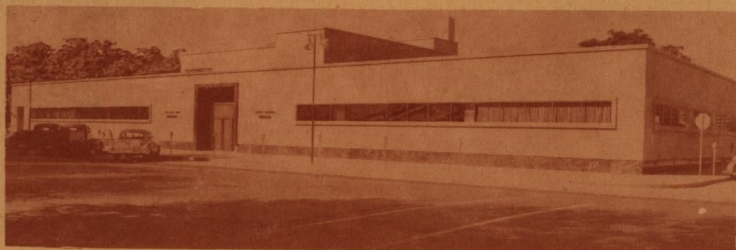


# welcome to repubco

An information manual  
for new employes of the

**REPUBLIC PUBLISHING CO.**

**YAKIMA, WASHINGTON**





## The Ideals of the Republic Publishing Company

**T**o apply the Golden Rule in our dealings with one another—  
"Do unto others as you would have them do unto you."

To remember never to take advantage of the fact that we publish the only daily newspapers in the Valley.

To use the facilities of our newspapers so that they will help to build a better Yakima Valley.

To guard jealously the quality of our newspapers and the products of The Republic Press.

To make no promises we can't fulfill, and to fulfill all promises we do make.

To remember that everything we produce is the result of many hands—that our continued success lies in teamwork.

To treat courteously all with whom we deal, both inside and outside the plant.

To be liberal with our commendations, generous with our patience and unsparing of understanding for the other fellow.

To make every effort to provide working conditions that will insure comfort and protect health.

To earn a profit which will return a fair share to investors and a fair wage to employees without setting prices so high that customers withhold their business.

To remember that, as members of one big team, we owe it to each other to conduct ourselves at all times so that we will be a credit to the organization we represent.

## WELCOME TO REPUBCO

*Welcome to our organization. We are glad to have you join our ever-increasing "family" at the Republic Publishing Company, or Repubco as we've nicknamed it.*

*In this booklet you'll find suggestions, statements of policy and information which, if followed and understood, will help you.*

*You are now one of a great team of more than 400 men, women and young people working together to provide the people of the Yakima Valley with local and world-wide news of the day. At the same time, through the advertising columns we assist in the sale of millions of dollars of goods and services.*

*The Republic Press, our commercial printing division, is recognized as the finest printing and lithographing plant in Central Washington. It has long had a reputation for quality work.*

*To those of you employed by the Herald and Republic there is ever the great challenge of service—service such as only newspapers can give to a community.*

*Ours is an exciting and important business, for we are the nerve center through which pass the affairs of our Valley. We're privileged to record on our pages the laughter and tears, the triumphs and tragedies of home folk and the world at large.*

*As with every privilege, there is an accompanying responsibility. I urge you, whatever part you play on our team, to carry out your job as a newspaper man or woman with the recognition that a free, honest American press is vital to the continuance of our way of life.*

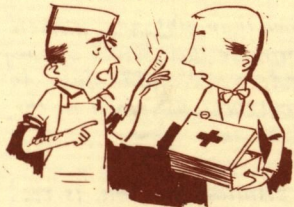
**TED ROBERTSON**  
Publisher



# PERSONNEL

## Policies and Procedures \*

### ACCIDENTS



Please report to your supervisor immediately all accidents involving Repubco personnel while on the job.

### ADVERTISING DISCOUNT

Repubco employees may run want ads at a 50 per cent discount provided they pay cash at the time the ad is placed. If the ad is charged, no discount is given. To get the discount rate, the ad must be your own and not that of a relative or friend, nor does the rate apply if your ad is for your own or any other outside business interest.

### BUILDING ENTRANCES

Office personnel are to use the front door when entering and leaving the building. Please do not make a walkway of the mechanical department. To do so disturbs many others.

\*Certain phases of the Repubco personnel program are explained in greater detail in special pamphlets. New employees receive a copy of each pamphlet.



