State Report Searches
Ten Civil Service Areas

In 150 pages of small type, the Civil Service Department is taking an inventory of the state's personnel. Commissioners are reviewing the entire operation in the interest of making the department as efficient as possible. The inventory will be useful in future recruiting and hiring of personnel.

The Civil Service Department is about to publish a book called "The State of the Civil Service," which will be distributed to employees as well as to the public. The book will be available for sale at the state libraries.

The personnel department is also working on a new system of classification that will be used to determine the qualifications of employees. This system will be based on job knowledge, skill, and experience.

Employee Activities

Syracuse

SPEDY get-well wishes are extended to the Employment Division, and vice president of Syracuse chapter, CSEA, who is confined in Crouse-Irving Hospital. His cheerfulness is in keeping with his usual spirit.

From the Public Works Department, it is noted that the department is now back in session and that there is a lot of activity going on.

The Civil Service Commission is planning a meeting to be held in the near future, to discuss some of the problems facing the department.

Reorganization

There is need for a more thorough reorganization of the Civil Service Department, in order to make it more efficient and to answer some of the criticisms that have been leveled at it in the past.

It is recommended that the department be reorganized into smaller units, each of which would be responsible for a particular function. This would make it easier to manage and control the department.

The reorganization would involve the creation of a new position for a director of personnel, who would be responsible for the entire department.

In addition, there is a need for more training of employees, in order to improve their skills and knowledge.

Incentive Pay

There is a need for an incentive pay system, in order to motivate employees to work harder and to achieve better results.

A study is being conducted to determine the feasibility of such a system, and recommendations will be made to the department based on the results of the study.

The Civil Service Commission is planning a meeting with the employees in order to discuss the possibility of establishing an incentive pay system.

Summary

The Civil Service Department is working on a number of important projects, in order to make the department more efficient and to improve the service it provides to the public.

The department is also working on a reorganization plan, in order to make it more manageable and responsive to the needs of the employees.

The reorganization would involve the creation of smaller units within the department, each of which would be responsible for a particular function.

Incentive pay is being studied as a way to motivate employees to work harder.

The Civil Service Commission is planning a meeting with the employees to discuss the possibility of establishing an incentive pay system.
Two Key Jobs Reclassified to Higher Grades

ALBANY, Nov. 16 — Two positions have been permanently reclassified and, as a result, there are now more than 5,000 employees working in the civil service.

The permanent changes, as of Oct. 1, were made by the State Civil Service Department in order to better utilize the employees and to enhance the effectiveness of the state.
A good time was reported.

Larry's greatest adventures were with the languages in France and Germany. In France the use of some personal utilities included some problems of adjustment, which were surmounted with customary American ingenuity. Larry has taken up his field duties again. If any unit has any special problems, please communicate with him at the Association headquarters. A B25 Biter, Albany, N. Y.

Hudson River State Hospital

A good time was reported.

Page Three
Activities of Employees in New York State

Genesee Valley Armories

The following committee chairmen were appointed by Genesee Valley Armory Employees chapter:

- CSEA: Membership, Lloyd Kuhn, superintendent of Culver Road Armory.
- CSEA: Budget, Herbert B. Leach, Culver Road Armory.
- CSEA: Roster, Frank W. Roemer, Main Street Armory.
- CSEA: Legislation, William F. Reulin, Main Street Armory.

Dan Donavan, of the Main Street Armory, retired after 20 years' service. Dan served on the Mexican border during World War I; as a member of the Marine Reserve during World War II; served as an instructor in the Marines during World War II; and was a captain in the Marine Reserve. Dan also retired, with 29 and 38 years' service. Dan served on the CCC, and was a captain in the Guard, serving as adjutant. He has returned home from the hospital and is doing nicely. The chapter sends best wishes for a speedy recovery to Gus Schicker, who is still in the hospital.

The activity was sponsored by the Department of Public Health and by the State Office Building around lunch time.

The chapter hopes the operation Glenn Dodge had in Monroe will speed his return to work. Rilla Underberg is studying for her doctorate in psychology. Good luck.

