

OPCARD





OpCARD



This is a "no-necktie, sweaters, and slacks" organization. "Businesslike informality" is an accepted Disney policy which has done much to maintain a friendly relationship between Company and employee.

"Company Procedure" — said just like that — has an ominous sound; and yet we all know that the observance of certain "shoulds" and "should nots" is necessary in an organization as complex as ours. Rules and Regulations are set in, not to dictate, but rather to help you and the Company arrive at a common-ground of mutual trust and understanding.

The "ROPES AT DISNEYS" is published as a handbook of general information. Naturally, personal agreements with employees, Union contracts and other definite commitments will control. This booklet is intended merely to be in the nature of a pointer. It will tip you off as to "what goes" ... and what doesn't. If you unwittingly slip off the beam, it will give you a painless nudge in the right direction.

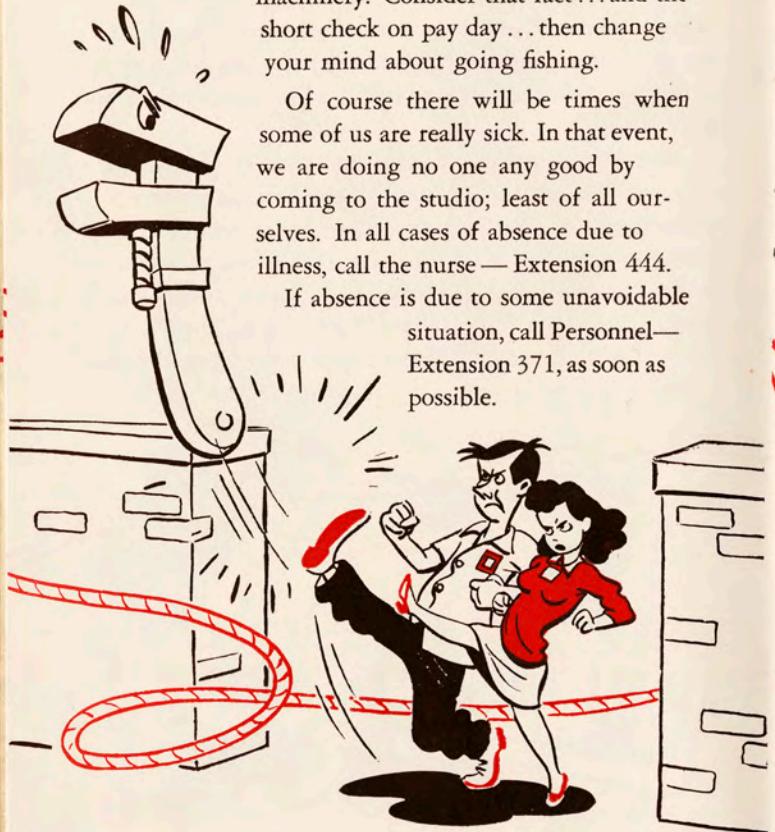
Please read it carefully.





Absence

The word "absenteeism" has been officially drummed out of the Disney vocabulary. It sounds chronic, incurable, and has been considerably over-worked. We all know that unnecessary absence is a monkey wrench in the production machinery. Consider that fact . . . and the short check on pay day . . . then change your mind about going fishing.



Of course there will be times when some of us are really sick. In that event, we are doing no one any good by coming to the studio; least of all ourselves. In all cases of absence due to illness, call the nurse — Extension 444.

If absence is due to some unavoidable situation, call Personnel — Extension 371, as soon as possible.



Sick leave

When Old Man Misery has caught up with you — if you are ill, have suffered injury, or find it necessary to visit a physician, you are eligible for sick leave benefits.

Regulations covering these benefits are as follows:

Women employees are entitled to ten days' sick leave each year, but not more than five consecutive days at one time.

Male employees are entitled to five days sick leave each year, but not more than three consecutive days at one time.

