

DECIMAL CURRENCY PROGRAMME

PERSONAL & CONFIDENTIAL

DECIMAL CONVERSION PLANT CIRCULAR No. 3.2.

Date: 20th June, 1967.

Subject: RETENTION BONUS

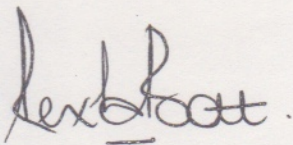
- 1.0. This circular adds to the information shown under 2.0 of Plant Circular No. 3.
- 2.0. The position regarding who will be paid the bonus has now been clarified and is as follows:
- 3.0. Retention bonuses of up to £200 for males and £160 for females will be paid to employees who complete the whole of the period employment required of them by Burroughs Ltd.
- 3.1. For staff directly engaged in conversion work to qualify for the bonus a person must -
 - (a) Have received specialist training to some material degree in order that he may undertake the work assigned to him. Normally, at least 20 days training would be required to qualify (this will exclude certain staff such as cleaners, labourers and tea ladies) and
 - (b) Be employed full time on conversion work and,
 - (c) Remain in the company's employment until his services are no longer required.
- 4.0. Bonuses will be based on merit and scaled in accordance with the status of workers and a uniform approach will be required.
- 5.0. The above will cover all our technical supervisors, converters, field supervisors, field technical, machine testers, storemen and shipping clerks, parts kit assemblers, panel builders, parts supervisor, co-ordinators and field installation officers.
- 6.0. The bonus will also be applicable as covered in 4.0 above to clerical, accounting, typing and administration (non-technical) staff employed full time on the Board's programme in conversion plants. Again this group must remain in the company's employment until his services are no longer required.

- 7.0. For any staff who qualify for a bonus and who join the programme after D.C. Day the bonus will be scaled on the following basis :

<u>UNEXPIRED PERIOD OF PROGRAMME</u>	<u>PERCENTAGE OF BONUS</u>
LESS THAN THREE MONTHS	NIL
THREE COMPLETE MONTHS	20
SIX COMPLETE MONTHS	40
NINE COMPLETE MONTHS	60
TWELVE COMPLETE MONTHS	80

- 8.0. The retention bonus is not payable until the completion of the conversion programme and will be included with the final wages payment to workers no longer required.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM