



YOU AND  
TEKTRONIX

Merge

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ET

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## YOU AND TEKTRONIX



When you came to work at Tektronix, we hired you, and in a sense, you hired us. You hired us to provide the work and we hired you to do it. So there is a joint responsibility in seeing that we both receive the proper satisfaction and happiness in fulfilling our obligations.

Your satisfaction and happiness will come from your ability to get financial rewards for your work, and to find security, approval, and interest in your particular job. Most people too, feel a certain amount of pride in working on instruments of such high quality and value. Our satisfaction and happiness will come from our ability to turn out a high quality product at a reasonable price and with reasonable profit,



and from our ability to build a list of satisfied customers, and have a group of happy and contented people in our plant.

We decided to hire you, only after very careful consideration, screening and checking of all the factors that go to determine suitability for our work. Very likely we know more about you (from your application and references) than you know about us. So this handbook has been prepared to tell you something about us, what we do and how we do it, also to tell you what is expected of you, what provisions are made for your health, safety, education, promotion, and the many other things that provide mutual understanding and happiness.

## **WHEN YOU FIRST COME TO WORK**

We try to avoid hard-and-fast rules and regulations at Tektronix. We prefer to have a friendly democratic spirit and real enthusiasm, and to make suggestions which will keep things running smoothly for all of us.

We are small enough at Tektronix to treat you as an individual and to be concerned about your personal problems, as well as about your work problems. We are also big enough to give you an opportunity to "go places".

We hope that, in growing, we will never lose the

intimate "first name" contact and informal atmosphere, which has helped to make Tektronix a pleasant place to work. However, we want our success to continue so that there will always be places up the ladder for you.

We will need to revise this book once in a while, so if you have any ideas for improvement we will be glad to have them. Right now, here is what we think you would like to know.

## WHAT ABOUT OUR PAY POLICY



We know that pay is one of the most important reasons why we are here, so, let's talk about it now. It is our policy to see that the earnings of our people at Tektronix are as high or higher than you would ex-

pect to receive for a comparable job in any similar industry, in the Portland area. We make frequent comparisons with the wages being paid in other plants operating on the West Coast, and particularly in the Portland district, whenever possible.

Most jobs, both hourly and monthly, have been classified into groups, and a base rate of pay fixed for each group. The group classification is made by analyzing each job with respect to the factors that determine its relative value. These factors, other than supply and demand, are: (1) The skill necessary to do the job satisfactorily; (2) The time required to learn it; (3) The effort, both physical and mental, required to do the job; (4) The working conditions under which the job is done, and (5) in the case of jobs requiring leadership, the amount of leadership required and the authority to be used.

The above type of job classification helps to decide any base pay differentials between jobs, and provides a logical basis for promotion and wage increases, from one job to another. However, WITHIN EACH CLASSIFICATION there is a RANGE of pay rates, and you will be rated by your Group Leader and Department Head every four to six months, depending on which department you are in. They will use our MERIT RATING FACTORS to see how well you are doing your work, and consequently, determine

your rate of pay WITHIN the particular classification.

**THE MERIT RATING FACTORS** used by group leaders and department heads as a basis for wage increases and promotions are: (1) The quality or accuracy of your work, (2) The quantity of work you turn out, (3) Your use of working time, (4) Ability to work with others, (5) Ability to learn new jobs and duties, (6) Initiative and acceptance of responsibility, (7) Your conduct on the job, (8) Care and use of equipment and materials, (9) Attendance and punctuality, (10) Knowledge of the job.

Our Merit Rating Plan and Job Classification systems are very widely used, and have been accepted in a great many plants. We think they provide a fair, reasonable and logical basis for determining wage and salary differentials, at a given wage level.

Our present methods are the result of much study and many modifications, and will be altered to meet changing conditions as they arise. If you are interested in learning more about these plans, and about how you and your job have been rated, your Group Leader or Department Head will be glad to discuss it with you.

## PAY DAYS AND PAY PERIODS

The normal **pay periods** are from the first to the fifteenth and from the sixteenth to the end of each month.

The **Pay Days** are on the fifth day after the end of each pay period, that is the 5th and 20th of each month. If these pay dates fall on a Saturday, Sunday, or holiday, you will be paid on the working day closest to the normal pay date.



You will be paid by check, handed to you by your Group Leader or Department Head. If you are absent on pay day, you may want to authorize us to give your check to someone else for you, or mail it to you. Lacking this authorization, the check will be returned to the Accounting Department until you return, or tell us how to get it to you. See your Group Leader.

## DEDUCTIONS FROM PAY

Some deductions, required by State & Federal law, are made from each of your pay checks before you receive them. The full amount of the State & Federal Income Withholding Taxes are deducted, and one-half of the cost of the F. I. C. A. or Social Security, are deducted. (Tektronix pays the other half of this tax.)



Tektronix pays the State Unemployment Tax and the Federal Unemployment Tax as well as the entire cost of the State Industrial Accident charges, amounting to one cent per day per person. During 1953, Tektronix paid taxes for its people amounting to over \$46,700, excluding Income Taxes. The following deductions are made from your checks, **only** if you have authorized them:

Gift Fund — \$2 each 6 months.

Credit Union — as arranged.

United Fund — from your profit-share check once a year.

Group Insurance — from the check you receive on the 20th of each month.

When any deductions are made from your pay check, there will be a notation about it on your check stub. Besides this, our accounting office keeps an accurate record of all deductions for each person. Ask your Group Leader to answer any questions you may have. He will see that you get an answer.

You will receive your withholding slips (W-2 forms) showing your total income for the year, and the amounts deducted for State and Federal taxes. They will reach you by January 31st, in plenty of time to use in filing your income tax returns.

## **PROFIT SHARING BONUS (Current)**

Tektronix people all share in the financial success of our business. At present, 22½% of the profits (before corporation taxes) are set aside, to be distributed among our people (Current Profit Share). An additional 7½% of the profits are set aside each year for the Retirement Trust Fund (deferred profit share) making a total of 30% altogether.



The profit sharing periods are from June 1st to November 30th, and from December 1st to May 31st each year. The method of paying the bonus has been changed effective Jan., 1954. One-half of the bonus earned during the previous month is now added to the check you get on the 5th of each month. The accumulated balance of the bonus will be paid in June and December each year.

Although the word "Bonus" has come to be used to describe our profit-sharing plan, ours is not strictly a "Bonus". A bonus is something given in addition to an agreed wage; something most people expect from the boss at Christmas time. It might be anything from a ten dollar gift certificate, to a check for \$100 or more, depending on the particular mood the boss might be



in, at the time of payment. It may bear no relation at all to the effort or efficiency of those receiving it.

Here at Tektronix we are all considered as "shareholders". Though we do not invest our money in the business, we do invest our real effort, our suggestions for improvements, our ideas and our personalities. For this very real "investment" we receive "dividends". The amount we get is determined by our **combined** effort and efficiency, toward a profit for that period. In effect it is considered a wage adjustment, which adds to the basic wage an amount equal to our combined productive efficiency.

The **percentage** of profit-sharing is determined by dividing the number of dollars in the profit pool ( $22\frac{1}{2}$  per cent of the profits before taxes), by the total number of dollars paid out in payroll for the period. For example: Assume that  $22\frac{1}{2}\%$  of the profits for a month amounts to \$35,000, and that the total base pay for the month is \$100,000. Dividing 35,000 by 100,000 gives .35 or 35%. The actual **number of bonus dollars** each one receives is obtained by multiplying his base pay by the percentage figure. If YOUR base pay for the month is \$200, and the percentage of profit-sharing for the month is 35%, then your share of the profits will be 35% of \$200 or \$70.

The above figure is, of course, subject to all the

authorized deductions for taxes, insurance premiums, etc.

An approximate percentage is figured for each month and this figure together with the cumulative figures for the period, are displayed on a "thermometer" in various Departments so that all may see "how we're doin'."

If you should leave Tektronix between payment dates, you will not receive the balance of the bonus at the time you leave. At the end of the profit-share period the balance of your bonus will be figured and mailed to you at the same time that the other profit-share checks are given out.

If you have been at Tektronix less than 90 days, your portion of the bonus will be withheld until you have completed 90 days, and have been placed on the permanent staff, and it will then be given to you. If you are a temporary employee or if you should leave Tektronix before working 90 days, you will not participate in the profit-share or bonus.

## **TEKTRONIX PROFIT SHARING RETIREMENT PLAN (Deferred Profit Share)**

Tektronix Profit Sharing Retirement Trust was formed late in 1953 to provide retirement income and

an estate upon death to all permanent employees on the payroll of Tektronix, Inc., as of December 31, 1953 and thereafter. The Profit Sharing Trust method is used because it offers opportunity for maximum earnings from the Trust fund, and so will produce more retirement income than any other method.

### PROFIT SHARE

Each year  $7\frac{1}{2}\%$  of the profit of Tektronix, Inc. will be added to the trust. This amount will be distributed to the account of each eligible employee in direct proportion to his total pay for the year.

### ELIGIBILITY

All employees, including officers, except those hired temporarily for less than ninety days, will participate in the trust.

### INVESTMENT

All earnings of the trust fund will be distributed each year to the participants accounts in direct proportion to the amount already in the account. Each year each participant will receive a statement of his account. For his personal protection, no participant shall have any right to assign, anticipate, or use as security any assets held for his benefit, nor shall any such assets be subject to seizure by legal process, or be in any way subject to the claims of any creditor.

## RETIREMENT

An employee **may** retire any time after age 50, and will be retired at the end of the fiscal year in which he reaches age 65 unless requested by Tektronix to continue working.

