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The State Employee

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Association Considers

PROPOSAL TO EXPAND SERVICES

It has long been apparent that three important steps should be taken to strengthen the Association and improve the service it renders to its members—

(1) The Association should improve the contact between headquarters and members located throughout the State.

(2) The Association should make funds available to chapters in order to strengthen and assist them in the performance of their functions.

(3) The Association should encourage the organization of departmental chapters in Albany and additional local chapters throughout the State.

Under our present form of organization the officers of the Association are unable to travel about the State to meet with local groups as often as they would like. The Association has no paid employees except its clerical staff, its Executive Secretary and its Counsel, whose duties are of such a nature that they can seldom leave Albany. All of the officers of the Association are full-time State employees who receive no compensation whatsoever from the Association and who are only occasionally able to leave their regular State positions to meet with local groups.

The Association imperatively needs one or more special representatives who can devote full time to Association work. Such a representative, meeting from time to time with local groups throughout the State, can perform a function that cannot be performed adequately through the columns of “The State Employee” or through any other facilities now available to the Association.

While many of our chapters and representatives have developed strong and effective local organizations, all groups need the personal assistance of a well informed Association representative to solve problems which can best be handled locally. Such a representative, meeting with local groups throughout the State from time to time, could keep them fully informed of the activities and projects of the Association, constitute a source of information with reference to civil service and departmental rules and practices, stimulate interest in the organization and improvement of local chapters and render invaluable services in assisting local groups to solve grievances of one kind or another that are constantly arising.

Accompanying this improvement in contact between headquarters and local chapters, it is essential that chapters be provided with sufficient funds to enable them to function efficiently. Many chapters have tried to meet this need by assessing local chapter dues. Members of local chapters are familiar with the complications incident to the collection of small local dues—complications that are entirely unnecessary and that can readily be avoided if the Association is enabled to refund a portion of the regular dues for the use of local chapters.

A strong and efficient State-wide organization must have not only a well organized headquarters but it must also have strong, well organized chapters. Many problems, particularly those requiring action by the Governor, the Legislature or department heads, can best be solved through headquarters at Albany, but other problems, equally important, can be solved only through action by local representatives and chapters. Both forms of activity are essential. The only weakness of the Association arises from the fact that the local chapters, most of them established only recently, have insufficient funds and are handicapped by lack of personal contact with Association representatives in Albany.

It is obvious that these needed improvements cannot be brought about while the Association’s annual dues are limited to one dollar per member. Approximately half of the present dues are expended in the publication “The State Employee,” an essential publication which must be continued and improved. The remaining balance of the present dues is insufficient to enable the Association to expand its activities and, in fact, it is amazing that the Association has heretofore been able to do so much with so little. It is now clear that more funds must be provided to enable the Association to meet the new problems incident to a great State-wide organization of 35,000 members located from one end of the State to the other.

This problem has long been under consideration by the Executive Committee and by representatives of local groups throughout the State. It has been suggested that the annual dues be fixed at $1.50 in order to make possible this additional service to our members. Fifty cents of these dues will be made available to all chapters, and the remainder, together with savings and other funds available to the Association, will enable it to carry out its expansion program including the employment of competent, full-time representatives to travel throughout the State meeting with local groups.

This arrangement will stimulate and encourage the formation of departmental chapters in Albany and local chapters throughout the State. It is hoped that the forty existing chapters may be doubled or trebled with a consequent increase in representation throughout the State. In
Albany, for example, a separate chapter for each State department would increase participation of individuals in the work of the Association, encourage additional representation at meetings of the Association, and improve the machinery for the adjustment of grievances and stimulate social and cooperative enterprises of all kinds.

As a part of this proposal, it has been suggested that the dues of members who participate in one or the other of the group insurance plans, can be collected through payroll deductions as a part of the insurance premiums. If this can be done with the approval of the appropriate State officers, it will relieve the Association of a substantial annual expense and also relieve its representatives of the tremendous burden of collecting individual dues from thousands of members each year. Approximately 25,000 members of the Association have purchased one or the other of the insurance policies sponsored by the Association. If Association dues can be paid through payroll deduction as a part of the insurance premiums, this means that less than 10,000 members need to be solicited each year for annual dues. It is impracticable to collect dues alone through payroll deduction, but in the case of employees who are already paying for insurance through payroll deduction, the dues can be paid in the same manner without any additional burden whatsoever upon the payroll authorities and at a great convenience to the members.

A plan has been devised whereby the Association dues could be paid in full through a deduction of six cents each pay day for members who participate in either group insurance plan. The details of the plan have been carefully considered by the officers and Executive Committee of the Association. It should clearly be understood that the objective is to increase the services rendered by the Association to its members, and this objective can be accomplished only by making additional funds available to the Association and the local chapters. Members of the Association should make their views known to their elected delegates and representatives so that the proposed amendment to the by-laws can be voted upon at the annual meeting on October 20th.

The following is the text of a proposed amendment which has been drafted by a special committee of ten members authorized by the Executive Committee and appointed by President Harold J. Fisher. This amendment will be submitted for action at the annual meeting:

"RESOLVED, that Article III, Section 1, of the By-Laws of the Association be amended to read as follows:

"Section 1. The dues of the Association shall be $1.50 per annum, payable in advance on the first day of January each year, except as hereinafter provided. Each chapter shall receive a refund of fifty cents for each member based upon the paid membership in the chapter on the first day of July of each year. The expenses of delegates to regular or special meetings of the Association shall be paid by the Chapter from such fund.

"Subject to the approval of the appropriate State officers, the dues of all Association members who participate in the group insurance plans sponsored by the Association shall be six cents semi-monthly, payable by payroll deduction."

Mental Hygiene
Employees Association Meets

BY LUCY S. BAUMGRASS
Secretary-Treasurer, The Association of Employees of the N. Y. State Department of Mental Hygiene.

The Annual Meeting and election of officers of the Association of Employees of the Department of Mental Hygiene was held on Thursday, September 10, 1942, in the State Office Building, Albany, N. Y.

Representatives from all institutions, with very few exceptions, were present, and participated in the program. Numerous preliminary conferences were held on Wednesday and during the evening of that day, and the Executive Committee also held a meeting on Wednesday afternoon. A picture of the delegates who attended the meeting was contained in the September issue of "The State Employee."

Mr. Roscoe C. Griffith was re-elected the employee member of the State Hospital Retirement Board for a period of two years.

Mr. John A. McDonald, Mr. John Livingstone and Mrs. Lucy S. Baumgrass were re-elected president, vice-president and secretary-treasurer, respectively.

President McDonald spoke briefly of the work that had been accomplished by our Association during the past year, stressing the Feld-Hamilton Wage Law, which is of the greatest importance.

Mr. McDonald gave as the most important items on our program for the coming year: the completion of the classification of employees for Feld-Hamilton, the extension of the 8-hour day to all those employees not now on the 8-hour schedule, additional commutation for the employees of the institution and some method retaining our present employees and of securing new ones.

There was considerable discussion regarding the transfer of employees who are now members of the State Hospital Retirement System to the State Wide Pension System. There was also a great deal of discussion relative to the employee situation in the institutions and many suggestions were made in an effort to secure new employees and to keep the ones we already have. In this connection a resolution was passed asking that the Director of the Budget provide a fund with which to pay "temporary employees" for the duration.

A resolution was also passed asking that an institutional employee be permitted to sit in on the hearings of the Classification Board to assist in determining a satisfactory schedule for employees.

Mr. McDonald announced that a new certificate of membership will be issued to each unit in our Association, as soon as the certificates, which are now in the hands of the engravers, are finished.

During the meeting Mr. Chas. Campbell, Chairman of the Classification Board gave an interesting talk on the work of that Board and spoke of the slow progress of the work of the field investigators on account of the depletion of that force of workers.

Harold J. Fisher, President of The Association of State Civil Service Employees addressed the delegates and answered questions submitted to him, as did John T. DeGraff, Counsel of that Association.
Candidates For Governor

SPEAK ON CIVIL SERVICE

The Association of State Civil Service Employees is strictly non-partisan. It has been so since its organization thirty-two years ago. It is vitally concerned with good government and the merit system of civil service. Invitations were extended to the gubernatorial candidates of the two major political parties to express their views relative to the merit system. We are pleased to present their statements as received.

STATEMENT OF
HON. JOHN J. BENNETT, JR.

"I am grateful to the Association of State Civil Service Employees for an opportunity to give my views concerning the application of merit system principles in State Government. I do so with pleasure.

"The State of New York was the first state in the Union to provide, by constitutional provision, that appointments and promotions in the civil service of the State and of its civil subdivisions, should be made according to merit and fitness to be ascertained so far as practicable, after competitive examinations.

"My experience during the past twelve years as Attorney General of the State of New York has convinced me of the wisdom of incorporating the merit system in the basic law of our State. I have so expressed myself in numerous formal opinions concerning Civil Service problems.

"I believe fully in the merit system. It brings efficiency and unbroken co-ordination to the many branches of our government. I believe it should be strengthened and expanded whenever possible. Under no circumstances should there be any evasion of or any attempt to weaken the merit system provisions of our Constitution and statute law, either by subterfuge or direct action.

"Those are my beliefs. I have followed them in my public life and shall continue to do so."

STATEMENT OF
HON. THOMAS E. DEWEY

"Civil Service can be made ever more beneficial to the public and to State employees. Our Civil Service can and must continue to grow and at the same time provisional and temporary appointments must be decreased.

"The purpose of the merit system rises far above mere protection of the employees from the political spoils system. Of course, that protection is imperative and will be maintained. But Civil Service can do much more. It can provide incentives for improved personal service.

"We must ever be alert to the positive advantages of a Civil Service system that will open avenues of advancement for ability. Such a system will serve the welfare of the State in two ways. It will give the public a feeling of greater security in its public servants. It will give the public servants a sense of opportunity, in addition to security, a sense of partnership with all officials of the State in contributing to the welfare of the people."

Why A Local Chapter?

On page 219 and 220 of this issue appears the explanation of the Association’s proposal to expand service to members which will be considered at the Annual Meeting on October 20th. Under this proposal fifty cents of each member’s annual dues would be made available to chapters to finance their necessary activities. It also recommends the establishment of departmental chapters in Albany and local chapters at State institutions and localities throughout the State, so that the existing forty chapters would be doubled or trebled in number.

The advantages of chapter organizations are obvious. These advantages might well be explained in detail, but as space in this issue does not permit, the main advantages of chapter organization are presented herewith in brief form.

Chapter organization

(1) Enables proper representation of employees at Association meetings through delegates democratically selected by members themselves,

(2) Makes possible widespread dissemination of vital information to members through local chapter meetings, discussions and well informed chapter officials,

(3) Enables more efficient handling of employee grievances and problems the solution to which must properly be obtained through local sources,

(4) Results in more efficient promotion and earlier culmination of the Association’s program for improved working conditions for State employees,

(5) Makes it possible for the Statewide Association to act more expeditiously when the need requires,

(6) Enables the Association to be more aware and better informed of the exact desires of its members at all times,

(7) Divides the responsibility and effort necessary to effective local organization among officials and committees of the chapter, thereby enabling additional and improved service to members,

(8) Makes possible to promotion of worthwhile social, recreational, educational and cooperative enterprises among State workers in an institution or locality.
Proposed Maintenance Values
FOR STATE INSTITUTIONAL EMPLOYEES

BY HON. J. BUCKLEY BRYAN
Director of the Budget

On June 3rd of this year, I attended the Annual Conference of Stewards of mental hygiene institutions at Letchworth Village, Thiells and, at that time, made certain generalizations relative to the problem of establishing the value of maintenance given to employees at our State institutions.

At that time our survey was just beginning to take shape and no specific values had been determined. Since then, the Division of the Budget has spent much time on this problem. We have investigated the policy and methods in vogue elsewhere. Precedents have been established by the Federal government in connection with its hospitals and, in certain of the other states values have been established. The Council of State Governments, at my request, very kindly consented to conduct a nation-wide survey which has been recently completed, and we have found this data of considerable value in developing our tentative schedules.

On Thursday, September 24th, I was afforded the opportunity of discussing this very important subject with the superintendents of mental hygiene institutions at their quarterly conference in Albany. The schedules which I presented in connection with housing, and the values suggested for other items of maintenance, caused considerable discussion and much valuable constructive criticism was received.

Bearing in mind that although this Division has given considerable study to this matter and that the results which we now tentatively submit are not "picked out of the air" but based on logical reasoning, considerations of equity and precedent elsewhere, the values which I here submit are still tentative and represent something specific to shoot at.

The reaction of the superintendents to these tentative values indicates that much time must still be spent in analyzing many of the factors which go to make up the maintenance picture as a whole. It is not the intention of the Division of the Budget to set such values arbitrarily. The reason for submitting this data, at this time, is to stimulate intelligent discussion and to solicit constructive criticism to the end that inequalities may be eliminated, unique features of location, etc., properly adjusted, and a fair and equitable pattern of maintenance values established. The values of maintenance appearing in the following schedule represent the monthly charges or deductions to be made from gross Fied-Hamilton salary, and are dependent upon the quality and type of quarters assigned to the employee, the nature of the facilities furnished, the number of adults and children in a family group, and other items of maintenance furnished at State expense.

A point which should be clearly understood is that the cash salary after July 1, 1943, will either be the same, greater by one increment or further increased by reason of the fact that items of maintenance formerly furnished at State expense, such as food from stores, farm products or services of domestics, will no longer be furnished by the State after July 1, 1943, but privately contracted for and purchased by the employee.

