Federal Employee Guide on Promotion, Resignation, Leave, Transfer, Retirement

All employees are interested in their hours of work, their chances for promotion—how promotions work, what happens if they want to resign, how sick leave is handled, what happens in retirement contributions.

All these important facts are outlined in a guide for employees of the War Department and the Procurement Division. The guide, issued to employees at all points, is designed to make it clear and easy for all Federal employees to understand their rights and duties.

**Work Hours**

All employees, with a few stated exceptions, are required to work 8 hours a day, 6 days a week. Different officers have different schedules. Ask your supervisor when what hours are kept in your office. If you work Sunday, you are entitled to take your day off some other time during the week. Work loads may force supervisors to require longer hours and to depart occasionally from any schedule they have fixed. Congress has granted Government workers overtime pay for more than 40 hours a week. The necessity for work in excess of 48 hours must be certified in advance by your supervisor for overtime pay.

**Promotions**

In the Civil Service there are several ways in which you may be promoted:

1. If you are qualified, you may be considered for a vacant position in a higher grade if such vacancy exists. This may be a newly created position created by additional functions, or a position which has been vacated due to separation or promotion of another employee.

2. The job in which you are employed may accumulate additional duties and responsibilities which warrant a higher grade.

3. You may receive an increase to a higher salary level in the same grade by reason of your growth in service and efficiency. This increase is commonly known as a “Within-Grade Promotion.”

If your efficiency rating is “Good” or better and you are in Grades CAF-1 to CAF-10, or in Grade CPC-1 to CPC-10, or in Grades CPC-1 to CPC-10, you are eligible for a within-grade promotion every 18 months up to the middle grade. When you have reached the middle grade, your efficiency rating must be “Very Good” or “Excellent” to receive further promotion. If you are in Grade CAP-11 or up, or in Grade P-4 or up, you have an efficient rating of “Good” or better and you are eligible for promotion every 20 months up to the middle grade of your grade. However, you may go beyond the middle of your grade, your efficiency rating must be “Very Good” or “Excellent.”

**Resignations**

It is assumed that when you accept to accept employment you intend to continue with the organization for the duration of the war so long as your services are satisfactory. If for some reason it becomes necessary to resign your resignation, it is required that a written notice be given to your supervisor at least 7 days prior to your last day of work unless extremely unusual circumstances, such as serious illness, make it impossible for you to remain on your job. When your resignation does not mean that you are released from your obligations. You are required to give the full equivalent of one month’s salary to the Government for the privilege of not working for them. You are required to discharge your immediate obligations, such as to your employer, and to notify the person who is responsible for your immediate supervision that you are resigning.

**State Association Blasts Board; Condemns Mental Hygiene Conditions**

ALBANY—Declaring that conditions in mental institutions of the State, affecting both personnel and patients, has become not only “critical” but “intolerable,” representatives of the employees last week demanded a showdown on salary adjustments from the Dewey Administration.

At a meeting of the Salary Standardization Board, John T. De Graff, counsel, and Jesse McFarland, of Social Welfare Department, both representing the Association of State Civil Service Employees, put it up squarely to the Board to make quick and fair determination of the thousands of salary appeals still pending.

It was by all odds the strongest and most forceful presentation in behalf of the institution employees ever thrown into the lap of the Board and the Dewey Administration. In effect, the Association representatives told the Board that if no action is taken very soon, the Association will go to Governor Dewey himself and make the situation an issue at that time.

Arguments advanced by Mr. De Graff and Mr. McFarland were based upon a foundation letter sent by President Shoro to Budget Director John E. Burton and Dr. Newton J. T. Bigelow, chairman of the Salary Standardization Board. Following that letter, the five-point declaration of independence for institution employees, said the Association was through with excuses and delays, and now wants action and they are willing to accept a written notice from the Board to make quick and fair determination of the thousands of salary appeals still pending.

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**New York State Employee News Begins on Page 7**

**Hundreds of High-Pay Jobs Open; Many Are Permanent**

**Examine These Opportunities**

All Ages—All Occupations—See Pages 2, 10, 12

**War Dept. Staff Gets OK on Night Work Pay**

WASHINGTON—Personal heads of all branches of the War Department have been notified of the Comptroller General’s decision making it mandatory to compute night overtime at the night rate. War Department heads that the decision is retroactive back to January 1, 1934, when the overtime was paid.

As yet, however, no effort has been made to notify the rank and file employees of the War Department of the decision and that they might have money coming to them if they ever worked on a night shift. The GAO decision and it was up to the employee to file a claim for the money and not the responsibility of the department to go out and find any money except on a claim.

