

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 20 JULY 1966RA
RE-REVISED 21 DECEMBER 1978

(Revisions in Script)
(Ellipses indicate Deletions)

STAFF STATUS

(Corrects all earlier Sec Eds and Pol Ltrs)

Modifies HCO PL 13 Feb 1961 PERMANENT STAFF REQUIRE-
MENT CHANGES
HCO PL 21 May 1962 PERMANENT STAFF
HCO PL 18 Nov 1965 APPOINTMENT OF PERSONNEL

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

STAFF STATUS ZERO TEMPORARY

1. A newly hired staff member's first course is the Org Orientation Drill. This qualifies him as Staff Status Zero. Providing he has personal up statistics he is then eligible for student auditing. If a Staff Status Zero 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 an examination in Qual and if passed, get his Staff Status One, Provisional. Fast Flow students would not need an examination.

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.

Contracting of staff is done at the time of hiring before Staff Status Zero.

Students may audit staff who have Staff Status Zero and are under contract to the org. They must also have their personal stats up as attested by their senior. Staff are entitled to processing to Grade IV free, and training to Class IV free. Power, Power Plus and Advanced Courses at 50%. Ref: HCO PL 12 March 1975 GRADE SUBSIDY FOR STAFF FORBIDDEN IN OTHER ORGS. On a 5 year contract Class VI and further auditor train-

ing free at discretion of contracting org. Further admin training free at discretion of contracting org.

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.

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

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ORG BOARD

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

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EVENING STUDY

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

L. RON HUBBARD
FOUNDER

As assisted by
CS-1

and

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