Our New Chief Executive, Governor Thomas E. Dewey, Takes Oath of Office

January 1943  Volume 12  10 Cents
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Statement by Governor Thomas E. Dewey
for "The State Employee"

I am happy to have this opportunity of extending my hearty greetings to the Civil Service employees of New York State through the medium of "The State Employee".

I have no hesitancy in saying that the tremendous burdens that fall to a new governor and the great pressure of official business with which he is confronted have, in my case, been lightened immeasurably by the Civil Service employees with whom it has been my good fortune to be associated in these first few days of my administration. I know all of my recent appointees have enjoyed the same happy experience. For them and for myself I want to express my unending appreciation. No greater evidence could be presented of the importance of the contribution of an efficient Civil Service body in the cause of good government.

In the years ahead, it shall be my objective to do everything possible to promote the merit system. In this work I shall seek the cooperation of the Civil Service employees themselves, for no one knows the practical day-to-day workings of the merit system, its weaknesses and its great potentialities better than those who are members of that system. They know the problems intimately. They know the aspirations of the men and women in the Civil Service system. I shall welcome their partnership in preserving and extending the institution of the merit system.

We have already made a start in eliminating certain injustices and inequalities affecting several groups of Civil Service employees. I recognize that there are other serious problems affecting the security and opportunity of Civil Service employees, and I know I can rely upon your cooperation as we work together for their solution. Questions of personnel administration as they relate to all departments and institutions will receive the careful attention of the state administration.

I look forward to four years of happy association with the employees of the State of New York.
Our Legislative Program

FOR 1943 MERITS FULL SUPPORT

The Legislative Committee of the Association of State Civil Service Employees has presented the following program for the improvement of personnel administration in the State to the Governor and the Legislature. These proposals were adopted at the last annual meeting of the Association by delegates representing its 33,000 members. The program calls for:

1. The putting into effect as of July 1, 1943, or April 1, 1943, in the event that the fiscal year is changed to that date, of sound scales of pay for institution workers placed under the provisions of the Feld-Hamilton Law passed last year. The Association approved recommendation for a minimum scale of $1,300 to $1,700 for the attendant class in State hospitals with charges for maintenance where maintenance is supplied at about the present prevailing rates. The Association is certain that if the archaic employment system which has ruled for many years in the 20 or more institutions under the jurisdiction of the Mental Hygiene Department is replaced by a sound pay plan with satisfactory living quarters and proper food where these cannot be supplied by the workers themselves because of the location of the institution, that the present menace to proper care of the wards of the State will be eliminated. Employees wish to have the option of living within the institution or outside and of taking their meals within or without the institution, as they choose. The undesirable conditions surrounding employment in State hospitals is held by the Association to be the real cause for the present shortage of workers. Present scales of pay beginning at $54 per month with maintenance, especially where the living quarters and the food supplied by the institutions have been unsatisfactory, have created the present high turnover of employees under which the supply of workers is wholly insufficient to meet the needs of patient care.

2. To meet the 20 per cent increase in cost of living the Association proposes a cost of living bonus of 10 per cent on the portion of salaries below $2,500 and 5 per cent on any amount from $2,500 to $5,000. A minimum of $120 per year and a maximum of $375 per year, regardless of salary would be fixed. All State employees would receive this cost of living adjustment computed upon the basic Feld-Hamilton Law rates or where Feld Hamilton Law rates do not apply on the basic scales of July 1 or April 1. The pressure upon State workers arising from increased living costs has been slightly offset by increments where the employees have received increments. The request for a maximum cost of living adjustment of only 10 per cent is obviously an exceedingly modest one. In this request the fact that State employees must bear an increase over last year in Federal taxes of from 100 to 130 per cent, or more, is not considered inasmuch as all citizens bear increased taxes. State employees have not had any adjustment in basic scales approaching those which have occurred in the case of the great majority of industrial workers. State workers are also bearing additional heavy burdens of work as a result of many State workers being called to the armed forces of the Nation.

3. The Association request as put forward in October for a $1,200 minimum scale for low-paid workers has been already recognized by Governor Dewey in his message to the Legislature. Needed amendments to the various statutes will follow.

4. The question of overlapping grades which has interfered with payments to persons advancing by reason of promotion examinations from one grade to another can be overcome it is felt by a lump sum appropriation placed at the disposal of the budget director, this sum to be allocated to departments for use in accordance to persons promoted the salaries provided under the Feld-Hamilton Law.

5. The Association will recommend strongly to the Governor and the Legislature that where employees of State institutions are called upon to work more than 48 hours a week or beyond the 8-hour day that they be remunerated at the rate of time and one-half for the overtime. In industry it is now common practice to pay time and one-half for overtime in excess of 40 hours per week. The institution week is a 48 hour week and it seems only just that time and one-half be accorded above the basic salary scales (cash and maintenance) applying to any position.

6. Action is proposed to provide at least a six-day week for State Troopers and to adjust the salary scales of State Troopers on a more equitable basis.

7. A longer than 8-hour day still applies to certain groups of State employees. This is not in line with fair attention to working conditions of the employees affected, and corrective legislation will be sought.

8. The Committee urges the advancement to at least the minimum of the Feld-Hamilton scales in the case of all workers now receiving less than the minimum. Inasmuch as the principle of like pay for like work was adopted by the State in (Continued on Page 6)
At the Annual Meeting of the Association on October 20, 1942, delegates elected by members of the Association throughout the State adopted by a practically unanimous vote the following resolution amending Article III, Section 1 of the By-Laws of the Association:

"Section I, Article III, shall be amended to read as follows:

"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 ..."

So that all members of the Association could give ample consideration to the proposal to increase dues for the purpose of expanding the services rendered by our organization, the reasons for the change and the entire matter was explained in the October issue of this magazine, which was mailed to every Association member well in advance of the date of the annual meeting. In that issue the text of the then proposed amended by-law was printed and it was stated: "Members of the Association should make their views known to their elected delegates and representatives so that the proposed amendment to the by-laws can be voted upon at the annual meeting on October 20th." Association leaders desired consideration of the change by all members so that the vote on the proposal at the Annual Meeting would represent the wishes of the membership.

The change was first proposed by a special committee of ten members, authorized by the Executive Committee and appointed by President Harold J. Fisher, to study as to what steps should be taken to strengthen the Association and improve the service it renders to its members. This committee specifically recommended that:

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

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

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

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

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

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

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

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

It is obvious that these needed improvements could not be brought about while the Association's annual dues were limited to one dollar per member. Approximately half of the $1.00 dues were expended in the publication of "The State Employee," an essential publication which must be continued and improved. The remaining balance of the dues was insufficient to enable the Association to expand its activities and, in fact, it is amazing that the Association has heretofore been able to do so much with so little. It is now clear that more funds must be provided to enable the Association to meet the new problems incident to

January
a great State-wide organization of 35,000 members located from one end of the State to the other.

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

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

Of course, the increased effectiveness of the Association on a State-wide basis, and the expansion of the services it renders members, as intended by the elected delegates in adopting the revised by-law providing for the increased dues will depend upon the maintenance of membership strength which the Association has enjoyed in the past.

Association officers, committees, representatives and chapter officials serve without pay. Their only reward is the satisfaction of knowing that they are improving the lot of their fellow employees. They are not interested in building up a large treasury. They are only interested in securing the improvements in working conditions desired by employees, and in having the Association serve the needs and interests of the State and State workers. The amended by-law explained herein was adopted to achieve these ends.

The formation of chapters will be encouraged wherever practicable. In many instances, the increased dues will not result in any additional investment because many chapters presently collect chapter dues in the amount of $.50, and where lesser amounts are presently charged, only a slight additional investment is required. Many employees now pay dues to local independent employee Associations in institutions and elsewhere. Probably the majority of these associations will eventually become chapters, and in most cases the increased dues will not effect these employees, as only the procedure of collecting dues will be changed. It is obvious that the transition of independent local employees' associations to chapters will improve the efficiency of the Association and will assist the local organization to render improved service to members locally in most cases.

The continued active membership support of all State employees is urged, so that the Association, with strong local chapters throughout the State, with improved efficiency resulting from a well-informed State-wide membership, will be equipped to expand its services to members and secure for them the many improvements they desire.

Your membership is vital.

PAY 1943 DUES!

Our Legislative Program for 1943
(Continued from Page 4)
1937 and adjustments of the kind called for in this proposal were delayed because of economic conditions, it is felt that the State should not withhold longer from these employees the salaries to which they are rightfully allocated.

9. Extention of Feld-Hamilton provisions to seasonal workers including Forest Rangers and Observers and certain employees of the Public Works Department is also urged.

Other proposals would extend the privilege of making loans from the employees' contributions to the retirement fund in the case of employees now in military service up to one-half of their contributions. It was felt that to permit withdrawal of all contributions might affect the death benefits under the system and work to the disadvantage of the member; to permit members of the Hospital Retirement System to transfer to the State Retirement System on a voluntary basis; to permit insurance of loans from the retirement system at a nominal rate of insurance; to clarify provisions of the law so as to prevent taxation of retirement benefits paid to beneficiaries of State employees; to strengthen the provisions of the military law as to safeguards for State employees in military service, and other measures helpful to State service.
"Like Pay For Like Work"

The preamble to the Feld-Hamilton Law, as found in Chapter 859 of the Laws of 1937, is worthy of repeating. It says so very much in a few words:

"Section 1. In order to attract unusual merit and ability to the service of the State of New York, to stimulate higher efficiency among the personnel, to provide skilled leadership in administrative departments, to reward merit and to ensure to the people and the taxpayers of the State of New York the highest return in services for the necessary costs of government, it is hereby declared to be the policy of the State, in accordance with the mandate of the constitution, to provide equal pay for equal work, and regular increases in pay in proper proportion to increase of ability, increase of output and increase of quality of work demonstrated in service."

Many employees of our State institutions, who according to existing law are scheduled to have their salaries provided under the Feld-Hamilton Law effective July 1, 1943, are vitally interested in the "equal pay for equal work" angle. The plumbers and steamfitters, located in institutions throughout the State, are wondering how they can get together in some way, through a committee or otherwise, to advise the Temporary Salary Standardization Board as to what salary grade in the law their position should be allocated to. The master mechanics, the farm supervisors, the butchers, the bakers, the candlestick maker, and employees of practically all titles are concerned with this matter.

In the December issue of this magazine, under "Feld-Hamilton Extension" it was stated: "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."

The Association, acting as a State-wide body, will do its part, and it needs the support, actively by membership, of all State employees effected by the extension of the Feld-Hamilton Law. The Association will form committees among employees holding the same title in different institutions so that orderly and sensible recommendations may be made to the Standardization Board as to salary grade allocations. Only intelligent recommendations and data will bring results.

Before the work of salary grading can be done, however, it is first necessary for the classification board to complete their study into the duties and responsibilities of the various employees and to set up suitable descriptive titles. The Association feels confident that the classification work will be completed in the immediate future.

Then, after the titles are established, is the time for employees holding like titles to present to the Standardization Board appropriate information as to fair rates of pay in view of the duties and responsibilities of the position. The Board is interested in what is paid for the same job in other states, in the federal service and in private industry, in normal times of course. It is interested in what special education, experience or other qualifications are necessary to successfully perform the duties of the job.

All employees may be certain that when the appropriate time comes, the Association will lend its facilities to aiding employees to get this information before the Board, or in advising about appeals from allocations which may have been established.

The work of the Classification and Standardization Boards in extending the career law to institutional employees is tremendous in magnitude. Mistakes will occur, of one kind or another, as they do in all worthwhile large undertakings. But the machinery exists to correct these mistakes. If the correct title is not accorded an employee, he may appeal to the Classification Board. If his title is satisfactory and it has not been given an equitable salary grade, then the appeal should be made to the Temporary Salary Standardization Board. Employees are urged to cooperate in every way possible to assure the success of the extension of the Feld-Hamilton Law to provide adequate and like pay for like work. Their assistance, patience and cooperation are necessary.