Everyone is proud of John Gravestone, chairman president, who is now in Albany Hospital. The activity was sponsored by the Department of Public Health and by the Department of Public Health and by the State Office Building around lunch time.

The affiliating student nurses presented a variety show, "Full Fantasy," at Custer Hall. The show was directed by Emmie Zachmann, Fred Erwin, recreation supervisor, was advisor and master of ceremonies.

St. Lawrence State Hospital

The patients of St. Lawrence State Hospital, who have decorated at the annual costume ball, really had fun. The judging committee — Dr. Alta Brown, supervising psychiatrist; Irene Curtindale, senior occupational therapist; and Mrs. Bower, a member of the City Guild — gave prizes to three couples, but they admitted the selections were not easy as all the costumes were excellent.

Here's hoping the deep sea fishing trip was successful.

CORRIGAN COUNCIL TO DANCE

The CORRIGAN COUNCIL TO DANCE will hold its 51st annual dance at the Henry Hudson Hotel, NYC, on November 24.
Planning for Retirement

Described

ALBANY, Nov. 16—Dr. Edmund Dyett, retired Trator psychologist, ad-
dressed the fourth meeting of the course "Preparations for Reti-
irement" which was given at the Troy YMCA. He was aided by a
panel composed of Mrs. Helen F. Price, supervisor of child welfare,
Rensselaer County Department of Public Welfare, and Frederick T.
Green, personnel manager of the Behr-Manning Corporation. Trov
Harold J. Marshall, executive vice
president, presided. The New York National Bank of Troy, pred
said. There were two reasons for this,
"First, because the very ac-
tivity of planning for the best kind of living possible for you after re-
tirement will be good for you. Self evaluation and self criticism are
good always; and, secondly,
be cause to have these plans succeed,
you must start putting them into practice in actual living all
through the years that lead up to retirement."

Use of Life Insurance

The ninth session of a five-
unit program took place on Thursday, December 4th, at 9:30 P.M. at the Troy YMCA. Raymond
Mossel of the Trator Savings Bank dis-

discussed "The Right Use of Life

EMIGRANT BANK

TO OPEN THIRD BANK

Bank. NYC. announced that about
new branch in the Equitable Life

Mr. Madden's own banking career
were spent in assisting develop-

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new branch in the Equitable Life

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were spent in assisting develop-

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You Can Bank On Us To Save You Money. Nationally Advertised
$10-Quality Hats for $3.50
THE BEST FOR LESS

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Optometrist—Orthoptist

330 W. 83rd St., N. Y. C.

By Appt. Only—W. 6-3019

Applications Now Open!

PATROLMAN

MINIMUM AGE NOW ONLY 18 YEARS!

Young men interested in this position should start preparation
without delay—the written exam is to be held Jan. 30.
BE OUR GUEST AT A CLASS LECTURE

Classes Now Meeting 2 Days Each Week in Manhattan and Jamaica of Convenient Hours.

Applications Must Be Filed Not Later Than 4 P.M.,

Friday, Nov. 20 for Open Competitive Exam for

INSPECTOR OF MUNICIPAL WORKS

Grade 3

Starting Salary $4,016 a Year

Promotional Opportunities—14 Appointed from Last Eligible List—Requires 5 years office or field work for Architect, Engineer, Surveyor or Real Estate Owner, or 5 years similar experience in building trades.

Class Meets TUESDAY at 7:30 P.M.

FULL CIVIL SERVICE BENEFITS INCLUDING PENSION

Our Next Civil Service Course Preparing for Written Test

Class Meets TUESDAYS at 7:30 P.M.

Applications Will Open Dec. 2nd for

Permanent Positions With T.Y. C. O. P. A. Underwriter Authority As

HOUSING OFFICER

(PATROLMAN)

Starting Salary $3,400 a Year

Promotional Opportunities up to $6,725 to Start

New York City Residence is NOT Required

No Age Limits for Veterans—Others 25 to 35 Years of Age

Minimum Height Only 5'-2"—Visits—64, 800

Class New Formulas—Requires for Details

Those who have filed applications for either of the following exams are invited to attend as our guests a class session of
our preparatory courses.

