tariff rate.

The bonus for trouble-free work is paid to drivers of railroad motorcars in full, regardless of the number of hours that the motorcar has been in use, provided all the conditions for the paying of the bonus are met.

**III. PAYING WORKERS IN ROAD ELECTRICAL-ENGINEERING REPAIR
PLANTS AND SHOPS**

Wage rates

The following monthly wage rates have been established for workers in road electrical engineering repair plants and shops (Table 9).

TABLE 9

| Job | Wage rates in rubles for plants and shops in | | |
|--|---|-------------|--------------|
| | Category I | Category II | Category III |
| Chiefs of road electrical-engineering repair shops | 1,300 | 1,000 | 880 |
| Chiefs of subshops and departments at road shops | 930-1000 | 830-980 | 740-880 |
| Foremen at road shops | 690-790 | 640-740 | 600-690 |
| Senior engineers | 1,000 | 980 | 880 |
| Engineers | 830-930 | 790-880 | 790 |
| Technicians and technician norm-fixers | 600-690 | 550-640 | 500-600 |
| Control norm-fixers | 880 | 830 | 790 |
| Economists | 690-790 | 640-740 | 600-690 |
| Chief bookkeepers | 950 | 930 | 790 |
| Deputy chief bookkeepers | 10-15% less than the salary of chief bookkeeper | | |
| Senior bookkeepers | | 740-640 | |
| Bookkeepers | | 600-500 | |
| Cashiers | | 500-450 | |
| Senior accountants | | 450-410 | |
| Senior statisticians | | 450-410 | |
| Accountants, piecerate-fixers | | 425-385 | |

Note. The wage rates include the increases established in 1946 as a result of the slight increase in ration prices.

Category I includes all road electrical engineering plants and shops on the following roads: Oktyabr, Northern [Severnoy], L'vov, Sverdlovsk, Omsk, Transbaykal, Far Eastern, Belorussian, Kalinin, Moscow-Kursk-Donbass, and Southern-Urals.

Category II includes shops on the roads: Ordzhonikidze, Southern-Western, Southern-Eastern, Northern-Caucasian, and Kazan. Category III includes shops on the roads: Amur, Ashkhabad, Tashkent, and Turkestan-Siberian.

The category to which new shops belong is determined by the volume of their operation. The procedure of changing the category to which road electrical engineering shops belong is the same as for signaling and communications divisions.

The wage rates for accounting workers, with the exception of chief bookkeepers, are uniform for enterprises in all categories but they have from and to limits which make it possible, when approving specific salaries, to take into consideration the volume of work and the worker's degree of skill.

For fulfillment and overfulfillment of the state shipment plan and net-cost assignments, the following workers of road plants and shops are paid bonuses: plant and shop chiefs and their deputies, chief (senior) bookkeepers, chiefs (senior engineers) of machine and production-and-planning departments, chief of the hiring and firing department, control norm-fixers, senior engineers for labor, and foremen.

Indexes for the paying of bonuses to workers of road plants and shops are the fulfillment and overfulfillment of monthly production plans according to specification and assignments to reduce net costs.

The amount of the bonus paid to workers in road shops is shown in Table 10.

TABLE 10

Amount of bonus, in percentage to job salary for workers in enterprises of

| Job | Group I | | Group II | | Group III | |
|---|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|
| | for plan fulfillment | for each % of plan overfulfillment | for plan fulfillment | for each % of plan overfulfillment | for plan fulfillment | for each % of plan overfulfillment |
| Chief of road plants and shops | up to 27.75 | up to 3 | up to 22.5 | up to 2.25 | up to 16.5 | up to 1.5 |
| Chief engineer, deputy chief of road shops, chief (senior) bookkeeper | up to 22.5 | up to 2.25 | up to 16.5 | up to 1.5 | up to 11.25 | up to 1.125 |
| Chiefs, senior engineers of machine and production-and-planning departments, senior engineers for labor, control norm-fixers, shop foremen, chiefs of hiring and firing departments | up to 15.5 | up to 1.5 | up to 11.25 | up to 1.5 | up to 11.25 | up to 1.125 |

The bonus for fulfillment and overfulfillment of monthly plans is paid on the basis of the work results during the month, according to the data of statistical records, in amounts up to 75% of the established amounts of bonus (with the exception of shop foremen). Twenty-five percent of the bonus is paid on the basis of the data of bookkeeping records for the quarter concerning the fulfillment of the plan and assignments for lowering net cost.

Bonuses are approved after examining the results of work during the month:

for chiefs of road electrical-engineering repair plants and shops, deputies, and chief engineers -- by the chief of the road on the recommendation of the road commission;

for chief (senior) bookkeeper -- by the chief of the signaling and communications service;

all other engineer-technical workers and employees -- by shop chiefs.

Workers of road electrical-engineering plants and shops are paid bonuses for saving electrical and thermal power.

The total amount of the bonus computed for the month on the basis of all current statutes on bonuses (not counting bonuses in connection with the All-Union Socialist Competition) must not be more than 1.12 times the worker's monthly salary.

Engineer-technical workers and employees of road electrical-engineering repair shop who are not listed above and who have actively contributed to the fulfillment and overfulfillment of planned assignments are paid bonuses at the discretion of the shop chiefs.

The amount of funds expended to give bonuses to this group of workers cannot exceed 25% of the total amount of the bonus actually paid for the particular month to workers who are the principal participants in the bonus system.

The following monthly wage rates have been established for workers of road electrical engineering shops and division signaling and communications shops (Table 11).

TABLE 11

| Name of trade | Monthly wage rate in rubles for junctions included in category | | |
|--|--|-----|-----|
| | I | II | III |
| Fitters and workers in other trades who are employed in cold operations in road shops and who have tariff grades: | | | |
| I | 330 | 305 | 285 |
| II | 355 | 330 | 305 |
| III | 390 | 360 | 330 |
| IV | 415 | 390 | 360 |
| V | 465 | 425 | 400 |
| VI | 530 | 480 | 440 |
| VII | 600 | 545 | 500 |
| VIII | 690 | 625 | 550 |
| Smiths, hammer operators, electric-gas welders, brass workers, and workers in other trades who are employed in hot operations in road shops and who have tariff grades: | | | |
| II | 380 | 350 | 325 |
| III | 410 | 385 | 350 |
| IV | 445 | 410 | 385 |
| V | 500 | 460 | 420 |
| VI | 575 | 520 | 475 |
| VII | 640 | 590 | 540 |
| VIII | 740 | 680 | 620 |

Notes. 1. The monthly rates shown include the increases established in 1946 as a result of the slight increase in ration prices.

2. The workers of road electrical engineering plants and shops who are paid according to the scale for hot shops include: storage-battery men, employed in cleaning, charging, and repairing storage batteries; cupola furnace operators, punch operators, and cleaners in casting operations, and pourers of cast metal and storage-battery lead plates; boiler makers, riveters, smiths, and hammer operators; hammer machinists; brass workers, tinsmiths, and solderers, nickel-platers, and chrome-platers; spring makers; sandblasters, workers for cleaning castings with emery wheels, and welders.

The tariff grades for workers of road electrical engineering and division shops are established in conformity with the wage-rate reference book.

Workers at road electrical engineering plants and shops who are employed in operations which are susceptible to accurate accounting and norm fixing are paid by the piecework system.

The reexamination of individual norms and piecework rates is carried out by order of the chief of the plant or shop in instances when:

- there is a change in the technological process;
- new equipment or attachments are introduced;
- efficiency-expert measures are being carried out; or
- temporarily established norms are in effect.

When determining piecework rates it is necessary always to proceed from the grade established for the particular operation (not from the grade of the worker carrying it out) and the time norm, which is expressed in hours and minutes.

Hourly wage rates (rounded off to the nearest 0.1 kopek) for determining piecework rates are established by dividing the monthly rates by 204.8 hours (for workers with an 8-hour workday). In order to obtain the daily rate the hourly rate is multiplied by 8.

For workers who have a shortened workday of 7 hours because of hazardous duty, the monthly rate is divided by 179.2, and for a 6-hour workday, by 153.6 hours.

In order to pay for flat-rate hours of work, an incomplete month of work, idle time, or additional payment for overtime, the hourly wage rate is determined by dividing the monthly rate by the norm for the hours of work in the particular month.

The earnings for group or crew piecework are determined in proportionate to the tariff rate for crew workers, crediting them that month with the time actually worked.

Example. A crew consisting of 4 persons earned 2,650 rubles in the particular month. The crew is made of one fitter, Grade VII; 2 fitters, Grade V; and one laborer, Grade III. The Grade-VII fitter, one Grade-V fitter, and the Grade-III laborer worked 208 hours each, and the other Grade-V fitter worked 184 hours.

The monthly tariff rate for the Grade-VII fitter is 600 rubles; Grade V, 465 rubles; the Grade V with 184 hours, 411 rubles; and the Grade-III laborer, 390 rubles, or 1,866 rubles for the crew as a whole.

The payment on the basis of piecework rates is 2,650 rubles and the earnings of each member of the crew, in proportion to the earnings according to the tariff rates, are $(2,650 : 1,866) \cdot 100 = 142\%$. Consequently, the Grade-VII fitter is credited with

$$\frac{600 \cdot 142}{100} = 852 \text{ rubles;}$$

the Grade-V fitter who worked the entire month

$$\frac{465 \cdot 142}{100} = 660.30 \text{ rubles;}$$

the Grade-V fitter who worked 184 hours

$$\frac{411 \cdot 142}{100} = 573.62 \text{ rubles;}$$

and the Grade-III laborer

$$\frac{390 \cdot 142}{100} = 553.80 \text{ rubles.}$$

Pieceworkers are paid for idle time by computing the tariff rates according to the tariff grades established for them. Idle time which is the fault of the worker is not paid for; if the idle time is not the fault of the work, the payment is 50% of the tariff rate.

IV. PAYING WORKERS OF SIGNALING AND COMMUNICATIONS

SERVICES OF ROAD ADMINISTRATIONS

The following job rates have been established for workers in signaling and communications services.

| | No of rubles |
|---|--------------------------------------|
| Chiefs of road services, Group I | 2,200 |
| Same, Group II | 1,900 |
| Deputy chiefs of services | Rate 15% lower than rates for chiefs |
| Department chiefs and assistant chiefs of services for cadres | 1,100-1,300 |
| Sector, unit, and group chiefs, senior engineers, and senior inspectors | 980-1,000 |
| Engineers, inspectors, senior economists, senior planners | 790-880 |
| Senior technicians, economists, and planners | 640-740 |
| Technicians | 550-640 |

The wage rates for workers in signaling and communications services of each road are established according to the road administration's table of organization, which is approved by the Minister of Railroads USSR.

Changes in the job titles on the table of organization and changes in the wage rates can be made only on the authorization of the Minister of Railroads.

Paying of Bonuses to Administrative and Engineer-Technical Workers in Signaling and Communications Services of Road Administrations

Administrative and engineer-technical workers of signaling and communications services in road administrations are paid bonuses for excellent maintenance of the signaling and communications equipment, guaranteeing train traffic in the amounts assigned, provided the repair-operations plan has been fulfilled and the established expenses for operations and repair have not been exceeded.

For fulfillment of these indexes, the following are paid bonuses: the chief of the services, his deputy, chief engineer, department chiefs, chief bookkeeper, senior engineer for labor. (Senior bookkeepers are paid a bonus for submitting good-quality account books promptly.)

The amount of bonus is indicated in Table 12.

TABLE 12

Amount of bonus, in percentage to job salary, for workers on roads which, for purposes of bonus payment, are included in groups

| Name of job | I | | II | | III | |
|---|----------------------|---|----------------------|---|----------------------|---|
| | For plan fulfillment | For each percentage of plan overfulfillment | For plan fulfillment | For each percentage of plan overfulfillment | For plan fulfillment | For each percentage of plan overfulfillment |
| Chiefs and senior engineers at signaling and communications services | up to 33.75 | up to 3.37 | up to 27.75 | up to 3 | up to 22.5 | up to 2.25 |
| Deputy chiefs of services, chiefs of departments of services, chief bookkeeper in the service, senior engineer for labor in the service | up to 27.75 | up to 3 | up to 22.5 | up to 2.25 | up to 16.5 | up to 1.5 |

Notes. 1. The amount of bonus is shown with a consideration of the reduction in the amount of bonus that was carried out.

2. If, instead of a senior engineer, the service only has an engineer for labor, who is directly subordinate to the chief of the service, he has the right to receive the bonus.

For purposes of bonus payment, roads are assigned to groups as follows:

Group I -- Omsk, Karaganda, Southern-Urals, Sverdlovsk, Donetsk, Kuybyshev, Moscow-Kursk-Donbass, Moscow-Ryazan', Oktyabr, Pechora, Southern-Eastern, Northern-Caucasian, Orenburg, Tomsk, Stalino, Ordzhonikidze, Eastern-Siberian, Transbaykal, Amur, Transcaucasian, and Ufa;

Group II -- Kirov, Northern, Kalinin, Southern-Western, L'vov, Moscow-Kiev, Gor'kiy, Kazan', Volga, Turkestan-Siberian, Tashkent, Krasnoyarsk, Baltic, Belorussian, Odessa-Kishinev, and Southern;

Group III -- Moscow-Belt, Ashkhabad, Far Eastern, and Southern-Sakhalin.