Meetings on Long Island
Jan. 27, 28, 29

Three important meetings of employees are scheduled to be held in institutions on Long Island. On January 27, 7:30 P.M., a mass meeting of employees of Central Islip State Hospital will be held at Robbins Hall on the institution grounds, under the auspices of the Central Islip State Hospital Chapter of the Association.

On January 28th, at 8:00 P.M., a meeting of employees of Kings Park State Hospital will be held at York Hall, under the auspices of the Kings Park State Hospital Chapter. The Annual election of officers and annual reports will be submitted.

On January 29th, at 8:00 P.M., a meeting of employees of Pilgrim State Hospital will be held in the Amusement Hall of the institution, under the auspices of the Pilgrim State Hospital Chapter.

William F. McDonough, Chairman of the Legislative Committee and formerly president of the Association, and Executive Secretary Joseph D. Lochner will attend these meetings and speak on the Association's salary adjustment measure, the extension of the Feld-Hamilton Law to Institutional Employees, the value of maintenance accorded institutional workers, and many other matters of vital interest to employees.

Employees of these institutions are urged and welcomed to attend these meetings. This is an opportunity for employees in Long Island Institutions to get the information they desire first-hand.

INSTITUTIONAL EMPLOYEES!
Read the Report of Special Committee to study the Value of Maintenance
Pages 14-15
Few members appreciate the work and effort involved in renewing the membership of over 33,000 State employees in over 700 locations of employment throughout the State. This is true especially in view of the fact that the Association employs no paid professional organizers, and that membership is entirely voluntary, with the Association relying for membership support upon the loyalty and appreciativeness of employees.

Some of the State employees who are helping with State-wide unity are listed herewith. Pay your 1943 membership dues today to your local Association representative, to the local Chapter, or to one of the members of the committees printed herein.

Help these committee members with the huge membership renewal job. The only reward these members receive for their effort is the satisfaction of knowing they are helping to strengthen the Association and enabling it to secure the improvement in working conditions desired by employees, and to assist it to continue its many services and benefits to members.

STATE COLLEGE OF AGRICULTURE

The State Employee
Thompson Street, Warrensburg, N.Y.; E. D. Conroy, 1 Bleecker Street, Green Island, N.Y.; E. S. Staats, 52 Fourth Street, Waterford, N.Y.; A. Scanlon, 1710 Union Street, Schenectady, N.Y.

MARCY STATE PRISON
Lillian Williams, Administration Bldg.; Ellis Trues, West Group; Russell Lawson, power house; Guy Moffatt, farm colony; Leo F. Gurry, pharmacy.

BINGHAMTON STATE HOSPITAL
Mrs. W. Decker, 600 Second Ave.; Mrs. Catherine Halley, Mrs. Virginia East Bldg.; Mr. R. Barnes, Hospital Exchange; Mr. French, North Bldg.; Mr. Fogarty, maintenance; Mrs. Evenden, woodshop; Mr. H. Boyer, maintenance; Mrs. RIP, 337 Brown, sewage room; Mrs. Button, Steward's office; Mr. Conrad, laundry; Mr. Bell, fire小巧; Mr. Warren W. Shamp, laundry; Mabel II. Potter, girls' building; Mrs. Westlake, Wagner Hall; Mrs. Williams, west wing; Harry Y.; George J. Gale, Motor Equipment Maintenance Supervisor, 301 East Water Street, Syracuse, N.Y.; E. S. Staats, 52 Fourth Street, Ellis Truax, West Group; Russell Lawson, Street, Schenectady, N.Y.

SING SING PRISON

STUDENT AGRICULTURAL AND INUSTRIAL SCHOOL
Lucy E. Bayer, office; Stuart Adams, telephone operator; Raymond Anderson, school; Joseph Murphy, kitchens; Ralph Van Keady, Infirmary Bldg.; Edward Switzer, Dr. Kenneth Keill, staff; Arthur Milnes, Maples Bldg.; Edward Limner, office employees; John J. Clark, clerk of the court, Proud of their own contribution to Uncle Sam's armed forces are the personnel of the State Court of Claims. John J. Clark, clerk of the court, was commissioned as a captain in the Quartermaster's Division and has been serving at Camp Lee, Virginia, since September 9, 1942. The Department of Law, incidentally, has 12 of its personnel in the armed forces.

GAME PROTECTORS' CHAPTER
Harold Canepin, 212 McLean Avenue, Yorkshire, N.Y.; H. J. Curry, 135 Court Street, Binghamton, N.Y.; Everett Laken, Clarence, N.Y.; E. L. Rogers, R. D. Stillwater, N.Y.; James Walsh, R. D. 3, Newburgh, N.Y.; L. Tompkins, 27 East Morris Street, Bath, N.Y.; L. S. Morris, Corning, N.Y.; Durinal Kenes, Schenectady, N.Y.; Floyd Baneti, 120 Kenmore Avenue, Syracuse, N.Y.; J. M. Corbine, Lowville, N.Y.

UTICA STATE HOSPITAL
Helen B. Erenwein, Representative.

HORNELL DISTRICT
DEPARTMENT OF PUBLIC WORKS

Chief Engineers Elect
The Institutional Chief Engineers of the State Departments of Mental Hygiene, Correction, Health, Social Welfare and Education, held their annual conference in New York City, December 1 and 2. The following officers were elected for the coming year:

D. L. Alloway, Attica Prison, President; C. W. McBreen, Rockland State Hospital, Vice-president; E. C. Baker, State Teachers' College, Albany, Secretary and Treasurer. The executive committee consists of S. P. Anderson, Pilgrim State Hospital, Brentwood, L. I.; L. Illig, Harlem Valley State Hospital; G. W. McGee, Hudson River State Hospital; George M. Card, Albany Health Laboratory; P. H. Bramman, Warren State School; and P. J. Honan, State Office Building, New York City.

In Service
Proud of their own contribution to Uncle Sam's armed forces are the personnel of the State Court of Claims. John J. Clark, clerk of the court, was commissioned as a captain in the Quartermaster's Division and has been serving at Camp Lee, Virginia, since September 9, 1942.

Get Your Copy
"Story of Government"
See Page 33
For Present and Future

The great conflict for human freedom still rages. The wise men of the hour know that of equal consequence with winning the war is the establishment of a just and lasting peace. In examining the means for peace we must face the causes of war, this war or any war. The blood and tears of the millions of human "expendables" shed since Germany invaded Poland on September 1, 1939, constitute a tragic indictment of the politically selfish—the political spoilsmen. There was little of honest error in the rise of Hitler, Mussolini, Laval. The old ingredients of greedy groups, corrupt politicians, betrayed peoples, were all present. In our own country, past history shows discouraging disregard of the worth of the prize of peace won by patriotic, young Americans in 1917 and 1918. Today as white papers tell of black deeds we sense inefficiency in many vital matters. Political parties despite long time warnings surrendered very largely during recent decades to the patronage system instead of the merit system in the matter of appointments to positions of tremendous trust. Instead of seeking men solely on the basis of their merit and fitness, unsound political considerations have been apparent.

The merit system so far as it has been applied in our State offers ample proof of actual and potential power to assure promptness and efficiency in carrying out the peoples will. Those who understand merit system principles are convinced that they are vitally essential to good government. And as good government alone can assure peace and protection and opportunity, the means to good government are of first importance.

What will be New York State's role in fashioning and exemplifying good government during the years ahead? The Nation is looking to our State. The ruling political party and that party's leadership in executive and legislative branches is mindful of the value of the merit system. The Republican Platform of the present administration was a definite pledge of merit system approval. We quote it here:

"The Republican party has consistently sponsored and supported legislation to strengthen the civil service system to the end that citizens may enter the public service as a career without regard to political, racial or religious considerations. Among the laws initiated and passed by the Republican Legislature are the career law, which this year, after frequent vetoes by the Democratic Governor, has been successfully extended to all institutional employees; the eight-hour law for State employees; and adjusted compensation for thousands of State employees in the low-income group. We pledge ourselves to protect the actuarially sound employees' retirement systems of the State and its civil subdivisions from encroachments or interference by Federal authorities. The Republican Legislature has heretofore protected and will continue to protect the rights and interests of all civil service employees entering the armed forces of the United States."

The public statements of Governor Dewey indicate a keen appreciation of the need for character and fitness and vigor in the personnel of State government. Representatives of your Association have conferred with the Governor and have found him a wholly approachable, sympathetic.
For LESS Than A Half-Penny A Day

The Association Offers to Every State Employee . . .

Membership in an active, State-wide organization of more than 33,000 employees organized to advance the interests of State employees.

An equitable program for improvement of salaries, pensions, hours of work and other working conditions of State workers. (As outlined under "Legislative Program for 1943" in this issue).

Unselfish services of unpaid Association officers, committees, Chapter officials and over 700 representatives located in every State office, department and institution. No professional organizers are employed.

Constant loyal representation before executive, legislative and administrative branches of State Government.

"The State Employee," the Association’s monthly magazine. Also frequent bulletin board statements are issued.

Services of local Chapters, of which forty are already established. Dues refunds provided by Association By-Laws should enable Chapters to render real service to members. Organization of Chapters throughout the State will make the Association more successful and effective.

Adequately equipped and efficiently manned permanent headquarters at the seat of State Government, serving members in innumerable ways every day.

Low-cost broad-coverage group life insurance, and accident and sickness insurance, easily paid for by payroll deductions.

Guidance on all personnel problems through Chapter officials, correspondence, or personal visit to Association Headquarters.

Many Other Worthwhile Services Worthy of Investigating.

Association Membership Dues is Not an Expenditure . . . It is an Investment in Your Welfare . . . Your Future!
The Capitol Beat ........

Without a thought of adding to the woes of the present old-fashioned winter, the State Department of Agriculture and Markets weighed in with an announcement that ice cream is real big-business in New York State. The State's 1941 production was listed as nearly 45,000,000 gallons. As one might expect, the four warm months, May to August, took the lead in ice cream consumption but the department also added—br-r-r-r!—that ice cream is becoming more and more a winter treat as well.

Received favorably on Capitol Hill has been the 1942 edition of the New York State Labor Law, published by the State Department of Labor. In preparing its 1942 edition of 389 pages, the Labor Department has introduced a new departure. Its latest publication is loose-leaf, permitting the insertion of new amendments and annotations as they become available at the end of the Legislative session each year.

The bar of a U. S. Army second lieutenant now is being sported by Edmund J. Burke, State traffic expert, who was 15 years in the State's engineering service. He was commissioned for duty with the Army Transportation Corps.

One activity in which the war has failed to put a crimp is the interest of New York State's sportsmen's clubs, service organizations and other groups in conservation activities. Deputy Commissioner John L. Halpin of the Conservation Department reports that demands from all parts of the State for the department's 18-millimeter films, which depict the Story of Conservation in New York State, have increased over a year ago. This is unusual, Mr. Halpin pointed out, since curtailment in automobile and train travel already has prevented the department from sending out speakers and operators to show the films.

Assemblymen and attaches of the Legislature, arriving for the 1943 session, missed a familiar face in the Assembly clerk's office. For Fred Canavari, who had served the office so well and had become a friend of many Assemblymen through the years, had joined the armed forces. Ably filling his shoes, however, is John Towner, the ex-putnam County veteran of the same office.

Those trim young men of the highways, the New York State Police, got a chuckle when results of the latest examinations of prospective recruits were made known. For two of the would-be rookies had been turned down because they were "much too fat."

All of which means that the Division of State Police, while it has liberalized its educational qualifications in an endeavor to alleviate its critical manpower shortage, still maintains a rigid physical standard for the men who would wear the purple and gray.

As Major John A. Warner, state police Superintendent, points out, the division's 200 men in the armed forces does not begin to tell the story. For in addition, more than 400 others on the last established eligible list have also joined the colors.

All that smoke in the State Department of Correction early this month didn't mean there was a fire. Rather, the boys were enjoying cigars on William E. Cashin, director of the department's Bureau of Criminal Identification. Mrs. Cashin presented him with a baby daughter, their third child, in an Albany hospital on New Year's Day. Another proud Dad recently was Dr. George D. Stoddard, State commissioner of education, their fifth child having been born to Mrs. Stoddard in an Albany hospital.

