

PLAINTIFF'S EXHIBIT

MON-2010

MONSANTO COMPANY
August 29, 1979

TO: Holders of Personnel Manuals

SUBJECT: Revised Personnel Policy and Procedure Bulletin P-0304.01,
"Employment Policies and Procedures"

Please insert the attached revised P-0304.01 bulletin into your copy of the Personnel Manual. Destroy the previous issue dated 3/2/77 and this cover letter.

Due to the limited distribution of "P" Bulletins, please disseminate the contents of these procedures to any affected personnel in your department and/or area of responsibility.

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Margie Vogtman
Standards Section

Attachment

LAM006962

PERSONNEL POLICY AND PROCEDURE BULLETIN

TEXAS CITY LOCATION

P-0304.01

I. SUBJECT

EMPLOYMENT POLICIES AND PROCEDURES

II. POLICY

A. General Statements of Policy

1. The company recruits and selects employees of high ability, character, and potential to meet approved manpower requirements and places them in work assignments which make optimum use of their talents.
2. Monsanto receives and considers all applicants for employment carefully and courteously, selecting the most qualified personnel who meet established job requirements without regard to age, sex, race, color, creed, or national origin.
3. Monsanto does not intend its employees to practice -- or be put in a position where they may feel pressure to practice -- nepotism. Nepotism is defined as "favoritism shown to a relative on the basis of that relationship."

B. Procedure

1. The Employment Section cultivates and maintains working relationships with the various sources of personnel so that positions are filled with the best qualified applicants available.
2. The Employment Section is responsible for recruiting and evaluating all prospective employees.
3. The selection of new employees is the joint responsibility of the "hiring" department and the Employment Section.
4. The "hiring" department may hold formal employment discussions only with applicants who have been referred or cleared by the Employment Section.
5. The Employment Manager makes all offers of employment in accordance with terms mutually agreed upon with the hiring department.
6. Offers of employment are made after the applicant takes the company physical examination and satisfactory reference checks are made. The first three months of employment are probationary.

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C. Basic Plant Requirements of Employment

1. Candidates must be at least 18 years old. Maximum age depends on the applicant's physical fitness for the particular opening.
2. Requirements of the job determine the qualifications needed in each instance.
3. Satisfactory character and employment references are required. The Employment Manager is responsible for securing and evaluating these reports and informing the employing department of the results before an employment offer is made.
4. Candidates must submit to the medical examination as required by Monsanto.

D. Employment of Relatives

1. Relatives include spouse, parents, stepparents, grandparents, children, adopted children, stepchildren, grandchildren, brothers, sisters, stepbrothers, stepsisters, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and parents-in-law. "Hiring" includes all forms of Monsanto Company employment, such as regular permanent, wage and salaried, temporary, part-time, per diem, summer, co-op, etc.
2. No relative of any member of management in salary grade 35 or above may be hired by Monsanto Company. Relatives of employees below salary grade 35 may be hired, but steps will be taken to avoid having them work in close organizational proximity.
3. A spouse of anyone whose business interests are in conflict with those of Monsanto may not be hired. An employee having access to confidential business information who marries a person whose interests are in conflict with those of Monsanto will be offered a position not involving access to confidential business information. It is the responsibility of the Supt., Personnel to determine whether the employee has access to confidential information.
4. Where two employees marry, and one (or both) is in salary grade 35 or above, they may not continue in--or be transferred to--positions which are sensitive, one to the other. In such circumstances, Monsanto will attempt to allow one or the other, at the employees' discretion, to transfer to a non-sensitive position. Examples of potentially sensitive positions are: one working for the other; peers in the same work group; one in a job handling personal information about the other, etc.

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PERSONNEL POLICY AND PROCEDURE BULLETIN

TEXAS CITY LOCATION

P-0304.01

E. Action by the Hiring Department

1. The supervisor completes the required employment requisition, and after securing the necessary approvals, sends the requisition to the Employment Office. (A requisition is required for recalls as well as new hires.) One copy of the employment requisition, Form MT-213, is completed for wage and non-exempt personnel requirements. (Appendix A, MT-213.) Two copies of Requisition for Professional Personnel, Form G-548, are completed for exempt personnel requirements. (Appendix B, G-548.)
2. Any new or changed classifications in the Office & Clerical category must be discussed with the local Salary Administration Section before processing the requisition so that a new or revised job description may be prepared and the job evaluated.
3. The hiring department furnishes a description of the job and the qualifications necessary to the Employment Office.
4. The supervisor interviews candidates referred by the Employment Office and documents his/her impressions of each applicant on the form provided. The form is returned promptly to the Employment Office.
5. The supervisor reviews his/her selection of the candidate to fill the position with the Employment Representative.

F. Action by the Employment Office

1. The Employment Representative determines if the opening might be filled by transfer or promotion of any employee in the plant, or by recall under the Company-Union Agreement.

If neither procedure is applicable, the Employment Representative then schedules a sufficient number of qualified applicants for interview to insure a broad basis for selection; and for achieving affirmative action plan goals.

2. Preliminary interviews determine if the applicants meet basic job requirements.
3. Applicants who meet the basic requirements take skills tests if appropriate to the position.
4. The Employment Office checks the applicant's references, previous employment, and schedules the required pre-employment physical examination.

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5. The starting wage or salary and reporting date is established jointly by the hiring supervisor and the Employment Office.
6. The Employment Representative makes the offer of employment to the candidate selected.
7. The Employment Representative will send a letter to candidates interviewed for the position but not selected.
8. The Employment Office is responsible for:
 - a. Preparing employment forms for wage employees or notifying the Salary Administration Section who prepares employment forms on salaried personnel.
 - b. Scheduling orientation on company policies, benefits, rules, procedures, etc.
 - c. Making arrangements with Plant Protection for fingerprinting and badge.
 - d. Having the new employee escorted to the job by a member of the hiring department.

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Revised by:

R. W. Arnold

Approved by:

G. L. Tromblee

PERSONNEL POLICY AND PROCEDURE BULLETIN

TEXAS CITY LOCATION

APPENDIX A
P-0304.01

MT 213
MCC 950638
Rev. 1/75

MONSANTO COMPANY
TEXAS CITY, TEXAS

EMPLOYMENT REQUISITION
(Wage or Nonexempt)

ATTN.: Employment Manager Date_____19__

Please Provide _____

With _____ Grade Level _____

NUMBER	PAYROLL CLASSIFICATION
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Needed By _____ Report To _____

DATE _____

Should Be Interviewed By _____

☐ New Hire ☐ Permanent☐ Replacement for _____ ☐ Temporary

Specific Knowledge & Kind of Experience Required:

[illegible]

REQUESTED BY: APPROVED BY: (Signatures)

Dept. Head: _____

Mgr. / Dir. :

(Type or Print)

Plant/PT

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REQUISITION FOR TECHNICAL OR PROFESSIONAL EMPLOYEE				DATE	SERIAL NO.
DIV./DEPT.	LOCATION	DATE REQUIRED			MAXIMUM SALARY
DEGREE	MAJOR	MINOR			YEARS OF EXPERIENCE
JOB TITLE					
EXPERIENCE AND/OR SPECIAL ABILITIES REQUIRED:					
DESCRIPTION OF JOB:					
LOCATION OF INTERVIEW		APPROVED BY			
DATE REC'D. CENTRAL RECRUITING	DATE FILLED	FILLED BY	DATE CANCELLED		
G-848 REV. 7-68					

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6/6/79

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