Not only has "New York's Friendly Hotel" maintained the same minimum rate since 1939, but also the identical number of rooms are still available at that price. Now, as before, 505 rooms are $4.00, single—amounting to more than one-half the total number in The Lexington... all outside with combination tub and shower, circulating ice-water, full-length mirror, four-station radio. Home of the famous Hawaiian Room.

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Consult the Y.W.C.A., 5 Lodge St., Albany
Ask advice on conditioning exercises, health problems
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The President Reports

President Harold J. Fisher delivered the following report covering the activities of the Association during the past year, at the Annual Meeting held in Albany on October twentieth and twenty-first.

The Association year we are about to close has been a successful year. In accomplishing several of the major objectives set forth at our last annual meeting, we have advanced the merit system and the welfare of a great number of our fellow-workers in State service.

Our Legislative committee, under the chairmanship of William McDonough, and with the aid of our able counsel, John De Graff, worked constantly throughout the year. The most important Legislative accomplishments include the enactment of the following statutes extending the Feld-Hamilton career law:

Chapter 132—Department of Correction
Chapter 133—Department of Mental Hygiene
Chapter 457—Departments of Health, Education and Social Welfare
Chapter 594—Game protectors in Department of Conservation,

and Chapter 721 providing an increase, the equivalent of a Feld-Hamilton increment, to Institutional employees whose salary is $1,500.00 or less. The March and May issues of our magazine carry a complete Legislative report showing many good measures, sponsored by our Association, enacted into law. Many other measures, not for the welfare of Civil Service employees or the State, were successfully opposed.

Our efficient office force, with few changes, continues to function every business day and many evenings throughout the year under the able direction of Executive Officer, Joseph D. Lochner, who becomes more valuable to us each year.

Ninety-seven claims, amounting to $158,500.00 were paid during the past year under the Group Life Insurance Plan. During this same period, the sum of $183,000.00 was paid in benefits to disabled members of the Accident and Sickness Plan. Approximately $625,000.00 has been paid in claims under the Life Insurance Plan and $650,000.00 has been paid under the Accident and Sickness Plan since these plans started.

We have not lost sight of the place of education and in-service training as an aid to greater efficiency of State Government. Our Educational Committee, under the Chairmanship of Eugenie McLaughlin, has arranged evening classes at Siena College for Civil Service workers and many are taking advantage of opportunities thus offered. We are also cooperating with Dr. Albert Hall and the in-service training Bureau of the State Education Department.

For the purpose of recognizing outstanding efforts to improve efficiency, your Association has sponsored the “Better Business in State Government” contest, under the Chairmanship of Arthur Hopkins, as announced in our September and October issues. We hope there will be keen competition for the prizes of $300.00 in War Bonds to be awarded at our Annual Dinner in February.

Your Executive Committee, realizing the need and value of a handbook containing all the pertinent facts concerning their rights and privileges under Civil Service, workmen’s compensation, retirement, Labor and other laws and regulations, authorized the appointment of a committee to compile an “Association Representative’s Handbook.” As a result of the grand efforts of this special committee, of which Charles H. Foster is Chairman, a tentative handbook is to be distributed to the delegates and representatives at this meeting. Copies will be made available to every Chapter and representative. We have begun and will continue to publish sections of it each month in the “State Employee” for the general information of all members.

In addition to the eight (8) issues of the “State Employee” published during the year, your Association published the “Story of State Government,” as edited by Charles A. Brind, Jr., and Arthur K. Getman. The book has been highly commended and the Association is grateful to its Editors and the State Officials who contributed so generous-

Merry Christmas
and
Happy New Year
ly of their time and effort to this valuable work.

We have sought to inform our membership very fully with reference to every State employment matter. This has necessarily been costly. We expend for the magazine, postage and other printing, approximately $21,000.00.

Our receipts from membership dropped from $35,040.00 in 1941 to $33,011.00 in 1942. This was due not only to the extremely large turnover in employment but also to the fact that thousands of our fellow-workers are now in military service. Your Executive Committee passed a resolution providing that no member who has been called to military service shall be dropped from membership for non-payment of dues.

On September 1st, the number of State employees in military service was 3,452. On September 4th Governor Lehman dedicated, and Mrs. Lehman unfurled on the steps of our State Capitol, a service flag presented by the Association in honor of the members in the armed forces. The number now in service has increased to more than 4,000. The numbers on the flag will be revised from time to time.

The decreased revenue from membership, together with the necessary increased cost of administration, has reduced our cash reserve from last year by approximately $3,500.00. Our Treasurer's report covers the details.

I am deeply grateful for the splendid continued cooperation I have received from the officers and workers of the various chapters throughout the State and in Departments at Albany. The whole-hearted support and unselfish work of my associate officers and members of the Executive Committee made possible the success of this year. Meetings of the Executive Committee were held at least monthly and attendance, by your representatives, was practically 100% throughout the year. Not in one single instance did any member decline to serve on any committee when called upon. Such response is a splendid tribute to our organized unity.

Seven (7) more chapters were granted charters during the past year. Many more could be formed for the mutual advantage of the local employees and the parent association. Your Executive Committee and your President have given careful and serious thought to determine the best procedure to strengthen our organization and make it more effective. We feel this can best be done by developing the present chapter plan more completely and by encouraging new chapters where none now exist, including special Departmental Chapters at Albany. A strong and efficient State-wide organization must have not only a well organized headquarters but it must also have strong and well organized chapters. We have at present forty (40) chapters. It is my hope that we will more than double this number during the coming year.

Chapter organization provides a means of closer and more frequent contact among workers. This enables discussion of each employee problem and intelligent attention to the solution of such problems. It permits a clear presentation by chapter delegates at annual and other meetings of the wishes and desires of the membership. It makes easier the work of Association members charged with the solicitation of membership dues and with regard to insurance services. It affords opportunities for educational and recreational activities of large groups of workers within their own chapter organization. It aids in bringing employee problems and grievances to the attention of the officers immediately in charge and seldom fails to clear misunderstandings and dissatisfaction.

Our program for next year should include support of all war and civilian defense efforts. Our State, in common with all other employers, is faced with intricate problems of maintaining present personnel. We must recognize the necessity for adjustment in Civil Service procedure to meet emergency conditions.

An immediate need of the service is to bring to the minimum of their grade all employees who are now less than the minimum.

We should urge that the minimum entrance salary be raised to at least $1,200.00 per annum.

We must give constant attention to assure that the extension of the Feld-Hamilton provisions to institutional employees is carried out fairly and justly.

One of the most serious problems that will confront us during the coming year is the impact of rapidly rising living costs upon the fixed salary schedules of Civil Service employees. Anticipating this problem, the Association last year sponsored a bill which would increase existing salary schedules in proportion to future increases in the cost of living. Since that time, Congress has passed legislation to provide for a freezing of wages and prices and, pursuant to the authority conferred upon him by Congress, the President has issued an executive order regulating both prices and wages throughout the United States. We hope that these measures will successfully curb the rise in living costs, but if the cost of living continues to rise despite these control measures, the Association will make every effort to protect the living standards of Civil Service Employees on fixed salaries by sponsoring legislation to adjust salaries to fluctuations in the cost of living.

At the present time, no one knows exactly what effect the President's executive order freezing wages will have upon Civil Service employees subject to salary schedules providing for annual increments as established by the Feld-Hamilton career law. In view of the fact that very few employees of the State have attained the maximum salary authorized by the Feld-Hamilton schedules and further fact that many employees still receive less than the minimum salary prescribed by the statute, we believe that increments paid pursuant to statute cannot justifiably be considered as salary increases within the terms of the President's executive order. If the issue should arise, the Association will make every effort to obtain a ruling that the maximum salary specified in the salary schedule is the point at which salaries should be deemed frozen under the terms of the President's executive order.

Doubtless many other important activities will be pointed out by resolutions presented by you tonight. We may be sure that there will be numerous vital developments throughout the year which can be met successfully only by such strong organization as your individual support and the active work of your officers will supply. Unity of effort and action is needed now more than ever before and by it we will continue our steady progress.

Buy War Bonds Today
Important Notice

TO ALL ASSOCIATION MEMBERS!

At the annual meeting of the Association held on October 20, 1942, Article III, Section 1, of the By-Laws of the Association was 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 . . . ”

BILLS FOR 1943 MEMBERSHIP DUES are now being prepared at Association Headquarters, and will be sent to Association representatives for distribution to present members at an early date. The full amount of the $1.50 dues for each member will be sent to the Association through chapters, representatives or direct, and the refund will be made to chapters as provided in the above amended By-Law.

MEMBERS ARE URGED TO PAY THEIR 1943 DUES PROMPTLY UPON RECEIPT OF THE BILL FOR SAME. Thus they can help to conserve Association funds and time involved in repeated billings for membership dues.

Our Strong, United, State-wide organization of State Employees is needed more now, during the present war emergency period, than ever before. Your prompt payment of 1943 dues is a vote of appreciation for the work, services and accomplishments of your Association. DO YOUR PART in promoting the progressive program undertaken by the Association, as outlined elsewhere in this issue.

MEMBERS OF THE GROUP INSURANCE PLANS, both life insurance and accident and sickness insurance, should protect their insurance coverage by remitting 1943 dues promptly upon receipt of their bill.

FOR LESS THAN A HALF-PENNY A DAY THE ASSOCIATION OFFERS TO EVERY STATE EMPLOYEE:

- Membership in an active, State-wide organization of 33,000 employees organized to advance generally the interest of State employees.
- Unselfish continuous service of unpaid Association officers, committees, chapter officials and over 700 representatives throughout the State.
- Constant and loyal representation before the executive, legislative and administrative branches of State Government.
- THE STATE EMPLOYEE, the Association’s monthly magazine, which is a storehouse of vital information for State employees. Also frequent bulletin board statements.
- Adequate equipped and efficiently manned permanent headquarters at the seat of State Government, serving members in innumerable ways every day.
- Guidance on all personnel problems through chapter officials, correspondence or personal visit to Association Headquarters.
- Low-Cost Broad Coverage group life insurance, and accident and sickness insurance.
- Advice and assistance of officials of forty chapters located throughout the State. These chapters will have funds to enable real local service to members.

GIVE THIS MEMBERSHIP APPLICATION to any fellow employee who may not be a member—THE ASSOCIATION’S SUCCESS WILL ALWAYS DEPEND UPON MEMBERSHIP STRENGTH.

Print Last Name Above First Name Initial

Residence

Work Address

Dept. Employed

Title

Institution or Division

Chapter

The Association of State Civil Service Employees of the State of New York
Room 156, State Capitol, Albany, New York
Dues to Dec. 31, 1943—$1.50; which includes the financing of chapters to serve members locally, and 50c of which is for a year’s subscription to “The State Employee.”
At the Annual Meeting

The 33rd Annual Meeting of the Association was held in Albany on October 20-21, 1942. The various meetings and conferences which constituted the program of the Annual Meeting were well attended by chapter delegates, representatives and executive committee members from throughout the State. Registration of delegates at 11:00 A.M. on October 20 opened the program and was followed by a luncheon business meeting. At 2:00 P.M. on that day a panel discussion was held on the topic: “Laws, Rules and Regulations Affecting State Employees,” under the chairmanship of Charles H. Foster, executive committee member from the Executive Department. A summary of that discussion is printed elsewhere in this issue.

Separate delegate conferences for the various departments were conducted at 4:15 P.M. on October 20th at which problems peculiar to the particular department were considered and appropriate resolutions drafted. The resolutions committee met at 5:00 P.M. A dinner meeting of delegates was held at 6:00 P.M. and was followed by the annual business meeting at 8:00 P.M. During the entire morning of October 21st a panel discussion entitled “Chapter Organization, Development and Functioning” was conducted under the chairmanship of J. Earl Kelly, Vice-President of the Association and President of the New York City Chapter. An outline of this discussion is also contained in this issue.

Copies of resolutions adopted at the annual meeting, the President’s Report and the Treasurer’s Report appear under separate headings in this issue.

The Board of Canvassers, selected by the Executive Committee, which tallied the numerous ballots cast for the election of officers and members of the executive committee worked strenuously in order to render its report at the meeting. Serving on the Board were: Albert Stevens, Chairman, Labor Department; Isabelle O’Hagan, State Department; Mildred Meskill, Agriculture & Markets; Walter E. Conway, Law Department; and Lawrence Requa, Social Welfare Department.

The report of the Board of Canvassers showed President Harold J. Fisher and his fellow officers re-elected by a practically unanimous vote. Officers reelected were: First Vice-President, Charles L. Campbell, Civil Service Department; Second Vice-President, John L. Livingstone, Hudson River State Hospital, Poughkeepsie; Third Vice-President, J. Earl Kelly, Tax Department, New York City; Secretary, Janet Macfarlane, Mental Hygiene Department; and Treasurer, Earl P. Peannebecker, Tax Department. Mr. Livingstone is also Vice-President of the Association of Employees of the State Department of Mental Hygiene. Mr. Kelly is President of the New York City Chapter.

The following members were announced by the Board as elected to represent their respective departments on the Executive Committee:

William F. McDonough, Agriculture & Markets
Benjamin J. Newell, Audit & Control
Elizabeth Staley, Banking
Helen H. Houle, Civil Service
Arthur S. Hopkins, Conservation
Harry Fritz, Correction
Wayne W. Soper, Education
Charles H. Foster, Executive
Clifford C. Shoro, Health
Harry S. Deevey, Insurance
Christopher J. Fee, Labor
Francis C. Maher, Law
Patrick McCormack, Mental Hygiene
William J. Hunt, Public Service
Edward J. Ramer, Public Works
Jesse McFarland, Social Welfare
Harold J. Fisher, State
John A. Cromie, Taxation & Finance.

The Resolutions Committee appointed to draft necessary and appropriate resolutions and to delete duplicate motions submitted by the various delegates and representatives was headed by William F. McDonough, and included: J. Earl Kelly, John McDonald, Arthur S. Hopkins, Francis C. Maher, Harry Fritz, and John A. Cromie.