Dr. John B. Ross, superintendent of the Hudson River State Hospital, who is accustomed to supervising large numbers of persons, is of the opinion that the "best way to control panic is not to let it start." In an address to air raid warden instructors he cited the Cocoanut Grove fire tragedy in Boston and said: "Failure to avert this tragedy, once panic started, shows how helpless one can be and how important it is to control panic when fear has made the group into an unreasoning mob, each one struggling to save his own life."

It may be true what they say about horse-players dying broke, but the ponies certainly are paying the State of New York a handsome dividend. Carroll E. Mealey, president of the State Tax Commission, reported the State derived nearly $10,500,000 in revenue from horse racing in 1942. Bulk of this figure, or $9,808,819.04, came from the pari-mutuel tax on betting at the State's tracks. Oddly enough, the absent-mindedness of some bettors rebounded to the State's credit. For $80,690.60 found its way to the State's coffers from winning pari-mutuel tickets that went un cashed in 1941.

New York State's Unemployment Insurance program is now in its seventh year but a great many workers throughout the State still are unaware who pays the unemployment insurance contributions, according to Milton O. Loyten, executive director of the Division of Placement and Unemployment Insurance. Said he: "Letters we receive regularly indicate that many workers believe they and their employers contribute equally to the unemployment insurance trust fund from which benefits are paid. The fact is that the total cost of the program is met by employers, with no tax being levied on workers' earnings. Some people obviously confuse Old Age and Survivors' Insurance, a unit of the Social Security program under which workers and employers contribute equally, with Unemployment Insurance.

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ASSOCIATION HEADQUARTERS
Room 156, State Capitol
ALBANY, N.Y.
Excerpts from Governor Dewey's Message to the Legislature

Mental Hygiene Institutions

“One urgent problem confronting the State involves the care of the 90,000 patients in our mental hygiene institutions. There is a shocking shortage of employees. This shortage is increasing at a rate of more than 300 per month and the number of unfilled positions now approximates 4,500. And this is in institutions that are crowded by more than 16 per cent over capacity. In effect, the wards of the State have been, in part, abandoned. Regardless of cause, this condition cannot be tolerated.

“One temporary expedient for meeting this condition would be to permit present employees to volunteer to work an additional four hours a day, if they wish, with overtime at their regular rate of pay, including both cash and maintenance. It is my understanding that employees have widely volunteered for such additional work, as a war-time assistance to the State, but this is not provided by law.

“The principle of the eight-hour day, established only a few years ago in our institutions after long years of effort, must be preserved. I am unalterably opposed to any change in the eight-hour day by compulsion at any time. Under the circumstances, I recommend legislation permitting employees to volunteer, if they wish, to work longer hours, for additional pay, but only for the duration of the war. In view of the serious emergency, it is my hope that your Honorable Bodies will consider such legislation at the earliest possible moment.

State Employees

“The problems of the mental hygiene institutions cannot be solved merely by the half-way, emergency expedient I have just outlined. I propose that measures be taken to eliminate inequalities in the adjustments made for the expenses of employees for room and board, technically known as commutation. It is also important that salary increases be provided for the lower paid employees in these institutions.

“In other departments of the State government, many employees in junior professional and clerical services are receiving wages of less than $1,200 a year for a type of work which should have no less than that amount of pay. There are more than one thousand of these employees, and their salaries, including maintenance where given, should be increased to $1,200 a year.

Taken together, the adjustments I propose will affect thousands of our State employees. I have asked the Director of the Budget to study this matter with utmost care, and I shall outline the details of the adjustments in my budget message.

Change in Fiscal Year

“This change in the date of the fiscal year will mean that, should your Honorable Bodies accept my recommendation, the lower paid State employees whom I have already mentioned will receive their increase to $1,200 on April 1 instead of waiting until July 1. Other State employees entitled to salary increments under the Field-Hamilton Law will receive those increments three months earlier than would otherwise be the case.”

To Association Members:

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

The Editor.

Governor Poletti Praises State Workers

Governor Charles Poletti, at the Inauguration Ceremonies on January 1, 1943, made the following remarks commending New York State Civil Service Employees:

“On this occasion, I feel it appropriate to recall that State government has in the past, and will in the future, function with intelligence, efficiency and courtesy because of the fifty thousand men and women who are in the Civil Service. These men and women are able, experienced, loyal and devoted to the State.

“And so I feel that this important ceremony of inaugurating a new Governor of the Empire State is likewise a tribute to the men and women of the State Civil Service. It is a tribute to the nurse at the Tuberculosis Hospital at Mount Morris—who works long hours and with understanding and sympathy. We care for 120,000 men, women and children in our State institutions. It is a tribute to the forest ranger, who alone for hours on stretch stands on the top of an Adirondack peak, gazing over the mountain sides to detect any fires which may threaten the two million acres of forest preserves dedicated by our Constitution to the enjoyment of the people. It is a tribute to the Men of the State Civil Service. It is a tribute to the State trooper, who helps police 13,000 miles of State highways and also is a friend and protector of the people who live in the rural areas of the State. It is a tribute to the guard who risks his life every day to care for the criminally insane at Matteawan Prison.

“These servants of the State, and the thousands like them, will give their best to the new administration—the same devotion to duty given to previous administrations.”

THE LOW-COST, BROAD-COVERAGE
GROUP LIFE INSURANCE
SPONSORED BY THE ASSOCIATION
MERITS YOUR CONSIDERATION

(SEE THE INSIDE BACK COVER)
The Value of Maintenance

ACCRDED STATE INSTITUTIONAL EMPLOYEES

The following are the recommendations of employees as formulated through the Committee on Maintenance Values of The Association of State Civil Service Employees of the State of New York, Inc.

The special committee consisted of 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; Fred Walters, Middletown State Hospital, Middletown; John McDonald, Rochester State Hospital, President of the Association of Employees of the State Department of Mental Hygiene; Clifford Shoro, Executive Committee Member from the Health Department; and Andrew J. Delaney, Steward, Hudson River State Hospital, Poughkeepsie.

The former Director of the Budget, Hon. J. Buckley Bryan, made public a table of values of maintenance accorded these employees about October 1, 1943, and stated that they were tentative and "something to shoot at."

A number of conferences of employees and officers of institutions have been held throughout the State to discuss these values. Delegates representing members of the Association in the various State institutions, met in Albany on November 30th to consider the proposed table of values and to suggest desirable changes. The special committee appointed to study the matter held frequent meetings and met with officials of the State Departments involved.

The law plainly contemplates that the Feld-Hamilton salary rates and maintenance values be applied to institutional employees in the fiscal year 1943-44. Employees strongly urge that conferences between the Budget Division, the Departments involved, and institution employees, as represented by this committee, be continued with a view to having the values of maintenance established at the earliest possible date. The committee knows of no valid reason why this cannot be concluded in ample time to make possible the application of Feld-Hamilton rates for institutional employees effective with the beginning of the next fiscal year, July 1, 1943, or if the fiscal year is changed, on April 1, 1943.

Statement of Policy:

Employees recognize that the proper and efficient administration of the State institutions require the prompt availability of a sufficient number of employees for any emergency which might arise at any time during the day or night. They feel, however, that the number of employees needed for emergency is limited and would include only a small percentage of the personnel of any institution. They also recognize the need for full use of the present facilities at institutions which have been provided by the taxpayers at a total large cost, insofar as these measure up to recognized health and safety standards.

Employees keenly feel that the State should recognize the rights of institutional employees to live under normal conditions like other people, unhampered by the restrictions necessary on institution grounds, and away from the narrow environment of institutional life. They urge that, as far as practical, employees be allowed to live off the grounds, removed, when not on duty, from the rigid requirements of institutional life, and free to provide their own meals and other services, if they so desire.

It is felt that unused rooming facilities erected for use of employees could, to a large extent, be converted to the use of patients, and thereby alleviate the present overcrowded patient accommodations.

No direct cash comparison of values between facilities in institutions and facilities outside institutions is possible. Necessary restrictions, limitations and qualifications are within institutions and the undesirability generally of living therein, reduces the values of facilities in the institutions. Also, employees feel sure that the State would not desire to realize any profit in the maintenance accorded employees, and at the same time, unnecessarily force a large proportion of employees to pay for such maintenance even though many employees do not desire and accept it. No normal person will live within the institution unless his employment requires it. Room and meal rates must therefore be somewhat below outside rates for similar quarters not subject to such restrictions.

The values proposed by this committee are believed to be high enough to represent the fair value of food and services under normal conditions and to be sufficient to liquidate any expenditure of the State for employee quarters within the reasonable life of the investment.

Recommended Monthly Value of Maintenance

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Third Quality</th>
<th>Second Quality</th>
<th>First Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Shared</td>
<td>Private Shared</td>
<td>Private Shared</td>
</tr>
<tr>
<td>1 Room</td>
<td>$8.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>2 Rooms</td>
<td>14.00</td>
<td>9.00</td>
<td>17.00</td>
</tr>
<tr>
<td>3 Rooms</td>
<td>18.00</td>
<td>11.00</td>
<td>22.50</td>
</tr>
<tr>
<td>4 Rooms</td>
<td>25.00</td>
<td>15.00</td>
<td>32.50</td>
</tr>
<tr>
<td>5 Rooms</td>
<td>29.00</td>
<td>17.00</td>
<td>37.50</td>
</tr>
<tr>
<td>7 Plus</td>
<td>37.00</td>
<td>21.00</td>
<td>47.50</td>
</tr>
</tbody>
</table>

NOTE: Rates above include wash basin and water closet, cooking facilities and refrigeration where furnished. These factors may be considered in determining the quality of the accommodations.

Bathroom: $5 to be apportioned among employees using same.

Apartments and Houses:

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Third Quality</th>
<th>Second Quality</th>
<th>First Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Shared</td>
<td>Private Shared</td>
<td>Private Shared</td>
</tr>
<tr>
<td>3 Rooms</td>
<td>$21.00</td>
<td>$13.00</td>
<td>$27.50</td>
</tr>
<tr>
<td>4 Rooms</td>
<td>25.00</td>
<td>15.00</td>
<td>32.50</td>
</tr>
<tr>
<td>5 Rooms</td>
<td>29.00</td>
<td>17.00</td>
<td>37.50</td>
</tr>
<tr>
<td>6 Rooms</td>
<td>33.00</td>
<td>19.00</td>
<td>42.50</td>
</tr>
<tr>
<td>7 Plus</td>
<td>37.00</td>
<td>21.00</td>
<td>47.50</td>
</tr>
</tbody>
</table>

NOTE: No extra charge for larger apartments.

 Meals: To be of one standard quality only. To be furnished on a cash basis with the proceeds therefrom going to a separate fund for food and service, to be expended for improved facilities and service. To be taken only at option of both resident and non-resident employees, with no charge made for meals not taken. The ultimate result should be the centralizing of feeding facilities, and service in cafeteria style, and transition to
employee management on a cost-plus basis. It is recognized that this cannot be fully accomplished immediately. Many changes must be made in the physical set-up both of the facilities for preparing and serving food, and for purchasing and refrigeration of supplies. However, it is the ultimate aim to provide an opportunity for the employees to furnish the type of meals that they desire and are willing to pay for.

For the purpose of establishing present gross salaries under the Feld-Hamilton law, a value of $20 monthly for three meals daily should be used, with each meal monthly valued at $7.

Children under 12 years should be furnished meals for half price.

Children 12 years or older should be furnished meals at full price.

Laundry: No charge to resident employees. Duty laundry, including shirts, free to all employees.

Medical Care and Hospitalization: No charge.

Garage: Shelter $1.00; unheated stall or one-car garage $2.00; heated stall or one-car garage $3.00.

NOTE: No charge should be made for garages built and maintained by employees.

Domestic Service: To be furnished only as necessary to properly maintain and preserve State property, and not assigned solely to one officer. Cooks, waitresses, maids, etc., to be provided by the employee. For the purpose of determining the present value of maintenance, for each assigned employee $85.