All other engineer-technical workers and employees at signaling and communications services of road administrations who are not listed in Table 12 and who have actively contributed to the fulfillment and overfulfillment of planned assignments are paid a bonus by the chief of the road on the recommendation of the chiefs of services. The amount expended to pay bonuses to this group of workers must not exceed 25% of the total amount of bonus paid for jobs listed above.

Bonuses are approved after an examination of the results of the work during the month by a commission and after the minutes of the commission have been approved by the chief of the road. The chief bookkeepers are paid a bonus when they submit high-quality account books promptly.

If there are any production derelictions in work for which the commission considers it necessary to reduce the amount of bonus coming to the worker or to deprive him of the bonus completely for a particular month, the minutes of the commission must indicate the derelictions for which the amount of the worker's bonus has been decreased or his bonus has been completely cancelled.

Workers of signaling and communications services are paid a bonus for excellent maintenance of signaling and communications equipment, guaranteeing train traffic in the amounts assigned. This index is the basic one for determining the right of workers in the service to receive a bonus.

For workers in services, excellent maintenance of signaling and communications equipment is that maintenance with which the communications workers have not been responsible during the particular month for any breaks in the steady traffic of trains in the assigned amounts, breaks in the operation of mainline or road types of communication for more than 30 minutes, or breaks in communication during selective-communications conferences.

If, during the particular month, there have been individual instances of train delays (which have not caused violation of the schedule), brief breaks in the operation of mainline and road types of communication for less than 30 minutes, protracted restoration of damage to the STsB and communications equipment, for which the communications workers were not responsible, the road management can decrease the amount of bonus paid to the workers in the signaling and communications service who are responsible, or for a combination of such instances, to deprive them of the bonus.

The fulfillment of the repair-operations plan is an obligatory condition for the obtaining of the bonus coming to the workers of services, provided they fulfill the basic index. The overfulfillment of the repair plan does not give the right to increase the bonus coming to workers in the services.

The amounts of bonus for workers, in percentages to salary, not only for fulfillment, but also for overfulfillment of the planned assignments, are set down by a road commission which examines the results of the work during the month and are approved by the chief of the road. When determining the specific amounts of bonus in percentages to the salary, but no higher than the established maximum, not only for fulfillment, but also for overfulfillment of planned assignments, in each separate instance consideration is taken of the complexity and difficulty of plan fulfillment, the benefit that has accrued to the management as a whole as a result of plan fulfillment and overfulfillment, and the degree to which the particular worker has directly participated in and had an influence upon plan fulfillment.

Proceeding from the fact that the workers of signaling and communications services can receive a bonus provided there is no exceeding of the established expenses for operations and repair, the bonus can be paid to them provided there is an economy in the wage fund for the divisions as a whole, irrespective of the results of expending the wage fund for the road as a whole.

Workers of signaling and communications services, in addition to receiving the bonus for the fulfillment of their principal indexes, have the right to receive an additional bonus only provided the road has overfulfilled the monthly shipment plan in converted

ton-kilometers and provided it has fulfilled the loading plan for the types of freight which are basic for the particular road, as well as the assignments for lowering net costs.

V. PAYMENT OF OVERTIME

For workers of signaling and communications services, the hours of work when there are several holiday shifts are paid for in addition at a single rate, if the total number of hours of work according to the schedule does not exceed the monthly norm of work hours during the particular month.

If the holiday coincides with a worker's day off, no additional payment is made.

In the event that the worker is assigned to work on a holiday that is not included in the schedule, the payment for the hours worked is made at double rate (for pieceworkers, at doubled piecework rates) and these hours are excluded from the overall total of hours worked during the particular month. With the consent of the local committee of the trade union, the worker can be offered, in exchange for the holiday worked, a different day off within the next 10 days. In this case no additional payment is made.

Examples. 1. In May 1954, with a norm of 200 working hours, a telegraph operator worked 200 hours according to a shift schedule, of which 8 hours were worked on 1 May. The telegraph operator is paid the monthly rate and additional payment at single rate for the 8 hours worked on 1 May.

2. In the same month another telegraph operator worked 208 hours, of which 8 hours were on 1 May and 8 on 2 May; he worked 8 hours of overtime. This telegraph operator must be paid: monthly tariff rate; for 16 hours of work on 1 and 2 May, additional payment at single rate; and for 8 hours of overtime, additional payment at time-and-a-half rate.

3. A telegraph operator worked on 1 May (not scheduled, but in order to replace a sick worker) and did not receive another day off; this month he worked 208 hours, of which the 8 hours on 1 May are to be excluded from the total number of hours.

For the 200 hours the telegraph operator is paid the monthly tariff rate and for the 8 hours worked on 1 May he is paid at double rate.

Workers can be assigned to overtime operations only with the prior authorization of the labor inspector. The carrying out of overtime operations without prior authorization of the labor inspector, but with the labor inspector being notified subsequently, is permitted in cases of especial urgency (natural calamities and other extraordinary situations).

Overtime is paid as follows:

(a) for workers paid on a daily basis, the first 2 hours of overtime are paid by computing at time-and-a-half rate, and the remaining hours, by doubling the hourly tariff rate or job salary; for workers paid on a monthly basis (working in shifts), overtime up to 24 hours a month is paid by at the time-and-a-half rate and all other hours (in excess of 24 hours) at double the hourly tariff rate;

(b) with the piecework system of payment and with the workers on a daily basis, additional payment for overtime work is added onto the piecework earnings, in the amount of 50% of the hourly tariff rate for pieceworker of the corresponding grade for the first 2 hours, and 100% for subsequent hours; for workers on a monthly basis, additional payment for overtime is added onto the piecework earnings in the amount of 50% of the hourly tariff rate for pieceworker in the corresponding grade for as much as 24 hours a month, and 100% for subsequent hours (in excess of 24).

For working on nonwork days (holidays), workers with a nonstandard work day receive compensation in the amount of doubled daily salary or rate, provided that no other day off has been given to them and provided that the work is no less than 8 hours. But if workers with a nonstandard work day work on holidays for less than 8 hours, the amount of additional payment is computed in proportion to the number of hours actually worked.

A standard 8-hour workday with a monthly accounting of the work time has been established for drivers of railroad motorcars. Normal rest after each trip and days off for drivers of railway motorcars and their assistants are given on the same basis as for locomotive and train crews (see the statute and instructions concerning working time and rest of workers in railroad transport).

**VI. LONGEVITY PAY FOR WORKERS IN LEADING TRADES AND FOR THE
ADMINISTRATIVE PERSONNEL OF SIGNALING AND COMMUNICATIONS
SERVICES ON RAILROADS**

With the aim of providing incentive for cadre workers in leading trades and for administrative personnel, and of keeping

them in transport work, it has been established that longevity pay in the following amounts is to be added to the salary received or tariff rate:

1. For workers included in leading trades with length of service from one to 3 years, 5%; from 3 to 5 years, 10%; from 5 to 10 years, 15%; from 10 to 15 years, 20%; from 15 to 20 years, 25%; and more than 20 years, 30%.

2. For persons in the highest, senior, and medium administrative brackets, with length of service from 5 to 10 years, 10%; from 10 to 15 years, 15%; from 15 to 20 years, 20%; and more than 20 years, 25%.

The leading trades in signaling and communications management include: communications and STsB electricians, line and station; communications and STsB mechanics and fitters; senior workers under electricians; and all types of telegraph and telephone operators.

Communications and STsB electricians, line and station, include electricians and mechanics for all types of communication, including radio communications, and electricians and mechanics working at mechanized classification yards.

Note. STsB electricians, mechanics, and fitters, and senior workers working in crews carrying out labor-consuming current-maintenance operations also have the right to receive longevity increases.

Telegraph operators of all types also include senior telegraph operators, senior telegraph operators on shift, telegraph-crew foremen,

telegraph operator/message center clerks, and monitoring telegraph operators, who used to be called telegraph-office monitors.

When computing the length of service for the purpose of paying longevity increases to persons in the highest, senior, and medium administrative bracket, a consideration is made of the work in jobs in the leading trades and in jobs which give the person occupying them the right to acquire the personal ranks of highest, senior, and medium administrative personnel.

Signaling and communications workers who receive percentage increases on the basis of written individual labor contracts which they have previously concluded keep those increases if they are more than those given in paragraphs 1 and 2 above, for the entire time that they work in the particular job and at the particular enterprise.

Workers of railroad transport are paid a percentage pay increase for longevity irrespective of the payment of percentage increases for working in areas of the Far North and in remote localities equivalent to areas of the Far North, and also irrespective of the payment of increases on the basis of previously operative legislature concerning privileges for working in the Far North, remote localities, and outside major urban settlements.

A length of service in areas of the Far North and in remote localities which gives the right to obtain percentage pay increases is computed on a year-to-year basis.

Percentage pay increases for longevity are computed on the basis of flat tariff rates and fixed job salaries.

The amount of longevity increases is established in percentages to the salary; if the worker receives more salary than that established by the table of organization for the job that he is occupying (personal salary, by way of keeping a previous salary after reorganization, etc), the longevity increase is calculated on the basis of the salary established by the table of organization.

Workers transferred as the result of promotion from a leading speciality to a job in an administrative capacity keep their longevity increase (but for another group), if they have or they are given the personal rank as medium administrative personnel. Otherwise the payment of the increase is reduced.

Examples. 1. A senior telegraph operator on shift, with a rank of technician first rank, has been assigned to the job of chief of the telegraph-telephone station. His longevity increase is stopped until he receives the personal rank of lieutenant technician. After he receives that rank the amount of the increase is determined according to the group of the medium, senior, or highest administrative personnel.

2. A communications electrician with 8 years' service (personal rank of lieutenant technician) receives a 15% longevity increase as a worker in a leading trade. In line with promotion he is appointed senior electrician and his percentage of increase must be recomputed according to the scale for administrative personnel, that is, he must receive an increase in the amount of 10% of the salary of senior electrician.

Procedure of Establishing Length of Service

The length of service for the purpose of determining the amount of increase to be paid a worker for longevity is established by local commissions organized in the signaling and communications divisions (road plants and shops), made up of: division (plant) chief; chief (senior) bookkeeper; worker for cadres, labor, and wages; and representative of the local trade-union committee.

The length of service giving workers in a road administration the right to receive longevity increases is established by a road commission made up of: deputy chief of the road for cadres (chairman); chief of the business administration department; chief bookkeeper of the same department; chief of the labor and wages department; representative of the local trade-union committee; and chief of the signaling and communications service.

The road commission also checks the activity of the local commissions, reviews the workers' complaints concerning the decisions of the local commissions, and gives explanations to the local commissions concerning difficulties that the latter have encountered in their work.

If a worker does not agree with the decision of a road commission he can complain about it to the Central Commission for the Establishment of Length of Service, Ministry of Railroads, whose decisions are considered final.

The commissions for the establishment of length of service giving the right to obtain longevity increases must be guided by the 1949 instructions of the VTsSPS [Vsesoyuznyy tsentral'nyy sovet professional'nykh soyuzov -- All-Union Central Trade-Union Council] and the Ministry of Finance USSR, "Procedure for Computing

Length of Service Giving the Right to Receive Percentage Wage
Increases or Lump-Sum Compensation for Longevity."

Previous work can be included in the length of service giving the right to receive longevity increases in the following instances:

(a) in the event that the worker is transferred by order of a higher organ or transfers to another enterprise, institution, or organization on the basis of a decision of party, trade-union, or Komsomol organizations, or for workers at academies and FZO [fabrichno-zavodskoye obucheniye -- factory-plant training] school, by order of the enterprise director;

(b) in the event of transfer as a result of production necessity within the ministry system or by coordination between the directors of ministries or departments, to work outside the system of one ministry or department, in the system of another ministry or department, provided the work performed in both ministries (departments) gives the right to receive increases.

The length of service computed is subsequently kept unbroken, but breaks in work are not included in the length of service in the following instances:

(a) in the event a worker arrives at work no later than 3 months after his return from the Soviet Army (not counting travel time), if before being called into the army he worked in railroad transport in jobs and in operations giving the right to receive increases.

Length of service includes the time spent in the ranks of the Soviet Army, troops of the Ministry of Internal Affairs, partisan detachments, or the home guard during the Great Patriotic War,

if the workers were drafted or mobilized, or left voluntarily from the institution or enterprise in railroad transport and returned to work in railroad transport no later than 3 months after demobilization, not counting the time in traveling to the permanent place of work.

The length of service giving the right to receive a longevity increase includes the entire length of time served in the ranks of the Soviet Army or Navy by an officer who was transferred to the reserves or discharged after 14 April 1953, provided the break between the transfer or discharge from the ranks of the Soviet Army or Navy and the time of arrival at work or training does not exceed 3 months, not counting the time in traveling to the permanent place of residence. This statute extends also to officers in organs of State Security or the MVD who were discharged or transferred to the reserves after 16 March 1953.

(b) in the event a worker arrives at work within a month after the termination of temporary sick leave or disease which has lasted more than 2 months or caused his resignation, provided the worker returns to his former place of work or submits a statement that the administrative personnel at his former place of work cannot offer him work in his trade. The time spent on sick leave or in protracted disease is not included in the length of service;

(c) in the event a worker arrives at work in the system of railroad transport after a break caused by resignation on the basis of reduction of staff or because of the liquidation of an enterprise, provided the break does not exceed one month, not counting travel time, and also provided the work performed before and after the break gives the right to receive increases;

(d) in the event a worker arrives at work after graduation from a higher or middle special educational establishment, provided the worker worked in railroad transport immediately before entering the educational institution (time spent in the educational institution is not included in length of service);

(e) in the event that persons receiving old-age pensions, who formerly worked in the railroad-transport system, arrive at work;

(f) in the event a worker is transferred to work at another enterprise in railroad transport, provided the transfer was caused by transfer of husband (wife) and provided the break in work, not counting travel time, does not exceed one month.