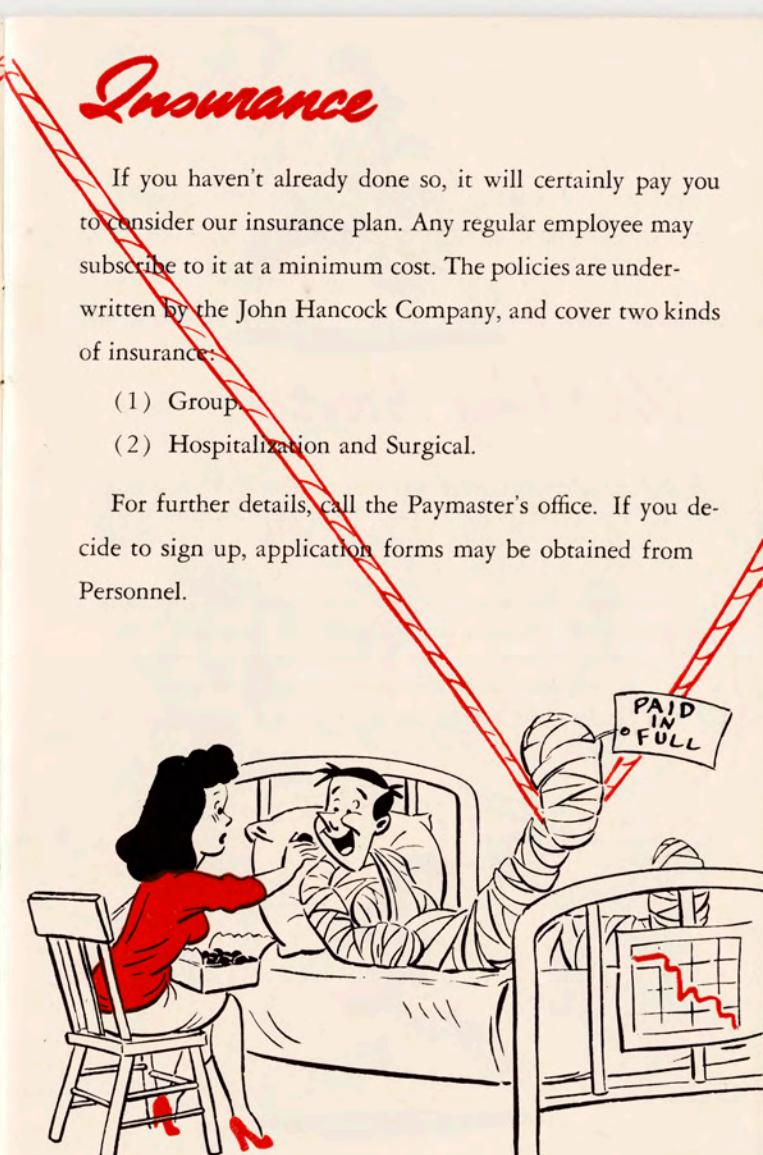
Whenever you are absent because of illness, be sure to check with the nurse within three days after your return to work. File the necessary form with her, and when it has been approved, sick leave pay will be included in your check on the following pay day.

According to a new government ruling, all sick pay is subject to income tax.



"Accidents will occur in the best regulated families." A slightly mouldy, but still very sage remark which has been ascribed to Mr. Micawber. Let it serve as a reminder that they can, and do, happen here.

All accidents, no matter how minor, should be reported to the nurse at once. Extension 444.



If you haven't already done so, it will certainly pay you to consider our insurance plan. Any regular employee may subscribe to it at a minimum cost. The policies are underwritten by the John Hancock Company, and cover two kinds of insurance:

- (1) Group
- (2) Hospitalization and Surgical.

For further details, call the Paymaster's office. If you decide to sign up, application forms may be obtained from Personnel.



Working Hours

Our regular work week, at present, is forty hours. . . Monday through Friday. Most departments work from 8:00 A.M. to 5:00 P.M. with a one hour lunch period.

Overtime, when required and approved, is usually worked on Tuesday and Thursday nights, and Saturdays. Overtime pay is governed by government regulations, Studio policy, and Union contracts. Of course, this whole set-up is subject to change by Government order.



Pay Day

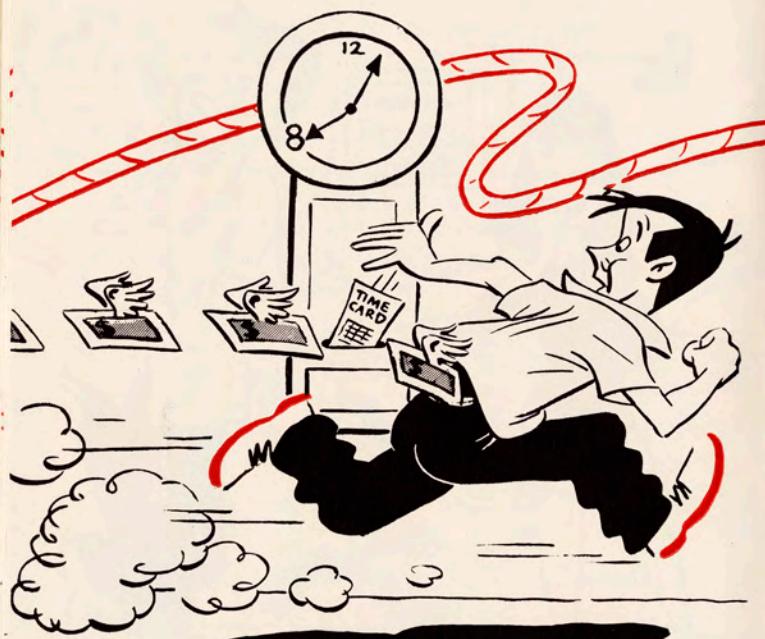
Every other Thursday is the Day of the Eagle. Stay around your room on Pay Day morning if you want to catch the Paymaster on the wing. If you happen to miss him, you can pick up your check at his office during lunch hour.