## RETIREMENT INCOME

Retiree will receive his retirement income monthly based upon the redemption of part of his account. The maximum redemption rate will be set each year by the administrative committee, and retiree may choose any rate not to exceed this maximum. A person who continues to work after age 65 may decide to receive retirement income in addition to his pay, as tho retired. Employees over age 50 may decide to receive, in addition to pay, somewhat smaller monthly payments from the retirement trust.

## BORROWING

A participant over age 50 may, with the consent of the committee, borrow from the trust fund to prepare for retirement.

## DEATH

Upon the death of a participant, either before or after retirement, the full amount of his account shall

become payable to his beneficiaries. Participants must designate or change beneficiaries in writing to the Administrative Committee. When the spouse is a beneficiary, he or she has the option of lump sum settlement or retirement income according to the normal retirement rules. All other beneficiaries will receive lump sum settlements.

## TOTAL DISABILITY

After he has exhausted his sick leave, an employee who becomes totally disabled may start receiving monthly benefits as tho he had reached age 65.

## TERMINATION

An employee may take a leave of absence without forfeiting any benefits, unless subsequently terminated. Upon termination, a participant retains title to the part of his account that he has earned thru length of service, and forfeits the balance. This determination will be made at the end of the year unless the participant forfeits his share of the investment income and profit share for that year to the Administrative Committee in writing. This length of service will be measured by the number of months for which employee received base rate compensation or spent in active U. S. Military Service since he was employed.

<b>Months</b>	<b>Per Cent Vested</b>
0 thru 23	None
24 thru 35	20%
36 thru 47	40%
48 thru 59	60%
60 thru 71	80%
72 or more	100%
Reach age 65	100%
Total Disability	100%

The vested amount is retained by the Trust for the participant to provide retirement benefits as tho he had remained employed. At the discretion of the Administrative Committee, lump sum settlements may be made on termination or retirement. Such settlements will be made only after the end of the year unless a signed statement forfeiting additions to the account for that year is received by the Committee from the participant.

#### ADMINISTRATIVE COMMITTEE

The Administrative Committee shall consist of four participants designated by the Board of Directors of Tektronix, Inc., two of whom must not be officers of Tektronix, Inc. This Committee shall have the sole, exclusive authority to interpret the provisions of, and, in general, to direct the administration of

the plan.

## TRUSTEE

The Trust Fund including all investments shall be in the custody of the Trustee, The United States National Bank of Portland (Oregon). The Trustees sole responsibility shall be with the proper custody of the trust fund, but not with the relationship of any participant to it.

Participants desiring more detailed information may request a copy of the By-Laws of the Trust agreement from the Administrative Committee.

(This Trust was formed with the advice of Mr. Arthur Potwin, Retirement Counsellor of Portland, Oregon.)

## HOURS OF WORK

We work an eight hour day and a forty hour week, Monday through Friday, in all departments of Tektronix. We have thirty minutes for lunch, and two ten-minute rest periods, one in the morning and one in the afternoon each day.

Exact starting time and lunch and rest period times are established by the Department Manager or Supervisor for each department. Decisions on these times are usually made following a survey taken among

the people working in the department.

If there is a swing shift operating, they will also work an 8 hour day and a 40 hour week, the same as the day shift. They will have the same amount of time for lunch and rest periods as the day shift.

However, swing shift workers receive an additional 10% added to their pay checks, as a premium for working the odd hours.

## **OVERTIME**

We do not work overtime except in cases of emergency. Overtime work must be approved by the Group Leader or Department Head, before being worked. Claims for overtime pay on time cards must be okeyed by the Group Leader or Department Head. Overtime is paid at the rate of time and one-half for anything over eight hours per day or forty hours per week.



According to Oregon State Law, women may work overtime only with an emergency work permit. When necessary, Tektronix may obtain a permit from the State Wage Board, to cover up to a maximum of ten hours per day and sixty hours in one week.

## PROMOTIONS FROM WITHIN



Tektronix believes in the policy of promotions from within, so our Personnel Department is compiling a list of the qualifications of our people. Names of those with similar skills, such as: Office work, bookkeeping, typing, drafting, welding, etc. are kept for each type of experience.

When an opening arises, an announcement is placed on the bulletin boards and our lists are also examined.

The available people are considered on the basis of individual merit and qualifications for the particular job. Providing we have someone with the necessary ability, we prefer to promote our own people rather than to bring someone in from the outside because we know more about our people and they know more about us.

Nothing wins promotions more surely than outstanding skill in doing a job well, and having the qualifications for the new job opening. However, other factors are very important, as mentioned under "PAY POLICY & MERIT RATING".

The good things you do will not go unnoticed at Tektronix, and particularly your ability to get along well with your associates. However, if at any time you feel that you have been overlooked, your Group Leader will be glad to discuss these matters with you.

## **TRANSFERS**

If you wish to be transferred; if your qualifications have changed since you came to work; if, because of a wider knowledge of our different jobs and requirements you feel you could do better work in another department, or in a different classification, you are invited to speak to your Group Leader, Department Head, or to the Personnel Department. However,

because of the long training period required in most of our jobs, and the importance of meeting our production quotas, a very good reason must exist before a transfer is considered.

Everyone realizes that work schedules change from time to time in a plant this size. In cases like these we may want to transfer you temporarily. This is to your advantage because if you are able to do two or more jobs well, you are more valuable than someone who can only do one job. Also, you stand a better chance of always having work to do. Your wage rate will not change for a temporary transfer of thirty days or less.

We always make every effort to transfer people to jobs having the same or higher basic rate of pay, but in a case where the only available opening is in a job having a lower rate, then it will be necessary to adjust your rate in keeping with the prevailing rate of the job. This would apply only when the transfer is for a period of over 30 days.

Any experience gained on your present job that is suitable in a new job, will be considered in deciding on your starting rate on the new job.

## VACATIONS WITH PAY



We all need a rest once in a while; a time when we can get away from work long enough to enjoy the benefits of relaxation and a change of scenery. So we have time off with pay each year to take such a vacation. The length of time we get depends on the length of our continuous service.

Vacation pay accumulates at the rate of one day of vacation for each month of continuous time worked up to a maximum of ten days in twelve months. Tektronix believes that there is a real necessity for us to get away from work for this short period each year.

For this reason we may not accept vacation pay in lieu of a vacation. You may make your request for vacation anytime after becoming a permanent employee.

The Vacation Period is any time between January 1st and December 31st each year. You may receive your vacation pay on the last pay day before you leave, if you request it. It will be subject to the usual authorized deductions. Your request must be received not later than one week before the regular pay dates, (5th or 20th).

If you should leave Tektronix after becoming a permanent employee, you will receive pay for any vacation time earned but not used, and if you work one full pay period or more during the month of termination, you will receive credit for one full day of vacation.

If a legal holiday occurs during your vacation period, you may extend your vacation one additional day.

Vacation schedules are arranged by the Group Leaders or Department Heads to meet your desires as nearly as possible ; however, if the time you want conflicts with some particular production schedule, or with someone else in your group, it may be necessary to change the time.

During the calendar year when you will have completed six years of continuous service, you will receive an additional day of vacation time to add to your regular vacation, and for each additional year up to ten years. This means that after you have completed ten years of continuous service with Tektronix you will have three weeks of paid vacation.

You do not earn vacation time if you are a temporary employee.

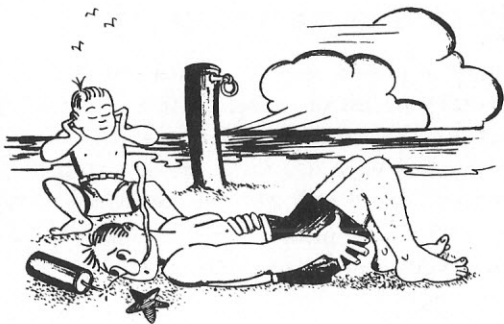
## **HOLIDAYS WITH PAY**

We are all paid for six holidays each year. These are: New Years Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and Christmas Day.

In the case of a person terminating just prior to a paid holiday, he will not receive pay for the holiday, even though he may have unused vacation or sick leave coming, that would extend into the paid holiday.

If a paid holiday should fall within your vacation time, you will have an extra day to add to your vacation time.

If a paid holiday should occur while you are being paid sick-leave, or during an emergency leave of not more than 15 days, you will receive full pay for the holiday.



If any of these holidays should fall on a Saturday, the plant will be closed on Friday. If any fall on Sunday, the plant will be closed on Monday.

## LEAVES OF ABSENCE

When you need a leave of absence it can usually be arranged with your Group Leader. Our Group Leaders can meet their production schedules only when they know how many people they may count on for any given period of time. So it is necessary for you to give thirty days advance notice, whenever possible. There is no pay during a leave of absence and additional benefits do not accrue, but other benefits you have earned are not lost.

## EXTENSION OF VACATION TIME

When you plan a special vacation that will require an unusual amount of traveling time, up to five extra days leave of absence is available, without pay, to add to your earned vacation time. Your Group Leader or Department Head will get the necessary permission for you and the request should be made at the same time that your vacation period is requested.

## SICK LEAVE



Although it is fairly common practice in industry for office workers and other monthly-paid people to receive sick leave benefits, these benefits are seldom extended to cover hourly-paid people. However, here at Tektronix we do provide sick leave benefits for our



hourly-paid people as well as the monthly-paid people.

This sickness allowance is designed to help you financially through periods of sickness or absence through accidents. You pay no premium toward this plan. Tektronix pays the entire cost.