### Monthly Values of Maintenance for New York State Institutional Employees

#### First Quality

<table>
<thead>
<tr>
<th>Rooms:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>A—room</td>
<td>7.00</td>
<td>4.00</td>
<td>5.60</td>
<td>4.80</td>
</tr>
<tr>
<td>B—two rooms</td>
<td>13.20</td>
<td>8.00</td>
<td>9.80</td>
<td>8.60</td>
</tr>
<tr>
<td>C—three rooms</td>
<td>21.00</td>
<td>12.00</td>
<td>14.00</td>
<td>12.60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>L—Wash Basin</td>
<td>1.20</td>
<td>0.70</td>
<td>0.84</td>
<td>0.76</td>
</tr>
<tr>
<td>L—WC—Wash Basin &amp; WC</td>
<td>2.40</td>
<td>1.40</td>
<td>1.60</td>
<td>1.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apts. &amp; Houses, inc.</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bath, heat, light (no maid service)</td>
<td>4.00</td>
<td>2.40</td>
<td>2.80</td>
<td>2.56</td>
</tr>
<tr>
<td>For each additional adult</td>
<td>1.00</td>
<td>0.60</td>
<td>0.72</td>
<td>0.65</td>
</tr>
<tr>
<td>For each child</td>
<td>0.50</td>
<td>0.30</td>
<td>0.36</td>
<td>0.33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee type meals:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.00</td>
<td>3.60</td>
<td>4.32</td>
<td>3.96</td>
</tr>
<tr>
<td>Dinner</td>
<td>10.00</td>
<td>6.00</td>
<td>7.20</td>
<td>6.48</td>
</tr>
<tr>
<td>Supper and/or Night Meal</td>
<td>8.00</td>
<td>4.80</td>
<td>5.76</td>
<td>5.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff type meals:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>9.00</td>
<td>5.40</td>
<td>6.48</td>
<td>5.96</td>
</tr>
<tr>
<td>Dinner</td>
<td>15.00</td>
<td>9.00</td>
<td>10.80</td>
<td>9.60</td>
</tr>
<tr>
<td>Supper and/ or Night Meal</td>
<td>12.00</td>
<td>7.20</td>
<td>8.64</td>
<td>7.88</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Care and Hospitalization Insurance:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>For single employee</td>
<td>1.00</td>
<td>0.60</td>
<td>0.72</td>
<td>0.65</td>
</tr>
<tr>
<td>For man and wife</td>
<td>2.00</td>
<td>1.20</td>
<td>1.44</td>
<td>1.29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Garages for all but State-owned motor vehicles:</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter</td>
<td>1.00</td>
<td>0.60</td>
<td>0.72</td>
<td>0.65</td>
</tr>
<tr>
<td>Heated stall or one car garage</td>
<td>2.00</td>
<td>1.20</td>
<td>1.44</td>
<td>1.29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For purposes of present maintenance valuation only, service to be discontinued July 1, 1943.</th>
<th>+20% Private</th>
<th>Average Private</th>
<th>+20% Shared</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>For food stores:</td>
<td>2.00</td>
<td>1.20</td>
<td>1.44</td>
<td>1.29</td>
</tr>
<tr>
<td>For children from five to twelve years</td>
<td>7.50</td>
<td>4.50</td>
<td>5.40</td>
<td>4.85</td>
</tr>
<tr>
<td>For farm and garden produce:</td>
<td>5.00</td>
<td>3.00</td>
<td>3.60</td>
<td>3.24</td>
</tr>
<tr>
<td>For domestic service for apartments and houses:</td>
<td>8.50</td>
<td>5.10</td>
<td>6.12</td>
<td>5.48</td>
</tr>
</tbody>
</table>

### Explanation of the Values of Institutional Maintenance

The values of all living quarters and facilities are based on the so-called "Second Quality" (really State-wide average) values. Living quarters and facilities of "First Quality" (better than average) are valued 20% greater than the same type of quarters and facilities in
the basic "Second Quality." Living quarters and facilities of "Third Quality" (less than average) are valued 20% less than those in "Second Quality."

The values for all types of living quarters are built up and accumulated from a common base in a regular manner.

**Rooms:**

For private rooms and suites (without housekeeping facilities) of Second Quality:

- The first room is rated $10.00. The charge for one room is $10.00.
- The second room is rated $7.50. The charge for two rooms is $17.50.
- The third room is rated $5.00. The charge for three rooms is $22.50.

For shared (two occupants) rooms and suites of Second Quality:

- $5.00 is added to the private rate. The charge is then divided between the two occupants. Thus:
  - One room private rate $10.00 plus $5.00 equals $15.00.
  - Divided the charge for one room shared is $7.50.
  - Two rooms private rate $17.50 plus $5.00 equals $22.50. Divided the charge for two rooms shared is $11.25.
  - Three rooms private rate $22.50 plus $5.00 equals $27.50. Divided the charge for three rooms shared is $13.75.

If three or more persons should share a room or suite, $5.00 is added for each additional person. The charge is then divided among the number of occupants. For example:

- Three persons occupying two rooms—Two rooms private rate $17.50 plus $5.00 for each occupant above basic one equals $27.50. Divided among three the charge for two rooms occupied by three persons is $9.17.

All room and suite rates include: furnishings, heat, light, general maid service with linen and use of common bath.

**Facilities:**

The charge for any facility is added directly to the room charge. Thus, for a room with a wash basin:

- One room private rate $10.00 plus $2.00 (wash basin) equals $12.00—the amount of the charge.

In shared (two occupants) accommodations, half the charge for the facility is assessed to each occupant. Thus, for a two-room suite with bath shared by two.

- Two rooms shared rate $11.25 plus $2.50 (half of $5.00 bathroom) equals $13.75—the amount of the charge to each occupant.

In cases where three or more occupy a suite the charges for the facility are pro-rated among the occupants. Thus, for two-room suite with bath used by three.

- Two rooms occupied by three rate $9.17 ($17.50 plus $10.00, i.e., $27.50 divided by 3) plus $1.67 (one-third of $5.00) equals $10.84—the amount of the charge to each of the three occupants.

**Apartments and Houses:**

All apartments and houses have housekeeping equipment (cooking range, refrigerator, sink) but will not be provided with maid service, other than that of patients or inmates under supervision not of an institutional employee, but of an adult responsible member of the household.

All apartment and house rates include: furnishings, heat, light, linen and at least one bathroom.

With the addition of the bathroom charge, all apartment and house rates follow the basic pattern outlined for room and suite rates increasing $5.00 for each room from the third through the seventh. There is no additional charge for any room above the seventh.

In the case an apartment or house is occupied by two or more employees, $5.00 (for Second Quality Living Quarters) is added to the private rate for each additional occupant. The charge is then pro-rated among the occupants.

**Note:**

All rates and charges above referred to, including those for shared and multiple occupied living quarters, are for "Second Quality" accommodations. First Quality is 20% more. Third Quality is 20% less.

**Cooking and Refrigeration:**

The charges, made in this category for the service rendered, are proportionate to the size of the family.

**Meals:**

Employee type.—The basis for these charges is the present system of commutation. But, charges for breakfast, the lightest meal of the day, are reduced 25%. Compensatingly, charges for noonday dinner, the most substantial meal of the day, are increased 25%.

Staff type.—The basis for these charges is a 50% increase over the employee type meal—to cover more diversified menu, food prepared in smaller quantities, served by waitresses in more pleasant dining-rooms with linen table service. As for the employee type meals, the charges for breakfast are reduced 25%; those for noon-day dinner increased 25%. The total charges represent more than a 5% reduction to the Non-medical Officers and a 40 reduction to the Medical Officers from the present rates of commutation credit.

**Note:**

It is felt that in institutions, where present meal patterns do not tend to conform to the charges, the service can be adjusted by administration to the established values.

**Children’s Meals:**

The charge for children’s meals, by age groups, in principle is according to the present method for their computation.

**Laundry:**

In all cases, laundry limits should be established at a departmental conference and these limits submitted to the Director of the Budget for approval. Institution heads should see that these limits are reasonably kept to. Exceptions to this rule may be made by the institution head.

For strictly duty laundry, i.e., uniforms required of an employee while on duty, no charge is made either for residents or non-residents.

Non-residents will receive no personal or household laundry service.

All residents will be provided with personal laundry service. Exceptions to this rule may be made by the Superintendent, if the Department establishes that principle and it is approved by the Director of the Budget.

The slight increase in the charge for an occupant of an apartment or house is to cover the household laundry of the individual.

Children are charged full rate.

**Medical Care and Hospitalization:**

The service in this category offered to the employee is not comparable to the limited service offered by any
There are millions of reasons—as many millions as there are soldiers in the armies of the Axis—why we cannot have business as usual.

There are as many millions of reasons why we can have good-will as usual as there are champions of the free way of life. That is why we face the season of Community Chests throughout the Nation and throughout the State with the same kindly spirit that has always animated a people united by high concepts of equality and fraternity.

Nothing is more inspiring than the actual competition among American communities as to who will stand first in the intelligent care of the needy. Some day we will attack the cause of human needs as carefully as we now plan to deal with the causes of human conflict when the present war is ended. But while we hope for the day when there will be a dearth of poverty and illness, as practical people we know that there are countless individuals and families that for one reason or another are in need today just as there were like unfortunates twenty years ago, ten years ago, or one year ago. The war has changed things somewhat economically. It has bettered the lot of many, has not bettered the lot of many others, and has left the great mass of those who needed some form of public or private aid before the war in the same or greater need today.

Of course, State employees by reason of their continuous contact with citizens of every walk of life and their active interest in community welfare, will take a leading part in Community Chest efforts in their own communities throughout the State.

As we go to press, the City of Albany is beginning its annual Chest Campaign. This year the State Employee Division is headed by the popular President of the State Tax Commission, Carroll E. Mealey. The Community Chest of previous years is this year to be known as the War Chest. Not only will the gifts of the citizens of Albany to this great cause go to the thirty-one distinct charity organizations functioning in the City and receiving aid from the Chest each year, but it will also go to the carrying on of activities of the U.S.O., the Russian, China, Polish, Dutch, British and five other groups carrying on worthwhile war relief work. This combination of peace time and war time relief is really a relief for generous givers as well, for it will afford convenience in giving. Instead of thirty-one relief groups and eleven war relief groups calling upon each citizen with a calamitous waste of effort, citizens may give to all forty-two relief groups at once and at the same time add to the efficiency of relief planning and assure the maximum of good from all gifts.

Association officers and members of the Executive Committee urge State employees throughout the State to give generously to the united relief campaigns and unqualifiedly commends the War Chest campaign in Albany to the State workers in the Capitol City.

MEMBERS! PATRONIZE YOUR ADVERTISERS!
Plans for the Annual Meeting on October 20th are being made which will make the session very worthwhile to members generally, to their elected delegates and to the Association as a whole. In the past the meeting was restricted to the adoption of the Association's program for the ensuing year, the submission of annual reports of officers and standing committees and the canvassing of ballots and election of officers and executive committee members. This year it is hoped that additional features will be added. Panel discussions relative to vital matters, and departmental delegate conferences to discuss the problems peculiar to each department are being planned.

A final program for the annual meeting has not yet been determined, but all delegates will be advised well in advance as to just what to expect. One panel discussion being planned will cover the topic, “Laws, Rules and Regulations Affecting State Employees.” The subjects to be discussed under this topic might be: Civil Service Procedures Generally, Title Classification and Appeals; Service Record Ratings and Appeals, Workmen's Compensation Provisions Affecting State Employees, Retirement Laws and Rules, In-service Training Possibilities, etc. Experts on these various subjects will be invited to attend as members of the Panel Board to supervise the discussion, and an outstanding expert will be chosen to act as chairman.

Arrangements are also being made so that delegates from mental hygiene institutions may meet in conference with the member on the executive committee from that department to discuss employee problems peculiar to that department. Similar conferences will be arranged for delegates from correctional institutions, and health, social welfare and educational institutions. These departmental delegate conferences will enable full understanding of the employees' problem on the part of the delegates and the member of the executive committee as well, and should result in the submission of appropriate proposals at the business meeting which is scheduled to be held in the Main Dining Room of the DeWitt Clinton Hotel, at Albany, at 8:00 P.M. on October 20th.

The topic of another panel discussion being planned is “Local organization development and functioning.” This conference would afford a splendid opportunity to each delegate to capitalize on the ideas and experiences of other delegates and local chapter officials insofar as the functioning of local employee organizations are concerned. The panel board to supervise this discussion would be composed of officials of the most successful Association chapters and local organizations throughout the State.

The local organization conference would touch on such matters as: Model Constitutions and By-Laws for local organizations, and method of representation given to units within the local organization as well as the division of responsibility among local organization officers and committees; Stimulation of Chapter and local organization growth by proper membership soliciting, dissemination of information to members, promotion of Association and chapter programs and the promotion of social, recreational, educational, charitable and other co-operative enterprises; Handling of Grievances in a proper manner; Representation of the local organization at Association meetings; and the procedure for organizing chapters of the Association and the outstanding advantages due to the existence of chapters.

Every possible effort is being made to make the occasion of the Annual Meeting worthwhile for delegates and members generally. When the program for the meeting is finally determined, delegates and members generally will be notified of specific details such as the time, place, etc., of the various sessions.

For the Convenience of State Employees

John P. Hayes, the genial and well-known Postmaster of Albany, recently announced that for the convenience of New York State employees located in Albany, he has arranged it so that postage stamps may be purchased at the Annex of the Capitol Station Postoffice located in the basement of the State Office Building.

Purchases may be made between 9:00 A.M. and 5:00 P.M. This arrangement should be of great convenience to employees, especially during the coming holiday season.
Common Cause

The Association of State Civil Service Employees seeks at all times to be representative in every way of the ideals of its members. And its members are truly representative of the ideals of America.

America is holding high the torch of liberty. The liberty it cherishes was won by unity. Perhaps early in history small groups of human beings were first won to unity by necessity. But the realization that unity was helpful to progress as well as to common defense came very soon in every crisis.

Unity makes all sacrifices endurable. The soldier in the hands of the enemy relies on the unity of his native land and never despairs of regaining his liberty. Unity makes the scrap drive successful. Unity uncovers each economy to relieve rationing difficulties.