### BUILDING TOURS

All new employees are taken on a tour of the W. W. Robertson Building shortly after coming to work. Management also welcomes tours of the building by students of junior high school age and older, church and other civic groups and families of employees.

### CASHING CHECKS

Please do not ask the Repubco cashier to cash your pay check. It would be impractical to try to keep enough cash on hand on pay day to cash the checks of over 200 employees.

### CHANGE OF ADDRESS

If at any time your home address or telephone number is changed while you are employed at Repubco, please notify the personnel department so that the proper change can be made in your office record.

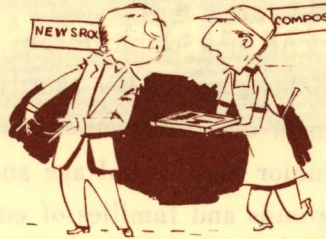
### CANDY & SOFT DRINK MACHINES

These machines are set up for employee convenience. Soft drink bottles are not to be taken to desks. Empties are to be placed in the boxes near the machines.



## COOPERATION

Try not to think of your department as the only one. Ours is a cooperative business. It depends upon the smooth teamwork of all departments.



## COMPETITION

Although the Yakima Dailies are the only daily newspapers published in the Yakima Valley they are not without competition for advertiser dollars. We compete with radio, TV, street signs, billboards, mail advertising, matchbooks, programs and other media. The Yakima Dailies are also in competition with Seattle, Spokane and Portland newspapers, as well as magazines, for the advertising dollars of national firms.

## DEPARTMENT HEADS

Your department head is charged with the responsibility for the effective operation of your department. He has been selected for his job on the basis of his experience

and his demonstrated ability. One of his major functions is to help you do your job. You should feel free to call on him for assistance and advice, or to express any problem or grievance you may have. You will find him a friendly counsellor if you'll give him a chance to work with you.

## DIRECTORY OF EMPLOYEES

An alphabetical listing of all Repubco employees is kept in the telephone room in the lobby.



## DOCTOR & HOSPITAL BILLS

All full-time employees are covered by prepaid doctor and hospital insurance at company expense after six months continuous employment. The company will pay part of identical coverage for employee dependents. A new employee can have coverage during first six months of employment by paying the regular charges. See supplemental pamphlets for more details.



## DONAHUE PHOTO ENGRAVING

This is a private business owned by Joe Donahue. He rents quarters in the W. W. Robertson Building to carry on his work which is that of supplying zinc etchings and other photoengraving materials to printers and publishers. The Yakima Dailies and The Republic Press do business with the Donahue company.

## DRINKING

Consumption of intoxicants and beer during working hours is prohibited. Persons reporting for work under the influence of alcohol or showing any effects of drinking may be dismissed.

## EDITORIAL POLICY

Our newspapers, like all other good newspapers, make every effort to keep their news columns completely objective. At the same time, all newspapers reserve the right to expression of opinion on the editorial page.

## EMPLOYEE SURVEYS



From time to time Repubco likes to know what you think about problems of mutual interest to employees and management. You may be asked occasionally to express your ideas by means of an employee questionnaire. Such surveys are always voluntary on your part and so conducted that individuals answering remain anonymous. We urge you to cooperate whenever such surveys are conducted. Results are always reported back to you by means of the bulletin boards.

## EMPLOYMENT OF HUSBANDS AND WIVES

Although not encouraged, there is no discrimination against the simultaneous employment of a husband and wife at Repubco. However, a husband-and-wife combination will not be permitted in the same department, nor will a situation be permitted where one would supervise the work of the other.



## EXAMINATIONS

All new full-time employees are required to take a physical examination at company expense if they want to become eligible for the various benefits provided by the company.

