

MEMORANDUM

TO: Mr. Aihara / Mr. Higashioka
Mr. Ikeda Miss Kobayashi Miss Lind

FROM: Dallas U. McLaren, Principal

DATE: February 2, 1944

SUBJECT: Procedure in Releasing Employees

Hereafter when employees express a desire to have their services terminated, please observe the following:

- 1) Notify the school principal, preferably in writing, and give all pertinent facts, reasons for leaving, and a statement pertaining to the quality of the employee's work.
- 2) Secure an Employee Clearance Report sheet from the secretary.
- 3) Instruct the employee to secure all necessary clearing signatures and return the Employee Clearance Report to you.
- 4) Send this record to the principal's secretary together with all time records. The secretary will prepare a Termination Notice following final approval by the principal.

Please note that I wish to have all persons in a supervisory capacity to bear responsibility for checking on employees from the beginning to the end of their services both part-time and full-time. Please instruct employees that one week's notice is required before actual termination may be expected.

(sgd.) Dallas U. McLaren
Principal, Poston II School