C. L. Gilmore
Safety

PLAINTIFF'S EXHIBIT
MON-739

MONSANTO CHEMICAL COMPANY
Texas City, Texas

Bulletin No. P-20
Revision 10

November 1, 1958

TERMINATION PROCEDURE

Revisions in the attached bulletin have been made to standardize as much as possible the termination procedure for all salaried employees.

Ed Jones
E. H. Jones

JSH:PD
Attachment

SC 005169

MONSANTO CHEMICAL COMPANY
Texas City, Texas

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November 1, 1958

TERMINATION PROCEDURE

I. GENERAL INFORMATION

A. All terminations shall be identified in one of the following categories:

1. Resigned
2. Discharged
3. Lay-off
4. Deceased
5. Retired
6. Leave of Absence
7. Military Leave
8. Dismissal

B. Discharge, lay-off for lack of work, leave of absence, and dismissal require the prior approval of the Plant Manager for plant personnel or the respective local divisional head for division personnel.

C. All terminating employees must satisfactorily account for any company property issued them or be charged with its cost unless clearance is given by the department head on the Termination Clearance Report (Form M480).

D. No letters of recommendation or information regarding terminated hourly and non-exempt salaried employees will be written in the name of Monsanto Chemical Company except through the Personnel Department. Letters of recommendation and information regarding terminated exempt employees will be written by the Plant Manager's office in the case of plant personnel or the respective local division head in the case of division personnel. Letters of recommendation will not be given to the employee to take with him when he leaves

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the plant, but will be provided upon the direct request of a potential employer.

II. TERMINATION PROCEDURE - ALL SALARIED EMPLOYEES

A. The supervisor of the terminating employee will:

1. Notify the Office of the Salary Administrator

Notification should be given as far in advance as possible, in order to prepare the necessary papers (Form 359) to be sent to St. Louis. Final checks for salaried personnel are prepared in St. Louis. Should the supervisor desire to give the terminating employee his final check on the last day of work, Form 359 must be prepared and forwarded to St. Louis at least three weeks in advance of the last day worked.

2. Obtain Letter of Resignation

An exempt employee, who is resigning, should write a formal letter of resignation addressed to his supervisor. The letter of resignation should be forwarded to the Plant Manager or Divisional Head.

A non-exempt employee, who is resigning, should sign an "Employee Resignation Statement" (Form M483). When processed, all statements of resignation should be forwarded to the Salary Administrator to become a part of the employee's personnel file.

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If the employee is entering Military Service, he will be asked to complete a "Salaried Employee Entering Service" form.

3. Complete a "Salary Termination Clearance Report"

The form should be completed as indicated, prior to the date of termination. Exempt employees must sign statement to the effect that he has returned all notes, materials, etc. that have come into his possession as a result of his employment. These forms will be furnished by the Salary Administrator. The Accounting Department will not issue the final check until they have received the completed clearance report.

4. Send Employee to Personnel Records to Discuss Benefits

If the employee has group insurance, is participating in Part "B" of the Pension Plan, or in our Company Stock Option Purchase Plan, send him to the Personnel Records Section (Office Annex) where his options will be discussed with him.

5. Send Employee to Accounting to Discuss Stock Plans

If the employee is participating in the Company Original Stock Purchase Plan, send him to the Accounting Department (Office Annex) where his options will be discussed with him.

6. Arrange for Exit Interviews

For exempt employees, arrange in advance for two (2) exit interviews with persons designated by the department head. Both interviews should not be conducted by supervisors in the same department.

Non-exempt employees should be sent to the office of the Employment Manager for an exit interview on the day of termination.

The exit interviews are to be written in memo form, giving the interviewer's comments as to the reason for termination and his recommendations as to re-employment of the employee. The analysis of the interview should be routed to the section head, Plant Manager and/or Divisional Head, and the Personnel Director, who will forward them to the Salary Administrator to be made a part of the terminated employee's file.

7. Complete a "Termination Details and Rating Report" (Form M-481) for non-exempt employees or a "Report on Termination" (Form G227) for exempt employees. These forms will be furnished by the Salary Administrator. When completed these forms should be returned to the Salary Administrator to become a part of the employee's file. Copies of Form G-227 are sent to St. Louis and Springfield.

8. Forward Employee's badge to Plant Protection

The supervisor should also notify Plant Protection that the employee has terminated.

9. Issue Gate Pass to remove his personal belongings from the plant.

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B. The Salary Administrator will:

1. Prepare all forms necessary to carry out the termination procedure and forward to the terminating employee's supervisor.
2. Notify the Research library upon receiving terminating information in order that they may have sufficient time to check their records for material issued to the terminating employee.
3. Assemble necessary material (Form 359, resignation memo, exit interviews, etc.) to complete the employee's file.
4. Issue final check upon receipt of clearance report.

III. TERMINATION PROCEDURE - ALL HOURLY EMPLOYEES

The supervisor of the terminating employee will:

1. Notify the Employment Office, as far in advance as possible, giving the reason for termination and the effective date.
2. In case of lay-off for lack of work, give the employee (bargaining group only) written notice as required by the applicable union agreement and send a copy to the Personnel Department.
3. In case of resignation, take or send the employee to the Employment Office where the termination will be discussed, after which the employee will be asked to sign an "Employee's Resignation Statement" (Form M-483).
4. Prior to the day of termination:
   (a) If employee has group insurance, is participating in Part "B" of our pension agreement, or in our Company

Stock Option Purchase Plan, send him to the Personnel Records Section where his options will be discussed with him.

(b) If the employee is participating in our Company Original Stock Purchase Plan, send him to the Accounting Department where his options will be discussed with him.

5. Sign and return "Hourly Payroll Termination Notice" Form M479) which will be prepared and sent to the supervisor by the Personnel Records Section.

6. On the morning of the day of termination, complete a "Termination Clearance Report" (Form M-480) which will be furnished by the Personnel Records Section and deliver to the Payroll Department. The Payroll Department will not make up the final check until they have received the following:

(1) Hourly Termination Notice (Form M-479)
(2) Termination Clearance Report (Form M-480)
(3) Final Time Sheet

7. Final checks, except in cases of discharge for cause or military leave, will be issued on the regular pay day for the period worked.

8. Send terminating employee to the Employment Office (Gate House) for his exit interview just prior to the end of his last shift. Should his last shift be 4-12, have him report to the Employment Office just prior to reporting on the job. If he is on the 12-8 shift, have him wait over after completing his shift.

9. An employee whose last day of work falls on a 4-12 shift or on a week-end, should be instructed to leave his badge with the Night Superintendent or Sergeant of the Guards as he leaves the plant. In all other instances, badges will be turned in to the Employment Manager during the exit interview.

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