

ETHYL GASOLINE CORPORATION

MANUFACTURING AND TRAFFIC DEPARTMENT

INTER-OFFICE
CORRESPONDENCE

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

PERSONAL AND CONFIDENTIAL

May 8, 1940

Dr. R. A. Kehoe

Dear Bob:

I recently ran "afoul of the law" in lining up pre-employment medical examinations for some of our prospective technical personnel.

In the last several weeks, I had made appointments with Dr. Deitrick for examination of three men whom we have subsequently employed. In the last instance, I was advised that it was out of order to make appointments directly and upon investigation I was told that you had ordered that all arrangements for pre-employment examinations should be made through Mr. Cary Harris with Dr. Deitrick. This was news to me and I would appreciate your setting me straight on this matter.

We are employing a number of technical people and for those living in the New York area examination by Dr. Deitrick is most convenient, in order that we may know quickly whether the man can be employed. If the prospective candidates, however, are nearer other centers, such as Baton Rouge, Deepwater, etc., examination is so arranged there. In all cases, pre-employment examination records are forwarded to the medical staff at either Baton Rouge or Deepwater for their records depending upon the final location of the employee.

Unless you have objections, I should prefer to handle this matter directly with Dr. Deitrick as it is certainly more convenient than a round-about method and I would also like to receive from him directly reports concerning the examination. This, to me, is more preferable than through any intermediate.

I would appreciate your views on this matter.


J. H. Schaefer

May 24, 1940

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

Dear Mr. Schaefer:

In belated reply to your letter of May 8th concerning the procedure in pre-employment examinations made by Dr. Deitrick, I am somewhat hesitant to comply with your request that you be enabled to handle these on your own basis. Perhaps I should familiarize you with our intentions with respect to these pre-employment examinations. You were not originally informed as to the details of this procedure merely for the reason that the likelihood of your involvement in it did not occur to me.

Our primary purpose in the development of medical consultants in connection with the New York office, the division offices, investigative laboratories and so forth, of the Corporation, was to provide for pre-employment examination of members of the office and clerical staff who were not and are not included under the supervision of the Medical Department of the Corporation. It was and is our intention that the medical staff of the Corporation examine all other new employees. That is to say, all persons who are actually or potentially involved in occupational hazards referable to lead, come under the supervision of the Medical Department of the Corporation. We wish to continue, in so far as it is possible, to examine all such persons. On the other hand we have recognized that from time to time it is inconvenient, unduly costly and sometimes quite impossible for one of our own associates to be present at the right place and at the right time for the purpose of examining these employees. Accordingly we have felt justified in calling upon the consultants whom we have associated with us, to make such examinations and to report their findings to us. We accept the full responsibility, however, for decision as to the fitness of such employees since all of them will come under our subsequent supervision or, in the case of your men, under the supervision of the duPont Medical staff. Accordingly I suggest that you

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continue to let us know when you have men who are to be examined for jobs involving technical work. If we can arrange to examine them, we will do so or if in certain instances they can be examined in Cincinnati en route to their final destination, we can examine them at that time. In any case they are our responsibility. If you ask for the examination of a man when it is not possible for us to take care of him, we will suggest that arrangements be made for examination at the hands of Dr. Deitrick or, in any other location, by one of our other consultants, or even in cases of emergency, by someone else whom we will select for the purpose and who will report to us. This will keep our records clear and will avoid confusion, and at the same time will not result in our asking more work of our consultants than they have agreed to do.

With reference to Dr. Deitrick's activities, I think that it would be most unfortunate if we altered our present arrangement that all appointments be made through one person in the New York office. Dr. Deitrick has only a limited amount of time for this work and he can arrange it only on the basis of advance notice. If requests come to him from a number of persons, it will give him difficulty and we may find that he will relinquish his work because of the inconvenience to which he is put. I do not think that it is a round about procedure to have this operate through one person, but in any case I believe it is necessary for the protection of the doctor and for the maintenance of our relationships with him.

Let me make one point clear to you. Dr. Deitrick's responsibilities are primarily for the examination of the office and clerical staff, and only for the sake of convenience to us does he take on other persons. If a large number of these should materialize, I am afraid we would have to make arrangements for some other consultant.

Sincerely yours,

RAK:ls

Robert A. Kehoe, M.D.