TRANSPORT PATROLMAN

MANHATTAN: TUES. & FRI. AT 1:15, 5:30 OR 7:30 P.M.

JAMAICA: TUES. & FRI. AT 8:00 OR 8:30 P.M.

CLERK

Grade 2

MANHATTAN: TUES. AND FRI. AT 1:15, 5:30 OR 7:45 P.M.

JAMAICA: WED. AND FRI. AT 8:00 OR 8:30 P.M.

Enroll Now Classes Starting for Next N. T. C. Exam for MASTERS ELECTRICIAN'S LICENSE

CLASS MEETS MONDAY & WEDNESDAY AT 7:30 P.M.

STATIONARY ENGINEER'S LICENSE

CLASS MEETS THURSDAY & SATURDAY AT 7:30 P.M.

MASTER PLUMBER'S LICENSE

CLASS MEETS MON. AND WED., AT 7:30 P.M.

Day & Eve Classes in

Vocational Training

AUTO MECHANICS

Applications for the following exams are invited to attend as our guests a class session of their

PRACTICE

Industrial Occupation

TERMINOLOGY

Professional Reading

The Delehaney Institute

"Nearly 40 Years of Service in Advancing the Careers of More than 50,000 Students"

Professional Training in Radio and TV Service and Repair

Applications for the following exams are invited to attend as our guests a class session of their

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Effective Offices

115 E. 16 ST., N. Y. 3

Sunday School—3:40

OFFICE HOURS: Mon. to Fri. 9 A.M. to 5 P.M. — Sat. 9 A.M. to 1 P.M.
Heavy Blows To Merit System

WHEN will public employees realize that the heavy blows to the merit system are blows to them personally?

At all levels of government—Federal, State and local—the merit system is taking a beating. The firings in Federal agencies, the efforts to weaken bipartisan control of civil service commissions, the reduction of protections now afforded to public employees, the continued treatment of civil servants as second-class citizens in labor relations and the violations of the merit system, are alarming.

Public employees have much at stake and cannot depend on civic organizations to do the job for them. A recent New York State legislative report on civil service advocates greater flexibility in the one-in-three rule, which is a primary protection to eligibles if the recommendation were adopted. It could introduce factors other than merit in appointment and promotion.

A change in atmosphere is essential. Leaders of public employees must undertake the task of re-educating the better government for the people is the goal.

Page Six CIVIL SERVICE LEADER

Civil Service Leader

CIVIL SERVICE LEADER, INC.
77 Madison Avenue, New York 3, N. Y.

CIVIL SERVICE LEADER

J. M. Miller, President

Question, Please

We are state employees, requested to work overtime in emergency situations. I am in the State Police and have worked about six years. Some of us don’t like the overtime idea. Is the C.T.S. acceptable or do you recommend that we object to this without hesitation? A. C. E. Any employee who is opposed to the departmental rules should report this to the immediate supervisor and one of the union representatives. The union should be consulted before it is decided that there is a problem. It usually covers the situation you describe.

As I am a provisional, and on the dole, I look forward to permanent work. I’m told that there may be a gap in my employment because the New York City Police Department is switching to a 28-day system. Has this plan been approved? A. C. E.

A gap is fair, since eligibilities are appointed in the order of seniority. If there is a gap, the eligible list, which even weight is the same, does not carry any weight. If the salary was frozen, you would be notified when you are eligible to be appointed.

That my U. S. annual leave hasn’t been enough, I would like to take my accumulated leave first. As I illustrated in the July issue, Can this be done? G. V. O. C.

Yes, it can be done. The leave must be exhausted before accumulated leave may be used. Also, all accumulated leave must be used within three years.

The maximum period, the policy has been about 10 years. Prior to Dec. 31, on an annual basis, the employee in regular service must accumulate at least 90 days.

PATRIOTIC WRITTEN TEST PUT OFF A WEEK, Provisional Issue

The date of the patrician written examination has been postponed by NYC from January 25 to January 27. Since the above limit is 18, the tests should coincide with the end of the exam day. Also, the Examining Board is in the process of reviewing the examination.

