

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 JANUARY 1966R

Remimeo Issue V  
All Staff Hats REVISED 21 DECEMBER 1978  
A copy given to each new person employed (Revisions in Script)  
(Ellipses indicate Deletions)

PERSONNEL

STAFF STATUS

(This is a Policy Letter. The basic law of this organization and its rules are found only on letters such as this one, printed as this one is, green ink on white paper and signed as this one is.)

A Staff Status is a number giving the value and promotion eligibility of a staff member in this organization.

The number appears after a person's name on the organization board in the Communication Centre.

The numbers run from zero to ten. They designate the type post to which a person may be promoted or the status of the person.

It is important to have a higher status number. Therefore do all you can to increase yours.

The status numbers most important to a new staff member are 0 (zero), 1 and 2.

0 = Temporary  
1 = Provisional  
2 = Permanent

Above that are the promotional numbers which must be earned by study and experience in the organization.

There are also technical status numbers. These are not necessarily required of personnel in non-technical departments and are elsewhere described.

If you do your job in this org and study how to be a better staff member you will advance and will be secure.

The first three status numbers and the states follow:

TEMPORARY

A staff member who is newly hired is designated 0 (Zero) Status after contract signing and completing the Org Orientation Drill. The person is classed as TEMPORARY until he or she has done the Staff Status 1 checksheet. The Temporary must obtain a slip from their senior saying they are doing fine on post (or expediting) and present this to examiner before being awarded Staff Status 1. The examination requires they have a knowledge of the org board and comm lines and their own department (or expediting area) before passing them. The examiner may give the person who bears a recommendation several interviews to pass the exam but after the third exam is failed, must dismiss. If they have no

recommendation slip, the examiner notes their name and tells the person to get one from their senior and come back. The examiner keeps a close record of all persons calling on it. When a recommendation slip is presented, the examination is given as per the Staff Status I Checksheet. Fast Flow students would not be examined according to BPL 18 Oct 76RD SUCCESSFUL TRAINING LINE-UP but they would still need a recommendation slip.

If the TEMPORARY is recommended and passes, Certs & Awards gives the person a PROVISIONAL Staff Status Cert and advises Org Board and Personnel Files by sending them chits attesting the fact. . . .

While TEMPORARY a staff member may be dismissed with or without cause by his immediate superior or by Qual or a Secretary or anyone senior to a Secretary.

If Qual does not pass the Temporary, Qual dismisses the person. However, if the person is to be dismissed, the SSO must inform the person what he must do to make himself more employable, get the person on a PE Course and processed, etc.

When the SSO tells a Temporary he or she did not pass or is dismissed, he also informs Dept 1, Personnel Officer.

Any temporary, dismissed, may apply again to the Personnel Officer for employment in another section or department of the org. Pay ceases while under dismissal.

Therefore when Qual dismisses a TEMPORARY, the SSO -

- (1) Tells the person he has not passed and no more chances will be given.
- (2) Tells the person how to become more employable.
- (3) Puts the person in the files for possible future employment if the conditions are met (2 above).
- (4) Informs Dept 1. Dept 1, being advised of a dismissal:-
  - (1a) Informs Accounts at once.
  - (2a) Makes a note of it in the person's file noting also accounts is informed.
  - (3a) Notifies the person's immediate superior whether the superior is otherwise informed or not.

If a temporary dismissed is upset about it, he or she is sent to the LRH Comm.

The LRH Comm, on any dismissed person coming to him, should ascertain if the above lines were followed properly, that no ethics policy or order was violated by superiors or org officers and that the person follows the advice to become more employable if the dismissal is in good order. If the LRH Comm finds a gross irregularity in a dismissal he should bring the person to Ethics.

TEMPORARY is designated as 0 status on the org board.

Every quarter the HCO Exec Sec of an org must dismiss all persons who have Temporary Status and have not become Provisionals. Such persons are sent to *Qual* for dismissal.

#### PROVISIONAL

A staff member given a PROVISIONAL rating may have recourse to Ethics and have an Ethics hearing if dismissed. He may be transferred to other divisions without a hearing if his division is over-manned.

A PROVISIONAL is designated as "1" on the org board after his or her name.

To obtain permanent status a PROVISIONAL must complete the *Staff Status Two Checksheet*.

The certificate is examined for by Examiner and issued by Certs and Awards. The requirements are relatively elementary but are quite firm.

Ethics chits issued while the person was employed are taken into consideration.

The Secretary of the person's division must recommend permanent status in writing to Examiner before an exam may be given.

#### PERMANENT

No person may be paid as permanent or posted until the person's name appears in a Personnel Order. LRH Executive Director may not at his own discretion wish to make the permanent award and if not included in a Personnel Order it is not awarded.

PERMANENT status is then designated on the Org Board by the numeral "2" after a person's name.

Certs and Awards issues the permanent certificate, but only after the Asst Guardian and the LRH Comm have approved the Personnel Order accompanied by full CSW.

The examiner, passing a person for permanent must advise Dept 1 Personnel and the Ad Council to prepare the Personnel Order for issue.

The Personnel Order advises Accounts and Org Board, and no pay may be changed on the permanent status posted until the Personnel Order is issued.

A person failing to get a permanent status remains provisional.

A person with PERMANENT status gets longevity pay according to the number of years employed, at so much for each year. This is backdated to first employment.

### HIGHER STATUS

The higher status numbers are given to staff members as earned by passing checksheets. Gaining a higher status does not mean promotion but eligibility for promotion, said eligibility being in plain view on the org board with higher status number.

No one may have a higher status than 2 after his or her name on any org board without meeting all requirements up to the new status sought, and passing the checksheet for each status in sequence. Items already passed are credited on any future checksheet where the items occur on the checksheet and have been passed.

Staff quotas for Divisions and Sections are set by the Advisory Council.

No hiring, promotions, assignment of status or appointments are made except as made above.

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FOUNDER

As assisted by  
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