Clerical Reallocations Are Needed Now, CSEA Tells New Commission

At Metro Conference

Legislators Ask Federal Funds To Aid In Salary Raises For Public Aides

The state and local government desperately need new revenues to provide additional programs for civil service employees and a substantial part of these new revenues should come from the federal government.

This was the consensus of state senators and assemblymen who accepted an invitation to hear the legislative goals of the Civil Service Employees Assn., presented at a meeting of the association's Metropolitan Conference. CSEA left to right, attending the luncheon meeting were: Assemblyman Joseph Fouse, Senator Harrison Goldin; Senator Abraham Bernstein; Assemblyman S. William Green; Senate Minority Leader Joseph Zarecki; Randolph Jacobs, conference president; Assemblyman Sid Liebowitz; Assemblyman Mark Southall; Assemblyman Anthony Merocella and Assemblyman Harry Kraft.

No Medical Exam Is Required For CSEA Group Life Insurance Plan if Applicant Is Under 50

ALBANY—New applicants for Civil Service Employees Assn. group life insurance who are under age 50 will not be required to take the usual medical examination if they apply during the month of March, 1967.

Announcement of the month-long special enrollment period was made by Joseph P. Pelty, CSEA president who emphasized that there are many advantages to the plan for those who qualify.

More Than 1,000 Jam Albany Appeal Hearing

(Special to The Leader)

ALBANY—"We need the salary reallocations and we need them now!"

That was the sentiment expressed again last week at a hearing conducted by the State Civil Service Employees Assn. for two-ear salary reallocations of the State, 28,000 office and clerical employees.

Association speakers, supported by several state legislators who appeared at the hearing at the request of CSEA from their local areas, documented the case for the reallocations by citing the existing misalignment in the State pay structure; the disparity of salaries between State titles and comparable titles in private industry; the general erosion of last year's general eight percent salary increases; increased responsibilities and scope of clerical positions; the alarming vacancy and turnover rate in office positions, especially in the parole system; and the difficulty in recruiting and retaining competent personnel.

The CSEA demands for the reallocations were met by sustained applause and a joint appeal from more than 1,000 workers who packed the gallery in support of the CSEA appeal.

CSEA Argues

The long list of CSEA speakers who were heard first by the Commission, so stated by Mrs. Ersa Poston, Commission president, "It was CSEA which submitted the appeal," was headed by Ted Wendt, first vice president, and Irving Pisher of Craig Colony, chairman of the Employee Association's special office and clerical Reallocations Commission.

Backing up Wendt and Pisher at the speakers rostrum were Joseph D. Lechon, CSEA executive director; William Blom, etc.

(Continued on Page 14)

What Is Stand Of New State Civil Service Commission?

Following his re-election last Fall, Governor Rockefeller let it be known that the State Civil Service Commission would be under new leadership. On one hand, I. supported the Governor, the President of the Commission and Michael Alberti as the new, and second Republican, member of the three-member group. Alexander Fish continues as the Democratic ap-
DON'T REPEAT THIS

(Continued from Page 1) pointee. The question now being posed to civil service is "what direction will these new commissioners take?"

One of the major affects sections of the State Civil Service Commission will have is on the desire of many cities in the State—New York City in particular—to create a new, management "elite corps" in civil service that will be outside the jurisdiction of battle-for and against the merit "elite corps" in civil service that, it is hoped, will carry considerable weight.

Mr. Poston and Commissioner Bredt have not been in their new posts long enough to let civil service know their positions on these and other matters and their attitudes are still unknown. Public employees want to know—and soon—just what they have to deal with in coming months.

Two Scandinavian Tours Now Open

Identical tours of England and three Scandinavian countries will be offered this year on two departure dates to members of the Civil Service Employees Assn. members, their families and friends.

Both tours are 22 days long and will depart on June 8 and July 20 from New York City. First stop will be the popular capital of Denmark, Copenhagen, known for its medieval houses. Sweden is the next stop and before leaving Stockholm, tour members will see much of the old towns and countryside. An agreesome buggy ride through one of the many small cities. The Norwegian portion of the trip will not only include a stay in Oslo but also will include this three-day trip through the fjords.

Final portion of the itinerary will take the travelers to a three-day stay in London. Total excursions, including jet flights on Lufthansa Airlines, is $157.00.

Application blanks and a descriptive brochure of the trip may be had without charge by writing to Sam Emmett, 1060 East 28th St., Brooklyn, N.Y. (Tel. No. 253-4488). For remaining seats, immediate application is at its Springtime loveliest. The price of $299 will include round-trip jet fare to Paris and transportation in the new luxurious Paris Hilton Hotel; there will be night club evening and side trips to the countryside will be available.