As unity aids our nation so it makes our Association strong—strong to serve. Unity of State employees in this Association has brought the merit system to the highest degree of perfection attained in any jurisdiction. Other states look to New York State for the pattern for their civil service laws. They look to New York State workers for the chart and compass of successful worker organization. The gains made by the Association in securing public respect for the merit system and fundamental changes in civil service laws have been of the utmost importance. These gains in establishing sound principles have brought with them salary increases for at least ninety per cent of all those who work for the State, shorter hours for the thousands who once worked twelve hours each day in our institutions, and a strengthening of civil service protection both as to tenure of service and as to retirement rights.

One of the darkest shadows upon the pages of human progress is that of disunity. In the early history of our own country we now read with amazement, that there were many serious sectional disagreements. Before the adoption of the Constitution, agreement as to State lines, economic preference, and payment of taxes presented difficult problems. We read of troops being sent by New York State as New Hampshire, New York and Massachusetts disagreed about the boundaries of Vermont; of eastern coast traders differing with Kentucky pioneers and the threat of the latter to appeal to foreign powers. The wisdom of free discussion goes hand in hand with the wisdom of just decisions. Decisions must be made. Washington rose to his greatest height as a statesman when he worked with those who were met to save early America from chaos and anarchy by the adoption of a uniting Constitution. There were those prone to defeatism in those days too, and they sought by half measures to delay real unity. Said Washington: "If to please the people we offer what we ourselves disapprove, how can we afterward defend our work? Let us raise a standard to which the wise and honest can repair; the event is in the hands of God."

These words have been a guide to sincere men and women ever since they were uttered. Those whom you choose from year to year to serve State Civil Service Employees as officers of The Association of State Civil Service Employees, and those whom you choose as members of the Executive Committee, have to make many decisions on your behalf. As persons exercising the authority of discretion they follow the great moral principle involved in Washington's words. They have made decisions without fear because they were acting unselfishly, and those decisions have secured the maximum of gains possible for all workers.

This ability to act in unity is one of the reasons why your Association stands today as the leading public employee group in membership and in accomplishment. This is why your Association as an Association of workers in the field of labor union activity has withstood all selfish efforts to destroy the unity of State workers in the interest of racketeering unionism.

State workers will never be free from the importunity similar to that which opposed unity of our beloved country in Washington's day. We workers of the State, through our chapters and affiliated groups have a federation of interest and a common sense view of serving those interests with wisdom and dignity just as did the real leaders of the thirteen states. We are dedicated to making New York State public service the most efficient to be found anywhere. We wish to have and do take a part in every effort directed toward civic improvement and citizen welfare. We will have nothing to do with "strikes" of any type against the State. In the welfare of all workers, we know our own welfare will be secure.

Can there be any question as to the need of unity of State workers in their own State-wide, all-State employee organization? Certainly the answer is an emphatic "NO"! In our own Association we have raised "a standard to which the wise and honest can repair." Our Association Constitution proudly proclaims:

"This Association is organized to extend and uphold the principle of
merit and fitness in public employment, to maintain and promote efficiency in public service, and to advance generally the interests of the civil service employees of the State of New York."

These objectives command loyalty and unity!

A Secret Ballot

It should be pointed out that a secret ballot process may be used by members if they prefer in voting for officers and members of the executive committee to serve the Association during the ensuing year. Such members need only to omit their name and number of membership card on the ballot printed herein. After the ballot is marked, it may be placed in a sealed envelope and the envelope labeled "ballot." This envelope may then be enclosed in an outer envelope on which should be placed the signature of the employee and the membership card number.

The right of the employee whose signature appears on the outer envelope is checked at headquarters, and if satisfactory, the inside sealed envelope containing the marked ballot is abstracted and placed in a ballot box without being opened. The inside sealed envelope containing the ballot is opened only by the Board of Canvassers at the annual meeting. It is impossible for the Board of Canvassers or anyone else to know who cast the ballot.

It is evident that some means must be adopted to be sure that ballots of non-members are not considered. The above procedure is prescribed by the Constitution of the Association and has worked out successfully as indicated. Of course, most members are not concerned whether or not their ballots are secret, but, as indicated, the above procedure can well be adapted if any member wishes.

The Front Cover

We take pardonable pride in the front cover of this month's issue of "The State Employee," and we feel that you should, also.

For the handsome service flag that was unfurled in front of the State Capitol last month, and which the photographer has done such a fine job of picturing, actually is more than a flag. It is a symbol, an acquisition to the Capitol that fairly shouts to the world that the State employees are in there fighting.

The service flag bears the numerals 3,452, representing the number of State employees who had answered their country's call up to the time the flag was prepared. But the State employees aren't stopping there.

They're still flocking to the colors, and it looks as though President Fisher, or whoever has charge of such details, shortly will have to take down the flag and entrust it to some modern Betsy Ross to bring the numerals up to date.

The men in the picture, with the flag as an ideal backdrop, have justification for their smiles. They're proud of the emblem, and so are we all.

Just in case you don't recognize the six men in the picture, who were among the committee that so ably handled the details attending the successful unfurling of the flag, they are, left to right: Thomas C. Stowell of the State Department of Health; James J. Mahoney, Secretary to Governor Lehman; William F. McDonough, the Committee's Chairman, of the Department of Agriculture and Markets; Association President, Harold J. Fisher; John J. Bergin, of the Department of Public Works and former commander of the American Legion in Albany County; and Capt. George P. Dutton, Deputy Superintendent, New York State Police.

The photograph was taken by William J. Kennedy, cameraman on the staff of the State Health Department.

Truth for Victory

Lieut. Gen. Brehon B. Somervell, commanding the services of supply, puts first things first in a masterful review of our war psychology. The facts condemn political leadership for all of the long years since the last world war. They condemn inefficiency in divisions of government and in individual public servants during recent years and months. They emphasize the need for definite standards of merit and fitness for public officers and employees—standards that outlaw political influences and which would establish once and for all merit system principles in the selection of all public servants. As we failed in vital war preparation, so we failed in time of peace as to the extension of educational opportunities for literally millions of our youth, failed to secure economic justice for the major part of our citizenry; failed to amend our National Constitution to provide for the merit system.

We can correct our war failures and we will do so. We can correct the other faults later. Will we do so? An affirmative answer depends upon a moral and intellectual triumph over selfishness and thoughtlessness among all of our people. This is the individual citizen's responsibility.

We quote from Gen. Somervell's talk as carried in the New York Times of September 29:

"We've lost all our rubber, most of our tin, our hemp, our silk. We've lost ships by the hundreds, men by the thousands. We've lost the freedom of the seas.

"We've lost everything except a smug sense of complacency. And that's one thing we've got to lose and lose fast or else we'll lose our independence.

"It isn't the Army's or the Navy's war. It is the war of Americans, everywhere. We have to fight it, every one of us.

"The armed forces are doing a great job, but they can't do the whole job of saving democracy alone.

"Your weapons, the weapons of the people at home, are courage, sacrifice, sweat and stout hearts and steady hands, endless toil and mutual understanding. Your battle line starts in your own home and stretches to the end of your field of daily activity.

"We're all in the same boat, the rich and poor, the city man and the farmer, the Republican and the Democrat, black men and white men, Protestants, Catholics and Jews, management and labor. It's a good stout boat. It has weathered many a storm.

"The only way we will win is to take orders and take them without reservation or argument. That way and only that way will we win.

"There's no room in America for blocs of any kind. There's no room for a farm bloc or a labor bloc or an industrial bloc, or any other kinds of bloc except an American bloc.

"It doesn't matter who gets credit for anything. If we win, there will be enough credit to go around. If
Calling All Members!

WIN $300.00 IN WAR BONDS

Calling all members of The Association of State Civil Service Employees of the State of New York, Inc.

Here is your opportunity to win $300 in War Savings Bonds and at the same time contribute to the improvement in efficiency and operation of your particular State department.

The answer is the “Better Business in State Government” contest sponsored by The Association of State Civil Service Employees of the State of New York, Inc.

The Association, striving always to maintain the highest degree of efficiency in the functioning of State government, is proud to announce its contest. And the State employees who are its members, it feels, will be doubly proud to be numbered among the contestants.

There is nothing involved about the contest. Perhaps, as you have gone about your daily duties, an idea has come to you by which your own efficiency or that of your fellow employees could be increased. Perhaps you have the key to a plan by which your department or bureau could function more adequately.

Should you have such an idea, then by all means enter the contest. The competition is open to any member of the association except the officers, members of the executive committee or any State employee selected as a judge.

The Association will award War Savings Bonds in the face amounts of $150, $100 and $50 respectively, for the plans or ideas adjudged first, second and third.

The Association has imposed no limit on the length of individual entries, permitting contestants to go to any length in their manuscripts necessary to set forth their proposed plan or idea. Here are the points upon which entries will be judged:

A—Originality; B—Need as indicated by increased efficiency; C—Accuracy in setting forth conditions to be improved; D—Clarity and completeness of plan.

Prospective contestants are asked to study carefully the following rules governing submission of entries in the contest:

Submit your entry in triplicate to the office of The Association of State Civil Service Employees of the State of New York, Inc., Room 156, State Capitol at Albany. You must do this before 5 p.m. (EWT), of December 31, 1942.

You should typewrite only on one side of the paper in preparing your manuscript, and should sign your entry with a nom de plume of your own choice. Then attach to your entry a sealed envelope endorsed on the outside, with the title of your proposed plan and your nom de plume.

Inside the envelope you should place a sheet of paper bearing the title of your plan, your nom de plume, your real name, address, department and position. Take your manuscript in triplicate, with its accompanying envelope, and place them in a sealed envelope or package before submitting them at Association Headquarters. There an attache of the Association will endorse your entry on the outside, with the date of its receipt.

No such envelopes or packages will be opened until after January 1, 1943, and the identities of all contestants will be kept secret until after the judges have announced their decisions. The board of six judges will include Governor Lehman, the State Comptroller, the Attorney-General, the Speaker of the Assembly, a representative of the Senate and Harold J. Fisher, association president.

The winners will be announced, and prize awards presented, at the Association’s annual dinner in Albany during the coming winter.

Don’t forget the contest closing date—5 p.m. of December 31, 1942, and don’t forget to take advantage of a not-too-difficult opportunity to help your department and help yourself—to a War Savings Bond.

Buy YOUR Copy
“The Story of State Government”
NOW AVAILABLE
See Back Cover

Got A Civil Service Query? We Think We May Help You

Here, all of you State employees, is a brand new feature which “The State Employee” will inaugurate with its November issue.

It’s a question and answer column, designed specifically for your information and interest.

What is puzzling you? Would you like to know something more about your classification? Your rights and privileges as a State employee?

Whatever the question, let’s hear from you. Just mail your question to “The Question Box,” Room 156, State Capitol at Albany, and we’ll answer it. Because of space limitations, “The State Employee” naturally reserves the privilege of answering only questions it deems pertinent and important to State employees.

Let’s hear from you, and look for the answers to your questions in the November issue of “The State Employee.”
Important Notice

WITH REFERENCE TO GROUP LIFE INSURANCE OF MEMBERS ENTERING THE ARMED FORCES OF THE UNITED STATES

The Association has been able to arrange for those inducted into the armed forces of the United States on or after November 1, 1942, the privilege of temporary continuance of their Group Life Insurance for a period not exceeding 120 days after the date of induction. Any member entering Military or Naval service who desires to take advantage of this privilege must so notify the Association, and remit proper payment, within thirty-one days from the date he leaves State service.

By doing this and by applying promptly for National Service Life Insurance, which can be secured without medical examination within 120 days after induction into Military or Naval service, members can avoid interruption of their insurance protection.

National Service Life Insurance is available to all members of the armed forces in amounts up to $10,000 on the 5-year term plan, at rates approximating present payments for Group Life Insurance, and the National Life Insurance rates are guaranteed for 5 years from the date of issue of the policy to the individual, regardless of the war hazard. The Federal Government deducts National Service Life Insurance premiums from military pay.

Upon returning to active State service any member can have his Group Life Insurance reinstated without medical examination by making application to the Association within 90 days of his return.

Let's Hear What You'd Like to Read in "The State Employee"

It has been set down that variety is the spice of life, and far be it from the editor to dispute that point.

Now variety is the substance that we are endeavoring to furnish you in THE STATE EMPLOYEE, but just how wide a variety, quite candidly, is the problem that is perplexing the editorial board today.

Let's have your suggestions, State employees. Just what do you prefer in THE STATE EMPLOYEE? What would you like to read in it?

Association members, this is your publication, and we want you satisfied. Won't you let us know your views in a letter to The Editor, THE STATE EMPLOYEE, Room 156, State Capitol, at Albany? Let's hear from you all!
New York State Department of

New York State, September 21, 1942, the Attorney General has ruled that public employees who engage in active duty as members of the women's organization known as the W.A.V.E.S. will be performing military service, and therefore, are entitled to the protection of Section 246 of the Military Law. This means that such employees are entitled to the same mandatory leaves of absence for the duration of their service in the W.A.V.E.S. that are accorded to members of the W.A.A.G.S. and to the men who join the army, navy or marine corps. In his analysis of the act of the Attorney General stated, "While restricted to shore duty, it is expressly provided that the members of the Women's Reserve may not be used to replace civil service personnel employed in the Naval Establishment but are to be trained for duty so as to release male officers and men of the naval service for duty at sea. The act speaks specifically of the military authority of the officers commissioned therein in limiting such authority to the administration of the Women's Reserve. The terms of the enactment leave no doubt that it provides for a military organization in the naval service of the United States."

United States Maritime Service

Public employees who serve in the United States Maritime Service are not members of a military organization formed for duty in or with the public armed forces of the United States, and, therefore, are not entitled to the protection of Section 246 of the Military Law. This ruling was made by the Attorney General in a formal opinion dated September 21, 1942, which states:

"Under the present Federal program for the training of merchant seamen and the nature of their employment in the Merchant Marine, there is no basis upon which they can be held to be within the existing restricted application of Section 246 of the Military Law to military service. Unless the Merchant Marine shall be made a part of the Navy or a naval auxiliary, or shall be otherwise organized as public military force, or unless the present scope of the State Military Law shall be extended, public employees training for or engaged in the Merchant Marine are not entitled to a statutory leave of absence from their positions."

However, public employees who join the United States Maritime Service can be protected in their Civil Service employment, in the opinion of the Attorney General.

"Rule XVI, subdivision 1, paragraph b, of the Rules for the Classified Civil Service, authorizes the appointing officer or body, in his or its discretion and with the approval of the Budget Director, to grant a leave of absence, renewable without return at one year intervals, but not extending beyond six months after the termination of the war, to enter the service of the Federal government, or its associated powers, or to engage in war industries for the United States or its associated powers."

"It is understood that during training cadets of the United States Maritime Service are paid by the Federal government. Part of their training and their subsequent employment may be on government-owned as well as private vessels. Transportation of war supplies on privately owned vessels is clearly a war industry. I have no difficulty, therefore, in concluding that public employees in training with the Maritime Service or serving with the Merchant Marine will be either in the service of the Federal government or engaged in a war industry so as to permit them to be granted a leave of absence under the Civil Service Rules."

Civil Service on the Air

Beginning Monday, October 12, 1942, at 6:15 P.M., and continuing every second Monday, the State Civil Service Department will conduct regular fifteen minute radio broadcasts over Station W.N.Y.C., New York. The programs to be known as "Civil Service Newcasts," will feature talks and interviews on civil service matters in which State officials will participate. Plans have been made for the presentation of sketches dealing with the special problems affecting civil service applicants, candidates, eligibles, appointees and employees. The program will also consist of current news topics such as information about new examinations and new eligible lists.

Participating in a recent broadcast on the topic "Review of Civil Service Activities in New York State," were the following members of the State Civil Service Department:
Frank H. Densler, Executive Officer; Charles L. Campbell, Director of Classification; George R. Hitchcock, Secretary to the Commission; Philip Kerker, Assistant Secretary; Henry McFarland, Director of the Municipal Service Bureau; and Catherine Shanahan, Senior Municipal Research Assistant.

Civil Service Report

The Fifty-ninth Annual Report of the New York State Civil Service Commission has just been published. This report traces the historical development of the oldest State civil service commission during almost six decades and draws interesting comparisons between the conditions at the turn of the century and at the present time. For example, the report shows that in 1900 the staff of the State Civil Service Commission numbered fifteen (including the three commissioners), whereas in 1941 its staff consisted of 209 persons, an increase of 1400%. Another interesting feature is the analysis of the effect of World War I on civil service examinations. This discloses that while the number of open competitive and promotion examinations increased from 193 to 700 in the period from 1914 to 1919, the number of candidates competing fell from 21,134 to 18,509 during the same period. It is unlikely that this trend will be manifested during the present war, in view of the Civil Service Rules authorizing the making of temporary war appointments.

THE BULLETIN BOARD

Open Competitive Examinations

Listed below are State positions for which open competitive exam-
Minations are scheduled to be held on November 21. Applications must be filed by November 6.

Assistant District Health Officer, Department of Health. Usual salary range $4,000 to $5,000, No. 4201.

Assistant Research Psychiatrist (New York State Psychiatric Institute and Hospital), Department of Mental Hygiene. Usual salary range $3,120 to $3,870, No. 4202.

Associate Research Neuropathologist, Department of Mental Hygiene. Usual salary range $4,000 to $5,000, No. 4203.

Canal Maintenance Foreman (Division of Canal and Waterways), Department of Public Works. Usual salary range $1,800 to $2,300, No. 4204.

Chief, Bureau of Research for Women in Industry (Division of Women in Industry and Minimum Wage, Department of Labor. Usual salary range $3,500 to $4,375, No. 4205.

Director of Higher Education, State Education Department. Usual salary range $5,200 to $6,450, No. 4206.

Labor Relations Examiner (Labor Relations Board), Department of Labor. Usual salary range $2,760 to $3,360, No. 4207.

Medical Social Worker, Department of Health. Usual salary range $1,800 to $2,300 without maintenance, or $1,500 to $2,000 with maintenance, No. 4208.

Motor Equipment Maintenance Supervisor (Division of Highways), Department of Public Works. Usual salary range $2,400 to $3,000, No. 4209.

Museum Technical Assistant (Taxidermy), State Education Department, No. 4210.

Orthopedic Public Health Nurse (Division of Public Health Nursing), Department of Health. Usual salary range $1,800 to $2,300, No. 4211.

Senior Medical Social Worker, Department of Social Welfare. Usual salary range $2,760 to $3,360, No. 4213.

Supervising Nurse (Operating Room), Department of Health, Usual salary range $2,000 to $2,500, No. 4214.

The following are State positions for which unwritten examinations will be held and for which applications must be filed by November 20:

Foreman, Blister Rust Control (Bureau of Forest Pest Control), Conservation Department. Usual salary range $4.00 to $6.24 a day, No. 4216.

Institution Teacher (Child Care), Department of Correction. Usual salary range $1,800 to $2,300, No. 4217.

The duties and minimum qualifications for this series of examinations are expected to be announced about October 15. Applications can be obtained by mail from the State Department of Civil Service, Albany, New York.

Promotion Eligible Lists. The following are State promotion lists promulgated recently:

Assistant Budget Examiner (Division of the Budget), Executive Department, No. 5103.

Assistant Clerk (Albany Office), Insurance Department, No. 5124.

Assistant Clerk (Albany and New York Offices, including Albany Area Office but excluding Welfare Institutions), Department of Social Welfare, No. 5106.

Assistant Librarian (Orders), State Library, Department of Education, No. 5148.

Assistant Stenographer, Department of Taxation and Finance, No. 3218.

Chief Lock Operator (Division of Canals and Waterways), Department of Public Works, No. 5034.

Head Printing Clerk (Division of Standards and Purchase), Executive Department, No. 5093.

Junior Civil Engineer (Bridge and Grade Separation), Department of Public Service, No. 5094.

Radio Physicist (State Institution for the Study of Malignant Disease), Department of Health, No. 5119.

Senior Account Clerk (Homer Folks T. B. Hospital), Department of Health, No. 5143.

Senior Actuarial Clerk (Albany Office), Insurance Department, No. 5026.

Senior Clerk (Albany Office), Insurance Department, No. 5051.

Senior Compensation Clerk (Rochester Office), Department of Labor, No. 5027.

Senior Compensation Hearing Representative (Upstate Offices), State Insurance Fund, No. 3252.

Special Attendant — Telephone Operator (Willard, Hudson River and Harlem Valley State Hospitals), Nos. 5120, 5121, and 5122.

Muhlfelder's
No. Pearl St.

Beauty Wise Women Know

Velvet Texture Cream
by Charles of the Ritz

It preserves the velvet smoothness of their skins. Especially recommended for the dry skin and for use after exposure to sun or wind.

2.00
Comm. Osborne Bids Farewell

JOHN T. GIBBS BECOMES ACTING COMMISSIONER

On to broader fields has gone Lithgow Osborne, who for nine years was New York State commissioner of conservation, and in his place as acting commissioner is John T. Gibbs, who for some years was deputy commissioner.

Mr. Osborne, who has been granted a leave of absence by Governor Lehman, went to Washington to take up a post with the Federal government's Office of Strategic Services, a war time unit headed by Colonel William J. Donovan.

Conservation commissioner since 1933, Mr. Osborne was a secretary in the United States embassy at Berlin before World War I. He later became secretary and charge d'affairs at Copenhagen, and still later attended the Peace Conference at Paris. In granting his leave, Governor Lehman told him: "I know your work is important and will aid in our national war effort."

"The State Employee" extends its greetings and a wish for every success to Mr. Osborne, and to his successor, Commissioner Gibbs, who has been in State service for some years and was a widely known New York City newspaperman earlier.

Commissioner Osborne's last official communication was typical of him. It was an open letter addressed to the Conservation and Sportsmen of New York State, to whom he said in part:

"In saying farewell I should like nothing better than to attempt to review the progress in various fields made in the last ten years in New York State. Summed up it makes an impressive record.

"I should like still better to assume credit for that progress. I cannot do that, in all honesty, for the lion's share must go to division and bureau heads and their assistants.

"It is the civil service employees who are the backbone and guts of this department. They do the work and while in theory they may not establish policy they can influence policy to an enormous extent. It would be an extremely stupid commissioner who was not largely guided by their professional advice.

"These civil servants of yours— as I have known them for nearly ten years— are personally and officially honest; they are quite as industrious as men and women in corresponding positions in private business; above all they are interested in and keen on their jobs.

"My advice to you is to trust them—far more than you are sometimes inclined to do. That they should always be right or that you should always agree with them is of course unthinkable. But when you disagree with them you might remember that they live with the problems of conservation day in and day out and the chances are at least ten to one that they are right and you are wrong. You may hit on that one shot; but there are ten chances against it.

"So long as these specially trained and selected people have the affairs of conservation in their hands, I have no fears for the future. Only when and if we have a Governor who refuses to uphold the civil service law or a Commissioner who disregards its letter and spirit, will I begin to worry about this department. Until then official conservation in this State will be in the hands of its friends.

"As for the conservation organizations—when they do not ride hobbies or indulge in prejudices or pursue purely selfish and local ends (as sometimes, in all frankness, they do) they are of the greatest help to the department. Throughout the State there are enthusiastic and unselfish individuals and groups guiding such organizations. To them my special thanks go for their aid and encouragement throughout my term. It is due to their wise leadership that the past few years have been relatively free from those senseless controversies which have so often marred conservation history elsewhere and in other times.

"Governor Lehman has, I am delighted to say, named John Gibbs to carry on as Acting Commissioner. No one is better qualified by knowledge and by ability as an administrator. His long years of faithful and unassuming work as Deputy should have their reward. I know he will receive the same support, cooperation and assistance from the conservation organizations that I have always had.

"And so—So long and Good Luck and Thanks. This nation has a horrible job on its hands; but don't let us ever for a moment forget that when Hitler and Mussolini have disappeared in ignominy from the world they have cursed, the pines and spruce on Marcy and McIntyre and Colden will still be green and will still belong to a free people; there will still be trout in the Beaverkill and the Wiscoy and the Kinderhook and grouse on the wooded hillsides.''

HON. JOHN T. GIBBS Acting Commissioner of Conservation

USE THE BALLOTS ON PAGES 240 AND 241
FILL THEM OUT AND SEND TO ASSOCIATION HEADQUARTERS
The Capitol Beat

Trust the State Conservation Department to dig up the unusual stories. Here's the prize one ferreted out this month by John L. Halpin, erstwhile newspaperman and now the department's secretary.

One Charles Martin, farmer of Medina, was hearing a strange noise in his home. The sound appeared to emanate at night from the children's room. It sounded like the ticking of a time bomb, Martin reported, and since he had had trouble with a hired man, the sabotage theory looked good to Martin.

Along came Game Protector Maurice O'Brien, and here, according to Secretary Halpin, is what he found: A cricket that had taken refuge in the wall of the children's bedroom was what Mr. Martin had been hearing. It was, as Mr. Halpin aptly described it, a cricket that had strayed from the hearth.

Can Thanksgiving be far off when the State Department of Agriculture comes through with the following report: New York State farmers are raising 428,000 turkeys this year, an increase of 2 per cent over the total raised in 1941.

Into the mail during August went 582,546 checks representing unemployment insurance benefits totaling $8,049,479 for more than 140,000 unemployed workers in New York State. Industrial Commissioner Frieda S. Miller reports the amount represented a decline of 13 per cent from July. New York City benefit payments amounted to 78.7 per cent of all benefits distributed in the State, representing a decline from July of 16.7 per cent and reflecting a pickup in employment in the metropolitan area. Commissioner Miller reports the pickup was due to the apparel industry's recall of workers for the fall production, and expansion of labor forces by various war industries.

Stock company incorporations continue to decline in New York State, as is natural in a wartime era. Secretary of State Michael F. Walsh reports a total of 613 incorporations in August, compared with 972 in August, 1941. Stock company incorporations in the State for the first eight months of 1942 totaled 6,306, as against a total of 9,971 for a similar period in 1941.

Here's good news for State employees of the metropolitan area who like to enjoy duck hunting on Long Island—

Your favorite sport has been made possible for you this season, despite the war, as the result of the joint efforts of the State Conservation Department and Attorney-General John J. Bennett, Jr. When it appeared that duck hunting on Long Island might be a wartime casualty this year, Acting Conservation Commissioner John T. Gibbs obtained interviews with officers of the Army and the Coast Guard.

Mr. Bennett's aides sat in, legal kinks were ironed out and the army and coast guard let it be known they would not interfere with duck hunting on Long Island and on its bays and inlets. Duck hunters, however, must live up to the wartime restrictions which actually obtain as far north as the Federal dam at Troy.

The State Department of Labor received during August preliminary reports of 97 industrial accidents that took the lives of 92 male and 5 female workers in New York State. The department reports the total was 10 less than the July total, and 19 less than the total reported in July, 1941.

New York State's collections from all taxes administered by the State Department of Taxation and Finance ran true to anticipated form during August. Net collections from all sources aggregated about $22,500,000 and were nearly comparable to those of August, 1941, according to Carroll E. Mealey, president of the State Tax Commission. But, with taxable gasoline sales running about one-third less than a year ago, the State's take in motor fuel taxes was down more than $2,000,000.

The war, while boosting New York State's costs in many respects, is reducing expenditures in others, and today many State departments may be found turning back into the treasury unexpended balances of appropriations voted them by the Legislature. State Comptroller Joseph V. O'Leary reports approximately $3,400,000 of unspent funds in last year's budget is going back into the treasury, as against $3,800,000 of lapsed, or unused appropriations in the previous fiscal year.

Volunteers

State Employees from various departments have volunteered to work nights on emergency assignments, where experienced office workers are needed.

The Volunteer Placement Office of the Albany City and County War Council has issued several calls for help and in no case has the call gone unheeded. Volunteers have been called to assist with sugar rationing at schools, preparation of reports on gas rationing, City Hall, coding and combining of nurses' registrations, Department of Education, checking and correction of punched cards at International Business Machine Company. Many are now helping at various schools on sugar rationing for canning. Employees from the following departments have participated in these activities: Attorney General's, Conservation, Court of Claims, Education, Health, Insurance, Labor Relations, Department of State, Public Service and Public Works.

Additional calls are anticipated during the winter, and as the need for volunteers increases, other departments will be called upon, and will, we know respond in a like manner. However, if anyone wishes to join this volunteer group prior to a general call on his or her department, just send your name, department and phone number to Viola Zimmer, Department of State, Capitol, who is working with the War Council on the State Employees Volunteer Service, and to whom calls for volunteers are made.

State employees who are not privileged to serve with the armed forces are indeed proud of their fellow employees, now in service as represented by the flag which hangs over the front steps of the Capitol, and will gladly welcome any opportunity that may come to be of service here at home.
Group Life Insurance

SPONSORED BY THE ASSOCIATION

BY BEULAH BAILEY THULL
Chairman, Group Insurance Committee

In the September issue of "The State Employee," our official medium of communication, there was a factual statement of our Accident and Sickness Insurance. Here are the pertinent facts of our Life Insurance.

The Group Life Insurance Plan was established June 1, 1939. It is underwritten by the Travelers Insurance Co. of Hartford, Connecticut, through its agent, TerBush & Powell, Inc., 423 State Street, Schenectady, N. Y.

Coverage

The group life insurance plan pays for death of its members due to any cause whatsoever. Since the inception of the plan claims have been paid for natural death, accidental death, suicide, and one member was even murdered.

Amount of Insurance

If the member is of the supposedly stronger sex, namely male, the amount of insurance is based on the annual salary in accordance with the schedule following:

But if the member is a female, the maximum amount of insurance is $1,000 if one's salary is $900 or more and $500 if one's salary is less than $900. Although the different scale of benefits for male and female employees may, at first glance, smack of discrimination, the fact is that the lesser amounts were decided upon for female employees after a consensus of their opinion revealed that they desired group insurance only in an amount approximately sufficient to take care of the expense of the last illness and burial.

For the males the amount of life insurance increases automatically as the salary increases. On November 1st of each year the amount of individual insurance is increased to the class above if said person's salary has increased during the past year to the amount required for the next class. (See above table.) This means that if your October 30th salary check is less than your October 15th salary check, you will know that your insurance coverage has increased and that you are paying a little more. However, if on November 1st you are out on sick leave, your increase coverage will not become effective until you return to work. That is if you are out sick through October and November and then die before returning to work you will receive your insurance coverage as of October even if an increase in salary made you eligible for the next class of coverage.

Claims

Claims are usually paid within twenty-four hours of the time the Association is notified. We have what is considered a good death rate, yet, since the establishment of our group insurance plan, the company has paid out more than $630,000 for claims based on deaths of State employees.

In the event of death of an insured member, the following information must be forwarded at once to the Association:

(a) Name of deceased member.
(b) Name of attending physician — if known.
(c) Cause of death, if known.
(d) Date employee last worked and reason for leaving.
(e) If the beneficiary is known, evidence that such beneficiary is twenty-one years old helps to facilitate the payment of the claim.

No Medical Examination

If you apply for this type of life insurance within the first three months of your employment by the State, no medical examination is required.

If you apply for the Group Life Insurance within the first three months of your employment by the State, no medical examination is required. Otherwise, the company's customary medical examination is necessary. The fact that you may be on your three month's probationary period has no effect upon your application for this insurance.

If application is not made within the first ninety day period of employment with the State, customary medical examination is given without expense to the applicant.

To make application for Life Insurance under the group plan one must be actively employed by the State and also a member of the Association of State Civil Service Employees or one must become a member within ninety days.

Effective Date—Insurance Certificate

The insurance becomes effective on the 1st or the 16th of the month following the first premium deduction from the salary of the applicant. A certificate of insurance is issued by the insurance company and sent to each member insured under the plan. Loss of such certificate should be reported to the Association and a "Lost Certificate Affidavit" form will be furnished, which when filled out and returned to the Association will make possible the issuance of a new certificate.

The Beneficiary

The beneficiary named in the member's application for the insurance may be changed at the member's request. Change of Beneficiary Forms will be furnished, and when filled out and returned to the Association with the Insurance Certificate, the insurance company will endorse the certificate as to the new beneficiary and return it to the member.
Termination of Insurance — Conversion

The insurance issued under the group life plan will terminate on the 1st or 16th of the month next following:

(a) termination of employment with the State;
(b) withdrawal of payroll deduction authorization at the member's request to the State Comptroller, or by failure to make regular premium payments;
(c) termination of membership in the Association;
(d) attainment of age 70.

In the event of termination of insurance on account of termination of employment (or attainment of age 70) the group life insurance may be converted, without medical examination, to an individual policy of life insurance at the attained age rate, into any of the forms customarily issued by The Travelers Insurance Company, except term insurance, provided written application is made to the company within thirty-one days after termination of employment (or attainment of age 70).

Effect of Retirement

Members of the life insurance plan, who retire under any retirement system maintained by the State of New York, may continue in the plan until attainment of age 70 at which time his group insurance will terminate or may be converted as explained heretofore.

Cost

The Association has a five year guarantee of rates. November 1, 1944, marks the end of the five year guarantee. Without doubt we will be able to procure as equally good a rate for the next five years, that is, unless our death rate takes a great jump during the next two years. At present we, as individuals, are doing pretty well in keeping our death rate down. The cost of insurance until November 1, 1944, is based on the following table:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Attained Age (nearest birthday)</th>
<th>Semi-Monthly Cost for Each $1,000 of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>39 and under</td>
<td>$0.30</td>
</tr>
<tr>
<td>B</td>
<td>40 to 44, inclusive</td>
<td>$0.38</td>
</tr>
<tr>
<td>C</td>
<td>45 to 49, inclusive</td>
<td>$0.50</td>
</tr>
<tr>
<td>D</td>
<td>50 to 54, inclusive</td>
<td>$0.70</td>
</tr>
<tr>
<td>E</td>
<td>55 to 59, inclusive</td>
<td>$1.00</td>
</tr>
<tr>
<td>F</td>
<td>60 to 64, inclusive</td>
<td>$1.50</td>
</tr>
<tr>
<td>G</td>
<td>65 to 69, inclusive</td>
<td>$2.25</td>
</tr>
</tbody>
</table>

During Disability Periods

If a member of the life plan becomes disabled, he is granted extended insurance protection without payment of premiums for a period equal to the time he was continuously a member of the plan up to a maximum one year period, at the end of which his coverage terminates providing premium payments are not kept up. Or, when disabled, a member can keep his group insurance by making cash payment of premiums due to the Association, and be entitled to continue his insurance as long as he is disabled and unable to work for gain or profit but not beyond age 70.

Transfers, Resignations, Leaves of Absence

If a member of the life insurance plan is off the State payroll because of leave of absence without pay, or is transferring to another department or institution, he should make certain that his insurance protection is continued by premium payment.

A WHITNEY CHARGE ACCOUNT

is a great convenience

Why not open one today
and have the helpful use
of the Charga-Plate when shopping at

Whitney's
ALBANY, N. Y.

We do appreciate the patronage of all State Employees

BROOKLYN SERVICE FLAG

Above is the service flag flying from Building 10 of Brooklyn State Hospital and honoring the employees of that institution who are now serving with the armed forces of the nation. At the time the picture was taken by Mr. Walter Drummond, 130 stars adorned the flag. At the present time 150 stars appear on the flag and proportionately to the number of employees at Brooklyn State Hospital, this institution boasts practically the largest number of employees in military service.

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October 235
CITIES STRUCTURE

Cities like the other units of local government are creations of the Legislature and subject to its will. The Legislature is, however, limited by a number of provisions of the Constitution. During the last one hundred years, the quest for satisfactory and proper city government has witnessed a changing distribution of power between the State and the city unit.

Customarily cities were created by special charter. Not infrequently the special charter method resulted in a vicious type of log-rolling. Legislators were not able to analyze critically or evaluate properly the terms of each charter in the light of the particular situation for which it was devised. Unprincipled politicians were sometimes able to secure the passage of a charter which could easily be misused for private profit.

The later part of the 19th century found cities engaged in a period of frenzied finance. Costs of municipal governments were increasing and the Legislature wished to put a curb upon the corruption and extravagance which were accompanying legitimate expenditures. As early as 1846 the Legislature found it necessary to regulate the indebtedness of local units. Although the Legislature in 1853 forbade cities from extending their credit to private corporations, these provisions did not prevent the Tweed Ring from raising the debt of the city of New York from $18,000,000 in 1860 to $113,000,000 in 1876. Statutory and constitutional restrictions reached their peak by the beginning of the 20th century. Since then the home rule powers of cities have been gradually extended.

New York State has sixty-one cities. Twenty-one counties include no cities.

ORGANIZATION AND STRUCTURE OF CITIES

Unlike towns and counties, cities and villages are expressly authorized by constitutional provisions. The Legislature is vested with the duty of providing for the organization of cities and incorporated villages, but there is no provision in the Constitution providing for any particular structure or function of cities generally. The city is a municipal corporation relatively independent of other local units, although its property is subject to county taxation.

There is little uniformity in the structure of the cities of the State. Forty-three of the cities are operating under special charters designating the governmental structure, providing for officials and employees, and authorizing specific functions. In 1908 the Second Class Cities Law provided a uniform charter and organization for cities of the second class. A city was of the second class —Buffalo, New Rochelle, New York, Rochester, Sherrill and Syracuse—are operating under home rule charters. A home rule charter offers the most local control of municipal affairs of any of the city charters available in New York. In addition to various types of the mayor-council form of city government, such forms as the commission plan and city manager plan are included in the governments represented among New York's sixty-one cities.

The General City Law, originally enacted in 1900, defines various general and specific powers granted to all the cities of the State. In addition, the General Municipal Law contains such provisions affecting the government of cities as the regulation of finance, actions against public officers, public health and safety, creation of planning boards and municipal public utility services.

POWERS OF CITIES UNDER HOME RULE AMENDMENT

The Home Rule Amendment has given cities considerable freedom over the organization and functions of their government. This Amendment also limits the hitherto unrestricted power of the Legislature over any particular city. The Legislature is specifically prohibited from acting in relation to the "property, affairs or government" of any city in such a way that the law is either special or local in its terms or its effects. All such acts must be by general law which shall be applicable to all cities alike. This restriction is not operative against the Legislature if the proper city authority states an emergency exists and requests the Legislature to act. On concurrent action of two-thirds of the members of each house the Legislature may enact legislation that is special in its terms and its effects.

Through usage and court interpretations "property, affairs or government" which are within the legislative power of the city and beyond the scope of special acts of the State Legislature include such internal problems as the control of...
local officers and employees, and the incurring of obligations and the discharge of claims against the city, the management and use of the city's streets and property, the wages, hours of work, and protection, welfare and safety of persons employed by any contractor performing work or services for it, and the government and regulation of the conduct of its inhabitants and the protection of their property, safety, and health; and the ownership and operation of transit facilities.

Legislation which affects the welfare of the general public as well as the residents of a city or cities is not "property, affairs or government" and is therefore no restriction on the legislative power of the Legislature. The police power of the State in so far as it deals with the health of the people of large cities is not a local affair. The Multiple Dwelling Law is another valid exercise by the Legislature of its police power which is not subject to the home rule restriction. The Legislature is not subject to the home rule restriction when it confers upon a city the power to levy an emergency tax for the relief of its poor and destitute, when it creates cities and defines their boundaries, when it grants franchises, provides for the organization of courts and the administration of justice, passes emergency rent laws, or regulates a retirement system which includes court and county employees. The act providing for the Buffalo Sewage Authority although local in effect is not subject to the home rule restriction because it covers a matter of public interest affecting the whole State.

The most important acts of a city legislative body under the home rule clause must be submitted to the local electorate for approval. Certain other local laws are subject to local referendum if a petition containing a specific number of electors is filed within forty-five days after the adoption of such local laws.

City legislation by local law may not supersede a State statute if it removes or raises a limitation on the amount to which a city may become indebted or to the amount to be raised by tax in any one year for city purposes; affects the maintenance, support or administration of the educational system; the pension and retirement system; applies to any provision of the Labor Law or the Workmen's Compensation Law; or affects the power of the State Comptroller to audit municipal accounts or prescribe forms of municipal accounts.

The distribution of power between the cities and the State under the authority of the Home Rule Amendment has been a significant step toward putting the responsibility for the treatment of local problems in the hands of the municipality itself. It is difficult to judge whether the optimum distribution of powers has been reached since the problems of city government are continually in a state of flux.

The most urgent demands of New York City for more control over their affairs have been met through the adoption of the new city charter and through the amendments to the Constitution making possible more complete control by the city over transportation facilities. The most frequently voiced criticism of State control is that which requires a city to pay salaries, such as those of court employees who are not in any way subject to control by the city. On the other hand many cities would like to have the State take over complete control of relief and education if the State would at the same time provide all the funds for the support of these functions.

Current Problems of Cities

During 1941 the national defense program stimulated an industrial boom which has helped all of the cities and most of the villages to reduce tax delinquencies, increase current tax collections, and decrease welfare costs. It has also lessened the demands for drastic real property assessment reduction and has increased property values. On the other hand many cities are faced with a serious housing problem, while others are asked to provide enlarged services for new or expanded industries engaged in the defense effort. Cities have had to assume many additional financial burdens arising out of the requirements of the civilian defense program.

Most of the cities still have a large number of aliens on relief who are not eligible for employment on work relief projects and whom most industries will not employ.