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Civil Service Leader

Wednesday, August 29, 1944

For Federal Employees

All the Answers to Your Retirement Queries

For problems we have no concerns—and chief—Federal employees at the working of the U. S. Retirement Plan. In line with the policy of keeping readers fully informed of Government rules and regulations, THE LEADER prints this week’s survey of the retirement system. Prepared by the Federal Civil Service Commission, but written in a vernacular style so all will understand, THE LEADER presents the plan in answer to the questions of the average reader. Also, you have the privilege of making voluntary contributions to purchase additional annuities, subject to certain limitations and restrictions by the employing office. Optional retirement is permitted at earlier ages and with the least possible harm to the employee.

If you serve as much as 5 years and leave the service for any reason you will be entitled to receive a pension. A person employed by the Federal Government for reductions and to define the policy of keeping readers fully informed of Government rules and regulations.

Executive Order 9154 dated May 1, 1942.

Your Retirement Queries

(Continued from Last Week)

Washington — There’s a chance that Federal employees
who are not subject to another retirement system for such personnel,
will be covered are these pressing issues when they
have hit upon a bright idea.

Is the idea fundamentally a sound one?

How Post-War U.S. Jobs Will Be Terminated

From clerk-type through elevator operator to cutter’s helpers—jobs are open to these and many other categories at the New York City Quartermaster Repair Warehouse.

U.S. Phone Gals To Get More Promotions

WASHINGTON — A suggestion creating additional promotional opportunities for experienced telephone operators was sent to the heads of Federal agencies.

How to Service Your Radios

WASHINGTON — There’s a chance that Federal employees
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Ameriprise

8.77

Change

19.00

To alter the arrangements of mirrors and chairs in the lobby where fund drives are held, the LEADER will carry the results of the discussions.

To set levels of competition between Federal employees in agencies which suffer reductions in force, the LEADER will carry the results of the discussions.

$10 to $250 Awarded To Employees With Ideas

An employee of the Army Air Forces in New York City did not like the arrangement of mirrors and chairs in the lobby where fund drives are held. She suggested an idea to improve the setup, which was adopted. Her suggestion was honored with a $100 award. A new method to be used in terminating conscripts brought $25 to Frederick C. Cook, a United States Naval Reserve officer. The suggestion is typical of the ideas which bring each of the millions of Federal employees to their actions.

3. Is it practical in the sense that it can be immediately adopted?

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Whitewings Will Work 5 Hours On Labor Day

Labor Day means 5 hours work for thousands of employees of the New York City Civil Service. The law guarantees the free day, and sweep the streets will have their schedules arranged so that they will work on the day. However, some will have to work their first day of eight hours, and they will be given time off to the future to make up the difference.

But the Emergency Sanitation Department will hire on a temporary basis to make up the number that will have to stay. They will be paid in full eight hours.

Latest Report On Subway Promotion Tests

Here is the latest report on the present standing of recent tests as to the New York City Civil Service Commission for employees of the City transit lines.

Assistant Foreman (Car Control)—Written test being rated. Assistant Foreman (Cable and Switch)—Written test being rated. Assistant Foreman (Motor Car)—Written test being rated. Assistant Foreman (Power)—Written test being rated. Assistant Foreman (Shop)—Written test being rated. Assistant Foreman (Trainman)—Written test being rated.

Clerk, Grade 3—Written test will be held Oct 15.

Clerk, Grade 4—Written test will be held Oct 15.

Foreman (Cars and Shops)—Written test will be held Oct 15.

Workers (Original)—Written test will be held Oct 15.

Machinist (Sh strictures)—Written test being rated.

Machinist (A, B, C, D, F)—Written test being rated.

Millorman—Qualifying practical test being held on Oct 15.

Two Distribution Maintainer—Written test being rated.

Trainman (Cars and Shops)—Written test will be held Oct 15. Trainman will be promulgated shortly. Transmitter—Written test being rated.

Welder—Written test being rated.

Lady Bowlers Get Ready for Full Season

September 3 has been set as the opening date of the Ladies Bowls League of the New York City Civil Service Department. The season will continue through the month of March. The games will be played on Saturdays.

The following sixteen team have already entered the league, and others are expected to join. The season will be governed by the League's rules.

What Will Happen When NYC Veterans Return?

New York City employees had cause to wonder last week what will happen when the service men and women return to their places of work. This question came to the fore when it became known that Mayor La Guardia has set a new-all time record for delays.

But after the eligible list has been exhausted, only three clerks could be found who were willing to accept the positions at $1,200 a year.

As a result, anybody who would want to take a provisional job at that salary must open his own army at the Sanitation Personnel Bureau and submit his name to that agency. Then the veteran can be taken care of in the army.

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Wanted a Clerical Job With the NYC Sanitation Dept?

A few weeks ago, the LEADER told how the New York City Civil Service Department was giving positions to hire nine clerks, to fill almost every vacancy.

But after the eligible list has been exhausted, only three clerks could be found who were willing to accept the positions at $1,200 a year.