A few seats are still available for a nine-day trip to Paris when the capital of France is at its Springtime loveliest. The price of $299 will include round-trip jet fare to Paris and transportation in the new luxurious Paris Hilton Hotel; there will be night club evening and side trips to the countryside will be available.

A few seats are still available for air fare only. Round trip cost is $175 and will include airport transfers.

For remaining seats, immediate application must be made to Irving Flaumenbaum, Graduate School of Public Administration, 1060 East 28th St., Brooklyn, N.Y. (Tel. No. 253-4488). Registration now open for

CIVIL SERVICE LEADER

Tuesday, March 7, 1967

Your Public Relations JO

By LEO J. MARGOLIN

Mr. Margolin is Professor of Business Administration at the Borough of Manhattan Community College and Adjunct Professor of Public Administration in New York University's Graduate School of Public Administration.

PR-Civil Service Inter-relationship

OUR READERS will have to travel far to find an inter-relationship between public relations and administrative justice as is found in the starting report on crime in the United States by the President's Commission on Law Enforcement and Administration of Justice.

At THE SAME time, our readers will have to look long and hard to find anything more shocking than this shameful "balance sheet on crime." We call it "shameful" because with the resources and the intelligence to be found in the United States, it is inconceivable that we fail the following—this is the most of what is in the report:

Crime in all its aspects is costing the U.S. more than $20 billion a year. Over 7 million Americans will get into some kind of trouble with the criminal law this year.

Forty percent of all boys living today will be arrested for something other than a traffic offense during their lifetimes.

For our civil service readers, among whose prime duties are the carrying out and enforcement of our laws, including the criminal law, the above figures are dis-encouraging.

HOWEVER, the Commission assures us that "all is not hopeless" and that the nation can control crime if it will.

WHAT THE Commission calls for is a combination of public relations (to help the police enforce the law); more money from local taxes (to increase law enforcement resources, personnel); and, finally, lots of money from the Federal Government (to aid those local governments which need this extra help).

We will set forth just a few of the more than 200 specific recommendations made by the Commission, to show the close relationship of public relations and civil service in the fight against crime in the United States.

Crime cannot be controlled without the interest and participation of police, business, social agencies, private groups, and individual citizens.

The faster police respond to a crime, the more likely it is that they will be able to catch the criminals, police callboxes, which are locked and incoponuous in most cities, should be left open, painted with luminescent paint, and designated as public emergency callboxes.

The telephone companies should get together and set up one number, a special number to call police in any city of the United States.

Local governments with large minority populations should have community relations representatives on their police departments of that city.

Drunkenness, which accounts for one out of every three criminal arrests in the United States, should be treated medically rather than criminally.

Every community should (Continued on Page 10)

Registration now open for

N.Y.C. EXAM

V.S. ACCOUNTANT

442 SLOBESCHOOL

165 W. 46 St., N.Y. 36

CO 5-1800
Albert Foster, Dannemora State Hospital employee representative, was unanimously reelected president of the Correction Conference by correction representatives at their semi-annual meeting in Albany recently. This will make the tenth term that Foster has presided over the State-wide correction group. Averill Tice of Attica Prison was re-elected vice-president and Frank Leonard of Sing Sing Prison was reelected secretary-treasurer.

Foster stated that their group received favorable reaction from the delegates from the Correction Conference, Paul D. McGlinchey. The Conference group also met with legislators in Albany and discussed the Correction Department legislation and received favorable response, especially from Senator Ronald Stafford and Assemblyman Louis Wolfe who are sponsoring a Correction Bill to amend the 15 years Retirement Plan for Correction Officers. Under this bill it will receive 1/60th more benefits for years served beyond twenty-five years. This measure is part of all other retirement plans.

The meeting with the Commissioner of Correction was described as successful. Some of the items taken up with the Commissioner were answered as follows:

The Commissioner stated that the new programs at Dannemora and Matteawan State Hospitals were progressing satisfactorily and that by the end of the 1967 inmate population at these two institutions would be reduced. He further stated, with this in view that he believed the transfer of officers from the Hospital to Clinton Prison would be halted.

To date, the Hospital has lost approximately fifty payroll items as result of a reduction in inmate population due to the Baxtrom decision in 1966. In terms of economic figures this means that about $400,000 was taken out of circulation in Clinton County.

A request for realization that are being requested by clerks, occupational therapy workers, laundry, kitchen personnel, chemists, supervisory personnel and correction officers, the commissioner stated that he would give full support to all reasonable requests.