At the luncheon business meeting a tentative draft of the Representative’s Handbook was distributed. Delegates received the Handbook well and made assurances that it would be most helpful in the dissemination of correct information by
representatives and voted appreciation to the special committee appointed by President Fisher to draft the Representative’s Handbook. That special committee is headed by Charles H. Foster, and includes: Charles L. Campbell, William Killian and Louis Drexlner, Civil Service Department; Patrick McCormick, Mental Hygiene Department; Dr. Albert H. Hall, and Dr. Frank L. Tolman, Education Department; John W. Henry, Labor Department; Warren Welch, Public Works Department; and Edmund Schreiner, Health Department. Others who contributed to the book were: William J. Dougherty, Audit and Control Department; William F. McDonough, Agriculture & Markets Department; Victor T. Holland, Labor Department; John T. DeGraff, Counsel; and Joseph D. Lochner, Executive Secretary of the Association.

Among the delegates present at the Annual Meeting were:


Binghamton Chapter—Clarence W. F. Stott and Albert Launt.

Buffalo Chapter—Fred W. Dopp.

Oneonta Chapter—John Thaler and Stanley Morgan.

Rochester Chapter—Neil J. Goodman.

Syracuse Chapter—Doris LeFever and Edward J. Killeen.

Dannemora State Hospital—Wesley LaPorte and Gaylord Wray.

Chautauqua Co. Public Works Chapter—A. Morgan Whitney.

Central Islip State Hospital Chapter—William McLoughlin.

Albion Chapter—Marie Oehler and George L. Neidert.

Bedford Hills Chapter—Isabelle Booth.

Biggs Memorial Hospital at Ithaca Chapter—Nellie Bolger.

Napanoch Chapter—Edwin Church and Max Cooper.

Auburn Prison Chapter—Harry M. Dillon.

State College of Agriculture at Ithaca Chapter—Paul Swartwood.

Wallkill Prison Chapter—George MacKenzie.

Syracuse State School Chapter—Elizabeth Groff, Henry J. Swackhamer and Andrew Leatham.

Warwick State School Chapter—Jerry L. Lynch.

Long Island Inter-County Parks Chapter—Harry Lemly.

West Cooxsackie Chapter—Walter J. Mason and Raymond Marohn.

Manhattan State Hospital Chapter—Sam W. Silver and Alexander Maran.


Elmira Chapter—William T. Murphy.

Fort Stanwix Chapter—Ralph Webb and Mrs. Ruth C. Stedman.

Craig Colony Chapter—Robert E. Jones.

Pilgrim State Hospital Chapter—Charles Mahoney, Charles Burns and Christopher Doscher.

Wassaic State School Chapter—George Pennfield and Thomas Ahern.

Creedmoor State Hospital Chapter—John L. Florence.

Game Protectors Chapter—Chester Griffith.

Matteawan State Hospital Chapter—William McCarrol.

Sing Sing Prison Chapter—James Dawson.

Rockland State Hospital Chapter—Charles W. McBreen.

Letchworth Village Chapter—Mina Hardt and Dr. George W. T. Watts.

Among the representatives from State employee groups throughout the State who attended were: John McDonald, Rochester State Hospital, President of the Association of Employees of the Department of Mental Hygiene; Mrs. Lucy S. Baumgrass, Marcy State Hospital, Secretary-Treasurer of that Association; and members of its Executive Committee; Jesse Davis, Pilgrim State Hospital; Herman Redmond, St. Lawrence State Hospital; Louis Illig, Harlem Valley State Hospital. Also Edgar Fritts, Willard State Hospital; Fred Walters, Middletown State Hospital; Louis Garrison, Hudson River State Hospital; Harry B. Schwartz, Buffalo State Hospital; Lee Keyes, St. Lawrence State Hospital; and Joseph McMahon, State Agricultural & Industrial School, Industry. Also attending were; Legrand Piron, District 8 of the Public Works Department, Poughkeepsie; Frank Ryan, District 10, Dept. of Public Works, Babylon; Clarence deClercq, District 2, Public Works Department, Utica; John W. Gould, District 6, Public Works Department, Hornell; and John J. Jahn, District 1, Public Works Department, Albany. Also Morton B. Person, State Reconstruction Home, West Haverstraw; T. J. Connors of the Canal Employees Association; and Everett T. Hanchett, Troop G., Division of State Police, Troy.
The Boss Retires

Citizen Lehman, Lieutenant Governor Lehman, Governor Lehman, Ex-governor Lehman.

When the Governor began this circuit, it could have been completed in four years and two days, but the people of New York State wished it otherwise. They were impressed by what they observed firsthand of this man as both citizen and Lieut. Governor and as Governor. They saw fit to elect him as Lieut. Governor in 1928 and in 1930, and as Governor in 1932, 1934, 1936, and in 1938.

Civil service employees were immediately mindful of the new kind of Governor—a combination of leader and friend. What was it that civil service employees and the people generally saw in this man? Was it genius? Was it knowledge, experience, indefatigable industry? Was it uncommon sense? Was it a new style of statecraft? They saw a combination of all of these, and they found throughout the fourteen years of living with him as their boss another virtue; they found that here was a very human man.

During his years as Lieut. Governor and as Governor the soul of man throughout the universe was astir. It was becoming conscious of a depressing bondage arising from economic and political failures in world leadership. Lowering political standards were blotting out the vital essential gains of the centuries. During his years as Governor attention was gradually but surely focusing upon the restoration of human dignity and human rights.

This would have been a bad time for a reactionary governor in New York State; it would have been a bad thing for humankind.

Happily, the Governor was a humanitarian, a student of the homely, honest, generous instincts of the human heart. A less humane personage than the Governor might have resisted old-age benefits, care for dependent children, adequacy of treatment for the mentally ill, for the blind, for the deaf, for the unemployed, for the hopeless poor. These things cost millions of dollars. There were "big" men who opposed them all. He could have destroyed the merit system by simply continuing the laissez faire attitude under which it was gradually declining, and the politically selfish would have praised him. He could have scuttled educational advances, and misguided economists would have hailed his "thrift." He knew a different kind of thrift. Education was with him a resource, a necessity to human happiness.

He could have proposed a small part of what he did for relief, and yet have been acclaimed a generous statesman. He could have left civilian protection in war entirely to national leadership, and many would have thought this creditable. He did none of these reactionary things, because it was not his nature to do so. He was not rash. He leaned to sound caution. He seemed at times to fear that his heart might hasten its public hand to bind others to a generosity which the people themselves would be unwilling to support.

Civil service employees dubbed their chief "A Civil Service Governor." They and their jobs gained dignity during his administration. The human element—the personnel of State government—became under his administration more important than a mile of highway, or a bridge, or a culvert.

Governor Lehman will soon become citizen Lehman. He will take on new services with a humane touch, worldwide in magnitude. Whatever he does will be done well because it will represent heart as well as head and hand.

Governor Lehman, your fellow workers in New York State service will be the better for having known you so well and so intimately. They will miss you in their Association. They wish you Godspeed and high success in new fields.

The Front Cover

Since this is the December issue of The State Employee, and accepted journalistic rules call for a Christmas display on the front cover, it may be noted that the staff photographer has not let us down.

Not only has he come through with what we of the editorial board feel is a classic job of depicting young America's anxiety as Santa's arrival time approaches, but there is a significance in the picture that might escape the dilettante in detective work.
The photographer informed the caption writer that the little girl of the picture, Claire Fisher, was saying to the little boy, Marshall Kennedy: "See, that's the chimney where Santa Claus will be coming down." Which is exactly what one would expect Claire to be saying, but——

One of the members of the editorial board was wont to question the exact phraseology. Said he: "Are we certain Claire said that, or did she, in keeping with the times, tell Marshall: 'My, how lucky these folks are to have a fireplace, the fuel oil situation being what it threatens to be.'"

We won't argue the question of little Claire's terminology, but this much we will say. The photographer has done an admirable job with his Christmas cover, and to him and the young lady who so kindly arranged the wreath and the Christmas trimmings in advance that the picture might be made, we say: "Thanks a lot for a swell job."

And by the way, while we are still on the subject, to all State employees and their superiors The State Employee extends this sincere message:

"Merry Christmas and a Happy New Year."

1943

The civil service employees of the State of New York face each change in executive, legislative and administrative personnel with confidence of continued sound advances in the science of government. Our State Constitution and our basic laws protect in large measure as to present political, social and economic gains and make possible still greater accomplishments.

One of the fruits of our democratic form of government is the opportunity for fair competition in political, social, economic and all other fields of human endeavor. If victory was not possible to new men and new ideas, our free society would perish. As God renew the World and humanity with new life constantly, so governments must be renewed and enlivened with fresh enthusiasm and vibrant energy. We may not need new ideals, but we do need new ways to assure that truth and justice will have opportunity to reach farther and farther into our living society.

Competitive civil service employees have always formed the backbone of civil government. In our State government wise with years of planning and growth, laws and directives essential to the protection and progress of civil affairs have become commonplace. The competitive civil service employee body gives life to the people's governmental needs set forth in the Constitution and in the laws and the regulations approved through machinery of representative government.

There is always room for improvement in any human undertaking. New executives often see opportunities for improvement not discerned by the old. To gain the most from new ideas, efficient men and women must interpret and apply the new plans. Political blue prints must be read with an eye trained to statesmanship. There is no such reservoir of statesmanship anywhere equal to that comprised within a civil service body selected and schooled under merit system principles. The Association, by reason of its complete independence of political party affiliation, greets the new Republican administration as it has previous new administrations with the strong handclasp of helpfulness. If the new leaders of State government have new ways and means of improving public service, the civil service body is ready and able to carry them to fruition. During many years, the executive and legislative branches of New York State government have been divided as to political party loyalty. However, loyalty to the people has not been divided, and jointly and singly each of the major political parties have year by year added to the legal stature of good government. They have not neglected the merit system, and we have no fears that the fine relationship which has existed between the political leaders of the State both in the majority and minority parties during past years will continue and will grow stronger during the years ahead.

We pay tribute to the fine devotion to the merit system in State service displayed by Governor Lehman, Lieut. Governor Poletti and other retiring officials. Governor Lehman won fairly the title of "Civil Service Governor" and the everlasting confidence, respect and appreciation of practically all State workers by his devotion to the principles of the merit system.

Since 1930, the recurring Legislatures have studied and approved some of the most forward looking and substantial civil service laws of all time.

The future is as it should be—bright and challenging. The merit system and its supporters are alert and ready. The statements of Governor-elect Dewey are clear and direct with regard to the merit system and appreciative of the civil service element in governmental activities.

Dues and Service

The delegates to the annual meeting of the Association had but one thought when they voted to increase the dues of the Association from One Dollar to One Dollar and Fifty Cents per year. They wished their Association to be equipped to meet increasing opportunities for service to members wherever the need for service might arise. The extent of present membership has greatly expanded the field of vital responsibility. In 1929, only employees serving in the competitive classes were eligible to membership. There were only about fifteen thousand competitive class workers at that time and only a few hundred of these were hopeful enough to feel that a comprehensive program could be developed and State workers given the recognition which they deserved as an important factor in good State government. In 1930, the Association's program for employee betterment appealed so strongly to members in the competitive class that several thousand joined the Association. Soon thereafter the constitution of the Association was revised and the thousands of workers in the non-competitive class were admitted to membership. The problems grew. In the early days of the Association, membership was confined almost entirely to Albany. Today its 34,000 members live in practically every city and hamlet of the State. At this time, Association membership includes men and women active in each of the various professions and skills essential to the health, hospitalization, educational, agricultural, conservation, food protection, highway building, canal operation and allied programs of public service. All of these workers have

(Continued on Page 281)

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Feld Hamilton Extension

The long-anticipated extension of the Feld-Hamilton law to employees in State institutions will become effective on July 1, 1943, under the terms of a bill passed at the last session of the Legislature. This great forward-step will not be accomplished without difficulty. A tremendous amount of work is involved in ascertaining the duties of approximately 25,000 employees and assigning appropriate titles descriptive of the duties actually performed. After the titles are assigned, the Salary Standardization Board must allocate each title to an appropriate salary grade. After this has been done, the Budget Director must establish allowances for meals, living accommodations and other services furnished by the institutions to many employees.

There is a great deal of misunderstanding and confusion as to the procedure to be followed in changing from the old to the new system and with reference to the jurisdiction of the various State agencies charged with the responsibility of putting the new system into effect. It is the purpose of this article to clear up some of the misunderstandings that have arisen and to relieve employees of many unfounded anxieties that inevitably arise when a change of such far-reaching importance is imminent.

Some employees fear that their salaries will be reduced by the deduction from their salaries of the amounts fixed by the Budget Director for services furnished by the State. This fear is entirely unfounded because the Feld-Hamilton law specifically provides that no employee shall have his salary reduced by reason of the inauguration of the Feld-Hamilton system. It is the purpose of the Feld-Hamilton law to provide for fair and equitable salaries throughout the State service. Employees in the institutional service are notoriously underpaid and, with the adoption of the Feld-Hamilton law, these employees will be raised to the levels of employees performing similar services in the State departments. The agencies charged with the enforcement of this law are directed to establish fair and equitable salary scales under the principle of equal pay for equal work. The Budget Director has heretofore published tentative values for the services furnished by the institutions so that employees who live in the institutions can be placed on a basis of equality with employees who live outside the institutions.

Employees must realize that, in a project of this magnitude, a number of mistakes of one kind or another are certain to be made. Such mistakes can, however, be corrected, for the machinery exists in the Feld-Hamilton law to make such changes as may be required from time to time. If an employee is given a title which does not correctly reflect the duties and responsibilities of his position, he has the absolute right to appeal to the Classification Division in the Civil Service Department, requesting that a more appropriate title be assigned to him. If a group of employees feel that the salary grade to which their title is assigned does not equitably compensate them, they have the right to appeal to the Salary Standardization Board.

Every employee should be alert to report to the Association any inequalities that may arise and every employee should likewise be familiar with the appropriate steps by which necessary adjustments and corrections are brought about. Employees should remember that the Classification Division has exclusive jurisdiction of titles; that the Standardization Board has exclusive jurisdiction to allocate titles to salary grades and that the Budget Director has exclusive jurisdiction to determine the amount to be fixed for various types of maintenance.

