

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

Still Staff only

HCO POLICY LETTER OF NOVEMBER 17, 1964

BONUS

In accordance with the last paragraph of HCO Pol. Ltr. of July 6, 1964, the Bonus System is modified as per this Policy Letter.

All departments and the organization were deeply in debt as per July 6, 1964. This fact was only known partially at that time. In the ensuing months large numbers of bills were discovered and paid that had not been suspected.

In April, when I resumed active management, the organization had been permitted to sink in very deep.

Industrious promotion and reorganization in the following months began to bear fruit and when Mrs. Hubbard took over as Organization Secretary in mid-June and began to reorganize the actual activities of each department, the organization climbed well out of the crisis area.

Thanks to the co-operation of each staff member and his or her excellent work in the last few months, expenses have fallen and income has risen.

As we still have a long way to go before any department or the organization is out of the red, the bonus plan as such cannot yet be put into full effect as there is no excess with which to pay it.

However, because the staff has co-operated so very well and done such a fine job helping us handle this, even though it drops the financial position a bit, Mrs. Hubbard and I wish to show our gratitude by:

- (1) restoring the Christmas bonus as per the original policy letter covering it so that the staff will at least have a bonus at Christmas, and
- (2) doubling that bonus just to show that we really do appreciate the splendid effort everyone is making.

Our review of the situation, undertaken on the 16th, shows that in September 1965, the organization, continuing at the same level of economy and income, will be level and able to pay a bonus from its overages, which should then exist.

However, with good work and co-operation and great care in economy on the part of everyone, that date can be brought back many months, perhaps even to April 1965.

When that date is reached, a bonus system based on percentage of an easily computed ratio between amount owed and disbursed and amount received, will be put into effect for departments and general staff. As we are daily improving our effectiveness and as new promotional plans for overseas are right now going into effect, we should do very well if we all pull together.

Meanwhile we hope you will have a Merry Christmas.

L. RON HUBBARD

LRHljw:pm.
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