During this year sixty-one training schools and institutes were conducted under the auspices of the State Conference of Mayors and other interested groups. These schools covered a number of areas of municipal service, including schools for the police, firemen, sewage plant operators, milk inspectors, municipal electric officials, public works officials, water plant operators. City officials recognize they are obligated to secure the greatest possible economy in the administration of municipal affairs during the emergency as their proper function.

New York City

The manner in which the largest, wealthiest, and most cosmopolitan city in the world is governed is closely bound up with the general welfare of the State as a whole as well as being of vital concern to everyone of the city's inhabitants. The problems of administering the government of New York City are peculiar to the city alone. The city's seven and one-half million popula-
tion are confined within an area of about 300 square miles. In addition the city accommodates a daily transient population of two millions.

The city has 5,500 miles of streets which are subject to a daily movement of more than one million motor vehicles. These streets must be constantly repaved, cleaned, lighted, policed and regulated. The city’s parks cover approximately thirty square miles exclusive of parkways and playgrounds. One and one-quarter million children attend about 800 day and evening schools, which are maintained and staffed by 46,000 teachers, custodians, and employees. The fire department numbers some 9,000 uniformed and civil employees. The population consumes a billion gallons of water each day conveyed through 4,500 miles of water mains. The police force numbers about 20,000 members, and sanitation service requires a force of 14,000 men. Thousands of unemployed and indigent persons are housed, clothed and fed daily. Fifty million pounds of foodstuffs are inspected, moved, and disposed of every twenty-four hours. Thousands of the sick are hospitalized at city expense in twenty-seven hospitals and millions are treated in the dispensaries.

The city budget runs between six and seven hundred million dollars. Before any money may be appropriated for services demanded by the people, the city authorities must produce well over one hundred million dollars to service a debt of over two billion dollars. Because of problems peculiar to New York City, the State Constitution has been several times amended to permit the city to borrow money to engage in special activities. The city has been authorized to borrow outside its debt limit over 600 million dollars for transit purposes alone. A major proportion of the State’s housing funds will probably be employed to clear some of the New York City’s 60,000 sub-standard tenements.

The regular city revenues are derived from its general and permanent power to tax some sixteen billion dollars of real estate. During the early days of the depression the Legislature delegated to the city temporarily the power to levy a tax on the gross receipts of utilities, a tax of two per cent on general sales and other minor taxes. The receipts from these taxes were to be used for relief purposes only. Aside from the cigarette tax, these special taxing powers have been extended each year since their inauguration.

**Government**

New York City’s new charter which went into effect January 1, 1938, embodies the best features of the recent developments in the science of municipal administration.

The mayor is the chief executive officer invested with ample power to secure a proper and efficient discharge of governmental services. He is elected from the city at large for four years. Various administrative departments are provided to aid him in the discharge of his executive duties. He is empowered to appoint and, with few exceptions, at pleasure to remove the heads of such departments. He is given the right to veto any legislative action of the council. His power in the exercise of such vetoes is subject, however, to being overridden by a two-thirds vote of the council. He is a necessary participant in the exercise of the major financial operations of the city. He submits the executive budget to the board of estimate and the council annually, and possesses the power to veto the budget finally adopted by these boards. The mayor fixes the maximum amount of the capital outlay budget. One of the interesting innovations in the new charter is the creation of the office of deputy mayor, who is appointed by the mayor and to whom the mayor may delegate any except his most important functions.

The council is the legislative body of the city. All municipal legislation is by local law and may be initiated only in the council. The council is vested with the power to fix the annual tax rate. The members of the council are elected by proportional representation from the boroughs as districts. The number is indeterminate, there being one for each 75,000 votes cast. The present council is composed of twenty-six members. The council adopts both the expense and capital budgets of the city, after approval by the board of estimate.

The council is presided over by the president of the council. He is elected from the city at large for a term of four years. In the advent of the absence or death of the mayor, he succeeds to the office of mayor.

The board of estimate is the general governing board of the city. It is composed of the mayor, comptroller, and president of the council—each with three votes; the borough presidents of Manhattan and Brooklyn with two votes each; and the borough presidents of Queens, Richmond, and the Bronx with one vote each. It dictates the financial policy of the city. It approves both the expense and the capital budgets. It fixes the salaries of all persons to be paid from the city treasury where such salaries are not regulated by mandatory legislation of the State Legislature. It authorizes the issuance of city obligations. The board has general jurisdiction over city-owned real estate. It grants franchises by resolution. In addition, it exercises all powers given to the city which are not specifically assigned to another city agency. In each of the five boroughs, a borough president is elected for a term of four years, to administer the internal affairs of the borough. He is a member of the board of estimate, but is not a member of the council. Each president is a member of all local improvement boards in his borough.

He has charge of the construction of public streets and roads and of crosswalks within the territory covered by the borough under his jurisdiction. He has charge, also, of public baths and comfort stations, of the laying and relaying of surface railroad tracks within his borough and of the placing of signs designating the names of the various streets within the borough.

The comptroller is the chief financial officer and the general financial administrator of the city. He is elected from the city at large for a term of four years. He is a member of the board of estimate and is second in importance only to the mayor. The general functions of the comptroller are the audit, investigation and criticism of the workings of the city government.

The city planning commission is another innovation of the new charter which has attracted a great deal of attention. In addition to the usual planning commission function of preparing a master plan, the commission has been given the responsibility for preparing the annual capital budget. It is limited in the preparation of the capital budget only by the maximum amount set by the certificate of the mayor. The commission combines administrative

(Continued on Page 248)
Active Part in War Effort

PLAYED BY STATE EMPLOYEES

The advent of October, and its first chill blast of Autumn frost, found New York State employees, in Albany and other communities, deeply concerned in varied phases of the war effort.

With the Federal government prepared to ration fuel oil, and with prospects that those who burned it would have to be content with temperatures several degrees lower than customary, the paramount question among State employees was whether the heat would be on—and that isn't the vernacular of the underworld.

On the question of heat for the cold winter months, how well were the State's workers to fare?

The State had its answer, in the form of huge piles of coal it had bought early, with typical far-sightedness, against just such an emergency. Few State institutions today employ oil heat, the majority having coal-fired boilers. Typical coal-pile was that atop the State-owned power-house in Albany, which supplies heat to the Capitol, State Office Building and Education Building. In the open air, visible to pedestrians on No. Hawk Street viaduct high above it, the coal pile is worthwhile insurance, according to John J. McNulty, State superintendent of public buildings, who ordered it stacked there. The coal is Buckwheat No. 1.

Another side of the wartime picture was the State employees' participation in the "Share-The-Ride" program and other plans designed toward the patriotic goal of tire and gasoline conservation.

"Share-the-Ride" was on thousands of lips as summer gave way to Fall and the average State worker eyed the problem of getting to work in the trying days to come. On hundreds of automobile windshields about State buildings and institutions were pasted the red, white and blue stickers distributed by the various local War Councils and reading: "Double Up to Save Gas and Rubber! I Don't Drive to Work Alone!"

It was a patriotic slogan, and typical of the fine spirit displayed by the average State employee in this era of limited and not-too-comfortable transportation facilities.

The State, meanwhile, leased 40,000 square feet of floor space in an Albany garage building as one of its first steps in storing many State-owned automobiles, the majority for the duration.

Mr. McNulty, in closing the lease on behalf of the State Automotive Rationing Committee, announced that approximately 300 cars would be stored and a small repair shop installed. Under the plan devised by the State's own committee on automobile pooling, State-employed chauffeurs will work out of the new garage, taking turns at operating State-owned cars called for by State officials on official business.

Among the cars now in charge of the Rationing Committee is the No. 2 car that had been for some years at Governor Herbert H. Lehman's disposal. He turned it over to the committee recently, retaining only his No. 1 car for official State business.

Not to be outdone, Governor Lehman's brother, Chief Judge Irving Lehman of the Court of Appeals, turned over to the State his privately-owned automobile, a late model in excellent mechanical condition with good tires.

October's dawning found yet another side to the wartime picture as it concerned the average State employee—his keenness in keeping abreast with patriotic appeals of the day, typical of which was the call for orchard assistance.

For the benefit of those unfamiliar with the background of the harvest situation as it exists in the State today, here it is, briefly:

The wartime combination of Selective Service and the lure of higher wages in war production industries virtually stripped the State's farmers and fruit growers of labor as the year's most important season—the harvest time—approached.

The farmers, eyeing a bumper crop, sounded an emergency call for assistance. Among the first to hear it, and respond to it, were the State employees. Many an employee spent healthful week-ends recently aiding farmers in the harvest, thereby acquiring suntans and evincing their patriotism at the same time. But the best part of the story is yet to be told—

The State Department of Agriculture and Markets felt it was so important to harvest the State's apple crop, it announced employees would be granted time off to go to the aid of fruit growers.

First test of this innovation in State service took place near Albany, with a dozen men and women employees signing up with David Chambers, assistant director of the Bureau of Food Control. Oddly, one of the fruit farms toward which they headed on their patriotic mission is owned by Peter G. Ten Eyck, who for years was the State's agricultural commissioner.

The United States Employment Service in Albany listed employees of the Claims Bureau, Division of Placement and Unemployment Insurance, on the honor roll for having answered the earliest call for week-end harvesting of farm crops.

Yet another side of the wartime picture as it affected the average State employee was his activity in volunteer capacity in wartime emergency services. Typical was the comment from officials of the First Flight Command, which handles reports from volunteer airplane spotters posted in a wide area about Albany. Officers there said State employees from various departments in Albany are among their most active and trusted aids.

All these things the average State employee finds time to do these days, in addition to fighting for his country, training with the WAAC's, as several young ladies from various State bureaux already have done, and, last but not least, performing that other patriotic gesture of buying War Savings Bonds.
Please vote only for Member on Executive Committee to represent the department in which you are employed. To vote for regular nominee place check mark in box opposite name. To vote for other than regular nominee place name of representative desired on blank line provided directly under name of regular nominee.

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*Independent nomination

This ballot must be delivered or mailed so as to reach Association Headquarters, Room 156, State Capitol, Albany, N.Y., or the place of the Annual Meeting, before 8 P.M., October 20, 1942.

Name ____________________________
Department _________________________
Membership Card No. ____________________

EXECUTIVE COMMITTEE ELECTION

In order to carry out fully the intent of the Constitution of the Association to have the Association truly representative of the wishes of its members, opportunity must exist for each member of the Association to choose by ballot the representative of his or her respective department on the Executive Committee. The Association's Constitution provides that in cases where the members within a department fail to elect a representative for the Executive Committee, the Executive Committee is empowered to make a selection.

It is important that members within a department elect directly their representative on the Executive Committee and thus enable the Association to function democratically in a complete sense. The success of the Association depends to a great degree upon the personnel of the Executive Committee.

Numerous meetings of the Executive Committee are called during the year, and many on brief notice, when immediate action on important issues involving Association action is necessary.

Members of the Association throughout the State are urged to keep in close contact with the Executive Committee member elected for their respective departments, so that such Executive Committee member may be familiar at all times with the problems of the employees of the department he represents.

The ballot on this page contains the candidates selected by the Nominating Committee and Independent Nominations submitted in accordance with the provisions of the Association's Constitution. Blank space is provided to write in the name of any other representative desired.

Envelopes containing ballots should be marked "Ballot" and should bear signature or membership card number of member. (See Editorial, this issue.)

It is important that you use your right to vote for a representative of your department on the Executive Committee. Detach the ballot provided, fill it out, and send it to Association Headquarters, Room 156, State Capitol, Albany, TODAY.
ANNUAL ELECTION OF OFFICERS

The Annual Election of Officers of the Association for the year beginning October 20, 1942, will occur on that date and will be conducted in accordance with the provisions of the Constitution quoted below:

“ARTICLE VI, SECTION 3. Officers and members of the Executive Committee shall be elected by ballot at the annual meeting which will be deemed to continue from nine o'clock A.M. to eight o'clock P.M. on the third Tuesday of each October. When the meeting is not actually convened, the headquarters of the Association shall be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. Ballots with the names of all duly nominated candidates printed thereon shall be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the Executive Committee, at least ten days prior to the Annual Meeting date. The ballots or the envelopes in which ballots are enclosed by the member shall be marked ‘Ballot,’ and such envelope or ballots shall also bear the signature of the member and the name of the department in which he is employed.”

“ARTICLE VI, SECTION 4. The Executive Committee shall appoint a Board of Canvassers of at least three members of the Association to determine the validity of nominating petitions and to count the ballots. The persons receiving the greatest number of votes for the respective offices or positions shall be duly elected for the ensuing year. Any person whose name is printed on the ballot may be present during the canvass of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the Executive Committee.”

The officers to be chosen are: President, First, Second and Third Vice-Presidents, Secretary and Treasurer.

The Nominating Committee, selected at a meeting of the Executive Committee, consisted of: William F. McDonough, Chairman, Mrs. Beulah Bailey Thull, and John A. Cromie. The candidates for the various offices printed in the Official Ballot below, are those submitted by the Nominating Committee chosen under the following provisions of the Constitution.

“ARTICLE VI, SECTION 1. A Nominating Committee shall be appointed by the Executive Committee at least ninety days prior to the date of the Annual Meeting, and such Nominating Committee, after giving full consideration to all facts or petitions presented to it by individual members or groups of members, shall file with the Secretary, at least sixty days prior to the annual meeting, nominations for officers of the Association and members of the Executive Committee.”

The names of candidates other than regular nominees which you may wish to vote for may be written on blank lines provided.

Members will note that envelopes containing ballots shall be marked “Ballot”, and shall also bear the signature of the member and the name of the department in which he is employed.

Members are urged to exercise their voting power (see editorial).

(DETACH ALONG THIS LINE)

The Association of State Civil Service Employees of the State of New York, Inc.

OFFICIAL BALLOT — ANNUAL ELECTION — OCTOBER 20, 1942

To vote for regular nominee, place check in box opposite name. To vote for other than regular nominee, place name of officer desired on blank line provided.

Check
☐ For President: HAROLD J. FISHER
☐ For President: ____________________________
☐ For First Vice-President: CHARLES L. CAMPBELL
☐ For First Vice-President: ____________________________
☐ For Second Vice-President: JOHN L. LIVINGSTONE
☐ For Second Vice-President: ____________________________
☐ For Third Vice-President: J. EARL KELLY
☐ For Third Vice-President: ____________________________
☐ For Secretary: JANET MACFARLANE
☐ For Secretary: ____________________________
☐ For Treasurer: EARL P. PFANNEBECKER
☐ For Treasurer: ____________________________

The Constitution of the Association provides that when the Annual Meeting is not actually convened, Association Headquarters will be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. This ballot therefore must be delivered or mailed so as to reach Association Headquarters, Room 156, State Capitol, Albany, N.Y., or the place of the Annual Meeting, before 8:00 P.M., October 20, 1942.
Like the gentleman who while visiting a large metropolis for the first time remarked that the buildings were so high he couldn't see the city, many State civil service employees who are affected day in and day out by Civil Service Laws, Rules and Regulations have informed themselves only sketchily as to their rights and privileges thereunder.

"What the State Civil Service Is" constitutes Section III of the Association Representatives' Handbook which is now being prepared by a special committee appointed by President Fisher headed by Charles H. Foster, the Association's executive committee member from the Executive Department.

As explained in the last issue of this magazine in which was contained Section VII—"The Feld-Hamilton Salary Career Plan," in order to give widespread circulation of contents of the handbook, it is planned to print sections of it in future issues of "The State Employee." The Association deems it imperative that Association representatives and members generally be acquainted with their rights and privileges under the Civil Service, Workmen's Compensation, Retirement, Labor and other laws and regulations.

The special committee is working hard preparing the handbook and it is hoped that copies of a tentative draft will be available for distribution to representatives of the Association and Chapter delegates at the Annual Meeting on October 20th.

Many inquiries are received daily at Association Headquarters personally and through the mails from State employees, the answers to which are contained in the following article on "What the State Civil Service Is." Inquiries as to transfers, promotions, demotions, reinstatements, etc., are received daily.

It is assumed that because of the broad scope of the proposed handbook, and the probability that the finished product will be of considerable size, that copies cannot be made available for all of the Association's 35,000 members throughout the State. It will be distributed to chapter officials, representatives of the Association, and generally enough to be available for reference in all State offices, departments and institutions.

If members retain the September issue, this issue and future issues of "The State Employee," they will have the information to be contained in the handbook available for ready reference at all times.

A tentative draft of Section III of the Representatives' Handbook follows:

**Association Representatives' Handbook**

**Section III**

**WHAT THE STATE CIVIL SERVICE IS**

**A. Jurisdictional Classification**

The duties classification of positions is the process of finding out, by obtaining and analyzing facts on an objective basis, what different kinds of positions there are in the State service.

The Classification Board in the Civil Service Department, which reports to the Civil Service Commission, is responsible for the administration of the classification aspects of the civil service system.

The duties classification plan is the basis upon which the Civil Service Commission determines how positions shall be filled. This determination of whether the position falls in the competitive, non-competitive or exempt class is known as jurisdictional classification.

1. The Unclassified Service is fixed by law and includes all elective and legislative officers, election officials, the head or heads of any department, superintendents, principals, and teachers in the public schools, and others enumerated in Section 9 of the Civil Service Law.

2. The Classified Service includes all officers and employees who are not in the unclassified service and is divided into the competitive, non-competitive, exempt classes. In addition, there is the labor class in cities.

(a) The Competitive Class includes all positions for which it is practicable to hold competitive examinations, and it is the only class of positions which gives civil service tenure to its employees.

(b) The Non-Competitive Class includes those positions for which it is practicable to examine, but not on a competitive basis. The qualifying examination may be written, oral, or any other suitable test. All such positions must be enumerated in the rules of the Civil Service. (See Rule XVIII).

(c) The Exempt Class includes positions for which competitive or non-competitive examinations are not practicable. This class includes deputies and secretaries of principal executive officers as authorized by law, certain judicial clerks, and unskilled and certain skilled labor positions. No position may be in the exempt class unless it is described in Section 13 of the Civil Service Law or named specifically in the Rules of the Civil Service Commission. See Rule V and Regulation XI.

**B. Appointment or Filling Positions**

1. Permanent Appointments

(a) Competitive Positions. The Civil Service Law and Rules require that appointments to competitive positions shall be made from one of the highest three acceptances on an appropriate eligible list. If the list certified contains fewer than three names, the appointing authority may

(1) appoint from the list certified; or

(2) request that a new examination be held.

The eligible list certified by the Civil Service Commission is canvassed by the appointing authority by sending each eligible an inquiry as to his willingness to accept employment. The suggested letter of canvass shows the information which must be given the eligible. Any special conditions of employment are also included. An eligible must reply in writing within four business days or within twenty-four hours if canvassed by telegram. These replies must be returned to the Civil Service Commission when the appointing officer reports on the canvass of the list.

Practically every original appointment to a position in the competitive class is for a probationary term of three months. However, some positions require probationary terms of six months, and the probationary period for hospital attendant is one to three months. The appointment becomes permanent upon the reten-
tion of the probationer after the end of the probationary term. If the conduct, capacity or fitness of the probationer is not satisfactory, his services may be discontinued at the end of the probationary term by notifying him and reporting to the Civil Service Commission. If the appointing authority desires to terminate the employment of a probationer before the end of the probationary term, the regular removal procedure must be followed.

(b) Non-Competitive Positions. It is not necessary to request the certification of an eligible list to fill a non-competitive position. The appointing authority nominates a person for appointment to a non-competitive position. In addition, the nominee must complete an application to be forwarded to the Civil Service Commission. The Civil Service Commission qualifies or rejects the nominee on the basis of the information contained in the application and such additional qualifying tests are deemed necessary.

(c) Exempt Positions. In the absence of special statutory requirements for holding a particular exempt class position, the appointing officer has a free hand in selecting incumbents of such positions. No prior approval of the Civil Service Commission is necessary. Forms, however, must be filed to cover each exempt appointment in order that the Civil Service Commission may have complete information for its official roster.

2. Emergency Appointments
   (a) Provisional Appointments. Whenever there is no appropriate eligible list available, and there are urgent reasons for filling a vacancy in the competitive class, the appointing officer may nominate a person for provisional appointment. If the Civil Service Commission finds the nominee qualified after non-competitive examination, it will approve his provisional employment.

   Permanent appointments to positions held by provisional employees are made from an appropriate eligible list as soon as it is available. Such appointments are made according to the regular civil service procedure of selection from one of the three highest on this list. It is not necessary that the provisional employee be appointed permanently even though he qualifies among the three highest on the list.

   Provisional appointments do not continue for longer than twenty days after the establishment of the eligible list. This twenty day period is allowed in order that work shall not be interrupted while canvassing the eligible list and making a permanent appointment.

   (b) Temporary Appointments
      (1) Twenty Day Appointments. In some cases, a twenty day period may be necessary for an appointing authority to complete the canvass of an eligible list before appointment can be made. Pending such canvass, an appointing authority may select any person he desires to serve for a temporary period not to exceed twenty days.

      (2) One Month Appointments. Any person on an appropriate eligible list without regard to his standing on the list may be appointed for a temporary period not to exceed one month.

      (3) Leave of Absence, Temporary Appointments. When an employee is on leave of absence, a temporary appointment may be made for the duration of such leave not to exceed one year. Such temporary appointment must be made from one of the first three on an appropriate eligible list who are willing to accept such appointment.

      (4) Six Month Appointments. A temporary appointment may be made for a period not exceeding six months, if approved by the Civil Service Commission. To obtain this approval, it is necessary to satisfy the Commission that the position will not continue for a longer period. Such appointment must be made from one of the first three on an appropriate eligible list who are willing to accept such temporary employment.

      The Civil Service Commission must be notified of each emergency appointment. Successive emergency appointments will not be allowed to the same position.

      (c) Temporary “Substitute” Appointments to Fill Vacancies Resulting from Military Leaves of Absence. Whenever a permanent State em-
ployee is called into military service, he is granted a leave for the duration of his military service, and any appointment to fill such a vacancy must be on a temporary basis and is known as a “substitute” appointment.

An employee who is appointed as a “substitute appointee” must be granted a leave of absence from his permanent position for the duration of his “substitute” appointment.

Appointments to fill vacancies caused by military leaves and substitute appointments must be made in the following order of priority:

(1) From an appropriate preferred list

(2) From an appropriate promotion list

(3) If none of the above lists are available, but there is an appropriate open competitive list, the appointing officer may either:
   a. Use the open competitive list; or
   b. Nominate persons in the department in the direct promotional line for non-competitive examinations.

(4) In the absence of any of the above possibilities for appointment, the appointing officer may nominate a person, who may be appointed if found qualified by the Commission.

(d) Temporary War Appointments. Whenever it appears impracticable because of war conditions to fill positions on a permanent basis, the Civil Service Commission may authorize appointments on a temporary basis not to exceed a period of six months beyond the termination of the war; but such authorizations shall be granted only in cases where positions require special physical, technical or educational qualifications and in each specific case by special resolution of the Commission. Every such appointment shall be designated as a temporary war appointment and shall be made, whenever practicable, by appointment from an appropriate eligible list as listed in “c” above. In the absence, however, of an appropriate eligible list, a temporary war appointment may be made by the selection of a person nominated by the appointing officer and found qualified by the Commission after non-competitive examination. See Rule VIII-A.

3. Rights of Transfer. A competitive employee, after completing his probationary term of service, may be transferred from his position in one department, agency or institution to a similar position in the same or lower grade in another department, agency or institution.

A transfer may be made only with the mutual consent of the appointing officers involved.

A transfer may be allowed only when it is impracticable to fill the vacancy by promotion.

An employee may not be transferred to a position for which the qualifications or tests are essentially different from or higher than those required for original entrance to the position held by the transferee. Therefore, a transfer in itself must not include a promotion in title or salary grade, unless the appointee is reachable for appointment from an eligible list for the higher grade position. (Rule XV, Subdivision 3).

4. Reinstatement. An employee who has been separated from the service through resignation and after a non-competitive examination.

Such a “substitute” appointee once appointed may continue in that position for the remainder of the incumbent’s leave, even though appropriate eligible lists are subsequently established or become available. See Rule VIII-12.
through no delinquency or misconduct on his part, may be reinstated within one year, without examination, to a vacancy in a similar position in the same or lower grade if such a position is or becomes vacant.

5. Promotion

(a) Priority of Promotion List. All vacant positions in the competitive class above the lowest grade in any office, department or institution must be filled, so far as practicable, by promotion. Appointment to such a position from an open competitive list shall be allowed only when the Commission finds it is impracticable to establish and to appoint from the promotion list.

(b) Qualifications to Take Promotion Examinations. (1) Person must have been continuously employed in a position on a permanent basis, for six months or over. The duties of his position must be such that they would naturally and properly fit him to perform the duties of a higher position. (2) Promotion is ordinarily limited to employees in established promotion units. These promotion units may be a section, a bureau, an institution or an entire department. The units are established in advance by the Civil Service Commission in cooperation with the department appointing officers.

(c) Necessity of a Competitive Promotional Examination. If more than three persons are eligible for a promotion, a competitive examination must be announced. If three or fewer eligibles file applications, a competitive examination need not be required. In such case, the appointing officer may nominate one of the three applicants for non-competitive examination. If such nominee has qualified in an examination of an equivalent character, he need not be required to take an examination. Otherwise, he must be given a non-competitive examination. Where a promotion does not involve a change in duties, but only an increase in salary, the nominee need not take an examination to establish his qualifications.

(d) No Probationary Period Required for Promotees. The Civil Service Commission does not require a probationary period for promoted employees.

(e) Disabled Veterans’ Preference. Disabled veterans who successfully pass a promotion examination must be appointed before any other successful candidates can be appointed.

6. Demotions

(a) Disciplinary. Under Section 22, Subdivision 2 of the Civil Service Law, an employee who is proved incompetent or guilty of misconduct may be demoted. Under Section 22, Subdivision 3, the demoted employee may appeal the action either to the Civil Service Commission or to proper State Courts in accordance with Article 78 of the Civil Practice Act.

(b) Resulting from Abolition of Position. Demotions must be made in the reverse order of original appointment in the service. A person so demoted has his name placed on a preferred list for appointment to the position or any other position similar to the one which was abolished.

A person so demoted may be restored without examination to the position he formerly held if it is re-established and does not have a substantial change in duties.

A demotee shall be given the salary in the lower position corresponding with his years of service in the higher position, if it is available.

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October 245
Local Activities

H. R. S. H. Meeting
At the Annual Meeting of the Hudson River State Hospital Employees' Association on Wednesday, September 16th, John Livingstone, Louis I. Garrison and August Eitzen were re-elected President, Vice-President and Secretary-Treasurer, respectively, for the ensuing year. The Nominating Committee consisted of G. Carleton Nuhn, Chairman; Donald S. Holden, Elizabeth V. Ryan, George W. Magee, Charles Veith, and John J. O'Donnell. The Board of Canvassers consisted of Mr. Nuhn, Miss Ryan and Walter H. Cook. Tellers were: Karl P. H. Wilson, Arthur Roy and Victor Burgiel.

The Treasurer's Report was submitted by August Eitzen and accepted. The auditing committee, which audited and approved the books of the Association consisted of Marguerite T. Smith, Raymond A. Joyce, Marguerite Walter and Patrick Mucci.

The program for the ensuing year as adopted by the Association of Employees of the State Department of Mental Hygiene was approved (this program is carried on another page of this issue) and the additional matters were acted upon. That all men or women in the military service not receiving differential pay from the State need not pay any back contributions into the retirement system for the time that they may be in military services during the war period and still receive credit for their service; that employees be permitted to retire after thirty years service regardless of age. Also voted was a resolution of appreciation to the superintendent of the institution, Dr. John R. Ross, and Steward Andrew J. Delaney for their cooperation and consideration of all employee matters.