Employees who are uncertain as to their future status should remember that employees in the departments went through the same procedure in 1938 and 1939 when the Feld-Hamilton law was first adopted. Employees who presented appeals at that time received a full and fair hearing and hundreds of adjustments were made by the Classification Division to correct mistakes and oversights in the original classification of positions. Despite the uncertainty that exists while the new system is being inaugurated, employees in the institutions can look to the future with confidence and with the assurance that employment conditions and salaries under the new system will be greatly superior to those of the past.

Because of the lack of personnel in the Classification Division, it has been impossible to notify employees of their new titles in sufficient time to permit new line items to be included in the forthcoming budget. It is contemplated that appropriations for institutional employees will be made in a lump sum and that new titles will be allocated by the Budget Director and employees notified thereof on or before July 1, 1943, when the new law becomes effective. The lump sum budget will doubtless prove to be an advantage during this formative period, for changes and corrections of one kind or another can be made from time to time that would otherwise have to be deferred for a year if the institutions were to operate under a line item appropriation bill.

The inauguration of the new career system is a challenge to the employees and to the Association. Employees must organize effectively and expeditiously in order to assemble the facts and present recommendations intelligently and wisely to the various State agencies involved. Haphazard, hurried and incomplete recommendations and criticisms will be of little value.

If any of the proposals now contemplated are in need of revision, the employees must organize in such a way that all the facts can be assembled and considered, and specific changes suggested. Committees must be organized to assemble facts in their respective institutions, acting through the Association as a clearing house. Other committees must be formed among employees holding the same title in different institutions in order to present recommendations to the Standardization Board with reference to salary grade allocations. All of this will involve a great deal of hard work on the part of Association representatives, but such efforts at this time will pay dividends in smoothing the transition period.
Acting First Deputy Comptroller

the payroll check of every State employee must be deducted from the payroll check of every State employee. Because of this direct effect of the tax upon the amount of their payroll checks next year, some understanding of the law will, I am sure, prove helpful to State employees generally. I will try to make the explanation just as simple as possible.

First of all, as to amount of the payroll deduction that must be made. The rate, in general, is 5% of the compensation in excess of $624 a year. However, in order to simplify matters, the law permits employers to deduct a round sum, prescribed by tables set forth in the statute, instead of the exact amount of the tax. As will be explained later, the fact that the round sum deduction made under these tables may be less or more than the amount computed at the 5% rate, will not alter by one penny the amount of tax that the employee must eventually pay. It is important that this be understood at the outset, since the deductions provided by these tables, rather than the exact amount of the tax on the salary, will be used by the State.

The statutory table for deductions against salaries or wages paid semi-monthly (which is, as you know, the usual State system) is given below:

### For semi-monthly pay-roll period

<table>
<thead>
<tr>
<th>Wages over</th>
<th>But not over</th>
<th>The amount of tax to be withheld shall be</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26</td>
<td>$30</td>
<td>$0.10</td>
</tr>
<tr>
<td>30</td>
<td>40</td>
<td>0.40</td>
</tr>
<tr>
<td>40</td>
<td>50</td>
<td>.90</td>
</tr>
<tr>
<td>50</td>
<td>60</td>
<td>1.40</td>
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<td>60</td>
<td>70</td>
<td>1.90</td>
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<td>70</td>
<td>80</td>
<td>2.40</td>
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<tr>
<td>80</td>
<td>100</td>
<td>3.20</td>
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<tr>
<td>100</td>
<td>120</td>
<td>4.20</td>
</tr>
<tr>
<td>120</td>
<td>140</td>
<td>5.20</td>
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<tr>
<td>140</td>
<td>160</td>
<td>6.20</td>
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<tr>
<td>160</td>
<td>180</td>
<td>7.20</td>
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<tr>
<td>180</td>
<td>200</td>
<td>8.20</td>
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<tr>
<td>200</td>
<td>220</td>
<td>9.20</td>
</tr>
<tr>
<td>220</td>
<td>240</td>
<td>10.20</td>
</tr>
<tr>
<td>240</td>
<td>260</td>
<td>11.20</td>
</tr>
</tbody>
</table>

260  280  12.20
280  300  13.20
300  320  14.20
320  340  15.20
340  360  16.20
360  380  17.20
380  400  18.20
400  420  19.20
420  440  20.20
440  460  21.20
460  480  22.20
480  500  23.20
500  $23.70 plus 5% of the excess over $500

In order that there may be no misunderstanding of these tables, let us apply them to a couple of typical cases.

John Jones, for example, has a salary rate of $1,200.00 a year, or $50.00 for each semi-monthly period. Since this amount falls in the bracket in the above table “over $40 but not over $50,” the Victory tax deduction will be ninety cents. This deduction is, of course, in addition to any other deductions for retirement system purposes or for the purchase of war bonds. And, similarly, the salary to be used in computing the tax is the salary before any such retirement system, war bond or insurance deductions.

Let us take another typical case; that of Mary Doe with a salary of $2,640 a year, or $110 per semi-monthly period. Since this amount falls in the bracket “over $100 but not over $120,” the deduction here will be $4.20, as indicated by the table above provided.

Readers who take the trouble to figure out the deductions on a 5% basis in these two cases will find that it amounts to $1.20 in the case of John Jones (5% of $50.00, less $26.00 exemption) and $4.20 in the case of Mary Doe (5% of $110.00, less $26.00 exemption). Thus, for Mary Doe, the deduction made under the table is exact; but, for John Jones, it is thirty cents less each pay-roll period than the sum given by the 5% rate.

This, however, does not mean that John Jones is getting an advantage over Mary Doe; nor contrariwise, in cases where the deduction provided for by the table exceeds the sum given by the 5% rate, that the individual is being penalized.

And the reason is this. The deduction to be made by the State from payroll checks is merely the collection, on a “pay-as-you-go” basis, of the approximate amount of the Victory tax to be levied on salaries and wages. Let me put this another way, for the point is extremely important. The current deductions to be made from your payroll checks, starting January 1, 1943, are simply payments on a Victory tax imposed on your total income, including salary. The deductions are prescribed by law. They must be made. But when the individual comes to figure out and report to the Government the exact amount of his Victory tax (he must do this on or before March 15, 1944, for his 1943 income), he will take credit for the deductions made against his pay.

Thus, if the individual, when he finally computes his 5% Victory tax, finds that it amounts to $110.00, and $100.00 has been deducted from his pay for these purposes, the additional amount due will be $10.00. On the other hand, if $120.00 had been deducted, he would have a credit of $10.00 to apply against his regular income tax; or, if he has no regular income tax, this amount will be refunded by the Government.

In the computation of the Victory tax, certain credits based upon war bond purchases, life insurance premiums paid and debts paid, are allowable. However, I will defer the explanation of these until a later date. They do not become of immediate importance until the return for 1943 (due on or before March 15, 1944) is made out. And so here it seems better to confine ourselves entirely to the deductions to be made starting January 1, 1943.

The following points regarding these deductions should be carefully noted:

1. The deduction is based upon the gross salary payable to an employee before any deductions for retirement system purposes, insurance (Continued on Page 266)
The following resolutions were adopted at the Annual Meeting of the Association on October 20-21. These resolutions constitute a broad and progressive program for the coming year, and affect matters of vital importance to employees. Members should familiarize themselves with the actions taken at the meeting so that they may at any time explain the work and purposes of the Association and as to how it benefits State employees. The success of the Association will always depend upon its maintenance of membership strength.

$1,200 MINIMUM ANNUAL SALARY

"WHEREAS, the standards of efficiency demanded in public service require ever increasing attention to the mental and physical capabilities of the individual worker, and
"WHEREAS, rates of pay in private employment follow closely the cost of living requirements, and those in State service are definitely fixed by statute, and
"WHEREAS, the ordinary costs attendant upon the maintenance of satisfactory standards of efficiency and health as revealed by the cost of living indices plainly demonstrate the impossibility of meeting living requirements out of the present low-salary scales provided for those entering the competitive classes of State service,
"THEREFORE, BE IT RESOLVED, that this Association urges the establishment of a minimum entrance salary of $1,200 per annum, and directs the Executive Committee to formulate any necessary changes in the Feld-Hamilton Law, and to seek such additional appropriations as are necessary.

SALARY ADJUSTMENTS TO MEET INCREASED LIVING COSTS

"Be IT RESOLVED, that the Association, take all possible measures to secure adjustment of salaries of State workers to such levels as will meet increased living costs."

INCREASE TO MINIMUM

"WHEREAS, the Association in originally drafting and sponsoring the Feld-Hamilton Law, sought to establish by statute a definite minimum and maximum salary for each position and equal pay for equal work, but because of limited appropriations available, employees below their minimums were not increased to such minimums but were given only the annual increment for their position in many instances, and
"WHEREAS, many employees under the career law are still receiving less than the established minimum of their salary grade, which is unfair to the employees affected, especially in view of the increased cost of living, increased taxes, and emergency demands,
"THEREFORE, BE IT RESOLVED, that the officers of the Association are directed to urge upon the Governor and the Legislature the need and the justice of providing that all employees under the career service law shall be brought, on July 1, 1945, to the minimum of the salary grade to which their position is allocated.

ELIMINATION OF OVER-LAPPING GRADES

"WHEREAS, the over-lapping of salaries in salary grading as at present in effect in certain Feld-Hamilton Law salary schedules results unfavorably at times in the manner of promotion,
"THEREFORE, BE IT RESOLVED, that this Association draft and urge the enactment of such amendments to Feld-Hamilton salary schedules as will bring about the elimination of all over-lapping in grades which in any way interferes with salary promotion opportunities.

PAYMENT FOR VOLUNTARY OVERTIME

"BE IT RESOLVED, THAT, this Association, in annual meeting assembled, favors payment for overtime (voluntarily) rendered by State employees which is made necessary by the war effort, and authorized by the head of the department or institution where rendered.

COMMUTATION PROBLEM

"WHEREAS, many of the employees particularly the new ones are unable to procure commutation due to lack of funds from which to pay commutation,
"WHEREAS, in many of the State Hospitals employees having quit their jobs due to this contingency,
"WHEREAS, despite the fact that the average superintendent is only too willing to give commutation when properly certified,
"WHEREAS, there seems to be common knowledge that many of the State hospitals in the past have returned large sums of money to the State treasury and from which employees deserving commutation could readily have been granted same,
"WHEREAS, that the condition of being unable to grant individual commutation has compelled the employee to quit the job and seek employment upon an equitable basis commensurate to the needs and requirement of said employee,
"BE IT FURTHER RESOLVED, that this State convention here assembled take all necessary steps toward correcting that condition.
"BE IT FURTHER RESOLVED, that a committee be appointed, one from each State hospital, who shall obtain the names of each and every employee who has requested but was refused commutation,
"BE IT FURTHER RESOLVED, that this committee submit such lists to the executive board for immediate action and that when they have disposed of the question each respective local chapter be provided with a report of their findings,
"BE IT FURTHER RESOLVED, that if any of the hospital delegates here assembled have either a partial or a complete list they shall give the list to the Secretary of the Association.

EMPLOYEES' OPTION TO LIVE ON OR OFF THE GROUNDS OF STATE INSTITUTIONS

"WHEREAS, in view of the recent tentative figures released by the Director of the Budget relative to value of maintenance and meals, it is the expressed desire of large numbers of Mental Hygiene Department employees (and all departments affected) residing on or off the grounds of the institution, to be granted the option of obtaining meals at or away from the institution,
"THEREFORE, BE IT RESOLVED, that we urge upon the Director of the Budget that the permission of State departments be granted the privilege of obtaining their meals at or away from the institution and that no deductions be made from their Feld-Hamilton scales for meals not taken at the institution.

INCREASED PER MILE ALLOWANCES FOR PERSONALLY OWNED CARS USED ON STATE BUSINESS

"WHEREAS, during the present emergency period the costs of automobile acquisition, operation, and accessories have increased substantially, and
"WHEREAS, the allowance by the State under rules promulgated by the Comptroller of four and one-half cents per mile was established during a period of generally low prices, and
"WHEREAS, the present operating expenses have increased by reason of increased cost of automobiles, tires, and accessories of all kinds, thus placing an unbearable and unjust burden upon State workers, who are required to use their own automobiles in the performance of their duties, and
"WHEREAS, a number of State employees are required to use a trailer attached to their car thus causing additional expense,
"THEREFORE, BE IT RESOLVED, that this Association urges immediate reexamination of the facts upon which the present mileage allowance is based and such revision of the allowance as will assure proper reimbursement of State employees affected in the future use of their automobiles, and
"BE IT FURTHER RESOLVED, that the President is hereby requested to take such action and render such cooperation to the Comptroller or others as is appropriate and helpful to a satisfactory solution of the situation cited in this resolution."
INCREASED PER DIEM ALLOWANCE

“WHEREAS, costs of hotel accommodations and meals have steadily increased to the point where maximum per diem allowances fixed by State Departments are no longer sufficient to fully reimburse State employees for just and reasonable expenditures which they incur in fulfilling their duties, therefore,

“BE IT RESOLVED, that this Association, through its proper officers, promptly bring this matter to the attention of all State Department heads and urge for immediate revision of per diem allowances to conform to present-day conditions.”

EXPENSES OF TRANSFERRED EMPLOYEES

“WHEREAS, State workers are frequently transferred by direction of Department heads from one part of the State to another, and the transportation of self, family and effects involves substantial expenditures which are caused but not borne by the State, and,

“WHEREAS, the emergency conditions now prevailing may increase such transfers,

“THEREFORE BE IT RESOLVED, that this Association consider legislation and appropriations to provide that if a permanent employee is transferred to work in another part of the State, that he will be reimbursed for the reasonable expenses of transportation and effects so that he shall be enabled to assume his duties in the new location.”

EXTENSION OF FELD-HAMILTON LAW TO PUBLIC WORKS EMPLOYEES

“WHEREAS, the field employees of the State Department of Public Works, Division of Highways, are now seasonal employees, and,

“WHEREAS, winter maintenance and keeping our highways safe for winter driving is very important,

“BE IT RESOLVED, by the Association of State Civil Service Employees of the State of New York that the provisions of the Feld-Hamilton law be extended to cover the field employees of the State Department of Public Works, Division of Highways, and that they be placed on a yearly basis.”