When establishing the total length of work service for the purpose of paying increases, the principal document is the work record book with a reference to the documents confirming the total length of service, or, in appropriate instances, uninterrupted length of service.

From the length of service indicated in the work-record book in an overall entry it is necessary to isolate and confirm by documents the total length of service giving the right to obtain increases. These documents include work lists of employees and engineer-technical workers, which used to be kept before the introduction of the work-record books, with a reference to documents, and also pay-books.

Length of service not established by entries in a work-record book can also be confirmed by properly drawn-up documents signed by the directors of enterprises or institutions where the worker formerly worked.

These documents (statements) can be issued only on the basis of the existing documents accounting for personnel or time-record books and other documents confirming the particular worker's length of service.

In the event there are no documents confirming the work and it is impossible to recover them, length of service before 1944 can be established by properly drawn-up affidavits of no fewer than 2 persons who worked with the worker and whose length of service has been established. In this instance the commission is obliged to require the enterprises or institutions to issue an official statement that the files have been destroyed.

When establishing a new length of service giving the right to receive a longevity increase in railroad transport, work in institutions, organizations, or enterprises of other ministries (departments) paying wage increases or lump-sum payments is included in the length of service for purposes of the longevity increase, provided the worker transferred to work in the system of the Ministry of Railroads in the procedure outlined in paragraphs 6 and 7 of the instructions of the VTsSPS and Ministry of Finance.

VII. ADVANTAGES AND BENEFITS FOR WORKERS ON RAILROAD SECTORS SITUATED IN AREAS WITH SEVERE CLIMATIC OR NATURAL CONDITIONS

Advantages and benefits established for workers of leading trades and the administrative personnel of railroad transport extend to the workers of all trades (jobs), working in enterprises, institutions, and organizations of railroads situated in the following sectors (including the initial and terminal points in those sectors):

| | |
|--------------------|--|
| Amur | sector Ksen'yevskaya-Ushumun since 24 November 1950 |
| Transbaykal | sectors Borzya-Otpor, Borzya-Solov'yevsk, Kuenga-Ksen'yevskaya since 24 November 1950 |
| Far Eastern | sector Komsomol'sk-Sovetskaya Gavan' since 24 November 1950, sector Izvestkovaya-Urgal since 19 June 1951 |
| Eastern-Siberian | sectors Podorvikha-Posol'skaya, Irkutsk (exclusive)-Kultuk since 24 November 1950 |
| Turkestan-Siberian | sector Zhana-Semey to Ush-Tobe since 24 November 1950, sector Bystrovka-Rybach'ye since 1 January 1953 |
| Ashkhabad | sectors Krasnovodsk-Bami, Linau-Kaumut, Iok-Syur to Siding 62, Kurban-Kala to Barkhana since 14 November 1951, sector Ene-Kuliyevo to Pitnyak since 17 March 1953 |
| Karaganda | sectors Novorudnaya-Zharyk, Bertys-Dar'ya since 1 January 1953 |
| Transcaucasian | sectors Alyat-Norashen, Osmanly Novyye-Astara since 17 March 1953 |
| Kirov | sectors Sorokskaya-Kandalaksha, Sorokskaya- Mud'yuga, Ruch'i Karel'skiye-Kuoloyarvi since 24 November 1950. |

Longevity increases (see preceding section) extend to workers in all trades (jobs) working on the sectors listed, irrespective of whether or not those trades (jobs) are considered leading ones.

The length of service for the payment of longevity pay increases to these workers is computed by the procedure established by the instructions of the VTsSPS and the Ministry of Finance USSR,

as of the date indicated above for each sector, with the length of service including all the time worked only on those sectors irrespective of the trades or jobs occupied.

The amount of longevity increase is determined for workers in the leading trades according to the leading trade scale and for all other workers, the administrative-personnel scale.

For workers in the leading trades and for administrative personnel in railroad transport who receive a percentage longevity increase, length of service is determined according to the procedure indicated in Section VI. In instances when the length of service proves to be shorter than that previously established, length of service is not recomputed for those workers. Subsequently all the time worked in those sectors irrespective of trades or jobs occupied is added to the established length of service.

Extracts from the record concerning the establishment of length of service are issued to workers in a standard form. When a worker resigns or is transferred from those railroad sectors he must return the length-of-service extract which was issued to the worker personally.

For workers in the leading trades and the highest, senior, and medium administrative personnel working on the sectors listed above, a 10% increase is added to the salary (tariff rate) received, for each year of work in those sectors.

Workers in nonleading trades who are transferred to leading trades have the right to receive the 10% increase after completing one year in the leading trade.

For workers who worked formerly on sectors listed above and who returned to those sectors, the length of service for the purpose of receiving percentage increases and longevity increases is not totalled.

Increases for work in remote localities which workers retain in the amount received as of 1 October 1942 must be paid irrespective of the percentage increases for longevity.

Workers who work in localities of the Far North and localities equivalent to them -- on the sector Pivan'-Sovetskaya Gavan' and Pereval'naya-Urgal on the Far Eastern Road, and in Kandalakshskiy Rayon, on the Kirov Road -- and who receive longevity increases on the basis of contracts which they have concluded, do not have the right to receive the 10% increase.

Workers transferred from railroad sectors with severe climatic or natural conditions to railroad sectors which do not give the right to receive advantages and benefits, lose the right to receive those benefits.

Percentage Increases for Persons Working in Areas of the Far North or in Localities Equivalent to them

Workers and employees working in areas of the Far North have been paid since 1 August 1945 -- or those who arrived after 1 August 1945, since the day of arrival -- a 10% increase after the expiration of each 6 months of work, which increase is added onto the workers' basic job salary or tariff rate.

Workers and employees working in localities equivalent to the Far North are paid a 10% increase for each year of work in that locality.

These increases are paid to workers irrespective of the payment of percentage increases established by special decrees and orders of the government (for longevity in individual ministries and departments).

When the salaries (tariff rates) rise or fall there is a corresponding change in the amount of the increases paid.

Example. A worker who has worked in areas in the Far North for 1.5 years and who receives a salary of 850 rubles is paid an increase of 30%, or 255 rubles. When the salary that the worker is receiving is raised to 1,000 rubles, there is a corresponding rise in the amount of the increase to 300 rubles, which is paid to the worker from the moment he is paid the new salary.

The total amount of the percentage increases and the sum of the increases received for work in remote localities (including areas of the Far North) until 1 October 1942 and paid to workers at the present time cannot exceed 100% of the job salary or tariff rate.

Percentage wage increases are paid to workers as long as they continue to work in areas of the Far North or localities equivalent to them.

If workers who retain the length of service giving the right to receive percentage increases are transferred from areas of the Far North to localities equivalent to areas of the Far North, percentage increases are computed with the observance of the following rules:

(a) in the event that they transfer from areas of the Far North to localities equivalent to them, the amount of the received

increase (expressed in percentage) is recomputed on the basis of computing one 10% increase for each year worked in areas of the Far North; the subsequent calculation of increases is made in amounts established for localities equivalent to areas of the Far North;

(b) in the event they transfer to areas of the Far North from localities equivalent to areas of the Far North, the sum of the already-received percentage increases is retained in the former amount; the subsequent calculation of increases is made by computing one 10% increase for each 6 months of work in areas of the Far North.

Percentage increases are given to the following workers of state, cooperative, and public organizations, institutions and enterprises located in areas of the Far North and localities equivalent to them.

(1) Workers transferred by order of higher organs, even though the transfer is at the personal request of the workers, and also to workers sent or invited to work for the first time, including those sent in line with organized recruiting.

(2) Workers sent or transferred by Soviet organizations, as well as party, trade-union, or Komsomol organizations.

(3) Workers sent in an established procedure to work after graduation from higher or special middle educational institutions, academies, and labor-reserve schools, FZU [fabrichno-zavodskoye uchenichestvo -- factory-plant students] schools, and courses, including persons who have graduated from educational institutions located in areas of the Far North and in localities equivalent to them,

provided those persons arrived at the educational institutions from other localities (not included in the areas of the Far North or localities equivalent to them) or are members of the families of workers listed in paragraphs 1, 2, 4, 5, or 6.

(4) Workers who were sent prior to 1 October 1942, but who did not receive benefits, on the basis of the Decree of the Presidium of the Supreme Soviet USSR, dated 3 October 1942, concerning the revocation of benefits, and also those sent to work after 1 October 1942.

(5) Those who work in areas of the Far North and in localities equivalent to them and who received benefits on the basis of legislature previously in effect.

(6) Former servicemen transferred to the reserve or discharges from the Soviet Army, Navy, or troops, organs, or police force of the Ministry of Internal Affairs USSR, and who stayed behind to work in areas of the Far North or localities equivalent to them.

The percentage increases are established and paid to workers listed in paragraphs 1, 2, 3, 4, 5, and 6, provided the place of former permanent residence (before arriving at work) was no less than 1,000 km by rail or 500 km by other means of transportation from the place of work; in order to receive percentage increases (and to receive other benefits) it is necessary for the workers to conclude work contracts for a period of no less than 3 years.

The percentage increase in regions of the Far North and localities equivalent to them is not paid to:

(1) workers sent to work to areas of the Far North or localities equivalent to them for periods less than 3 years;

(2) workers hired locally (with the exception of workers listed above in paragraphs 3, 5, and 6, and members of families of workers who moved to the areas of the Far North and who have the right to receive benefits; family members include husband, wife, children, and parents;

(3) persons disenfranchised by court order, and persons who were sent out by administrative procedure or by sentence of the court;

(4) persons working on loan, for work done on loan.

Areas of the Far North include:

(a) all the islands in the Arctic Ocean and seas adjacent to it; Bering and Okhotsk seas;

(b) Murmansk Oblast', with the exception of Kandalakshskiy Rayon;

(c) Chukot and Koryak national okrugs, Kamchatka and Sakhalin oblast's; Ayano-Mayskiy, Tuguro-Chumikanskiy and Okhotskiy rayons in Nizhne-Amurskaya Oblast', and Sredne-Kanskiy, Ol'skiy, and Severo-Evenskiy rayons in Khabarovsk Kray.

Localities equivalent to areas of the Far North include:

| | |
|---------------------|--|
| Arkhangel'sk Oblast | Nenets National Okrug, Mezenskiy and Leshukonskiy rayons |
| Murmansk Oblast' | Kandalakshskiy Rayon |
| Khabarovsk Kray | Verkhne-Bureinskiy and Selëmdzhinskiy rayons in Amur Oblast'; Nizhne-Amurskiy Rayon, Rayon imeni Polina Osipenko, and Takhtinskiy and Ul'chskiy Rayons in Nizhne-Amurskaya Oblast' |

Primorskiy Kray Terneyskiy Rayon, city of Sovetskaya Gavan'
with rural locality annexed to it, and
the area near bays Ol'ga and Vladimir,
Tetyukhinskiy Rayon
in entirety

Yakut ASSR

Irkutsk Oblast' Katangskiy, Bodaybinskiy, Kirenskiy,
Kazachinskiy-Lenskiy, Ust'-Kutskiy,
Nizhne-Ilimskiy, and Bratskiy rayons

Krasnoyarskiy Kray Taymyr and Evenki national okrugs;
Severo-Yeniseyskiy, Udereyskiy, Boguchanskiy,
Yeniseyskiy, Kezhemskiy, Yartsevskiy, and
Turukhanskiy rayons; city of Igarka

Tyumen' Oblast' Khanty-Mansi and Yamal-Nenets national
okrugs

Tomsk Oblast' Aleksandrovskiy, Bakcharskiy, Vasyuganskiy,
Kargasokskiy, Kolpashevskiy, Krivosheinskiy,
Molchanovskiy, Parabel'skiy, Pudinskiy,
Tymskiy, Chainskiy, Parbigskiy, and
Verkhne-Ketskiy rayons

Komi ASSR Izhemskiy, Kozhviskiy, Ust'-Usinskiy,
Ust'-Tsilemskiy, Troitsko-Pechorskiy
rayons, city of Vorkuta

Chita Oblast' Nyukzhinskiy, Zeysko-Uchurskiy, Kalarskiy,
Dzheltulakskiy, Zeyskiy, Tungiro-
Olekminskiy, and Tungokochenskiy rayons

Buryat-Mongolian ASSR Bauntovskiy and Severo-Baykal'skiy
rayons

VII. PAYMENT OF WAGES AND SYSTEM OF PAYING BONUSES TO
 ADMINISTRATIVE AND ENGINEER-TECHNICAL WORKERS ON
 CONSTRUCTION SECTORS, AT WORK-SUPERINTENDANT POINTS,
 AND ON CONSTRUCTION-AND-INSTALLATION TRAINS

The job salaries for administrative, engineer-technical workers, and employees of construction organizations of the Ministry of Railroads are given in the typical tables of organization which have been in effect since July 1952.

Job salaries for workers in construction sectors are given in Table 13; for independent work-superintendent points in Table 14; and for construction-and-installation trains, in Table 15.

Construction sectors, independent work-superintendent points, and mobile shops (construction-and-installation trains, etc) are assigned to categories in accordance with the yearly work volume of the construction organization, by order of the Minister of Railroads or his deputy.

