

## CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
21 June 1946, Room 117  
Headquarters

*MR*

## Present:

Lt. Col. Clark	Mr. Rowlett
Major Jones	Mr. Friedman
Capt. Gray	Mr. Starlin
Dr. Kullback	

1. SURPLUS PERSONNEL

Mr. Starlin stated that Personnel and Training Branch has checked into the case of seven employees who have been declared surplus and cannot be placed elsewhere on the Post. The Board's decision was requested as to whether further searching should be made to place these few people or whether a formal reduction-in-force should be carried out. It was pointed out that the seven people declared surplus would not necessarily be affected by a reduction-in-force as competitive levels are established on a post-wide basis and the seven people in question may have greater retention rights than others doing similar type of work. It was the opinion of the Board that reduction-in-force registers should be prepared for the surplus personnel.

2. JOB ALIGNMENT

With reference to job alignment, Mr. Starlin stated that since most of the reorganization of the Post will be completed by 30 June, classification analysts could complete desk auditing in approximately two months. He suggested, and it was agreed upon by the Board, that no challenges would be made until the survey is complete. As each section is completed, promotional or downgrade actions may be submitted when determined necessary by operating officials. Copies of job descriptions and organizational charts will be furnished each section as classification analysts complete auditing.

3. PROMOTIONAL POLICY

Mr. Starlin suggested formulation of a promotional policy wherein the final decision for submission of promotion actions will rest with Division Chief or comparable authority. Properly authenticated requests would be processed by Personnel and Training Branch without additional desk audit from Classification and Wage Administration Section. This would eliminate the delay that now exists in honoring promotion requests and improve morale of many disgruntled employees who have waited long for a deserved promotion. This was agreed upon by the Board and Mr. Starlin will prepare a draft of such a policy to be forwarded to Colonel Hayes for review.

4. POST POLICY WITH REGARD TO PUBLICATION OF ARTICLES WRITTEN BY RESEARCH PERSONNEL

A discussion was held as to Post policy with regard to articles written by research personnel on the Post for publication, provided there is no violation of security. Personnel and Training Branch will investigate War Department rules

and regulations in this regard and publicize a policy for the general knowledge of all concerned. This matter will be reviewed by the Board before a policy is presented to the Staff for approval and publication.

#### HOT WEATHER POLICY

The advisability of establishing a "hot weather policy" with regard to excusing employees on particularly hot days was discussed. It was mentioned that the Council of Personnel Administration has recommended to U. S. agencies a policy that is more strict than formerly practiced. The suggestion was made that a medical officer survey working areas, keeping the following factors in mind:

- a. Particularly bad areas
- b. Health of individuals
- c. Humidity and temperature
- d. Dangerous areas

A statement is to be prepared and forwarded to the Staff requesting that a study be made relative to establishing a "hot weather policy" for the Agency.

#### PUBLIC RELATIONS PROGRAM

Mr. Starlin suggested a public relations program to counteract the apparent negative attitude of employees toward government employment. He stated that employees need to be "sold" on Civil Service employment since much of the difficulty is due to ignorance or misunderstanding on the part of employees concerning Civil Service rules and regulations. The Hall Herald and the Employee Counselors were suggested as excellent means of publicity for this purpose. He asked that members of the Board present ideas in this regard at the next Board meeting.

*D. Glenn Starlin*  
 D. GLENN STARLIN  
 Chairman, Civilian  
 Employment Board