For hourly-paid employees, sick leave accumulates at the rate of one paid day of sick leave for each month worked, up to a maximum of ten full days of paid sick leave per year. It may also accumulate from year to year up to a maximum of thirty days of sick leave pay. There is a waiting period of two full days with no pay, then normal base pay is paid for the third and following days until the accumulated sick leave is exhausted. No bonus is paid on sick leave pay.

For the monthly-paid people the sick leave accumulates at the rate of one paid day for each month worked, up to a maximum of ten full days sick leave pay each year. It may also accumulate from year to year up to a maximum of thirty days of sick leave pay. However, there is no waiting period without pay, and the complete amount of the base pay is paid until the accumulated sick leave is exhausted.

If you are not able to return to work by the time your sick leave pay is exhausted, you will be placed on an emergency leave status. (See Emerg. Leave).

## MATERNITY LEAVES

Maternity leaves may be started at any time, but must be started at least six weeks before the expected date of birth. However, you may leave as much as eight weeks before the birth and still retain any unused benefits you may have accumulated, such as sick leave, insurance, vacation, etc.

Because of the length of time involved your job will be filled by another person.

If you should decide to return to work after your baby is born, please call the Personnel Office from six to eight weeks after the date of birth. They will check to see if there is an opening for you for which you are well qualified. The advantages of your previous training and experience with Tektronix are recognized, and will be carefully considered in deciding on your request.

If we find an opening for you, you may return to work as soon as eight weeks after the birth of your baby. This minimum waiting period has been found advisable for complete recovery; however, you may wait as long as ten weeks to return to work, and still retain your accumulated benefits. If you do not apply within this ten week period it will be assumed you will not be coming back and all benefits (except retirement benefits) will be terminated.

## EMERGENCY LEAVE



In case of an emergency, provision is made for an **EMERGENCY LEAVE OF ABSENCE** in addition to any other leaves. Examples of where an Emergency Leave might be considered necessary are: critical illness of a close relative, or member of the immediate family who lives at a considerable distance from Portland, a wedding or funeral, at moving time, to be with your wife at the time of confinement, or in the event of prolonged convalescence not covered by sick leave.

If your absence is a long one (over one month), your job may have to be filled by another person. If absent over one month, please check with the Personnel Office before returning to see if there is an opening for which you are well qualified. If there is an

opening you may return to work as soon as the job is available.

Tektronix continues to provide insurance for the employee during leave. Monthly credited benefits, such as sick leave and vacation, do not accumulate during leave but any previously earned are retained.

If you are unable to return at the end of four months absence, employment will be terminated.

If you should decide later to reapply, the advantages of your previous training and experience with Tektronix will be recognized and carefully considered in deciding on your application.

## **GROUP INSURANCE**

### **Sickness & Accident**

Tektronix provides a plan of protection for its people, so that they may receive help in meeting hospital, doctor, and surgical bills. All sicknesses, accidents, (including off-the-job accidents), are included, as well as pre-existing, chronic, and recurring conditions of health.

You are eligible to be enrolled if you are to be a permanent employee at Tektronix, and your coverage will begin the first day of the month following the start of employment, if you decide to take advantage

of this protection.

Although all of the cost of YOUR protection against sickness and accident bills is paid by Tektronix, you will pay a small charge for including members of your immediate family under partial coverage, unless they are already covered under a similar plan. The cost to you is much less than normal because of the large group purchase.

Any legally operated hospital and any licensed doctor of medicine or osteopathy may be used — anywhere. Claims are payable to you, or directly to the doctor or hospital, whichever you prefer.

For complete details, schedules of payments and allowances for the various operations, and for hospitalization, see the Insurance Booklet.

## **GROUP LIFE INSURANCE**

Included in the same package with the sickness and accident coverage is the group Life Insurance. This protection is for our own employees only, and does not cover any dependents.

There is no age limit and no physical examination is required if you join as soon as you become eligible. You will receive disability benefits on a monthly basis if, while still under age 60 and a member of this plan,

you become totally and permanently disabled.

In case of accidental death on or off the job, double the amount of the insurance is paid to your beneficiary.

This insurance costs you very little because Tektronix pays part of the cost, and because of the large group purchase. Your part of the cost of this Life Insurance will be deducted from your monthly pay check.

## **TRAINING PROGRAMS**

A systematic plan for training all new people for the assembly department is in operation. The new person is given concentrated instruction on the job by a specialist for a period of thirty days, and is then closely supervised by the Group Leader for another sixty days. The probationary period is ninety days altogether.

In addition to this introductory training, all of our people are encouraged to enroll in any of the courses that are available from time to time, that are sponsored by various schools and clubs. These are usually held in the evenings on your own time, but are available at very reasonable cost, and in most cases Tektronix shares in the cost.

These courses are designed to improve job knowledge, or possibly help to improve your qualifications for the next higher job, or just to increase general knowledge. Whatever your job is, we want to do everything we can to help you to do better. None of these courses are compulsory, but most of us feel that it pays to take full advantage of any opportunity to improve our knowledge. Such training not only helps us to prepare for better jobs, but it helps make our present jobs easier and more profitable.

Examples of some courses that have been available in the past are: public speaking, speed reading, letter writing, working with people (human relations), and supervisors courses. Check with your Group Leader or Supervisor for further details.

## TECHNICAL LIBRARY



A library of technical text books and monthly technical magazines is available in our Engineering Department. Quite a few of these have been loaned to Tektronix by our own people, and the balance are the property of Tektronix. All of these are made available on a temporary loan basis to any of our people who may be interested.

Here are a few samples of the subjects covered by the text books now in our library: Antenna Design, Bakelite, Calculus, Capacitors, Cathode-Ray Tubes, Ceramics, Chemistry, Communications, Crystal Rectifiers, Dies & Punches, Differential Equations, Drawing, Economics, Electrical Engineering, Engines, and very many others.

Here are a few examples of the monthly technical magazines that are available: Aviation Week, Bell System Technical Journals, Electrical Engineering, Electronics, Proceedings of the Institute of Radio Engineers, Radio & Television News, Modern Plastics, Materials & Methods, Wireless Engineer, Nucleonics, and many more.

Some of these monthly magazines may be kept around the library for a few months only and then destroyed to make room for new and current issues.

To borrow a book or magazine from our library, it is only necessary to select the one you want and take



it to the Manual Engineering Department. They will make a record of your name and the date, on the card in the library index file.

When you are finished with the book, (not later than sixty days) return it to the Manual Engineering Department — NOT to the library. They will check the book in, and see if there are other requests for the same book, before returning it to the library.

## **PERSONAL PURCHASES**

Those who are interested in experimenting along electronic lines during their leisure hours may buy parts we normally stock in our stock room, at the cost price to Tektronix plus 10%. Purchase of these items is limited to our own people and their immediate families, and they are not for resale under any circumstances.

We do not have facilities for buying articles other than those we normally stock or use in production.

Occasionally it is possible to buy SURPLUS parts from our salvage department. These are parts that fail to meet our high standards in some small detail, or maybe War Surplus materials, but they are quite satisfactory for other uses. These parts are priced very reasonably and may be purchased in quantity for resale by our people or by dealers.

Announcements about any special salvage sales may be made on the bulletin boards from time to time.

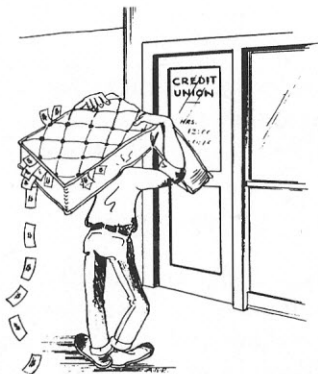
Purchase of parts for experimental purposes is arranged by first filling out a parts requisition (available at the Stock Room counter), having it stamped PERSONAL by someone in Stock. Stock will take the requisition to the Purchasing Department and have the items priced and approved for sale. The priced and approved requisition is then returned to the Stock Department by Purchasing. The requisition will be filled as soon as they have time, and you will be notified when it is ready to be picked up and paid for.

If the material to be purchased is salvage or war surplus material, it is only necessary to deal directly with the Salvage Department. The material will be delivered to you without a requisition, as soon as it is paid for.

Some photographic supplies are available and may be purchased directly from Photography Department.

## CREDIT UNION

Our people at Tektronix have organized a credit union. It is a separate corporation, chartered and supervised by the Federal Government, through the bureau of Federal Credit Unions.



It is organized and operated by Tektronix employees as a cooperative, to promote thrift among its members and to accumulate a fund from these savings, to make needed loans to members for useful purposes at reasonable rates.

Members may invest savings each pay day or in cash, and may borrow for emergency or other purposes, such as consolidation of debts, payment of medical bills, financing the purchase or repair of cars and household appliances.

Investments as low as \$1.00 are invited, by cash or by deductions from pay. Loans up to \$400.00 without security, and larger loans secured by late model cars or other security, are available to members. You may become a voting member by making a payment on one

\$5.00 share.

Credit Union business should be transacted in the hours posted at the Credit Union office so that there is no interruption to work schedules.

## **MUSIC & PAGING SYSTEM**

It is pretty generally agreed that, if properly controlled, the use of music in industry will lessen feelings of fatigue, monotony and boredom, and so increase happiness and contentment in work. Also, people have discovered common bonds of friendship through similar tastes in music.

It is our policy to play only music over the system, with an occasional newscast, or possibly some special event carried over the radio. In general we play radio programs of music and some musical selections from records and tapes. There are several periods of music of 15 minutes each in the mornings, and again in the afternoons. The music is turned off during group meetings, if we know about them in advance.

A survey or poll of music tastes was recently taken in our plant, to find out what types of music people want. As a result of this survey, popular music will receive the most time, then some light or semi-classical music, with an occasional classic or western selection.