Tardiness

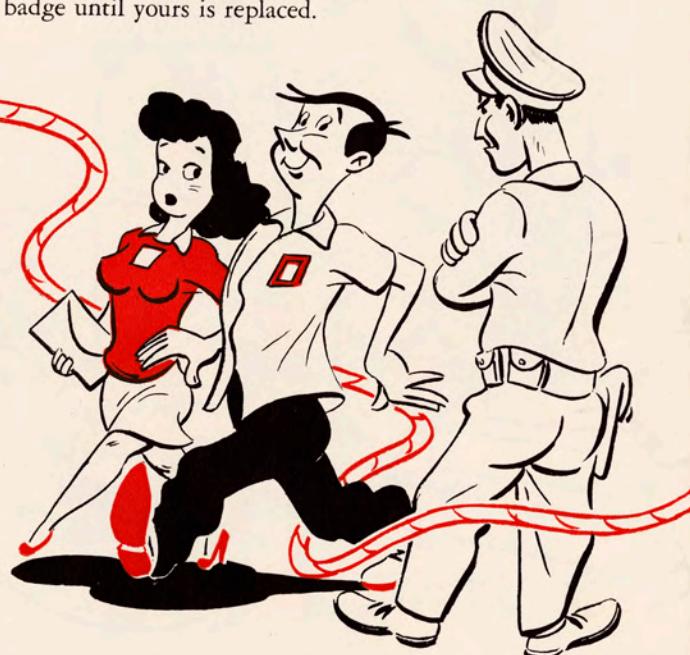
Turning off the alarm clock and going back to sleep can be an expensive habit. Before you knock off those extra winks, think of the numbers you are knocking off your Pay Check. You might consider the fact that you aren't exactly helping production, either.

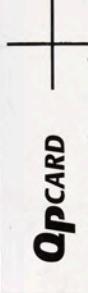


Identification

When Uncle Sam joined us on the lot, he brought with him a new and necessary institution. We refer, of course, to the identification badge. You will note that your picture looks very much like someone else. This is entirely beside the point.

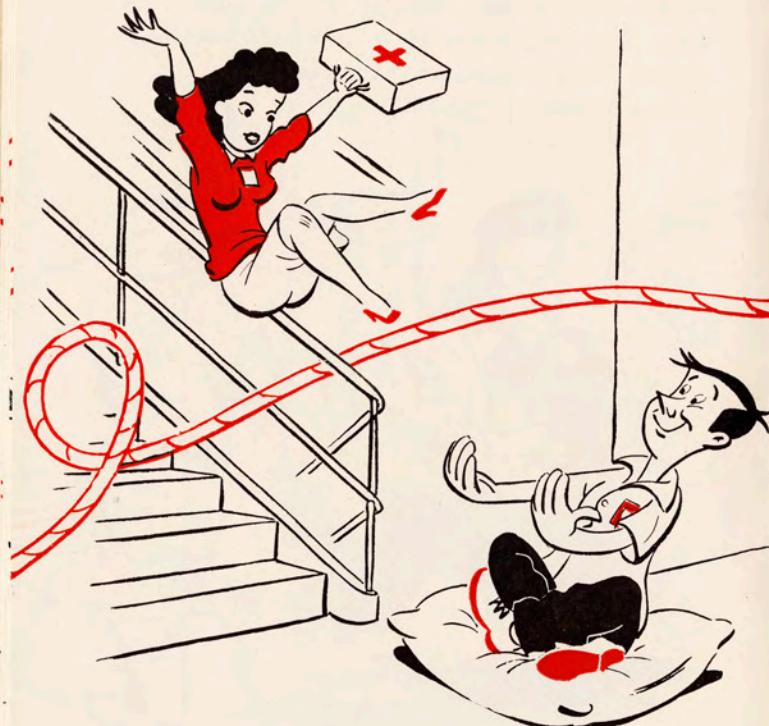
The point is (and we aren't kidding) you can't get through the time office, morning or night, without your badge. If you've lost it or left it home you'll have to go to the Police Gate and get a temporary badge until yours is replaced.





Safety

If you hold yourself down to a walk in the halls and on the stairs; if you put out your smoke BEFORE you fiddle with a loaded moviola; you are observing common sense safety rules. Thanks.