## FIRE



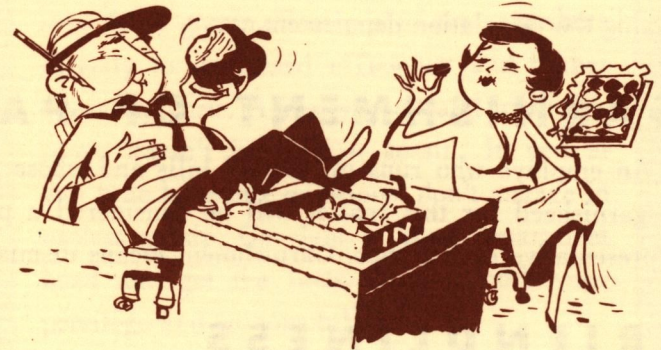
Foam and liquid type fire extinguishers are located throughout the plant. Learn the locations of two or three extinguishers closest to your regular work area and be prepared to use them in event of fire.

## FIRST AID KITS

These kits are located in the telephone room in the lobby, composing room, stereotyping and press departments and the bindery of The Republic Press. Their use is intended only for minor wounds where prompt attention minimizes the chance for infection. Any serious injury should be treated by competent medical specialists. Please report accidents to your supervisor.

## FOOD GIFTS

Occasionally friends of the papers deliver boxes of fruit, candy and other foods for distribution to employees. The sight of many people munching while working is not



inspiring to outsiders who chance to be in the building on business at the time. For this reason, distribution and consumption of such gift foods is discouraged and must be restricted to the close of the working day.

## FREE PAPERS

No one is authorized to give away newspapers for the same reasons that employees of department stores or hardware shops or similar establishments do not give away the products they handle. Persons asking for copies of the papers are to be referred to the circulation department or



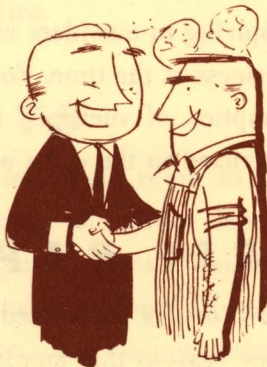
the library. Employees will be given a copy of either the Herald or Republic for home use, but they must take it home themselves since it cannot be home-delivered free. Those desiring to subscribe can receive regular home delivery service at a discount. This may be arranged by contacting the circulation department.

## GARNISHMENT OF PAY

An employe who runs up unpaid bills and whose pay is garnisheed for this reason will be considered a poor representative of Repubco. Garnishment means dismissal.

## FRIENDLINESS

If you're like most Repubco folks you'll find yourself making some of your best friends here in the plant. Friendliness is a two-way street. You can help make this a pleasant place to work by going at least halfway in establishing friendly relations with those around you and in other departments. Don't abuse friendliness by using it as an excuse for unnecessary talking and visiting during working hours.



## GOSSIP

Some of the most serious personnel problems that face any company management stem from gossip. Gossip also can contribute directly to decreased efficiency and higher operating costs. A really good and loyal employe doesn't indulge in gossip. If you at any time have any questions, don't engage in useless gossip. Go right to your department head and get the facts. That is both your privilege and responsibility.

## GROUP LIFE INSURANCE

Full-time employes after six months of continuous employment receive a life insurance policy. The employe names the beneficiary, the company pays the premiums. See the supplemental pamphlet for more details regarding this benefit.





## GUM CHEWING

All persons dealing with the public or working in the business office are asked not to chew gum during working hours.

## HELP ON HOUSING

The company provides free want ads for new employees who have just moved to Yakima and are looking for housing.

## HOLIDAY PAY

Full-time front office hourly employees working on one of the recognized holidays will be paid a full shift at their regular rate regardless of the number of hours worked. In addition they will be paid at their hourly rate for hours worked. In no case will an employee receive more than double time for the full shift.

## HOLIDAYS

Front office employees will be paid for six holidays or the day legally observed, namely New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. Because of the nature of the news-



paper business, the Yakima Dailies must be published as usual on holidays. If you are called upon to work on a holiday, accept the call gracefully as one of the conditions of newspaper employment. Department heads are instructed to rotate holiday work among employees—and to work only as long as necessary to get out the papers.

## HOURS

Salaried employees work a 40-hour week with the pattern of working hours to be determined by the department head. A departmental work week may be spread over 5, 5½ or 6 days, depending on requirements of the individual department.