There is no scheduled examination at this time for new correction officers the commissioner told.

Word On CSEA Success

ROCHESTER — Four local chapters of the Civil Service Employees Association were told last Tuesday that the CSEA can do more for State, county and municipal employees in collective bargaining than unions can do.

Joseph Lippocchio, assistant legislative director, said CSEA tactics have been successful throughout the years in the face of the Three and "muscle" unions such as the Teamsters who strike their employees in New York City.

The CSEA now has about 145,000 and its line alone makes it more influential than the small, splinter groups of 4,000 or 5,000 which are attempting to represent the same non-service employees, he said.

Lochner urgesasked that the CSEA story. "Tell your co-workers how hard the CSEA has worked for them through the years," he said.

He also pointed out that legislation has been introduced in Albany which would give State, county and municipal employees the choice to pick between CSEA or union representation.

The talk, "The CSEA versus unions in Collective Bargaining," was heard by the Rochester, Monroe County, Rochester State Hospital and Department of Public Works CSEA chapters at a dinner meeting at the Party House in suburban Chili.

In the very near future the Corrections Conference will sponsor a Pistol team to compete in matches in State, County and municipal competitions for the Narcotic Control Commission.

Employee status in the Department will remain the same and the Working will be the head of the institution.

LEGISLATIVE MEETING

Legislators from the counties within the Civil Service Employees Association's Southern Conference met with other delegates recently at the Holiday Inn, Newburgh, to discuss the Association's 1967 Legislative goals. Legislators attending the meeting, left to right, were: Senator William H. Dominick (R-31); Senator John E. Flynn (R-34); Assemblyman Benjamin Gilman, (R-56); Assem-

 минута Victor Wayars, (D-38); Assemblyman Ger- (D-81), and Assemblyman Victor Waryas, (R-38). Second row, same order are: Theodore Wenzel, first vice-president of the CSEA; Charles Lamb, state-wide president, and Richard J. Bennett, chairman of the CSEA salary committee; James Oates, president of the conference; Grace Nolly, chair of the CSEA legislative research aide and Irving Flaumenbaum, second vice-president of the CSEA.
UP TO $10,000

In the event of accidental death or dismemberment ALL NEW for members of the Civil Service Employees Association presently covered by the Accident & Sickness Disability Income Plan, members of the Civil Service Employees Association presently without underwriting to all CSEA Accident & Sickness policy-holders under the age of 60.

No longer is it necessary to buy separate Travel Insurance.

**BENEFITS: For Accidental Loss of:**

- Life $10,000
- Both Hands or Both Feet $10,000
- One Hand and One Foot $10,000
- Either Hand or Foot $5,000
- Sight of One Eye $10,000
- Sight of One Eye $5,000

**RATES: Bi-weekly Premium**

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The exclusions of this rider relate to suicide, war, service in the Armed Forces and certain aircraft hazards.

**Civil Service Television**

Television programs of interest to civil service employees are broadcast daily over WNYC Channel 31. This week’s programs are listed below.

**Sunday, March 12**

6:00 p.m.—City Close-up—Solomon Sobieray interviews Commissioner of Sanitation, Samuel T. Messing, Jr.

8:00 p.m.—Human Rights Panel—Raymond Rivers moderates discussion.

10:00 p.m.—Special—“The Ombudsman: Public Guardian.” Would this Institution work in the United States?

**Monday, March 13**

4:00 p.m.—Around the Clock—N.Y.C. Fire Department training program.

6:00 p.m.—Community Action—Program moderated by Ted Thackery.

7:30 p.m.—On the Job—N.Y.C. Fire Department training program.

**Tuesday, March 14**

3:30 p.m.—Teacher Training—Discovering Man: Past and Present.

4:00 p.m.—Around the Clock—N.Y.C. Police Department training program.

4:30 p.m.—Community Action—Ted Thackery moderates.

**Wednesday, March 15**

3:30 p.m.—Teacher Training—Classroom techniques for intergroup education.

4:00 p.m.—Around the Clock—N.Y.C. Police Department training program.

4:30 p.m.—Profile (live)—John Barry interviews people in the news.

7:30 p.m.—On the Job—N.Y.C. Fire Department training program.

**Thursday, March 16**

3:30 p.m.—Teacher training—Man, Sea and Sky.

4:00 p.m.—Around the Clock—N.Y.C. Police Department training program.

7:30 p.m.—On the Job—N.Y.C. Fire Department training program.

