

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 SEPTEMBER 1974RA
REVISED 13 JULY 1979

Remimeo
Applies to
Scn and SO
Orgs.

*(Revisions in Script)
(Ellipses indicate Deletions)*

*(Revised to update the issue references given
regarding qualifications for staff
and the handling of new staff members.)*

IMPORTANT

RECRUITING AND HIRING

Ref: HCO PL 11 Nov 76RA STATISTIC CHANGE, HCOs
AND QUAL DEFINITIONS
HCO PL 4 Jan 66R PERSONNEL STAFF STATUS
FO 3735 RECRUIT TRAINING LINE-UP

ANY DIVISIONAL SECRETARY MAY RECRUIT OR HIRE STAFF FOR HIS OWN DIVISION.

The Divisional Secretary may use the staff in his own division.

Representatives of Networks in an Org or a Continental Office may also take advantage of this policy letter. *Burea heads* of FOLOs are included.

The org that hires or recruits staff may retain that staff.

It is only required that:

- (a) The person be placed on a routing form for new personnel in his org.
- (b) That any unusual pay arrangement or any pay arrangement be passed by FP and that the findings of FP are superior to or senior to any verbal or written promise to the person by the Divisional Secretary.
- (c) That Staff Status HCO PL 4 Jan 66R Issue V ...is followed. ...
- (d) To become "Permanent" and be entitled to post protection a person must have passed the Staff Status II checksheet. For F/T training a 5 year contract must be

signed and other requirements met per Esto Series 23R HCO
PL 23 July 1972R.

SO

- A. The person signs an SO Contract.
- B. At the end of 45 days he must pass a Fitness Board and have a recommendation by his Divisional Secretary.
- C. He must attain the status of a Product 0 per FO 3735 before he receives other training or auditing on a part time basis.
- D. He may not receive F/T auditor or admin training until he is a Product 2, Fo 3735.
- E. He may not hold any rating or rank other than "Swamper" until he is a Product 2.

If a Divisional Secretary does not have his staff on individual stats, if his staff is not busy actually producing viable products, he may lose such staff by transfer ordered by the HAS:

- i) By published order.
- ii) When the Div Stats are downtrending, Emergency or lower, for 3 consecutive weeks.
- iii) When the Div Secretary has neglected the rules of this P/L, such as not getting his staff to Provisional-Staff Status 1 or Product 0 in a reasonable time or not having them on individual stats or routing them for org boarding.

All these conditions i to iii must be present for a Divisional Secretary to have staff he recruits transferred out of his division.

In the case of an ORG, it may have staff transferred out of it only when it is in Emergency by trend of six weeks on Paid Completions or GI, when it is found to have falsified its stats, if it does not have an active Qual Cramming doing an honest job OR when its Cash Bills tend toward insolvency.

Nothing in this P/L restrains the ordering of a veteran to Flag as Flag furnished the veterans in the first place, but there must be adequate replacement.

No person recruited by a Divisional Secretary may be sent at org expense to a higher org for Training or Grades. But if trained, may replace a fully contracted staff member who has been reliably producing at the org to do so.

ANY DISPUTES ARISING BY REASON OF THIS P/L ARE TO BE RESOLVED BY THE CONTINENTAL LRH COMM.

Nothing in this P/L relieves the HAS or Flag Personnel Procurement Officers or any Recruiter of his duties or responsibility for recruiting.

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LRH:AH:TH:gal:af
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