

COE00510

Mr. E. A. Weaver

Chicago, Illinois

Mr. E. A. Hayes

February 2, 1955

Your letter of January 31, 1955

NOT RECORDED
NOT INDEXED

As far as non-dusty employees are concerned, I believe it may be wise for you to terminate them. Since you know the circumstances better, I will leave that matter up to your discretion.

In order for us to keep our x-ray files current, it is necessary for you to send us a termination notice on each employee that you terminate regardless whether the employee was rejected by Dr. Cowen or quit on his own accord. Therefore, will you please send us a complete list of your current hourly employees so that I may bring my x-ray files up to date. Then by your sending us the termination notices in the future, we will be able to keep those files current.

As far as temporary employees are concerned, if you will attach a note stating that they are temporary employees to their physical report, the matter will be entirely clear.

E. A. Hayes

EAH:lh

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