**Friday, March 17**

4:00 p.m.—Around the Clock—N.Y.C. Police Department training program.

**Saturday, March 18**

7:00 p.m.—Community Action—Ted Thackery moderates.

7:30 p.m.—On the Job—N.Y.C. Fire Department training program.

**Statistician Jobs Offered in NYC**

The Defense Contract Administration Services Region, New York has vacancies for industrial statisticians, a GS-11 position, with a starting salary of $8,221 per year and a GS-12 position, with a salary starting at $7,816 per year.

For further information and applications, contact Leonard Weiser, Office of Civilian Personnel, Defense Contract Administration Services Region, New York, 111 East 16th St., New York, N.Y. 10003 or phone 7-3209 ext. 683.

**Where to Apply For Public Jobs**

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

**CITY**

**NEW YORK CITY**—The Applications Section of the New York City Department of Personnel is located at 49 Thomas St., New York, N.Y. 10013. It is three blocks north of City Hall, one block west of Broadway.

**Applications:** Filing Period—Applications issued and received Monday through Friday from 9 a.m. to 5 p.m., except Thursday from 8 a.m. to 6 p.m. and Saturday from 8 a.m. to 12 noon.

Application blanks are obtainable free of charge by the applicant in person or by his representative at the Application Section of the Department of Personnel at 49 Thomas St., New York, N.Y. 10013. Telephone 566-8720.

Mail-in applications for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filling of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department and must be postmarked no later than the last day of filing or as stated otherwise in the examination announcement.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 6th Avenue Line. The IRT Lexington Avenue Line stop is on the Fourth Street stop and the BMT Brighton local is City Hall.

Both lines have exits to Duane Street, a short walk from the Personnel Department.

**STATE**—Room 1100 at 270 Broadway, New York, N.Y., 7, N.Y. 10007. traveler’s check or money order for $3.00, payable to the State of New York.

**Where to Apply:**

To the Personnel Department of the State of New York, 35 Thomas St., New York, N.Y. 10013. Telephone 566-8720.

Applications should be received at the Personnel Department at least five days before the last day of filing or as specified elsewhere in the examination announcement.

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**Federal**—Second U.S. Civil Service Region Office, New Build- ing, 220 East 42nd Street (at 2nd Ave.), New York 17, NY. Just west of the United Nations building. Take the IRT Lexington Ave Line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central at the IRT Queens-Fin- ding train from any point on the line to the Grand Central Station. Hours are 8:30 a.m. to 4 p.m. Monday through Friday. Also open Saturdays 9 a.m. to 1 p.m. Telephone 733-0141.

Applications in the U.S. Civil Service Region Office are obtainable at main post office except the New York, N.Y., Post Office. Boards of examiners at the particular installations operating the tests also may be applied to for further information and application forms. No return envelopes are required with mailed requests for application forms.
Forty-eight City employees will share $750 from the City Suggestion Award Program, according to Thomas Jefferson, department of Public Works. Brentwood, an oiler in the Department of Health; Frank J. Napodano of Brooklyn, a personnel examiner, Department of Personnel; Philip M. Cunningham of Manhattan, an administrative aide, Department of Personnel; John McGroarty of Brooklyn, an auto machinist, Department of Transportation; Donald G. Zalzal of Manhattan, an administrative aide, Department of Personnel; Robert M. Conboy of Manhattan, a personnel examiner, Department of Personnel; Joseph Bonfiglio of Bayside, an auto machinist, Department of Sanitation; Edward Dunn of Brooklyn, an auto machinist, Department of Sanitation; Peter Appells of Lindenhurst, a bus maintainer, Transit Authority; Evelyn Mary Martin of Brooklyn, a supervising stenographer, Department of Welfare; Arthur Fox of Manhattan, an administrative assistant, Department of Personnel; Charles R. Mangan of Ozone Park, a probation officer, Probation; Pat McGovern of Bayvride, a foreman, Department of Public Works; Samuel C. Marino of Staten Island, a supervising clerk, Department of Transportation; Harry Keefes of the Bronx, an investigator, Department of Finance; and Robert A. Haas of Brooklyn, a surface line operator, Transit Authority.

The Employees' Suggestion Program is administered by the Department of Personnel, 50 Thomas St., New York City. In addition to Miley, the Award Board is comprised of Commissioner Morrie A. Proctor, Deputy Mayor City Administrator Thelma Cottrell; Director of the Budget; President O.V. Hayes; and Acting City Personnel Director Solomon Hoberman.