## JURY DUTY

Repubco recognizes the civic responsibility involved in jury duty. Since jury duty pay is small, the company will make up the difference between your regular pay and what you make while serving on a jury for each scheduled day you are unable to report for work because of





such duty. On some occasions your being called to jury duty may seriously handicap the operations of your department. Under such conditions it may become necessary to request that you be excused from jury duty.

## LETTER WRITING

All letters on company stationery are interpreted by the public as expressing company policy. For that reason all letters on company stationery must be checked by the department head concerned before being mailed. Company stationery is not to be used for personal letters.

## LIBRARY

The library contains many reference, technical and fiction books. Any Repubco employee may utilize library services.



## LOCKERS

Persons employed in the mechanical departments will be assigned a locker at the time of employment. A locker key will be given to each employee with the understanding that it is to be returned to the company upon termination of employment. Should an employee lose his key, he may borrow a duplicate and have a new key made at his own expense.

## LOST AND FOUND

The personnel department serves as an informal clearing house for lost-and-found articles.

## LUNCH ROOMS

Two lunchrooms are provided for employee convenience. Those using facilities share in the responsibility for keeping them clean. The company provides radios and magazines. Magazines are not to be taken from the lunchrooms since they are intended for the enjoyment of all.





## MAGAZINE DISCOUNTS

Repubco employees may get magazines at discount prices by contacting the publisher's secretary and ordering through her.

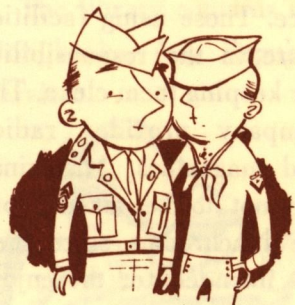
## MAIL DEADLINES

On weekdays the morning mail deadline is 11:30 a.m. Afternoon deadline is 4 p.m. On Saturday the morning deadline is 10:15 a.m. and the afternoon, 4 p.m. To be handled on the above schedules, mail must be in the accounting office mail basket at the hours stated.

## MILEAGE

Mileage is paid by the company to those employees who must use their cars on the job. Mileage pay is made only to persons authorized by the department head concerned.

## MILITARY LEAVE



Repubco employees desiring to participate in military summer encampments or training must arrange to do so on their own vacation time. Cases involving emergency military duty will be given individual consideration.

## MIMEOGRAPHING

A mimeographing machine is housed in the circulation department. Arrangements for use of the machine may be made through the circulation office manager. Stencils may be obtained from the circulation department, the publisher's secretary or the newsroom receptionist. This equipment is for office use only.

## "MONOPOLY?"

There are some who speak disparagingly of the Yakima Dailies as a "monopoly." While we are the only daily newspapers published in the Yakima Valley we have no monopoly over either news or advertising. Because of economic factors governing newspaper publishing, more than 90 per cent of all American cities have single newspaper ownerships.

## NEW IN TOWN?

If you are a newcomer to Yakima and would like a friendly hand in getting acquainted, just drop a word to the personnel department. You will be introduced to others who'll be glad to get you started in the clubs, church and lodges of your choice.



## **NEWSPAPER JUNIOR DEALERS**

The young men who deliver the Yakima Dailies to Yakima Valley homes are independent merchants. Repubco has no authority over junior dealers. They purchase papers from the company at wholesale prices and sell them to subscribers at retail. In an endeavor to provide the best possible service to subscribers, Repubco employs district circulation supervisors who train junior dealers in proper delivery, sales and collection techniques. District supervisors work closely with parents and school authorities. Occasional contests are conducted among junior dealers to stimulate them to get new subscribers. Prizes are awarded to contest winners. Subscriber complaints are taken by Repubco and relayed to junior dealers. The company also maintains a special delivery service during certain hours of the day to make sure subscribers get a newspaper if their junior dealer has failed in his duty.