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What Will Happen When NYC Veterans Return?
## Names of Successful Candidates in NYC Clerical Examinations

**Promotion to Clerk, Grade 3, Office of the President of Manhattan, Board of Education**

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<tr>
<th>Name</th>
<th>Grade</th>
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<tr>
<td>Agnes P. Storey</td>
<td>3</td>
<td>Office of the President of Manhattan</td>
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<td>Vin. E. Mahood</td>
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<td>L. A. Lieberman</td>
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**Promotion to Clerk, Grade 4, Department of Water Supply, Gas and Sewer Systems**

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How a NYC Clerk Can Become an Administrator

Some New York City departments have lately made a habit of changing the titles of Grade 5 clerks to Administrative Assistant. Such changes have been approved by the Civil Service Commission, and last week the Commission outlined the policies to determine Commission approval.

1. This change is limited to positions with a salary of $2,000 or over.

2. The duties, responsibilities, qualifications, and other personal characteristics of the employee being changed are to be examined.

3. This rule is for administrative positions in the department before this change is approved.

4. The Increase is expected to have an "exact and detailed knowledge" of the functions of his department and of the government of the City of New York. Appropriate里面有姓名的 municipal employees who received promotions must be included.

The Following Table Is for You

Names added to the list of municipal employees who received promotions.

If you are on the eligible list for the following, you can find out where you stand by checking at the Certification Bureau of the Department.

The need for administrative assistants.

1. This change is limited to positions with a salary of $3,000.

2. Their salaries should be reasonable.

3. Their complaints include:

   1. They have been waiting too much overtime.

   2. They have been doing similar work.

   3. Some of them have prevailing wage complaints.

   4. Some say their positions aren't filled.

   The Civil Service Board is responsible.

Fire Dept. Civilians Would Like Attention, Too

The uniformed men in the fire department and their families, and the people who write them, are principal supporters of the fire department.

1. Their families are mainly in the City of New York. The people who write them are.

2. Their families are in the City of New York.

3. Their families are in the City of New York.

4. Their families are.

CASH BUYERS Waiting for 1 and 2-family homes: See Walter GLEESON 117-00 Hillside Ave. LIC 2-0515

HOMES FOR SALE

List of available homes.

1. A group of employees of the NYC Department of Sanitation recently received increases in salary, effective August 15, 1944.

   2. Their salaries should be reasonable.

   3. The large delegation of Sanitation employees servicing the Church of St. Thomas the Apostle in Woodlawn, July 7.

   4. Some of them have prevailing wage complaints.

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DPW Employees Are Promoted

Another group of employees of the Department of Water Supply, Gas and Electricity, as Public Service, has been promoted.

1. The promotions were announced.

   2. The employees involved.

   3. The promotions were announced.

   4. The employees involved.

   5. The promotions were announced.

   6. The employees involved.

   7. The promotions were announced.

   8. The employees involved.

   9. The promotions were announced.

   10. The employees involved.

   The employees are.

Hiring.

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The Civil Service Board is responsible.
Unemployment Pay
For Gov't. Employees

I t would be interesting if it were possible to study the views of those responsible, members of the Ways and Means Committee, who have just thrown out a provision for unemployment compensation to Federal employees. Certainly they could not have been thinking too deeply.

Here's what it means—if the House upholds the Committee, this would be the last insurance out of the George bill.

It means that Federal employees are going to seek an exit from their present jobs—but quick! At the very time when government is urging all U. S. employees to stick it out, those employees are going to bolt into private jobs as fast as they can. In private jobs, they'll get unemployment compensation at the war's end, if they should be laid off. But they'll make sure, in remaining posts, they'll get nothing. So the first effect of the failure to grant unemployment compensation to Federal employees will be a large exodus, consequent diminution to the efficiency of Government departments, and possible harm to the war effort. Only had they felt it imperious to carry an editorial addressing Federal employees to stick it out, but they didn't. They really hired them for leaving when they see themselves so unfairly treated.

To hear some of the Congressman talk, you'd think they were going to benefit from Federal employees which employees in private industry don't have. Actually, the reverse is true. The employee in private industry, for the most part, is a paid employee. The Federal employee, on the other hand, is paid to do his job. It's like saying: Let's leave our Navy Yard and Army arsenal workers to the war effort. Only last week The LEADER felt it important to bring to the man-in-the-street a turn over of workers which employees in private industry don't have. But you can hardly blame them for the war is now. Why should they be discriminated against, out to stick to the job. But you can hardly blame them for the war is now.