REIMBURSEMENT OF EXPENSES OF PUBLIC WORKS EMPLOYEES

“WHEREAS, field employees of the Department of Public Works continuously incur expenses in line of duty which are not reimbursed by the State, although field allowances are provided by the Public Works Law,

“THEREFORE BE IT RESOLVED, that the Association call upon officials of the Public Works Department, and budgeting authorities, to determine and arrange for the payment of reasonable field allowances for subsistence and transportation to employees of that department.”

STUDY OF SALARIES OF EMPLOYEES OF DIVISION OF PUBLIC BUILDINGS

“WHEREAS, the increased cost of living bears heavily upon those in the low-income groups,

“BE IT RESOLVED, that the Superintendent of Public Buildings and the Budget Committee be asked to make a special study of the rates paid to those workers in public buildings not covered by the Feld-Hamilton provisions, and to make such increases in rates of pay to cleaners and others as will permit proper health and living conditions for the workers.”

EXTENSION OF COMPETITIVE CIVIL SERVICE CLASS

“WHEREAS, this Association of State Civil Service Employees has consistently advocated the extension of the competitive class of civil service by the inclusion therein of all appropriate exempt, non-competitive and labor positions, so that entrance into and within the classified civil service of the State shall be open to all on the sole basis of merit and fitness,

“THEREFORE, BE IT RESOLVED, that this Association urge in every proper way upon all authorities concerned the extension of competitive classification to the end that the merit system may prevail in fact throughout all of the State service, and,

“BE IT FURTHER RESOLVED, that the extension of the competitive class be so effected as not to prejudice the rights of present employees.”

TITLING CLASSIFICATION

“WHEREAS, prompt attention to appeals as made to the Civil Service Classification Board is of the utmost importance to the maintenance of the morale of workers involved,

“THEREFORE BE IT RESOLVED, that the President of the Association is directed to confer with the Civil Service Classification Board to ascertain the reasons for any delays in acting upon appeals of employees of the Correction Department or other Departments,

“BE IT FURTHER RESOLVED, that the Association aid the Civil Service Classification Board in all ways possible to obtain adequate appropriations and personnel and facilities to assist it in its classification work which is so vital to fair promotion in rank and salary.”

GREATER PROMOTIONAL OPPORTUNITIES

“RESOLVED, that the Association request a restudy by the Civil Service Department of rules regulating promotion examinations to assure to workers in institutions and departments broader fields of promotion.”

FOR THE STATE POLICE

“RESOLVED, the President of the Association is directed to establish a special committee to contact State Police groups and to study the problems of the State Police from the standpoint of improvement of working conditions, hours, expenses and salaries, and to perfect a better means of representation of the State Police in the councils of the Association.”

EXTENSION OF EIGHT-HOUR DAY

“WHEREAS, it is the sound policy of the State to limit working hours to a maximum eight-hour day,

“THEREFORE, BE IT RESOLVED, that the Association sponsor legislation to establish an eight-hour straight, eight-hour day for all State workers now working longer hours, and,

“BE IT FURTHER RESOLVED, that the Association make requests to budgeting authorities so that any necessary appropriations be anticipated in the budget to place the shorter working hours in effect for any groups of employees now working longer hours.”

WITHDRAWING OF PENSION ACCUMULATIONS UPON ENTERING MILITARY SERVICE

“RESOLVED, that employees entering the armed forces of the nation be permitted to withdraw their pension accumulations without resigning and that they be granted an extension of time after reinstatement in State service for repayment of such withdrawals.”

TRANSFER FROM HOSPITAL TO STATE EMPLOYEES RETIREMENT SYSTEM

“RESOLVED, that members of State Hospital Retirement System be permitted to transfer to the State Retirement System with transfer of such funds as may be involved.”

SAFEGUARD STATE RETIREMENT SYSTEM

“BE IT RESOLVED, that the Association continue in its successful efforts to safeguard in every way the stability of the State Retirement Fund.”

OPTIONAL RETIREMENT AFTER 25 YEARS SERVICE

“RESOLVED, that this Association support the stand that the number of years of service for optional retirement be reduced to twenty-five years.”

ASSOCIATION PLEDGES CONTINUED FULL SUPPORT TO WAR EFFORT

“WHEREAS, our country is engaged in a tremendous struggle to maintain human freedom and justice, and,

“WHEREAS, unity and whole-hearted cooperation of all citizens is of first importance to the success of this national effort to promote higher civilizations and a free way of life,

“THEREFORE BE IT RESOLVED, that this Association pledges fullest support to all officers of government, to all branches of our armed forces, to all government established civilian defense authorities, and to all charitable and helpful agencies in our communities.”

VACATION LEAVES

“WHEREAS, inasmuch as employees in the same department receive unequal vacation leave per annum, let it be,

“RESOLVED, that the Association of State Civil Service Employees of the State of New York sponsor a bill for the equalization of vacation leave per annum for all employees in the same department.”

PROTECTION OF EMPLOYEES ENGAGED IN VITAL WAR WORK

“WHEREAS, the nation is presently faced with the gravest threat to its existence in all history, and,

“WHEREAS, the efficient and successful prosecution of the war shall continue to require the separation of State Civil Service employees from their present positions,

“BE IT RESOLVED, that the Association sponsor legislation to secure to State Workers the same civil service safeguards and rights as are now accorded to State employees who enter the armed forces of the nation, whenever such employees are called upon to work for any governmental agency or in any private industry, whenever any such employee having obtained leave of absence from their usual duties engage upon war work in any other

(Continued on Page 280)
Officers of The Association of State Civil Service Employees of the State of New York, Inc., were somewhat akin today to the fellow who stood on the downtown corner and began handing out money.

The officers have an award of their own to hand out—$300 in War Savings Bonds—and part of it may easily be yours for little more than the asking, you State employees.

All of which is to say that the "Better Business in State Government" contest sponsored by the Association is still open to all comers. Besides your opportunity to cash in on the War Savings Bonds, you automatically have the chance at the same time to contribute to the improvement in efficiency and operation of your particular State department.

It is very simple to enter the contest. At some time or other, as you have gone about your daily duties, you may have had an idea that would increase your efficiency or that of your fellow employees.

Should you ever have stumbled across such an idea, then you are the State employee who might win the cash awards in 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. Several entries already have been received.

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 attaché 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.

Get Your Copy of "Story of State Government" SEE BACK COVER

DON'T WAIT until Closing Date of the Contest Get Your Entry in NOW!

Victory Tax Pay Roll Deductions
(Continued from Page 263)

or war savings bonds. Gross salary includes any allowance for maintenance, and, in the case of employees who are provided with maintenance, the value of such maintenance.

2. It is not necessary for the employee to keep track of the amounts deducted from his pay for Victory tax purposes. The State will notify each employee shortly after the close of each taxable year of the amount deducted.

3. The amount of compensation exempt from the deduction (namely, $624.00 a year or $26.00 a semi-monthly payroll period) is the same for married persons as for single persons.

4. The purchase of war bonds does not affect the deduction. It does, however, affect the amount of Victory tax as finally computed. This will be explained in a subsequent article.

5. The amount actually deducted from your pay may be slightly more or less than 5% of your salary for a payroll period less the exemption of $26.00. Do not be disturbed by this. It does not affect in any way your Victory tax liability to the Government.

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Values of Maintenance

DISCUSSED BY DELEGATES AT NOVEMBER 30 MEETING

Delegates representing employees of institutions throughout the State met in Albany, Monday, November 30th, under the auspices of the Association, to discuss the values of maintenance accorded institutional employees. Also attending were representatives of the Mental Hygiene, Health, Social Welfare and Correction Departments and the Division of the Budget.

Delegates attending included: Charles D. Burns and Christopher Doscher, Pilgrim State Hospital; Wallace McCrone and William Leach, Central Islip State Hospital; John Florence, Creedmoor State Hospital; Ralph Webb, Rome State School; Dr. Vincent Bonafede, Craig Colony; Andrew Leathem, Syracuse State School; David Roach and Hugh Grant, Letchworth Village; Alexander Maran and Sam W. Silver, Manhattan State Hospital; Thomas Ahearn, Wassaic State School; Maurice Pierce, Gowanda State Hospital; Michael Long, Kings Park State Hospital; William V. Kondrat, Brooklyn State Hospital; Biagio Romeo, State Psychiatric Institute in New York City; and Andrew Augustine and Laurence McCarrol, Matteawan State School; Isabelle Booth, Westfield State Farm; Walter Montesor, Warwick State School; Lee Emigh, Ray Brook State Hospital; and Harold Dunning, Homer Folks State Hospital.

Representing the Department of Health was Marion Henry; the Department of Social Welfare, Jesse McFarland; the Department of Mental Hygiene, Patrick McCormick and Daniel J. Doran; and the Department of Correction, Deputy Commissioner William E. Leonard. The representatives from the Division of the Budget were John Fox, Everett Mulvey and Charles Folster.

During the past year or more a detailed survey of the value of maintenance accorded institutional employees was made under the direction of Budget Director J. Buckley Bryan. He announced the "Proposed Maintenance Values for State Institutional Employees," in the October issue of this magazine. In that article Budget Director Bryan advised that if the proposed values appeared inequitable, that a written statement of the case, together with the adjustment or recommendation, would receive his careful consideration.

The following special Association Committee, appointed at the November 30th meeting, is charged with the responsibility of presenting to the proper State authorities the consensus of opinion of employees relative to the tentative values of maintenance announced by the Budget Director, and as to the general policies relative to their application, and their suggestions or recommendations relative to the subject. Conferences with these authorities will be held that just values may be established: 

Dr. Frank L. Tolman, Chairman, Director of Library Extension and Adult Education Bureau of the State Education Department, and Secretary of the Temporary Salary Standardization Board;

Mr. Fred Walters, Middletown State Hospital, Middletown; Mr. John McDonald, Rochester State Hospital, President of the Association of Employees of the Department of Mental Hygiene; Mr. Clifford Shoro, Executive Committee Mem-

December 267
Civil Service Notes

By Theodore Becker
New York State Department of Civil Service

EDITORIAL SUPPORT

The chapter delegates, representatives, and Executive Committee members of the Association who attended the panel discussion on the topic, “Laws, Rules and Regulations Affecting State Employees,” held during the Annual Meeting on October 20th, will be gratified to learn that a recommendation made at such meeting to remedy a serious defect in the law has been given editorial support by the weekly “Civil Service Leader.” It had been pointed out at the meeting that some employees, upon receiving notice of pending induction into the Army, have been obliged to resign from State service in order to withdraw retirement funds needed to meet their obligations. Such resignation deprives them of the protection of the Military Law which provides mandatory leaves of absence for public employees during the period of their military service. An employee who resigns is not entitled to a military leave of absence. The Leader’s editorial, appearing in its November 3rd issue, concludes as follows:

“There is an obvious injustice here. It appears to us that the Military Law should be amenable to allow inductees to remove money from the retirement fund without being forced to resign, or perhaps they might be permitted to borrow the money from the fund and repay it after their return. It certainly isn’t a difficult problem to solve. It’s a matter the Legislature should take up as soon as it convenes.”

$100 SALARY INCREASE

According to an opinion of the Attorney General, rendered on October 5, 1942, the provisions of Chapter 721 of the Laws of 1942 and for whose position an increased compensation has been provided in the 1942-1943 budget, which increase does not represent any increment or time service adjustment unit receiving less than the minimum, the temporary Rule VIII-A war appointee shall receive the minimum salary of the same title and grade in the same title and grade.

RULE VIII-A — APPOINTEES.

The salary principles applied to substitute (Rule VIII-12) appointments will be applied to temporary war (Rule VIII-A) appointments according to a memorandum issued on November 24, 1942, by Joseph Schechter, Counsel to the State Civil Service Commission. Based upon a statement of policy made by the Division of the Budget, the memorandum states, in part, that:

“... the Department of Audit & Control and the State Civil Service Department have concurred in the following procedure relating to salary adjustments and increments for temporary war appointees:
1. Salary to be paid to Temporary Rule VIII-A War Appointees
A. If there are no employees in

The State Employee
eligibles who are in Selective Service Classification 3-A, has been sustained, as a proper exercise of the Commissioner's judgment regarding the running of his important department. (Berger v. Walsh). The Fire Commissioner's power to skip over 1-A eligibles was not involved in this case. That power was granted by Chapter 795 of the Laws of 1942, applicable to 1-A eligibles for positions in the uniformed forces, including firemen positions.

Seniority for Lay-off Purposes. The principle laid down by the Court of Appeals in the case of Doering v. Hinrichs, discussed in the September issue of this magazine, that a resignation followed by a reinstatement within one year constitutes a break in service so that the date of reinstatement is considered the date of original entrance into the service for purposes of lay-offs, has been limited in its application only to those resignations which are for the purpose of leaving the service. According to the informal opinion of members of the Attorney General's Staff and the Counsel to the State Civil Service Commission, a resignation from one State job to take another State job will not constitute a break in service, and service in the first job will be credited for the purposes of a lay-off from the second job.

CIVIL SERVICE ON THE AIR

The first in a series of Civil Service Newscasts featuring careers in different State departments, was broadcast over Station WNYC, New York City, at 6:15 P.M. on Monday, October 12th. Participating in the program, which featured careers in the Department of Health, were Dr. V. A. Van Volkenburgh, Assistant Commissioner of Health, and Miss Sophia Jarc, Education Consultant of the Division of Public Health Nursing of the Department of Health, and Dr. Istar A. Haupt, Associate Examiner; Mr. O. K. Weaver, Associate Examiner; Mr. William Kilian, Senior Personnel Technician; and Mrs. Richard Woodruff, Personnel Technician, of the Department of Civil Service.

Civil Service Newscast No. 2, featuring careers in the Division of Commerce, was broadcast over Station WNYC on Monday, November 9th. Participating were Dr. M. P. Catherwood, Commissioner, of the Division of Commerce, and Miss Frances Becker, Personnel Technician; Mr. William E. Tinney, Senior Personnel Technician; and Mr. Elmer H. Wise, Senior Personnel Technician, of the Department of Civil Service.