## **NEWS POLICY**

It has been Repubco policy for many years to give extensive coverage to local news. This means a larger reporting staff than will be found on most non-metropolitan papers. However, it is believed that good local coverage more than pays for itself in reader acceptance and use of the papers as the best medium by advertisers.

## **NEWS TIPS**

The more than 200 employees of Repubco represent over 200 news sources. Make it a habit to pass along to the news department anything you think may be of news value. Folks in the newsroom appreciate your interest and help.

## **ORGANIZATION**

The Republic Publishing Company is divided into three divisions. They are The Yakima Daily Republic, the Yakima Morning Herald and The Republic Press.

## **OUTSIDE WORK**

Before accepting outside work or engaging in any other activity that may interfere with your Repubco job performance, talk it over with your department head.

## **OVERTIME**

Employees who fill out weekly time cards are paid time and a half for work after 40 hours in any one week. Overtime pay will be recognized by the payroll department only if the overtime hours have been authorized by the department head concerned.



## **PARKING LOT**

The parking space at the south end of the building is reserved for advertising salesmen and photographers who must use their cars while working. Each space is assigned and is not to be used by anyone else.

## **PART TIME EMPLOYEES**

Part time employees are not eligible for the various special benefits provided by Repubco.

### **PASSENGERS**

Persons who are not employees of the company are not to be transported in company cars nor in private autos for which the company is at the time paying mileage. This rule is necessary because company liability insurance does not cover non-employees. In event of injury or death of a non-employee, the company, as well as you, would be liable.

## **PAY ADVANCES**

No pay advances are given.

## **PAY DAY**

Night employees are paid Tuesday and day employees Wednesday for the previous week's work. Errors in pay should be reported immediately so that a new check can be issued. Please cash your check promptly so as to facilitate our bookkeeping.

## **PERSONAL HABITS**



Repubco employees dealing with the public are urged to observe neatness in dress. And all of us should exercise care in personal cleanliness such as fingernails, hair, shoes, clothing and the like.

## **PERSONAL MAIL**

No personal mail is to be addressed to employees at the office. If all were to receive personal mail on the job it would materially increase the already great amount of time spent on mail distribution.



## PHONE USAGE

Your voice expresses your personality and mood over the telephone. Since many news sources and customers deal with us by telephone, it is important that all of us put our best "voice" forward. The telephone can be a powerful instrument for building goodwill, or wrecking it. Don't use Repubco phones for private business, unless it's an emergency. Be sure to identify yourself when you answer a phone and be sure to close the conversation with a word or phrase so that the other person won't suddenly get a loud and rude click over his receiver. Be sure to place all long distance calls through the Repubco switchboard during the hours the board is open.

## PROBATIONARY PERIOD

Sometimes a new employe finds the job not what he or she anticipated. Sometimes the company finds the employe not fitted for the job. For these reasons, persons are employed on a probationary basis. Ordinarily, the probationary period is 90 days.

## PUBLIC RELATIONS

Every Repubco employe has a stake in the company's relations with the public. Public goodwill is vital to the prosperity of all. You should know Repubco policies so that you can tell them to your friends. You can best help

our public relations by adopting the "we" rather than the "they" attitude when talking about Repubco with your friends and customers. You can help further by making every effort to support those merchants who use our advertising columns. It's a good idea, too, to let them know where you work when you shop in their stores.

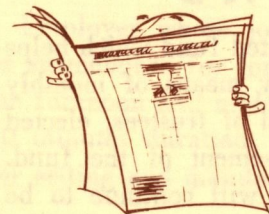
## PUBLIC SERVICE

The Herald and Republic have a distinguished record of public service. Almost the entire production time of one reporter is devoted to gathering and writing stories of a community promotion nature. In addition, the advertising columns of the Dailies are used liberally to promote all kinds of worthwhile community activities. Records of this material are compiled annually and may be inspected by anyone interested.

## PURCHASE REQUISITION

Before making any purchases on behalf of the company check with your department head for approval.

