

MAINE STATE LEGISLATURE

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MAINE PUBLIC DOCUMENTS

1944-1946

(in three volumes)

VOLUME II

EIGHTH ANNUAL REPORT

of the

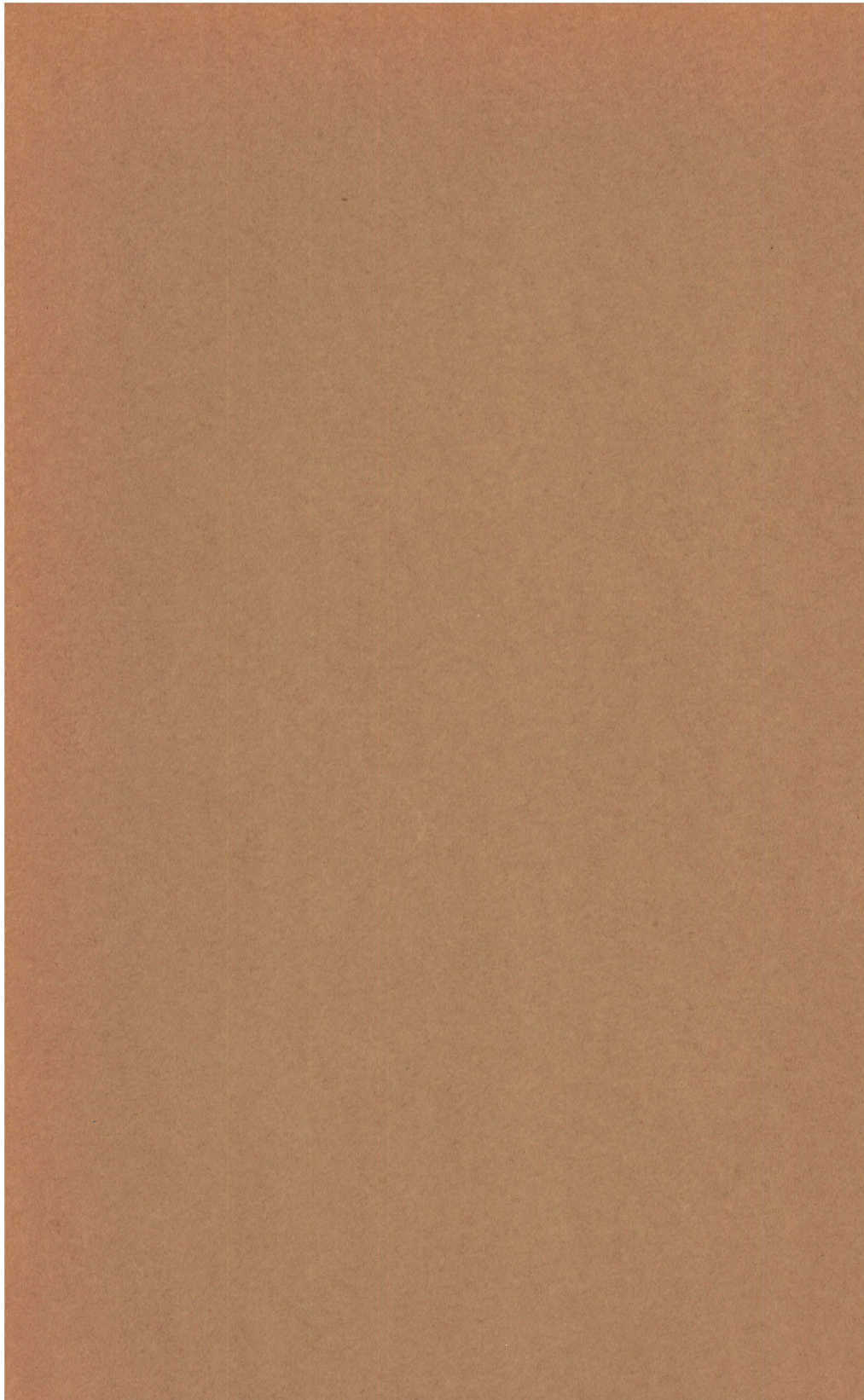
Maine Unemployment
Compensation Commission

to

HIS EXCELLENCY
GOVERNOR HORACE A. HILDRETH



January 31, 1945



EIGHTH ANNUAL REPORT

of the

Maine Unemployment Compensation Commission

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January 31, 1945



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Honorable Horace A. Hildreth
Governor of Maine
State House
Augusta, Maine

Dear Governor Hildreth:

In accordance with the provisions of the Maine Unemployment Compensation Law there is respectfully submitted herewith a report covering the administration and operation of this Law during the preceding calendar year, together with a statement showing the financial status of the Maine Unemployment Trust Fund at the close of 1944.

Respectfully submitted,

MAINE UNEMPLOYMENT COMPENSATION
COMMISSION

L. C. FORTIER, *Chairman*

MYRON E. BENNETT, *Commissioner*

CHARLES E. FORTIN, *Commissioner*

ROLL OF HONOR

The following employees of the Maine Unemployment Compensation Commission are members of the armed forces of the United States:

W. EARLAND BAILEY	Augusta Office
DONALD C. BLAKE	Rumford Office
O. JULIAN HUMPHREY	Augusta Office
CHARLES F. GILLIS	Calais Office
MICHAEL A. CASEY	Calais Office
HENRY EARL FOLSOM	Augusta Office
KENDALL P. HANNA	Augusta Office
GREGORY L. MORSE	Augusta Office
RICHARD W. BURKE	Augusta Office
JOHN S. S. FESSENDEN	Augusta Office
ROBERT O. BRUCE	Augusta Office
RUBY RANDALL	Augusta Office
RICHARD E. FULLER	Augusta Office
MARGARET GOULD	Augusta Office
OLIVE CAREY	Caribou Office
MAURICE FRIEL	Houlton Office

INTRODUCTION

This Agency during the calendar year 1944 has continued its analyzation of all departments with a view of streamlining procedures for more rapid and efficient handling of benefit payments during the post war period.

A reduction of \$28,000 by the Social Security Board in our requested budget made it necessary to delete twenty positions. This reduction has been a serious handicap in our endeavor to prepare for the post war period.

In August this Agency signed an agreement with the Veterans Administration whereby it became our responsibility to administer Title V of the "G. I." bill. Our relations with the Administration have been most cordial.

In order that the Agency could have a clear picture of the location of Veterans, a survey was made to determine the number in service from each community. City and town clerks were very cooperative in furnishing this information which will be used for the purpose of setting up itinerant points during the post war period in order that we may render efficient service to Veterans desiring to apply for Readjustment Allowances.

The amount of interest received on the Trust Fund (\$482,115.55) during 1944 was more than sufficient to pay all unemployment benefits for the same period (\$321,659.00).

The Commission being an administrative body does not approve or disapprove any legislation that may be proposed by Industry or Labor. However, any proposed legislation should be presented to the Commission in order that it may be submitted to the Social Security Board for review to determine whether or not it meets Federal standards. There are several clarifications deemed necessary from an administrative standpoint which will be presented to the Legislature for consideration.

ACCOUNTING DEPARTMENT

The Accounting Department's basic functions are to receive unemployment contributions from subject employers for the Benefit Trust Fund from which unemployment benefits are paid, and to maintain wage records for individual employees from which may be determined an individual's potential benefit rights.

This department maintains separate accounts for each subject employer, crediting all contributions received and benefits chargeable to each individual employer's account. In addition, it is the responsibility of the Accounting Department to compute each employer's rate under the "Experience Rating" provisions of the Law.

The department is responsible for setting up and maintaining controls and accounts pertaining to its function, and submitting required periodic reports.

This department has been the most active in the Agency due to high employment in industry thus causing additional payrolls to be audited, wage slips to be typed and filed, social security account numbers to be checked and filed, and contributions and chargebacks to be posted to employer ledgers.

At the beginning of 1944 there were 3,426 active employer accounts. During the year 355 new accounts were coded, 211 accounts previously closed were reopened. During the same period 243 accounts were closed and 227 placed inactive, leaving a balance of 3,522 active accounts as of December 31, 1944.

During 1944 the Audit Unit of the department received and deposited \$8,354,891.12. This amount included contributions, interest on overdue employer accounts, late payroll penalties, and interest on the Trust Fund.