The motto of the State is Ex- tended to the man- ception, doesn't go along with penditures, doesn't go along with the precision of the State. It surely isn't fair to pay one employee and the employee to be- teen. It was PAL, putting on one of the best labor fests that had his audience worked on. The men who work out of work. They have a right to be laid off, but the employee who is going to stick and do the best he can for the war, to send over their wives. This isn't a condition due to the tolerance-and-good-will work- ers. The only way the Army will ever be able to do it again—unless offended. The chief job of this bureau is to see that the Government employs are going to seek an exit from their present jobs—but quick! At the very time when government is urging all U. S. employees to stick it out, those employees are going to bolt into private jobs as fast as they can.
State Assn. Sets Up Veteran Aid Bureau; Help Available For Enlisted Employees

ALBANY—Although the State has set up a veterans' information bureau headed by Captain Hugh A. Drum, the Association of State Civil Service Employees has decided to create a bureau of its own designed to give information and advice to employees of state executive service exclusively.

With approximately 6,500 State employees enlisting in the armed forces this year, the executive committee of the association believes that there is a need for establishing a State workers' veterans' service bureau. Inquiries from men and women employees seeking information about going to war and what to do in the event that they are drafted, in addition to the question "I have accepted a commission, when do I report?" and "What do I do when I return?" Many of the State employees are going to service with out any knowledge of what their future holds, and in some cases, men are going to service with the safeguards accorded to employees in classification, pay scales, pensions, or other features of the Service which a private employee would receive.

The committee is working on a legislation which would create the bureau, which would be a service bureau and would have no executive power.

The bureau would be set up to help employees make decisions which will have a direct bearing on their future positions in the Service and their futures in the Service. It would help employees determine if they are eligible for the veteran's compensation that is being offered under the terms of the Federal and State veteran's laws. It would also help them decide their eligibility for other benefits.

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Salary Board Delay Condemned By State Assn.

(Continued from front page)

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onsponsibility  for  this  condition  rests
spelled  it,  verbally,
Budget.  We  believe  that  the  fol-
the  basic  wage  scales  which  have  been
 thwarted  and  the  basic
Hamilton  law  was  designed  to  put
rates  in  effect  for  departmental
"do-nothing"  policy  under  which
the  institution  employees  on  a
were  concluded  several  months
after  the  original  errors  were
Amil  1,  1945—a  year  and  a  half  !
ized
on  October  1,  1943,  were  hope-
in  classification  are  being  cor-
an  independent  body  free  from  the

Director  determines  to  exercise  the  law  as  it  exists  today.  Pro-
the  Standardization  Board  will
wage  rates  should  be  made
in  effect  for  the  present  year.

The  Socialist  Standardization  Board  was  the  result  of  a
for  a  position  in  a  uniformed
department,  or  a  Department  of
under  the  Federal  selective
military  service  law  which  reserve  military  or  naval  forces
You  were  reached  for  ap-
while  in  military  serv-
being  away  and  are  not  granted
status  under  the  law.

if  you  were  on  an  eligible  li-

Clifford  C.  Shoro
Renominated
By Assn. Board

ALBANY—Clifford  C.  Shoro,  State  Civil  Service  Employee,  has  been  nomi-
by  the  nominating  committee  of  the  State  Civil  Service  Employees  and  his
Secretary  of  a  new  committee  that  is
the  Board  of  Directors  of  the  Board  of

The  salary  rates  are  fixed  to  give  effect
to  the  new  schedule  and  are  inade-
quately  inequitable  and  unwise  in
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departments  of  this  State.
Visitors on vacation to recent vacations: Laura Lake, Foster Foster. Herbert Buchanan, Mrs. Thomas Mary Scritto. Virginia Wright, Mrs. Robert Jones. Agnes Anderson, Edna McNeil. Beulah Lewis, Ruth Ricciuti, Isabella Zullo, Billie Ashley. Laura Luke, Foster Foster. July. 26, 1944. Registration of these student nurses has been announced. The following information: 

Lance J. Frant, The Chaplain. Formerly an instructor in Biochemistry to Mrs. Anne Guilbert and Harold Dunbar.Edwin Cooper, Jr., has resigned as Assistant Principal. The following information: 

...pital, Springville, N. Y. After one year's affiliation, Charles Gaffney, Clifford Long, Mildred Luce, Orabel Milks, Edna Mae Cole. The assembly hall with good at- 

Those deserving of recognition because the work they're doing is 100% behind the scenes. Informal round table discussions, a job home, and a spirit of camaraderie served in the assembly have brought about three benefits of this character. The meetings are held the first Saturday evening of the month. The recent business has included the exhibition of the Chaplin commission, preparation for the annual meeting and plans for increased activity.

Lance J. Frant, The Chaplain. Formerly an instructor in Biochemistry to Mrs. Anne Guilbert and Harold Dunbar. 

The performance of these new duties, provision has been made for the current State budget for 40 additional examiners in the Municipal Affairs Division of the department, Civil service examinations for the following positions have been held:

1. Auditor of Curriculum. 30 candidates, held January 22, 1943. Rating of the written examination is in progress.
3. Junior Statistician. 1180 candidates, held May 6, 1944. Rating of the written examination is in progress.
5. Junior Engineer. 20 candidates, held June 24, 1944. Rating of the written examination is in progress.
6. Junior Tararole Officer. 12 candidates, held July 15, 1944. Rating of the written examination is in progress.

