ITEM ‑ 84(b)

November 22, 1950

A recent survey developed that the Personal records of employee who have been assessed demerits account violation of rules have not been cleared in a uniform manner. A uniform method has been adopted and was placed in effect November l5, 1950, which provides:

(a) A reprimand will be cancelled by a clear record of three months.

(b) Fifteen demerits will be cancelled for each six months the employe has a clear record until all demerits have been cancelled.

(c) Employes will be dismissed when their records reach 90 demerits, and, upon reinstatement, their records will be cleared of demerits.

The above would have the effect of cancelling 15 demerits each six months, or 30 demerits per year, etc., that an employe maintains a clear record.

When an employe has accumulated 90 demerits and is dismissed, if and when he is reinstated he will return with a clear record.

On border‑line cases of dismissal where in the judgement of the Superintendent, because of the employe s previous good record or other extenu­ating circumstances, it is not desired to dismiss the employe for a period of months, his record will be assessed a considerable number of demerits. In the event the employe again becomes involved in a border‑line case of dismissal before he has had an opportunity to clear his record, the additional assessment of demerits will perhaps exceed ninty, which wil1 result in his dismissal.

This for your information.

Yours truly,

Is/ H. E. Shumway