In order to determine the category to which a construction organization belongs, the yearly work volume includes the cost of construction and repair operations according to general contract (without the cost of equipment, planning operations, or the output of production and subsidiary enterprises), which are carried out by the own facilities of the particular organization (construction sector, independent work-superintendent point, construction-and-installation train, etc).

Specific tables of organization for each construction organization are approved within the limits of typical tables of organization every year by the chief of the next higher organization

(trust, office, administration), taking into consideration the established labor plan and the planned limits for overhead and business administration expenses.

In addition to jobs on the typical table of organization, on construction sectors, at independent work-superintendent points, and in other construction organizations, the chiefs of the construction administration, trust, or office can, within the limits of the labor plan approved for them, establish additional jobs indicated in Tables 16 and 17, with the obligatory observance of the procedure and conditions shown in the table and without exceeding the limits of the established job salaries.

TABLE 13

**JOB SALARIES FOR WORKERS ON CONSTRUCTION SECTORS
OF CONSTRUCTION ORGANIZATIONS OF THE MINISTRY OF RAILROADS**
(salaries in rubles)

| Name of structural subdivisions and jobs | Categories according to yearly work volume according to plan, in millions of rubles | | |
|---|--|-----------------------------|-----------------------------|
| | Noncategory more than 12 | Category I from 9 to 12 | Category II from 6 to 9 |
| | Job salaries (per month) | Job salaries (per month) | Job salaries (per month) |
| [1] | [2] | [3] | [4] |
| Sector chief | 2,300-2,500 | 2,000-2,200 | 1,700-1,900 |
| Chief engineer | 2,300-2,500 | 2,000-2,200 | 1,700-1,900 |
| Assistant sector chief | 1,500-1,600 | 1,300-1,500 | 1,200-1,300 |
| Chief mechanic | 1,500-1,600 | 1,400-1,500 | 1,200-1,400 |
| Technician for mechanization | 600-790 | -- | -- |
| Inspector for cadres | 600-880 | 600-880 | 600-880 |

| | [1] | [2] | [3] | [4] |
|--|-------------|-------------|-------------|-----|
| <u>Production-Technical Department</u> | | | | |
| Department chief | 1,600-1,700 | 1,400-1,600 | 1,200-1,400 | |
| Senior engineer | 1,000-1,200 | 1,000-1,200 | 1,000-1,200 | |
| Engineer | 880-1,000 | 880-1,000 | 880-1,000 | |
| Technician | 600-790 | -- | -- | |

Planning Department

| | | | | |
|--------------------|-------------|-------------|-----------|--|
| Department chief | 1,400-1,500 | 1,200-1,400 | -- | |
| Engineer-economist | 880-1,000 | 880-1,000 | 880-1,000 | |

Bookkeeping Department

| | | | | |
|-------------------------|-------------|-------------|-------------|--|
| Chief bookkeeper | 1,400-1,500 | 1,200-1,400 | 1,100-1,200 | |
| Deputy chief bookkeeper | 1,200 | 1,100 | -- | |
| Senior bookkeeper | 640-790 | 640-790 | 640-790 | |
| Bookkeeper | 500-600 | 500-600 | 500-600 | |
| Cashier-collector | 450-500 | 450-500 | 450-500 | |

Supply Department

| | | | | |
|----------------------|-------------|-------------|-------------|--|
| Department chief | 1,300-1,400 | 1,200-1,300 | 1,100-1,200 | |
| Commodity specialist | 600-690 | -- | -- | |
| Agent-expeditor | -- | 450-550 | -- | |
| Warehouse manager | 550-600 | 550-600 | 550-600 | |

Notes. 1. The yearly work volume of Category-II construction sectors within the system of road construction-and-installation trusts and offices is established at 5 to 9 million rubles.

2. If a Category-II construction sector has a yearly work volume of more than 7.5 million rubles, or a sector within the system of road construction-and-installation trusts and offices has a yearly work

volume of more than 6.5 million rubles, the sector's table of organization also includes an agent-expeditor in the supply department, with a salary of 450-550 rubles a month.

3. If a Category-I construction sector has a yearly work volume of more than 10.5 million rubles, the sector's table of organization also includes a technician for mechanization, with a salary of 600-790 rubles a month.

4. If a noncategory construction sector has a yearly work volume of more than 15 million rubles, the sector's table of organization also includes a bookkeeper with a salary of 500-600 rubles a month and an agent-expeditor in the supply department, with a salary of 450-550 rubles a month, and with a yearly work volume of more than 18 million rubles, in addition, an engineer in the production-technical department, with a salary of 880-1,000 rubles a month.

TABLE 14

**JOB SALARIES FOR WORKERS AT INDEPENDENT WORK-SUPERINTENDENT POINTS
IN CONSTRUCTION ORGANIZATIONS OF THE MINISTRY OF RAILROADS**

(salaries in rubles)

Categories according to yearly work volume
according to plan, in millions of rubles

| Name of job | Category I | Category II |
|-------------------|-----------------------------|-----------------------------|
| | from 4 to 6 | from 2 to 3 |
| | Job salaries (per month) | Job salaries (per month) |
| Point [1] | [2] | [3] |
| Point chief | 1,500-1,700 | 1,400-1,600 |
| Senior engineer | 980-1,100 | -- |
| Engineer-mechanic | 790-980 | 790-980 |

| [1] | [2] | [3] |
|---------------------------|-------------|-------------|
| Chief (senior) bookkeeper | 1,100-1,200 | 1,000-1,100 |
| Bookkeeper | 500-600 | 500-600 |
| Cashier-accountant | 450-500 | 450-500 |
| Inspector for cadres | 600-790 | -- |
| Supply chief | 1,000-1,100 | 900-1,000 |
| Supplyman-agent | 450-500 | 450-500 |

Notes. 1. Independent work-superintendent points are organized in direct subordination to the construction administration (trust, office).

2. Independent work-superintendent points, Category II, are organized only within the system of road construction-and-installation trusts and offices.

3. The yearly work volume for independent work-superintendent points, Category I, within the system of road construction-and-installation trusts and offices is established at 3 to 5 million rubles.

4. If an independent work-superintendent point has a yearly work volume of more than 5 million rubles (or within the system of road construction-and-installation trusts and offices, more than 4 million rubles), the point's table of organization also includes a technician with a salary of 600-790 rubles a month.

TABLE 15

**JOB SALARIES OF WORKERS ON CONSTRUCTION-AND-INSTALLATION
TRAINS OF CONSTRUCTION ORGANIZATIONS OF THE MINISTRY OF RAILROADS**
(salaries in rubles)

| Name of structural sub- divisions and jobs | Categories of repair-and-restoration trains according to the yearly work volume according to plan, in millions of rubles | | |
|---|--|-----------------------------|-----------------------------|
| | Noncategory more than 9 | Category I from 6 to 9 | Category II from 4 to 6 |
| | Job salaries (per month) | Job salaries (per month) | Job salaries (per month) |
| Train chief | 1,900-2,100 | 1,700-1,900 | 1,500-1,700 |
| Chief engineer | 1,900-2,100 | 1,700-1,900 | 1,500-1,700 |
| Assistant train chief | 1,300-1,500 | 1,200-1,300 | -- |
| Chief mechanic | 1,500-1,600 | 1,300-1,500 | 1,200-1,300 |
| Technician for mechanization | 600-790 | -- | -- |
| Inspector for cadres | 600-880 | 600-880 | 600-880 |
| <u>Production-Technical Department</u> | | | |
| Department chief | 1,600 | 1,400-1,600 | -- |
| Senior engineer | 1,000-1,200 | 1,000-1,200 | 1,000-1,200 |
| Engineer | 880-1,000 | 880-1,000 | 880-1,000 |
| Technician | -- | -- | 600-790 |
| <u>Planning Department</u> | | | |
| Department chief | 1,400 | -- | -- |
| Engineer-economist | 880-1,000 | 880-1,000 | 880-1,000 |
| <u>Bookkeeping Department</u> | | | |
| Chief (senior) bookkeeper | 1,400 | 1,200-1,400 | 1,100-1,200 |
| Deputy chief bookkeeper | 1,200 | -- | -- |
| Senior bookkeeper | 640-790 | 640-790 | -- |
| Bookkeeper | 500-600 | 500-600 | 500-600 |
| Cashier-collector | 450-500 | 450-500 | 450-500 |
| <u>Supply Department</u> | | | |
| Department chief | 1,200-1,300 | 1,100-1,200 | 1,000-1,100 |
| Agent-expeditor | 450-550 | -- | -- |
| Warehouse manager | 550-600 | 550-600 | 550-600 |

Notes. 1. If a Category-II train has a yearly work volume of more than 5 million rubles, the table of organization also includes a bookkeeper with a salary of 640-790 rubles a month.

2. If a Category-I train has a yearly work volume of more than 7.5 million rubles, the table of organization also includes a technician for mechanization, with a salary of 600-790 rubles a month, and an agent-expeditor in the supply department, with a salary of 450-550 rubles a month.

3. If a noncategory train has a yearly work volume of more than 11 million rubles, the train's table of organization also includes a technician in the production-technical department, with a salary of 600-790 rubles a month, and if the yearly work volume is more than 13 million rubles, in addition, an engineer in the production-technical department, with a salary of 880-1,000 rubles a month, and a bookkeeper with a salary of 500-600 rubles a month.

TABLE 16

LIST OF JOBS ESTABLISHED IN ADDITION TO
TYPICAL TABLES OF ORGANIZATION FOR CONSTRUCTION
ORGANIZATIONS OF THE MINISTRY OF RAILROADS
(salaries in rubles)

| Name of job | Job salary (per month) | Procedure of establishing the job |
|-------------|---------------------------|--|
| Timekeeper | 410-425 | Job is established on construction sectors, at independent work-superintendent points, on trains of all types, and mechanized columns, within the limits of the personnel allowance determined on the basis of typical tables of organizations for the corresponding organization. |

| Name of job | Job salary (per month) | Procedure of establishing the job |
|---------------------|--------------------------------|--|
| Bookkeeper | 500-600 | Job is established in construction sectors, Category-I independent work-superintendent points, and construction-and-installation trains on the basis of one for each nonindependent work-superintendent point having a yearly work volume of no less than 2.5 million rubles. |
| Clerk-typist | 410-500 | Job is established on construction sectors, at independent work-superintendent points, and on construction-and-installation trains on the basis of one clerk-typist per construction organization. |
| Messenger-charwoman | 260-310 | Job is established on construction sectors and noncategory and Category-I construction-and-installation trains on the basis of one messenger-charwoman per construction organization. |
| Driver | See Section II, 2, paragraph f | Job is established on construction sectors, at independent work-superintendent points, on trains of all types, and mechanized columns, that have a passenger automobile registered at the motor inspectorate, within the limits of the personnel allowance determined on the basis of typical tables of organization for the corresponding organization (not more than one driver per organization). |

TABLE 17

**LIST OF JOBS AND SALARIES FOR LINE PERSONNEL IN CONSTRUCTION
ORGANIZATIONS OF THE MINISTRY OF RAILROADS**

(salaries in rubles)

| Name of job | Job salaries (per month) |
|---|-----------------------------|
| Senior work superintendent on construction sectors, other than road construction-and-installation trusts and offices | 1,400-1,700 |
| Chief of column, work superintendent in construction-and-installation trains | 1,200-1,600 |
| Work superintendent in construction sectors of construction organizations of the ministry, other than road construction-and-installation trusts and offices | 1,200-1,600 |
| Work superintendent in independent work-superintendent points | 1,100-1,600 |
| Mechanic | 880-1,000 |
| Construction foreman and subsidiary-production foreman: | |
| Grade I | 950-1,100 |
| Grade II | 790-1,000 |
| Grade III | 690-930 |
| Supplyman | 410-500 |
| Technician (norm-fixer, laboratory assistant) | 600-790 |

Note. The job of chief of column is established only on construction-and-installation trains.

In the event there is a change in the work volume of a construction organization, the Ministry of Railroads is obliged within one month to transfer it to a category corresponding to the new work volume and to convert the tables of organization and salaries in conformity with the new category.

However if a construction sector or other construction organization is transferred to a lower category, the workers in that sector who continue to work in the same job retain for a period up to one year the job salaries previously established for them.

Example. The yearly work volume for a construction sector was fixed at the sum of 13 million rubles, as a result of which the sector was considered a noncategory one, and salaries in the amount of 2,400 rubles each were approved for the sector chief and the chief engineer; corresponding salaries were established for the other workers.

In June, a project with a cost of 2.5 million rubles was removed from the sector's work plan and the yearly work volume dropped correspondingly, to 10.5 million rubles. In connection with this the Ministry of Railroads is obliged to transfer the construction sector from noncategory organizations to Category I, to reexamine the table of organization, and to establish for the workers job salaries which are generally accepted for Category-I construction workers.

For inspectors, engineers, bookkeepers, and other workers, change in the category to which construction organizations belong does not make it necessary to change the job salaries, since they are identical for all categories; the salaries of sector chiefs,

chief engineers, department chiefs, and others are cut when there is a change in the category to which the sector belongs, for example: for a sector chief or chief engineer the maximum salary can be no more than 2,200 rubles (instead of 2,400 rubles). Throughout the year, provided they continue to work in the same jobs, these workers keep the same job salaries (which were established for them at the beginning of the year).

Tables of organization and job salaries for workers in construction organizations of the MPS and their subsidiary organizations to which typical tables of organization do not extend are established and approved on an individual basis by the Minister of Railroads or the chiefs of the main administrations of the MPS (within the limits of the rights granted to them).