The music is not on during lunch or rest periods, but is turned on to indicate the end of these periods.

THE PAGING SYSTEM is used in conjunction with the music system throughout the plant and offices. When the paging system is being used, the music is interrupted momentarily. It is used to locate people quickly and to call them to the telephone, or to announce callers, visitors or conference meetings of interest to all in the plant. It is not used for extra-curricular activities.

## MOVIES

Educational and entertaining films are shown usually once a week, during the lunch hour. They are selected for their universal appeal and interest as far as possible. The showing takes place in the assembly department and usually lasts from 15 to 30 minutes. When a longer film is shown, it is divided so that one half is shown one day and the other half the following day.

All of the people in the plant are invited to see the films, whether or not they work in assembly. People watching the films are asked to use care in not disturbing or damaging work in progress on the benches, or stored in the shelves.

Suggestions for movies are invited and should be mentioned to your group representative.

## **NOTARY PUBLIC**

If you should require the services of a notary public to witness personal signatures, etc., such services are offered free of charge. Any papers, leases, government claims, passports, etc., which must be notarized, may be taken to the accounting department, or to the Credit Union officer for this service.

## **THE SNACK BAR**

The snack bar is operated by Tektronix and a full-time person is in charge throughout the day shift. The person in charge is paid a salary and shares in the bonus just the same as other employees.

Tektronix supplies hot coffee or tea without charge. It is available at the regular rest periods.

A variety of sandwiches, pastry, candy bars, soft

drinks, milk and frozen confections may be purchased at standard prices or less. Two or more kinds of hot soup are available at lunch times, as well as hot Bun Barbs.

The snack bar is operated on the HONOR system and you will find money trays where you can pay for what you get and make your own change. Remember, **DON'T PAY FOR THE COFFEE OR TEA.** You will find current prices posted on the various items, or if there is no price shown, ask the person in charge.

In order to reduce the traffic congestion at the snack bar, some of the departments bring the coffee and pastry on trays, right to the department.

Any refuse and empty bottles **should be taken care of by each person immediately.**

Each person should keep a coffee cup marked with his initials, and see that it is washed immediately after using. Paper cups for visitors are kept at the Snack Bar.

## **GIFT FUND — — — CHARITY DRIVES**

Collections of funds for gifts or charities is always a problem in any organization because it usually puts you "on the spot". You feel obligated to contribute



because you might be considered a “heel”, or because you think it might affect your job if you don’t. Sometimes people give more than they can afford because of some group pressure. Also, there are so many different appeals and campaigns that they may become very annoying.

For these reasons the Tektronix Gift Fund was established so that anyone who wished could give a small amount periodically (\$2.00 every six months). By this means everyone who is eligible for a gift will be treated equally, and no one left out or forgotten. This fund supplies gifts for weddings, births, farewells, illnesses (one week or more), hospitalization for employees, and for funerals in the immediate family.

A single charity drive for the major charity organ-



izations is sponsored by Tektronix once a year in October. This makes it possible for everyone to plan his contributions for the entire year, without pressure or inconvenience. If it is your wish to contribute to the charities, you may pay in cash or have the deduction made from your check by the Accounting Department, preferably out of your profit-share check in December.

No other canvassing or soliciting for funds is permitted in the plant. So it hoped **everyone** will participate in the single **Charity Drive** as generously as possible.

## **SOCIAL & ATHLETIC ACTIVITIES**

We like to see our people get together for social and athletic activities. On the social side there are several occasions during the year when we may get together for company picnics, hobby shows, Christmas parties, or open-house events. We like to see as many as possible take part in these events, and so become better acquainted. It gives you an opportunity to meet people from other departments and to meet each others families. Many life-long friendships may be found in this way, when common points of interest are known.

On the athletic side there are many activities now under way, and there is room for many more. There

is a bowling league and a company team, a hiking club, flying club, amateur radio club, skating club (both ice and roller), golf, science, male quartet, etc.

Ask your Group Leader for a list of people having similar hobbies, or with interest in the various sports. It is quite likely you will find people with interests similar to your own. If there is no group functioning now, perhaps it will need only the addition of your name to start a club rolling. Join up — you will miss a lot of fun if you don't.

## TEK TALK



Tek Talk, our plant paper, is the “stew pot” into which is dropped “ingredients” in the form of news of ourselves, our customers, our company’s policies and

activities, and our world-wide operations.

It can be a real source of a substantial “meal” of information, or a meagre cut-and-dried single “dish”. It all depends on what and how much each of us puts into it.

A friendly atmosphere is what we enjoy — and for which we are noted. To keep it we must communicate. Tek Talk is designed to help keep us “in the know” and in touch with each other.

Let’s keep the news circulating. Share it. Drop off your news items or ideas at the Personnel Office. Shortly after, find out “what’s cooking” by reading Tek Talk.

## **TIME CARDS**

### **There Are No Time Clocks At Tektronix!!**

Your time card is the only record we have of the time you put in for Tektronix. When you enter the time on your card, you are giving your word that you have worked the number of hours shown on your time card. You are paid on the basis of that record.

State and Federal laws require that we keep an accurate record of your time. The proper time to make entries on your card, is when you leave for the day, or at the end of your shift. Don’t let anyone else make

entries on your card, and don't make entries for anyone else.



Everyone except professional, administrative and executive personnel are required to keep time cards. On the card will be shown your name, department, and the period covered. Hours worked are divided into day or night shift, regular time, or overtime. Columns for vacation and sick time are also provided.

At the end of the last shift in the pay period, you should sign the card along the side, and turn it in to your Group Leader. He will check the entries and okay the card. The accounting department uses these cards for the pay record, and they are kept on file for future reference and or inspection by government auditors.

Any overtime marked on your card must be ap-

proved by the Group Leader or Department Head, before being worked. Any legal holiday dates should be marked with an "H". Any shift not worked should be indicated by a diagonal line through the space following that date; otherwise, accounting personnel have to check back with your Group Leader to be sure that date has not just been forgotten.

## **TOOLS & EQUIPMENT**

Tektronix supplies all the tools and equipment necessary for you to perform your work in the most efficient manner. You are not charged for any of these.

If you wish to bring any of your own tools to the plant, you should be sure they are well marked and kept in a safe place. Naturally, Tektronix cannot assume responsibility for their safekeeping.

It is important that you return to your Group Leader any tools which you no longer need so that they may be put to the best use at all times.

Do not borrow tools from another tool box without permission from the owner or the Group Leader, because our tool boxes are considered the same as our own personal property, like our wallets or handbags.

We do not take tool boxes home because most Tektronix people, being mechanically inclined, will have

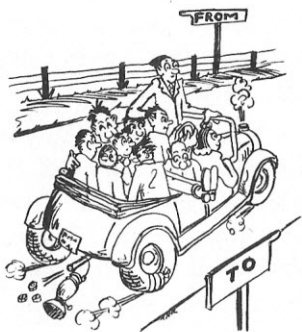
their own small hand tools at home, such as: screwdrivers, pliers, cutters, punches, scribes, etc. These are mostly inexpensive tools. However, small power tools such as: small portable electric drills, grinders, etc., or special pieces of equipment, are expensive items that are not needed often enough to justify owning them.

If you have a special temporary need for something like this, see your Group Leader or Department Head. If you are well qualified to use the equipment, and the equipment can be spared, he may arrange for you to borrow it overnight or over a week-end. It will be necessary for him to sign your tool check-out slip along with your signature, at the tool room or wherever the equipment is kept.

## **CAR POOLS**

A car-sharing system is in operation at Tektronix so that people working the same hours and coming from the same neighborhood or community, may save money by sharing their cars with others to and from work.

If you would like to ride with someone else in your neighborhood, see the Personnel Department. Lists of those who drive their own cars and the districts they live in are available there.



If you are willing to share your car, leave your name with the Personnel Department.

They will assist you in locating riders near your home or on your route.

## **PARKING YOUR CAR**

A parking lot large enough to hold the cars of all who drive to work has been provided along the east, north and west sides of our property. Enter the driveway carefully and at reasonable speed, watching for pedestrians and other cars. Park as near your work and entrance doorway as possible. If you work in the offices, or the test departments, try to park on the east side, etc.

See the double folded page at the back of this manual showing the location of the parking areas and the various building entrances.

It is good practice to **head in** to your parking spot instead of backing in, to avoid exhaust smoke damage to buildings, shrubs, lawns and fences. Use care in getting into and out of your parking spot, to avoid damage to adjacent cars. Also use care in opening your car doors to avoid marking or damaging other cars.



Avoid double-parking by the entrance doorways while waiting for passengers, as it causes traffic jams during the busy times. Leave the space from the shipping room door to the front corner of the building clear for visitors' cars.



No liability is assumed for theft, damage or mischief done to cars parked on the premises.

If you should accidentally damage a car, please report to the owner or give the license number to the Personnel Department, so that the wrong people are not suspected of causing the damage.

Please show the same courtesy while driving your car that you practice while walking within the building.

## BULLETIN BOARDS



In order to provide a better Bulletin Board service ALL bulletins are posted by the Personnel Department. If you wish to have a bulletin or notice posted, please see the Personnel Department.

Items of general interest are posted on boards in the various sections of the plant. You will find it interesting and instructive to read these items regularly.

The following items are considered desirable for bulletin boards:

Tektronix bulletins, such as, plant movie notices, new policies, news about our people, products and sales; notices of general employee interest, such as, social or athletic activities, weddings, etc., want ads or FOR SALE items of our own people that are of interest to a fairly large number of people. New job openings are also posted there.