Total collected and deposited	\$8,354,891.12
Applied to 1937 contributions	\$ 462.58
Applied to 1938 contributions	471.79
Applied to 1939 contributions	581.15
Applied to 1940 contributions	2,119.70
Applied to 1941 contributions	5,387.81
Applied to 1942 contributions	16,081.81
Applied to 1943 contributions	1,796,197.90
Applied to 1944 contributions	6,045,880.30
Interest on delinquent employer accounts . .	2,170.17
Late payroll penalty	3,422.36
Interest on Trust Fund	482,115.55

For the same period this unit issued 239 refunds amounting to \$32,302.91.

The Wage Record Typing Unit typed 790,148 wage slips from employer payrolls, recording employee's name, social security number, and amount of earnings. These slips, after being imprinted with employer's name and number, are arranged numerically by social security number and filed. These slips are used by the Benefit

Department in determining the benefit amount each claimant is entitled to receive. During 1944 the Filing Unit pulled 7,286 employee's wage slips for determination.

Experience Rating

An employer to be eligible for a reduced rate must have been subject to make contributions for a period of five years, unless he acquired a business that had been making contributions for the required period, and his account must have been chargeable with benefits for the 36 consecutive-month period immediately preceding the computation date. The computation date is December 31 of each year.

There are four rates lower than 2.7%: 2.4%; 2.1%; 1.8%; 1.5%.

In order to establish a rate it is necessary to accumulate all contributions made by each employer, also the benefits charged to his experience rating account. If the total contributions are larger than the total benefits charged, the excess is then divided by the three year average payroll, and the percentage obtained is used to determine the rate. If the percentage is less than 5% his rate remains at 2.7%; if the percentage is 5% and less than 7.5% his rate would be 2.4%; if the percentage is 7.5% and less than 10% his rate would be 2.1%; if the percentage is 10% and less than 12.5% his rate would be 1.8%; if the percentage is equivalent to 12.5% or greater his rate would be 1.5%.

The analysis of 3,433 employer accounts as of December 31, 1943 revealed that approximately 60% were eligible for a rate lower than 2.7%.

The following table shows the number of accounts by rate in each industry:

Industry	Total	1.5%	1.8%	2.1%	2.4%	2.7%
TOTAL ALL INDUSTRIES.....	3,433	1,113	424	354	178	1,364
Agriculture.....	7	-	-	1	-	6
Forestry.....	4	1	-	1	1	1
Fishing.....	1	-	-	-	-	1
Bituminous and other soft-coal mining	4	-	-	-	-	4
Nonmetallic mining and quarrying. . .	11	-	-	1	2	8
Building construction—general contractors.....	72	1	-	7	11	53
General contractors, other than building.....	42	-	1	1	7	33
Construction.....	131	8	9	10	8	96
Ordnance and accessories.....	2	-	1	1	-	-
Food and kindred products.....	157	31	16	18	9	83

	Total	1.5%	1.8%	2.1%	2.4%	2.7%
Textile-mill products	65	1	7	12	11	34
Apparel and other finished products	25	2	2	4	3	14
Lumber and timber basic products	347	17	43	53	29	205
Furniture and finished lumber products	99	25	22	19	5	28
Paper and allied products	30	11	9	3	3	4
Printing, publishing and allied industries	37	30	3	-	-	4
Chemicals and allied products	28	4	4	-	5	15
Rubber products	5	-	1	-	-	4
Leather and leather products	74	7	8	17	9	33
Stone, clay, and glass products	23	2	1	1	2	17
Iron and steel and their products	29	10	5	4	2	8
Transportation equipment	38	-	2	6	3	27
Nonferrous metals and their products	4	1	1	1	-	1
Electrical machinery	2	1	-	-	-	1
Machinery (except electrical)	20	1	6	6	2	5
Miscellaneous manufacturing industries	11	3	1	2	1	4
Local railways and bus lines	9	1	2	1	1	4
Trucking and warehousing for hire	73	12	18	14	2	27
Other transportation, except water	16	-	1	5	1	9
Water transportation	7	2	1	-	1	3
Services allied to transportation, N.E.C.	12	-	-	1	2	9
Communication	19	16	2	1	-	-
Utilities	26	20	3	1	1	1
Local utilities and local public services N.E.C.	35	32	2	-	-	1
Full-service and limited-function wholesalers	205	113	16	12	6	58
Wholesale distributors	355	221	44	15	3	72
Retail general merchandise	62	26	11	13	-	12
Retail food and liquor stores	80	27	13	6	1	33
Retail automotive	88	61	12	3	1	11
Retail apparel and accessories	99	31	20	16	8	24
Retail trade, N.E.C.	222	105	40	17	8	52
Eating and drinking places	135	3	20	24	8	80
Retail filling stations and garages	33	12	7	3	-	11
Wholesale and retail trade, N.E.C.	70	27	11	9	3	20
Banks and trust companies	73	30	1	-	-	42
Security dealers and investment banking	25	19	1	-	-	5
Finance agencies, N.E.C.	19	13	1	-	-	5
Insurance carriers	83	71	2	2	2	6
Insurance agents, brokers, and services	16	11	-	-	-	5
Real Estate	39	13	7	8	-	11
Real Estate, insurance, loans, law offices	1	1	-	-	-	-

	Total	1.5%	1.8%	2.1%	2.4%	2.7%
Holding companies	6	6	-	-	-	-
Hotels, rooming houses, camps, other lodging places	85	6	8	12	12	47
Personal services	88	16	21	11	1	39
Business services, N.E.C.	42	20	6	-	1	15
Employment agencies and trade schools	6	2	1	1	-	2
Miscellaneous repair services and hand trades	9	2	1	2	-	4
Motion pictures	47	26	5	1	-	15
Amusement and recreation, N.E.C. . .	38	3	-	-	1	34
Medical and other health services . .	12	4	1	2	1	4
Law offices and related services	1	1	-	-	-	-
Educational institutions and agencies	1	-	1	-	-	-
Other professional and social-service agencies	5	-	-	1	-	4
Nonprofit membership organizations.	23	4	3	5	1	10

The initial estimate of the Commission, as to the probable loss in revenue under "Experience Rating" for the first year was very nearly correct. The estimate being \$1,500,000, the actual loss \$1,460,879.

During this same period the Trust Fund increased \$8,601,647.

It is the opinion of the Commission that the "Experience Rating" provision should be continued.

APPEALS DEPARTMENT

Appeal Tribunal

The Appeals Department, functioning under the Chief Appeals Referee, receives and, after hearing of the parties involved, renders decisions on all cases in which either the claimant or the employer has appealed from the original decision of the Claims Deputy.

Hearings are conducted, as far as possible, at a place convenient to the parties involved.

Notices of hearings and findings are sent to the interested parties, and necessary records and files maintained.

The year 1944 has shown no material difference in the number of appeal cases presented to the Appeal Tribunal in connection with benefit payments. However, there has been a decided increase in the number of hearings and decisions which the Appeal Tribunal has been called upon to handle, including appeals by Maine residents formerly engaged in war industries in other States; decisions in

connection with employer liability; and during the last three months of the year, a few cases with respect to the payment of "G. I." benefits.

This all has kept the division fully occupied during the year. However, we have been able to dispose of appeal cases without creating any material delay in benefit payments.

Employer interest in benefit payments has increased which has been very beneficial in the adjudication of cases at the first appeal stage. In the conduct of its hearings, the Appeal Tribunal has in all instances attempted to conduct the proceedings in a dignified but informal manner, so that claimants and employers could feel more at ease in bringing out the facts. We believe that Maine's appeals procedure has afforded all interested parties their "day in court," which is as it should be, in order to avoid any feeling that decisions are arbitrary.

It seems proper and fitting in this report to express the Commission's appreciation to a great many town and city officials for the privileges which have been afforded in providing suitable places for hearings.

At the beginning of the year 1944 there were six cases pending. One hundred seventy-one benefit appeals were received during the year, making a case load of 177 for the year's docket; 26 of these were withdrawn prior to hearing or dismissed for lack of prosecution; 131 were decided by formal decision; and 20 remained undecided and pending as of December 31, 1944. Twenty-one of these 171 benefit appeals were filed by employers and 150 by claimants.