PROMOTION ELIGIBLE LISTS

The following are State promotion lists promulgated recently:
- Assistant Mail and Supply Clerk (New York Office), State Insurance Fund, No. 5021.
- Assistant Principal Keeper, Department of Correction, No. 3179.
- Assistant Statistics Clerk (New York Office), Department of Labor, No. 5013.
- Compensation Hearing Representative, State Insurance Fund, No. 3118.
- Fire Inspector, Gowanda State Hospital, Department of Mental Hygiene, No. 5132.
- Harbormaster, Department of Public Works, No. 5033.
- Head Clerk, Department of Audit and Control, No. 5216.
- Junior Compensation Claims Investigator (New York Office), State Insurance Fund, No. 5016.
- Junior Compensation Claims Investigator (Upstate Offices), State Insurance Fund, No. 5140.

Junior Inspector of Standards and Purchase, Division of Standards and Purchase, Executive Department, No. 5129.
- Principal Keeper, Department of Correction, No. 3178.
- Senior Bedding Inspector (New York City Offices), Department of Labor, No. 5003.
- Senior Clerk (Underwriting) State Insurance Fund, No. 5029.
- Senior Dentist, Department of Mental Hygiene, No. 5088.
- Senior Economist, Division of Commerce, Executive Department, No. 4144.
- Senior File Clerk (Albany Office), Department of Education, No. 5084.
- Senior Laboratory Technician, Division of Laboratories and Research, Department of Health, No. 5209.
- Senior Messenger, Department of Labor, No. 3236.
- Senior Stenographer (New York Office), State Insurance Fund, No. 5002.
- Special Agent, Department of Mental Hygiene, No. 5137.
- Stenographer, First Grade, Creedmoor State Hospital, Department of Mental Hygiene.
- Voucher and Treasurer's Clerk, Department of Mental Hygiene, No. 3259.

CREDIT UNION OFFICERS


Mr. Mason is President and Chairman of the Board of Directors of the Credit Union. Mr. Vidaver is Treasurer, and others appearing in the picture are members of the Board of Directors and committees.
With this issue, The State Employee inaugurates a feature in which the editorial board, because of the spontaneous response to its announcement, takes pardonable pride.

It is THE QUESTION BOX, a feature of intense interest to every State employee. It was the feeling of the editors that many State employees have problems to which they would like an answer. The manner in which State workers throughout the State took advantage of THE QUESTION BOX vindicated that belief.

If you have a problem in any way pertinent to your status as a State employee, don't hesitate to write us, care of THE QUESTION BOX. Here are some of the first of the questions and answers; more of which will be published in the next issue:

Question. Is a military leave substitute employee entitled to Feld-Hamilton Law salary increments? Is he entitled to Feld-Ostertag Law salary adjustments? J.B.

Answer. A substitute employee filling a State military leave vacancy is entitled to receive Feld-Ostertag salary adjustments but cannot receive a salary higher than that received by the lowest paid permanent employee in the same title and grade in the same salary adjustment unit. A substitute employee who has served more than six months is entitled to receive a Feld-Hamilton salary increment.

Question. What are the rights of State civil service employees serving in the Armed Forces when they are on promotion and open-competitive eligible lists of the State? Does the appointing officer of a State department have the right to pass over the name of a State employee who is on an open competitive list merely because such a person is not immediately able to accept such an appointment because he is in the service of the U.S. Armed Forces? What rights does such a person have? I.S.

Answer. A State appointing officer may, if he so desires, appoint a person from an open competitive or from a promotion list even though such person is in military service or he may pass over the name of such person. If an appointing officer appoints an eligible who is in military service, such eligible is deemed to serve his probationary period while in military service and must be reinstated upon application made within 60 days after his discharge. If the appointing officer skips over the name of an eligible in military service, such eligible may, on request, have his name placed on a special eligible list for use for a period of two years after his discharge from military service.

Question. During the month of September, I received a letter from . . . State Hospital offering me a position as Special Attendant (Clerk) on a permanent basis. I wrote that institution immediately explaining that I was unable to accept employment at present as I was employed as a student nurse (probationary) at . . . State Hospital. I asked to keep my name on the eligible list. To date, I have received no reply. I would like to know if this will be accepted as a good excuse, and if I will be kept on the eligible list for a year at least. I am very optimistic, but one never knows, as I may not pass my probationary period and would like to have the other position in reserve. G. M. C.

Answer. An eligible who declines a permanent State position because of temporary inability to accept is not again certified for appointment unless the eligible notifies the State Civil Service Commission that the reason for such temporary inability no longer exists and that certification to future vacancies is desired.

Question. Officers of the State Department of Correction come under the Feld-Hamilton Law on July 1, 1943, and will receive their first increment under that law on that date. Will the employees who are drafted obtain this raise and upon their return to service will they be paid the same amount that they would have received if they had not been drafted? P. F. S.

Answer. State employees who are drafted are entitled to all the rights and privileges, including Feld-Hamilton increments, to which they would have been entitled if they had remained in their State jobs. When such employees are reinstated after their discharge from military duty their salaries will include all the increments which they would have earned by satisfactory service on the job.

Question. In applying for pension upon retirement, what will be accepted as proof of age? Will an army discharge from service in World War I suffice? R. M. H.

Answer. Various proofs of age may be acceptable to the State Retirement Fund, such as: a birth certificate, a baptismal certificate; a photostatic copy of the entry of birth in the family bible; and affidavit of a responsible disinterested person who has examined the entry of birth in the family Bible; if parents are alive, the affidavit of a mother or father, or from a sister or brother, providing he or she is old enough to honestly attest to the date of birth. An army discharge is acceptable in many cases. Insurance policies may be used by furnishing the name of the company and the policy numbers to the Retirement Fund, and the fund would write the companies involved to verify the date of birth.

Question. If I should desire to definitely resign, not wishing my pension, will I be able to withdraw my savings in the Retirement Fund? If so, what is the proper procedure? C.O.K.

Answer. If you are less than 60 years old, you may withdraw your contributions to the fund if you resign. If you are over 60 and have less than five years service credit, you may withdraw your contributions in lieu of retirement, but if you have attained that age and have five or more years service credit you must accept retirement.
Hanging proudly from the front of the State Capitol at Albany, the service flag bearing the number of State employees now fighting for their country has changed appearances within the last few days.

When the flag, gift of the Association of State Civil Service Employees of the State of New York, Inc., was dedicated in September, it bore the numerals “3452,” as that number of State employees was then in the armed forces.

Today the flag bears the numerals “4458” and in addition bears three gold stars, emblematic that State employees’ blood already has been shed that the four freedoms might live.

The State employees who already have made the supreme sacrifice in the present conflict are:

Corporal E. R. Wilkinson, A Troop, Batavia, Division of State Police.
Private David Jacobson, State Training School for Boys at Warwick.
Private Charles Wood of Middletown State Hospital.

The new total as represented by the flag’s numerals was the figure as of October 31.

At November’s end the flag, bearing the revised figure and the first trio of gold stars, was viewed proudly by Harold J. Fisher, president, and other officers of the Association who had helped Governor Lehman dedicate it. Said President Fisher:

“We all are proud, in State service, of this flag. Prouder, still, of the rapidity in which we have been forced to revise the numerals. It was only a few short weeks ago we dedicated it, yet since that day more than 1,000 additional State employees have rallied to the colors.

“That rapid changeover bears a connotation that can scarce escape the plaudits of the already-admiring public. It denotes that the State employee, keeping pace with the trend of the time, a lover of the freedom and the independence guaranteed him under the Constitution, is eager to fight and give up his life, if necessary, that those guarantees may survive.”

The 4458 total employees in military service is broken down into departments and institutions as follows:

- Dept. of Agriculture & Markets: 25
- Dept. of Audit & Control: 72
- Dept. of Banking: 13
- Dept. of Civil Service: 14
- Dept. of Conservation: 154
- Dept. of Correction (Proper): 9
- Albion St. Training School: 3
- Attica State Prison: 31
- Auburn State Prison: 20
- Matteawan State Hospital: 84
- Westfield State Farm: 5
- Great Meadow Prison: 22
- Dannemora State Hospital: 20
- Elmira Reformatory: 14
- Napanoch State Institute: 32
- Clinton Prison: 40
- Sing Sing Prison: 24
- W. Cooxackie St. Institute: 11
- Wallkill State Prison: 24
- Woodbourne State Prison: 24
- Dept. of Education (Proper): 28
- Albany Teachers College: 3
- Buffalo Teachers College: 1
- Fredonia Teachers College: 2
- New Paltz Teachers College: 8
- Oneonta Teachers College: 1
- Delhi Agricultural School: 2
- Oswego Teachers College: 1
- Plattsburg Teachers College: 1
- Potsdam Teachers College: 1
- Ithaca College of Agriculture: 14
- Ithaca College of Home Econ: 1
- State College of Forestry: 5
- Agric. Experiment Station: 9
- Merchant Marine Academy: 19
- Farmingdale Agric. School: 7

Executive Chamber: 6
Div. of Parole: 18
Div. of Alcoholic Bev. Con.: 22
Div. of Standards & Purchase: 6
Div. of State Police: 193
Div. of Military & Naval Aff.: 40
Div. of Commerce: 8
Div. of the Budget: 5
Dept. of Health (Proper): 54
Div. of Lab. & Research: 45
Buffalo Health Institute: 13
Homer Folks Hospital: 1
Herrmann Biggs Hospital: 6
Ray Brook Hospital: 17
Mt. Morris Hospital: 6
W. Haverstraw Recon. Home: 13
Dept. of Insurance: 9
Dept. of Labor (Proper): 68
Div. of Unemploy. Ins.: 216
State Insurance Fund: 102
Bd. of Stand. & Appeals: 2
Labor Relations Board: 11

Dept. of Men. Hyg. (Proper): 2
Binghamton State Hospital: 82
Brooklyn State Hospital: 162
Buffalo State Hospital: 59
Cent. Islip State Hospital: 174
Gowanda State Hospital: 72
Hudson River State Hospital: 170
Kings Park State Hospital: 175
Manhattan State Hospital: 56
Marcy State Hospital: 82
Middletown State Hospital: 70
Rochester State Hospital: 80
St. Lawrence State Hospital: 59
Utica State Hospital: 49
Willard State Hospital: 80
Creedmoor State Hospital: 124
Harlem Valley State Hospital: 115
Rockland State Hospital: 232
State Psychiatric Institute: 27
State Psychopathic Hospital: 5
Pilgrim State Hospital: 163
Letchworth Village: 42
Newark State School: 33
Rome State School: 33
Syracuse State School: 11
Wassaic State School: 61
Craig Colony: 44
Dept. of Public Service: 33
Dept. of Public Works: 275
State Bridge Authority: 13
Dept. of Social Welfare: 69
Dept. of State: 14
Dept. of Taxation & Finance: 153
State Senate: 9
State Assembly: 33

TOTAL: 4458
One of the biggest pay cuts in State service was taken by Harry D. Yates, first deputy State comptroller, since the last issue of The State Employee. He joined the army as a private, for which he will draw $50 a month in contrast to the $8,500 a year he received in his State post—an annual salary reduction of $7,900. He plans to apply for officer training and is pointing toward the Signal Corps, where he might use the photographic skill he acquired as an amateur.

Here's a brand new uniform just making its appearance. Members of the clerical staff of the State Office of Civilian Protection—C.P.'s—in the parlance of the day—will sport embroidered shoulder emblems and button-size emblems for each lapel and cap. The uniform will consist of jacket, skirt and cap, all in blue. The shoulder insignia will be a circle on a white background with the words "New York State" embroidered in blue rimming the circle, and a center motif of "C.P." embroidered in red. The smaller embroidered button-sized emblems will have the red "C.P." against a background of white.

Professor Paul R. Hays of New York has been reappointed to the State Mediation Board by Governor Lehman. Hays resigned from the board last July to undertake war work, which he since has completed. The Governor also appointed William Riordan to the State War Council, succeeding Charles E. Wilson, General Electric Co. president, who resigned.

Unemployment insurance benefits totaling $6,448,763, in the form of 446,213 individual checks, were distributed to more than 108,000 unemployed men and women in New York State during October, according to the latest report of Industrial Commissioner Frieda S. Miller to draft new State laws and policies affecting women in war production plants. Another member of the committee is Mrs. Elinore Herrick, former regional director of the National Labor Relations Board.

The 1942 Legislative Manual, published by the Department of State, that little book that is brimful of information about things of State, has made its appearance. In this newest Manual may be found a list of the federal agencies directing the national war effort; the New York State war Council, its organization and purposes; the State War Ballot Commission, and the Post-War Public Works Planning Commission.

New York State service boasts the youngest veteran of World War 1 to go into service in World War 2. He is William H. Walsh of Dover, now a private in the medical corps and formerly an attache of the hospital at the New York State Training School for Boys. He was only 14 when he enlisted in the first World War.

New York State reforestation areas, for the third successive year, will provide certified Christmas trees for the holiday season. Under a Conservation Department program thousands of Christmas trees on reforestation areas will be offered for sale. The thinning out of the trees, the department points out, is in line with sound forestry practices requiring such measures as young forest attain good growth. But the department, almost in the same breath, warned of the heavy penalty for anyone who should pilfer a Christmas tree from the State's lands.

Unemployment insurance benefits for partial unemployment. Here's the way it works out, according to Milton O. Loysen, executive director of the division: In former years a worker, among other qualifications, had to be totally unemployed for seven consecutive days to receive credit for unemployment insurance benefits. Effective December 1, a worker employed as many as three days a week may still get credit for benefits, provided he does not earn more than $24 in that week.

Miss Catherine Shanahan, senior municipal research assistant for the State Department of Civil Service, has departed from State service to become a federal employee in the Social Security Board.

Figures compiled by Secretary of State Michael F. Walsh show a total of 7,461 stock companies incorporated in New York State in the 10-month period ended October 31, compared with 11,915 in the corresponding period of 1941.

WIN WAR BONDS
"Better Business in State Government" Contest
See Page 266

ASSOCIATION AUTO EMBLEMS . . . . 80c
Only a small supply left
No further supply will be available during the war.

