Air Products

Fic
cf

Date 26 January 1981

INTEROFFICE MEMORANDUM

Subject Purge of Employee Records

WARREN RODGERS, JR.
FEB 02 1981

To DISTRIBUTION

(Location, Organization, or Department)

From D. M. Arndt

Management Information

(Location, Organization, or Department)

DISTRIBUTION:
N. T. Kaswandik, RN
B. M. Mize, RN
G. M. Snyder, RN
R. L. Starks,RN

cc: R. L. Rhudy
W. Rodgers, Jr.
L. B. Tepper
J. R. Travis

As of 16 January 1981, terminated employees whose last exam took place prior to January 1978 were removed from the active file. The attached listing shows the employees from your location who have had their records moved. Due to record maintenance problems recently discovered at Escambia, no Escambia records were removed this year. All locations will be included in the purge at the end of 1981.

If you find a need to update an employee's record on the inactive file, submit transactions in the usual manner. This will cause a special message to be generated in MID and a special run will be requested against the inactive file. It is anticipated that access to this file will be minimal. Should an employee on the inactive file return to active employment, please notify me so that the records can be transferred to the appropriate file.

Debbie Arndt

DMA:vlp

Attachment

(320)

AP00030956

REVISED PROCEDURE FOR REIMBURSEMENT OF PVC BREAKFAST AND AUTO EXPENSE

In order to reduce the inconvenience to employees, we are revising the procedure for reimbursement of breakfast expense, as well as providing a new trip allowance to cover cost of employees getting to the Medical Center.

1. Effective July 1, 1981, the Plant Nurse will give each employee $7 along with the physical authorization and supporting documents. The $7 is comprised of $4 trip allowance and $3 to cover breakfast cost.

2. The employee will be responsible for his own transportation to and from the Medical Center and will no longer be required to present proof of breakfast purchase.

3. The Plant Nurse will prepare a list of employees scheduled for PVC physicals which will be presented to the Plant Cashier for petty cash disbursement.

4. The Plant Cashier will disburse $7 for each name on the list to the Plant Nurse, with the Plant Nurse signing the petty cash disbursement envelope for receipt of same.

5. The Plant Nurse will present each employee with the physical authorization, supporting documents and $7 on the day preceding the scheduled physical.

6. Should any employee not take the physical, or for any reason the employee's scheduled physical is cancelled, the employee will return the $7 to the Plant Nurse, with proper documentation.

7. The Plant Nurse will then return the $7 to the Plant Cashier, who will make appropriate petty cash entries.

The above will eliminate the need of employees to come by the Cashier's office for reimbursement and will allow the employee to return to the job site without delay. It will also provide adequate reimbursement to cover cost of a round trip, plant to the Medical Center.

AP00030957