In addition to the 177 benefit cases, the Appeal Tribunal was called upon to adjudicate 19 cases in connection with determination of employer liability. Eight of these cases were disposed of by formal decision; one was referred directly to the Commission; five were withdrawn by the employer after hearing; and five remained undetermined at the close of the year, awaiting the outcome of a test case now pending in the Kennebec Superior Court. Also the Appeal Tribunal was called upon to conduct 32 hearings in appeal cases connected with the payment of claims by other states to residents of this state, and testimony was duly taken, transcribed, and forwarded to the respective Boards of Review making such requests. The Appeal Tribunal, acting for the Veterans Administration, heard and decided appeals in five "G. I." cases, four formal decisions being made and one case still pending.

The 171 appeals received during the current year represent about 5.68% of the total number of decisions made by the deputies, 3,007. This percentage seems to remain fairly constant from year to year, although the case load may vary.

We have continued to have hearings conducted by an appeals referee rather than a three member tribunal, which has resulted in more economical administration, and we believe that this arrangement has been quite satisfactory to all concerned.

Following is a table indicating the issues involved and the disposition of all appeal cases by the Appeal Tribunal:

Appeal Tribunal Decisions January 1 to December 31, 1944

ISSUES INVOLVED	Decisions Rendered	PRIOR DETERMINATION							
		ALLOWED				DISALLOWED			
		Affirmed		Reversed		Affirmed		Reversed	
		No.	%	No.	%	No.	%	No.	%
Able and Available	47	1	2%	9	19%	28	60%	9	19%
Determination and Coverage	—								
Claim and Registration	3			3	100%				
Misconduct	15	2	13%	4	27%	7	47%	2	13%
Suitable Work	44			17	39%	24	55%	3	6%
Total and Partial Unemployment	2			2	100%				
Voluntary Quit	20			3	15%	7	35%	10	50%
TOTALS	136*	3	2%	38	29%	66	50%	24	19%

Total deputies' decisions affirmed—53%
Total deputies' decisions modified—47%

*These 136 decisions involve only claimants' rights to benefits under the Maine Unemployment Compensation Law.

Commission

At the beginning of the year 1944, no appeals were pending before the Commission as to claimants' rights to benefits under the Maine Unemployment Compensation Law. During the year 19 applications for leave to appeal to the Commission were filed, and the Commission rendered its decision in 18 of these cases, 1 remaining pending and undecided at the end of the year. The following table indicates the issues involved and the disposition of all cases decided by the Commission:

Commission Decisions
January 1 to December 31, 1944

ISSUES INVOLVED	Decisions Rendered	PRIOR DETERMINATION							
		ALLOWED				DISALLOWED			
		Affirmed		Modified		Affirmed		Modified	
		No.	%	No.	%	No.	%	No.	%
Able and Available	4	1	25%	1	25%	2	50%		
Determination and Coverage	—								
Claim and Registration	—								
Misconduct	3					2	67%	1	33%
Suitable Work	7					6	86%	1	14%
Total and Partial Unemployment	—								
Voluntary Quit	4					4	100%		
TOTALS	18	1	6%	1	6%	14	77%	2	11%

In addition to the 19 cases, 3 cases involving the liability of employers for contributions under the Act were appealed to the Commission during the year. The Commission rendered its decision in one of these cases, affirming a prior decision of the Appeal Tribunal and holding the employer liable. The other two cases are still pending and undecided.

The Commission was not called upon to render a decision in any case involving a labor dispute within the purview of section 5(d) of the Act during this year.

BENEFIT DEPARTMENT

The primary function of the Benefit Department of the Maine Unemployment Compensation Commission is to make prompt payments of weekly unemployment benefits to eligible claimants. In order to fulfill this function, the Benefit Department becomes charged with the following responsibilities:

1. All local office functions in connection with the taking, recording and transmitting to the central office all initial and continued claims for benefits. These include the functions of Deputies in making investigations and rendering decisions in disputed cases.
2. All central office functions in connection with receiving, processing, and paying claims for benefits, including interstate claims,

and setting up and maintaining pertinent controls and records, and computing the charges to be made to various employers' accounts.

The Benefit Department is further charged with taking Veterans' claims for Servicemen's Readjustment Allowances and making payments for same, in cooperation with the Veterans Administration, and setting up and maintaining adequate controls and records pertaining thereto.

Initial Claims

The total number of initial claims received in the central office during the calendar year 1944 was 7722. This reflects a decrease of 10% over the previous all time low of last year, and represents 14.5% of the annual average for the seven years during which benefits have been payable.

Of the 7674 claims for which determinations were made, 6831 or 89% were found to be potentially eligible, and 843 or 11% not eligible. This reflects no appreciable variation from the average experience of the previous six years, which average is 87% found eligible, and 13% not eligible. A balance of 48 claims were pending determination as of the close of the year.

Benefit Payments

The total number of weekly benefit checks issued during the calendar year was 32,125 in a total amount of \$321,658.82. This reflects a decrease, over last year of 35% in number of checks issued, and 25% in money value. The average amount of all checks issued was \$10.01 as against \$8.69 for the previous year, or an increase of 15%. This increase is due primarily to higher individual earnings in 1943 over 1942, and in part to a slight decrease in the ratio of claims for partial unemployment to claims for total unemployment. Of the 6831 claimants who were found eligible for benefits, only 4358 or 64%, continued filing for a sufficient period to complete their waiting period and receive at least one payment. The corresponding percentage for 1943 was 68.8%. The total number of claimants who exhausted all their benefits during the year was 858, which reflects 12.5% of the number found eligible and 19.7% of the number who drew benefits.

Schedule of Gross Benefit Payments, 1944

	<i>Number of Checks</i>	<i>Amount</i>
January	5113	\$44,313.70
February	4906	43,730.70
March	2701	27,204.70
April	1476	15,668.48
May	2020	20,785.60
June	2521	24,297.65
July	1959	19,769.00
August	2033	22,290.30
September	1662	18,353.29
October	1945	23,328.60
November	2007	23,853.90
December	3773	38,062.90
Total 1944	32,125	\$321,658.82

Adjustment Section

During the calendar year, 3,012 decisions were rendered by Deputies, 1557 or 52% of which were allowed, and 1455 or 48% disallowed or disqualified. A total of 579 decisions or 19% involved disqualifications resulting in reductions of available benefits to a total of \$21,920.80. The accompanying table presents an analysis of all decisions by type of question involved:

<i>Type of Case</i>	<i>Total</i>	<i>Disallowed or</i>	
		<i>Allowed</i>	<i>Disqualified</i>
Voluntary Quit	514	374	140
Misconduct	229	147	82
Refusal to Apply or Accept	744	512	232
Able and Available	1447	506	941
Not Unemployed	50	16	34
Labor Disputes	1	0	1
Misrepresentation	27	2	25
Total	3,012	1,557	1,455

The 1447 cases involving claimants' ability and availability for work constituted 48% of all decisions. This is consistent with the past experience, the average of this type of case for the last three calendar years being 49.3%.

Interstate Section

During the calendar year a total of 347 initial and 2149 continued interstate claims were filed against Maine as the liable state, in accordance with the interstate agreement.

A total of 1533 compensable continued claims were paid in a total amount of \$19,693.00. These payments reflect 4.8% of all payments made, and 6.1% of the total amount paid out during the year. Approximately 50% of these payments were made to claimants filing from the other New England States.

"G.I." Section

As of September 4, 1944, the Commission, in cooperation with the Veterans Administration, assumed responsibility for taking and processing veterans' applications and claims for Servicemen's Readjustment Allowances under the provisions of Title V of the "Servicemen's Readjustment Act of 1944."

Up to the close of the calendar year, 319 veteran applications for allowances had been received. Of these, 300 were found eligible and 9 not eligible. Ten applications have been referred to the Veterans Administration and are pending decision by that agency. A total of 217 of the applicants found eligible have filed a total of 965 claims for weekly allowances, 964 of which have been paid in a total amount of \$19,108.00. One claim was pending payment at the close of the year.

FIELD ADVISORY DEPARTMENT

The Field Department, through its staff of Field Advisors, establishes personal contact between the Commission and employers and employing units, in connection with all matters pertaining to unemployment compensation.

This department is responsible for making periodic audits of employers' payroll accounts, and examinations of the records of employing units to determine possible liability under the Law, and in cooperation with the Legal Department, for making collections of delinquent accounts. Further, to make necessary reports and maintain records and files pertinent to its functions.

It has been necessary due to curtailment in our budget to train several Claims Deputies to perform field functions.

