

HUBBARD COMMUNICATIONS OFFICE
23 Hancock St., Joubert Park, Johannesburg

S.A. Only

HCO POLICY LETTER OF 22nd DECEMBER, 1960

NO OVERTIME

There is no such thing in an Scientology Organizations as overtime. A person can hold down two jobs and two hats or more and occupy these at different times of the day, and he is paid units separately for these separate hats. An example of this would be the Day HPA Instructor, who also has the hat of Evening Co-Audit Instructor. He is paid units for day HPA Instructor, and he is paid units for Evening Co-Audit Instructor.

There is no such thing as a person, like the Day HPA Instructor, being paid overtime for handling his duties of Day HPA Instructor. This sort of thing was ordered stopped sometime ago, and this order has been disobeyed. This means that the many people on staff have had their units lowered by the fow in this fashion.

It is expected of a staff member that he gets his particular job done. If because of his own inefficacy he cannot get this job done during working hours, then he should not be rewarded for such inefficacy by being paid overtime.

A difficult organisational problem occurs when one person covers two posts at two different times of the day but appears to be holding down one job and "gets overtime" when he leaves or is transferred, a job is left uncovered and it is not noticed.

If you hold two different jobs at two different times of the day you are paid for each job with a different pay cheque and different units. So sort out your jobs if they occur at different times of the day. A person working an eight hour day draws units and no overtime on it ever, no matter what time he puts in. If he or she holds another 3 to 4 hour job evenings or mornings, it is paid as another job, has its own hat and duties and its own unit allocation and its own pay cheque. But if, for instance, a PE personnel decides to work mornings on his PE job, there will be no overtime paid. If a boy is mailboy all day he draws no overtime if he works late as mailboy. If he also has a cleaning job after hours, he is hired for it at its own pay.

So only if you have been hired to work at another staff job at a different time of the day than your regular working hours can you be paid for it.

I will not OK further overtime lists nor will I pay them. I will employ staff personnel on additional jobs requiring additional hours if application is made to me in writing.

Your dept. head is wholly responsible to see that this is straightened out at once and blame him if you lose any money because he doesn't straighten this out.

MARY SUE HUBBARD
Treasurer HCO
Assn. Sec., Johannesburg
by L. Ron Hubbard

MSH/des/jeh
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