## **CHANGE OF ADDRESS**

**KEEP US POSTED** — It is important to you and to Tektronix that we have the correct information on every person in the plant. Whenever you change your address, phone number, marital status, number of dependents, etc., please notify the Personnel Department immediately. The information may be vital in time of an emergency.

When you have a change in your tax exemption it is necessary for the Personnel Department to notify the Accounting Department, so that they may make the correct deductions from your pay check, as provided by law.

If your personal affairs should change, you may want to change the beneficiary on your life insurance policy. This is important because the beneficiary **now named** on your policy will benefit from any claim. The life insurance company must have the correct name in writing **BEFORE** your beneficiary can be changed. The Personnel Department will help you take care of this.

The information you give us is strictly confidential. It is never given out over the phone, or to anyone inquiring, without your express permission. It is also confidential to people in our plant, and is given out only with your permission.

All car license numbers should be on record in the personnel office, in case it becomes necessary to have your car moved temporarily, or to report head-lights left on accidentally, etc.

## **PERSONNEL COMMITTEE MEETINGS**

The purpose of these meetings is to provide a direct means of communication and personal contact between the owners and the people working at Tektronix, and between people working in one department and those in another department.

These meetings provide a common ground for discussion of mutual problems; a means of improving

working conditions; a means of confirming or denying rumors; a means of making suggestions without revealing names of the people making them; and a means of maintaining morale.



The entire plant is divided into work-areas or groups. Each group elects a **group representative** who serves for a period of six months. These representatives solicit questions, suggestions and problems from the people in their groups.

The group representatives get together in the conference room every two weeks, and hold the Personnel Committee Meetings. These meetings usually have as chairman one of the owners or someone speaking for the owners.

The matters brought to the meeting by the repre-

representatives are discussed, and an answer, decision or consensus of opinion is arrived at. This is then considered by the owners as being a recommendation from the employees in general.

A statement or summary of recommendations called "the minutes" is prepared after each meeting, and distributed to everyone in the plant. Each group is expected to have a group meeting to discuss items in the minutes. New questions, suggestions or problems may also be brought up at this meeting, to be placed on the agenda for the next Personnel Committee Meeting. Also, any matters on which a definite answer is not reached may be tabled for further consideration, and placed on the agenda for the next meeting.

## **GROUP REPRESENTATIVES**

Group representatives are expected to express the opinions of the groups they represent at the Personnel Committee Meetings, except in cases where their personal opinion is requested by the chairman. At any other time they are expected to indicate to the chairman if the opinions they express happen to be their own personal opinions.

A representative is expected to follow through on all matters brought to the Personnel Committee meetings from his group, until a definite answer is received.

If a matter is tabled temporarily, it is placed on the agenda for the next meeting, and the representative is expected to ask for an answer at that time, if it does not come up automatically on the agenda.

Each representative is entitled to receive an answer to each question to take back to his group. The answer may sometimes be, that the question will be given further consideration, in which case it will be placed on the agenda for the next meeting.

The chairman of the Personnel Committee meetings will report back promptly on any matters requiring further consideration, and on which he has asked for time to gather more data. Also, when decisions are reached and approved for action on any matter, the chairman is expected to take the necessary steps to see that the action is started and provision made for its continuation.

The Group Leader will introduce new people to their group representative.

## **VISITORS TO THE PLANT**

We believe it is good business to acquaint people in the community with what we are doing and with our methods of manufacture here at Tektronix. For that reason we are glad to welcome people to our plant.



If you have a close friend or relative who is interested in seeing where you work and how you do it, there is no objection to having an occasional visitor at the plant during business hours.

Please check in advance with your Group Leader or Department Head who may arrange for a brief tour of the plant.

Please check with the personnel department before inviting a large group of people to visit the plant, as it is necessary to arrange in advance, for guides and for the conference room.

## **TEKTRONIX FOUNDATION**

The Tektronix Foundation is set up as a separate non-profit corporation. It is organized to administer

Tektronix corporate giving of money or products to worthwhile educational, scientific and charitable causes, and to do this in a more logical, equitable and orderly fashion. Foundation funds are not taken from the bonus pool.

Through this corporation we are able to take a look at the total funds available for distribution as donations for the entire year, and a look at all the possible recipients. With this complete picture as a background we make a sincere effort to give our money, products and scholarships to the most deserving cases, and to places that are not ordinarily helped by present means.



The first contribution of this type by the Foundation was the donation of 10 oscilloscopes to several Northwest Colleges and Universities, where they are used in scientific research work.

The Foundation is administered by five trustees; at present these are : Howard Vollum, Jack Murdock, Bill Webber and Don Ellis from Tektronix, and one outside person. This outside person is presently Mr. Edgar Smith, former Chairman of the State Board of Higher Education, who was named Oregon's First Citizen, 1952.

Additional grants have been made to the University of Oregon Medical School and the Oregon Museum Foundation. Also a Scholarship has been made available under the West Coast Electronics Manufacturers Association.

## **SENIORITY**

Generally speaking, seniority alone has very little weight in making decisions affecting people at Tektronix. People who have been working here a long time usually acquire a knowledge of our policies, skill, and experience in their work, that is very important and valuable to Tektronix. However, length of service in itself is not the important consideration.



Length of service may be used as a deciding factor in cases where two or more people are being considered for such things as promotion, vacation, etc., and it is found that they have approximately the same status in all other qualifications. This may also be the case when two or more people want to be transferred or have a leave of absence at the same times.

## **BLOOD BANK**

A number of people at Tektronix are regular donors of blood at the Portland Red Cross Blood Bank, and a regular time has been reserved for us at the Clinic. We try to send at least six people each Tuesday at 3:00 p. m. If someone has not already spoken to you, and you are able to donate some of your blood, see your

Group Leader for time off with pay, and transportation.

The Portland Center is at S. W. Alder and 15th. For your protection, a very careful check is made before your blood is taken, and donors must weigh at least 110 lbs. Also, at least two weeks time must elapse following the taking of any medicine or drugs, before blood may be taken.

The Red Cross Blood Bank keeps records of donations made by employee groups (such as Tektronix) so that if anyone from Tektronix needs blood for themselves or close relatives, it can be made available from the Tektronix account.

Red Cross Blood is not SOLD, it is GIVEN. 60% of the blood taken goes to the armed forces. A minimum service charge may be made by the hospital when the blood is needed for local people, to cover administration and handling by the hospital, but the Red Cross does not receive any part of this.

Neither the Red Cross or the hospital will sell the blood that was donated to the Red Cross. If you or your family needs blood, ask your doctor and the hospital for Red Cross blood.

## **PRODUCTION STANDARDS**

The performance and accuracy of the instruments

we produce, and our attention to details of fine appearance, requires exceptional care in every step of manufacture. By carefully following instructions regarding your work; by watching for opportunities to suggest improvements in our methods or instruments, you will be doing your share in helping us to produce the highest quality instruments efficiently.

Standards of quality and quantity are established for the work you are doing, and though they may be difficult to meet, they are of utmost importance. Your Group Leader will keep you acquainted with these standards, and how your work measures up, from time to time. It is expected that you will start carefully and that your speed will increase as you gain experience and become more familiar with your tools, and in handling our kinds of materials and equipment.

However, each part we make must meet the same high standards of quality and pass the same rigid inspection. So when your quality becomes consistently good, then you may concentrate on improving your speed and quantity.

You are first given the simpler things to do, and as you master these you will advance to more difficult work.

## HEALTH

Watch your health. A person's health is more important than almost anything else in the world. No one can do his best work or really enjoy himself, if he isn't feeling up to par.



If there is anything wrong, or if you suspect there might be, see your doctor at once. If you get a scratch or burn, if you are hurt, no matter how slightly, see your Group Leader, or someone qualified in First Aid, and have the injury treated.

No one at Tektronix should hesitate to see a doctor because of the cost. Our State Industrial accident coverage pays expenses due to accidents happening on the job. For off-the-job sickness or accidents, our company-paid Group Insurance is your protection

against heavy medical and surgical expenses. So, if you are advised to see your doctor, please do so without delay.

## **SAFETY**

Play Safe! If you get hurt, it may mean loss of work, loss of efficiency and a good deal of expense. So, play safe on your job! Walk, don't run. There is less danger of slipping and falling on our waxed cement and linoleum covered floors if you wear rubber-soled or heeled shoes.

**KEEP ALL AISLES CLEAR.** Never allow production work, material or test equipment to be piled up where it can fall on others, or where they might fall on it.

Keep all exits and fire equipment clear of obstructions.

If something is spilled on the floor, clean it up immediately before someone slips and falls because of it.

People working near machinery or open flames should avoid wearing loose clothing, neckties and long, loose hair.

Several people have been badly burned when they tried to grab the soldering iron to keep it from fall-

ing. If your iron should start to fall, don't grab it—let it go.

Keep drinking fountains, washing fountains and basins free of refuse, and avoid spitting on the floors, as many diseases are spread in this manner. Don't take unnecessary chances with electricity where the current through the body might exceed the critical point. **REMEMBER — IT'S THE CURRENT THAT'S LETHAL, NOT THE VOLTAGE.** A fraction of one ampere may kill, under certain conditions.

Avoid giving someone a "harmless" shock, even in fun. You may regret it.

Do not touch switch boxes or other electrical equipment without authority of your Group Leader or Department Head.

**REMEMBER —** Twenty per cent of all accidents have been traced to mechanical defects — eighty per cent to human beings.

The accident you prevent and the **life you save —** may be yours!

## **ACCIDENTS**

### **Accident Reports**

If someone near you is hurt on the job, call the one named as First Aid person in your area, then do all

you can to make the person comfortable (remembering not to move them if there is danger of broken bones). There is a first aid cabinet near you with complete supplies for any emergency.