Dr. Ross suggested that a lending library be installed at the institution for the benefit of the employees, the library to be supported by the employees' Association. The employees will be circulated on this matter by the Association.

At the conclusion of the business meeting, a motion picture, "Mad Miss Manton," was shown through the courtesy of Dr. Ross by Guy deCordova.

State Comptroller's Bowling League
On September 18, 1942, the State Comptroller's Bowling League again launched what is hoped to be another successful season. This league is composed of employees of the State Department of Audit & Control.

The teams and members comprising the league this year are as follows:


The bowling schedule for the State Comptroller's League ends April 8, 1943. Prizes to be awarded at the end for the season are: First Team, $15.00; Second Team, $10.00; and Third Team, $5.00. For the members bowling for an average over 150 the High Single Prize will be $5.00 and the High Triple Prize the same amount. The same prizes will be awarded to members having under 150 who bowl the High Single and High Triple.

This league, which is noted for the good fellowship among its members, got off to a fine start and without doubt will have another highly successful season.

Retirements
The present issue of "The State Employee" finds two veteran New York State employees closing their desks and commencing the leisure that goes with well-earned retirement from duty.

Life on his St. Lawrence County farm beckoned to George C. Daniels, director of the Division of Inspection, State Department of Labor, after nearly forty years of State service.
Retirement in more urban surroundings beckoned Austin B. Griffin, first deputy State reporter and thirty years an employee of the State of New York.

For Mr. Daniels, State service offered plenty of variety through the years. He entered State service at Long Island State Hospital in 1903, transferred to the State Education Department in Albany in 1905, shifted to the State Board of Charities a year afterward. He became affiliated with the State Department of Labor in 1908, as deputy factory inspector in New York City, and had been director of the Division of Inspection since 1939.

The careers of Mr. Daniels and Mr. Griffin paralleled in one respect, for both have been school teachers. Mr. Daniels taught in a district school before entering State service, Mr. Griffin at a military academy and a high school in Ohio.

Mr. Griffin was appointed deputy Supreme Court reporter in 1912 and, when the State Law Reporting Bureau was established in 1938, was appointed to the position he had held since.

"The State Employee" extends cordial greetings to Mr. Daniels and Mr. Griffin, and wishes them many happy years of retirement.

Having met the Navy's requirements for promotion, Bluejacket Thomas John Dixon, 23, who from 1939 to 1942 was a hospital attendant at the Rockland State Hospital, Orangeburg, has been advanced in rating to Pharmacist's Mate, third class, Naval authorities announced at the Great Lake Training Station.

Dixon is assigned to one of the Station dispensaries. He enlisted in the Navy in April.

Wingdale Election

The Annual Meeting of the Harlem Valley State Hospital Employees' Association was held at the institution on September 8th. John F. Rice was elected to succeed Louis Illig as President of the Association. Other officers elected were: Vice-President, Willis O. Markle; and Secretary-Treasurer, Mrs. Aldo Sina.

Mr. Markle and Mr. Illig were elected as delegates to attend meetings of the Association of Employees of the Department of Mental Hygiene. The next regular meeting of the Association was set for the first Monday in October, at which time committees for the ensuing year were to be announced.

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Napanoch News

Employees of the State Institute at Napanoch on September 26th, at the Wayside Inn in Ellenville, paid tribute to Dr. R. F. C. Kieb, superintendent of the Napanoch Institute, upon his retirement after thirty-eight years in the service of the State. They also welcomed Major Thomas J. Hanlon, who will succeed Dr. Kieb. Max Cooper acted as toastmaster for the occasion and expressed on behalf of all employees a keen desire to cooperate with the new superintendent in all respects.

Dr. Samuel Stern, Optometrist at the institution, presented a gift to Dr. Kieb on behalf of employees, and assured him of their appreciation for the many accomplishments which he instituted during his many years service with the State.

Invocation was conducted by Father T. F. Maguire, Catholic Chaplain, benediction by Rev. E. McGuire, Protestant Chaplain. Rabbi H. I. Bloom delivered an address.

Use the
Ballots
On Pages 240 & 241
Contracts Limiting Civil Service Rights Held Invalid

The contracts signed by employees of the Revolving Fund in the Public Service Commission were held invalid by Supreme Court Justice, Francis Bergan of Albany, in a decision of widespread interest to Civil Service employees. The action was instituted by Errett L. Callahan, who was permanently appointed as a Contract Valuation Engineer, Grade 4, in the Department of Public Service on February 23, 1939, after passing a competitive examination for the position.

Despite the fact that his status as a permanent Civil Service employee in the competitive class was unquestioned, he was required to sign a contract with the Public Service Commission which contained, among other things, a provision that he might be dismissed from his position at any time upon five days notice.

Callahan was permanently employed until January 25, 1942, when he was dismissed from his position by the Public Service Commission which claimed that it had the right to dispense with his services under the provisions of the contract. Callahan, through his attorneys, DeGraff and Foy, brought action for reinstatement, contending that he had seniority over other employees who held the same position and were retained in the service and that the contract providing that he might be dismissed on five days notice was invalid.

Justice Bergan directed his reinstatement, holding that the contracts promulgated by the Public Service Commission were null and void in so far as they conflicted with the provisions of the Civil Service Law. Justice Bergan's opinion holds: "But it must be apparent from the whole scheme of civil service legislation flowing from the constitutional mandate that the Legislature could only have intended that contracts for special services with persons temporarily employed could only be made by the commission to meet special and temporary conditions. It was not intended, against the current of a consistent State policy of filling civil service positions from competitive lists, that agreements for 'special services' should be long continued paralleling in point of time and nature of services those performed by employees regularly taken from civil service lists or that the right to charge utilities for 'temporary employees' should have the same effect.

Therefore, notwithstanding the contract between the Public Service Commission and the petitioner, his services could not be terminated absolutely unless on charges of misconduct, and he could be suspended without pay only in the inverse order of appointment (Civil Service Law, Sect. 31)."

Local Government
(Continued from Page 238)

and financial powers over the subjects under its jurisdiction. The commission is composed of the chief engineer of the board of estimate and six members appointed by the mayor with overlapping terms designed to mitigate political control of this body by succeeding mayors.

The provision of the charter requiring New York City gradually to go upon a pay-as-you-go basis has likewise attracted widespread attention. Other important departments include those of Housing and Buildings, Parks, Health, Welfare, Docks, Public Works, Sanitation, Correction, etc.

WIN WAR BONDS
"Better Business in State Government" Contest
See Page 228

To Association Members:

When you have finished reading this issue of "The State Employee," loan it to any fellow State employee who is not a member of the Association. In this way non-members may be acquainted with the work and services of the Association and their membership support obtained. Membership is important to the success of the Association and the recognition accorded it by government leaders.

The Editor.
Nurse Graduates

The Hudson River State Hospital School of Nursing, on Friday, September 11th, graduated the above nurses at ceremonies in the Amusement Hall, on the institution grounds. Members of the above class are left to right, front row: Evelyn Walley, Florence Wadlin, Catherine Ballard and Helen Opitz; and rear row: Estelle Chupka, Leo Darmody, Harold Hodder, Charles Leedcke, Francis Cuda and Helen Dudek.

Truth for Victory
(Continued from Page 227)
we lose, the blame will be on all of us. But now is no time to argue about it. If we win, we'll still have the right to debate it. If we lose, we'll have no rights at all.

"And let's not be overcritical of our leaders, of our tactics, of our military methods. No matter what we do, we seem always to do the wrong thing, according to the Monday morning quarterbacks and the hindsiders. And we're always wrong, in the eyes of those knotty-pine, powder-room strategists and soda-fountain admirals who could really do a job—to hear them tell it—if they only had a chance.

"When I hear their complaints I often think it too bad that they can't be out there facing the Nazis and the Japs. Then they'd not be so glib with their criticism. They wouldn't be so ready to help Hitler.

"I assure you that your Army and Navy do have long-range plans. We are moving as fast as it is wise to move and in the right direction. We have the facts. We know what materials are on hand, how many trained men are ready, where we are strongest and where our enemies are weakest.

"That's information you can't pick up in the powder room or at the country club or at the soda fountain. All we ask is this: 'Trust us to do what is best in the light of the information—the secret information—we possess'."

ORDER NOW!
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October 249
HARLEM VALLEY STATE HOSPITAL HONOR ROLL

The above attractive plaque with standard was dedicated recently to employees of Harlem Valley State Hospital who have entered the armed forces of the Nation. Various departments and institutions have honored their employees by erecting service flags, honor rolls and by other means.

Our Members Should Understand

By C. A. Carlisle, Jr.
TerBush & Powell, Inc.

Due to the war conditions and gasoline shortage it is impossible for the adjusters of the Commercial Casualty Insurance Company to make as many calls as in the past in the settlement of claims submitted by disabled members of the Association’s Group Plan of Accident and Sickness Insurance.

It will be necessary to settle many claims by mail—and the disabled member can assist prompt settlement by filling out all blanks furnished by the company and by asking attending physicians to do the same. The company and the Association desire prompt and efficient claim service. Disabled members need cash indemnities due them promptly. The company and the adjusters will do their part. Policyholders of the group plan of accident and sickness insurance are urged to cooperate. Hundreds of claims are paid each month and everyone can be paid promptly by properly carrying out the instructions of the adjuster.

Your Opportunity

By C. A. Carlisle, Jr.
TerBush & Powell, Inc.

Any member of The Association of State Civil Service Employees is eligible for protection accorded under the group plan of Accident and Sickness Insurance sponsored by the Association. Every State worker should consider these facts:

1. Low Cost: The accident and sickness insurance issued to you under the Association’s Group Plan cost only one-third to one-half as much as identical protection purchased on an individual basis.

2. Same Rates. Men and Women alike, under the group plan, are charged the same low rates, and receive the same broad coverage.

3. Easy Payment. The accident and sickness insurance may be paid for by small semi-monthly deductions from pay. No easier plan could be devised.

4. No Medical Examination. Just a short form application is necessary, on which questions must be answered carefully and completely.

5. Claims Paid. Beginning in 1936, thousands of State employees insured under the group plan of accident and sickness insurance received benefits while disabled. In 1936, total claims of $12,244.67 were paid; 1937, $95,470.73; 1938, $87,227.48; 1939, $100,242.40; 1940, $150,659.92; and 1941, $176,912.00.

6. Sick Leaves. Any benefits the policyholder receives under sick leave rules or privileges do not alter the benefits payable under the group plan of accident and sickness insurance.

7. Non-cancellability. Individual policies issued under the plan are non-cancellable except if the policyholder leaves State service, attains age 70, fails to pay necessary premiums due or does not retain Association membership.

WRITE TODAY to the writer of this article and secure the full facts relative to the low-cost accident and sickness insurance available only to all members of The Association of State Civil Service Employees.

Use the
Ballots
On Pages 240 & 241
A Special Low Cost Group Plan of
ACCIDENT AND HEALTH INSURANCE

STATE OF NEW YORK
DIVISION OF CANALS AND WATERWAYS
June 25, 1942

Dear Sir:

I am the holder of a Sickness Policy (am an employee of the State of New York, Bureau of Canals) in your company, and wish to thank you very much for the check covering my recent sickness.

The courtesy and the promptness with which I received payment of my claim thru the New York Office of the Commercial Casualty Co., Inc., receives my utmost thanks.

I would recommend that all New York State employees take advantage of this form of insurance, because after having had a siege of illness, it is gratifying to receive a check which will help to defray expenses.

Very truly yours,

STATE OF NEW YORK
DEPARTMENT OF HEALTH
May 15, 1942

Enclosed please find the signed release which you sent me on May 14th. I am also sending you my gratitude for the almost $900.00 which I received promptly from you in 1941 and 1942 covering the two long periods of disability.

Loyally and truly yours,

LOOK AT THESE LOW RATES
ACCIDENTAL DEATH BENEFIT $500
SAME LOW RATES FOR MEN AND WOMEN

<table>
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BINGHAMTON STATE HOSPITAL
April 11, 1941

Enclosed are the receipts of final report in connection with my recent disability.

I wish to thank you for your prompt and satisfactory adjustment of claims.

Very truly yours,

STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
July 1, 1942

I wish to thank you for the prompt and courteous manner in which you handled my claim during my recent disability.

I think it helped me to get well sooner by knowing that I had some financial help in paying my bills.

My operation was not only serious but unexpected and I have held myself up as an example to some of my friends who have not availed themselves of the Group Plan of Insurance.

Again thanking you, I am

Very truly yours,

HUNDREDS OF LETTERS OF THIS TYPE ARE ON HAND FROM ALL DEPARTMENTS
SEND POSTAL CARD FOR DETAILS AND LIST OF CLAIMS PAID.
GET YOUR LOW COST INSURANCE NOW!

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C. A. CARLISLE JR.
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Story of State Government
STATE OF NEW YORK

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OF THE STATE OF NEW YORK, INC.

State Civil Service Employees Desiring Advancement . . .
Citizens Seeking a Civil Service Career . . .
Students of Political Science, Sociology, Civics, Public Affairs and Government, and Citizens and Taxpayers Generally . . .

will find in this document a storehouse of carefully compiled and highly useful material.

The publication contains a non-technical description of the organization, services and activities of the eighteen departments of Government of the State of New York, as prepared under the direction of the chief executive officers of such departments.

THE STORY OF GOVERNMENT, State of New York, was edited by Charles A. Brind, Jr., Counsel, New York State Education Department, and former president of The Association of State Civil Service Employees and Editor of "THE STATE EMPLOYEE", and Arthur K. Getman, Chief, Agricultural Education Bureau of the New York State Education Department, and Associate Editor for the "Story of State Government."

USE THIS COUPON
THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES, Room 156, State Capitol, Albany, New York:
Attached is $ for which please send the undersigned copies of "The Story of State Government."

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