

BOARD POLICY LETTER
3 MARCH 1972R
ISSUE II
REVISED & REISSUED 14 OCTOBER 1975 AS BPL
(Revision in Script)

Remimeo
HCOs
Legal

CANCELS
HCO POLICY LETTER OF 3 MARCH 1972
ISSUE II
SAME TITLE

STANDARD STAFF CONTRACT, LEGAL,
WITH
PARENT OR GUARDIAN CONSENT FORM
FOR MINORS

HCO Policy Letter of 24th August 1971 Standard Staff Contract, Legal is hereby cancelled. So is HCO Policy Letter of 17 June 1971 Parent or Guardian Consent Form for Staff Applicants (Minors).

The following staff contract is to be used in all orgs when signing staff on a contract:

APPLICATION: I, _____ (full name)
of _____ (Address)
apply for a post as a staff member of the Church of
Scientology of _____
_____ (Address)

INFORMATION:

1. I am male (), female () _____ years old, born on _____ (date) in _____ (town and country of birth).
2. (If a Minor). I have obtained the consent of my parents or Guardian to work for the Church of Scientology (R), and produce a Consent Form signed by my parent/Guardian.
Consent Form attached () tick.
3. I have not received psychiatric treatment nor do I have a history of institutionalisation in an asylum or any similar place.
4. I am married (), unmarried ().
5. My spouse has no objection to my working for the Church.
6. I am not connected to persons of known antagonism to Scientology.
7. I do not have a criminal record.

8. I have not blown or been routed out from the Sea Org ()
a Scientology Org () or a Mission ().

I have blown or been routed out from the Sea Org ()
A Scientology Org () or a Mission () and I have met
full re-entry requirements ().

9. I am not currently on drugs ().

CONDITIONS:

1. WORKING HOURS AND OVERTIME: The Day Organization works weekdays. The Foundation works evenings and weekends. Staff are expected to study in their off-duty hours and work overtime if necessary. No additional remuneration is paid for overtime.
2. HOLIDAYS 2 working weeks per year after one year's service per HCO Policy Letter 21 July 1966, Proportional Pay Plan 1966, (a copy of which may be viewed on request).
- SICK LEAVE 2 days non-accumulative in every calendar month, upon presentation of a Doctor's certificate.
3. PENSIONS: The Church does not provide a pension scheme.
4. PAY: Weekly, calculated by reference to positions and status as a staff member and to the income and outgoings for the period in question of the Church.
5. POLICY: Staff are subject to existing Policy (subject to amendment or addition).

Staff study and are checked upon Policies, Bulletins and Directives relating to their posts and upon other Policies, Bulletins and Directives as from time to time requested.
6. POST: Staff members shall accept whatever post is assigned, in accordance with existing Policy.
7. STATUS: Temporary or Provisional staff may be dismissed in accordance with HCO Policy Letter 4th January 1966 Personnel Staff Status (a copy of which may be viewed on request). Permanent Staff are also subject to this Policy.
8. 2½ YEAR CONTRACT: Processing to Grade IV free. Training
BENEFITS. to Grade IV free.
Power, Power Plus and Advanced Courses at 50%. HCO PL 12 March 75, Grade Subsidy for Staff Forbidden in Other Orgs is fully applied.

- 9. 5 YEAR CONTRACT: BENEFITS: Processing to Grade IV free. Training to Grade IV free. Power, Power Plus and Advanced Courses at 50%. Class VI and further auditor training free at discretion of contracting org. FEBC free at discretion of contracting org. HCO PL 12 March 75, Grade Subsidy for Staff Forbidden in Other Orgs is fully applied.
- 10. WEEKLY EMPLOYMENT: Staff who are not on a 2½ or 5 year Contract are employed on a weekly basis.
- 11. MEMBERSHIP: Newly joined staff are deemed to be Scientology Staff Members in good standing. Persons who have been found to be no longer Scientology staff members in good standing by properly constituted Church authority are not eligible to remain on staff.
- 12. SERVICES TO CONTRACTED STAFF: A Contracted staff member who receives services at no cost or 50% of cost shall, if he breaks his contract either by leaving staff before completing his contract or by so violating his good standing as a Scientology staff member that he is dismissed in accordance with Policy, pay a sum to the Church equal to the full cost of all services received while a contracted staff member.

The Church agrees to employ _____
(full name) in accordance with this application and the information supplied and upon the conditions stated, for a period of

| | |
|-----------------------|-------------------------|
| (a) 5 years | } Delete as appropriate |
| (b) 2½ years | |
| (c) on a weekly basis | |

Signed: _____
Applicant

Staff Member on behalf of
the Church of Scientology

Witnessed by: _____ Date: _____

The above is the staff contract, which all staff should sign when joining staff, even those employed on a weekly basis.

The following is the Parent or Guardian Assent Form for Staff Applicants (Minors), which must be signed by a parent or Guardian before a Minor can sign a 2½ year or 5 year contract:

I (name) _____

of (address) _____

do attest that I give my full consent for my Child/Ward
(name) _____ to be a Contracted
Staff Member of the Church of Scientology of _____

_____. I understand and agree that
the term of this Contract is for a period of _____

years. I understand and agree that my Child/Ward will
receive as a Contracted Staff Member of the Church of
Scientology the following services:

2½ YEAR CONTRACT: Processing to Grade IV free. Training
to Grade IV free. Power, Power Plus
and Advanced Courses at 50%.

5 YEAR CONTRACT: Processing to Grade IV free. Training
to Grade IV free. Power, Power Plus
and Advanced Courses at 50%. Class VI
and further auditor training free at
discretion of contracting org. FEBC
free at discretion of contracting org.

I hereby understand and agree that the cost of such processing
and training received by my Child/Ward shall be paid by
me at current rates without discount forthwith on demand in
the event of any breach of this agreement.

BY MY HAND AND SEAL THIS DAY OF 19

Parent or Guardian Signature

IN THE PRESENCE OF:

Witness Signature

C.B.B. Parselle
D/Guardian Legal WW

for

Jane Kember
Guardian WW

for

Mary Sue Hubbard
Controller

Approved by
LRH Pers Comm

Revised & Reissued as BPL
by Flag Mission 1234 2nd
Molly Gilliam

Approved by the
Commodore's Staff Aides

and the
Board of Issues

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

EDCS:CSA:BI;MSH:JK:CBBP:MG:mg

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