Food from Stores and Farm and Garden Produce:

To be furnished at cost-plus prices. For the purpose of determining the value of maintenance, $20 monthly, $7 for each of three meals monthly.

Employees’ Opinions

In reaching the conclusions the committee considered many hundreds of memoranda and letters from Association Chapters and individual employees. These communications showed a nearly universal wish for a change in policy in the direction of greater freedom for the employees. Particularly important in the opinion of the writers were the following:

Rooms: Employees believe that they should be allowed to live away from the institution unless their employment actually requires otherwise. After caring for the mentally sick for eight hours, the healthful relaxation of getting away from the institution is revitalizing and conducive to increased efficiency. Some living quarters and equipment now provided employees are below normal sanitary and safety standards. These unsatisfactory quarters should be made fit or condemned. Excess quarters could be converted into accommodations for patients where needed.

Many employees now are required to reside in the same buildings with patients, or in buildings located within a very short distance from disturbed wards. Radios in such quarters must be turned off at a certain time in the evening. Visitors are not allowed in employees’ quarters after a certain hour.

Employees did not feel that any charge should be made for wash basins or water closets as contained in rooms, as these facilities were only fundamental necessities for personal cleanliness. In fact, it felt that all rooms should be at least so equipped. They feel that equipment within rooms occupied by employees should be improved where such improvements are needed.

Meals: Employees generally believe that it is unfair for the State to charge employees for meals which they did not desire, and in many cases did not take. They believed that the solution would be to allow employees to pay for their meals as they took them, and thus allow them to spend as much of the time as possible that they are off duty away from the institution. They felt that meals furnished at the institutions should be improved, as the average cost to the State for raw food for each meal per person was very low. They realize that the cost of equipment and service increases the cost of the meal, but feel that the equipment, or the greatest percentage of it, would be necessary for the preparation of food for the inmate population. Cooking and refrigeration facilities where they exist should not be additional charges but should be made accessible to employees to encourage normal living conditions.

Laundry: Opinion on laundry charge was divided. The majority did not feel that any charge should be made for laundry of resident employees, and for duty laundry of non-resident employees, where such laundry is done without charge at present. Where laundry service is furnished, the majority of labor necessary is performed by patient help, the laundry is primarily operated to care for patient laundry and the slight additional cost of doing employee laundry is infinitesimal.

Medical Care and Hospitalization: It is the view of employees that the limited medical care and hospitalization now given employees is given mainly for the purpose of preventing the spread of infection and disease to patients. Institutional employees, in the course of their employment, are more subject to infection and disease than in most other employments. The present medical care and hospitalization rendered employees does not constitute an adequate health and hospitalization service, and should be continued without charge to employees.

Farm Produce and Food from Stores: Since many institutions are located away from population centers, the outside purchase of dairy products and foodstuffs is not possible without considerable hardship and inconvenience. It is felt that such products should be sold to employees at cost-plus prices.

Get Your Copy of

"STORY OF GOVERNMENT
STATE OF NEW YORK"

A storehouse of information vital to students of Government.

(See Page 33)
At the Annual Meeting of the Association copies of a tentative draft of the Representative's Handbook was distributed to the delegates and representatives in attendance. A great deal of favorable comment was made by representatives who felt that the Handbook would be of inestimable value in answering inquiries of employees and advising them of their rights and privileges under the laws, rules and regulations governing their employment. The Handbook also contains detailed information concerning the Association's work and services.

One representative writes the Association: “At a glance it is certain that the Representative's Handbook is a publication that has been needed for a long time.” Another advises: “The tentative draft of the Representative's Handbook is a first rate useful contribution. It has been placed in the chapter library. Personally I should like to see it prepared for sale to employees. I feel sure that at least 50 copies could be sold here irrespective of cost. It's a gold mine of valuable information.”

An institution steward writes: “I have read with interest the copy of the Representative's Handbook which was sent to our Association Representative. I would very much appreciate a copy of this book for our business office as I believe it would be a valuable asset to us.”

The Director of a very outstanding organization of civil service administrative officials writes the Association: “Thank you very much for your letter of October 26th and the enclosed "Representative’s Handbook" of your Association. One has to read no further than the purpose of the manual as expressed in the introduction to approve heartfeltly of the project. There is no question in mind but that one of the keys to satisfactory employee representation is to be found in adequately trained and informed employee representatives.”

At the Annual Meeting a resolution was adopted requesting the President to extend a vote of thanks to Charles H. Foster and his special committee for their preparation of the Representative's Handbook. A rising vote of thanks was accorded Mr. Foster and his committee.

In the last two issues of the magazine, a section of the handbook was printed. As stated heretofore, it is improbable that the expense involved will ever permit the Association to make copies of the handbook available to its over 33,000 members. Sufficient copies will be distributed so that all State workers, wherever located throughout the State, might examine a copy of the handbook by contacting the Association representative in his group. It is planned to print various sections of the book in The State Employee, and if the issues which contain these sections are retained for reference, all members would have the detailed information contained in the handbook. Section IV of the Representative's Handbook follows:

IV.—INFORMATION ABOUT CIVIL SERVICE EXAMINATIONS

A. Notice of Future Examinations

The State Civil Service Commission conducts open competitive and promotion examinations to establish appropriate eligible lists for existing or anticipated vacancies. How notice of such examinations is given is the subject of this paragraph.

1. Open competitive examinations

Under the Civil Service Law, promotion examinations must be given, if practicable, before open competitive examinations can be given for the same positions. Therefore, before the holding of an open competitive examination is authorized by the State Civil Service Commission, notice that such an examination has been asked for must be conspicuously posted for 15 days in the office of the appointing officer requesting the examination and in the office of the State Civil Service Commission. This is the first public notice that an open competitive examination is contemplated. It affords employees an opportunity to put forth reasons why a promotion examination rather than an open competitive examination should be held to fill the vacancy involved. After the 15 day posting period, the appointing officer informs the Civil Service Commission whether any objections have been filed by employees. After considering the objections, if any, raised by employees, the State Civil Service Commission may decide to hold a promotion examination or may authorize an open competitive examination. If an open competitive examination is authorized, an announcement is prepared. This announcement is generally included among announcements of other examinations scheduled for one of the regular examination series conducted five or six times a year. If heavy competition is expected, a special circular may also be issued to announce the examination. These announcements are posted in post offices, libraries and other public buildings. In addition, copies are released to the press. Civil Service periodicals such as the "Chief" or the "Leader," published weekly, and the "State Employee," published monthly, list the open competitive examinations for which announcements have been issued.

2. Promotion examinations

The Civil Service Law does not require that notice of a contemplated promotion examination be posted before it can be authorized by the State Civil Service Commission. After such an examination is authorized, an announcement is prepared. Such announcement is posted in the offices of the department or institution for which the examination is to be held. Copies are also sent to employees who appear eligible to compete in the promotion examination. Releases are given to the press and to civil service periodicals which usually publish such announcements.

3. Mailing lists

While the State Civil Service Commission does not maintain mailing lists of persons interested in civil service examinations generally, a person interested in a particular examination, which has been authorized but not yet announced, may request that an application and copy

The State Employee
of the announcement be mailed to him after the announcement is issued.

B.—Method of Applying for Examinations

Applications for examinations should not be filed until the announcements of such examinations have been issued. The announcements of promotion and open-competitive examinations contain general directions covering the manner in which applications for such examinations are to be filled out and filed. Such directions should be carefully read and followed. All the information requested on the application form supplied by the State Civil Service Commission should be given by the applicant. Special care should be taken by the applicant to set forth sufficient information about his training and experience to show that he meets the minimum requirements set forth in the announcement. In addition, the applicant should describe all the training and experience data requested, inasmuch as the rating for training and experience is based largely on the statements made in the application. Under the provisions of the Civil Service Law, applicants for civil service examinations are required to pay certain application fees, varying with the salary of the positions for which they apply. Such fees are paid into the State treasury and form part of the general fund of the State. If an application is disapproved because the applicant lacks the minimum qualifications, the fee is refunded after the date of the examination.

C.—Scope of Examinations

The Civil Service Law requires that examinations "shall be practical in their character and shall relate to those matters which fairly test the relative capacity and fitness of persons examined to discharge the duties of that service into which they seek to be appointed." In addition, in cases of promotion examinations, the seniority and efficiency of the applicants must each be given a rating. The examinations may consist of a written test, a practical demonstration test, a technical test, a training and experience test, or other tests, or it may consist of a combination of such tests. The subject matter to be covered by these examinations is indicated in the announcement by an enumeration of the duties of the position, and by a listing of the special skills and knowledges with which the candidate must be familiar. The relative weight of the various subjects comprising the examination are also set forth in the announcement. The passing mark on the various subjects comprising an examination, such as the written test, training and experience, etc., is 75%, unless a different passing mark is fixed by the State Civil Service Commission and is set forth in the announcement.

D.—Disabled Veterans' Preference on Civil Service Examinations

1. Nature of preference

In this State, a disabled veteran is not given a bonus of extra points in order to assist him in passing a civil service examination. However, if he succeeds in passing such an examination, whether open-competitive or promotion, he is given an absolute priority in appointment. This preference in appointment is required by the State Constitution which provides that "any honorably discharged soldiers, sailors, marines or nurses of the army, navy or marine corps of the United States, disabled in the actual performance of duty in any war, to an extent recognized by the United States Veterans' Bureau, who are citizens and residents of this State and were at the time of their entrance into the military or naval service of the United States, and whose disability exists at the time of his or her application for such appointment or promotion, shall be entitled to preference in appointment and promotion, without regard to their standing on any list from which such appointment or promotion may be made." Accordingly, if a disabled veteran receives a passing mark on an examination, his name must be placed at the head of the eligible list established as a result of the examination. (It should be noted that the Attorney General has recently ruled that, for the purpose of granting disabled veterans preference, the present war is deemed to have commenced on December 7, 1941.)

2. How preference is obtained

Disabled veterans' preference is given to veterans who were residents of this State when they entered the armed forces and are residents at the time of the examination, provided they have a war-received disability which causes a lessening of their physical or mental powers. Whether the disability is war-received is established by certificate of the Veterans' Bureau.

A candidate claiming disabled veterans' preference must supply information relative to the nature of his disability, his citizenship, his residence at the time of entering military service and at the time of the examination, of his honorable discharge, and of the rating given his disability by the Veterans' Bureau. Before his claim can be allowed, the claimant must be examined by a physician, designated by the State Civil Service Commission, to determine whether the disability certified by the Veterans' Bureau is still in existence and whether or not such disability will interfere with the performance by the disabled veteran of the duties of the position to which he seeks appointment.

3. Priority among disabled veterans

If more than one veteran is allowed disabled veterans' preference in an examination, their names are placed at the head of the list in the order of their comparative marks on the examination. A further discussion of disabled veterans' preference in appointment appears below in the paragraph on "Certification of Eligible Lists."

E.—Inspection of Examination Papers

After the examination results have been announced, a candidate or his duly authorized representative may examine his paper. The only other person to whom the examination papers may be exhibited is the appointing officer to whom a successful candidate's name has been certified for appointment. Although central files of the State Civil Service Department are located in Albany, the Commission has adopted the practice of sending the examination papers of a candidate residing outside of Albany to the local supervisor in the examination center nearest the candidate's residence. The candidate may thereupon examine the papers in the presence of such local supervisor.

F.—Appeals from Ratings on Examinations

While appeals from examination ratings must be taken within 20 days after notice of such ratings, this time is extended provided the
It is questionable whether any attribute of any publication ever has been greeted with such genuine favor and spontaneity as that accorded "The Question Box," the brand new feature which "The State Employee" introduced in its December issue.

To borrow a phrase of the day, State employees "went all out" for "The Question Box." Everybody talked about it, from the newest State employee to the veterans who may be found in all departments.

"The Question Box" furnished the answer to numerous questions of the type that had perplexed many a State employee. And to say that "The Question Box" is the most popular feature to find its way to State employees' desks in a long time would, we are certain, be putting it mildly.