During 1944 this unit made 17,167 calls on employers. On 8,936 of these calls complete audits were made, revealing 317 accounts

where the employer had not included taxable wages. The amount of contributions due on this additional payroll amounted to \$7,275.37, whereas 129 accounts had overpaid \$3,634.92.

This department continued its drive to collect overdue contributions during 1944. The Advisors made 1,428 collection calls and collected \$81,841.54.

Contacts were made with 1,780 employing units to determine liability under the Law. This survey revealed 175 new accounts with contributions amounting to \$53,804.59.

This unit made 4,366 calls on employers in an advisory capacity, explaining the "Experience Rating" provision and other phases of the Act.

In performing these services the personnel traveled 78,001 miles at a cost of \$5,791.53.

The Field Advisors have been trained to perform Claims Deputy functions and are often used in this capacity.

FISCAL DEPARTMENT

The Fiscal Department is responsible for setting up and maintaining Administrative and Benefit Fund control accounts, and preparing related fiscal documents; preparing administrative budgets and controlling expenditures thereunder; and procuring and controlling equipment and supplies.

To cover the administrative cost of the Agency for the calendar year 1944, funds were available in the amount of \$235,606.99, set up as follows:

Grants from Social Security Board, Title III.	\$216,344.92
Servicemen's Readjustment Act of 1944, Title V	9,204.28
Reallotted from prior year	9,230.87
Miscellaneous Receipts	826.92

For the calendar year 1943, there was allotted the amount of \$240,254.14, showing a decrease, of Title III funds, of \$13,851.43 between 1943 and 1944.

Part of this reduction was effected by economies introduced by the Commission, through streamlining of certain procedures, but more of it was due to a severe reduction in our budget request by the Bureau of Employment Security, particularly for the period beginning July 1, 1944.

The ratio of cost of operations for 1944 (\$221,373.81) to the net amount of contributions and interest received (\$8,354,891.12) was 2.66%.

The total expenditure for Personal Services in 1944 was \$142,-896.20, while the employees as of December 31, 1944, numbered 82. In 1943 total expenditure for Personal Services was \$162,028.36 and the number of employees, 97.

All records and accounts relating to the Administrative Fund have been audited by a representative of the Federal Bureau of Accounts and Audit up to July 1, 1944, and all such records and accounts have been approved without exception.

TRIAL BALANCE

<i>Assets</i>	
Cash	\$24,698.50
<i>Liabilities</i>	
Unencumbered Allotments	\$14,233.18
Unliquidated Encumbrances	
(Current)	6,989.35
(Prior)	3,475.97
	\$24,698.50

SUMMARY

Total Funds available for period January 1-December 31, 1944	\$235,606.99
Less Total Expenditures for period January 1-December 31, 1944	221,373.81
	\$14,233.18

GRANTS

Social Security Board	
Title III	\$216,344.92
Title V (Veterans Adm.)	9,204.28
Reallotted from prior year	9,230.87
Miscellaneous Receipts	826.92
	\$235,606.99
Less Total Expenditures for period January 1-December 31, 1944	221,373.81
	\$14,233.18

Expenditures

Personal Services	\$142,896.20
Consumable Supplies	9,387.87
Communications	10,432.72
Travel Expense	12,013.46
Printing and Binding	20.00
Heat, Light and Water	5,384.48
Rent of Premises	25,152.00
Rent of Equipment	3,621.00
Repairs and Alterations	1,947.51
Other Expense	5,618.28
Equipment	4,900.29
	<hr/>
	\$221,373.81

Contributions for the final quarter of 1944 will not be due until January 31, 1945, so are not available for this report.

Contributions for the first nine months of 1944 totalled \$6,044,-932.51. For the entire year 1943, contributions amounted to \$8,-910,632.98.

It is estimated that contributions for the final quarter will be approximately \$1,900,000.00. On such a basis, contributions for 1944 will show a decrease over the preceding year of approximately one million dollars, due in a measure at least, to the impact of experience rating.

The total income of this Agency since 1936 is as follows:

Contributions from Employers	\$44,006,839.30
Interest and Penalties on Employer Accounts	45,834.50
Payroll Penalties	3,422.36
Interest earned—U. S. Trust Fund	1,407,491.45
Other Income	145.00
	<hr/>
	\$45,463,732.61
Less Benefit Payments	14,013,555.42
	<hr/>
Net Receipts	\$31,450,177.19

Assets

Unemployment Compensation Clearing Account	\$ 3,700.03
Trust Fund in U. S. Treasury	31,438,226.11
Benefit Payment Account	14,153.85

Contributions Receivable		
Dishonored Checks	\$	384.47
Delinquent Employers		77,490.89
Underpayment—Contributions		1,871.05
Underpayment—Interest and Penalties		337.24
		<hr/>
		80,083.65
		<hr/>
		\$31,536,163.64

Liabilities

Contributions overpaid	None
Interest—Penalties overpaid	None
Benefit Account (Amount available for benefit payments)	\$31,450,177.19
Reserve for Unclaimed and Unredeemed Benefit Checks	5,902.80
Suspense Account (Unrealized Contributions)	80,083.65
	<hr/>
	\$31,536,163.64

Time and Cost Study

A Time and Cost Study is operated by the Fiscal unit, which study is based on day by day activities as coded by each individual. This daily tabulation is entered on a Monthly Time and Cost Distribution sheet and a quarterly report is furnished the Bureau of Employment Security, covering the actual hours spent on each activity within the Agency and translated to actual cost based on the salaries of the individual employees.

This study enables the Bureau to check the Time and Cost of one State's activities against those of another. It also allows the Bureau an opportunity of investigating the reason for the differences which might stem, for instance, from the fact that one State may have a more efficient procedure or that a difference in the fundamental law of one State causes a justifiable additional cost for a certain activity.

More importantly, however, the Bureau uses these Time and Cost studies as one of its means of estimating the amount of grant necessary to meet the financial requirements of the Agency.

INFORMATIONAL DEPARTMENT

The informational service of the Maine Unemployment Compensation Commission is maintained for a two-fold purpose; dissemi-

nating information of interest to the public, which includes both employer and employee as well as the general public, and an educational program to bring home to employee and employer alike their rights, duties and privileges under the unemployment compensation law.

The reports to the public, which include informal summations of the status of the reserve fund, the number and average amount of current benefit payments, and other details of the Commission's many activities, are made by the press periodically which has been most generous in carrying news releases, or special features during 1944.

The educational program has been carried on in several ways. Members of the Commission have spoken before many meetings of service clubs, employer groups, and employee meetings, outlining little-understood phases of the Law, or interpreting the Act's provisions to improve public relations in general. Mimeographed material has been distributed to labor groups on phases of the Law's interpretations which were unfamiliar to those concerned, as indicated by queries received by the Commission through its field representatives.

During the year, a marked increase in the number of claims filed by former service men, benefiting under the so-called "GI Bill of Rights," has been noted. This program in itself has necessitated considerable educational work by this department, and it is expected that much more work will have to be done along this line in the year immediately ahead. This work, by law given to the Unemployment Compensation Commission, is vital to returning veterans and their families. It will become even more vital in the years to come.

The year 1944 saw a most appreciable decrease in the number of queries made to the Commission itself, and to its field staff. It is believed that this diminishing tide of questions stems from a more thorough understanding of the Act, and is due in part, at least, to the effective public relations work done by this department.

In conclusion, the Informational Department wants to express its sincere appreciation to the press for many services rendered, to State officials whose cooperation has made possible the efficiency and coordination of all the Commission's many responsibilities, and to employers and employees whose sympathetic, understanding interest has made an effective administration possible.

LEGAL DEPARTMENT

The duties of the assistant attorney general assigned to the Maine Unemployment Compensation Commission are:

- (1) To interpret the provisions of the Maine Unemployment Compensation Law as it relates to the specific cases that arise in the course of its administration.

The unemployment compensation laws are generally referred to as modern legislation, for the purpose of insurance against the adversity of unemployment over which the subject employees have no control. This may be contrasted with what some may erroneously believe the purpose of the unemployment compensation laws to be, considering them social legislation.

Since the adoption of the Maine Unemployment Compensation Law, there have been only four cases decided by the Maine Supreme Court:

Maine Unemployment Compensation Commission vs. Maine Savings Bank, 136 Maine 136, in which the law court held that contracting for repairs, improvements, and alterations on real estate acquired by a savings bank is not part of the usual trade, or business, of a bank, thereby relieving the banks from paying contributions on employees engaged in those activities.