1. Longevity Increase for Workers in Construction Organizations

Administrative and engineer-technical workers who are given the personal ranks of medium, senior, and higher administrative personnel of railroad transport enjoy the right to receive longevity increases within the limits and under the conditions indicated in Section VI.

2. Paying Bonuses to Administrative and Engineer-Technical Workers for Fulfillment of the Construction-and-Installation Plan

Administrative and engineer-technical workers of work projects, construction, and construction-and-installation organizations are paid bonuses for the fulfillment of the monthly construction-and-installation plan, provided the plan for activating construction projects or the work schedule for construction projects whose activation is envisaged by the yearly plan, is also fulfilled.

Another obligatory condition for the payment of the bonus is the fulfillment of the assignment to reduce the cost of construction-and-installation operations and the observance of all the requirements concerning the quality of construction-and-installation operations.

Workers of trusts, construction-and-installation sectors, and construction-and-installation trains are paid bonuses on the basis of the work indexes of the trust, sector, or train as a whole; and workers at work-superintendent points, on the basis of the work indexes at the particular point.

Workers of sectors, construction-and-installation trains and work-superintendent points for which no assignment for estimated cost or the reduction of the cost of operations have been established, are paid bonuses for the fulfillment of the monthly construction-and-installation plan, provided the corresponding qualitative indexes (expenditure of working time, expenditure of materials, etc) are fulfilled and all requirements concerning the quality of construction-and-installation operations are observed.

Workers of supply offices and transport offices, and of subsidiary-auxiliary enterprises carried on the balance sheet of the work projects, or construction and construction-and-installation organizations, are paid bonuses on the basis of the work indexes of their own offices and enterprises (fulfillment of the plan for supply, production, and net cost), provided the monthly construction-and-installation plan is fulfilled by the organizations or work projects of which they are part.

The amount of bonus paid to workers of construction and construction-and-installation organizations of the Ministry of Railroads is shown in Table 18.

TABLE 18

| Name of job | Percentage of bonus in percentage to monthly salary | | |
|---|---|----------------|----------------|
| | Group I | Group II | Group III |
| 1. Chiefs, chief engineers, and chief mechanics of construction-and-installation trust | Up to 56.25 | Up to 41.25 | Up to 30.0 |
| 2. Chiefs, chief engineers, and mechanics of construction-and-installation sectors, senior work superintendents (sector chiefs), work superintendents, and foreman | Up to 41.25 | Up to 30.0 | Up to 22.50 |
| 3. Deputy and assistant chiefs and deputy chief engineers of construction-and-installation trusts, chiefs of production-technical departments, planning departments, labor and wage sectors (departments), and chief bookkeepers of construction-and-installation trusts | Up to 30.0 | Up to 26.25 | Up to 18.75 |
| 4. Deputy chiefs of production-technical and planning departments, labor and wage sectors (departments), chiefs of other departments, of supply offices, transportation offices of construction-and-installation trusts, chief (senior) bookkeepers of construction-and-installation sectors, engineer/norm-fixers, norm-fixers | Up to 26.25 | Up to 18.75 | Up to 15.0 |

Note. Sectors, installation trains, and work-superintendent points for the construction of signaling, interlocking, and block-system equipment and communications lines, which have a yearly work volume of more than 3 million rubles are put in Group I; from 1.5 to 3 million rubles, Group II; and less than 1.5 million rubles, Group III.

Other engineer-technical workers and employees not listed above who actively contributed to the fulfillment of the monthly construction-and-installation plan are paid bonuses at the discretion of the chief of the construction-and-installation trust or capital-construction departments of roads (for construction organizations subordinate to the roads). No more than 25% of the total bonus paid to workers listed in Table 18 can be expended to pay bonuses to this group of workers.

The bonuses paid to this group of workers must not exceed the amount of bonuses envisaged for workers listed in paragraph 4, Table 18.

The amount of the bonus paid to each worker is approved by the chief of the economic unit, and the bonus paid to chiefs, chief engineers, chief mechanics, chief bookkeepers, and chiefs of planning departments, by the chief of the next-higher organization.

The amount of bonus paid to one worker per month must not be more than 1.12 times the job salary of the worker receiving the bonus, not counting the bonuses in connection with the All-Union Socialist Competition or bonuses for activating construction projects.

The minister, his deputy, the chief of the Main Administration of Signaling and Communications, and chiefs of construction organizations

have the right to deprive of the bonus, partially or completely, individual workers for poor quality of work, nonfulfillment of the labor-productivity plan, or other derelictions in work. Their action must be formalized by an appropriate order.

The justification for computing bonuses for the fulfillment of the monthly plan for construction-and-installation operations is the information in the bookkeeping reports concerning the volume of the construction-and-installation operations fulfilled, the actual cost of construction, and the fulfillment of the plan for activating construction projects, or the schedule for carrying out operations at construction projects whose activation is envisaged by the yearly plan.

If the monthly plan is fulfilled and all the stipulations mentioned above are observed, the bonus is paid to workers for the first and second months of the quarter in the amount of 50% of the sum coming to them, and the remaining 50%, together with the bonus for the third month, is paid upon the completion of the quarter, provided the plan for construction-and-installation during the quarter is fulfilled as a whole and all the requirements concerning quality, the activation plan, etc during the report period are observed.

Workers at work-superintendent points and other line, construction, and construction-and-installation economic units which do not have any established assignments for estimated cost and the lowering of the cost of operations are paid bonuses for the fulfillment of the monthly plan of construction-and-installation operations provided the appropriate indexes (expenditure of working time, expenditure of materials, etc) are fulfilled

and all requirements concerning the quality of construction-and-installation operations are observed in full measure.

The bonuses are paid within the limits of the wage fund and are included in construction overhead expenses (for subsidiary-auxiliary enterprises, in net cost of production) charged to a reduction of planned accumulations.

3. Paying Bonuses to Administrative and Engineer-Technical Workers of Construction-and-Installation Organizations for Fulfilling on or Ahead of Schedule the Plan for Activating Very Important Construction Projects Envisaged by the National Economic Plan

A bonus for activating on schedule the very important construction projects envisaged by the national economic plan for the construction of signaling and communications equipment has been established in the amount of 1.2% of the estimated cost of the construction-and-installation operations for the construction projects which have been activated and is paid provided the estimated cost of construction and all the requirements concerning the quality of the operations are observed.

If a very important construction project is activated ahead of schedule the amount of the bonus is increased by 15% for activation one complete month ahead of schedule; by 20% for each complete month if it is activated 2 months ahead of schedule; and by 25% for each complete month (starting with the first month) if it is activated 3 months or more ahead of schedule.

The month in which the construction projects are activated within the limits of quarter envisaged by the national economic plan is established by order of the minister.

In the event of change in the deadlines for activating very important construction projects envisaged by the national economic plan, the bonus for activating these projects is paid in each individual instance with the authorization of the Council of Ministers USSR on the recommendation of the Minister of Railroads.

The total amount of bonus paid for activating construction projects on or ahead of schedule, when the operations are carried out on a contract basis, is distributed between the client (15%) and the construction organization (80-85%).

If the construction-and-installation operations have been fulfilled with the participation of subcontractors or several construction organizations, the bonus is distributed among them in proportion to the cost of the volume of construction-and-installation operations carried out by each organization.

Up to 15% of the total bonus paid for the activation of very important construction projects on or ahead of schedule is expended to pay bonuses to crew chiefs and workers who have especially distinguished themselves in operations to activate projects nearing completion.

The amount of the bonus established for each worker cannot exceed 75% of the monthly wage rate of the worker receiving the bonus.

When construction is completed with the use of the organization's own facilities, the bonus for activating projects on or ahead of schedule is distributed between the client and the organization that has fulfilled the construction on instructions of the Ministry of Railroads.

Up to 5% of the total amount of bonus paid for the activation of projects nearing completion can be paid as bonuses to workers of the Main Administration of Signaling and Communications, Ministry of Railroads, who have successfully contributed to the construction and preterm activation of projects nearing completion. These workers are paid bonuses every quarter in the amount of no more than 75% of the monthly salary of the worker receiving the bonus, provided all the projects envisaged by the plan are activated on schedule.

The justification for the paying of bonuses is a document of a governmental or departmental commission for the acceptance of projects whose construction has been completed; the date that the commission signs the particular acceptance-delivery document is considered the date of activation.

Bonuses for activating very important construction projects on or ahead of schedule are approved no later than one month after the handing over of the projects; bonuses are paid in excess of the wage funds within limits of an approved general construction estimate, and sums of the bonus paid out are not included in the volume of completed construction-and-installation operations.

Bonuses for individual workers are approved as follows:

for chiefs, their deputies, chief engineers of construction-and-installation trusts -- by the Minister of Railroads or his deputy;

for chief bookkeepers and chiefs of planning (technical planning and production planning) departments -- by the director of the appropriate organization;

for all other workers -- by directors of the appropriate construction or construction-and-installation organization or project.

The amounts of bonus cannot exceed those shown in table 19.

For production derelictions in work, individual workers can be deprived of the bonus completely or partially by the persons approving the payment of bonuses, with the obligatory indication of the reasons for the deprivation of bonus.

Example. The 1954 plan envisaged the construction and activation of an above-limit project -- all-relay route interlocking at a station, in the amount of 108 switches with a general-estimate cost of 5,060,000 rubles, including 3,130,000 rubles for construction-and-installation operations.

The deadline for activation, according to orders of the MPS, is December 1954; the particular project was activated 30 December 1954, with the STSB and communications operations being rated as excellent and the operations for the construction of the indoor building being rated as good. The total cost of operations was 125,000 less than the estimated cost.

The work was completed by a construction sector of Trans-signalsvyaz'stroy [Trest po stroitel'stvu signalizatsii i svyazi na zheleznodorozhnom transporte -- Trust for Signaling-and-Communications Construction in Railroad Transport], in the amount of 2,395,000 rubles; the Fourth Construction sector of USVR [Upravleniye stroitel'no-vosstanovitel'nykh rabot -- Administration of Construction and Reconstruction Operations] of the road, in the amount of 530,000 rubles; and subcontractors -- signaling and communications division, in the amount of 87,000 rubles; and track division, in the amount of 118,000 rubles.

TABLE 19

| Name of job | With total amount of bonus (in thousands of rubles) | | |
|--|--|---------------------------------|-------------------------------------|
| | More than 250 | From 150 to 250 | Up to 150 |
| Chiefs, chief engineers, and chief mechanics of construction, construction-and-instal- lation, and specialized trusts, administrations, and all-union offices | Up to 3 months' salary | Up to 2.25 months' salary | Up to 3 months' salary |
| Chiefs, chief engineers, chief mechanics, engineers, and mechanics, engineers and mechanics of construction, construction- and-installation, and specialized offices and sectors, independent work-superintendent points, senior work superintendents (sector chiefs), superintendents (trick chiefs), and foremen | Up to 2.25 months' salary | Up to 1.5 months' salary | Up to 1.12 months' salary |
| Deputies and assistants of chiefs, chief engineers, and chief mechanics; chiefs and chief engineers of capital-construction departments, chiefs of planning, production, technical, production-control, personnel, and labor-and-wage departments; chief book- keepers of construction, construction-and- installation, and specialized trusts, admini- strations, all-union offices, and projects | Up to 1.5 months' salary | Up to 1.12 months' salary | Up to 75% of a month's salary |
| All other categories of engineer-technical workers and employees of trusts, administrations, projects, and offices | up to 75% of a month's salary | | |

The total bonus coming to the client and the workers of the construction organizations will be 1.2% of 3,130,000 rubles, or 37,600 rubles.

Of this sum 15%, or 5,600 rubles, is paid as bonuses to road workers, and the remaining sum -- 32,000 rubles -- as bonuses to construction workers, including: workers in the construction sector of Transsignalsvyaz'stroy, 1.2% of 2,395,000 rubles, or 28,740 rubles, and 85% of that sum will be 24,400 rubles.

By the same computation 5,400 rubles will be paid to workers in the construction sector of USVR.

The bonus paid to workers in the signaling and communications division in proportion to the volume of work completed -- 87,000 rubles -- comes to 900 rubles and that paid to workers in the track division, 1,200 rubles.

IX. TARIFF SCALES AND SYSTEMS OF PAYING WORKERS

IN CONSTRUCTION

Workers in construction are paid according to a seven-grade tariff scale with different rates for construction workers and for metalworkers in construction; for each of these scales, rates have been established for pieceworkers and for those paid a flat rate.

Table 20 lists the tariff scales and rates used in localities included in Zone 10 (with a correction factor of 0.974).

For excavators the tariff rate has been set outside the tariff grades and is 15.05 rubles for Zone 10.

TABLE 20

| Category of workers | Tariff factors, daily rates in rubles | Grades | | | | | | |
|--|---|--------|-------|-------|-------|-------|-------|-------|
| | | I | II | III | IV | V | VI | VII |
| Construction workers, piecework | Factors | 1.0 | 1.11 | 1.25 | 1.43 | 1.62 | 1.97 | 2.42 |
| | Daily rates | 10.18 | 11.34 | 12.81 | 14.56 | 16.50 | 20.01 | 24.58 |
| Metalworkers in con- struction, piecework | Factors | 1.0 | 1.12 | 1.27 | 1.44 | 1.64 | 2.00 | 2.41 |
| | Daily rates | 10.57 | 11.81 | 13.37 | 15.24 | 17.34 | 21.08 | 25.98 |
| Construction workers, flat rate | Factors | 1.0 | 1.09 | 1.21 | 1.35 | 1.53 | 1.81 | 2.16 |
| | Daily rates | 8.07 | 8.82 | 9.75 | 10.87 | 12.38 | 14.62 | 17.40 |
| Metalworkers in con- struction, flat rate | Factors | 1.0 | 1.10 | 1.22 | 1.35 | 1.55 | 1.84 | 2.20 |
| | Daily rates | 8.34 | 9.14 | 10.14 | 11.35 | 12.96 | 15.37 | 18.38 |

The territory of the Soviet Union is divided into 12 zones, each of which has a corresponding correction factor which is used to recompute the tariff rates for use in construction in localities included in the particular zone.

