

EVERBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 MAY 1968
Issue I
(Amendment of HCO Pol Letter of 14 Jan 1966
Issue II)

Gen Non-Remimec
HCO Exec Sec Hat
Org Exec Sec Hat
Dept 1 Hats
Financial Planning Hats
Org Sec Hat
Qual Sec Hat

HIRING PERSONNEL

LINE FOR

This is the exact line to be followed for the hiring of personnel.

A person who comes in or calls in response to an ad is put on lines to the Personnel Procurement Officer in Dept 1, Div 1.

The Personnel Procurement Officer finds out all the pertinent data about the person, i.e. past experience, training, what position or type of position they are interested in taking and only if the person mentions it, their expected wages.

The Personnel Procurement Officer takes him to Personnel Control Officer to be put on post immediately.

ALLOCATION BOARD

In Dept 1, an Allocation Board is to be kept which shows vacancies. This Board is a piece of cardboard which shows all Divs and Depts of the Org Board aligned such as the Org Board. It is kept by Personnel Control and when a request for a staff member comes in, the Personnel Control Officer writes on a small strip of paper the post that is vacant and who requested the personnel on the reverse side of the paper. A pin is then stuck through the end of the paper and it is stuck in the Dept where the vacancy is. The same action is taken when an ED comes out in which new personnel is authorized, and these are taken up at once, with all priority.

The Personnel Procurement Officer is never told what kind of personnel to procure, unless a professional photographer or some such is required and he has to put ads in the paper. Mostly his whole attention is just to be on procuring staff, all kinds, not categories.

The Personnel Control Officer, when he receives a new Staff member from PPO, looks over the persons qualifications, checks his allocation board and places him in a suitable position. Or, he can be allocated to replace a staff member who is wanting to be transferred.

At the top of each Div and Dept is the maximum Quota of personnel authorized for that Dept or Div by the Exec Council and the current number of persons in the Dept concerned and the Division.

FINANCIAL PLANNING

Since Wages comes under Financial Planning and the Quota is set by Exec Council, all this data must be presented to them, however it is sent to them after the person is put on post, with all details about his qualifications and where he

has been placed.

The Personnel Procurement Officer then, when hiring a new person, sends to Exec Council:

- a. A P.O. giving all details of the interview with the new person.
- b. The person's preference as to where to work.
- c. Personnel Procurement's recommendation as to placement.
- d. The Allocation Board up to date.

Financial Planning gives a maximum figure for the person taking into consideration his/her training, and the type of position to be filled.

The final say in the Placement of the Personnel remains with the KCC Exec Sec as one of the functions of her office.

DISMISSALS

The Org Exec Sec through the Org Sec and Qual Sec has the power to dismiss personnel in accordance with Ethics and status policies.

SUMMARY

Since the hiring of Personnel and Wages play a big role in the overall well-being of the org, planning and care has to be taken on each person or else we will find ourselves way overboard on the admin side or paying huge wages to clerical help and a consequent disintegrating organization turned bureaucracy.

The way to keep this under control then is not to cut down your procurement. This should go ahead at a tremendous rate, and meanwhile you should be pushing your people out the top of the organization to the next highest org or sending those eligible for training. Allow your staff to expand and move on. Do this by procuring enough replacements as want to leave.

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