The DELEHANTY INSTITUTE

For Information or All Courses Phone GR 3-4000

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proposals to replace the anti-strike Condon-Wadlin Law Democrats and Republicans, again, appeared to be unable to find a compromise on new legislation in this area. Emphasis on this is somewhat exaggerated. Other measures of procedures that treat public employees as equals when in negotiation will be accomplished this year. The Legislature should not dramatically take a stand that he has been booby-trapped grade adjustment, accurately. Practice the University for Public Employees. The price of the book is $7.50. It is not enough that the Governor and the Assembly to members of the Civil Service Employees Association. 85% to non-members.

TUESDAY, MARCH 7, 1967

Delay Adjournment

GOVERNOR Rockefeller and Assembly Speaker Joseph P. Travia announced last week that they would submit proposals to replace the anti-strike Condon-Wadlin Law which now applies to New York State's public employees. Both announcements came after reports that Democrats and Republicans, again, appeared to be unable to find a compromise on new legislation in this area. Mr. Travia, in particular, says he has not yet given up hope on reaching agreement on a bill during the current session.

The current difficulty is centered around the intensity of labor relations. When workers who have collectively bargained members go out on strike and it appears to us that the emphasis on this is somewhat exaggerated. Other measures of procedures that treat public employees as equals when in negotiation will be accomplished this year. The Legislature should not dramatically take a stand that he has been booby-trapped grade adjustment, accurately. Practice the University for Public Employees. The price of the book is $7.50. It is not enough that the Governor and the Assembly to members of the Civil Service Employees Association. 85% to non-members.

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On Constitutional Convention

Council Maps Strategy As Convention Approaches

The recent meeting of the Civil Service Council on Constitutional Convention was featured by heated discussion and disagreement among committee representatives of the more than 60 employees who comprise the group's course of action at the State Convention.

Presentation of Goals," which was approved for publication. Much of the discussion centered around plans to have representatives of the affiliate's Constitution and plans of the State. Most who have previously indicated acceptance and support of the Council's goals will be noted.

It was further suggested that this information be made available to each member of the many employee groups represented by the Council.

Berman, recently appointed to the Civil Service Council is fighting their fight and we urge your support.

Sixth Year For G-E-X Scholarship

For the sixth successive year, the member's advisory council of the G-E-X store at Latham will award college scholarships to student outstanding high school seniors in the tri-city area, this spring.

The scholarships, open only to residents of the city and county who are composed entirely of such employees. The three sections are:

- Article 5, Section 6 — "Any employee who is permanently disabled, as determined by the Civil Service Commission, shall be entitled to continued medical and hospital care, including retirement benefits, at the expense of the State, which shall not be diminished or by-passed.
- Article 5, Section 7 — "After July first, nineteen hundred fifty, membership in any pension or retirement system of the State or of any civil division thereof shall be a contractual right of the employee, which right shall not be diminished or impaired.
- Article 5, Section 8 — "All other retirement systems of the State, city and school employees. In accordance with these rules, there will be no break in the number of the State's work force.

The three safeguards in question are covered in the separate sections of the current Constitution, all of which, is a question of general interest can be answered here.

ATC: At the Civil Service Council, officers and employees of the State shall be subject to questions of general interest can be answered here.

Q. I have been a member of the Statewide Plan for the last six years. If I should transfer to another part of the State, will there be no break in coverage under the Statewide Plan? I believe I am covered under this part of the Statewide Plan.

A. Yes. He will continue in his position under the Statewide Plan as long as he is in receipt of self-support. There will be no additional premium charge for this coverage. Contact your personnel or payroll officer for the necessary forms to establish your son's disability. This continued coverage for disabled children is only one of the many excellent benefits you enjoy under the Statewide Plan.

Q. I have had family coverage under the Statewide Plan for many years. Now my son, who is physically disabled will be 19 in a few months. Can I continue coverage for this son?

A. Yes. He will continue in full coverage under your Statewide Plan as long as he is in receipt of self-support. There will be no additional premium charge for this coverage. Contact your personnel or payroll officer for the necessary forms to establish your son's disability. This continued coverage for disabled children is only one of the many excellent benefits you enjoy under the Statewide Plan.

Q. How do I get the necessary forms to make a claim under the Major Medical part of my Statewide Plan? I have been making claims under the Major Medical part of the Statewide Plan, but have not received treatment at my doctor's office which I believe are covered under this part of the Statewide Plan?

A. All forms necessary for making claims under the Major Medical portion of the Statewide Plan as well as all other forms can be obtained from your payroll or personnel officer.
Vehicle Operator

Although a test for motor vehicle operator has not yet been held, one is expected within the next year. For this reason, The Leader is starting to publish study material for this test in order to give candidates an opportunity to attain a higher mark.

