

MEMORANDUM

DATE: June 10, 1944

TO: Division Heads - Section Heads - Timekeepers

FROM: Personnel Management Section

SUBJECT: Project Employment - Termination of Evacuee workers for Cause or  
for Disciplinary reasons.

TERMINATION FOR CAUSE:

(a) In cases of dismissal for cause the supervisor shall notify the worker personally and verbally, giving him the reason for termination and shall submit request for termination to Personnel Management Section, stating clearly the reason for termination so Form-114 may be prepared and worker's copy delivered to him.

(b) If the worker or worker's representative files an appeal within the five days, the Personnel Officer shall certify the case to the Fair Practice Committee or committee recognized to handle labor grievances to make an investigation and recommendations to the Personnel Management Section for action in the case. Final action will be taken in accordance with Sec. 50.5.8 of the Project Employment Handbook. The worker's name shall be carried on the payroll until the case is settled and the copy of Form-114 noting action to be taken is received by the payroll unit. However, no time shall be credited to the worker pending final settlement of the case.

THE PERSONNEL MANAGEMENT SECTION MAY TAKE THE FOLLOWING ACTION IN CASES OF  
TERMINATION FOR CAUSE:

(a) In cases where it is determined that the suspension was justified, terminate the worker for thirty days, after which his card shall be returned to the awaiting assignment file and the worker considered available for assignment without prejudice, or,

(b) Suspend the worker for a period not to exceed 15 days, at the end of which time the worker will return to his job.

(c) In cases where it is determined that the suspension is not justified, transfer the worker to another job. In this case the worker shall be carried on the payroll of the division initiating the termination for cause until the transfer is effected, and the worker will be credited and paid for the normal amount of time that he would have earned if he had continued to work with no interruption.

Victor J. Ryan  
Asst. Project Director