Maine Unemployment Compensation Commission vs. Androscoggin, Jr., *Maine Unemployment Compensation Commission vs. Healey*, and *Maine Unemployment Compensation Commission vs. Conquest*, 137 Maine 154; these cases are all reported together. The conclusion reached by the law court in these cases has been widely cited throughout the country in all the leading digests on the subject, and as an interpretative opinion has been most helpful.

In the *Healey* case, the court held that section 19 (f) (4) of the Act covered all activities in employment by an employer. The court further held that, once becoming a subject employer, this status continues until coverage is terminated in accordance with the provisions of the statute. The court further held that the provisions of the Act under discussion did not offend either the State or the Federal constitutions.

In the *Androscoggin* case, the court held that an employer may become subject to the Act if he is the owner or controller of one or more employing units which employ a total of eight

or more employees in any one of 20 different days, each falling in a different week in a calendar year.

In the *Conquest* case, the court held that the ownership or controlling interest may be that of a stockholder controlling or owning the controlling interest in a corporate entity, which corporate entity was an employer and the employees of which, added to the other employees of the stockholder, total more than eight during twenty different days in as many different weeks during a calendar year, thereby rendering all of the employees engaged in subject employment.

The Maine Law was adopted in 1936, and with the exception of the cases cited, all of the other interpretive opinions are based upon decisions handed down by tribunals of other states or the United States Supreme Court. There are many provisions which have never been interpreted by the courts, but these provisions have been constantly interpreted by the legal departments of the administrative agencies of the several states or the Social Security Board in Washington, D. C., so that in almost every instance there is a guiding opinion or an analysis which is helpful in making an interpretation which will assist in the administration of the Law to the end that its objectives will be accomplished.

- (2) To assist in the promulgation and drafting of the rules and regulations to be adopted by the Commission from time to time.

The Legal Department assisted the Commission in the promulgation and drafting of the rules and regulations relating to seasonality. These rules and regulations were designed to cover the employers and employees who are engaged in seasonal industries or occupations that are peculiar to a calendar season. It is not possible to put into effect at the moment all of these regulations because of the present war-time emergency, but in the post-war era, the definitions and provisions incorporated into the seasonality rules and regulations will be of material assistance in the proper administration of the Law.

- (3) To institute legal proceedings for the collection of contributions due from subject employers.

During the year 1944 we have cited employers and other witnesses to appear before the appeals referee for the purpose of determining the nature and extent of the employer's operations in order to determine whether or not that employer was actually

engaged in subject employment. In many instances this was done with the purpose of informing the employer of his liability, and after being informed that his activities were within the purview of the Act as subject employment, that employer very willingly conformed to the provisions of the Act and paid his contributions. In other instances, although these were few, there have been some controversies and two of these cases are now on their way to the State supreme court for a final determination.

There is an erroneous impression entertained by a few employers in the State to the effect that the common law definition of "employer" and "employee" must obtain, in order for any employer to be liable for contributions. A reading of the Act will clearly show that it is intended to apply to all cases where the work or labor performed is a part of the usual trade or business of the employer for whom it is done, regardless of whether the relationship was "employer" and "employee," or "contractor" and "subcontractor" as in many cases.

In the two cases that will probably be decided by our courts, and which are now pending, the very issue set forth in the previous paragraph is raised, and in the second case there is also the issue of whether or not workmen employed on a harbor dredging outfit are to be considered officers and members of a crew of a vessel on the navigable waters of the United States. It is the opinion of this department that these employees are working men and not officers and members of a crew of a vessel on navigable waters.

This department has collected a substantial sum of money during the calendar year 1944, from employers delinquent in payment of their contributions. In some instances it was necessary to bring suit. At the present time there is only one legal action pending for the collection of contributions. None of the actions brought for the collection of contributions have ever been contested in court.

- (4) To represent the Commission in all court matters;
- (5) To appear with the Commission in all cases appealed from the appeals referee's decisions.

From time to time there have occurred instances where conflicts were found in the Law, and the Legal Department has endeavored to file amendments to eliminate these situations. Several amendments will be offered to the present Legislature for this purpose.

It is the duty of the attorney of the Commission to appear in all court cases concerning the Commission, and to appear before the Commission in all cases which have been appealed from the decisions of the appeals referee. These cases usually involve the issue of whether or not benefits should be paid to employees, and these hearings are held usually in the vicinity where the employee has been employed or where he resides. Some of these cases also involve tax liability on the part of employers, as to whether or not he is engaged in subject employment and whether he is liable for contributions on the wages of employees of subcontractors.

RESEARCH AND STATISTICAL DEPARTMENT

The Research and Statistical Department is responsible for the development and preparation of statistical reports, analyses, and statements dealing with the operations of the Unemployment Compensation Program and with general labor market conditions in Maine. Reports and studies prepared in the division are furnished to the Commission for administrative purposes; to the Bureau of Employment Security in accordance with requirements of the Social Security Board; and to various other state and federal agencies for use in post-war planning and other economic projects. The functions of this unit may be classified broadly into the following eight categories:

1. Preparation of periodic (monthly, quarterly, semi-annual, and annual) reports covering claims activities.
2. Preparation of periodic (monthly, quarterly, and annual) reports on benefit payments issued.
3. Preparation of quarterly and annual summaries dealing with covered employment, wages earned by workers covered under the Law, contributions to the Unemployment Compensation Fund, and employers subject to the Law.
4. Preparation of weekly progress reports to the Commission on claims and benefits activities.
5. Preparation of monthly publication, "The Activity Summary."
6. Preparation of monthly "charge-back" statements to employers.
7. Issue account numbers for each employer subject to the Law, and code each employing unit according to industry and area.

8. Preparation of special studies dealing with such subjects as: fund solvency; employment trends; workers with wage credits; changes in labor market conditions, etc.

The following tables present information relative to benefits, claims, covered workers, and wages paid to workers covered by the Unemployment Compensation Law. The data presented are for the calendar years 1943 and 1944, and upon analysis reveal the level of activities of the Commission as well as trends in general economic conditions in the State.

Tables 1, 2, 3, 4 and 5 analyze weeks of unemployment covered by payments, the number of benefits issued, and the amount of benefit payments. As noted in Table 1, a total of \$321,659 was issued to claimants during 1944 to cover 31,978 weeks of unemployment. (Although not shown in the accompanying tables, 4,358 different individuals received these benefits.) A sum of \$253,942 was paid out to cover 24,202 weeks of total unemployment, while \$67,717 was paid out to cover 7,776 weeks of partial and part-total unemployment. That January, February and December were the high months of unemployment is significant. Seasonal unemployment, resulting from curtailed operations of food processing establishments, is at its peak during the winter months, and upward trends in benefits activities at that time of year measure to some extent the severity of the seasonal unemployment problem in this industry.

Tables 2 and 3 summarize weeks of unemployment compensated and amounts of benefit payments on a monthly basis according to the industries from which claimants separated just prior to their periods of unemployment. Seasonal fluctuations in the benefits load, particularly for the "Food and Kindred Products" industry, are well illustrated in these tables. It will be noted that this industry accounted for 41.9% of all weeks of unemployment compensated and 31.1% of all benefits issued during 1944. Unemployment in some of the nonseasonal industries, as reflected by weeks covered and benefit payments in Tables 1 and 2, was due to various causes such as: temporary layoffs during inventory periods; shortages of key workers affecting other supporting workers; and layoffs due to curtailed war production or civilian production.

Table 4 indicates the average amount of weekly compensation according to industry and type of unemployment for 1944. The average weekly amount received by claimants eligible for total un-

employment benefits was \$10.49, while "Part-total" and "Partial" payments averaged \$7.97 and \$8.80 respectively. For all claimants, the average weekly amount of compensation was \$10.06. The distribution by industry in this table, while not necessarily an accurate indicator of comparative wage scales prevailing in the various industry divisions, reveals interesting facts regarding the base period earnings of claimants. For instance, eligible claimants who had been employed in the Transportation Equipment (Shipbuilding) industry just prior to their periods of unemployment received the highest average weekly benefits (\$15.43), while those who separated from the Food and Kindred Products industry received the lowest average weekly payment (\$7.47).

A comparison of benefits issued in 1943 and 1944 according to county is presented in Table 5. During both years, Washington County residents received more in benefits than residents of any other county. This is explained by the fact that Maine's seasonal fish packing industry, which has accounted for a large proportion of the total benefits load, is largely concentrated in the eastern part of the State. In only four counties did 1944 payments exceed those of 1943. These increases may be attributed to localized conditions.