The same examination is given for parking enforcement agent (meter maid).

Answers to the first 16 questions may be found on Page 10. If you have not yet done so, please send your answers to Mrs. Margaret Young, 251-54-78, High School Examinations Board.

New York State has set up a system of rigid controls for the drivers of vehicles. The main reason for these controls is to (A) ensure that people using the highways carry proper identification; (B) make sure that cars are regularly inspected to prevent accidents due to mechanical failure; (C) maintain up-to-date records of the number of cars using the highways; (D) reduce the cost of insurance for irresponsible and dangerous drivers.

1. A traffic regulation of the New York City Department of Traffic states that “the driver of any vehicle shall not engage in such vehicle so as to proceed in the opposite direction upon any street in a business district.” According to this regulation, you are prohibited in New York City from (A) making a U-turn on any street; (B) parking on a street on a street in the business district; (C) backing your car on a street on any street where there is traffic. Often, when parking regulations in an area are changed, it is the custom for the City Traffic Bureau to notify the change to issue warnings to violators, rather than summonses.

(A) give motorists a chance to become acquainted with the new regulations; (B) publicize a change to the change; (C) show the public that the new regulations will be strictly enforced; (D) see if the new regulations will be of help.

2. City employees who deal with the public may sometimes be required to act as a citizen in accordance with the rules and regulations of their department without becoming a police officer. In this situation, it would be most preferable for the City employee to say to the citizen (A) “My job is to uphold the City’s rules and regulations even if you don’t like them.” (B) “Rules and regulations are made to be obeyed by everyone.” (C) “Let me explain as best I can the reasons for my action.” (D) “I’m only doing the job I’m being paid for, so don’t get me mad at me.”

3. Assume that a City employee on official business is writing a summons and is taking a statement from a policeman writing out a summons and the red flag (parking meter) shows that your car is parked in a parking meter. In this situation, you are required to (A) point out to the policeman that the car’s license plate number is (B) explain to the policeman in a polite manner that you are in the process of acquiring a new parking meter. In this situation, you must explain to the policeman (A) that you are going to park your car at the parking meter. (B) that you are going to park your car at the parking meter. (C) that you have not given him the summons. (D) that you accept the summons as issued.

One day, during the absence of your regular supervisor, your temporary supervisor assigned you to some work that you have done before but instructions you were given are different from those you have been given in the past. Of the following, it would be best for you to (A) do the work the way you have done it in the past. Since this is a better method; (B) explain to your temporary supervisor that you have done this work in the past; (C) follow the instructions of your temporary supervisor; (D) speak to other employees to see if they have been given the same instructions and find out how they are doing it.

The best reason for requiring City employees to learn the regulations of their jobs is to (A) help them do their work more efficiently; (B) prepare for higher promotion to higher positions; (C) develop their writing habits; (D) test their alertness.

8. City departments generally require that an employee who is absent from work for any reason call his supervisor to tell him that he is Ill. Of the following, the best reason for having such a requirement is to make it possible for the supervisor to (A) keep an adequate record of absences; (B) make plans, if necessary, to cover the work of the absent employee; (C) call the absent employee back to make sure that he is really at home; (D) make written or telephone inquiries about the absent employee.

9. If you find that there isn’t enough room on a required examination in order to include all the questions with answers, you are instructed to (A) make as many forms as will fit on the form and tell your supervisor orally about the rest of the information; (B) attach another examination with the information written on it; (C) divide the answers into two examinations with each examination covering vocabulary and spelling. There are no multiple choice questions for the written test.

Those interested in filling applications are advised to bring up their spelling and to practice their shorthand and typing skills. Applications are being accepted for a non-portable typewriter to write necessary manuscript. Applications for taking the written examination must be made at anytime by phoning PL 3-5910 in Manhattan, or at 7-2921 in Staten Island.

Army Pictorial Center Offers Different Jobs

The Army Pictorial Center, Long Island City, New York has several new jobs for Civil Service employees. Applications close March 21.

The Army Pictorial Center is a division of the Army Services Forces. It produces pictorial literature, sound recording, and sound recording equipment.

Applications are being accepted for the following positions:

1. Audio Recordist. Located at the rear of the Army Pictorial Center, is the site of the former Pennsylvania Station on 8th Ave.; (D) the site of the former Steeplechase Park, on Surf Avenue in Coney Island.

