



DEPARTMENT OF MINES & RESOURCES
INDIAN AFFAIRS BRANCH

Ottawa, September 28, 1949.

TO: INDIAN COMMISSIONER FOR B.C.,
REGIONAL SUPERVISORS,
INDIAN SUPERINTENDENTS AND AGENTS.

RE: INDIAN DAY SCHOOL TEACHERS' SALARY PAYMENTS.

I. TEACHERS WHO ARE NEWLY APPOINTED.

Salary cheques for all day school teachers are now being sent twice monthly. Therefore, all newly appointed teachers whose documents are in order should have been added to our salary list by now and have received at least one salary cheque.

Indian Superintendents are requested to contact all new day school teachers in their agencies and to ensure that by October 3rd they have received at least one salary cheque.

If not, please make certain that the teacher has completed the necessary documents and forwarded them to Head Office. The most important one for salary purposes is the Income Tax Form, (T.D.1 1949). If the teacher has not completed such a form, have her get one from the nearest post office and air mail it to the Education Division at once.

IF THE TEACHER HAS COMPLETED AND MAILED THESE DOCUMENTS BUT HAS STILL NOT RECEIVED HER SALARY CHEQUE, THEN ADVISE THE EDUCATION DIVISION AT ONCE BY NIGHT LETTER OR ARMY MESSAGE.

II. TEACHERS WHO HAVE BEEN TRANSFERRED.

All such teachers should have received at least one salary cheque at their new addresses. It is not necessary to have new documents for such teachers and the Education Division should be notified at once if cheques have not arrived, or are improperly addressed.

III. RECLASSIFICATION OF TEACHERS.

This is proceeding as fast as our resources will permit. Salary letters are being sent to the teachers concerned, with copies to their Indian Superintendents. Salary adjustment cheques will be mailed in due course, making salary increases, where warranted retroactive to September 1st, 1949.

IV. SUMMARY.

It is a source of great irritation to anyone when a salary cheque fails to arrive on the expected date. We have been fortunate in securing the services of a number of new teachers who are well qualified and experienced. Please try to show them we are anxious to maintain their interest by ensuring that they are paid promptly. Contact them at once and ensure that their salary cheques are arriving on time.

B. F. NEARY

Supt. of Education.

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RG 10, C-11-2, vol. 11306

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