Send your order to
ASSOCIATION HEADQUARTERS
Room 156, State Capitol
ALBANY, N.Y.
Federal Wage Regulations

State employees whose wages or salaries are fixed by the State Legislature are not subject to federal control, according to a memorandum issued November 24, 1942, by Charles L. Campbell, Director of Classification of the State Department of Civil Service. Although the State Civil Service Commission is not responsible for the enforcement of the federal orders and regulations respecting wages and salaries, the memorandum, which is based on federal regulations and orders issued up to November 12, 1942, explained that, as a central personnel agency, the Commission would try to make available the latest developments in this new field. A portion of the memorandum, of special interest to State employees, follows:

I. ADJUSTMENTS IN WAGES AND SALARY WHICH DO NOT REQUIRE FEDERAL APPROVAL.

A. All wages and salaries of public employees fixed by an Act of the State Legislature are exempt from the regulations and orders and, therefore, may be increased or decreased without the approval of the National War Labor Board or of the Commissioner of Internal Revenue.

B. Also exempt from the regulations and orders are salary increases to public employees made in accordance with a salary agreement or a salary rate* schedule as a result of:

1. Individual promotions or reclassifications,
2. Individual merit increases within established salary rate ranges,
3. Operation of an established plan of salary increases based on length of service,
4. Increased productivity under incentive plans,
5. Operation of a trainee system.

C. Increases or decreases in salaries of persons employed by employers with less than 9 employees can be made without federal approval.

D. Salaries over $5,000 on October 3, 1942, can be reduced to $5,000 without federal approval.

E. Bonuses or similar form of compensation customarily paid employees receiving $5,000 or less can be continued without approval of the National War Labor Board provided that:

1. if it is a fixed amount, the total amount paid during the current bonus year must not exceed the total paid an employee for like work during the preceding bonus year.
2. if it is computed on a percentage incentive or similar basis, the rate and method of computation may not be changed during the current bonus year unless they yield no more than they did during the preceding year.

II. ADJUSTMENTS IN SALARIES WHICH REQUIRE FEDERAL APPROVAL.

With the exceptions noted under I, above, all adjustments in wages and salaries of public employees are subject to the approval of the National War Labor Board or of the Commissioner of Internal Revenue. The National War Labor Board has jurisdiction over adjustments in:

(a) Wage payments, and
(b) Salary payments to an employee totaling in amount not in excess of $5,000 per annum where such employee:

1. is in his relations with his employer, represented by a duly recognized or certified labor organization, or
2. is not employed in a bona fide executive*, administrative* or professional* capacity.

* The Commissioner of Internal Revenue has jurisdiction over adjustments in all other salaries.

It is recognized that this memorandum is merely an outline of the general provisions relating to salaries and wages of public employees and that many involved problems on this subject will arise which will require individual interpretation. More detailed information on any immediate problems can be obtained from the nearest regional office of the National War Labor Board or of the Commissioner of Internal Revenue.”

DISTRICT 8 HONOR ROLL

Officers just elected by employees of District 8 of the Department of Public Works, Poughkeepsie, in the above picture are shown with the service flag honoring the employees of that district who have entered the armed forces.

Reading left to right, they are: (holding the flag) Directors Harold F. Hommel and John P. Hayden, and in the front row, Daniel J. Gonia, Treasurer; Hazel D. Walsh, Secretary; Thomas J. Ringwood, President; and LéGrand Piron, Vice-President.

Since the picture was taken President Ringwood has enlisted in the Navy, thus adding another star to the flag.
Laws, Rules and Regulations

AFFECTING STATE EMPLOYEES

The following is a report on a Panel Discussion conducted as part of the program of the Association’s Thirty-third Annual Meeting held on October 20-21, 1942, as made by a participant in the discussion, Theodore Becker, Civil Service Department.

Following the luncheon meeting, a panel discussion on the topic of “Laws, Rules and Regulations Affecting State Employees,” was conducted under the chairmanship of Charles H. Foster, of the Division of the Budget. Participating were Charles L. Campbell on “Title Classification and Appeals”; Louis Drexler on “Service Record Ratings and Appeals”; Dr. Albert H. Hall on “In-service Training”; Joseph Schechter on “Rights of Employees in Military Service”; Dr. Frank L. Tolman on “Salary Standardization and Appeals”; and Theodore Becker on “Civil Service Procedures Generally.” Mr. Charles H. Foster, Chairman of the Special Committee drafting the “Association Representatives’ Handbook,” announced that the participants had contributed to the several chapters of the tentative draft of the handbook distributed before the panel discussion began.

Mr. Charles L. Campbell, Director of the Classification Division of the State Department of Civil Service, emphasized the important distinction between reclassifications of positions which resulted in changes of title without examination, and those which required examinations. He pointed out that only where positions had been reclassified as of April, 1938, or where positions have for the first time been given standard titles, do the incumbents acquire status on the basis of the new titles, without the necessity of examination. Where a position which already has a standard title is reclassified today on the basis of a change in the duties and responsibilities of the incumbent, the latter must qualify for the new title by competing in an examination with others who may be eligible for promotion to the retitled position. Mr. Campbell explained, for the special benefit of the representatives of Mental Hygiene employees, that when such employees come under the Feld-Hamilton salary structure for the first time on July 1, 1943, they will not have their salaries raised automatically to the minimum salary of the grade to which their positions are allocated. If their salaries are below the minimum, such salaries will be increased by annual increments. If new vacancies occur, salaries may be adjusted. This means that the vacancy is filled by moving up to the minimum the salary of the employee receiving closest to it and adjusting all others below the minimum salaries upward in the same order. The new employee appointed receives the lowest below-the-minimum salary left after these adjustments have been made. However, in the absence of employees receiving below-the-minimum salaries, new appointments will be made at the minimum salary.

Mr. Louis Drexler, Head of the Evaluation Unit of the State Department of Civil Service, explained the operation of the service record rating system, pointing out that service ratings are important for purposes of salary adjustments, salary increments, and promotion examinations, in addition to their use as an aid in employee supervision. Outlining the procedure under which appeals may be taken from a failing rating given for unsatisfactory service, Mr. Drexler pointed out that an unsatisfactory rating does not necessarily mean the employee is incompetent to perform his duties but rather that the employee may not have put forth his best effort. Mr. Drexler also described the steps being taken to insure uniform service record ratings in all departments and institutions.

Dr. Albert H. Hall, Director of Public Service Training of the State Department of Education, described the development of public in-service training programs aided by his bureau, which in a normal year enrolls more than 40,000 State and local employees. Public agencies can obtain approval of their training courses from the Bureau of Public Service Training, which issues training certificates to successful participants. Such certificates are recognized by the State Department of Civil Service and are given appropriate credit on promotional examinations. Dr. Hall urged local chapters, in these times, to use war training moving pictures, obtainable from the Office of War Training Programs, 353 Broadway, Albany, N. Y.

Mr. Joseph Schechter, Counsel to the State Department of Civil Service, discussing the rights of public employees entering military service, emphasized the fact that such employees, whether draftees or enlistees, must be given a leave of absence for the duration of their service, and must be reinstated upon request within 60 days after their discharge. He pointed out that persons on eligible lists may be appointed while in military service, their probationary terms being deemed successfully completed. During military service, public employees must be given satisfactory service record ratings, earn salary increments, and may retain membership in the Retirement System by making regular contributions. Eligibles reached for appointment while in military service may request that their names be placed on special eligible lists for use for two years after their honorable discharge. Mr. Schechter explained that public employees who become members of the Army Specialist Corps, or of United States Maritime Service, are not in military service and, therefore, not entitled to mandatory military leaves of absence. Public employees who join the WAACS and WAVES, however, are entitled to military leaves.

Dr. Frank L. Tolman, of the Temporary Salary Standardization Board, outlined the operations of the Board, explaining that considerable investigation and hearings of interested parties occur before a position is allocated to one of the service and salary grades set up by the Legislature in the Feld-Hamilton Law. Salary al-

(Continued on Page 275)

The State Employee
Institution Salaries July 1, 1943

Pseudo (make-believe) lawyers, of every rank and file, have gathered their flock in the various nooks and crannies of our State institutions to give their own inimitable versions of just what the Feld-Hamilton Law will do to their salaries as of July 1, 1943.

The Association has attempted to correctly inform its chapters and representatives relative to this matter, and they are in a position to give the low-down to any employee interested.

Judging from the interpretations of the Feld-Hamilton Law, and how it will apply to institutional employees which come under it July 1, 1943, which have come to the attention of the Association, the correct interpretation has not been given too widespread publicity.

The purpose of this article is to give a few facts which should clear up the matter in the minds of our employees in State institutions.

(1) At the date this issue goes to press, the Classification Board has not yet officially announced the establishment of a title for any particular position effected by the extension of the Feld-Hamilton Law on July 1, 1943, regardless of this or that rumor being circulated. When employees are finally advised of their classified title, the Association will use every effort at its disposal to assure that employees dissatisfied with the title assigned to their position are given sufficient opportunity to appeal for what they think is fair.

(2) Likewise, the Temporary Salary Standardization Board has not allocated any classified title, existing in institutions now being classified, to any particular salary grade. It has come to the Association’s attention that some self-appointed employee leaders are spreading so-called “inside dope” which is really only guess-work. Employees will be duly notified of their salary grade and be given ample opportunity to appeal to the salary board if they think that the grade is not adequate.

(3) Now, what will present employees of institutions receive as salary when the Feld-Hamilton Law affects them on July 1, 1943? The majority will receive a net salary equal to their present salary plus one salary increment of the grade under the Feld-Hamilton Law their position is allocated to. However, for the purpose of clarity, let us use two illustrations.

The first illustration is that of a hospital attendant with six years service, who receives full maintenance while living at the institution:

To determine his monthly gross salary as of July 1, 1943, you add:

His present monthly salary plus time service (which includes the $100 added to his annual pay last July 1st because of the Association’s efforts) $82.33

The New Value of Maintenance accorded the employee (which will be established by the Budget Director, and the figures used herein are tentative and for illustrative purposes only. Of course, this figure would vary according to what accommodations the employee was given).

Average Provate
Room with Wash Basin $12.00
Meals 24.00
Laundry (if charged for) 2.00
Hospitalization (if charged for) 1.00

$39.00

The Salary Increase under the Feld-Hamilton Law (which would probably be) 8.33

Total monthly gross salary as of July 1, 1943 $129.66

Less Value of Maintenance accorded the employee (which will be the same as was added to determine the gross salary) 39.00

Total monthly net salary received $89.66

The second illustration is that of a Hospital Attendant with six years service, who receives a monthly commutation allowance of $24 for lodging and two meals taken away from the institution, and who takes the third meal at the institution. Instead of adding the $39 for the value of maintenance accorded the employee as in the preceding illustration, the $24 paid as commutation and the $8 for the meal taken at the institution is added to ascertain the total monthly gross salary, which would in this case be $122.66. From this gross salary is deducted the $8 for the meals taken at the institutions, which leaves a net monthly salary of $114.66.

(4) What will the employee receive in the future under the Feld-Hamilton Law? He will receive for each year of satisfactory service the annual increment of the salary grade his position is allocated to until he reaches the maximum of that grade. If, in the case of the exceptional employee, the gross salary exceeds the maximum of the salary grade, no further increase will be given, but neither will that salary be reduced.

Many interesting features of the Feld-Hamilton Law are explained in another article in this issue entitled “Feld-Hamilton Law Extension to Institutions.”

"Laws, Rules and Regulations Affecting State Employees"

(Continued from Page 274)

locations are recommended by the Board to the Division of the Budget, which, in 99 out of 100 cases, follows such recommendations. Dr. Tolman stated that the salaries of Mental Hygiene institution employees coming under the Feld-Hamilton law on July 1, 1943, will not be fixed until the Classification Division of the State Department of Civil Service has accorded standard titles to them. None of these positions has been allocated to a Feld-Hamilton salary and grade.

Mr. Theodore Becker, Personnel Technician of the State Department of Civil Service, discussing the examination procedure, explained how notice of examinations is given, what to watch for in announcements and in filling out applications, how examination papers can be reviewed and appeals filed. Also covered was the procedure under which disabled war veterans obtain preference in appointment from eligible lists.
A Special Low Cost Group Plan
CLAIMS PAID VERY PROMPTLY

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 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,
(Signed)

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 $900.00 which I received promptly from you in 1941 and 1942 covering the two long periods of disability.

Loyally and truly yours,
(Signed)

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

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Monthly Indemnity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $600</td>
<td>$ 30 .50</td>
</tr>
<tr>
<td>$ 600 but less than $1,000</td>
<td>50 .80</td>
</tr>
<tr>
<td>$1,000 but less than $1,200</td>
<td>60 1.00</td>
</tr>
<tr>
<td>$1,200 but less than $1,600</td>
<td>75 1.20</td>
</tr>
<tr>
<td>$1,600 and over</td>
<td>$100 1.55</td>
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HUNDREDS OF LETTERS OF THIS TYPE ARE ON HAND FROM ALL DEPARTMENTS
EVERYBODY THINKS THIS INSURANCE IS VERY VALUABLE!
YOU WILL, TOO, WHEN YOU NEED IT!
GET YOUR LOW COST INSURANCE NOW!

C. A. CARLISLE JR.
(Adv.)

TER BUSH & POWELL, Inc.
423 STATE STREET, SCHENECTADY, NEW YORK
of Accident and Health Insurance

STATE OF NEW YORK
Gentlemen:
August 10, 1942
I wish to thank you for my check received this morning covering my accident. I only filed my claim on Friday, August 7th, and today is the 10th.
In my estimation this accident and sickness policy is well worth the deductions from my salary each month. It is something no one should be without, especially a State Employee.
Very truly yours,
(Signed)

NEW YORK STATE DEPARTMENT OF EDUCATION
Gentlemen:
April 25, 1942
I have received your check for my recent disability and wish to sincerely thank you.
Cordially yours,
(Signed)

ALBION STATE SCHOOL
August 7, 1942
Dear Sirs:
I would like to thank you for the prompt attention you gave my claim during my recent illness. You can be sure that I will do my part in interesting those persons who are employed by the State and have not taken advantage of your offer.
I can truthfully say your organization is fair and most considerate. My illness and the payments I received from you are perfect examples to prove to those who do not have your insurance, that it is a really good thing to buy.
Very truly yours,
(Signed)

ARE YOU INSURED UNDER THE ASSOCIATION GROUP PLAN? IF NOT, NOW IS THE TIME!
FILL OUT AND MAIL TODAY FOR YOUR POLICY

IMPORTANT—BE SURE TO SHOW YOUR DEPARTMENT AND DIVISION OR INSTITUTION
Application for N. Y. State Employees C. S. Group Plan Accident and Health Insurance
I hereby apply to The Commercial Casualty Insurance Co., Newark, N. J., for a policy to be based upon my answers to the following questions:

ANSWER EACH QUESTION.