The list of territorial zones and localities included in a particular zone, the correction factors, and the method of recomputing the rates for each zone are printed in the collection of norms and piecework rates for construction-and-installation operations.

Hourly rates for determining piecework rates (rounded off to the nearest 0.1 kopek) are established by dividing the daily rates by 8 (for workers who have a shorter work day on account of hazardous duty, by 7 or 6 as applicable).

Trades and specialties of workers whose labor must be paid for according to the computation rates of construction workers or metalworkers in construction are indicated right in the paragraphs

of the norm and piecework-rate collections by the letters "M" and "S" in front of the table of organization of the crew ("M" stands for metalworkers in construction and "S" stands for construction workers [stroitel']).

The wage rates for workers paid flat rates are established in conformity with the tariff grades given to them, taking into consideration the specifications given in the job-description reference books.

When taking a test to obtain a particular grade a worker must carry out no fewer than 3 different types of operations stipulated by the corresponding job description and must fulfill the established individual-output norm with good quality of production.

The test is given by a special commission appointed by the chief of construction and is formalized by a document. In the event the worker does not agree with the findings of the commission he can appeal to the local trade-union committee.

Tariff grades are also established for construction workers paid piecework rates, but they are paid on the basis of piecework rates computed by calculating the rates corresponding to the tariff rate of the operations fulfilled by them.

In the construction of signaling, interlocking, and block-system installations, use is made of departmental individual-output norms and piecework rates for the construction and installation of signaling, interlocking, and block-system equipment which are published by the MPS.

These norms and piecework rates which have been established for individual elements of the work can also be used partially during capital-repair operations.

Uniform individual-output norms and piecework rates must be used in the construction, modernization, and repair of overhead communications lines.

With the piecework system of payment, uniform norms established for the operations must be used in operations to construct and install dial and local telephone and telegraph stations, long-distance-communication and other equipment.

With the use of the piecework system of payment in transport operations, operations to install crosscuts [proseka], and excavation and other operations which are not mentioned in the above-mentioned collections, it is also necessary to be guided by the appropriate issues or sections of collections of individual-output and piecework norms.

With the practical use of norms and piecework rates it is necessary to be guided by instructions located in the general part of the appropriate collections of uniform individual-output and piecework norms.

The carrying out of operations by workers in categories other than those shown in appropriate paragraphs of the norms and piecework rates, or changes in the makeup of the crew or fulfillment of the individual operation for which the crew was intended, cannot serve as justification for any recomputation of the norms and piecework rates.

The work fulfilled must satisfy the technical requirements and the rules for carrying out and accepting the appropriate kind of operations.

Defective output which is the fault of the worker must be corrected by him or done over without any additional payment.

The principal system of payment in construction is straight piecework.

A variety of the piecework system is the group bonus system, which is used in cases when the crew is given individual small-scale structures, design elements, or individual work sectors for fulfillment.

The handing over of operations on the basis of the group bonus system is done by the work superintendent, who must provide the crew with the necessary materials, tools, and anything else required to carry out the assigned work. Workers cannot be reassigned from operations being fulfilled in accordance with the group bonus system.

The cost of the operations being carried out and the amount of working time necessary to carry them out must be computed on the basis of Yedinyye normy vyrabotki i rastsenok; the number and table of organization of workers in the crew are also determined according to the individual-output norms.

Operations handed over to the crew as a group are listed in a work order that is issued to the crew. The work order also contains an indication of the place, a detailed list of the operations with their volume, their category, time and individual-output norms,

piecework rates per unit, and cost of the entire operation; table of organization of the crew, deadlines for beginning and ending the work.

If the work is completed ahead of schedule, or is completed on schedule but with a smaller number of workers, for the resultant overfulfillment of the individual-output norms the crew is paid, over and above the cost of the operations according to the work order, additional payment for the entire overfulfilled part of the norm above 100%, starting with the first percentage of overfulfillment.

The amount of additional payment in percentages is shown in Table 21.

TABLE 21

| Name of operations | If the individual-output norms are overfulfilled in excess of 100%, the payment for the overfulfilled part is made at | | |
|--|---|---------------|--------------|
| | 1 1/2 rates | double rates | triple rates |
| Basic construction-and-installation | Up to 10 | From 10 to 20 | More than 20 |
| Auxiliary operations having norms established according to all-union norms and piecework rates | Up to 15 | From 15 to 30 | More than 30 |
| Auxiliary operations having norms established according to unified local or production norms and piecework rates | Up to 20 | From 20 to 40 | More than 40 |

The amount (percentage) of additional payment paid to the crew (in addition to the earnings according to the piecework order) for overfulfillment of the individual-output norms is determined according to the following formula:

$$D = \frac{aB}{A},$$

where D = percentage of additional payment due;

a = percentage of overfulfillment of individual-output norms;

A = total percentage of fulfillment of individual-output norms according to the work order;

B = percentage of increase in piecework rates according to the established scale (with 1 1/2 rates, 50; with double rates, 100; and triple rates, 200).

Example. A crew has fulfilled the individual-output norm by 130% (for auxiliary operations). In this instance the percentage of additional payment added onto the earnings will be

$$D = \frac{30 \times 100}{130} = 23.1\%.$$

The bonus is paid only for accepted first-quality work; defective work caused by the workers is not paid for and the time expended to correct work or to repeat it is not excluded from the time actually expended by the crew.

The bonus is distributed among the workers of the crew in the same way as the basic earnings, in proportion to the time actually worked by each member of the crew and his tariff grade.

The progressive piecework system of paying for labor is used in basic construction-and-installation operations, the list

of which is approved by the chief of the construction administration, trust, or road construction office on the recommendation of chiefs of construction sectors, construction-and-installation trains, and independent work-superintendent points which are directly subordinate to construction administrations, trusts, and road offices.

This system can be used only for those operations which have norms established according to uniform all-union norms, departmental norms approved by the ministry, or unified local norms.

When using the progressive piecework system it is necessary to guarantee an accurate accounting of the volume of operations fulfilled and the actual time worked, included overtime work.

The work orders must be issued to the crew chief before the work begins and they must contain a statement concerning payment according to the progressive piecework system.

When the progressive piecework system of payment is used, the operations fulfilled within the limits of the monthly norm are paid for according to piecework rates in effect, but for the entire overfulfilled part of the norm, payment is made according to progressively increasing rates in the same amounts as with the group bonus system, and the settlement is made according to the same formula.

Example. During the month the crew has fulfilled operations on 6 work orders for basic construction-and-installation operations which are to be paid for according to the progressive piecework system; the total sum of the piecework earnings on the work orders was 3,460 rubles; the expenditure of time according to norms was fixed in the amount of 1,380 man-hours.

The crew fulfilling these operations actually expended 1,060 man-hours during the month, achieving an individual-output norm of

$$\frac{1,380}{1,060} \times 100 = 135.3\%$$

that is, the norm was overfulfilled by 35.3%.

According to the progressive piecework system the over-fulfilled part of the norm must be paid for according to tripled piecework rates, and the total percentage of additional payment for these 6 work orders will be

$$D = \frac{35.3 \times 200}{135.3} = 52.2\%$$

Consequently, the total amount of payment in addition to the piecework earnings on the work orders will be

$$\frac{3,460 \times 52.2}{100} = 1,806.12 \text{ rubles,}$$

and the crew's total earnings will be

$$3,460 \text{ rubles} + 1,806.12 \text{ rubles} = 5,266.12 \text{ rubles.}$$

If there is any defective work caused by the workers, the work is not paid for, but the time expended to fulfill the defective work is not deducted from the computation of the time actually worked.

1. Paying Workers Servicing Construction Machinery

Workers servicing construction machinery are paid according to individual-output norms and piecework rates listed in the appropriate collections of norms.

The piecework rates were computed on the basis of tariff rates for workers operating those kinds of machinery.

The tariff grades established for these workers (according to the scale for metal workers in construction) are the following:

| | <u>Grade</u> |
|--|--------------|
| Excavator operator | VI, VII |
| Assistant excavator operator | VI |
| Conveyor-belt operator | IV, V, VI |
| Crane operator | VI, VII |
| Assistant crane operator | V |
| Greaser-fitter | IV |
| Engine operator | IV, V, VI, V |
| Tractor operator | VI, VII |
| Operator of freight and baggage handling car (wide-gauge) | VII |
| Operator of railway motor car with lifting crane | VII |
| Driver of drill-pole setter | VII |

Drivers of railway motor cars, their assistants, and operators of mobile electric stations are paid according to tariff grades in the uniform workers' scale in effect in railroad transport according to rates which are generally accepted for the stations (junctions) where the construction workers are working.

For each percentage of overfulfillment of the individual-output norm by the construction machine during the month, machinists, their assistants, tractor operators, and engine operators receiving piecework payment and servicing excavators, drill-pole setters,

ditch-diggers, and other machines are paid a progressive-bonus additional payment in the amount of 1% of the piecework earnings (or, in the event of flat-rate payment, in the amount of 0.5-1% of the monthly salary).

For keeping the machines clean and in a good state of operation and for preventing idle time because of inoperability of the machines, a bonus in the amount of 20% of the monthly earnings (not counting additional payment according to the progressive bonus scale) is paid; with flat-rate payment, 15% of the monthly salary.

The bonus is paid after the authorization of the next-higher construction organization is received.

2. Paying Young Workers

Young workers who have completed FZO schools or railroad academies and who are employed in construction-and-installation operations must be paid in full amount during the first month of work for fulfilling norms in the amount of 60%, and 80% in the next 3 months. Therefore the individual piecework operations fulfilled by them must be paid with a consideration of correction factors to convert the piecework rates and time norms in effect; for the first month the factor is 1.66, and for the next 3 months (after the first), 1.25.

When young workers are included in a crew alongside of adults, in the piecework orders issued to the crews the time norms in effect are increased in proportion to the number of young workers employed in the crew and in proportion to the amount of reduction in individual-output norms which is established for them.

For example, if a crew consists of 3 persons, including one young worker who is working his first month, the correction factor for the time norms for the crew as a whole will be 1.22; but if the crew consists of 5 persons, including 2 young workers working the first month, the correction factor will be

$$100 + \frac{0.66 \times 2}{5} = 126\%.$$

When the total amount of piecework earnings according to the work order is distributed among the crew members for the fulfilled work, in order to determine the extra earnings of the crew members the tariff rates of the young workers for the first month of their work is taken to be 60%, and in the next 3 months, 80% of the rate corresponding the tariff grades assigned to the young workers.

Example. An installation crew made up of an installation man, Grade VII, an installation man, Grade VI, and a young worker, Grade IV (working the first month) received an order to work with a norm time of 36 hour and cost of 93.60 rubles. Each worker in the crew is responsible for 12 hours of norm time. Taking into consideration the correction factor of 1.66, we obtain for the young worker a time norm of $12 \times 1.66 = 20$ hours, and the total time norm for the brigade will be $12 + 12 + 20 = 44$ hours. The crew made up of these 3 workers completed the work in 24 hours; in order to distribute the piecework earnings among the crew members we determine the total of their tariff rates for the time worked (8 hours each): installation man, Grade VII, 24.85 rubles; installation man, Grade VI, 20.22 rubles; and young worker, Grade IV, $14.69 \text{ rubles} \times 0.60 = 8.81 \text{ rubles}$; total 53.88 rubles; the factor for the crew's additional earnings will be

$$93.60 \text{ rubles} : 53.88 \text{ rubles} = 1.74.$$

Multiplying the tariff total determined for each worker by this factor, we receive the following piecework earnings for each member of the crew:

installation man, Grade VII, $24.85 \text{ r} \times 1.74 = 43.20 \text{ r}$;

installation man, Grade VI, $20.22 \text{ r} \times 1.74 = 35.10 \text{ r}$;

worker, Grade IV, $8.81 \text{ r} \times 1.74 = 15.30 \text{ r}$.

The final total for the piecework earnings of the young worker will be $15.30 \text{ rubles} \times 1.66 = 25.40 \text{ rubles}$.

Crew chiefs are paid according to the general work order according to the grades to which they are assigned and according to the actual time worked. For managing the crew the crew chiefs receive, in addition to the piecework earnings, additional payment in the amount of 20% of the basic piecework earnings, not counting incentive earnings (when payment is made according to the group bonus or progressive piecework system). Additional payment for managing the crew is made provided there are no fewer than 6 persons in a specialized crew or 10 persons in a combined crew.

If the crew completes the work ahead of the deadline established by the work-order assignment and the quality of the work is good, crew leaders are paid an additional bonus:

if the crew fulfills the assignment no less than 10% ahead of schedule -- 0.7% of the crew's total basic piecework earnings on the work-order assignment;

if the crew fulfills the assignment no less than 15% ahead of schedule -- 1.1% of the crew's total basic piecework earnings on the work-order assignment;

if the crew fulfills the assignment 20% or more ahead of schedule -- 1.5% of the crew's total basic piecework earnings on the work-order assignment.