Bulletin Boards



It's a good idea to check the bulletin boards in your unit, and in the main corridor, at least once a week. Notices posted are of importance and interest to most everyone.

Should you wish to post a notice yourself, it will first be necessary to clear all copy through the Personnel office.



Employment

When your brother-in-law asks you to get him a job here, tell him that all applicants must follow this procedure:

Artists: Write Hal Adelquist, stating briefly experience and training. An application will be forwarded to the artist, and if he qualifies, he will be granted an interview.

Non-Artists: Write Personnel Department, and the same procedure will be followed.



Personal Mail

The mailroom will be everlastingly grateful if you will please have all your personal mail addressed to your home. The traffic boys, likewise. Let us do nothing to "stay *these* couriers from the swift completion of their appointed rounds!"



Personal Phone Calls

At the risk of interfering with the even tenor of your social life, we must ask that you limit personal phone calls to emergencies. You know, of course, that you will be charged for all outgoing personal calls.



Discharge

Union contracts and Studio policy dictate the rules governing discharge. In general, the following are reasons for immediate dismissal:

1. Falsification of records, or dishonesty.
2. Gross inefficiency.
3. Malicious abuse of Company equipment or property.
4. Insubordination.
5. Immoral conduct, or indecency.
6. Any violation of the United States Espionage Act.





Terminations



The Company would like to know at least 72 hours in advance of any intended terminations. The Paymaster needs time to make up your check. Personnel must make a replacement. Incidentally, it is the Personnel office which should first be notified of your intended departure.

If you have been with us for over six months, and are leaving to join up, you are entitled to Military Severance Pay:

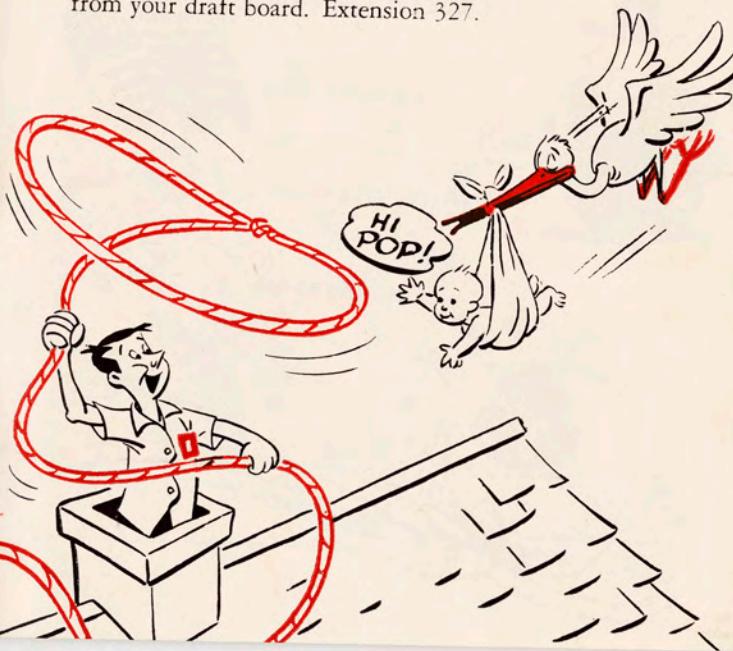
- 1 week's pay: 6 months to 1 year continued service.
- 2 weeks' pay: 1 year or over continued service.



Selective Service

We maintain an office to advise and assist you on Selective Service matters. This office is vitally interested in YOUR draft status. They keep abreast of all changes and new regulations, and are ready, willing, and able to help you with your problems.

The office, located in 3C-7, should be notified of any and all correspondence you might receive from your draft board. Extension 327.





Holidays

The Studio observes the following holidays. You will want to know however, that you must be on the job the day BEFORE and the day AFTER the holiday in order to be paid for it.

This is in accordance with Union contracts.



Vacations

Like a certain well-known nag, vacations "ain't what they used to be." Still, you can raise more blisters in your victory garden than you can on the beach. Anyway, after one year's continuous service, you are entitled to time off with pay.

Please plan your vacation so it won't interfere with production by checking with your Department Head before making any definite arrangements.

Remember, too, that we are engaged in war work, and vacations are subject to change at any time through government order, or Studio policy.





"Off the Lot Pass"

If you find it necessary to leave the lot for any reason during working hours, be sure to get a rain check in the form of an "OFF THE LOT" pass. Then don't forget to punch out through the Time Office. If you are leaving on Company business, your pass may be signed by your Department Head or Unit Manager. In all other cases your pass must be signed by Hal Adelquist.

Remember, you will be paid for time spent off the lot ONLY if this period is covered by an "OFF THE LOT" pass.