Tables 6 and 7 present summaries of claims taking activities in the local offices of the Maine Unemployment Compensation Commission for each year since the inception of the benefits program. Fewer claims were taken during 1944 than in any previous year, but the decline from 1943 was not appreciable. Table 6 data deal with initial (new and additional) claims, while Table 7 summarizes continued (waiting period and compensable) claims received.

A summary by month and industry of weeks covered under the Unemployment Compensation Law during 1943 is set forth in Table 8. Table 9 gives a quarterly breakdown according to industry of wages paid to covered workers in 1943. Corresponding tables for 1944 will not be available until subject employers have filed all of their quarterly reports for the year with the Commission.

Table 1--Weeks of Unemployment Covered and Amount of Benefit Payments Issued Classified by Month and Type of Benefit Payment for the Year 1944

MONTH	All Payments		TYPE OF UNEMPLOYMENT					
			Total		Part-Total		Partial	
	Weeks Covered	Amount	Weeks Covered	Amount	Weeks Covered	Amount	Weeks Covered	Amount
TOTAL.....	31,978	\$321,659	24,202	\$253,942	892	\$7,107	6,884	\$60,610
January.....	5,090	44,314	4,226	37,373	136	1,042	728	5,899
February.....	4,889	43,731	4,266	38,623	125	893	498	4,215
March.....	2,709	27,205	2,175	22,691	92	807	442	3,707
April.....	1,469	15,668	1,183	13,331	34	298	252	2,039
May.....	2,000	20,785	1,560	16,997	68	527	372	3,261
June.....	2,515	24,298	1,910	19,195	86	657	519	4,446
July.....	1,958	19,769	1,485	15,926	106	744	367	3,099
August.....	2,013	22,290	1,488	17,499	56	401	469	4,390
September.....	1,655	18,353	1,144	13,920	36	302	475	4,131
October.....	1,927	23,329	1,177	15,449	50	504	700	7,376
November.....	2,004	23,854	1,329	17,298	46	445	629	6,111
December.....	3,749	38,063	2,259	25,640	57	487	1,433	11,936

Table 2--Summary of Weeks of Unemployment Compensated for the Year 1944, Broken Down by Industry and by Month

INDUSTRY	Total	MONTH OF											
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
TOTAL ALL INDUSTRIES	31,978	5,090	4,889	2,709	1,469	2,000	2,515	1,958	2,013	1,655	1,927	2,004	3,749
Agriculture, Forestry and Fishing	118	13	15	9	11	8	—	19	15	—	6	7	15
Mining and Quarrying	100	20	22	20	10	8	7	4	1	—	—	—	8
Construction	1,446	202	328	329	148	105	63	27	41	27	54	57	65
Manufacturing:													
Food and Kindred Products	13,408	3,388	3,121	945	360	583	1,018	688	410	376	146	366	2,007
Textiles and Apparel	4,709	380	311	321	244	341	420	450	382	474	435	461	—
Basic and Finished Lumber Products	964	95	96	77	94	120	94	77	52	50	63	72	74
Paper and Allied Products	770	72	90	68	35	80	87	55	36	51	63	55	58
Printing and Publishing	33	7	1	—	—	8	8	2	—	1	3	3	—
Chemicals and Allied Products	17	—	—	2	—	7	—	1	—	—	3	2	1
Leather and Leather Products	3,542	349	253	292	188	300	392	191	301	263	328	300	385
Stone, Clay and Glass Products	142	24	18	14	14	12	11	13	8	3	8	2	15
Iron and Steel and Their Products	121	16	24	22	19	10	6	2	4	7	5	2	4
Transportation Equipment	1,675	96	146	145	95	108	78	89	108	168	186	225	231
Nonferrous Metals and their Products	24	—	—	2	—	—	—	4	—	6	1	7	—
Machinery (except electrical)	832	44	49	61	38	42	55	107	173	126	50	51	36
Other Manufacturing Industries	315	53	40	63	31	28	28	29	17	—	4	6	16
Transportation, Communication, and Other Public Utilities	1,978	129	178	158	66	99	115	113	220	109	369	266	156
Eating and Drinking Places	57	8	8	10	9	6	5	—	—	4	4	3	—
Other Wholesale and Retail Trade	882	89	105	107	63	76	68	50	70	43	77	61	73
Finance, Insurance and Real Estate	120	26	17	14	3	3	3	7	10	2	3	7	25
Hotels, Rooming Houses, Camps, and Other Lodging Places	469	54	51	35	26	39	27	8	18	23	25	67	96
Other Service Industries	256	25	16	15	15	17	30	22	32	19	29	13	23

Table 3--Summary of Amount Covered by All Benefit Payments Issued for the Year 1944, Broken Down by Industry and by Month

INDUSTRY	Total	MONTH OF											
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
TOTAL ALL INDUSTRIES	\$321,659	\$44,314	\$43,731	\$27,205	\$15,668	\$20,785	\$24,298	\$19,769	\$22,290	\$18,353	\$23,329	\$23,854	\$38,063
Agriculture, Forestry and Fishing	1,137	155	179	107	103	96	—	140	101	—	31	76	149
Mining and Quarrying	1,228	215	271	236	134	120	105	60	15	—	—	—	72
Construction	21,632	2,987	4,731	4,944	2,307	1,648	871	389	524	380	849	933	1,069
Manufacturing:													
Food and Kindred Products	100,107	25,092	23,255	6,941	2,654	4,102	7,708	4,771	2,932	2,812	1,054	2,735	16,051
Textiles and Apparel	58,252	4,281	3,331	3,525	2,908	4,248	5,083	5,487	6,163	4,782	6,026	5,887	6,531
Basic and Finished Lumber Products	10,259	906	1,004	873	1,035	1,262	891	815	543	571	750	797	812
Paper and Allied Products	7,424	669	950	753	389	731	819	552	277	452	633	521	678
Printing and Publishing	292	92	28	—	—	52	50	12	—	18	20	20	—
Chemicals and Allied Products	243	—	—	13	—	124	—	6	13	—	49	32	6
Leather and Leather Products	32,156	3,160	2,364	2,544	1,554	2,855	3,591	1,581	2,659	2,287	2,958	2,836	3,767
Stone, Clay, and Glass Products	1,544	251	195	161	149	117	120	137	68	24	65	36	221
Iron and Steel and Their Products	1,355	185	253	214	177	104	57	20	67	116	78	36	48
Transportation Equipment	25,838	1,222	1,749	1,734	1,327	1,716	1,270	1,450	1,784	2,729	3,123	3,788	3,946
Nonferrous Metals and their Products	339	—	—	36	—	—	—	50	90	15	96	52	—
Machinery (except electrical)	11,303	626	598	748	517	589	846	1,590	2,306	1,701	645	658	479
Other Manufacturing Industries	3,557	594	496	689	344	312	309	335	235	—	44	53	146
Transportation, Communication, and Other Public Utilities	26,406	1,801	2,298	1,777	839	1,256	1,391	1,508	3,023	1,379	5,289	3,862	1,983
Eating and Drinking Places	527	58	68	84	74	51	38	—	—	55	58	41	—
Other Wholesale and Retail Trade	9,864	934	1,163	1,240	736	843	651	435	750	581	967	772	792
Finance, Insurance and Real Estate	1,465	320	227	175	23	41	109	159	32	18	50	270	—
Hotels, Rooming Houses, Camps, and Other Lodging Places	3,772	448	395	272	225	331	201	83	170	223	203	483	738
Other Service Industries	2,959	318	176	139	173	187	256	239	411	196	373	186	305

