Battelle
Pacific Northwest Laboratories

Project Number

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To P.A. Eddy

From L.P. Henderson

Subject HOURLY STAFF MEMBERS--BENEFIT PLANS AND RECLASSIFICATIONS

Re: Stephen E. Garling

As you may know, hourly staff members are not eligible for participation in many of the BNW benefit plans. There will be no pay for holidays, vacation, sick or absence time (reference Management Guide 7.13).

If, at some future time, reclassification to regular full-time status occurs, please contact Barbara Doyle on 375-2434 in advance of the reclassification. They will assure that all "job posting" requirements are met and will also notify the Salary Administration office so that the Status Change Form can be initiated and information regarding the benefit plans can be provided to the staff member.

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