The Library

We have a well-stocked library on the Second Floor of the Animation Building. The primary purpose of this library is for Studio research and production work. It's there for your convenience, so...use it.



Studio Equipment

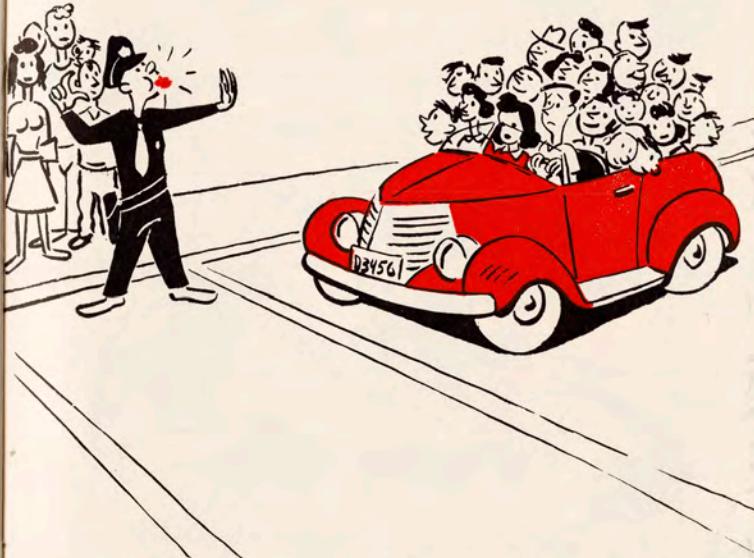
Careless handling of studio equipment can affect our entire production program. Please remember that ALL studio equipment is valuable; most of it, irreplaceable. For this reason, its use is very definitely restricted to Company production purposes only.

Do not take any studio equipment off the lot unless you have the proper authorization.

Do not attempt to use or handle any Company mechanical equipment unless you are qualified and authorized to do so.



Transportation



The great Brotherhood of the Wistful Thump has come into its own with the advent of "CAR POOLS." If there are words to be said pro and con concerning the unqualified success of the plan, we must at least agree that the "POOLS" are doing their share in solving the transportation problem.

If you are looking for a ride, or if you want to carry riders, call Extension 288. Check with this office (3C-8) on all matters pertaining to gasoline, tire rationing and similar problems.



Unions

Our employees are represented by thirty-three (33) separate unions. Your job will probably fall under the jurisdiction of one of them. For further information, contact the Labor Relations Office, Extension 450; or the Personnel Department, Extension 371.



If you have something to sell, please refrain from personally hawking your wares from room to room on Company time. If yours is a worthy cause, we will guide your sales efforts through the proper channels. Contact the Personnel office.

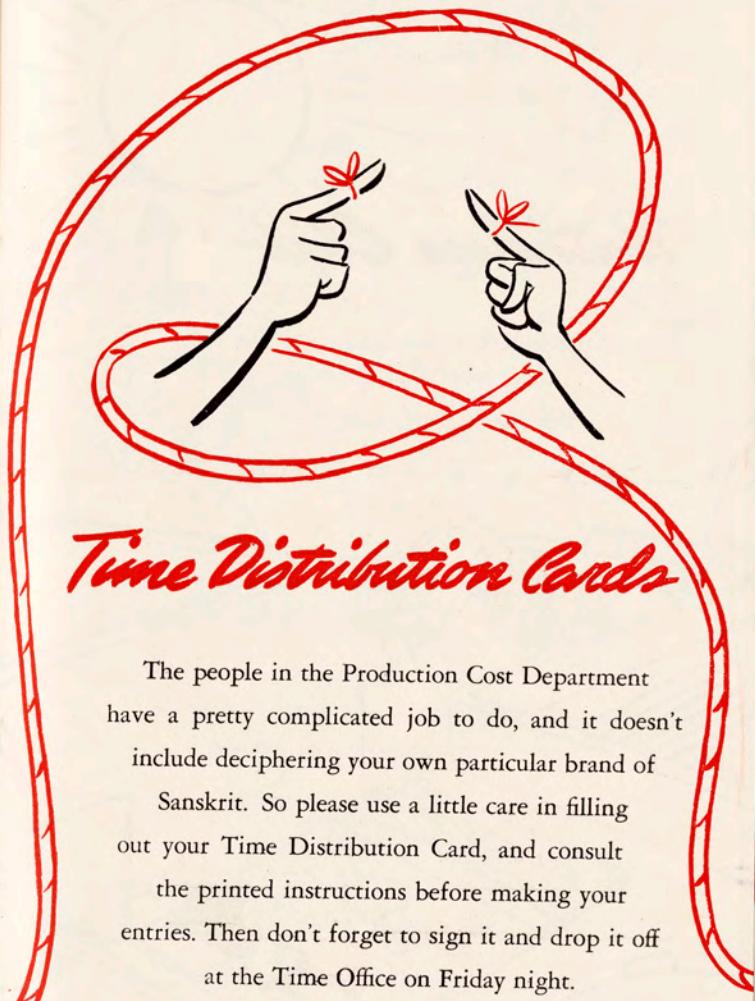


Visitors

Aunt Mary and Uncle John are going back to Four Corners, Kansas, in a very bitter frame of mind. And all because you weren't permitted to show them the Studio.