## READING THE PAPERS



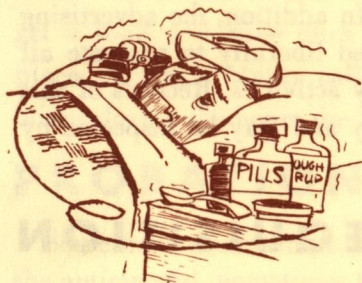
To help cut costs and attain greater efficiency, you are asked not to read the Herald or Republic during working hours unless your job requires you to do so.



## RE-EMPLOYMENT

A former Repubco employee who returns to the company must go through the same waiting period for sick leave, hospital-doctor insurance and other benefits as a new employee. All benefits involving length of service will be figured from the most recent employment date.

## REPORTING ILLNESS

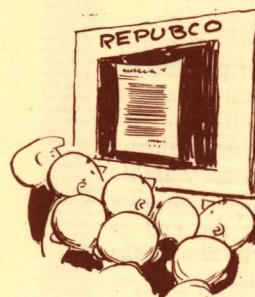


If you are ill and cannot report for work you will be helping your fellow employees and your department head by informing him promptly that you will be absent. He can then make arrangements to cover your assignment.

## REPUBLIC EMPLOYEES' CHARITIES FUND

This is a voluntary employee-operated fund which helps to make charitable giving easier by means of monthly payroll deductions. A 10-man board of trustees, elected by fund members, controls disbursement of the fund. Persons not belonging to the fund will continue to be

solicited by the personnel department for community welfare drives.



## "REPUBLICO NEWS"

The "Repubco News" is a plant newspaper published weekly and posted on the 10 news boards spread around the building. Repubco believes that everyone's job goes more smoothly when everyone knows what's going on. That's the job of the "News"—to help keep you informed about all kinds of company and personnel news. You are urged to submit items for publication in the "News."

## RESIGNATIONS

If you should decide to resign from Repubco, at least two weeks notice would be appreciated so that arrangements can be made to fill the vacancy without throwing a burden on your fellow workers.

## REST PERIODS

Employees whose jobs require confinement at a desk or switchboard for long periods are given rest breaks in the forenoon and mid-afternoon. Such rest periods are of 10 minutes duration. Department heads are responsible for setting and maintaining rest period schedules.



## **SICK LEAVE PLAN**

Repubco has a liberal sick leave plan. Its purpose is to guarantee continuance of your pay during periods of job absence because of illness or injury. Eligibility for benefits doesn't start until after six months of continuous full time employment. During your second six months on the job you are eligible for one week of sick leave pay. From the beginning of the second year of employment to the end of the fourth year, the plan provides up to two weeks full pay a year. Benefits increase with length of service to a maximum of 12 weeks of full pay and two weeks of half pay for employees in their twentieth year or more of service. If ill for four days or more an employee must present a doctor's certificate attesting to the illness in order to receive sick leave pay unless a hospital claim has been filed and approved. Benefits are not paid if illness falls on the employee's regular day off. Once an employee has used all his sick leave benefits the following conditions apply: 1) Should he become sick a second time he is not eligible for sick leave pay until another anniversary date of his employment at Repubco has passed. 2) If this second illness is a recurrence of the first one, he will not be eligible for sick leave until six months have passed since he returned to work from the first illness. This six-month period will apply regardless of whether or not an anniversary date of employment falls during the six months. To help supplement the sick leave plan Repubco will continue to pay Yakima Medical Service Association and Equitable Hospital and Life Insurance premiums for six months beyond the expiration of an employee's sick leave benefits.

## **SPECIAL BENEFITS**

Repubco spends more than \$106,000 a year for so-called "fringe" benefits. These are the extras that come to you as a Repubco employee in addition to your salary. Of this total, more than \$80,000 is provided voluntarily by Repubco for paid vacations, paid sick leave, holiday pay, year-end bonuses, paid hospital and doctor insurance, and death benefits. Approximately \$26,000 is paid out annually by the company for those employee benefits provided by law. These include unemployment compensation, old age retirement, widows and orphans insurance and workmen's compensation.