In fairness to everyone, please report any injuries immediately, no matter how slight they may appear at the time. Even a very small scratch may later become infected and turn into a case of blood poisoning.



Accident Report (Short Forms) may be had from your Group Leader, in cases where an injury results from an accident of any kind. These forms should be filled in **immediately** and signed by your Group Leader. Claims for compensation from Group Insurance or Workmen's Compensation may be necessary later, and these short forms may be the only basis for the claim.



Any injury you receive while at work is covered by the Workmen's Compensation Laws of the State of Oregon. You are protected against financial hardship due to loss of time in these cases, even though you may not be signed up with our Group Insurance plan.

## **FIRST AID**

We try to designate two people in each work area who are qualified to handle emergency cases requiring first aid treatment. Your Group Leader will tell you who has been designated in your area.

In fairness to yourself and to Tektronix, please report every injury to your Group Leader immediately, no matter how slight it may appear.

If someone has received an electrical shock and is unconscious, be sure that the rules for such cases are carefully followed. Read the notices posted in your department.

## **FIRST AID CLASSES**

First aid classes conducted by qualified instructors may be held from time to time in the plant. If you would like to take advantage of this free instruction, ask your Group Leader to put your name in.

## FIRE PREVENTION

Although we work in modern, fire-proof buildings, many of our parts and supplies are either flammable in themselves, or are stored in carton boxes that are highly flammable. Therefore it is well to think about ways of preventing fires from happening as well as ways of putting them out after they start.



A serious fire could put us all out of work for quite a while, so be sure you know what to do. Learn where the fire extinguisher is located in your department, and how to operate it. Stop and take a good look at it sometime; read the instructions for operating it.

The easiest and best way to prevent a fire is to eliminate the cause before the flames start. The easiest time to put one out is when it is still very small.

Here are some suggestions to help us prevent fires from happening:

- \* **OBSERVE NO SMOKING SIGNS** in specially marked areas, such as: the Quonset Hut, Ceramics Department, Tube Plant, Stock Room, etc. (In line with Tektronix policy of having few hard and fast rules, there are no general rules against smoking in the plant, except as mentioned above. )
- \* Never leave parts or materials where they will make it hard to get at the fire extinguisher quickly.
- \* Packing material removed from parts should be put in waste cans **IMMEDIATELY**, and not allowed to accumulate on benches, where it might touch your soldering iron.
- \* Keep your soldering iron on an approved stand, and in the clear, and keep flammable material well away from it.

Keep oily rags in metal cans only. They should never be stacked or piled on wooden shelves or boxes.

Use extreme care in handling cigarettes, matches, lighters, and always use approved ash trays. There is a **VERY REAL DANGER OF FIRE FROM A SMOLDERING CIGARETTE**, which might cause a fire after everyone has gone home, when there is no one to cope with it.

IF the Fire Department is needed CALL OUR SWITCHBOARD OPERATOR. SHE WILL CALL CEDAR MILL FIRE DEPARTMENT.

## **PERSONAL TROUBLES**

You should not let personal troubles worry you. You will be happier and more efficient on your job if you get troubles off your mind as soon as possible.

Speak to your Group Leader first. You are invited to discuss your purely personal problems with him as well as matters about your job. Any personal problems will be treated as confidential.

Your Group Leader may want to refer you to the Personnel Department, and in fact no door at Tektronix is closed to you for personal informal counsel. We sincerely want to help you if at all possible. Please don't be backward about asking advice or telling us your problems, as we may have access to information or contacts that can be of help.

## **PERSONAL MAIL**

Since it is not possible for us to be responsible for personal mail of so many people in our plant, please have your personal mail or packages addressed to your home address to prevent loss.

## WHEN YOU TELEPHONE

1. If the operator calls you to the phone over the paging system, answer promptly by raising the receiver and pressing the button 2 or 3 times slowly to signal the operator. Answer by giving your name instead of "hello".
2. To call the office or locate someone in the plant, signal the operator the same as above by raising the receiver and pressing the button 2 or 3 times. Please give the operator enough time to answer. She may be talking on another line, or answering the paging system. Give the operator your name and the name of the person wanted. She will locate the person, or leave a call for you, or make an appointment.
3. To place an outside call (other than long distance) raise the receiver without pressing the button, and wait for the dial tone. Then dial your number. Again, give the operator time to make the connection, because she may be busy with someone at the reception desk.
4. To place a long distance call, or any call where there is a charge, please use the pay-phone in the booth, located near the Shipping Dept. door from Assembly II.

5. If you want to transfer a call to another phone, signal the operator by pressing the button slowly 2 or 3 times, and give her the information.
6. If the telephone rings in your department, answer by giving the name of the department and your name. Take a message down in writing for anyone not present. Deliver the message promptly.
7. Avoid personal calls during working hours, except in cases of emergency. If someone calls you on personal business, ask him to leave his number, and call him back during lunch or rest periods. Such calls often tie up all available lines so that long distance calls cannot be received.
8. In calling the operator on the paging system, please give your name, as the operator has no way of knowing who is calling.
9. In case the person called on the paging system did not hear or understand, please pass the word along to him.
10. Be just as pleasant and courteous over the phone as you are in person. Remember, your voice has to do the entire job of making a good impression. You don't have your smile and your personality to help you.

11. If it's noisy where the phone is, try holding your hand over the **microphone** while listening, and remove your hand while talking. Covering your other ear very seldom helps because the noise goes into the microphone and so into the receiver.
12. Always answer promptly when called over the paging system, as the operator is keeping someone waiting. If the call is not answered the operator may tell the person calling that you are not here.
13. If someone is called on the paging system and it is CERTAIN that the person is not in the area, the Group Leader or some other person should answer and give the operator the information. If no one answers, she may keep on trying other departments in the plant.

## **SUGGESTIONS TO HELP YOU GET AHEAD**

1. A friendly, agreeable personality is a valuable asset in all departments. You will easily distinguish between this and visiting, talking or excessive noise or demonstrations, that might cause confusion or embarrassment to others.
2. You are invited to visit other departments and to explore the plant and grounds during your lunch

or rest periods, when it will not disturb or interfere with other people.

3. Always comply with any written notices such as: "No Smoking", "Do not Touch", etc., that may appear in certain departments, where work in progress may be damaged by visitors, such as in the Ceramics Department, Photography Laboratory, Cathode-Ray tube plant, etc.
4. Operate only the machine tool or piece of test equipment to which you have been assigned, or in which you have been instructed by your Group Leader.
5. Practical jokes, scuffling and horseplay interfere with production and may endanger the safety of other people.
6. Written or printed matter may be distributed only with the permission of your Department Head.
7. Our tools, equipment, parts, employee lists, blueprints, personnel records or confidential information of any nature should not be misused or removed from the premises.
8. Gambling, lotteries and pools should not be conducted in the plant or on the premises. These activities usually start quite innocently with very



small amounts, but often grow to the point where they may work hardship on someone. (It may be you.) Unfortunately, these people are sometimes the ones who can least afford it.

9. Any activity which may interfere with your work or the work of others, can only result in a loss to everyone. What is best for Tektronix is best for each individual on a long term basis.

Listed below are some of the things that might interfere with your work or offend others:

(a) Eating lunch at your bench during working hours, while trying to work.

(b) Continually taking soft drinks or coffee to your bench during working hours.

(c) Smoking while trying to work with your hands.

(d) Use of profane or obscene language.

(e) Drinking liquor or any alcoholic beverage at work would interfere with your job and might endanger others. **DO NOT** bring alcoholic beverages to the plant, or come to work while under the influence of alcohol.

## **PUNCTUALITY & STEADY ATTENDANCE**

Modern business requires steady attendance and

prompt reporting for work. Both in office and plant, work is largely a matter of sequence. One absent or late person may delay a whole group of other people. It is also important to return to work promptly after your lunch and rest periods.

Almost every department, too, is dependent on some other department for the flow of work. Two or three people absent from work in one department may seriously interfere with the work of several other departments. Either office or plant production is interrupted when the planned flow of work is held up anywhere.

In our plant where there is a high degree of specialization, it is difficult to use substitute workers because it requires extra time to train a substitute.

Group Leaders and Department Heads have the responsibility of maintaining promptness and attendance within their groups. When you are unavoidably late or absent, see your Group Leader about the method of marking your time card.

It is not practical to allow people to make up lost time on the next shift, or by staying overtime. This practice would conflict with wage and hour laws, may interfere with people on other shifts, and create a supervision problem.

## **ABSENCES — REPORTING**

When you can't come to work for any reason, call the switchboard as soon as possible and explain why you cannot come, and as nearly as you can, tell how long you will be out. The operator will see that the word gets to your Group Leader.

If your Group Leader knows that you will be absent, he will schedule your work through another channel temporarily. If he still expects you to appear, the work will pile up.

The work each one does at Tektronix is important to Tektronix and to the Group Leaders. Therefore the courteous thing to do is to see that our jobs are done as efficiently as possible, even when we cannot be there.

## **STOCKROOM AND TOOL ROOM**

Any supplies, parts or tools you need for work you are doing in the plant, are supplied by your Group Leader. If additional parts are needed from the stock room your Group Leader will get them for you, as he is familiar with the normal procedure.

If at any time you are asked to go to the stock room for parts, you should go to the counter and ring the bell for service, presenting your requisition. In order

to give the best service, and to minimize errors and confusion, only stockroom personnel are allowed in the stockroom.

If you wish to buy parts or tools for your own use at home, see the suggestions under the heading of PERSONAL PURCHASES.