We know...and we're very sorry. However, Government restrictions say "NO!"...and they aren't fooling.

Only persons having definite, authorized business on the lot are permitted beyond the Commissary.



Time Distribution Cards

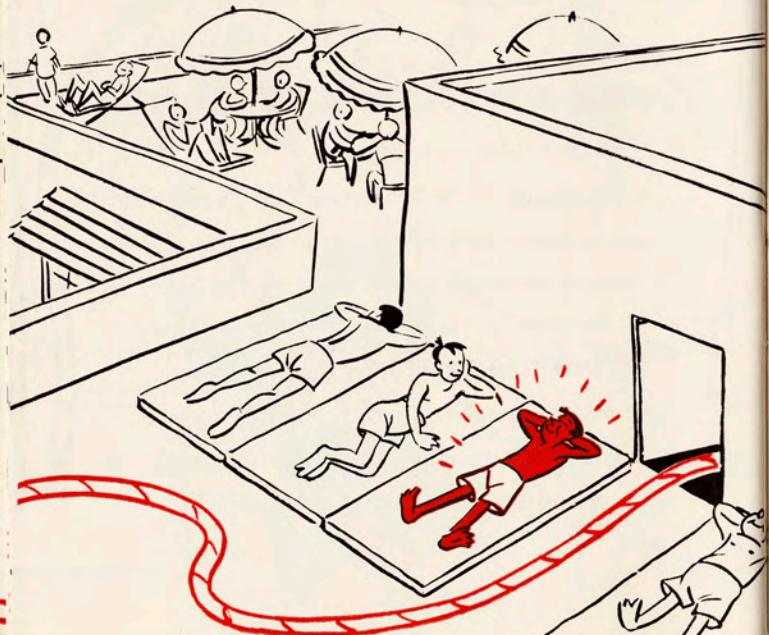
The people in the Production Cost Department have a pretty complicated job to do, and it doesn't include deciphering your own particular brand of Sanskrit. So please use a little care in filling out your Time Distribution Card, and consult the printed instructions before making your entries. Then don't forget to sign it and drop it off at the Time Office on Friday night.



Penthouse Club

For all particulars, membership, and like that,
check with Walt Pfeiffer.

Men only! Sorry, gals. . . .



Restaurant

'Sa fact! We have the best equipped and most
modern commissary in the Valley.

Open to our personnel only
at the following hours:

7:00 to 8:00 A.M.