Perhaps you have a question that you would like answered. Perhaps it is a question that would interest many of your fellow State employees. Don't hesitate—send it along and we'll find you the answer. Since our last issue the editors have received numerous questions from all sections of the State, among them being the following:

**Question:** I was drafted into the Army June 6, 1941. On November 25, 1941, I was released from the Army under the provisions of the 28-year-old bill and placed into the E.R.C. (Enlisted Reserve Corps). I was called back to active duty January 19, 1942. Since all State employees who enlisted in the E.R.C. prior to April 1, 1942 and then called up for active duty are being paid their difference in pay, I can't see why those State employees who were drafted, released, and then automatically placed into the E.R.C. prior to April 1, 1942 shouldn't get their pay differentials also. Will you please explain why? Cpl. M. M. L. (Questions received by Victory mail).

**Answer:** A recent decision of the Appellate Division, Second Department, which can still be appealed to the Court of Appeals, has held that a Westchester County employee in your identical situation was not entitled to pay differential. The Court cited another case (Roper v. Walsh, 264 App. Div. 325) which held that those who voluntarily enlisted in the Enlisted Reserve Corps were entitled to pay differential because "the obvious purpose of the Legislature was to protect public employees who voluntarily entered the reserve forces." (See Murphy v. County of Westchester, reported in volume 109, No. 3, of the N.Y. Law Journal at page 33 on January 5, 1943). This decision is also discussed under "Civil Service Notes" in this issue.

**Question:** I would appreciate enlightenment as to whether a girl in State Civil Service will have her position kept for her if she enlists in one of the services, such as the W.A.V.E.S. If so, for how long a time must she have been working for the State, or isn't this a factor to be considered? Would the procedure be the same as in the case of boys enlisting? N.T.

**Answer:** A public employee, whether male or female, and regardless of length of service, is entitled to a mandatory leave of absence for the duration of his or her military service. According to opinions of the Attorney-General, reported in this magazine from time to time, women who engage in active service as WAVES, WAACS, or SPARS, perform military service and are entitled to leaves of absence from their public jobs for the duration of such military service. (See discussion of SPARS under "Civil Service Notes" in this issue). At the termination of their military service such persons must be reinstated to their old jobs upon making applications therefor within 60 days.

**Question:** If a State Civil Service employee voluntarily seeks and receives a commission in the Armed Forces after January 1, 1943, would his seniority be affected after his return to State service, such as priority for retention in the event of personnel curtailment? J.S.W.

**Answer:** According to the provisions of Section 246 of the State Military Law, a public employee restored to his position after the termination of his military duty (whether he was drafted or enlisted) is deemed to have rendered satisfactory and efficient service in such position during the period of his leave of absence and cannot be subjected directly or indirectly "to any loss of time service, increment, or any other right or privilege, or be prejudiced in any way with reference to promotion, transfer, reinstatement or continuance in office." Therefore, time spent in military service must be credited as service on the job in the event of a lay-off of personnel.

**Question:** Would an employee of the Department of Correction, who had five years or more of previous service in the Department of Mental Hygiene prior to July 1, 1942, be entitled to a total of sixty days' sick leave as of July 1, 1942? T.O.

**Answer:** The rules governing sick leave promulgated by a special committee of the Governor's Cabinet in 1933, which are in effect in the Department of Correction, do not specifically provide accumulated leave for service in another department. At present this allowance would probably be granted at the discretion of the department head. The sick leaves established for mental hygiene institutions effective July 1, 1942, provided by legislation sponsored by this Association, do specifically state that "service in another State department having equal or similar sick leave provisions will be accepted as equivalent time as if served in that department." The sixty-day accumulated sick leave is provided by those rules only for employees serving in mental hygiene institutions for five years' continuous service immediately prior to July 1, 1942.

**Question:** I am a volunteer fireman, also a veteran of the last war. I now have a State job in the non-competitive class. What protection do I have against dismissal from my position, or against being laid off? J.B.

**Answer:** War veterans and exempt volunteer firemen are given special privileges in case it is found that they must be laid off. They are (Continued on page 33)
STONEHENGE offers you an opportunity to raise your standard of living and to save money while doing it.

Now completed on Colonial Avenue just off Western Avenue is a Garden Apartment Project which is the finest of its type in America. Spread over 14 beautifully landscaped acres, nothing has been spared to make STONEHENGE an ideal home for you.

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The first chapter of the Association was formed in New York City in 1935. Since then 40 more have been organized in State institutions, large cities and elsewhere. An Association By-Law, as amended at the last Annual Meeting provides for a refunding of membership dues to local chapters to enable their proper financing and development. Thousands of employees are interested in the establishment of active and progressive local chapters in the particular institution or vicinity in which they are employed.

Much valuable experience has been gained since the first chapter came into being. The purpose of this article is to give employees the benefit of this experience and to inform them as completely as possible concerning the many phases of chapter organization, work, services and benefits accruing therefrom. The way to do a thing is the right way, and employees interested in chapters would do well to study the information contained herein.

Organization

The Constitution of the Association provides:

"Article VII, Section 1. Chapters.
Fifty or more members of the Association in any department or locality may with the approval of the Executive Committee form a Chapter of the Association. The Constitution and By-Laws of such chapter must be approved by the Executive Committee . . ."

The first step for employees interested in organizing a chapter is to have a petition addressed to the Executive Committee of the Association, requesting a Chapter, signed by fifty or more members as stated above. As many more signatures as possible is desirable. Petition forms for this purpose may be obtained from Association Headquarters.

The next step would be to call a meeting of all employees who could possibly be eligible for membership in the proposed chapter. Care should be taken that all such employees are properly notified of this meeting, and that it is held at a time and place as convenient as possible to the greatest number of employees. At this meeting it is desirable to nominate and elect a temporary chairman to conduct meetings and an acting secretary to take minutes, until the regular officers of the Chapter are elected and installed. A committee to draft a Constitution and By-Laws for the Chapter should be nominated and elected from the employees in attendance. This committee should be as representative of the various branches of the institution or department as possible, but should not be so large that it is unworkable.

The chairman of the committee selected may secure from Association Headquarters copies of a Form Constitution for Chapters which is similar in certain respects to the Constitution under which presently organized Chapters are functioning. There are certain provisions which the Association's Executive Committee must insist be included in all Chapter Constitutions in order to preserve state-wide unity and strength. Information on these necessary provisions will be furnished by the Association upon request. Provisions to suit local conditions are necessary, of course, in chapter constitutions.

When the committee has completed its work another meeting of employees should be called to ratify the Constitution and By-Laws prepared or amend them in accordance with the wishes of the majority of the members in attendance. The Association must be furnished tangible evidence and assurance that all eligible members of the chapter were notified of the meeting and that it was held at a time and place convenient to the majority of employees. It must also receive copy of the resolution adopted approving the Constitution and By-Laws, certified to by the Acting Secretary. When the Constitution and By-Laws are forwarded to Association Headquarters for submission to the Executive Committee, it should be accompanied by the petition referred to heretofore and a statement signed by the Acting Secretary that it is a true copy of the Constitution and By-Laws approved at the meeting of employees.

In drafting the Constitution and By-Laws care should be taken to assure that the fundamentally necessary provisions are included as outlined in the form available from Association Headquarters. Special provisions to meet particular situations peculiar to local conditions should be written in. The most important provisions which should be given the most careful consideration are those which provide for representation in the chapter of the various branches and groups of employees which comprise the chapter. Representation should be given on a just and adequate basis to each particular group of employees, so that their interest may be secured and maintained. However, too technical or fine a procedure in selecting group representatives or in giving groups within the chapter representation may prove unworkable.

Thus far the formation of a chapter where non now exists has been explained. Nothing has been said about the conversion into chapters of existing local employee organization. It is much easier for existing local organizations to convert, since at least the nucleus of a body exist. In some instances, successful local employee organizations have functioned for years. This conversion is made in practically the same manner as outlined in the preceding paragraphs, except that instead of the petition the Association should be furnished a certified copy of the resolution adopted at a regular meeting of the local group which indicated a desire for the establishment of an official chapter.

When the Constitution and By-Laws of the proposed chapter, accompanied by other necessary material, is received at Association Headquarters, it will be submitted to the Association Executive Committee at the earliest possible date, and if approved, the group petitioning for the chapter will be advised that it can act as an official chapter, or if disapproved, the reasons for such disapproval will be given.
Chapters will be approved where the need for same exists, and unless the employee group involved is eligible to participate in an already existing chapter. Chapters approved are issued Chapter Charters which are usually framed and displayed in the usual meeting place or headquarters of the chapter.

Growth and Development

To be successful chapters must establish efficient methods of caring for different problems. Chapter growth and membership depends upon many things; membership solicitation, dissemination of information, social events; proper conduct of meetings, personality of officers and members of executive council, handling of grievances, etc. The most fundamental of all these matters is membership solicitation, for no matter how successful the chapter is, if the employees are not invited to participate in membership, the common inclination is to rest back and take the benefits, and "let George do it."

In soliciting membership the most successful method is to have an active membership committee comprised of at least one member in each employee group of 50 or more. One member should not be expected to collect dues from too large a group. Many chapters use their executive committee or council for that purpose. The chapter secretary or treasurer should keep an up-to-date record of all paid and unpaid members, so that the unpaid members may be resolicited until they renew.

Receipts should be furnished to any employee from whom dues are accepted. This prevents any misunderstanding from arising on this matter in the future and is business-like.

The proper dissemination of information as to the work of the Association and the chapter is conducive to growth and development. Chapter officials and committee members should keep a ready-reference file of The State Employee, and other bulletins and literature issued by the Association so that the inquiries of employees may be adequately and correctly answered. They should have a copy of the "Representative's Handbook" available at all times to enlighten chapter members and even administrative officials if an established law, rule or regulation affecting State workers has been disregarded. Properly conducted meetings are helpful, and should be given wide publicity, and attractions provided to induce employees to attend. Bulletins issued by the Association should be posted promptly and conspicuously in all locations where they will be read by employees.

A real illustration of the value of chapters is clear where the promotion of the Association and chapter programs is concerned. The stated program of the Association should be given wide publicity among chapter members. It should be explained to local representatives in the legislature, to local fraternal, professional and business organizations, to representatives of local newspapers and others.

Social, recreational and educational activities can be conducted in the right way or the wrong way, and existing chapters and local employee organizations have had success and failure in these undertakings. The important thing is to get the employees' interest. This can be done by the right kind of publicity, the arrangement for suitable entertainment, by getting the key and popular employees interested, etc.

The personality of officers and committee members determines to a large extent the success or failure of any organization. Intelligent, steady, and unselfish leadership is necessary, and employees generally should keep this in mind when selecting leaders of their chapter.

Caring for Employee Problems

Machinery should be set up to hear the personnel problems of employees. As to whether the problem or grievance should be submitted in writing should depend upon the attitude of the administration and the type of system set up by the chapter to hear grievances or problems.

The group which is to handle local grievances or problems should be selected carefully and should be composed of employees who can see both sides of the picture and weigh the facts in an unbiased way. They should study the grievance to see if it has worth, and determine whether it can be solved locally or whether it involves a change in laws or rules. If it can be solved locally it should be brought before the proper local State officer, if not, it should be transmitted promptly to Association Headquarters. The group should meet periodically with the administrative authorities to discuss the personnel problems which arise, and seek their solution. The aggrieved individual or group should be informed fully and truthfully as to whether the grievance has worth, and results obtained by the appeal to the administration. It is satisfactory to publicize the solution of personnel problems or grievances of individual employees or groups, unless such publicity might embarrass the parties concerned.

Representation at Association Meetings

Delegates to represent the chapter at Association meetings should be carefully selected. They should be allowed reasonable expenses to attend necessary meetings. It is the responsibility of the elected delegate to advise the Association at meetings as to the problems of the employees he represents. He must secure all pertinent information, so that he may report fully and intelligently to the chapter.