15. Which one of the following does not connect the Borough of Queens with the Borough of Manhattan? (A) Throgs Neck Bridge; (B) Triborough Bridge; (C) Greeneboro Bridge; (D) Bronx-Whitestone Bridge.

16. A flashing red traffic signal means (A) stop and then proceed with caution; (B) slow down; (C) proceed with caution; (D) street closed to traffic; (E) wait for green.

CIVIL SERVICE LEADER
Tuesday, March 7, 1967

Sample Exams For City Jobs

Positions are open for filling on a continuing basis in a variety of jobs for applicants for aspirants and typists with the New York State Employment Service. Typists start at a salary of $3,750 a year. Stenographers receive a starting salary of $4,000 per year.

The New York City Department of Civil Service requires all applicants to take shorthand at 80 words a minute. Typists must pass a test on the job to prove they can work as a non-portable typewriter. In addition to the practical examinations, applicants must take a written test.

FREE BOOKLET on Social Security: Mail box; ent. Box 8, 97 Duane St., New York, N.Y. 10007.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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<td>Jack G. Altman</td>
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<tr>
<td>John E. Altman</td>
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<td>David R. Altman</td>
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<td>Michael A. Altman</td>
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<td>Richard G. Altman</td>
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### For State Employee Program

Bloodmobile Schedules Stop At Central Islip State Hospital

**March 13 At Robbins Hall**

**ALBANY** — A spokesman for the Civil Service Employees Assn. has advised that the Association is urging all its members employed at Central Islip State Hospital to donate blood, if possible, on March 13, between 7 a.m. and 5 p.m., at Robbins Hall on the State institution grounds. Arrangements for donating blood under the program can be made through the business office of Central Islip State Hospital, before March 13.

The success of the State Blood Program benefits all State employees and their families who may be in need of blood. The State blood program operates through the New York City Blood Center and the New York Blue Cross Plan, and covers all State employees in the thirteen-county area served by the New York Blue Cross Plan.

### To Question Plans To Restrict Leaves

BUFFALO — Use of the Civil Service Employees Assn. in Buffalo plan to question a recommendation that leaves of absence for civil service workers in Buffalo be limited to one year.

The civil service committee of the Common Council recommended the move this week.

Misty C. Smith, chairman employed at the Franklin School, told the council, "If the council approves such ordinances, such unpaid leaves now are unlimited."

Police Commissioner Frank N., however, said, "Seriously impair the work of the department."

The Commissioner noted that the men cannot be replaced, except on a temporary basis.

### New York State Employees:

Unwind with special room rates ($80.00 single) at these Sheraton Motor Inns

- BINGHAMTON — Sheraton Motor Inn
- BUFFALO — Sheraton Motor Inn
- CHELMSFORD — Sheraton Motor Inn
- IRONDEQUOIT — Sheraton Motor Inn
- ROCHESTER — Sheraton Motor Inn
- SYRACUSE — Sheraton Motor Inn
- CHICAGO — Sheraton Motor Inn (call 463-6403)
- NEW YORK CITY — Sheraton Motor Inn (call 463-6403)

**SHERATON HOTELS & MOTOR INNS**
The Workmen's Compensation Program has, over the past 20 years, utilized the best thinking of all states. With all of us working on this program to the fullest, costs were reduced in printing, key punching and machine operation.

"Mr. Edward J. Carroll, who is a junior draftsman in the Department of Public Works in Albany, makes a suggestion which put three months from the time formerly required to do the field work in connection with the annual Statewide highway condition survey.

"Instead of having the men in the field copy a lot of repetitions data, Mr. Carroll suggested using a computer-print-out which is readily available. This one suggestion saved an estimated $13,000.

"These employees should feel proud indeed of the contributions they have made to better government at lower cost."

"I thank you again on behalf of the people of the State."

"The Department of Public Works and Motor Vehicles and the Workmen's Compensation Program has been the best suggestion record."

"New York was the first State to initiate this workmen's compensation program to the fullest."

"In fact, if all State agencies were to make suggestions—California, New Jersey and the Federal Government are getting more employee suggestions per 100 employees than we are."

"I hope that a year from now finds New York ahead among the States."

"We wish to be tested on Saturday morning. Applications will be accepted until May 1, under previous announcement to fill typist positions."

"The lists of eligibles established under this announcement and applications received at Interagency Board of U.S. Civil Service Examiners.