Salary Research Analyst, Civil Service Employees Association

Salary $342 which is $4,104 per year. Now let us look at the State side of the picture.

Grade 9 at $3,210, Grade 10 at $3,571, Grade 14 at $4,053. All of these college graduates’ salaries are below the February Illinois survey offers to New York State college graduates.

When one also considers that many entrance professional jobs in State service call for specialized education and two years of specialized work experience. These graduates were not given the opportunity to apply.

Area wage differentials will not affect a great disparity between the Illinois $3,571 and New York $4,053.

When one also considers that many entrance professional jobs in State service call for specialized work experience, the significance of the disparity increases.

Primary Consideration Is Salary

The position of junior insurance examiner in State service starts at $370, but when one places this salary against $424 quoted above for a comparable position in Chicago, one is left to wonder about the fairness of the recent examination offer.

This is not to say the insurance department in Illinois is without virtue. It is just to point out that the recent examination offer was made on a nationwide rather than a State basis.

The benefits of the examination are the same. There are only two significant differences to a prospective employee is the salary, and not amount of extras of an increased labor market potential by making an examination offer.

We have plenty of large insurance companies in this State to draw from if the State as employee competent in wages. Even when one considers all of the above applications which may lead to the fact that the potential State employees are not exactly rushing to get a New York State job.

Other Pay Rates

The "Technomater" article goes on to say: "Top salary was offered to architects at $229, followed by mechanical engineers at $241, electrical engineers at $249, civil engineers at $257.

Less the reader concludes that these levels apply only to industrial professional personnel, please note that none of these specific salaries are as low as the average of $326. Obviously, other lower paying jobs have been neglected. This is not to say the salaries of some 18 years is not a concern. If the State salaries 18 years ago and now are compared, it will be seen how far behind State salaries are now, especially compared to today’s.

WHOOPS IT UP

FOR YOU

Comment

Editor, THE LEADER: The Kaplan Committee is about to release a report to the Congress of its study of all Federal personnel retirement systems. The report, which it will include subjects classified as common to all Federal systems, will be the opening of the possibility of many changes by the Civil Service Retirement System. Many public employees who are members of the retirement system will have an opportunity to comment on the report. After the report is completed, and Harvey W. Higley, VA Administrator, is sorry he can’t do better.

This plan," says Mr. Bigley, "is inasmuch to reducing employment.

As the new annual leave law can even run counter to the needs of the service.

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THE CIVIL SERVICE LEADER AND THE
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INVITE YOU TO ACCEPT FOR FREE

IF YOU JOIN NOW

This Surprise Gift mailed direct from a Foreign Land
to demonstrate the quality and value of the gifts sent to
members from abroad every month for $2.00 each postpaid duty free

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WE want to send you — absolutely without cost — a valuable "Surprise Gift" from a distant
country, if you join the Famous Around-the-World Shoppers Club now. We make this amazing offer
to show how much pleasure and delight there is in receiving exotic foreign merchandise from abroad!

This mystery gift, if obtainable in the United States, would probably be priced as high as $5.00
retail. It is typical of the value and quality of the gifts our members receive every month for only
$2.00 each, postpaid, duty free.

The thrill of treasure hunting!

Imagine yourself shopping in the tiny villages and the big cities of Europe, Asia, Africa, South
America, the Near East and the Far East. Imagine yourself examining the thousands of unusual
articles peculiar to each foreign land, many of them hand-made — truly selecting the choicest, 1st
class, most useful, beauty and value, and having them sent to you for only 2.00 each!

That is the pleasure of Around-the-World Shoppers Club membership. Each
month you will look forward to the arrival of your foreign shipment with
incredible anticipation. Each month you will experience the
thrilling thrill of the treasure-hunter when you open your colorfully-stamped package to see
what delightful surprise it has brought!

Conversation Pieces From Abroad

Our representatives abroad are constantly searching for the best items and
the biggest bargains available. They not only attend the great international
fairs and exhibitions, but they travel the highways and byways of foreign lands to discover the unique,
the unusual, the beautiful articles destined to be conversation pieces in America. With each
package will come the fascinating story of the
origin and significance of the article you receive — adding even more pleasure to each shipment.