A complete catalogue may be obtained by writing to the school at 690 Park Avenue, New York City.

W. BAR is proudly as an identification of your role in the war effort. Here is the only civilian honor badge available to those deserving of recognition because the work they're doing is 100% behind the scenes. If you're proud of the part you're playing—if you have earned the right to wear this pin ... order it today!
Government Openings

This is a general information which you should know about the Civil Service and the positions employed. You must be eighteen or over allegiance to the United States. (1) Applicants must be physically and educationally qualified. Certain positions and must at least be deficit of defects which would constitute employment hazards. However, you must first secure the qualifications and stop interfering with their ability to perform the duties of the positions, are urged to apply. (2) Persons who are temporarily classified or discharged members of the armed services. War service and workmen of this discharge are available on preference and are notified in accordance with the regulations of the Civil Service Commission.

To secure copies of the regulations governing the Civil Service and the positions and to look up the qualifications and standards of the examination, you may write to the United States Civil Service Commission. After securing the necessary information, you may apply for admission to the open positions by writing to the Director of the Second U. S. Civil Service Commission, Second U. S. Civil Service Region, Federal Building, Christopher Street and Washington St., New York.

Regional Training Consultant

United States Civil Service Commission

Regional Training Consultant


Closing date Applications may be filed at the Second U. S. Civil Service Region, New York City, or at any first- or second-class post office in which this notice is posted.

Salary and hours of work. The salary ranges from $22 to $28 a year and amount of required experience. The minimum annual salary is $22 and the maximum $28 a year. It is recommended to apply for this position at the beginning of the Civil Service examination period.

Annual salary for this position is not available at any post office, except in the Second U. S. Civil Service Region. New York City.

Minimum qualifications. Applicants must be at least 24 years of age and must have completed at least three years of college. Applicants must also have been employed for at least three years in a similar position.

If you are interested in the position, you may apply by writing to the Director of the Second U. S. Civil Service Commission, Second U. S. Civil Service Region, Federal Building, Christopher Street and Washington St., New York.

When you have spotted the job that suits you, write to the Director of the Second U. S. Civil Service Commission, Second U. S. Civil Service Region, Federal Building, Christopher Street and Washington St., New York.

Because you'll need a certificate of service. Position.

Credit will be given to all valuable statements as to their experience, and on the conditions of their experience and fitness, on a service. When you have completed the examination, you may apply for admission to the open positions by writing to the Director of the Second U. S. Civil Service Commission, Second U. S. Civil Service Region, Federal Building, Christopher Street and Washington St., New York.

When you receive the notice of appointment, you should report at the New Jersey and New York.

United States Civil Service Commission.

New Jersey and New York.

MEMBER OF THE ARMED SERVICES


To secure copies of the regulations governing the Civil Service and the positions and to look up the qualifications and standards of the examination, you may write to the United States Civil Service Commission. After securing the necessary information, you may apply for admission to the open positions by writing to the Director of the Second U. S. Civil Service Commission, Second U. S. Civil Service Region, Federal Building, Christopher Street and Washington St., New York.

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When you receive the notice of appointment, you should report at the New Jersey and New York.

United States Civil Service Commission.
SALESMEN WITH CARS

To sell low-priced, near-by, Long Island acreage for Victory Gardens. No previous real estate or selling experience necessary. Wife or partner must accompany man when making appointments. Evening, Saturdays, Sundays, and after work hours. 16 yrs. or over. Weekly $25.00 plus 10% commission. Apply Employment Office, 502 Hudson St., N.Y.C. Room 806, 500 5th Ave. N.Y.C. Permanent job.

SALESMEN——FEMALE

for Victory Gardens. No selling experience necessary. Previous real estate or advertising experience necessary. Must be capable of handling appointments, evening, Saturday, Sunday, and after work hours. New York City. Good pay. Apply Employment Office, 502 Hudson St., N.Y.C. Room 806, 500 5th Ave. N.Y.C. Permanent job.

MEN——PART TIME

PART TIME EXPERIENCE PREFERABLE — NO EXPERIENCE GOOD PAY

John B. Moore, President

Gardens Mfg. Co., 303 W. 43rd St.

Revlon Products Corp.

415 W. 33rd St.

N. Y. C.

Part Time — Full Time


MECHANICAL OPERATORS

TOOLMAKERS

DRILL PRESS HANDS NEW ENGINE LATHE

MACHINIST

GRINDERS


WANTED!

TEST SET TECHNICIANS

RADIO OR ELECTRICAL ENGRS. FOR RESEARCH AND DEVELOPMENT

Apply Employment Office, Appendix Dept., New York City.

INSTRUMENT MAKERS

Machinists or men with precision tool shop experience for filling subcontract on military job. Apply Employment Office, Appendix Dept., New York City.

