

Union Asbestos & Rubber Company

COE0051

To: Mr. E. A. Hayes
From: Mr. E. A. Weaver
Subject: Termination Notices on
Rejected Employees
(Your letter of January 28.)

Place: Tyler, Texas
Date: January 31, 1955

Copies to:

You will find attached termination notices on the three rejected employees mentioned in your letter of January 28, 1955.

We have also terminated all employees which Dr. Cowen has accepted for non-dusty employment only, since I feel that an employee is subject to dust occasionally any place in our particular plant.

I cannot find anywhere in our procedures where it states that you are to receive termination notices on the hourly employees. Do you want these notices on only the employees rejected by Dr. Cowen, or on all employees terminated?

In your letter you asked if P. R. Johnson was considered a temporary employee. The answer to that question is "Yes." Mr. Johnson and several other employees were hired strictly as temporary employees during our construction period. It is possible that Mr. Johnson and a few other Maintenance workers will be retained. As soon as we are sure which men will make our best maintenance workers we will have x-rays made of these men.

EAH:tt
enc.



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Mr. E. A. Weaver

Chicago, Illinois

Mr. E. A. Hayes

February 2, 1955

Your letter of January 31, 1955

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

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