How, you ask, can members receive such valuable gifts for just $2.00 each?
Foreign nations are an eager need of American dollars to support native
industry. We are glad to offer tremendous merchandise values in exchange. Thus you get
more for your money — and at the same time you are doing your bit to improve world conditions
by sending a helping hand to your world neighbors.

You Pay Nothing Extra For Membership

It costs nothing to join the club and there are no dues or fees. You pay only for the regular
monthly selections on any of these planes:

3 consecutive shipments. $4.00
4 consecutive shipments. $5.50
6 consecutive shipments. $7.50

Note: The Club ships at 1st class and surface from member countries to the
U.S., but the U.S. Post Office charges a service fee of 17% for incoming foreign packages, which is
added to your payment and must be included.

You Can Cancel Membership At Any Time

You may cancel membership when you wish while you can have
your Surprise Gift FREE as an EXTRA GIFT sent to you direct from one of the earth's distant
lands! Use the coupon, enclosing remittance for the membership term desired.

TAXES FREE For Joining Now!

Why not start your Around-the-World Shoppers Club membership right now, while you can have your
Surprise Gift FREE as an EXTRA GIFT sent to you direct from one of the earth's distant
lands! Use the coupon, enclosing remittance for the membership term desired.

Read What Members Say!

We have just received our first surprise package from Japan and I am thrilled with it. It
is wonderful. I would like to continue my membership in this wonderful club.


I am very excited to receive such delightful surprises! Why
didn't anybody ever organize such a club before! I am so
glad we joined the Around-the-World Shoppers Club. We
are both delighted by the articles sent to us and
encourage friends to join. I am very pleased with the
quality of the packages.

— Mrs. H. M. C., Chicago, Ill.

You will have received my first surprise package from Japan and I love it. I want to
continue my membership as long as the articles continue as of such
high quality and wonderful selections.

— Mrs. L. S., Detroit, Mich.

I am very glad to receive such delightful surprises. I feel
so fortunate that I was able to find the Around-the-World Shoppers Club. I am
very pleased with the articles received and want to continue my membership.

— Mrs. C. P., New York, N. Y.

I have just received my first surprise package from Japan and I want to
continue my membership. I have not received anything as nice as the ones
sent to me from your club. I am very pleased with the articles received and
the service given.

— Mrs. W. A., Cleveland, Ohio

Your surprise package from Japan was a wonderful surprise to
my family. We are all very pleased with the articles received and
your club is doing a wonderful job. We are looking forward to
the next month.

— Mrs. E. C., Washington, D.C.
Pilgrim State Hospital

Pilgrim State Hospital School of Nursing held its 50th anniversary celebration on October 29, 1953. The school's history was traced from its beginnings in 1903 when it was founded as a training school for nurses. Since then, the school has evolved into a full-fledged nursing school offering programs in bachelor of science in nursing, master of science in nursing, and a doctoral degree in nursing. The school's motto, "Nurse to Nurse," reflects its commitment to providing quality nursing education and training.

Activities of Employees in New York State

Many New Faces At Assn. Meeting

At the recent meeting of the New York State Association of Clerical Workers, several new faces were present. Among them were Muriel B. Binns, Harry Lang-Campbell, and Vincent D'Anza. The association continues to grow, with new members joining every meeting.

State Insurance Fund

Public Works

At the recent meeting of the Public Works Commission, several new members were present. Among them were J. Storh, M. G. F. Clark, W. W. B. C. Clark, and K. L. Lister. The commission discussed various projects, including the renovation of the Public Works Building and the installation of new heating systems.

State Training School, Hudson

Rochester State Hospital

The dinner committee consisted of Messrs. Brennan, Copeland, and Gough. The dinner was held in honor of Edward Haegney, stationary engineer, and was attended by many of the hospital's staff members.

Specifications For State Jobs

The following continues the list of new positions available in the State Civil Service Department. It is part of the ongoing effort to provide opportunities for qualified individuals. Interested candidates are encouraged to apply.