Name in Full: ____________________________

Monthly indemnity applied for $ _____________ Date: _____________

I am employed as ________________________________________

My regular duties are ________________________________________

Have you any diseases or infirmities, have you ever been treated for or advised that you have tuberculosis? (Answer Yes or No):

If you give details ________________________________________

Have you within the past five years had medical or surgical advice or treatment or any deportment from good health or have you had, or been advised to have, an operation? (Answer Yes or No) If yes, (Give details) Month _____________ Year _____________

Nature and Cause ________________________________________

Duration ________________________________________

Has any application for Life, Accident or Health Insurance ever made by you been declined, postponed or rated up? (Answer Yes or No)

Name of Beneficiary (in full) ____________________________
Relationship ____________________________
Address of Beneficiary ____________________________

I understand and agree that the policy to be issued upon the basis of this application shall be void unless I am on duty and regularly employed at the time this insurance becomes effective, even though payment has been made by deduction or otherwise and I represent that each and all of the foregoing answers are true and complete.
I apply herewith for membership in The Association of State Civil Service Employees of the State of New York

PRINCIPAL SUM $500

IMPORTANT: Read the Other Side of This Application

Policy No. ____________________________ Effective Date _____________ Monthly Ind. _____________ Premium _____________
A most successful meeting of the Hudson River State Hospital Employees Association was held in the Amusement Hall on the institution grounds on November 18th. Prior to this meeting a “get-together” dinner was held at which Association officials, institution officials, legislative representatives and others attended.

Reading left to right, seated, are: Louis F. Garrison, Vice-President, Hudson River State Hospital Employees Association; Harold J. Fisher, President of the State-wide Association; Dr. John R. Ross, Superintendent of Hudson River State Hospital; Dr. Raymond G. Wearne, Superintendent of Wassaic State School; Dr. Harry A. LaBurt, Superintendent of Harlem Valley State Hospital; John Glavin, Assistant Steward, Hudson River State Hospital; Joseph D. Lochner, Executive Secretary of the State-wide Association; and standing: Dr. Milton J. Grover, First Assistant Physician at Hudson River State Hospital; Louis Illig, Chief Engineer, Harlem Valley State Hospital; Corporation Counsel O’Donnell of Poughkeepsie; Senator-Elect Bontecou; Edward L. Fleming, Supervisor of Dining Rooms at Hudson River State Hospital; Charles L. Campbell, Vice-President, and John T. DeGraff, Counsel of the State Association; John J. Livingstone, President of the Hudson River State Hospital Employees Association and Vice-President of the State Association; August Eitzen, Secretary-Treasurer of the Hudson River State Hospital Employees Association; William F. McDonough, Chairman of Legislative Committee of the State Association; and George A. Moore, Chauffeur at Hudson River State Hospital.

The meeting which followed the “get-together” dinner was attended by several hundred employees of Hudson River State Hospital and large delegations from the several State institutions in surrounding counties. The program was opened with a minute of silent prayer for the safe return of the employees of the institution now serving with the armed forces.

Mr. Livingstone, Mr. Garrison and Mr. Eitzen were installed as President, Vice-President and Secretary-Treasurer of the Hudson River State Hospital Employees Association for the ensuing year by Chairman of the Nomination Committee, G. Carleton Nuhn.

Mr. Livingstone introduced the several speakers for the occasion. President Harold J. Fisher spoke on the progressive program of the Association for the ensuing year. William F. McDonough discussed the legislative undertakings of the Association and the need for intelligent organization during the present war emergency period. A statement on the need and desirability of chapter organization was made by Counsel DeGraff, who reserved most his time for the question box feature of the meeting. Vice-President J. Earl Kelly outlined the organization and development of the New York City Chapter, of which he is President, and applied his experience to other groups desiring chapters. Vice-President Charles L. Campbell explained the work of title classification of the thousands of institution workers so that these employees may have the intelligent treatment of the Feld-Hamilton Law in regards to their salaries. Mr. Franklin B. Holmes, Director of State Retirement Fund, outlined the benefits of retirement, as provided by the State system. Executive Secretary Lochner explained the details of organization and functioning of local chapters. Mr. Livingstone summarized the remarks of the several speakers and explained how they applied to Hudson River State Hospital.

A question and answer period was conducted by Counsel DeGraff, and participated in by the speakers who attended. A question box had been available for some time before and during the meeting in which employees were permitted to place written questions pertaining to their working conditions. Many interesting questions were submitted and ably answered. From an informational and educational standpoint and from all other angles the meeting was a huge success.

The Hudson River State Hospital Employees Association at a recent meeting voted to become a Chapter in the State-wide Association. Andrew J. Delaney, Steward at the institution, is Chairman of a committee which is drafting a Constitution and By-Laws for the chapter. It is expected that the application for the chapter, as well as the Constitution and By-Laws will be forwarded to the Headquarters of the Association for consideration of the Association’s Executive Committee in the very near future.

**IMPORTANT NOTICE**

To State Employees:
Be certain to read article on The Victory Tax appearing in this issue as it affects every State employee.
DEVELOPMENT AND FUNCTIONING

The program of the Annual Meeting included a Panel Discussion on the subject: "Chapter Organization, Development and Functioning," which was conducted at 10:00 A.M. on October 21st and lasted several hours. Many worthwhile suggestions relative to the subject were made by members of the panel board and delegates and representatives in attendance. The following is a summary of the discussion.

Presiding at the Panel Discussion on "Chapter Organization, Development and Functioning," was J. Earl Kelly, reelected Vice-President of the Association, and at present President of the New York City Chapter, who has had broad experience in chapter matters. Members of the panel board included: John T. DeGraff, Counsel of the Association; John L. Livingstone, Vice-President; Dr. George W. T. Watts, President of the Letchworth Village Chapter; and Ralph Webb, President of the Fort Stanwix, Rome State School Chapter.

Each member of the panel board was given an opportunity to describe as to what he thought were the most important points relative to the subject. Mr. DeGraff made many valuable suggestions as to how chapters and representatives may better serve members. He suggested that they keep informed by carefully studying each issue of The State Employee; by keeping a ready reference file of the magazines, bulletins and other material published by the Association, and by frequent use of the newly published "Representative's Handbook." He explained as to how chapter officials and representatives should endeavor to solve the local and minor problems of employees, and if unsuccessful or if a problem arises that must be solved in Albany, that the representatives should report all facts promptly to the Association's Headquarters. He referred to the misunderstanding of many employees relative to Article IX, Section 3, of sample chapter constitution the Association distributes to employee groups organizing chapters as a guide to the adoption of a suitable constitution. Mr. DeGraff advised that Section 3, Article 9, which provides that any recommendation of the chapter with reference to matters of principle or policy, or proposals to be submitted to the Governor, the Legislature or the executive or administrative heads of State government shall first be submitted to the President or the executive committee of the Association, was necessary to the preservation of Association unity and strength, and did not limit the freedom of chapter operation. He pointed out that if each chapter was allowed to draft different versions of legislative measures covering the same subject, and if each chapter was allowed to solve problems affecting many chapters on an individual basis, that chaos, and not progress and improvement, would result.

Mr. Kelly invited Milton Schwartz, who served as President of the New York City Chapter for several years, to give his views on chapter organization by employee groups not yet affiliated with any chapter. Mr. Schwartz explained the process necessary to organize a chapter. He stated that three things were necessary to the establishment of a successful chapter—(1) feel, (2) serve, and (3) steam up and stir up. Taking up the first point he said that representatives and employees interested in the chapter must make employees feel the need for the chapter and have faith in the Association. On the second point, he stated that the employees' problems and needs must be studied thoroughly so that the chapter may know what is most near and dear to the employee's heart and thus be in the best possible position to serve him, and on the third point, he advised that the continuous successful functioning of any local organization is dependent upon the publicity among employees given to the work and services of the chapter.

A delegate questioned Mr. Schwartz as to whether he advised that all employees of a group, regardless of rank or position, be allowed to participate in the local chapter. Mr. Schwartz replied to the effect that in his opinion the interest and support of all employees should be encouraged, regardless of position.

Chairman Kelly introduced Dr. George T. Watts, who described the organization and functioning of the Letchworth Village Chapter at Thiells, of which he has been president for the past two years. He said that in his opinion employees generally were desirous of having their own local organization, and that he could see the need for it. He stated that many local problems presented through the chapter had been given sympathetic treatment by the institution's administration. He pointed out that in his experience general membership meetings were not well attended unless a very vital issue was to be taken up, and that much more could usually be accomplished through frequent meetings of the chapter's executive council, a member of which was elected by the employees of each particular branch.

Mr. Ralph Webb was then introduced by Mr. Kelly. He advised that as President of the Port Stanwix Chapter, Rome State School, he was certain of the need of local chapters, and that employees generally were appreciative of their need. Rome State School employees are Association members practically 100%. He pointed out the successful work of his chapter's executive committee, which met frequently, and contributed much time and effort to employee problems. He stated that his chapter has been more successful in handling local grievances and problems of groups of employees, than those of individual persons. He thought that the proposal that the Association employ a traveling secretary to visit employee groups located away from Albany, to help in the solution of local employee problems, and to enable the dissemination of correct information as to what the Association was doing, was very commendable.
Resolutions Adopted

CONTINUED FROM PAGE 265

WHEREAS, Charles A. Brind, Jr., former President of the Association, has recently relinquished the Editorship of "The State Employee," and,

WHEREAS, under his able direction "The State Employee" was developed and enlarged to interpret the highest ideals of the merit system and also to serve citizens generally as well as the employees of the State by the dissemination of accurate and helpful information relating to current activities of New York State government,

THEREFORE, BE IT RESOLVED, that the delegates to the Annual Meeting here assembled, express Mr. Brind on behalf of all of the members of the Association sincere gratitude for his splendid work as Editor of "The State Employee," and best wishes for his success and happiness in his public and private life throughout the years.

VOTE OF THANKS TO EX-PRESIDENT BRIND

ASSOCIATION OFFICERS VOTED APPRECIATION

WHEREAS, the officers, members of the Executive Committee, Council, and Executive Secretary of the Association of State Civil Service Employees, have during the past year given unstintingly of their time, efforts and attention to the problems of the Association members and to the general strengthening of the Civil Service of the State of New York,

"BE IT RESOLVED, that this meeting voice its approval and appreciation of these untiring efforts, and,

"BE IT FURTHER RESOLVED, that the Secretary be directed to inscribe this resolution upon the minutes of this meeting."

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AT MADISON

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Tebbutt Funeral Service

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Famous for Fashions of Quality from the finest creators . . . attractive styles . . . courteous service, Fashion Accessories, Millinery, Cosmetics, Jewelry, Shoes, Furs, Coats, Dresses.
Dues and Service
(Continued from Page 261)

somewhat common problems as to salary and retirement, but they have a thousand and one individual and group problems as to classification, transfers, security of tenure, living conditions, maintenance allowances, traveling expenses, vacations, sick leaves and the like. In addition, when the Association in answer to a definite demand established the Group Accident and Sickness Insurance and the Group Life Insurance, the responsibilities of the officers and committees and of headquarters were increased by at least twenty-five per cent. Every achievement gained for members through changes in law—the career service law, the eight hour law, the vacation and sick leave law and rules, tenure of employment, military leave, and other desirable laws and directive improving employment conditions, brought the need for development and interpretations and application of the measures and of more contacts with individuals and groups, more visits to the executive, legislative and administrative officers, more conferences, meetings, and correspondence on behalf of members. In addition to the overall services referred to, the need for cooperation of the President and other officers and committees with the hundreds of representatives of the Association located throughout the State, in order to deal with problems common to perfecting complete and effective organization are tremendous. From comparatively little correspondence, few meetings, no chapter responsibilities, no insurance activities, the work of the President has broadened so that the demands upon his time and for travel upon his part are so great that he cannot do them full justice and must have assistance. Likewise, the cost of delegate meetings at Albany are such that the Dollar per year dues failed to meet the situation to the degree of frequency of delegate conference and contact desirable from the standpoint of continuously progressive work.

The importance and value of the insurance coverage, both group health-sickness and group life forms, is evident to thoughtful employees. The employees of the State have a responsibility as a whole to assure that the membership in the insurance group is sufficient to make certain that they will be continued as long as the State endures. Group forms of insurance cannot be successful unless a large percentage of workers belong in the case of each group. This is the cheapest in point of cost of any like insurance available. The companies with which arrangements were completed by the Association are among the soundest and fairest in existence. Membership in the Association is essential to the continuance of these fine insurance arrangements. The Association is the clearing house for all individual questioning as to insurance by members, as well as for continuous contact with the Insurance companies to make certain that the group plans are unimpaired, or broadened in their coverage.

This should be the greatest year in Association history from the standpoint of organization growth. Local chapters of the Association will have, through refund by the Association of Fifty Cents of each member's dues collected by the chapter, much needed money for local activities and services. Every worker in the vicinity of a chapter should join in the work of his chapter. Social and recreational contacts are feasible and these are important in the larger sense that they bind groups together for the more serious discussions and aids the legislative and other programs of the Association as a whole. Legislators like to hear from their constituents and they enjoy attending chapter affairs. Organization morale may be greatly increased by giving the human touch to chapter work. Chapters can become the clearing house for the State workers' charitable and community activities.

The days ahead are so full of opportunity, of question, of new things, of change, of progress, it is a great thing to have a common meeting place to help, to encourage, to safeguard. The Association is the center of the New York State's employees work life. No group to which he belongs except his Church and his home is more important to him or to his family than the organization which seeks to protect his tenure, his salary, his hours of work, his vacation and sickness leaves, his status in war times, his retirement allowances. For years this Association received voluntarily, following the annual meeting in October, thousands of renewals of membership. When you send your dues this year, remember to send One Dollar and Fifty Cents instead of One Dollar. If there is a chapter in your vicinity, join with it.

