

Of the 17 States not having a Personnel Division, 12 States stated that it was their opinion that their Highway Department would be strengthened by the establishment of a Personnel Division.

5. Does your Highway Department have a full Time Training Officer? Five of the 46 reporting States state that they have a full time Training Officer. (OSHD—No)
6. Does your State or your Highway Department issue an "Employees' Handbook of Information?" Thirteen of the 46 reporting States report that they issue an "Employees Handbook of Information." (OSHD—Yes)
7. Does your State or your Highway Department sponsor or edit a publication which presents Department and State news to its employees? Twenty of the 46 reporting States state that they have an Employees' Publication. (OSHD—No)
8. Does your Highway Department have an active recruiting program for College Engineering graduates? Thirty of the 46 reporting States state that they have an active recruiting program. (OSHD—Yes)
9. Does your Highway Department initially train its College Engineering graduate recruits by providing that the recruit will work in each of the important Divisions of the Department for a specified period of time before placing them in their intended positions? Five of the 46 reporting States show that they are following this plan. Six other States show that they are following this plan, but with variations. (OSHD—No)
10. Does your State have a maximum hour work week established by

law or regulation for its employees?

Thirty-two of the 46 reporting States show that they do have a maximum work week established by law or regulation. (OSHD—Yes)

11. How does your Highway Department pay or award Sectionmen for overtime hours put in during floods or bad snow storms when they must necessarily work "around the clock" to keep the State Highways open for traffic? Thirty-seven of the 46 reporting States state that they pay Sectionmen overtime for hours worked beyond the established maximum. The rate of overtime pay and the conditions under which overtime is paid varies extensively by States.

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