## **TARDINESS**

Employees habitually late to work are subject to dismissal.

## **THE REPUBLIC PRESS**

This division of Repubco is engaged in commercial printing and offset lithography reproduction. Its departments include Office and Sales, Art, Composing, Letterpress, Offset and Bindery.



## **TIME OFF**

No time off shall be granted by department heads except in case of emergency. Time off because of a death in an employee's immediate family may be granted and his pay will be continued, being deducted from sick leave provided the employee has sick leave credit. Time off of five days or more will be termed "leave of absence" and can be granted only to employees who have at least two years of continuous employment at Repubco. Except as indicated above, persons taking time off will not receive pay while off the job. Employees who fill out weekly time cards must indicate on the card the duration of and reason for time off. Employees who do not fill out time cards must report time off on forms provided for that purpose.

## **TRADING AREA**

The trading area of the Yakima Dailies may be roughly described as that area lying within the triangle formed by Cle Elum, Goldendale and Benton City. About 150,000 people live within this area. About 75 per cent of all homes in this area subscribe to one or the other of the Yakima Dailies.

## **TRANSFERS**

Should it be necessary to transfer an employee to another department with no loss in rate of pay and should the employee refuse to make the transfer, his or her termination of employment shall be considered voluntary.

## **USE OF CONFERENCE ROOM**

Because of the frequency of the use of the conference room by employees and management, it is not available for public use. Anyone desiring to use the room must schedule it in advance with the publisher's secretary.

## **U. S. SAVINGS BONDS**

Thrift is a good habit. Repubco is ready to help you be thrifty by offering you the chance to purchase U. S. Savings Bonds on the payroll deduction plan. Check with the accounting department for details.

## **VACATIONS**

Front office personnel employed prior to October 1 will be given a two-week paid vacation the following year during the regular vacation period, June 1 to Sept. 1. After one year of continuous employment an employee may schedule his vacation at some other time with department head approval. Persons employed between Oct. 1 and March 1 will be given one week of paid vacation after six months of full-time employment. Persons employed after March 1 will not be eligible for a vacation until the following year. In addition to paid vacations, all full-time employees receive extra vacation days at the rate of one for each full calendar year worked at Repubco up to a maximum of five extra vacation days. Extra vacation days are under office control and arrangements for taking them must be worked out with your department head.

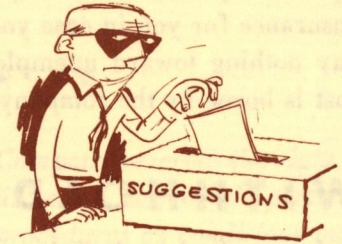


## VACATION PAY

Persons desiring their vacation pay before departing must fill in a time card for the current week's work and a time card for each week of vacation. These cards must then be turned over to the payroll department on the Thursday preceding the beginning of the vacation period. Checks will be made out and returned in time to deposit before the banks close Friday. Employees who do not fill out weekly time cards should notify their department head who is responsible for filling out a "time off" slip which insures delivery of vacation pay. Time off slips must also be turned in on Thursday. An employee when terminating employment at Repubco will be eligible to receive vacation pay on the following conditions: 1) That the termination fall within the period of March 1-Oct. 1. 2) That he has completed at least six months of continuous employment to receive one week of vacation pay. 3) That he has completed at least twelve months of continuous employment to receive two weeks of vacation pay. 4) That he has received no vacation pay during the current calendar year.

## WHEN YOU GET AN IDEA

Ideas are the life blood of an organization. And ideas come from everyone. That's why you'll find several suggestion boxes posted around the building. When you get an idea that you think will improve the way of doing something, or cut costs, or in any way better the operation of Repubco, tell it to your department head or submit it in the form of a suggestion.



## WHEN YOU WANT TO SEE A DOCTOR OR DENTIST

All employees are requested to arrange dental and doctor appointments for days off or after working hours, unless it is an emergency case.