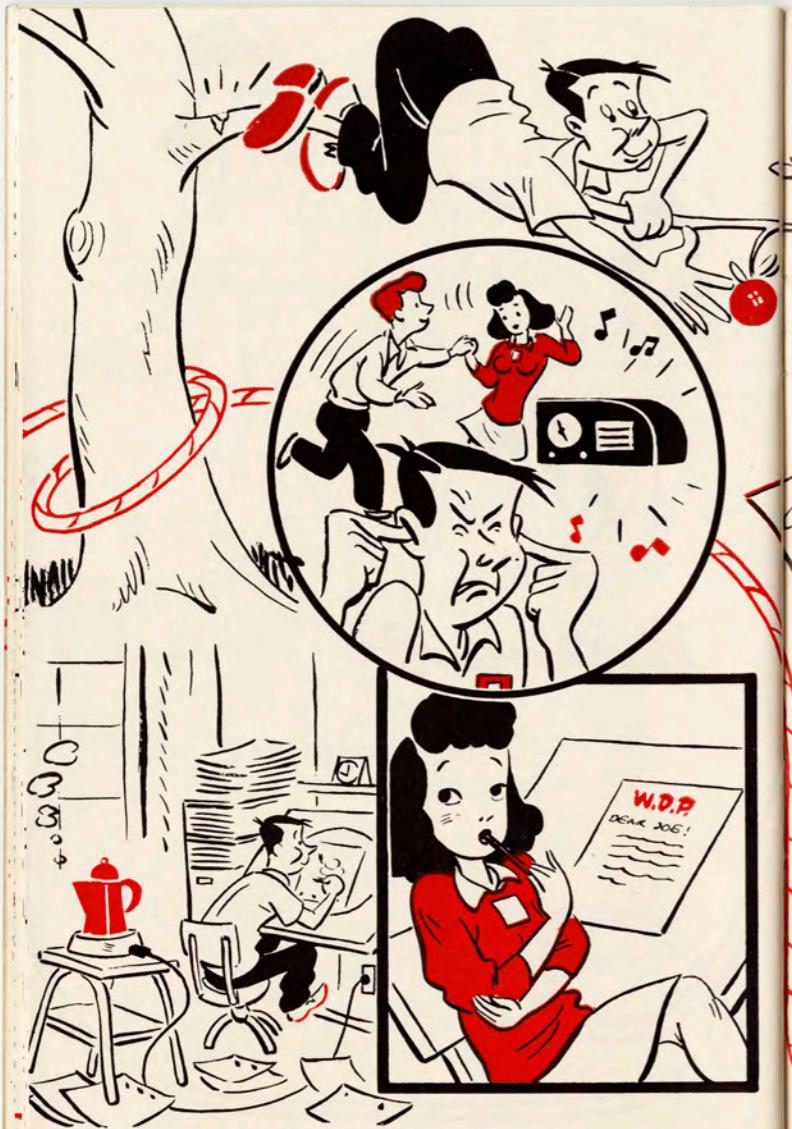
11:30 to 1:30 at NOON

5:00 to 6:00 P.M.

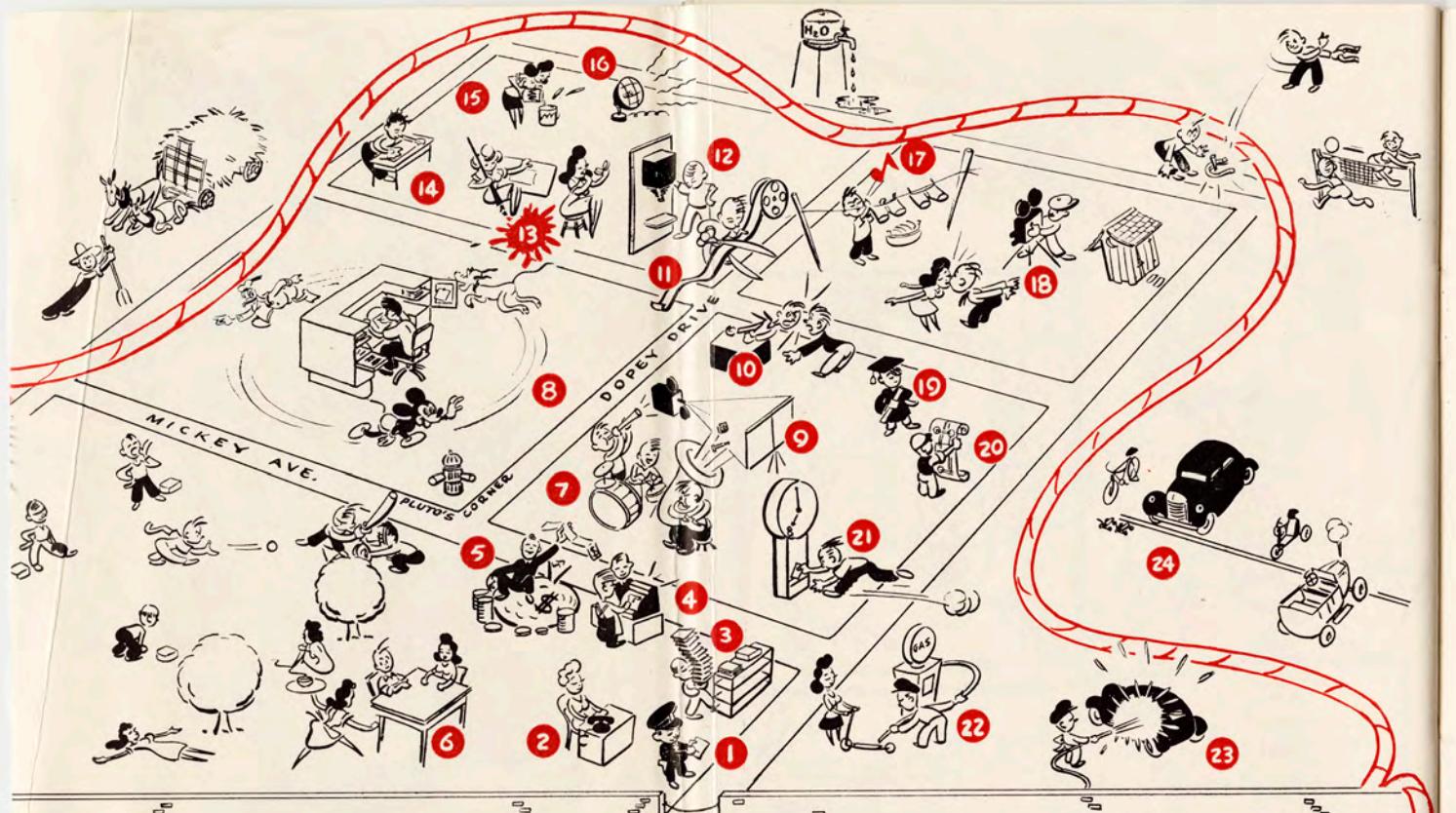
(Tuesday and Thursday nights only)