## RUMORS

You've probably played the game called "Scandal" where a group of people sits around a room, and one whispers a sentence to his neighbor. Then that person whispers what he heard to the next, who in turn passes it along until the last one in the group announces to the group what he has heard, and his statement is compared with the original message. The two messages are not even similar in most cases, and a good laugh always results.

But not so with a rumor started, perhaps innocently, in a plant or office. Rumor and gossip grow even faster and with greater distortion than the whispered sentence in a harmless game. RUMORS CAN BE DANGEROUS, CAN CAUSE UNHAPPINESS.

Idle talk or speculation might easily harm our company, your department, your best friend or yourself. So please — don't spread rumors or gossip — even in fun.

If you should hear a rumor of any kind, it is best to check with your Group Leader or Department Head. If he doesn't know the facts about the matter, he knows where to get the facts, and will be glad to let you know promptly.

## **BORROWING**

"Neither a borrower nor a lender be". It is usually poor policy to lend money to fellow workers, or to borrow from them. Borrowing can lose you friends. Lending can lose you money and friends, and result in unpleasant working conditions.

If you need a loan, large or small, see your credit union officer. If you have other financial problems or worries, your Group Leader or the Personnel Department will be glad to talk with you about them. They will, of course, keep the information completely confidential.

## **NOTICE OF TERMINATION**

If you decide to leave Tektronix, please give your Group Leader two weeks advance notice if possible. He may need to train someone to replace you. If you should apply for a job elsewhere, your next employer may ask us if you gave proper notice.

Also, it will give the Accounting Department time to have your pay check ready when you want to leave.

A minimum of three days notice is required in order to receive your check on the day you terminate.

## HISTORY OF TEKTRONIX

Most new people want to know something about their company's early history, its growth and development to its present level. Tektronix was incorporated in January of 1946, when Howard Vollum, Jack Murdock, Miles Tippery, Milton Bave and Glen McDowell came together and decided to make a laboratory-type oscilloscope. The first activities took place in the corner store of a building owned by Jack Murdock at SE 60th and Foster Road.

It soon became apparent that it would be a year or more before much income could be expected from the oscilloscope business, so, in an effort to provide some more-immediate income, another business was set up to sell and service radios and appliances. This company was later incorporated as Hawthorne Electronics.

In January of 1947 we moved into a new building made especially for us, located at SE 7th and Hawthorne. The first oscilloscope, the now famous Type 511, was delivered in June of 1947, and was an almost

immediate success. Tektronix reputation grew rapidly; orders began to come in, slowly at first, and then gradually increased; we had to hire and train new people to our standards of quality. By the end of the year we had delivered 40 oscilloscopes. In 1948 Logan Belleville joined with the owners of Tektronix, and he contributed much to our overall instrument development. Also in 1948, Glen McDowell took over the operation of the Hawthorne Electronics business, and it became an entirely separate company, no longer affiliated with Tektronix. Our full efforts were now concentrated on the business of producing oscilloscopes and associated instruments.

Work was started on new models of instruments and they began to appear in rapid succession. First deliveries of the 104 and the 512 appeared early in 1949, and later the same year the first 112's were shipped, besides delivering another 700 type 511's. First shipments of the 500 Scopemobile, the 105, 121, 122, 513, 514 and 517 were all made during 1950.

More customers tried our products and liked them; new uses were found; orders increased; more people were hired and trained, and we found ourselves short of space. A second shift was started late in 1950, and a third shift was added early in 1951. It soon became apparent that we had outgrown our new building on Hawthorne. Plans were drawn for a new building at

a new location. The present site on Barnes Road and Sunset Highway was chosen; the building construction started, and we moved into our new building in August of 1951.

Although we had planned to eliminate the second and third shifts in the new building, by the time we had moved we found it necessary to continue the second shift.

When we moved into the new building, everyone breathed a sigh of relief; at last we had all the room we needed, with ample room for expansion. However it was not to be that easy; our engineers, sparked by Howard Vollum and Logan Bellville, continued their development program, and the improvement of our older instruments. Our engineering-sales representatives were gaining strength, and more prospective users were introduced to our instruments; again they liked what they saw; new orders continued to come; we hired and trained more people; we added the quonset hut to our new building late in 1951; still we could not catch up with orders.

Besides the rapid expansion in the number of instruments produced, expansion was also taking place in the number of our own parts we manufactured. Several new departments have been started from time to time including printing, photography, plastics,



transformers, ceramics, and a new plant over in Sellwood called Panelcraft, where we now do all of our own photo-etching of front panels. These expansions proved to be very practical from the viewpoint of economy, better quality, better control over conditions of supply, and overall flexibility in specifications of parts.

From April to October of 1951, the number of people at Tektronix increased from 150 to over 300. The 160 series was modified and deliveries started in 1952; the 524, the 180, and the 315 began to get into production. By now it was obvious that we again needed more space, so, plans were drawn for an addition to our new building that would add 50% to our floor space. Construction was started in the fall of 1952, and in March of 1953 the shop began to move into the new addition.

In line with this policy of manufacturing as many of our own parts as practical, during 1950 it was decided to explore the possibility of making our own Cathode-Ray tubes. This was by far the most difficult part we had tackled. For some time it had been felt that the Cathode-Ray tubes were limiting further improvements in our oscilloscopes. If we were to continue improving our instruments, we would have to improve the performance of this vital part. So, qualified physicists, chemists and mathematicians were

given free rein in the research and development of this project.

New tubes, practically made by hand, were produced and given extensive tests for performance and reliability. The results were encouraging, and it was decided that we had now reached the stage where it was practical to make our own Cathode-Ray tubes, as soon as proper facilities were available. So, early in 1953 construction of our tube plant was started. This operation enabled us to improve the performance of our instruments, and give us new markets to explore. Also in 1953 it was decided to almost double the size of the new tube plant building, in order to provide necessary room for all our engineering facilities. This gave us much needed room to expand our administrative and general offices.

During the latter half of 1953, Logan Belleville, Miles Tippery, and Milton Bave decided to sever their connections with Tektronix, and to dispose of their stock in the company. As a result, there are now only two owners instead of the original five. These are Howard Vollum, President, and Jack Murdock, General Manager and Secretary Treasurer.

Our products now have world-wide acceptance and we are acknowledged to be **THE LEADER** in the laboratory-type oscilloscope business of the world. Our reputation has spread very rapidly. We now have

five branch offices and sixteen engineering representatives in the United States, and we have overseas distributors in twelve foreign countries.

Including the new 535, 531, 163, 124 and 190 instruments we now have nine types of oscilloscopes and eleven types of associated instruments in production. Our engineering department has several new instruments in various stages of engineering and development, which should further increase our lead in the industry. Up to early 1954, more than 12,000 oscilloscopes and associated instruments have been delivered.

This is how our company has grown. It is a story of a small beginning and a very rapid growth to a place of prominence as the world's largest exclusive manufacturer of laboratory-type oscilloscopes and associated instruments. We believe our future looks promising and challenging.

You are probably interested in learning something about the owners of Tektronix, so we present here biographical sketches of Howard Vollum & Jack Murdock.

## OUR PRESIDENT HOWARD VOLLUM

Howard attended the University of Portland and Reed College, graduating in Physics from Reed in

1936. He built his first oscilloscope in 1933. He repaired radios and electronic equipment on his own for a while and then went to work with Jack Murdock as a radio technician in the M. J. Murdock Radio & Appliance business. It was here that some of the original discussions took place in regard to the possibility of manufacturing and selling electronic instruments.

In June of 1940 Howard was appointed Project Supervisor of the National Youth Administration Radio Project, and did a considerable amount of teaching in radio and electronics generally. In March of 1941 Howard was drafted by the army under selective service rules and after nine months as an enlisted man, was commissioned and sent to England. Here he worked for 2½ years with the Air Defense Research & Development Establishment as a development engineer on high-resolution radar. In recognition for this work Howard was awarded the Legion of Merit Medal. On his return to this country Howard worked at the Evans Signal Laboratory at Belmar, New Jersey, for the Army Ground Forces on radar detection and location of enemy mortars. For this work he was awarded the Oak Leaf Cluster, indicating a second award of the Legion of Merit Medal. On June 1st, 1952, the University of Portland awarded Howard the honorary degree of Doctor of Science, for his contribution to the field of Electronics in the

Northwest. Howard personally designed and engineered the now-famous type 511 oscilloscope, as well as later directed the activities of our engineering department in the work on our other scopes and associated instruments.

Besides his duties at Tektronix, Howard is a senior member of the Institute of Radio Engineers; serves as special consultant to the Department of Defense Research & Development Board; has been active in the work of the Portland Chamber of Commerce and has served on the joint Institute of Radio Engineers and the American Institute of Electrical Engineers Sub-Committee on Laboratory Instruments.

## **OUR GENERAL MANAGER & SECRETARY TREASURER JACK MURDOCK**

Jack graduated from Franklin High School in 1935 and chose to go into business for himself rather than to go on to college. Because he was interested in Radio and Electronics, it was only natural to find him going into the radio and appliance business. So in 1935, Jack started the M. J. Murdock Co. at 67th and Foster Road.

Though this business was started in the depression, it grew and prospered until the outbreak of war stopped the flow of appliances. Jack then joined the Coast

Guard and put his knowledge of radio to good use immediately, at the Seattle Repair & Maintenance Base. After a year of this, Jack was moved to Portland in charge of a group of radio technicians. His last assignment was as racon installation man, operating out of Seattle.

This Coast Guard experience proved to be important to the formation of Tektronix because it was here Jack met and became friends with Miles Tippery, Milt Bave, and several others who were associated with Tektronix.