Advantages of Chapters

The advantages of chapter organization are obvious. In brief they are:

1. Proper representation of employees at Association meetings by democratically selected delegates;
2. Widespread dissemination of vital information to members, through informed chapter officials and committee members, local meetings, etc.;
3. Efficient handling of employee problems or grievances;
4. Promotion and earlier culmination of Association's program for improved working conditions for State employees;
5. More expeditious State-wide unity of action of Association when required;
6. Makes Association more aware and better informed as to the exact desires of members at all times;
7. Divides the responsibility and effort necessary to effective local organization among officials and committees of the chapter, thereby enabling additional and improved service to members;
8. Makes possible the promotion of worthwhile social, recreational, educational, and cooperative enterprises among State employees of an institution or locality.
Civil Service Notes

BY THEODORE BECKER
State Department of Civil Service

War Veterans and Civil Service

Vigorous and hard thinking now regarding the impact of the demands of returning veterans upon the merit system to insure the greatest benefits to deserving veterans consistent with the maintenance of an efficient civil service has been recommended by the State Civil Service Commission in the recently issued synopsis of its Sixtieth Annual Report to the Governor and the Legislature to be submitted shortly. Pointing out that “since the time of Washington has been given some preferment in his employment in the public service” the Commission noted that while the practice of rewarding the soldier with public jobs, common “experience with veteran preference throughout the country has not generally been a happy one.” The Commission urged that the problem of veteran preference should not be permitted haphazardly to fix itself upon the public service after the war is over, recalling that “the Constitutional Amendment granting veteran preference was accepted by the people in 1929, ten years after the end of the first World War.” Noting that unquestionably “a larger proportion of the veterans of the present war than their brothers of the last war will look to the public service as a service of livelihood and career.” Government, having become the nation’s biggest industry and largest employer in the last decade, the Commission recommended “a careful study by all interested groups of the whole problem of the veteran and the public service so that policies may be formulated which will permit the greatest benefits to the veteran contingent upon the maintenance of an efficient civil service.”

Military Leaves for S. P. A. R. S.

Members of the Women’s Reserve of the United States Coast Guard Reserve, known as the SPARS, are entitled to military leaves of absence from public employment when ordered into active service, according to an opinion of the Attorney General’s Office issued December 29, 1942. SPARS when engaged in active service perform military service as defined in Section 246 of the Military Law the same as WAACS and the WAVES, who are also entitled to military leaves from their positions in public service.

Pay Differentials

The Court of Appeals in a recent decision has held that in computing pay differentials under Section 245 of the Military Law, subsistence allowance for officers in the military service cannot be considered as part of the basic military pay. Accordingly, where a reserve officer employed by the City of New York at a cash salary of $4,500 and family maintenance valued at $2,250 was ordered into active military service and received $3,300 as military pay with subsistence allowance of $1,848, his pay differential was the difference between his civil compensation of $6,750 (including family maintenance) and his military pay of $3,300 (excluding his subsistence allowance). (Kogel v. McGoldrick).

The Appellate Division, Second Department, in a recent opinion, has passed on the question (as to which two lower courts gave conflicting decisions), regarding pay differentials for public employees who were drafted, then transferred to the Enlisted Reserve Corps (being over 28 years of age) and thereafter recalled into active duty when the United States entered the war. The Court ruled that the members of such enlisted reserve corps were not members of a “federal reserve corps or force” as contemplated by Section 245 of the Military Law, which authorizes pay differentials for public employees who are ordered into federal military service as members of the National Guard, Naval Militia or Federal Reserve Corps, or Force of which they had become members on or before April 1, 1942. (Murphy v. County of Westchester).

Professional Careers in State Government

The New York State Department of Civil Service in cooperation with the Committee of College Deans of the Association of Colleges and Universities of the State of New York has just published a bulletin setting forth State Civil Service career opportunities in nineteen groups of professional positions in State service. Designed to establish a closer relationship between the educational system and the needs of the public service, the bulletin, first of a series, was prepared “to bring to the attention of college students and educators, some of the opportunities in the State Civil Service by describing the work to be done, by outlining the qualifications required of applicants, and by demonstrating the types of questions used on entrance examinations for various positions available to college graduates.” Covered by the bulletin are the fields of Accounting, Budgeting, Dietetics, Drafting, Engineering (Civil), Engineering Sanitary, Institution Education, Laboratory Work, Law, Library Work, Medicine, Nursing (Hospital), Occupational Therapy, Personnel, Physiotherapy, Psychology, Social Work, and Statistics. The bulletin also describes the salary ranges, annual increments and opportunities for promotion for each position in these groups. Copies of the 62-page bulletin may be obtained for 15 cents a copy by writing the New York State Department of Civil Service, Albany, N. Y.

Civil Service On the Air

The third in the series of Civil Service newscasts featuring careers in the different State departments was broadcast over Station WNYC, New York City, at 6:15 P.M., on Monday, December 14th. Participating in the program which featured careers in the Department of Conservation were: Mr. John T. Gibbs, Commissioner of the Department of Conservation; Mr. Frank H. Lensler, Executive Officer; Mrs. Eugenia S. McLaughlin, Chief of the Examinations Division; and Mr. William Killian, Senior Personnel Technician of the Department of Civil Service.

THE BULLETIN BOARD

Promotion Eligible Lists. The following are State promotion lists promulgated recently:
Assistant Account Clerk, Department of Conservation. No. 5194.
Assistant Account Clerk, Department of State. No. 5197.
Assistant Calculating Machine Operator (Key Drive), D. P. U. I. No. 5805.
Assistant Clerk, Department of Labor. No. 5206.

Assistant Clerk (Up-State Offices), State Insurance Fund. No. 5020.

Assistant Director of Mental Hygiene Accounts, Department of Mental Hygiene. No. 5249.

Assistant Examiner of State Expenditures (Bureau of Field Audit), Department of Audit and Control. No. 3246.

Assistant File Clerk, Division of Commerce, Executive Department. No. 5229.

Assistant File Clerk, Department of Labor. No. 5175.

Assistant File Clerk, Department of Social Welfare. No. 5231.

Assistant File Clerk, Department of Taxation and Finance. No. 3235.

Assistant Income Tax Director, Income Tax Bureau, Department of Taxation and Finance. No. 5261.

Assistant Mail and Supply Clerk, Department of Taxation and Finance. No. 5046.

Assistant Office Appliance Operator, Addressograph, D. P. U. I. No. 5816.

Assistant Office Appliance Operator (Addressograph), Albany Office, Administration Law and Research, Department of Taxation and Finance. No. 3239.

Assistant Office Appliance Operator (Graphotype), D. P. U. I. No. 5806.

Assistant Personnel Technician (Research), Department of Civil Service. No. 5178.

Assistant Statistics Clerk, Division of Commerce, Executive Department. No. 5250.

Assistant Stenographer, Division of Parole, Executive Department. No. 5191.

Assistant Stenographer, Labor Relations Board. No. 5163.

Assistant Stenographer, Department of State. No. 5054.

Director of Local Assessments and Special Franchise Tax Valuations, Division of Local Assessments, Department of Taxation and Finance. No. 5251.

Head Clerk, Department of Audit and Control. No. 5216.

Head Purchase Clerk, Division of Standards and Purchase, Executive Department. No. 5186.

Institution Education Director, Department of Correction. No. 5165.

Institution Education Supervisor (General), Department of Correction. No. 5164.


Power Plant Shift Engineer, Department of Correction. No. 5096.

Principal Account Clerk, Department of Public Works. No. 3202.

Principal Clerk, Division of Housing, Executive Department. No. 5085.

Principal Clerk (Personnel), State Insurance Fund. No. 5184

Principal Mail and Supply Clerk, Department of Taxation and Finance. No. 5211.

Senior Clerk, Great Meadows Prison, Department of Correction. No. 5217.

Senior Corporation Search Clerk, Department of State. No. 5104.


Senior Insurance Audit Clerk, New York Office, Department of Insurance. No. 5141.

Senior Laboratory Technician, Analytical Chemistry, Department of Labor. No. 5123.

Senior Law Stenographer, D. P. U. I. Bureau, Department of Law. No. 5190.

Senior Office Appliance Operator, D. P. U. I. No. 3127.

Senior Personnel Administrator, Department of Health. No. 5236.

Senior Stenographer, Department of Labor. No. 5171.

Senior Stenographer, Department of Social Welfare. No. 5107.

Senior Stenographer, Division of Municipal Accounts, Department of Audit and Control. No. 5233.

Senior Tax Administrative Supervisor (Income), Income Tax Bureau, Department of Taxation and Finance. No. 5231.

Supervisor of Local Assessments, Bureau of Local Assessments, Special Franchises, Land Tax and Equalization, Department of Taxation and Finance. No. 5252.

Tax Administrative Supervisor (Income), Income Tax Bureau, Department of Taxation and Finance. No. 5167.

Typewriter Service Supervisor, Executive Department. No. 5240.
Each year at this time the Association reminds its members of one of the most vital duties of a good citizen—cooperation with elected officials. We urge each one to take a lively interest in all matters relating to local affairs. We believe that members of this Association by reason of their position as employees of the taxpayers, can serve the interests of good government by willingly spreading accurate information regarding governmental needs and services. State workers are one with other citizens of the State in desiring and working for economy, efficiency and honesty in all governmental activities, local, State and national.

Hereewith we give you a list of the State Senators and Assemblymen with their respective districts and addresses. We ask that each member of the Association visit his Senator and Assemblyman personally and talk to him concerning any affair of State Government in which he may be interested, but particularly that he talk with him concerning the employment conditions in State service which should be remedied and seek his direct cooperation. We ask every member to advise his Senator and Assemblyman that the major matters—the vital matters of this year are—the completion of the extension of the Feld-Hamilton Law to cover the long neglected institutional workers so that this low-paid group will receive the scientific salary grades provided by that law in the budget year 1943-44; the salary adjustments to enable State employees to meet the increases in cost of living as outlined elsewhere in this issue and the establishment of the $1,200 minimum salary under the Feld-Hamilton Law.

State workers, through this Association, have indicated plainly that they do not wish to indulge in strikes. They believe that the presentation of fair requests as to desirable employment conditions should and will receive intelligent and sympathetic attention. In a civilized society there should be no need for force in attaining changes or reforms that are fair and reasonable.

Visit your Senator and Assemblyman personally, have committees of your local Chapter or group convey to your legislative representatives the needs and wishes of the employees, and see that your representatives know to your legislative representatives the needs and wishes of the employees, and see that your representatives know to your legislative representatives the needs and wishes of the employees, and see that your representatives know.

We must secure adoption of the Association’s program during the coming legislative year and it is squarely up to you to do your part in informing and persuading your Senator and Assemblyman as to the legislation desired and your interest in seeing to it that he takes an active part in progressing it.

