

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 JULY 1966  
AMENDED 19 MARCH 1968

Remimeo

STAFF STATUS

(Corrects all earlier Sec Eds and Pol Ltrs)

The intentions of the staff status system and the conduct of it requires a clarification as follows:

TEMPORARY

1. After two weeks' employment, if a newly hired staff member can obtain a written recommendation from his immediate superior, he can report to the Staff Training Officer in the Qualifications Division, give him the recommendation and receive the training materials for provisional. He can then study these and get checked out on them by the Staff Training Officer and if passed, get his Staff Status One, Provisional.

STATUS ONE PROVISIONAL

2. When the Provisional Staff Member has his Staff Status One, he can receive the materials for Staff Status Two from the Staff Training Officer and begin to study and pass them by check outs from day to day. When he has passed them all, he is given a written examination and, passing this, he obtains his Staff Status Two.

STAFF STATUS TWO

3. When a staff member has his Staff Status Two he can apply for the materials for Staff Status Three, executive rating, and so on up the Staff Status levels.

Obtaining an executive Staff Status does not ensure the appointment as an executive but makes one eligible for such appointment.

The one year service between One and Two is abolished.

Only a Staff Status Two is now eligible for contract.

Staff Status Two, if on contract, is entitled to free processing up to Grade V, a 50% discount on training and further processing and uniforms. No lower status has these privileges. This is true for all Orgs, SH, VW and AO.

A Temporary Status staff member may be dismissed, transferred or demoted without any Ethics action. Any person still a temporary status after 3 months on staff will be let go.

A Staff Status One must have been given an Ethics Hearing and found guilty of a misdemeanor or more in order to be dismissed but may be transferred without a hearing.

A Staff Status Two must be given a Committee of Evidence and found guilty beyond reasonable doubt to be dismissed and an Ethics Hearing to be demoted or transferred.

A deputy or acting appointment may be demoted without Ethics action, but only to the last permanent grade.

Staff Members may request transfer or demotion without Ethics action.

PENALTY

If a Staff Member breaks his Contract, leaving employ or going to a higher Org with Contract incomplete, he is then liable for FULL PAYMENT of all courses and processing he has received at FULL RATE (not just 50%), and owes for all transport or expenses he may have been paid.

SECURITY CHECKS

Security Checks should be given any new staff on a meter.

When a theft or insecurity has occurred staff should consent to such a check and such a consent is contained in the hiring Contract.

CHECK OUTS

Any staff member receiving a check out from the Staff Training Officer and flunking is told to go off and study some more. The item being checked out is marked with a date and initial at the point just about where the flunk occurred and if the staff member comes for re-examination within one week, the item being checked out is simply checked from the last mark on. But if more than one week elapses the whole item must be examined again.

A staff member is only sent to STAFF REVIEW OFFICER for remedies if his flunks have been continual and he is not making progress at all.

A log, loose leaf, containing the names of a staff member per page is kept by the Staff Training Officer.

The Staff Training Officer may not hold any additional post than Staff Review Officer and if so check outs must consistently be at one period of the day and review another. If traffic is too heavy not even this additional hat may be worn. If Staff Review Officer is singly held the holder may also audit staff, and do assists.

ORG BOARD

The Org Board must reflect the status of a staff member.

UPPER STATUS GRADES

Grades Three and above are given check sheets by the Guardian WW.

EVENING STUDY

Staff members should study in their own own time not on the job. But they may be examined or reviewed while on the job.

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