## WHO PAYS WHAT?

Each payday 2 per cent of your pay is withheld by law and paid to the federal government for your old age insurance. The company matches your 2 per cent with another 2 per cent, making 4 per cent that is being set aside now for your future. Old age insurance is paid only on



the first \$4,200 earned in any one year. In addition to the above, the company also pays out monthly an amount equal to 3 per cent of your pay. This is for unemployment insurance for you in case you should be out of work. You pay nothing toward unemployment insurance. The whole cost is borne by the company.

## WITHHOLDING TAXES

As required by law the company withholds from each pay check a set amount for income taxes and old age insurance. The amount is clearly indicated on each check. In event an employee terminates here, he will be given a standard form showing the amount of deductions which have been made from his check since the preceding December 31. To help in paying income taxes, all employees receive a statement at year's end showing the amount of income taxes paid during the year.

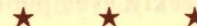
## WORKMEN'S COMPENSATION

Persons covered by workmen's compensation are all those in the mechanical and building maintenance departments and others whose duties require that they spend some time in the mechanical departments. In case you are unable to come to work because of an injury received on the job, you are entitled to benefits under the Washington workmen's compensation law. The whole cost of

workmen's compensation is borne by the company. This amount is dependent upon the plant safety record. Here is one more place where you can help keep costs down. Be careful and be safe.



*The Republic Publishing Company reserves the right to withdraw or modify, at its discretion, any or all parts of these personnel policies and procedures as conditions may warrant. In event of any change, due notice will be given to members of the Repubco family.*





## A BIT OF HISTORY

The Republic Publishing Co. is a family-owned corporation. It was started by W. W. Robertson who died in 1938.

Known far and wide as the "Colonel," Mr. Robertson was a colorful man who left a lasting impression upon the pages of Pacific Northwest newspapering.

Mr. Robertson came to the Yakima Valley in 1898. On January 6, 1899 he took over ownership of the weekly YAKIMA REPUBLIC. This newspaper can be traced back through a series of weeklies to the YAKIMA RECORD. The latter was the first weekly ever published in what is now Yakima County. The RECORD was launched September 6, 1879.

On October 12, 1903 Mr. Robertson launched THE YAKIMA DAILY REPUBLIC. He continued the weekly REPUBLIC until 1918.

While these developments were taking place on the REPUBLIC, similar things were happening to the HERALD. It was started as a weekly February 2, 1889. The daily YAKIMA MORNING HERALD was launched November 28, 1905.

On April 1, 1913 Mr. Robertson bought the YAKIMA MORNING HERALD from its owners and incorporated it into his other newspaper operations.

There have been other daily newspapers published at

Yakima in past years but none won the public favor necessary to continued operation.

At Mr. Robertson's death in 1938 the active management of the Yakima Dailies passed to his son Ted Robertson. He has remained in charge since that time.

Most noteworthy event in the life of the Dailies in recent years was the opening of the new plant on July 2, 1951. Representing an investment of more than \$2,300,000 with equipment, the W. W. Robertson Building is one of the finest newspaper plants in the world.

Today the Yakima Dailies are carrying on the tradition of the "Colonel" . . . SERVICE TO THE VALLEY.

## SOME FACTS AND FIGURES

The Republic Publishing Co. employs over 200 full time employees and from 30 to 40 part time employees.

Payroll amounts to \$1,000,000 annually.

More than 200 newspaper junior dealers are engaged in distributing the Herald and Republic.

Approximately \$2,300,000 is invested in plant and equipment by Repubco.

About 2000 tons of newsprint are used annually to publish the Yakima Dailies. At current market prices, this is an annual expenditure of \$250,000 for paper.



About 40 per cent of Repubco employees are engaged in occupations requiring a mechanical skill.

A third of Repubco employees are women.

Daily operating expenses, taxes and other cost items total about \$6,250.

# OPERATIONAL CHART      REPUBLIC PUBLISHING COMPANY      ORGANIZATIONAL CHART

