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ETHYL GASOLINE CORPORATION

MANUFACTURING AND TRAFFIC DEPARTMENT

J. H. SCHAEFER,
GENERAL MANAGER.

PLEASE ADDRESS REPLY
TO: CHRYSLER BUILDING
405 LEXINGTON AVE., NEW YORK CITY

October 19, 1939

Dr. R. A. Kehoe
College of Medicine
University of Cincinnati
Eden & Bethesda Avenues
Cincinnati, Ohio

Dear Dr. Kehoe:

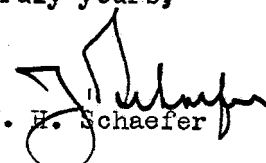
Thank you very much for your letter of October 17 on the subject of pre-employment examinations for all employees of the Ethyl Gasoline Corporation.

I am sending a copy of this letter and your letter to Mr. Stover in order that suitable arrangements can be made for the examination of Mr. Wikingstad at Baton Rouge.

My sole reason for bringing Mr. Wikingstad into the situation was simply to use this as a case example to make operative the Resolution passed by the Coordination Committee on this subject.

Naturally Mr. Wikingstad or any others who may take permanent or long-period employment at either of our Plants, regardless of their departmental affiliations, will be subject to the policy that we have always followed of initial and periodic examinations.

Very truly yours,


J. H. Schaefer

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October 17, 1939

Mr. John Schaefer
Ethyl Gasoline Corporation
Chrysler Building
New York City
New York

Dear Mr. Schaefer:-

Thanks for sending me a copy of your memorandum to Mr. Gonzalez concerning the omission of a pre-employment examination in the case of Mr. Vikingstad, who is employed by Mr. Mehring at Baton Rouge. I believe now that all of the departments of the Corporation have been informed of the necessity of pre-employment examinations, and that this type of omission will not occur again. As a matter of fact, the examination of such an employee does not quite come within the general arrangements which we have made, since, while this man belongs to the Accounting staff, he has been sent into an area in which not only pre-employment but also periodic examinations are required. In the future, in connection with persons in this category, I would suggest the advisability of the following procedure. If the prospective employee is selected in New York and is available for examination there, he should be sent for his initial examination to Dr. Detrick, who will then approve or disapprove of him and will forward his report to me. In such case I would transmit the report to the doctors at the plant hospital for their information. If, on the other hand, the man is selected elsewhere in the country, he might better be sent to us for examination or, at least, the arrangement for his examination should be put in our hands. In such case we shall then have a report to transmit to Baton Rouge.

I am sending a copy of this letter to Mr. Gonzalez and also to Mr. Mehring for their information, and I think this will settle the matter satisfactorily.

Very truly yours,

RAK:ia

Robert A. Kehoe, M.D.

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