The bonus is paid provided the crew has not had any defective work.

Sector chiefs or work superintendents can decrease or completely cancel the bonus paid to crew chiefs if there is any defective work, violation of labor discipline, or inefficient utilization of building materials.

X. LONGEVITY PAY FOR WORKERS OF CONSTRUCTION ORGANIZATIONS

In order to keep construction cadres in construction organizations of the Ministry of Railroads it has been authorized to extend to workers who are in Grade IV and above, and working in the leading trades, as well as to crew leaders and foremen and practical workers, the advantages and benefits established for workers in leading trades who work on railroads.

The leading trades of workers in construction organizations of the Ministry of Railroads to whom the advantages and benefits extend are:

- | | |
|----------------------|-------------------------|
| Caisson operators | Caisson workers |
| Armature workers | Riveters |
| Asphalt workers | Piledriver operators |
| Concrete workers | Gravel and stone miners |
| Bitumen workers | Spike drivers |
| Bulldozer operators | Boiler makers |
| Drillers | Stokers |
| Ballast workers | Mine-support worker |
| Detonation workers | Pickaxe men |
| Climbers, all trades | Winch operators |

| | |
|--|---|
| Drivers of freight and baggage handling cars, railway motor cars, and truck tractors | Modelers |
| Drivers | Painters |
| Water-supply workers | Installation men |
| Hydraulic excavator operators | Machinists and their assistants, and stokers for servicing construction machinery, machines, assemblies, pile-drivers, hammers, cranes, mobile electric stations, hoists, track-layers, ballast machines, shavers, compressors, etc |
| Grader operators | Fitters and electricians |
| Tinsmiths | Marble workers |
| Piledriver foremen | Mosaic workers |
| Miners | Pavers |
| Insulation workers | Loaders |
| Toolmaker/fitters | Pile drivers |
| Stonemasons | Assemblers |
| Crane operators and their assistants | Assembler/installation men |
| Roofers | Top cagers |
| Blacksmiths | Tacklemen |
| Stone cutters | Tractor operators |
| Shaft cutters | Pipe-layers |
| Facers | Turners |
| Carpenters | Molders |
| Track workers | Drivers of passenger and special motor vehicles |
| Parquet workers | |
| Furnacemen | |
| Sawyers | |
| Tilesetters | |
| Planners | |
| Polishers | |
| Saw setters | |
| Press operators | |

| | |
|--|--|
| Workers involved in installing communications equipment, circuits, communications lines, cables, power illuminating equipment, and the manufacture and installation of metal designs | Plasterers Crosstie-cutters Excavator operators and their assistants Pipe setters Haulers, all kinds |
| Workers servicing construction machines and hoisting-and-transporting machinery | Mechanics, surveyors, foremen, crew leaders, and workers of all grades who are employed in subterranean operations, the construction of tunnels, or subways by the closed, open, ditch, or caisson method, and workers employed in caisson operations and in lowering pits during the construction of bridges; workers (from Grade III) at the mine surface during the building of tunnels and subways |
| Workers operating drilling equipment | |
| Cutters | |
| Framemen | |
| Markers | |
| Welders, all kinds | |
| Signalmen | |
| Cabinet makers | |
| Fitters and electrical fitters | |
| Scraper operators | |
| Glaziers | |
| Drill operators | |
| Operators of machine tools for working wood, metal, or stone | |

The original establishment of the length of service for workers in the leading construction trades must have been formalized by the expiration of the year's work.

When establishing the length of service for purposes of paying longevity pay it is necessary to be guided by the instructions of the VTsSPS and the Ministry of Finance USSR.

The length of service for purposes of paying a percentage increase for longevity to construction workers, crew leaders, and foremen (practical workers) includes all the time that they worked in the leading trades (listed above) in tariff grade IV or higher.

Time worked in other institutions, organizations, or enterprises of other ministries, time worked in electoral jobs, and time spent in the Soviet Army, etc is included in the length of service provided all the requirements outlined by the Instructions of the VTsSPS and the Ministry of Finance USSR are observed.

The amount of the percentage increase for longevity paid to workers in construction organizations is established according to the same scale as for the leading trades of railroad transport.

In the event that workers in leading trades, or crew chiefs in all specialties or foremen (practical workers), receiving longevity pay are transferred to enterprises or organizations where the payment of such increases is not provided for, or to other operations or trades (grades) which do not give the right to obtain a longevity increase, the payment of percentage increases stops on the day of transfer and the length of unbroken service giving the right to receive percentage increases for longevity is interrupted, with the exception of instances of transfer as a result of production necessity.

In connection with the extension of the advantages and benefits to workers in the leading trades and to crew chiefs in all specialties in construction organizations of the MPS, the previously (prior to 1950) computed length of service for the payment of longevity increases to workers in railroad transport does not have to be recomputed.

XI. INCREASES PAID TO WORKERS WHOSE WORK REQUIRES THEM TO TRAVEL; PAYMENT FOR DEFECTIVE WORK AND IDLE TIME

1. Increases Paid to Workers Whose Work Requires Them to Travel

Increases to compensate for expenses incurred in work that requires workers to travel are paid to workers on construction-and-installation trains, in mobile shops, employed in the construction of signaling, interlocking, and block-system equipment. These increases are paid within the limit established for this purpose, in the following percentages to the piecework earnings for pieceworkers or to the tariff rate (salary) for workers paid at a flat rate:

(a) for work on a construction-and-installation train or in one of its units on roads where trains are formed -- 20%;

(b) for work on a construction-and-installation train or in one of its units outside the confines of the road where trains are formed -- 35%.

Increases paid because the work requires the workers to travel are paid only to permanent workers on the construction-and-installation train, and the payment is formalized by a special order.

Workers who have come to construction-and-installation trains by way of organized recruiting for a definite period of work, and those who newly come to work at the place where the train stops, are paid the travel expenses only from the moment that the train moves on to a new place of work.

Note. If these workers, on the basis of the transportation conditions and the nature of the work fulfilled at the new location of the construction-and-installation train, are able to return every day to the place of permanent residence (where there were hired), they are not paid travel expenses.

Workers sent to permanent work on a construction-and-installation train are paid travel expenses from the day they begin working on it.

When individual workers of the construction-and-installation train are on an official trip, they do not receive travel expenses, but per diem is paid in the established procedure for trips outside the confines of the area being serviced.

Workers on construction-and-installation trains and mobile shops who do not receive travel expenses, as well as workers of construction sectors making official trips within the confines of the sector, provided they do not return to the place of permanent residence for 24 hours after the moment of departure, receive per diem in the amount of 1% of the monthly rate or salary, but no less than 5 rubles or no more than 10 rubles for each day of the trip.

2. Procedure of Paying for Defective Work

Defective work which is the fault of the worker and which is completely unserviceable is not paid for.

If the work is partially defective it is paid for at a reduced rate, with the percentage of serviceability and the amount of payment being established by the administrative personnel, but no more than 50% of the worker's tariff rate.

Defective work which is not the fault of the work is paid at a reduced rate, depending upon the degree of serviceability of the output, but the payment of labor cannot be lower than 2/3 of the tariff rate of a flat-rate worker in the corresponding grade.

If the defective work is the result of the failure of the material to conform to specifications or defects in the metal, and if it was discovered after no less than one working day had been expended, it must be paid for at normal piecework rates.

A worker is obliged to report immediately to the administrative personnel that the work produced by him is defective, but if he does not report this or continues to work after receiving an order to stop working, subsequent defective work is not paid for.

3. Paying for Idle Time

Idle time that is the fault of the worker is not paid for; for idle time caused not by the worker, because of the lack of materials or equipment, or a failure in the supply or electric power, the worker is paid wages in the amount of 50% of the tariff rate of a flat-rate worker in the corresponding trade.

The worker must report to the administrative personnel concerning idle time that has begun, as well as situations that can result in idle time. If the worker fails to do so, the idle time is not paid for.

Workers who have no work to do as a result of idle time must be transferred to other work in the same organization for the duration of the idle time.

It is not permissible to transfer skilled workers to hauling, collecting, or transporting operations, except in instances when the carrying out of these operations is required by elemental disasters.

If workers in Grade V or higher are transferred to other operations in lower grades as a result of idle time, payment is made on the basis of their average earnings, provided the norm of the work being fulfilled is fulfilled by no less than 100%.

If the norm is not fulfilled or if workers are transferred to work paid at flat rate, these workers keep the tariff rate of flat-rate worker in the grades to which they are assigned.

If workers in Grade IV or lower are transferred to other work, or if workers of all grades are transferred to operations with tariff grades higher than those of the workers transferred, the payment must be made according to the work fulfilled.

4. Paying for Overtime in Construction

Workers in construction-and-installation and subsidiary operations are paid overtime in the amount of 25% of the tariff rate of flat-rate worker in the corresponding grade for the first 2 hours and 50% for the subsequent hours of work.

Work in construction on holidays is paid for at double rates; for work on days off, if the workers are not given time off to replace them, payment is made at the rate of 1 1/2 times the normal compensation.

APPENDIX 1

JOB DESCRIPTIONS

Telegraphy

1. Morse Operators

Education no less than 7 years of middle school. Good knowledge of spelling of the Russian language. Knowledge of the minimum technical subjects required of telegraph operator in railroad transport, signaling instructions, and train traffic instructions. Ability to send and receive telegrams, and to process train telegrams. Knowledge of telegram-routing diagrams, ability to use the code of abbreviated addresses, the alphabetic list of railroad stations and institutions of the Ministry of Communications, to adjust the equipment, to correct simple damages, to carry out very simple tests of the lines, and to determine the nature of damages. Ability to receive telegrams from the senders and to process them for delivery, to keep a check on processed telegrams, and to know where they are, and to carry on official correspondence.

Speed of sending and receiving under operating conditions must be no less than 550 words an hours for Grade I, and 500 for Grade II.

2. Telegraph Operators, High-Speed Equipment

Education no less than 7 years of middle school. Good knowledge of spelling of the Russian language. Knowledge of the minimum technical subjects required of telegraph operator

in railroad transport, signaling instructions, and train traffic instructions. Ability to send and receive telegrams. Knowledge of telegram-routing diagrams. Ability to operate morse equipment at speeds no less than 400 words an hour.

Easy reading of morse and undulator tape. Ability to determine simple technical defects in the equipment (within the limits of the technical minimum).

Transmittal of telegrams under operating conditions at the following speeds:

Grade II -- baudot operators, using control tape, from 1,000 to 1,100; with self-check, from 850 to 925 words;

teletype operators -- with self-check, from 1,700 to 2,000 words;

Grade I -- baudot operators able to work at speeds of 220 revolutions and above, with individual output: with control tape, more than 1,100 words, with self-check, more than 925 words;

teletype operators -- with self-check, more than 2,000 words.

3. Monitors

Education no less than 7 years of middle school. Good knowledge of spelling of the Russian language, geography, and the administrative and territorial division of railroad transport. Knowledge of routing diagrams and the procedure of processing telegrams at all stages of processing; knowledge of the minimum technical subjects required of telegraph operator in railroad transport, signaling instructions, and train traffic instructions. Ability to operate morse equipment at speeds no less than 400

words an hour, ability to read undulator tape, to use the code of abbreviated addresses, and the alphabetical list of railroad stations and institutions of the Ministry of Communications.

Grade II -- collection of processed telegrams, knowledge of where they are, and the keeping of records on delayed telegrams. Ability to carry out preliminary and subsequent check on telegram processing.

Grade I -- knowledge and ability the same as for Grade II, but with more experience. Grade I can be established only at the Central Communications Station of the MPS and at road administrations.

4. Telegram Acceptance Clerks

Education no less than 7 years of middle school. Good knowledge of spelling of the Russian language. Knowledge of routing diagrams and the procedure of processing telegrams. Knowledge of the minimum technical subjects required of telegraph operator in railroad transport; signaling instructions; train traffic instructions; knowledge of tariff rates of the Ministry of Communications and the monetary operations involved in accepting paid telegrams; knowledge of geography and the administrative and territorial division of the railroads of the USSR.

Ability to use the code of abbreviated addresses, and alphabetical list of railroad stations and institutions of the Ministry of Communications. Ability to operate morse equipment at speeds no lower than 40 words an hours, and to accept telegrams and count words.

Working speed per hour not lower than:

Grade II -- 35 telegrams, with 30 telegrams marked;

Grade I -- 40 telegrams, with 35 telegrams marked.

5. Incoming-Telegram Routing Clerk

Education no less than 7 years of middle school. Good knowledge of the spelling of the Russian language. Knowledge of the minimum technical subjects required of telegraph operator in railroad transport, signaling instructions, and train traffic instructions. Knowledge of the disposition and location of production units in railroad transport and institutions connected with its work. Ability to sort telegrams according to place of delivery and to keep records concerning the delivery of telegrams. Ability to make correct utilization of telegram delivery clerks, to correct telegrams which are to be delivered, and to operate morse equipment at speeds no lower than 400 words an hour.

Grade II -- collection of telegrams for delivery to addressees, recording of telegrams in delivery books, dispatching of delivery clerks to deliver the telegrams, and checking of accuracy of delivery of no fewer than 120 telegrams an hour.

Grade I -- excellent knowledge of all phases of the work of the incoming-telegram routing office and the processing of no fewer than 150 telegrams an hour.

6. Typist/Copy Clerks

Education no less than 7 years of middle school. Good knowledge of spelling of the Russian language; knowledge of telegraph-operation rules; signaling instructions; and train traffic instructions. Fluent reading of undulator tape.