"The list of eligibles established under this announcement will termi-"nate all lists of eligibles from previous announcement to fill typist and stenographer positions in these classes."
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DELTONA'S MOUNTAIN TRIP

Mike between Daytona Beach and Orlando, 26 miles from each and 24 miles from Cape Kennedy, the "Gateway to the Moon."
Nassau CSEA Devises New 18-Point Program

The Nassau chapter, Civil Service Employees Ass'n, has adopted an 18-point program to improve the benefits of public employees and eliminate unnecessary requirements. The program was adopted by the board of directors of the Nassau chapter in a meeting held last month. Nassau chapter president Irving Freumanen, in announcing the program, said: "It is time that CSEA made clear and definite the basic demands of public employees for just treatment."

The program is designed to serve as a basic negotiation position to guide any negotiations involving all public employees in the area except non-teaching school district personnel, an area where purely local variation in working conditions must be taken into account.

The program consists of demands for:
1. Written contract
2. Cash or unused sick leave on retirement or separation
3. Five per cent shift differential
4. Fully-paid health and dental plans
5. Five weeks vacation after 12 years
6. Reduction of caseloads for social workers and probation officers
7. True longevity after 10 and 18 years
8. Pay for standby time
9. Eight personal days per year
10. 30-year retirement at half pay
11. Time and one-half for overtime
12. Accumulated sick leave to maximum of 180 days
13. 10 per cent across-the-board salary increase
14. Competitive civil service status for all employees, with "grandfather's clause" for veterans on the job
15. Equal pay for equal employees with New York City level
16. Unemployment insurance
17. Disability insurance
18. Pension insurance

The basic program is being given to all unit leaders to be readied for use in strategy planning for upcoming negotiations.

CSEA Field Staff

Ralph Wyman, chairman of the New York Civil Service Employees Ass'n, recently met with representatives of the State Employees Ass'n to discuss the new program. Wyman said: "This program offers an opportunity for us to improve the benefits for our members, especially in the area of pay and working conditions."

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Federal Ombudsman Bill For Grievances Offered

Rep. Henry S. Reuss (Dem., Wis.) recently introduced a bill to redress the grievances of Federal employees. The bill would establish an independent board to investigate complaints made by Federal employees that their privacy had been invaded or their constitutional rights violated.

"Federal employees have long suffered under unlawful prying into their outside lives and personal affairs," Reuss stated. "This bill would effectively control Federal practices which intrude the realm of personal freedom and violate the individual privacy of the Federal employees."

The Reuss bill would prohibit:

P.R. Column
(Continued from Page 2)

establish a youth services bureau against which juveniles could be referred by the police, the courts, parents, schools, and social agencies. The Federal government against the Federal government. The bill would create a three-man board to investigate these grievances.

No individual may be "must" for his welfare. The criminal justice system is a very special message for budget impartment. 13, 1967.


Seven new names on an agit list for promotion to borough supervisor of school stations was established on Tuesday, Jan. 31.

SCHOOL DIRECTORY

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The next term in "Principles and Practices of Real Estate" for men and women interested in the buying, selling, and holding property opens Tuesday, March 28th, at Eastern School 775 Broadwater Ave., Bayside, 5:00-8:00 P.M. This 3 months' evening course is approved by the State Division of Licensing Services as equal to one year's experience towards the broker's license.

For Additional Information call at the school, 721 Broadway, N.Y. 3, AL 4-4600.

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OVER a thousand civil service employees from chapters of the Civil Service Employees Assn. throughout the State packed the open hearing in Albany recently to make known their dissatisfaction with the recent rejection of an upgrading appeal for clerical State employees by J. Earl Kelly, State Director of Classification and Compensation. The public hearing was held before the State Civil Service Commission with Mrs. Ersa Poston, commission president, presiding. In addition to the group which crowded into Chancellor's Hall, bottom, center frame, individual CSEA members visited with their legislators to seek their support. Meeting with the legislators are, top, left to right frames: Senator John Flynn of Westchester, chairman of the Senate Civil Service Committee, meets with William Blom, CSEA research director; Assemblyman Joseph St. Lawrence, center, of Rockland County meets with John Flood and Mary Snay, both of the Rockland State Hospital chapter, CSEA; Marguerite Torres, left and Rebella Euphemia, both of the Rockland State Hospital chapter discuss the clerical employees' plight with Assemblyman Gordon Cameron of Orange and Rockland Counties. Bottom row, left frame, shows Charles Monrue, second vice-president of the State University at Farmingdale chapter, CSEA, left, and Julian Duffy, president of the Pilgrim State Hospital chapter, meeting with Senator Prescott B. Huntington of Suffolk County and right frame, Miss Euphemia, left, talks with Assemblyman Benjamin Gilman of Orange County while Mrs. Gilman looks on at right.