Table 4--Average Weekly Compensation for Unemployment during 1944*

INDUSTRY	All Payments	TYPE OF UNEMPLOYMENT		
		Total	Part-Total	Partial
TOTAL.....	\$10.06	\$10.49	\$7.97	\$8.80
Agriculture, Forestry and Fishing.....	9.64	9.66	9.40	—
Mining and Quarrying.....	12.28	12.28	—	—
Construction.....	14.96	15.15	9.22	13.80
Manufacturing:				
Food and Kindred Products.....	7.47	7.54	6.74	7.23
Textiles and Apparel.....	12.37	12.81	9.30	10.40
Basic and Finished Lumber Products.....	10.64	10.72	9.43	8.74
Paper and Allied Products.....	9.64	11.91	10.81	7.51
Printing and Publishing.....	8.85	9.03	6.00	—
Chemicals and Allied Products.....	14.29	15.40	—	6.00
Leather and Leather Products.....	9.08	12.73	10.77	7.55
Stone, Clay and Glass Products.....	10.87	10.91	8.00	—
Iron and Steel and Their Products.....	11.20	11.13	8.50	18.00
Transportation Equipment.....	15.43	15.57	11.59	13.70
Nonferrous Metals and Their Products.....	14.12	15.00	7.00	11.75
Machinery (except Electrical).....	13.58	13.76	9.44	7.08
Other Manufacturing Industries.....	11.29	11.51	13.08	7.00
Transportation, Communication, and Other				
Public Utilities.....	13.35	14.38	12.50	12.84
Eating and Drinking Places.....	9.25	9.25	—	—
Other Wholesale and Retail Trade.....	11.18	11.85	6.67	6.14
Finance, Insurance and Real Estate.....	12.21	12.26	6.00	—
Hotels, Camps, Rooming Houses, and Other				
Lodging Places.....	8.04	8.04	8.18	—
Other Service Industries.....	11.56	11.60	11.00	7.00

*Averages appearing in this table have been arrived at by applying the number of weeks of unemployment covered to the gross amount of benefits issued. Therefore, these averages indicate the approximate amount paid during the year for one week of unemployment, rather than the amount of the average benefit check issued. The average weekly amount of benefit checks issued during 1944 was \$10.01.

Table 5--Analysis of Benefit Payments Issued for the Years 1944 and 1943 to Residents of the Various Counties in Maine

COUNTY	BENEFIT PAYMENTS				Per Cent of Change 1944 from 1943
	1944		1943		
	Amount of Payments	Per Cent Distribution	Amount of Payments	Per Cent Distribution	
TOTAL.....	\$321,659	100.0	\$430,585	100.0	-25.3
Androscoggin.....	29,984	9.3	22,960	5.3	+30.6
Aroostook.....	5,705	1.8	11,122	2.6	-48.7
Cumberland.....	45,571	14.2	40,111	9.3	+13.6
Franklin.....	7,299	2.3	12,262	2.9	-40.5
Hancock.....	11,060	3.4	30,570	7.1	-63.8
Kennebec.....	30,400	9.4	43,247	10.0	-29.7
Knox.....	9,312	2.9	10,267	2.4	-9.3
Lincoln.....	3,665	1.1	5,317	1.2	-31.1
Oxford.....	9,902	3.1	10,283	2.4	-3.7
Penobscot.....	10,580	3.3	28,509	6.6	-62.9
Piscataquis.....	4,775	1.5	5,334	1.2	-10.5
Sagadahoc.....	2,220	0.7	2,892	0.7	-23.2
Somerset.....	26,607	8.3	16,682	3.9	+59.5
Waldo.....	13,082	4.1	1,140	2.4	+29.0
Washington.....	70,442	21.9	133,810	31.1	-47.4
York.....	21,362	6.6	24,525	5.7	-12.9
Interstate.....	19,693	6.1	22,554	5.2	-12.7

Table 6--Initial Claims Taken at Local Office Level by Year 1938 to 1944 Inclusive

Local Office	Initial Claims Received						
	1944	1943	1942	1941	1940	1939	1938
TOTAL.....	14,304	14,627	33,816	56,457	104,726	104,037	120,708
Augusta.....	1,040	1,687	2,221	3,659	7,363	6,882	5,421
Bangor.....	960	1,454	4,319	7,133	13,953	13,738	13,724
Bath.....	94	116	399	1,033	2,066	1,819	3,433
Biddeford.....	892	791	1,761	3,847	9,847	9,861	10,730
Calais.....	2,970	2,969	3,791	3,621	6,768	5,131	5,945
Caribou.....	227	377	2,630	5,358	6,821	6,903	7,683
Houlton*.....	33	47	671	0	0	0	1,050
Lewiston.....	2,652	1,723	5,127	10,835	21,562	22,956	20,304
Portland.....	2,012	1,576	4,041	7,795	11,924	11,419	13,498
Rockland.....	645	607	1,496	2,263	5,280	4,077	6,342
Rumford.....	235	469	1,246	1,904	2,945	3,141	3,671
Sanford.....	899	1,694	3,141	4,593	7,710	8,465	6,100
Skowhegan.....	766	482	1,118	2,348	4,065	4,932	4,792
Waterville.....	829	635	1,855	2,068	4,422	4,713	6,879
Norway†.....							2,704
Farmington†.....							1,610
Millinocket†.....							597
Ellsworth†.....							2,688
Dover-Foxcroft†.....							2,140
Fort Kent†.....							1,397

*Houlton Office reopened for claims-taking in 1942.

†These offices closed December, 1938.

Table 7--Continued Claims Taken at Local Office Level by Year 1938 to 1944 Inclusive

Local Office	Continued Claims Received						
	1944	1943	1942	1941	1940	1939	1938
TOTAL.....	41,759	59,034	162,582	256,269	679,532	656,699	778,398
Augusta.....	1,824	3,558	11,356	16,907	47,296	43,306	38,860
Bangor.....	3,980	8,907	23,428	33,989	76,859	89,178	88,395
Bath.....	331	598	2,650	5,472	12,794	10,819	17,797
Biddeford.....	1,664	1,369	4,853	12,533	52,394	48,380	78,684
Calais.....	11,542	19,909	19,352	16,254	44,578	32,399	38,273
Caribou.....	1,058	1,813	9,759	21,586	36,256	47,870	46,859
Houlton*.....	154	293	2,462	0	0	0	4,336
Lewiston.....	5,466	4,355	23,458	49,581	159,086	137,386	118,171
Portland.....	4,299	4,378	22,677	41,714	82,622	80,482	80,229
Rockland.....	2,531	3,431	8,283	10,038	33,485	27,845	36,203
Rumford.....	1,166	2,278	7,542	8,107	16,102	19,487	25,906
Sanford.....	1,566	2,974	11,692	20,319	52,805	55,577	67,480
Skowhegan.....	3,096	2,036	6,573	8,833	33,059	35,110	30,648
Waterville.....	3,082	3,135	8,497	10,936	32,196	28,860	47,567
Norway †.....							15,462
Farmington †.....							6,826
Millinocket †.....							2,689
Ellsworth †.....							14,208
Dover-Foxcroft †.....							14,722
Fort Kent †.....							5,083

*Houlton Office reopened for claims-taking in 1942.

†These offices closed December, 1938.

Table 8--Covered Workers Employed during Last Monthly Pay Periods in 1943 by Industry Groups*