Typing speed per hour, making 3 carbon copies, no less than:

| | |
|-----------|-----------|
| Grade III | 550 words |
| Grade II | 700 words |
| Grade I | 850 words |

7. Telegram Delivery Clerks

Education no less than 3 years of middle school. Knowledge of operational rules for delivery. Knowledge of places and areas of delivery. Ability to become quickly oriented in locating the addressee. Ability to carry out subsidiary operations connected with delivery (collection, sewing, putting telegrams in envelopes).

Grade II -- beginners.

Grade I -- delivery clerks who have worked no less than 6 months and who have learned excellently how to deliver telegrams to any sector.

8. Workers Engaged in Subsidiary Operations at the Telegraph Office, Radiotelegraph Office, or Long-Distance Telephone Stations

Grade II -- education no less than 3-5 years of middle school. Operations: internal delivery and collection of telegrams, stamping of blanks, issuing of blanks, servicing the pneumatic-tube system, putting telegrams in envelopes, sewing, and other subsidiary operations within the limits of their degree of skill.

Grade I -- education no less than 7 years of middle school. Knowledge of the operational rules at their particular assignment. Operations: recording of telegrams in the log, copying out of

receipts for telegrams to be delivered, checking and accounting for the time the telegrams are en route.

Long-Distance Telephony

9. Telephone Operators

Education no less than 7 years of middle school. Knowledge of geography. Knowledge of the minimum technical subjects required of telephone operator in railroad transport, signaling instructions, and train traffic instructions. Ability to operate all kinds of switchboards. Ability to receive and to process orders over the switchboard. Ability to use conference calls to transmit orders, first announcing the conference call to the conferees, and expending no more than 50 seconds to organize one discussion.

Grade II -- beginning telephone operators in charge of the order desk, information desk, and long-distance circuits with small work volume.

Grade I -- telephone operators in charge of road and mainline communication and fulfilling established individual-output norms and qualitative indexes for giving service to subscribers.

Local Telephone Communication

10. Telephone Operators

Education no less than 7 years of middle school and special knowledge of the minimum technical subjects required of telephone operators of railroad transport, knowledge of the signaling instructions, and the train traffic instructions. Ability to operate local-telephone-communications switchboards, fulfilling

the established individual-output norms and the qualitative indexes for giving service to subscribers; service long-distance telephone circuits plugged into a common switchboard, and accept and transmit telegrams over the telephone.

Grade II -- operators servicing switchboards up to 100 numbers and performing satisfactorily and fulfilling the norm.

Grade I -- operators who have passed, with a grade of "Good," the minimum technical subjects required of telephone operators and who are performing satisfactorily and overfulfilling the norm; those who are performing excellently and fulfilling the norm.

11. Communications Mechanics

Grade II -- general education no less than 7 years of middle school and special knowledge of the minimum technical subjects required of communications mechanic; knowledge of the signaling instructions and train traffic instructions. Ability to service communications lines within the confines of the junction, and provide maintenance of sources of power supply; carry out internal wiring, adjustment, cleaning, and installation of telephones and other simple communications equipment, test line installations, and make very simple electrical measurements. Carry out installation operations. Must know how to read blueprints and diagrams and direct the work of the repair crew when it is repairing the lines.

Grade I -- education and knowledge same as for mechanics, Grade I; length of service as mechanic no less than a year, servicing of more complicated equipment, TsB [tsentral'naya batareya --

common battery] switchboards, and dispatcher communication. Ability to operate morse equipment.

12. Mechanics for Mainline Communication, Cable Structures, and High-Voltage Automatic-Blocking Lines

Grade II -- general education no less than 7 years of middle school and special knowledge of the minimum technical subjects required of mechanics, knowledge of the signaling instructions and train traffic instructions.

In addition to the knowledge and ability of communications mechanic, they must be able to locate and correct simple damages in the cable structures, high-voltage lines, high-voltage equipment, and mainline communication; must be able to solder cables with as many as 30 pairs independently, or cables with more pairs under supervision. Must know how to carry out simple channeling operations and know the working procedure at high-voltage installations.

Grade I -- education and ability same as for Grade II. Length of service in the particular specialty no less than a year. Ability to read complicated blueprints, plans, and diagrams. Ability to locate damages with the aid of measuring devices and to eliminate them; ability independently to solder cables with as many as 300 pairs, to line junction boxes, to extend cables, and to do channeling operations for as many as 7 channels.

13. STsB Mechanics for Sectors and Stations

Grade II -- general education no less than 7 years of middle school and special knowledge of the minimum technical subjects required of STsB technician, knowledge of the signaling and train

traffic instructions. Carries out service and current repair of the mechanical parts of semaphores, discs, locking mechanisms, locks, and installations for the mechanical and hydraulic interlocking of switches. Must know how to read blueprints and diagrams, use measuring devices, to do forge and fitting work, to repair signaling and interlocking instruments and replace worn-out parts.

Grade I -- education and knowledge same as for Grade II; length of service in the specialty of STsB mechanic no less than one year. Ability to install mechanical parts of signaling and interlocking switches and to make simple parts. Knowledge of semiautomatic block system. Ability to manage a repair crew.

14. Mechanics for Automatic Block Systems, Mechanized Classification Yards, and Electrical Interlocking

Grade II -- general education no less than 7 years of middle school and special knowledge of the minimum technical subjects required of STsB mechanic. Knowledge of the signaling and train traffic instructions. Carries out service and current repair of outdoor equipment in electrical interlocking, automatic block systems, and mechanized classification yards. Must know how to read blueprints and diagrams, to use measurement instruments, to do forge and fitter work, and to repair or replace worn-out parts.

Grade I -- education same as for Grade II. Length of service no less than one year. Must know how to carry out installation operations for automatic block systems and electrical interlocking and how to make simple parts. Ability to manage a repair crew.

15. Electrician/Communications Technicians

Line. Grade II -- general education and special knowledge of the minimum technical subjects required for the specialty of communications worker. Knowledge of the signaling and train traffic instructions. Operational servicing of a line subdivision that does not have complicated communications or STsB installations. Carries out operations in the current maintenance of telegraph, telephone, and signaling lines. Maintenance of power-supply sources, correction of breaks in the internal wiring; installation, repair, and replacement of parts in communications and STsB equipment. Cleaning and adjusting of apparatus and installation of them. Carrying out of equipment tests and electrical measurements under the supervision of an engineer or senior electrician; looks for damages, determines the nature of them, and eliminates them; draws up reports for the work book concerning the work fulfilled. Must have production experience of one year as mechanic and must know how to operate morse equipment.

Grade I -- education and knowledge same as for Grade II. Operational servicing of a subdivision with more complicated communications and STsB installations, such as terminals of station communications, supply points of line-track communications, switch communications of an STsB system, semiautomatic block-system, or staff signaling. Independent tests of the apparatus and electrical measurements. Must have production experience of one year as electrician, Grade II.

Station. Grade II -- general education and special knowledge of the minimum technical subjects required for the specialty of

communications worker. Knowledge of the signaling and train traffic instructions. Operational servicing of the communication apparatus and lines of station subdivisions. Current repair of equipment, installation, adjustment, and cleaning of them. Ability to fulfill independently and direct installation operations and repair; test instruments and make electrical measurements; look for damages, determine the nature of them, and eliminate them; draw up reports for the work book concerning the work fulfilled. Must have production experience of one year as mechanic and must operate morse equipment (or baudot equipment, if servicing such).

Grade I -- education and knowledge the same as for Grade II. Operational servicing of subdivisions with more complicated equipment -- high-speed apparatus, their relay points, telephone relay points, high-frequency installations, and road and mainline communication. Must have production experience of no less than one year as electrician Grade II.

16. STsB Electrician/Technicians

Grade II -- general education and special knowledge of the minimum technical subjects required for the specialty of STsB worker. Knowledge of the signaling and train traffic instructions. Operational servicing of the electrical and mechanical part of signal installations, staff signaling, semiautomatic block systems (track and station), mechanical interlocking of medium and large stations, and switch equipment. Ability to lay cables, signal and switch rods, set up and install semaphores, light signals, discs, control locks, locking mechanism and switch-and-lock movements, hoists, switch and signal levers, rail contacts,

and interlocking and block-system equipment. Good ability to read mechanical-locking diagrams; to repair and adjust the installations named and to replace individual parts; to look for and prevent damages. To draw up reports for the work book concerning the work fulfilled. Must have production experience of one year as STsB mechanic.

Grade I -- education and knowledge same as for Grade II. Operational servicing of installations of semiautomatic block systems of large and complicated junctions, automatic block systems, electrical interlocking, mechanized classification yard, dispatcher interlocking, and automatic stops. Ability to lay cables, set up and install light signals, electric actuators, battery wells, relays, relay boxes, rail circuits, rectifiers, power-supply and relay transformers, interlockers, etc.

Good ability to read electrical diagrams and designs of the installations being serviced; to repair and adjust the installations being serviced and to replace individual parts, and look for and prevent damages; to draw up individual diagrams of very simple plans for electrical interlocking and automatic block systems and to draw up reports for the work book concerning the work fulfilled. Must have production experience of no less than one year as mechanic for automatic block systems and electrical interlocking.

17. Electrician/Technicians, Automatic-Block-System High-Voltage Lines

General education and special knowledge of the minimum technical subjects required of high-voltage electrician. Knowledge of the signaling and train traffic instructions. Ability to carry out operational servicing of high-voltage installations of automatic

block systems, feeder and oil management, and current-repair operations on high-voltage lines and electrical apparatus. Look for damages, determine the nature of them, and eliminate them. Check for phase asymmetry of high-voltage lines, supervise the taking of tests of transformer oil, and check the work of mechanics and workers. Draw up reports for the work book concerning work fulfilled. Must have production experience of no less than one year as mechanic for high-voltage installations.

18. Senior Electricians for Communications and STsB

Knowledge and requirements same as for electricians, Grade I. Direct and supervise the work of electricians and mechanics of the section which is subordinate to them, and give technical instruction to them. Must know how to introduce advanced work methods, to draw up plans, estimates, and technical reports. Carry out critical operations, adjustments, and electrical measurements themselves. For all practical purposes, take the place of an engineer. Experience of no less than 3 years as electrician.

Knowledge of the signaling and train traffic instructions, which are stipulated in the job descriptions.

19. Electrician for Radio Communications

Grade II -- general education and special knowledge of the minimum technical subjects required for the specialty of radio-communications worker.

Knowledge of the signaling and train traffic instructions.

For electricians in intrastation and train radio communications, knowledge of Instruktsiya o poryadke pol'zovaniya i

obslyuzhivaniya radiostantsiy tipa ZhR-1, ustanovlennyykh dlya vnutristantsionnoy radiosvyazi na zheleznodorozhnom transporte
[Instructions for the Procedure of Using and Servicing Radio Sets of the Type ZhR-1 which are Installed for Intrastation Radio Communications in Railroad Transport].

For electricians at broadcasting radio-rediffusion stations, knowledge of Pravila tekhnicheskoy ekspluatatsii radiotranslyatsionnykh uzlov [Rules for the Technical Operation of Radio-Relaying Stations], approved by the Ministry of Communications.

For electricians at train radio stations, a knowledge of Instruktsiya o poryadke pol'zovaniya i obslyuzhivaniya poyezdnykh radiopunktov [Instructions on the Procedure of Using and Servicing Train Radio Stations].

For electricians in mainline radio communications, knowledge of Pravila tekhnicheskoy ekspluatatsii magistral'noy radiosvyazi [Rules of Technical Operations of Mainline Radio Communications], approved by the Ministry of Communications.

Ability to carry out operational servicing of apparatus and relay lines, current repair of apparatus, adjustment and cleaning; independently fulfill installation operations and repair of radio equipment; carry out maintenance of power-supply sources. Study the work of the radio-communications installations being serviced with the aim of preventing them from having their normal work interrupted.

Ability to carry out tests and make electrical measurements under the supervision of senior electrician. Draw up reports on work fulfilled. Must have production experience of no less than one year as mechanic.

Grade I -- education and knowledge same as for Grade II.
Carry out tests and make electrical measurements independently.
Operational servicing of intrastation, train, and mainline radio
communications, radio receivers, broadcasting, and classification-
yard radio stations with power of 500 watts or more.

Must have production experience of no less than one year
as electrician, Grade II.

20. Radio-Communications Mechanics

Grade II -- general education no less than 7 years of
middle school and special knowledge of the minimum technical
subjects required of a radio-communications mechanic.

Knowledge of the signaling and train traffic instructions.
Knowledge of instructions approved by MPS and the Ministry of
Communications for the radio communications being serviced.
Ability to carry out operational servicing of relay lines and
antenna structures; lay internal wiring, adjust and clean repro-
ducers, installation operations, current repair of mechanical parts
of radio apparatus.

Grade I -- education and knowledge same as for mechanic,
Grade II, servicing of more complicated radio experience, working
experience of no less than one year as mechanic, Grade II.

APPENDIX 2

Proletarians of all
countries, unite!

MINISTRY OF RAILROADS USER

Signaling and Communications Service of the Railroad

Qualification Certificate

The bearer
(last name, first name, middle name)

before a qualification commission of the
(name of road division or
administration)

has met the requirements for
(name of speciality)

and has been given Grade

Commission chairman
(signature)

.
(job title)

Commission members
(job titles and signatures)

Photograph

Seal

Acknowledgement of certificate holder