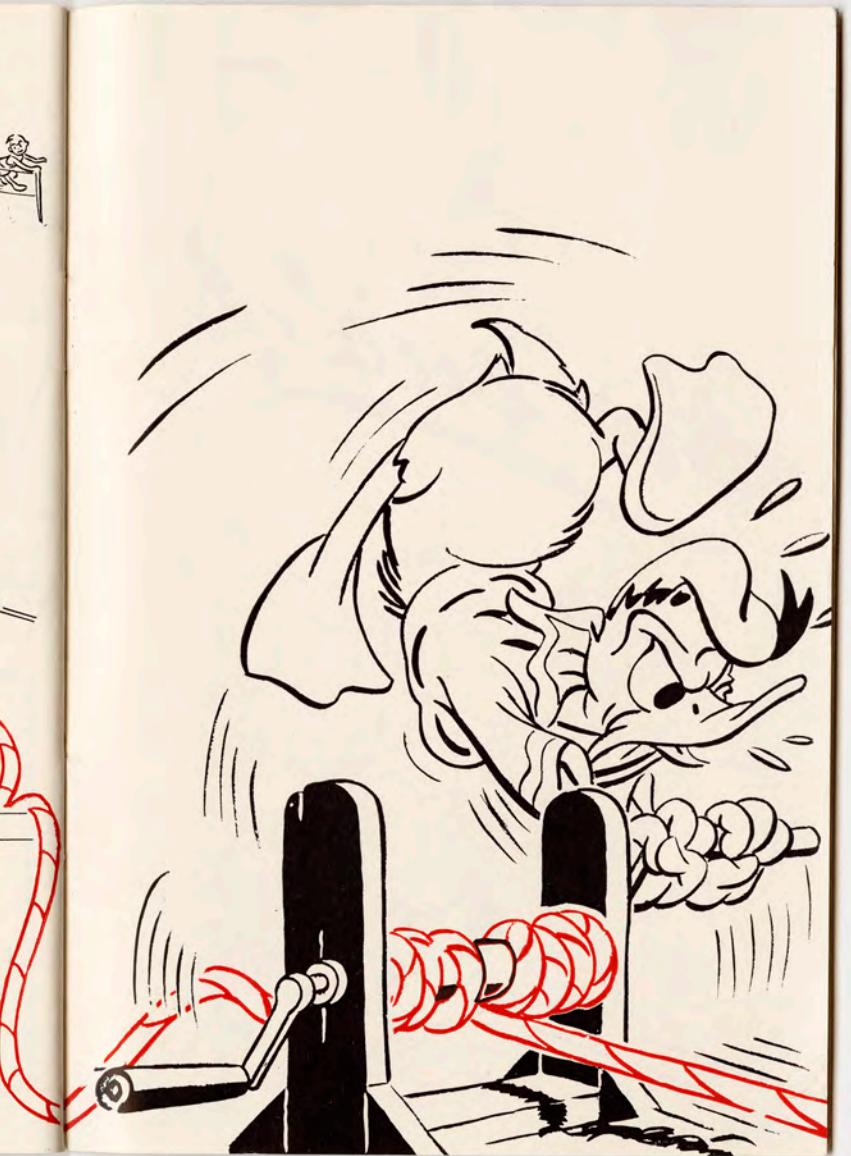
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|------------------|-------------|--------------------|--------------------|
| 1 POLICE GATE | 7 ORCHESTRA | 13 INKING-PAINTING | 19 SCHOOL |
| 2 RECEPTION DESK | 8 ANIMATION | 14 PROCESS | 20 ENGINEERING |
| 3 WAREHOUSE | 9 THEATER | 15 PAINT LAB | 21 TIME OFFICE |
| 4 PURCHASING | 10 DIALOGUE | 16 HEATING | 22 SERVICE STATION |
| 5 PAYMASTER | 11 CUTTING | 17 SHORTS | 23 LUBE-WASH |
| 6 RESTAURANT | 12 CAMERA | 18 LIVE ACTION | 24 PARKING SHEDS |



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