

WORKS PROGRESS ADMINISTRATION IN OHIO

DISTRICT No. #1

TO WHOM IT MAY CONCERN:

Housekeeping Aides are allowed to work 140 hours per month (70 hrs. per pay period) but no more than 40 hours per week and are paid by WPA. Aides are privileged to work on non-scheduled WPA days if they find private employment and wish to. WPA is unconcerned with the ~~age~~ wage of salary they receive by private employment during these unscheduled WPA days.

Aides are to carry their lunch and are allowed $\frac{1}{2}$ hour for lunch. They may however eat with the family if they are invited to do so and care to. They must have $\frac{1}{2}$ hour during the day (preferably at noon) during which to rest as they are on the case this allotted time and must observe this law. Aides must be allowed five minute rest periods both in the morning and afternoon. Our aides must quit promptly on time and any work they do overtime must be paid by the family receiving her services. Aides are not allowed to work on Sundays and only on Saturdays in a few cases, and must go home nights.

Members of the family receiving WPA services are required to assist the aide in every way possible.

Duties of aides are;

1. Required to do general housework;
2. Care for infants or small children;
3. Cook and bake;
4. ** Wash and iron;
5. Sewing and mending (only regular weekly mending);
6. Simple home care of the sick under Nurse's or Doctor's instructions.

Aides are not allowed to give medicine, enemas, douches, etc.

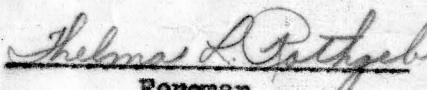
7. Aides may do canning or other such work if she has time and cares to.

** Aides are not required to do washing unless there is a power machine to work with or when the family is so large that she cannot wash and still have time to do the other work satisfactorily in her regular 7 or 8 hour day, without being a slave. If water must be carried to do the washing other members of the family must carry it for the aide. Our aides are only human and must be treated as such.

Duties which aides are not allowed or expected to do are;

1. Housecleaning outside of daily and weekly cleaning;
2. The evening dishes or any other such work which accumulated after she working hours the previous day and was left over for the next morning.
3. Carry in fuel in winter;
4. Not to give men patients baths except in very few cases.

Any first aid supplies which the aide has with her are to be used only on herself following an injury and are not to be used on any members of the family.


Foreman