Western Electric Co.

403 Hudson St., N.Y.C.

Good, steady, permanent job.

MEN

NO EXPERIENCE

MEALS AND TRAVEL EXPENSES

PULL OR PART TIME

Bakers

Laundry Washers

Dishwashers

Potwashers

Porters, Day or Night

Good Pay, Good Appearance

SCHRAFT'S

APPLY ALL DAY

50 W. 23rd St., N.Y.

Or Apply 8 a.m. to 8 p.m.

1931 Broadway, 23rd St.

GUARDS PORTERS

HORN SIGNAL MFG. CORP.

73 Varick St., N.Y.

Overnight

GUARDS

PORTERS

Man wanted as guard and electrician. Must be reliable, have experience. Apply 3:30 p.m. to 10:30 p.m.

All Welding

Highly Recommended

MAN

MANAGERED

HORN SIGNAL MFG. CORP.

73 Varick St., N.Y.

Electrical, wire and cord, switchboard. Man who can weld desired.

BATTERIES

BOYS WANTED

Mechanically inclined

Apply Employment Office, 502 Hudson St., N.Y.C.

Advance Tool & Machine Co.

403 W. 33rd St., N.Y.C.

PREFERRED

Of R.C.A. Communications, Inc.

Radio Telegraphers

We will employ you if you possess a knowledge of typing and prefer to learn telegraphy. Apply weekdays except Saturday, 9-1 p.m. and Monday, 3-6 p.m. Good work conditions. Apply Employment Office, 502 Hudson St., N.Y.C. Room 806, 500 5th Ave. N.Y.C. Permanent job.

CANDY PACKERS

21 to 45 years.

AMERICAN AIRLINES

NEEDS YOUNG MEN 17 to 24, physically fit, for work at airport, for various positions. No experience necessary. Application form: American Airlines, Inc., 1381 Bway, nr. 38 St., New York City.

STOCK CLERKS

Young men 21 to 30 years old, with no experience necessary. Permanent position with large downtown department. Corporation, 56 W. 23rd St. and stock room. Stock consists of stationery and office supplies. Clerks must be men, women or girls. Excellent opportunity. Pay per week $75.00 per week. Apply Employment Office, 502 Hudson St., N.Y.C.

STOCK CLERKS

Young men, women or girls. Good opportunity for advancement. Age, health, experience, salary desired. Apply Employment Office, 502 Hudson St., N.Y.C.

DRAFTSMEN

Mechanical, Experienced Machinist, 50 cents per hour, Salary desired. Good Opportunity. CIVIL SERVICE LEADER 726 W. Avenue, New York City.

DRAFTSMAN

with experience.

CIVIL SERVICE LEADER

726 W. Avenue, New York City.

AMERICAN MILKING

21 to 40 years. Good work conditions. Apply Employment Office, 1381 Bway, nr. 38 St., New York City.

APPLY FOR THE PULLMAN CO.

EMPLOYMENT OFFICE

Room 2612, Grand Central Terminal, New York City or Railroad Retirement Board, 54th Avenue Avenue, New York City.

(Application Form Required)

APPLY ALL DAY

Salesmen with Cars

To sell low-priced, near-by, Long Island acreage for Victory Gardens. No previous real estate or selling experience necessary. Wife or partner must accompany man when making appointments. Evening, Saturdays, Sundays, and after work hours. 16 yrs. or over. Weekly $25.00 plus 10% commission. Apply Employment Office, 502 Hudson St., N.Y.C. Room 806, 500 5th Ave. N.Y.C. Permanent job.

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PART TIME EXPERIENCE PREFERABLE — NO EXPERIENCE GOOD PAY

John B. Moore, President

Gardens Mfg. Co., 303 W. 43rd St.

Revlon Products Corp.

415 W. 33rd St.

N. Y. C.

Part Time — Full Time

Al's Clothing Exchange
132 Myrtle Ave., off Flatbush Ext. 7801 13th Ave. Brooklyn, N. X.

PRERE trial fitting. Consultation welcome.

KAN DILL'S STUDIOS
240 Broadway, New York City

$1510.00 to $4710.00

Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.

KAN DILL'S STUDIOS
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480 Broadway, New York City

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KAN DILL'S STUDIOS
500 Broadway, New York City

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Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.

KAN DILL'S STUDIOS
520 Broadway, New York City

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Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.

KAN DILL'S STUDIOS
540 Broadway, New York City

$5410.00 to $5710.00

Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.

KAN DILL'S STUDIOS
560 Broadway, New York City

$5610.00 to $5710.00

Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.

KAN DILL'S STUDIOS
580 Broadway, New York City

$5810.00 to $5710.00

Call Andrew Orndorff, Radio Dept. will line up new line of the newest records.
YOUR BLOOD CAN SAVE HIS LIFE

Blood plasma is ammunition.