IMPORTANT NOTICE
To State Employees:
Be certain to read article on
The Victory Tax
appearing in this issue
as it affects every State employee

Honigsbaum's
Maiden Lane at James

THE TRULY SPARKLING GIFT IS A GIFT
FROM HONIGSBAUM'S... SWEATERS,
ROBES, SKI FASHIONS AND ACCESSORIES,
BAGS, JEWELRY, HANKERCHIEFS, HOSIERY, AND ALL THE QUALITY-NOTABLES IN
COATS, SUITS AND DRESSES.
### Local Activities

#### Marcy News

Marcy Hospital Employees' Association held exercises September 1, 1942, to dedicate an American Flag which was furnished by the Hospital, and also to dedicate a service flag and unveil a plaque containing the names of all employees who have entered the Armed Forces. The program consisted of the Invocation by Rev. Dan'l B. Corrou, Chaplain of Utica and Marcy State Hospitals, greetings from the American Legion by Vice Commander A. Edward Allen, 5th District, presentation of the American Flag by Dr. W. W. Wright, Superintendent of the Hospital, dedication of the Service Flag and unveiling of the plaque by Leo F. Gurry, President of the Employees' Association, address of the day by Senator Wm. Hampton of Utica, and benediction pronounced by the Rev. Wm. J. Vincent of Utica, N. Y.

The speakers dwelt upon the loyalty of the employees of the Hospital and the sacrifices which they were making. Special emphasis was made by Senator Hampton upon the responsibility and duties of the employees who remain at home. Approximately 350 employees, friends and relatives attended the service. The plaque was made of wood to resemble metal, the work being done by employees of the Hospital. The plaque and flags were hung in the entry of the Administration Building. Mrs. Lucy Baumgras, State Secretary of the Mental Hygiene Employees' Association, was chairman of the committee of arrangements.

At the annual meeting of the Employees' Association of the Marcy State Hospital held recently, Leo F. Gurry was elected President for the fourth time; Alvin Jones, Vice-President, Lillian Williams, Secretary-Treasurer; and Delegates, Leo F. Gurry, Anne Golden; Alternates, Ellis Truax and Russell Lawson.

On October 28 the Employees Association of Marcy held a Hallowe'en party and dance as a farewell party for Doctor and Mrs. Bisgrove. Dr. Bisgrove, who has been First Assistant Physician at Marcy for a number of years, was promoted to Superintendent of Syracuse State School.

Dr. Edward Stevenson has received a commission as Captain in the Medical Corps and has been ordered to report for duty November 28 in New Orleans. Dr. Stevenson is the fourth member of the Medical Staff to leave for the service. The others being Major Charles Hutchings, Captain Frank Henne and Lieut. Willis MacCasland.

### Craig Colony Meeting

Dr. Vincent I. Bonafede was elected to head the Craig Colony Chapter of the Association for the ensuing year at the annual meeting of the chapter on November 10th. Others elected were Howard L. Greene, Vice-President; Julia Cordon, Secretary; and Glenn M. Green, Treasurer. Mr. Robert E. Jones and E. J. Hally were selected as delegates to attend Association meetings.

The chapter voted to support a Community Chest at Craig Colony for 1943 and the following directors were appointed at a meeting of the Executive Council of the Chapter on November 12th: Dr. Glenn J. Dooldt, F. W. Hitchcock, Rev. J. J. Bohmweat, Mrs. Vivian Greene, Dr. V. I. Bonafede, Rev. Ralph Webb and Charles A. Palmer.

Social affairs of the chapter included a dance for members and friends held recently at Shanahan Hall.

### Batavia Acts

The visually handicapped at the State School for the Blind at Batavia did not wait for a government order on meat rationing, but in September, surprised their Superintendent, Eber L. Palmer, with a petition containing the names of everyone in the School, requesting a meatless day in addition to Friday. These pupils expressed a desire that citizens generally might take a lesson from their action, so that the boys overseas fighting for democracy might be properly fed.

### Warwick News

The Constitution and By-Laws of the Warwick State School Chapter were recently amended by vote of the chapter and will be submitted to the Association's Executive Committee for consideration at their next meeting.

Jerry L. Lynch has been unanimously elected Vice-President of the Chapter to complete the term of John Metcalfe, who resigned from State Service.

The election of officers of the chapter for the year 1943 will be held on December 7, 1942.
Sing Sing Chapter
Annual Meeting
The Annual Meeting of the Sing Sing Prison Chapter was held on November 16th. Francis J. Coty was elected as President for 1943. Others elected were Vice-President, Maynard Darrow; Secretary, Joseph King; Treasurer, James Dawson; and Sergeant-at-Arms, Carl Hunt. Members of the Executive Council elected were Morris Diamond, Chairman and Donald Burns, Ralph Connors, Joseph Dodd, Michael Maroney and Joseph Ryan.

A meeting of the Executive Council and officers was scheduled for November 18th to plan an active program for the chapter for 1943. President-elect Coty advises that the members of the chapter were particularly well pleased with Delegate James Dawson’s account of the annual meeting of the Association on October 20th. He states that the tentative draft of the Representative’s Handbook is a first rate useful contribution which has been made part of the chapter’s library and will be most helpful because it is a gold mine of valuable information.

District Ten Publishes
Employees of District Ten of the State Department of Public Works have something new to look forward to each month. The clerical force of the district office has begun to publish a mimeographed paper entitled “District X-iles.” The October issue of this publication carried the following statement as to its purpose: “More than 50 of the boys of our District have left us for the armed forces and various war projects. They are scattered far and wide from Alaska to Brazil, in the South Seas and throughout the U. S. In the months ahead many more will go. We, back in Babylon, want to keep in touch with all of you, and help you keep in touch with one another. To this end we have started this little paper. We’ll try to send it to you monthly. In return, we ask that you be sure to advise us of your address, write to one of us occasionally and pass on to us any news you may get of the other boys. And on our part we’ll gather and relay the news to all of you, to keep you informed and entertained and in touch with things.”

State Fund Bowling League
The State Fund Bowling League, composed of employees of the New York City Office of the State Insurance Fund, has just completed one round of its current season with the leadership jointly held by the Safety Varsity and 8th Floor Teams. From all indications this season should be a very interesting one right down to the final week as the teams are evenly matched. Only six teams are participating this year due to the number of our bowlers who have joined our armed forces.

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Central Islip Chapter Elects
At a meeting on November 17th, the Central Islip State Hospital Chapter elected a new set of officers to serve for the ensuing year. They are: President, William Leach; Vice-President, Dr. Reidar Trygstad; Secretary, Mrs. Kathryn Ely and Treasurer, Mrs. Elizabeth Kleinmeier.

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Thirst asks nothing more

DRINK Coca-Cola
New York State Employees concerning the handling of their claims

BY C. A. CARLISLE, JR.

We are receiving an ever-increasing number of letters of thanks from New York State Employees concerning the handling of their claims under the Group Plan of Accident and Sickness Insurance. On October 1, 1942, a woman from Brentwood, who works at Pilgrim State Hospital, wrote, "That she would like to impress upon the minds of her co-workers, the value of this insurance." When an illness occurs and expenses pile up, it certainly makes one feel better to know he is protected under the Group Plan of Accident and Sickness insurance. She further states, "that the Company has been most prompt in adjusting her claim, and that she will be very glad to answer any letter or talk to any employee who might be interested."

A man formerly employed at Napanoeh and now at Coxsackie, writes under date of September 23, 1942, "That he desires to thank the Company and the Association for the privilege of being able to carry this Accident and Sickness Insurance and furthermore he thanks everyone for the courtesy and cooperation shown him during his recent illness, and he makes special mention of the prompt attention which his claim received." This man was ill for a year—or to be exact, 11 months and five days. These are just a few examples of the many hundreds of letters that are coming into the Association and to TerBush & Powell, Inc., every week, commenting on this claim service.

Your Application

If you are a State Employee and have not yet applied for this Accident and Sickness Insurance, you should do it at once, because you never know when you may need this protection. It does not in any way affect the benefits that you may get under sick leave or any other source. It is important, however, in making your application to be sure that it is made out correctly. If you have ever had any of the following or other diseases, be sure to list them in your application, and give the date of same, and the length of time that you were disabled.

- Rheumatism
- Heart diseases
- Arteriosclerosis and high blood pressure
- Hay fever and asthma
- Hernia
- Hemorrhoids
- Varicose veins
- Chronic bronchitis
- Nephritis and other kidney diseases
- Nervous and mental diseases
- Goiter and other thyroid diseases
- Sinusitis
- Cancer and other tumors
- Diseases of female organs
- Tuberculosis—any form
- Diseases of gall bladder and liver
- Other diseases of the circulatory system
- Chronic tonsilitis and other throat affections
- Ulcers of stomach and duodenum
- Diseases of bladder and urethra
- Chronic diseases of the skin
- X-ray for any purpose whatever

Persons Leaving State Service

There are hundreds of persons leaving State service every month. A large proportion of these are insured under the Group Plan of Accident and Sickness Insurance. Many of them are applying for the new Special Defense Policy which is similar in form and rate to that now issued to State employees except of course, that it does not carry the Civil Service Rider, but the low cost of this insurance, whether you are in State service or in defense work, makes it particularly attractive for everyone.

New Applications Needed

In order to keep this plan healthy, it is necessary to have hundreds of new applications coming in every month. We are looking for persons in all departments, in all divisions, in all institutions, and in all services in the various institutions who are willing to talk this plan over with their fellow workers and to interest them in this plan which has been so helpful to so many thousands of State employees in the past six years.

Remember that all State employees are eligible whether they be white or colored, male or female, and for the non-occupational policy all receive the same rates. Don't be led astray by stories that you can buy something just as good at a similar price, because there is nothing just as good as this policy. You can get complete 24 hour coverage for accidents if you want it, or you can have the non-occupational policy that pays for five years for accident, and remember that this policy is complete in itself, and is something that the Association made available because of the need for it for State employees.

The writer will be very glad to send literature or information to any individual or to any groups, or he will be very glad to call on any group throughout the State and explain the plan at any time that such groups might be interested.

Complaints

Whenever anyone carrying this Accident and Sickness Insurance has a complaint in any way whatever, if they will take it up immediately with C. A. Carlisle, Jr., 423 State Street, Schenectady, N. Y., that complaint will be given immediate attention. It will be investigated and you will be given a full report of the results of the investigation. Please remember that our Underwriters are not faultless, our claim adjusters may do their jobs correctly, and yet there may be some reason why special attention should be given to a particular claim, so if you know of anyone who is not satisfied with the manner in which the claim has been handled, or if you know of anyone who is satisfied with the manner in which a claim has been handled, by all means have them write to us at an early date, giving us the facts, whether those facts be good or bad, and remember that every complaint or letter will be given the personal attention of Mr. Carlisle in an effort to satisfy the many thousands of State employees who now carry this insurance or who have a desire to carry it.
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Letchworth Village Election

Officers and members of the Executive Council of the Letchworth Village Chapter were elected by ballot on Wednesday, October 21st and were installed at the Annual Meeting on October 22nd. Dr. George W. T. Watts was reelected president for the ensuing year. Other officers elected included: Vice-President, Hugh Grant; Treasurer, Marion Clark; Corresponding Secretary, Mina Hardt; and Delegate, David Roche. Elected to membership on the Executive Council were: Administration, Alice Renfroe; Schools, Jeannette Kroll; Hospital, Agnes Voyzey; Shops, John Harris; Farm, Leonard Schilling; Service Buildings, Joan Robinson; Boy’s Group, Mary Kitchen; Girl’s Group, Opal Thrasher; Adult Male Group, James Ross; Women’s Group, Lydia Blanton; Male Infirm Group, Harry Hanson; and Female Infirm Group, Louella Collon.

Reports at the meeting indicated that 567 members of the Letchworth Village Chapter were paid members in the Association or 80% of the employees eligible. Plans were made to establish an honor roll for the employees who have entered the armed forces, as well as a service flag.

Lieut. Albert Chick, past president of the Chapter and its delegate for several years, has completed his refresher course at Columbia University and is now in active service with the U. S. Signal Corps.

New Officers of Syracuse Chapter

Edward Carr of the State Insurance Fund staff has been elected as President of the Syracuse Chapter at its annual meeting on November 23rd. Assisting Mr. Carr as fellow officers are: Vice-President, Mitchell R. Brown, Department of Social Welfare; and Anna O’Boyle, Treasurer; Doris Lefevre, Secretary, both from the State Labor Department.

Plans are being made for the annual dinner party of the Chapter which will be held in the near future.

PSYCHIATRIC INSTITUTE HONOR ROLL

An Honor Roll, paying tribute to the employees of the Psychiatric Hospital who have left for service with the armed forces, as designed and made by Winfield Thomas and assisted by Alexander Kemp of the Engineering Department, was unveiled on Wednesday, September 30, 1942.

The unveiling was held in the main lobby of the institution and was attended by about 250 officers, employees and students of the Hospital. The dedication speech was made by Dr. Leland E. Hinsie, Assistant Director.

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"I am awfully glad to have the copy of 'The Story of State Government' that the Association has made available. It is a valuable and worthwhile contribution to the cause of good government. Some of the articles I have already seen in The State Employee, and to have them all together in one volume now is a great accomplishment. It seems to me that during my time in State service your Association has done some awfully fine things, of which this book is just another example."

"The Story of State Government' is very comprehensive and I am really pleased to have contributed an article to so intelligent a presentation of New York State Government. You have every right to feel proud of this book, for it cannot fail to bring about a better understanding of this subject, not only among the State employees themselves, but the general public also. It is so instructive that I think that the book will be well received by school children as an educational medium."

"The book 'The Story of State Government' is highly interesting and informative and could readily be used as a textbook for teaching the science of State Government. My congratulations to the Association for making this worthwhile publication possible."

"Congratulations on 'The Story of State Government.' This work will be very helpful to all students of State Government, especially in colleges where there is a course in State Government. The articles have been very helpful as they appeared from month to month in The State Employee magazine, and richly deserve publication in book form."

"I was very greatly interested in 'The Story of State Government' which, indeed, seems to me to be unique not only in form and content but in the idea which lay back of its publication. This is in my judgment a very worthwhile piece of work and will do much to promote a better understanding on the part of our citizens of the processes of State Government."