INDUSTRY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
TOTAL	193,199	193,426	194,046	192,845	194,462	199,629	197,301	195,595	193,261	184,014	182,086	181,823
Agriculture, Forestry, Fishery	163	165	193	145	110	166	149	145	167	206	202	226
Mining	196	192	190	234	258	297	288	283	273	193	185	200
Construction	8,884	8,545	8,514	9,549	9,739	10,428	9,196	8,444	7,579	5,282	4,717	4,447
Manufacturing	139,822	140,633	140,764	137,357	138,240	142,177	141,629	141,244	139,721	133,798	131,786	131,539
Ordnance and Accessories	3,081	3,090	3,014	2,934	2,928	2,928	3,038	3,027	3,027	3,102	3,083	3,099
Food and Kindred Products	5,313	5,437	6,367	7,689	8,280	9,512	12,325	13,022	14,417	8,915	7,648	6,867
Tobacco Manufactures	30	28	25	18	18	17	18	17	16	18	18	19
Textile Mill Products	29,282	29,072	28,547	27,903	27,401	27,240	27,090	27,046	26,825	25,946	26,072	26,351
Apparel	1,957	1,811	1,813	1,622	1,601	1,630	1,666	1,642	1,604	1,707	1,729	1,629
Lumber and Timber Basic Products	14,411	13,782	13,082	8,772	9,415	10,117	9,184	9,301	8,989	10,189	10,548	11,622
Furniture and Finished Lumber Products	6,171	6,042	6,061	6,161	5,720	5,975	5,577	5,426	5,352	5,349	5,357	5,508
Paper and Allied Products	14,891	14,959	15,119	15,149	15,732	15,890	15,413	15,391	15,382	14,012	13,859	13,686
Printing and Publishing	1,211	1,243	1,219	1,218	1,211	1,282	1,195	1,189	1,217	1,201	1,150	1,194
Chemicals and Allied Products	542	590	665	760	715	604	579	578	524	509	537	548
Products of Petroleum and Coal	3	3	3	3	3	3	3	3	3	3	3	3
Rubber Products	247	229	210	170	165	152	151	147	145	166	169	169
Leather and Leather Products	14,888	14,571	14,171	13,773	13,316	12,914	12,085	12,238	12,071	12,198	12,133	12,242
Stone, Clay and Glass Products	747	748	797	821	827	817	766	733	694	690	657	615
Iron and Steel and Their Products	2,076	2,178	2,211	2,226	2,295	2,409	2,290	2,342	2,337	2,249	2,215	2,137
Transportation Equipment	41,914	43,735	44,281	44,804	45,296	47,297	46,811	45,761	43,729	44,230	43,315	42,639
Nonferrous Metals and Their Products	68	72	75	89	89	89	72	73	70	76	80	81
Electrical Machinery	—	—	—	33	41	45	40	38	41	40	38	38
Machinery	2,411	2,440	2,516	2,739	2,735	2,833	2,829	2,836	2,835	2,730	2,712	2,632
Automobiles and Equipment	—	—	—	—	—	—	—	—	—	—	—	—
Miscellaneous	579	603	588	473	452	483	497	434	443	468	463	460
Transportation, Communication and Other Public Utilities	8,036	8,364	8,292	8,219	8,376	8,296	8,119	8,149	8,079	8,128	8,220	8,004
Eating and Drinking Places	2,608	2,586	2,704	2,824	2,842	2,911	3,037	2,952	2,965	2,816	2,822	2,719
Other Wholesale and Retail Trade	23,367	22,943	23,319	24,133	24,167	24,164	23,264	22,897	23,264	23,430	24,020	24,570
Finance, Insurance and Real Estate	3,213	3,188	3,185	3,243	3,248	3,246	3,206	3,210	3,170	3,096	3,106	3,115
Hotels, Camps, Lodging Places	2,009	1,994	1,972	2,263	2,532	2,907	3,218	3,133	2,966	2,382	2,367	2,336
Other Service Industries	4,901	4,816	4,913	4,877	4,949	5,036	5,182	5,126	5,065	4,674	4,653	4,659
Establishments N.E.C.	—	—	—	1	1	1	13	12	12	9	8	8

*"Last Monthly Pay Period" as used in this table means weekly, semi-monthly, monthly, etc., payroll periods falling nearest to the end of each month according to payroll practices of individual employers.

Table 9--Total Wages Paid for Covered Employment in 1943 by Industry

INDUSTRY	Total for Year	QUARTER			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
TOTAL.....	\$390,408,944	\$92,230,108	\$98,445,370	\$99,525,276	\$100,208,190
Agriculture, Forestry and Fishery.....	307,422	64,192	64,501	71,453	107,276
Mining.....	353,307	74,379	92,377	100,867	85,684
Construction.....	18,559,607	4,880,919	5,696,453	4,708,431	3,273,804
Manufacturing:	300,037,712	71,451,204	75,078,882	76,783,469	76,724,157
Ordnance and Accessories.....	7,059,218	1,565,980	1,676,518	1,796,021	2,020,699
Food and Kindred Products.....	11,777,688	1,865,808	2,625,761	4,143,223	3,142,896
Tobacco Manufactures.....	33,592	7,226	4,697	5,773	15,896
Textiles Mill Products.....	47,109,552	11,496,874	12,078,503	11,780,495	11,753,680
Apparel.....	2,183,374	505,588	537,143	522,762	617,881
Lumber and Timber Products.....	13,770,273	3,933,557	2,828,555	3,174,947	3,833,214
Furniture and Finished Lumber Products.....	8,663,799	2,128,593	2,275,502	2,100,256	2,159,448
Paper and Allied Products.....	30,965,328	7,119,598	7,762,754	8,188,771	7,894,205
Printing and Publishing.....	2,226,831	517,767	550,374	558,585	600,105
Chemicals and Allied Products.....	1,071,724	211,915	307,639	282,724	269,446
Products of Petroleum and Coal.....	20,943	2,284	2,394	2,355	13,910
Rubber Products.....	274,211	84,236	67,766	51,261	70,948
Leather and Leather Products.....	20,447,852	5,014,108	5,448,247	4,699,627	5,285,870
Stone, Clay and Glass Products.....	1,295,365	292,475	360,629	333,993	308,268
Iron and Steel and Their Products.....	5,732,842	1,245,550	1,424,855	1,473,961	1,588,476
Transportation Equipment.....	139,558,890	33,763,904	35,104,334	35,639,979	35,050,673
Nonferrous Metals and Their Products.....	146,063	27,677	37,896	36,024	44,466
Electrical Machinery.....	40,973	14,236	13,670	13,670	13,067
Machinery.....	6,957,388	1,462,984	1,813,186	1,799,864	1,881,354
Automobiles and Equipment.....	701,806	205,080	157,893	179,178	159,655
Miscellaneous.....	15,800,625	3,526,969	3,971,726	4,037,465	4,264,465
Transportation, Communication and Other Public Utilities.....	2,823,066	570,588	702,276	728,191	822,011
Eating and Drinking Places.....	37,440,421	8,293,095	9,115,950	9,197,400	10,833,976
Other Wholesale and Retail Trade.....	6,653,714	1,569,996	1,668,681	1,646,010	1,771,027
Finance, Insurance and Real Estate.....	2,731,134	495,655	617,832	821,935	795,712
Hotels, Camps, Lodging Places.....	5,693,554	1,303,111	1,438,642	1,425,486	1,526,315
Other Service Industries.....	8,382	—	50	4,569	3,763
Establishments N. E. C.....					

TRAINING DEPARTMENT

The Training Department is responsible for planning and conducting courses of general and specialized training for all Unemployment Compensation personnel, and preparing the related training materials. This includes formalized training and training on-the-job.

1. *Training Plan*
Training during the past year was based on the Commission's original policy of developing a sound systematic program to be constantly used by all members of the Agency.
2. *Training Audit*
Periodic audits were made in order to evaluate the results of training and for use as a forecast of additional needs.
3. *Training Materials*
The Training Department prepared and furnished new materials for on-the-job training, consisting of revised manuals, revised and improved forms, and informational releases on related subjects.
4. *Induction Training*
There has been little need for induction training during the past year, however, in the few instances where new employees were added to the Agency's payroll proper induction training was furnished.
5. *Orientation Training*
Emphasis has been placed on this type of training during the past year because of revised and improved procedures which resulted from Job Methods Training courses given throughout the Agency.
6. *On-the-Job Training*
Under direction of the training officer each supervisor has carried on continuous training of his employees so that each individual might gain an over-all knowledge of the Agency's operations. This is important, particularly when we may be faced with a large volume of work during the post war period.
7. *Specialized Training*
Each employee was given a ten hour Job Methods Training or Work Simplification Training course during the past year. This

course afforded each employee the opportunity of making suggestions for changes in procedure or system of operation. The results have been most gratifying as many of the suggestions submitted by the employees have been approved and placed in operation. Each employee is given full credit for development of improvements submitted, such credit becoming part of his personnel record.

A new type of training is being offered to supervisors. This course covers supervisors' responsibilities for providing specialized training for their employees.

The Long Range Planning Board, a unit of the Training Department, has been alert to the problems that may confront the Agency during the post war period. It has been the aim of the Planning Board to simplify all procedures in preparation for the anticipated claim load.

During the past year the Planning Board started reconstructing all former procedures through the application of a "Work Simplification Program." The accomplishment of this "Work Simplification Program" is best reflected in the fact that new manuals on operations, training and local office procedures have been inaugurated.

The new manuals and training materials have established a maximum in operating efficiency.

The work of the training unit and Long Range Planning Board for the coming months will be based on continuously improving Central Office and Local Office procedures.

Servicemen's Readjustment Allowances

A new responsibility was added to the Training Unit during the latter part of the year when the Commission accepted the administration of Title V of the Servicemen's Readjustment Allowance Act.

While the Agency had the necessary machinery to perform the required work, all personnel had to be trained in this new operation.

Training was given to local and central office personnel through conferences, manuals were prepared in skeleton form as guides. Complete manuals and training materials are now being prepared and will be released early in 1945.