Only you on the home front can provide that blood so necessary to carry on at the battlefront.

There are many others in your department who are helping to provide life blood for America's fighting men.

Have you done your part?

Call your Red Cross blood donor service today for appointment.

The pint of blood you give, painlessly, may mean the difference between life and death for someone's brother or husband or father.

In New York City

BLOOD DONOR SERVICE - 2 East 37th Street, N. Y. C.

Murray Hill 5-6400

This Advertisement Is a Contribution to America's War Effort by

AMERICAN CHAIN LADDER - A SUPPORTER OF THE BLOOD BANK
BREWSTER AERONAUTICAL - A FRIEND OF THE RED CROSS BLOOD BANK
MUSMAN & PINCUS
Government Will Pay You To Learn Trade; 16-Year Olds OK

Men and women are wanted by the War Dept. to train for positions as Aircraft Mechanics for duty at the Rome Air Service Training Center, Rome, N. Y. Applicants must be citizens at least 16 years of age and able to perform mechanical and physical work. There will be two-month training period in New York City. Upon completion as a trainee he will receive $175 per month during a seven-month training period in New York City. Applicants interested should apply at Room 546, Federal Building, Christopher Street, New York City. All appointments in the Government are made in accordance with War Manpower Commission regulations.

Do You Like to Drive? Earn $24 Per Week

If you'd like to drive a car and want to drive out into the country on weekends, you can make as much as $24 a day taking tourists out to Highlands Mountain Lakes, 28 miles from Times Square on Saturdays and Sundays. The company is paying $12 per trip and you keep what you earn normally. Apply at the 15th Floor of the Herald Tribune Building, 220 W. 41st St., between noon and 8 P. M. daily.

NO FOOD AT CITY BUILDING

Lunchtime traffic in the New York City Municipal Buildings has driven down instead of up recently. The company is paying $12 per trip and you keep what you earn normally. Apply at the 15th Floor of the Herald Tribune Building, 220 W. 41st St., between noon and 8 P. M. daily.

Walt Disney's

"THE FANTASIA"
A mammoth screen musical masterpiece created by Walt Disney and his entire staff. This animated film exhibition will be screened at the Hollywood Theatre.

"THE DUCHESS" the Warner Bros. all-star comedy is being showcased at the Hollywood Theatre. Screen news has also been made by the absorbing Paramount film, "The Big Meet Again" which is at the Rivoli Theatre and stars: Jean Arthur, Brian Aherne, Patricia Ellis,... "Mr. Skeffington," the loveliest of RKO pictures, will end its fourteenth and final run at the Hollywood Theatre. "Klondike" the M-G-M Technicolor film, stars Marlene Dietrich and Ronald Colman is breaking attendance records at the Astor. Screen fans will be happy to hear that John Garfield will star in the Warner Bros. film "Somebody Lives Forever."... Castliffs, Mexico's leading comedy star, will be under the banner of KKO in his first English speaking production, which incidentally will also be made in a Mexican film. "Brat," Samuel Goldwyn has acquired an original in "Dome Again," which deals with the problems and readjustments of men and women back from the fighting fronts. For tips on entertainment, the Village Vanguard can't be beat.

Varney's

for the love of the Service Hour

Tuesday, August 29, 1944

Civil Service Leader

Page Fifteen

NYC Retirement System: How the Reserves Work

Past three in the explanation of the workings of the New York City Employee Retirement System, prepared for the Civil Service Leaders by Ralph L. Van J. Veterans Administration. You derived contributions. Chief is being revised again as

NAME

Contingent Reserve Fund

The Contingent Reserve Fund, as the name suggests, is a reserve fund for the city's contingencies and emergency cases. The fund is derived from annuities and benefits in lieu of annuities and from the Annuity Reserve Fund. It is set aside to cover unexpected expenses that cannot be covered by the Annuity Reserve Fund.

Annuity Reserve Fund

The Annuity Reserve Fund is used to provide retirement benefits to employees who have retired. The fund is derived from the contributions of the employees and the city, as well as from the earnings of the fund. The fund is invested to ensure that it will be able to pay out benefits to retirees in the future.

Pension Reserve Fund

The Pension Reserve Fund is the fund used to provide retirement benefits to employees who are still employed. The fund is derived from the contributions of the employees and the city, as well as from the earnings of the fund. The fund is invested to ensure that it will be able to pay out benefits to retirees in the future.

Savings Reserve Fund

The Savings Reserve Fund is the fund used to provide savings for employees who are still employed. The fund is derived from the contributions of the employees and the city, as well as from the earnings of the fund. The fund is invested to ensure that it will be able to pay out benefits to retirees in the future.

The New York City Employee Retirement System is a comprehensive retirement system that provides benefits to employees who have retired or are still employed. The system is funded through contributions from employees and the city, as well as from the earnings of the fund. The system is designed to ensure that employees will have a secure retirement.
Real Mountains! Real Lakes!