Mail Room and Supply Clerk

Mail and supply clerk, grade 2

Mail and supply clerk, grade 3

Mail and supply clerk, grade 4

Mail Room and Supply Clerk

The employees receive a 3% to 5% increase in their salaries. The department also offers opportunities for advancement and training.

Orange County

Candidates would be residents of the county.

Toys Pocket

Wens Way To All Hearts

Toy pocket, grade 3

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Activities of Employees in New York State

Sing Sing. Sing Sing chapter, CSEA, met at the Moose Hall, Ostrivull, on Election Day. There was a large turnout. President Jim Anderson presided. The membership committee reported that more than 90 per cent of the members had already paid their 1964 dues. It looks as if it'll be 100 per cent in a month. An orchid to the committee for a job well done.

This is the year to work for a 40-hour week and $5.20 minimum. Sing Sing chapter members believe the long working hours and low pay are the reasons New York State employees have had enough prison guards. The stiff experience and educational requirements for the jobs, and the responsible duties are deterrents, too. State police are operating in the prison, teach in prison, and, at schools, there are hundreds of inmates under their immediate supervision. Pay is $4,212. Guards must buy their own uniforms. There work seven days before they have a day off.

Kings Park State Hospital

TWO HUNDRED students and members of the community attended the annual meeting of the Kings Park chapter, which was sponsored by the School of Nursing at Kings Park. The nursing home is located at Kings Park, just outside of New York City, on the outskirts of the state. The nursing home employs in excess of 200 people. The nursing home is located at Kings Park, just outside of New York City, on the outskirts of the state. The nursing home employs in excess of 200 people.

In six years 43 per cent of the chapter members have reached 35-year service awards. There are 435 members in the chapter who have contributed to this service.

There is a monthly meeting of the membership committee. The meeting is held on the second Tuesday of the month. The membership committee consists of 12 members who are elected by the membership.

The membership committee is working hard to recruit members. It is working with the board of directors to see that the few non-members on the applauds committee are discharged. The board of directors has 17 members, 13 of whom are non-members.

The membership committee has a monthly meeting at which the non-members are selected. The board of directors has a monthly meeting at which the non-members are selected.

HOLLYS VICINITY

PUTNAM AVE. Lewis Ave. 3 story, 9 rooms, steam. Price $13,500, Terms arranged.

W. D. HICKS

BROOKLYN

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Brooklyn's Best Buys

Bedford-Stuyvesant Section

Nature South chancellor

2 bedroom, 11 rooms, $7,500. Excellent condition.

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First Class condition — all reasonable terms.

LEBOY W. WILLIAMS, Licensed Real Estate Broker

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Sunday till 4 P.M.

REAL ESTATE

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BUSHWICK SECTION


Houses to Lease

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**Requirements in Current NYC Examinations**

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CITY

STATE
Employment, NYC

The chapter offers an article to the UFT about the employment of interviewers. The article features a report on the certification of interviewers, and includes interviews with the interviewers and the chapter's vice president,ovis Hooper, LO 82; Bernard Peck, LO 82; and Norman Quill. Helen Holden and George Fyffe, LO 115; John Bell, William Kleinman, and the interviewers.

The chapter's monthly meeting was held on the third Tuesday of the month, and the chapter secretary, Beatrice Moore, LO 100, who died recently, is remembered for her dedication to the chapter and the UFT.

Activities of Employees in New York State

A meeting of the chapter was held to discuss the activities of employees in New York State. The meeting featured reports from the chapter's officers and members, and included discussions of current issues and concerns.

Central Islip State Hospital

The chapter is in contact with the administration and the hospital staff. The chapter is also planning a visit to the hospital on a future date.

Rockland State Hospital

The chapter is planning a visit to Rockland State Hospital, and members are encouraged to attend. The visit will be coordinated by the chapter's president and the local union representative.

ROCKLAND STATE HOSPITAL

The chapter is planning a visit to Rockland State Hospital, and members are encouraged to attend. The visit will be coordinated by the chapter's president and the local union representative.