Jack has another hobby that has proved important to Tektronix. He is a keen student in the field of human relations and personnel problems generally, which is so valuable in his capacity as General Manager and Secretary Treasurer.

Jack's interest in the technical aspects of business, his experience gained in operating his own business, plus his Coast Guard electronic experience, has provided a valuable background and store of knowledge from which he has been able to draw on many occasions. This may help to explain his uncanny ability to decide on the best time to undertake the many steps of expansion that have been so successfully taken by Tektronix during its short history.

## DIFFERENT TYPES OF WORK AT TEK- TRONIX

In order to give you some idea of the many different jobs we do here at Tektronix, here is a list of the work being done :

- Accounting
- Administrative
- Advertising
- Assembling
- Cabling
- Capacitor Winding
- Carpentry
- Catering, Snack Bar
- Ceramic Processing
- Coil Winding
- Component Testing
- Customer Instrument Maintenance
- Employment
- Engineering, Application
- Engineering, Design
- Engineering, Drafting
- Engineering, Field
- Engineering, Mechanical
- Engineering, Model
- Engineering, Tool
- Engraving
- Etching of Aluminum

Inventory Control  
Machining of Metals  
Metal Working  
Office Work, Typing, Filing, Secretarial  
Painting  
Photo-etching of Panels  
Personnel  
Photography  
Plastic & Bakelite Machining  
Plastic Molding  
Printing  
Purchasing  
Electronic Testing & Calibrating  
Receiving  
Salvage & Reclamation  
Shipping  
Silk Screening  
Statistical & Planning  
Stockkeeping  
Stock Dispensing  
Plant Magazine Editing and Reporting  
Tool & Die Making  
Tool Designing  
Training, On-the-Job  
Transformer Winding  
Tube Designing & Developing  
Welding  
Wire Cutting & Stripping



## WHAT IS AN OSCILLOSCOPE?

Most people want to know what a Cathode-Ray Oscilloscope is and what it is used for. Our Oscilloscopes are laboratory-type instruments designed to observe and measure electronical phenomena happening in a relatively short period of time — the time from 50 seconds down to as little as one-billionth of a second (about the time required for light to travel one foot).

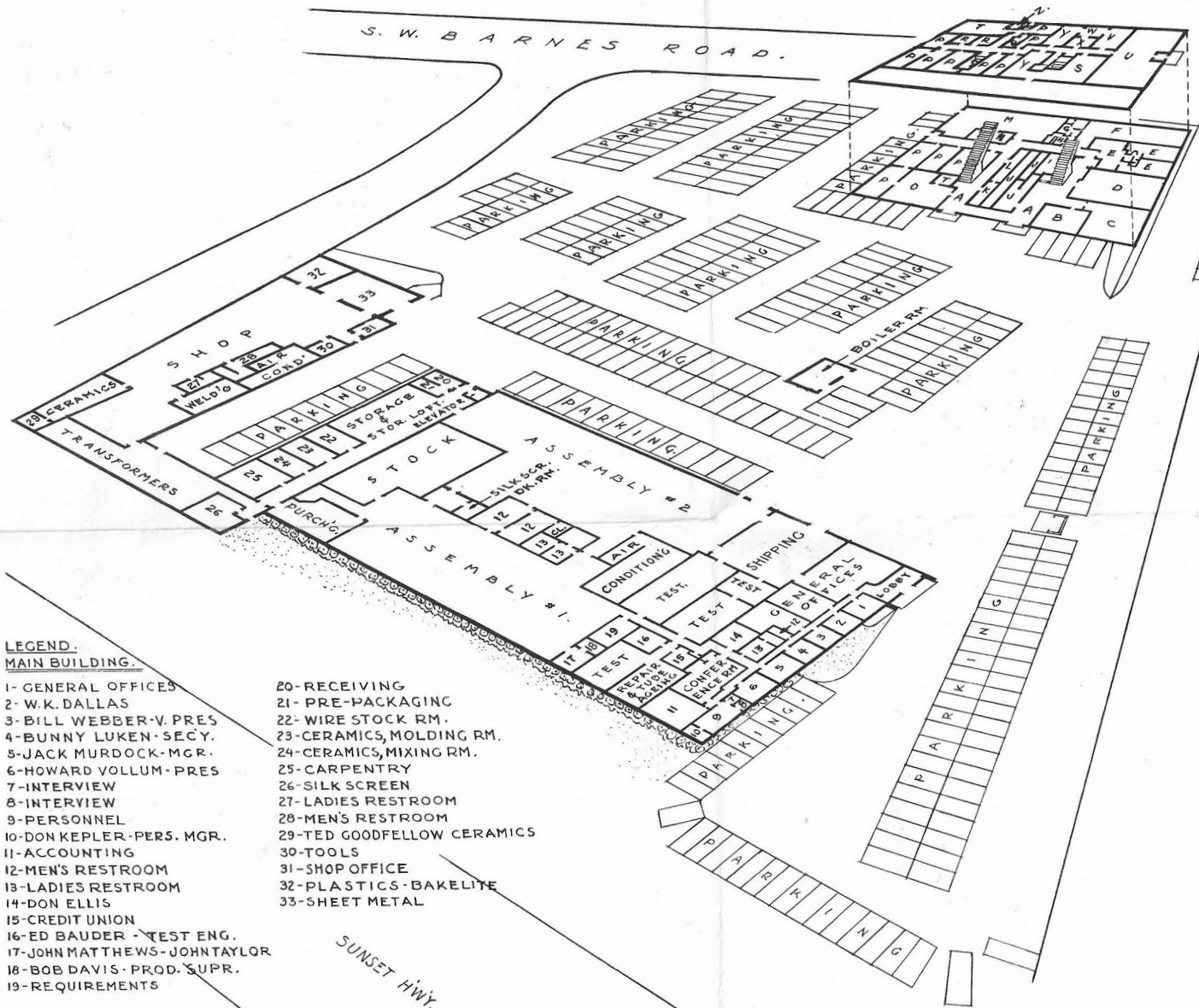
Oscilloscopes portray a graph of voltage versus time on a screen (the face of the Cathode-Ray tube). They have the distinct advantage over ordinary meters, in that the scope permits the measurement of any portion of a voltage wave, as well as the visual outline of the exact waveform itself. An ordinary meter measures only one characteristic, such as the voltage value.

Oscilloscopes are widely used in the entire field of electronics. Besides this application, it is now possible to convert almost any phenomena such as light, heat, chemical, mechanical, etc., into equivalent electrical phenomena that may be seen and measured both in quantity and quality, by using one or more of our oscilloscopes in conjunction with other instruments.

Nearly all of the research laboratories of this country and throughout the world, are using or have need of oscilloscopes of the quality we produce. Also, since nearly all sizeable businesses have research departments of their own, they too, are potential users of Tektronix scopes and instruments.

Medical laboratories have found our instruments particularly useful in the research and study of the heart, brain, nerves, tissues, hearing, cells and blood stream. The National Bureau of Standards in Washington, D. C. uses many of our instruments, the Atomic Energy Commission and military services have many of them in use and are finding new uses almost every day. In fact, it appears as though we have barely scratched the surface in uncovering new uses and new customers for our products.





**LEGEND:**  
MAIN BUILDING.

- 1- GENERAL OFFICES
- 2- W.K. DALLAS
- 3- BILL WEBBER-V. PRES
- 4- BUNNY LUKEN- SEC'Y.
- 5- JACK MURDOCK-MGR.
- 6- HOWARD VOLLUM- PRES
- 7- INTERVIEW
- 8- INTERVIEW
- 9- PERSONNEL
- 10- DON KEPLER- PERS. MGR.
- 11- ACCOUNTING
- 12- MEN'S RESTROOM
- 13- LADIES RESTROOM
- 14- DON ELLIS
- 15- CREDIT UNION
- 16- ED BAUDER - TEST ENG.
- 17- JOHN MATTHEWS- JOHN TAYLOR
- 18- BOB DAVIS- PROD. SUPR.
- 19- REQUIREMENTS
- 20- RECEIVING
- 21- PRE-PACKAGING
- 22- WIRE STOCK RM.
- 23- CERAMICS, MOLDING RM.
- 24- CERAMICS, MIXING RM.
- 25- CARPENTRY
- 26- SILK SCREEN
- 27- LADIES RESTROOM
- 28- MEN'S RESTROOM
- 29- TED GOODFELLOW CERAMICS
- 30- TOOLS
- 31- SHOP OFFICE
- 32- PLASTICS- BAKELITE
- 33- SHEET METAL

**LEGEND.**  
ENGINEERING BLDG.

- A- ENTRY
- B- PROMOTION
- C- CONSTR'N- PROMO. MAILING - ENG.
- D- TECH. SERV. CAPACITORS-RESISTORS
- E- PHOTOGRAPHY
- F- PRINTING
- G- LADIES RESTROOM
- H- MEN'S RESTROOM
- I- TUBE STORAGE
- J- AIR COND. EQUIPMENT
- K- ENGINEERING PURCHASING
- L- INSTRUMENT STORAGE & STOCK
- M- MODEL SHOP
- N- MODEL SHOP OFFICE
- O- INSTRUCTION MANUALS
- P- ENGINEERING
- Q- LIBRARY
- R- HOWARD VOLLUM - DICK ROPIEQUET
- S- GUN MOUNT, FINAL ASSEMBLY
- T- DRAFTING
- U- GLASS DEPT. & EXHAUST
- V- SETTLING
- W- CHEMICAL DEVELOPMENT.
- X- ELECTRO-POLISHING
- Y- TUBE DEVELOPMENT
- Z- MEL LOFTON

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