

PALAMA SETTLEMENT
MEMORANDUM

Date Dec. 3, 1951
To Mr. Kelly
From Director
Subject

Mrs. Park's hours have been increased to 32 hours per week, effective December 1, 1951. The agreement has been properly signed and filed and she will be compensated for the increase of hours. She will start working at 12:30 on week days. On three days she will work until 6:00 p.m. On the other two days she will work to 5:45. On Saturdays she will work from 8:00 to 1:00, which gives her a total of 32 hours.

She is budgeted for 24 hours a week with 8 hours for practice and preparation time. These hours are set by the committee, approved by the board and must be followed. Also check and see that the complete 32 hours a week ^{are} ~~is~~ worked at Palama Settlement. No preparation and practising are to be done at home and counted as hours of work at Palama. Please see that your employees are following the above regulations, which are set policies.