SENATE

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<tr>
<th>Dist.</th>
<th>Pol.</th>
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<td>1</td>
<td>Rep.</td>
<td>Perry B. Duryea, Montauk</td>
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<td>2</td>
<td>Rep.</td>
<td>Seymour Halpern, 83-89 118th St., Kew Gardens</td>
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<td>3</td>
<td>Dem.</td>
<td>Peter T. Farrell, 103-69 27th Ave., Elmhurst</td>
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<td>4</td>
<td>Dem.</td>
<td>Carmine J. Marasco, 1679—71st St., Brooklyn</td>
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<td>5</td>
<td>Dem.</td>
<td>William Kinnar, 516—17th St., Brooklyn</td>
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<td>6</td>
<td>Dem.</td>
<td>Edward J. Caughlin, 175 St. James Pl., Brooklyn</td>
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<td>7</td>
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<td>Louis B. Heller, 95 Willoughby Ave., Brooklyn</td>
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<td>8</td>
<td>Dem.</td>
<td>Samuel L. Greenberg, 1375 Ocean Ave., Brooklyn</td>
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</tbody>
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DISTRICT | POLITICAL | NAME AND ADDRESS
--- | --- | ---
1 | Dem. | Daniel Gutman, 117 Pennsylvania Ave., Brooklyn |
2 | Dem. | Jeremiah F. Twomey, 911 Manhattan Ave., Brooklyn |
3 | Dem. | James J. Crawford, 589 Bedford Ave., Brooklyn |
4 | Elmer F. Quinn, 95 Christopher St., N. Y. C. |
5 | Francis J. Mahoney, 421 W. 18th St., N. Y. C. |
6 | William J. Murray, 471 Grand St., N. Y. C. |
7 | Lester Wm. St. 525 W 2nd Ave., N. Y. C. |
8 | James G. Donovan, 400 E. 58th St., N. Y. C. |
9 | Frederic R. Coudert, Jr., 985—5th Ave., N. Y. C. |
10 | Richard A. DiCostanzo, 165 E. 102nd St., N. Y. C. |
11 | Charles D. Perry, 126 W. 122nd St., N. Y. C. |
12 | Alexander A. Fulk, 75 Park Terr. East, N. Y. C. |
13 | Lazarus Joseph, 910 Grand Concourse, N. Y. C. |
14 | Carl Pack, 750 Namida St., N. Y. C. |
15 | John D. Dunnigan, 1945 Bogart Ave., N. Y. C. |
16 | Robert S. Baintbridge, Clover Rd., Staten Island |
17 | Lester Wm. St. 525 W 2nd Ave., N. Y. C. |
19 | Thomas C. Desmond, Newburgh |
20 | Frederic H. Bontecou, Millbrook |
21 | Arthur H. Wicks, Kingston |
22 | Julius B. Ewing, 57 Morris St., Albany |
23 | Clifford C. Hastings, West Sand Lake |
24 | Gilbert T. Seelye, Burnt Hills |
25 | Benjamin F. Feinberg, Plattsburg |
26 | Rhoda Fox Graves, 150 Clinton St., Gouverneur |
27 | Fred A. Young, Lowville |
28 | William H. Hampton, 118 Arlington Rd., Utica |
29 | Isaac B. Mitchell, Lafargeville |
30 | G. Frank Wallace, 217 Crawford Ave., Syracuse |
31 | Walter W. Stokes, Muckfied |
32 | Floyd E. Anderson, 702-3 Chenango St., Cortland |
33 | Chauncey B. Hammond, Elmira |
34 | Henry W. Griffith, Palmyra |
35 | Earle S. Warner, Phelps |
36 | Joe R. Hanley, Perry |
37 | Rodney B. Jones, Pittsford |
38 | Allen J. Oliver, 316 Inglewood Dr. Rochester |
39 | William Bowley, Carlisle Gardens, Lockport |
40 | William J. Mahoney, 61 Brook Pl., Buffalo |
41 | Stephen J. Woiwoski, 574 Koens Ave., Buffalo |
42 | Charles O. Burney, Jr., 168 Cayuga Rd. Williamburg |
43 | George H. Pierce, 1121 W. Hanley St., Olean

ASSEMBLY

DISTRICT | POLITICAL | NAME AND ADDRESS
--- | --- | ---
1 | Dem. | George W. Fox, 76 Lenox Ave., Albany |
2 | Dem. | Mortimer A. Cullen, 47 No. Manning Blvd., Albany |

ALLEGY COUNTY


BROXON COUNTY

| Rep. | Matthew J. H. McLaughlin, 410 E. 159th St., Bronx |
| Rep. | Patrick J. Fogarty, 446 E. 14th St., Bronx |
| Rep. | Arthur Wachtel, 818 Manida St., Bronx |
| Rep. | Patrick J. Fogarty, 446 E. 14th St., Bronx |
| Rep. | Louis Bennett, 787 E. 185th St., Bronx |
| Rep. | John A. Devany, Jr., 120 W. 183rd St., Bronx |

BROOME COUNTY

| Rep. | Richard H. Knauf, 4 Wagner St., Binghamton |
| Rep. | Orlo M. Breese, 201 E. Franklin St., Endicott |

CATAROAUS COUNTY

| Rep. | Leo P. Noonan, Farmsville |

CHAUTAUQUA COUNTY

| Rep. | James H. Chase, Aurora |

CAYUGA COUNTY

| Rep. | E. Herman Magnuson, 31 Locust St., Jamestown |
| Rep. | Herman B. Graf, 155 Temple St., Fredonia |

CHEMUNG COUNTY

| Rep. | Harry J. Tift, Horseheads |
Wage Regulations Changed

The National War Labor Board and the Commissioner of Internal Revenue in a joint statement, issued recently, have placed upon the heads of State, County and Municipal governments, final responsibility for conforming to the National Stabilization Policy, in making adjustments in the wages and salaries of their employees. Such governmental agencies have been relieved of the necessity of filing certificates which were formerly required explaining wage and salary adjustments.

This course has been adopted because experience has shown that neither the War Labor Board nor the Commissioner of Internal Revenue had any occasion under the old certification procedure to question any adjustments made by any of the State or local agencies, and "statutory budgetary controls are operating to keep salary and wage increments of State and local agencies within very narrow bounds."

It should be noted that this statement of policy does not involve adjustments in wages or salaries fixed by statute or under a compensation plan such as provided by the Feld-Hamilton Law, as to which neither the War Labor Board nor the Commissioner, or any occasion under the old certification procedure to question any adjustments made by any of the State or local agencies, and "statutory budgetary controls are operating to keep salary and wage increments of State and local agencies within very narrow bounds."

In the course of a detailed examination of the facts set forth in these certificates, neither the Board nor the Commissioner has had occasion to question any adjustments made by any of the State or local agencies. In the light of this experience, which indicates that statutory budgetary controls are operating to keep salary and wage movements of State and local agencies within very narrow bounds, the Board and the Commissioner have determined to make the following changes in procedure effective forthwith:

1. In all cases where an adjustment in wages or salaries by a State, country or municipal agency is necessary to correct maladjustments, inequalities or gross inequities as contemplated by Executive Order No. 9250, and would not raise salaries or wages above the prevailing level of compensation for similar services in the area or community, the adjustments will be deemed approved without the necessity of filing certificates for the information of the Board or Commissioner.

2. In all other cases, the State or local agency is requested to take the matter up with the Joint Committee on Salaries and Wages, Department of Labor Building, Washington, D. C. This committee, with the approval of the Economic Stabilization Director, has been established by the Board and the Commissioner, and has been authorized to advise State and local agencies in these cases whether or not the particular adjustments are in accordance with the national stabilization policy. While the Committee in the performance of its functions will not attempt to exercise any legal sanctions, Congress, in the Act of October 2, 1942, clearly intended that all employers and all employees would be covered by the national stabilization policy, and since millions of public employees are engaged in the same kind of work as private employees, the duty of public employers to conform to that policy is as plain as that of private employers. The way in which governmental agencies have been cooperating with the Board and the Commissioner to date indicates their desire to discharge that duty to the same extent as is required of non-governmental employers.

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Harry Simmons
BROADWAY
AT MADISON
modest, conscientious, statesman, and clearly imbued with a strong sense of responsibility to foster good government as an outstanding need in these perilous times and forever after.

We of the civil service have a common duty to carry on as becomes the champions of the merit system. Then will Governor Dewey find the merit system his greatest help to a successful administration. Nowhere in our Country or elsewhere has the merit system greater recognition in basic law or in practical application than in our own State of New York. There is no question as to the soundness of the merit plan. The only question is whether as human beings we are capable of sustaining so high an ideal. Surely to fail to give our utmost to advance the merit system would be to fail our God, our Country and ourselves.

Association Employees Buy Bonds

Attaches of The Association of State Civil Service Employees of the State of New York took a neat bow with pardonable pride since the last issue of “The State Employee.”

To the Association from Thomas H. Laine, chairman of the Albany County War Savings Committee, came a certificate indicating that over 90 per cent of the employees of the Association are purchasing War Savings Bonds under a systematic purchase plan. Wrote Mr. Laine:

“You are to be congratulated upon this general buying of War Bonds and should display this certificate where all employees can see it. It is no small accomplishment to have over 90 per cent of your group saving to help win the war.”

(Editor’s Note—Joseph D. Lochner, executive secretary of the Association, took Mr. Laine at his word, had the certificate framed and hung it on the wall of Association Headquarters in the Capitol, as an added incentive to the bevy of pretty girls who are Mr. Lochner’s assistants.)

Support the Legislative Program on Page 4 by Active Membership — Pay Your 1943 Dues

January

Committees For 1943

President Harold J. Fisher has recently announced the following committee appointments for 1943:

LEGISLATIVE COMMITTEE
William F. McDonough, Agriculture and Markets, Chairman
Dr. Frank L. Tolman, Education
Charles L. Campbell, Civil Service
Christopher J. Fee, Labor
Charles W. Swim, Retirement Fund
John McDonald, Mental Hygiene, Rochester State Hospital
Christopher Doscher, Mental Hygiene, Pilgrim State Hospital

SOCIAL COMMITTEE
Janet Macfarlane, Mental Hygiene, Chairman
Mildred Meskill, Agriculture and Markets
Helen H. Houle, Civil Service
Grace McCabe, Motor Vehicles
Lillian Hyatt, Education
Beulah Bailey Thull, Tax

President Fisher also announced the appointment of the following to membership on the Editorial Board of “The State Employee” for the ensuing year:

William F. McDonough, Agriculture and Markets
Thomas C. Stowell, Health
Theodore Becker, Civil Service
Wayne Soper, Education
Beulah Bailey Thull, Tax
William E. Cashin, Correction

William J. Kennedy, Health, was appointed as Staff Photographer.

Lewis A. Trutner, retiring as Transfer Agent of the Hudson River State Hospital, was given a testimonial dinner by his fellow employees on Thursday, November 5th. Toastmaster for the dinner was John Livingstone, President of Hudson River State Hospital Employees' Association. Chairman for the affair was Raymond Puff, assisted by Andrew J. Delaney, Peter Hasbrouck, Louis I. Garrison, August Eitzen and Mr. Livingstone. Grace was given by Rev. Charles E. Schmidt, S.J., and brief speeches were delivered by Dr. John R. Ross, Superintendent of the hospital; Andrew J. Delaney, Steward; and by Edward F. Fleming, Lance Ackhardt, Homer Price, Lewis Trutwein, Matthew V. Buaghan and Otto V. Faust. A vocal selection was rendered by Mrs. Emma D. Hanlon, accompanied on the piano by John J. Dudek. Those in attendance were entertained by slight of hand performer, Bernard Schamburg. The gift of a $50 war bond was presented by Mr. Livingstone.

Loring Jones Retires

State service lost a valuable member with the retirement, effective December 31, of Loring D. Jones, for many years in charge of the claims work of The State Insurance Fund.

Mr. Jones, one of the most highly regarded compensation claims experts in the State, had been with The State Fund for nearly 25 years. Soon after his graduation from Cornell University in 1909, he became junior statistician in the State Department of Labor. Later he became chief of the division of industrial accidents and diseases. In 1918 he transferred from the Labor Department to The State Fund, and for many years was assistant director of The State Fund in charge of claims.

The State Fund staff, together with a large group of the organization's junior executives, paid Mr. Jones a well-deserved tribute at farewell luncheon. His home is at 654 Raymond Street, Rockville Center.
Woodbourne News

At the regular annual meeting of the Woodbourne Prison Chapter, Lefferts P. Hembdt was elected president. Other officers named are: William P. Bowman, Vice-president; Julius A. Holtzman, recording secretary; Isador Frankel, corresponding secretary; Victor J. Higgins, treasurer; and Elwin H. Mosher, sergeant-at-arms.

Joseph E. Meskimen, lieutenant of guards at Woodbourne, has been called to active duty with the U. S. Army as a first lieutenant. The Rev. George W. Turner, Protestant chaplain of the institution, has been called to active duty as an army chaplain with the rank of first lieutenant.

A farewell party was held for Mr. Meskimen at his home. Various organizations of the Town of Woodbourne combined in a farewell party to Rev. Turner, an affair which taxed the capacity of the local schoolhouse.

Mr. Fay, assistant superintendent, was among the speakers. Dr. Brannon, superintendent, was a guest of honor.