YOUR OWN ESTATE WITH YOUR OWN DOCK and BATHING BEACH

Only 50 Minutes from Times Square

This Scenic Paradise now available for summer and YEAR ROUND living — 5 MILES OF ACTUAL WATERFRONT PROPERT. BATHING—BOATING—FISHING — HUNTING—SKATING

YOUR HOME $150 DOWN $15 A MONTH

On Our Home Savings Plan

Choose from different types and sizes of alta modern, post your hand. ACTUAL LAKE AND RIVER FRONT locations, BILLTOP and BILLSIDE sites. Sweeping scenic views. TOWERING TREES.

$2990 up Summer Homes
$3990 up Year Round Homes

Model Homes on Property

PAVED STREETS, ELECTRIC, CITY WATER, etc.
3 SHORT BLOCKS FROM RAILROAD STATION, BUSES, STORES, SCHOOLS, CHURCHES

YOUR CLUB HOUSE

Our acceptance of your down payment on a home or a location makes you a full fledged member of this completely equipped country club with its spacious lounge, big dining rooms, rustic bar, dance floors and 20 guest rooms. Property owners enjoy unsurpassed recreational facilities: Fins and BATHING BEACHES. Concrete swimming pool, tennis and hand ball courts, CHILDREN'S PLAYGROUNDS. You can LIVE here like a millionaire for LESS THAN THE RENTAL OF AN AVERAGE APARTMENT. Why not start enjoying your privileges as a property owner AT ONCE.

TIMES SQ. EXHIBIT
on the 16th Floor of the HELD ALAD TRIBUNE BUILDING, 230 West 41st Street. See a complete Model Home—fully furnished. See acres of RAMAPO MOUNTAIN LAKES, also pictures, models and plans of our "Homes of Tomorrow." Exhibit open daily to 10 P.M. Sundays to Noon.

PHONE Chlickering 4-0323

Sales have been sensational. We have been forced to open our second section, the "Giant Oak Tree" area. HURRY for a choice location. FOR FREE TRANSPORTATION and illustrated booklet, MAIL THE COUPON TODAY!

RAMAPO MOUNTAIN LAKES
Herald Tribune Building
230 West 41st St., N. Y. 16, N. Y.
Please send illustrated booklet showing pictures of your homes, also FREE TRANSPORTATION to lake.

NAME .................................................. CITY ........................................

Last Week's Happenings On NYC Eligible Lists

Certifications of eligibles on the eligible list for competitive and preliminary promotions in the various city departments went into effect last week. The following were the few new appointments to city jobs for which certification was made:

The Board of Transportation certified 5 Claims Examiners (p. 63) for the open competitive list for that position, at $1,500. Six femples certified teaching number 271.

Special Petitions. Bridge Painters
One temporary promotion to the Special Petition list was made by the Department of Public Works, Brooklyn. The petitioner, formerly a Bridge Painter, A. J. Sciascio, a member of W. U. 24s 3, was certified last week and on the list were certificated.

Guide to U. S. Regulations

(Continued from Page 1) when you are too ill to perform your regular work, or for six weeks in a single year, dental or eye work, or for the purpose of examination or observation.

Annual—If your appointment is for more than one year and you may earn annual leave at the rate of 1 day for each month plus an additional daily hour at the end of each year of your continuance in that appointment for the period of 1 year. All appointments are subject to your retirement or separation on or before the last day of your annual leave.

Sick—You earn sick leave at the rate of 5 days each month. If you use sick leave to make up for sick time off work, you will be credited with sick leave.

Military Leave—You may take up to a year of military leave. You may use sick leave to make up for time off work during your military leave.

Refusal to Work—You may refuse to work for a period of illness, but you must give your supervisor at least 24 hours notice before you can use your sick leave.

Retirement Benefits

If you are separated from the service, you may use your retirement benefits. You may use your retirement benefits for any reason, but you must give your supervisor at least 24 hours notice before you can use your sick leave.

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CRIMINAL CORRECTIONS

The Correctional Officer's list will be used to fill temporary vacancies in the Sheriff's Office. The list, to remain open for 90 days, was certified for the $1,800 post.

To fill vacancies at Court Assistant in the Domestic Relations Court, at $1,800, the open competitive list for special Police recruits will be used. Twenty-two names receiving number 143 were sent to the court.

Staten, Grade 4

The same day that the list for Corporation in Magistrates, Grade 4, Board of Assessors appeared, the first eligible on the list, Mary E. Fleming, was certified for the post.

Welfare Supervisor

Temporary promotions from the List for Assistant Supervisor (Social Service) in Welfare were indicated when 22 names, up to number 28, were certified for the $1,800 post.

Park Foreman

Promotions to Park Foreman are being made for a period of 4 weeks. Twenty-four names from the Park Foreman's list were certified for the first 10 names.

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