The roll of honor for the men from Woodbourne was dedicated and features prominently the institution personnel members who already have enlisted or been inducted.

Warwick Election

The Warwick State School chapter, at its annual election December 7, placed in office: President, J. L. Lynch; Vice-president, Reginald F. De Lade; Treasurer, M. J. Fitzgerald; Secretary, Miss Florence K. Smith; Delegate to State convention, M. J. Fitzgerald; and alternate delegate, William P. Corrigan. The chapter planned, for late in January, a social and card party for the purpose of launching an intensified drive for new members of the State association and the chapter, due to the large turnover in personnel at the school.

Nelligan President

Heading the Westfield State Farm Chapter for the ensuing year is William Nelligan, president. Other officers are: Vice-president, Mrs. Naomi McAdoo; Treasurer, William Johnston; Secretary, Miss Ann McGuire; Delegate, Mrs. Lillian V. Fish; and Alternate Delegate, Mrs. Harriet C. Sier.

Coxsackie News

The New York State Vocational Institution Chapter at Coxsackie conducted its annual meeting October 26 and elected the following officers: President, Raymond Marohn; Vice-president, Frank Waters; Secretary, Viola M. Dimmick; Treasurer, Charles Jordan; Delegates for chapter, Charles Kreitner and Milton Andre; Alternate delegate, Raymond Marohn; Executive Council—Guards: Harry Fritz, Ralph Carpenter, Edward Knamm, William Rice and John Taylor; Instructor, John F. Quinn; Teacher, Charles Kreitner; Farm, Earl Jansen; powerhouse, Charles Requa; Hospital, Adeline Zachary; and Administration, Henry P. Walther.

Oneonta Chapter Elects

Officers chosen by Oneonta Chapter at Homer Folks Hospital for 1943 are: President, John Thaler; Vice-president, Mary Volweider; Secretary, Lucille Brooks; Treasurer, Flossie Olds; and Chapter Delegate, Walton Sanderson.

CLINTON PRISON HONOR ROLL

Honoring the forty-two employees of Clinton Prison who already have joined the armed forces are these flags and roster which are displayed in the public entrance to the prison administration building. Warden Walter B. Martin and his aides are proud of the memorial.
The office of the State Employees' Federal Credit Union presented this picture on December 7, the first anniversary of the attack on Pearl Harbor. The service flags honor the four staff members who have joined the colors since the war began. They are Pvt. Bert Neyroz, Fort Jackson, S. C.; Corp. James Ellis, Fort Polk, La.; Pvt. William S. Miller, Tampa, Fla.; and Pvt. Edwin Jarvis, Chillicothe, Mo. The credit union's business will be carried on by two young ladies of the staff, Miss Vivian Pomerantz and Miss Helen Polizzi.

Krumann Elected
Frederick Krumann has been elected president of the Syracuse State School Chapter for the coming year. Other officers elected at the December meeting were Vice-president, Emmett C. Horton; Treasurer, Charles J. Ecker; Secretary, Mrs. Betty Groff; Delegate, Andrew Letham; and Directors Roy H. Forward, Walter Jenner, Edward F. Palmatier and Mrs. B. Pearson.

Buy War Bonds

Syracuse State School News
Syracuse State School has a new Superintendent, Dr. Sidney W. Bisgrove, who served previously at Marcy State Hospital.

On November 4th the chapter sponsored its second dance of the season at Cobb Hall, which was well attended and successful. Refreshments were served and the social committee is so pleased that it is planning other social activities, one of which will be a Christmas party following the December meeting of the chapter.

The chapter's regular monthly meeting was held on November 11th at the Main School. The nominating committee presented a slate of officers for election at the December meeting. Proposed values of maintenance were discussed at length.

Because of the gasoline and tire situation the chapter's basketball team will probably not organize this season.

Dannemora Officers
The officers of the Dannemora State Hospital Employees' Association are as follows: Wesley La Porte, president; Frank Hunt, Vice-president; Howard St. Clair, Secretary; and Thomas Cummings, Treasurer. Mr. La Porte and Mr. St. Clair are delegates to the State Association meetings.

Support the Legislative Program
On Page 4
Pay Your 1943 Dues TODAY

Honigsbaum's
Maiden Lane at James
The Semi-Annual Clearance
Sale Offering Reductions of 25% to 50% is now proceeding

Dankner Florist
121 North Pearl Street
The Group Plan of Accident and Sickness Insurance

BY C. A. CARLISLE, JR.
Ter Bush & Powell, Inc.

Nearly $20,000 was paid in benefits during December to disabled members of the Association’s group plan of accident and sickness insurance. This figure is too high in comparison with the premium income for the plan. The logical conclusion is, therefore, that to assure the successful continuance of the group plan of accident and sickness insurance, present policyholders should bring the plan to the attention of fellow employees and secure their participation. The success of any insurance issued at low cost on a group basis is always dependent upon a large number being insured. The larger the number, the more successful will be the plan.

Of course, the Association, Ter Bush & Powell, Inc., and the Commercial Casualty Company desire that all claims submitted be settled fairly. However, none of these agencies will endorse or tolerate abuse of the privilege given members to secure this insurance. Unnecessarily extended terms of disability for simple ailments or minor operations will be examined carefully. Careful and just payment only of bonafide claims is necessary to preserve the group plan of accident and sickness insurance for the State workers who desire its protection against the additional expenses connected with disability periods.

There are many new employees coming into the service these days. Their interest in the group insurance should be secured. In calling the group plan of accident and sickness insurance to the attention of these employees, you not only assist the employee, but you strengthen the insurance plan and assure its successful operation.

The war has brought many changes in almost all businesses, insurance being no exception. Our group plan is strong, thousands of employees are protected by it, but its cost is low, its coverage is broad, and it can be made stronger only by the strength of a greater number of employees being insured under it. If you are not insured, now is the time to consider it, because the need

(Continued on Page 32)
Accident and Sickness
(Continued from Page 31)

for accident and sickness protection is greater today than ever before.

A point seldom considered is that benefits received under the accident and sickness insurance plan are not subject to Federal Income Tax. If you are not insured, write me today in care of TerBush & Powell, Inc., 423 State Street, Schenectady, N. Y. If you are insured, encourage your fellow workers to apply for the low cost plan of accident and sickness insurance today.

Hardly a day goes by without my receiving a letter from some member of the group plan who has been approached by an insurance agent or a fellow worker who tries to claim that he can get the member something “just as good” as our accident and sickness insurance elsewhere. These members are urged to study carefully the insurance which is offered as “just as good”; they are urged to ask the advice of a competent and unbiased insurance man, before cancelling their insurance issued under the group plan. Is the coverage as broad; is the cost as low? If you cancel your accident and sickness insurance today for any reason whatsoever, and at a later date decide to take it out again, you must pay the rate in effect for new policies at that time; and then the insurance will be issued only if you are considered a satisfactory risk.

I want to extend to all the 14,000 employees insured under our group plan, as well as other State employees, my heartiest wishes for a very happy and prosperous New Year.

Treasurer’s Report

The following is a summary of the report submitted by Treasurer Earl P. Flannebecker at the Annual Meeting on October 20th. The report was accompanied by statements from the various banks verifying the balance of Association funds on hand as of September 30, 1942. Prior to the meeting the accounts of the Treasurer were audited and approved by the Auditing Committee, of which Eugene O. Maxwell is chairman.

REGULAR ACCOUNT

Cash Balance, October 1, 1941 .................................................. $24,120.37
Income, October 1, 1941, to September 30, 1942:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$33,011.00</td>
</tr>
<tr>
<td>Advertising in The State Employee</td>
<td>2,218.65</td>
</tr>
<tr>
<td>Interest, Savings Accounts and U. S. War Bonds</td>
<td>225.29</td>
</tr>
<tr>
<td>Sale of Civil Service Examination Study Booklets</td>
<td>582.13</td>
</tr>
<tr>
<td>Sale of Emblems, Pins and Books</td>
<td>862.63</td>
</tr>
<tr>
<td>Hospitalization Premiums</td>
<td>542.30</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>$37,442.00</td>
</tr>
</tbody>
</table>

TOTAL TO BE ACCOUNTED FOR ........................................... $61,562.37

Accounted for as follows:

<table>
<thead>
<tr>
<th>Expenditures, October 1, 1941, to September 30, 1942</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing of The State Employee</td>
<td>$16,602.39</td>
</tr>
<tr>
<td>Other Printing, including bulletins, pamphlets, etc.</td>
<td>849.21</td>
</tr>
<tr>
<td>Office Supplies and expense, including paper, envelopes, machine supplies and repairs</td>
<td>1,555.51</td>
</tr>
<tr>
<td>General Expenses, including membership in Civil Service Assembly, water and cooler service, photos, office cleaning, etc</td>
<td>418.16</td>
</tr>
<tr>
<td>New Office Equipment, including filing equipment, typewriter, lighting equipment, service flag, U. S. flag and N. Y. State flag</td>
<td>643.14</td>
</tr>
<tr>
<td>Postage and express</td>
<td>3,383.36</td>
</tr>
<tr>
<td>Telephone and Telegraph</td>
<td>522.65</td>
</tr>
<tr>
<td>Legislative Index Service</td>
<td>100.00</td>
</tr>
<tr>
<td>Surety Bonds of Officers and Employees</td>
<td>105.00</td>
</tr>
<tr>
<td>Employees Annuity Policy Premiums</td>
<td>304.60</td>
</tr>
<tr>
<td>Unemployment and Social Security Taxes</td>
<td>316.37</td>
</tr>
<tr>
<td>Expenses of officers, committees, representatives and delegates, including traveling expenses</td>
<td>5,333.77</td>
</tr>
<tr>
<td>Hospitalization Premiums paid to Associated Hospital Service</td>
<td>542.30</td>
</tr>
<tr>
<td>Purchase of Emblems, Pins and Books</td>
<td>1,374.05</td>
</tr>
<tr>
<td>Salaries:</td>
<td></td>
</tr>
<tr>
<td>Counsel</td>
<td>2,700.00</td>
</tr>
<tr>
<td>Executive Secretary</td>
<td>3,111.25</td>
</tr>
<tr>
<td>Office Employees</td>
<td>3,313.40</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$41,175.16</td>
</tr>
</tbody>
</table>

Balance on Hand, September 30, 1942 .................................. $20,387.21

Total Accounted for .................................................... $61,562.37

Balance as of September 30, 1942:

<table>
<thead>
<tr>
<th>Deposited as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Commercial Bank and Trust Co., Albany</td>
</tr>
<tr>
<td>National Savings Bank, Albany</td>
</tr>
<tr>
<td>City and County Savings Bank, Albany</td>
</tr>
<tr>
<td>Manufacturers Trust Co., New York City</td>
</tr>
<tr>
<td>Imprest Cash fund for Headquarters Office</td>
</tr>
<tr>
<td>U. S. War Bonds, Series G., Nos. M476,695-6-7-8-9, in safe deposit box, National Commercial Bank, Albany</td>
</tr>
<tr>
<td><strong>Total deposited</strong></td>
</tr>
</tbody>
</table>

The State Employee
SPECIAL INSURANCE ACCOUNT

Cash Balance, October 1, 1941 .................................................. $ 582.62

Income, October 1, 1941, to September 30, 1942:
Group Life Insurance "T" Rate premium differential .................................. $13,695.92
Group Life Insurance Cash Premiums ...................................... 14,792.90
Accident and Health Insurance Cash Premiums ...................... 687.77

TOTAL INCOME ............................................................................... $29,176.59

TOTAL TO BE ACCOUNTED FOR .................................................... $29,759.21

Accounted for as follows:
Expenditures, October 1, 1941, to September 30, 1942:
Group Life Insurance Cash Premiums forwarded to the Travelers Insurance Company 14,792.90
Accident and Health Insurance Cash Premiums forwarded to TerBush & Powell, Inc 687.77
Insurance Premium refund adjustments ........................................ 658.39
Printing ............................................................................................ 2,700.00
Office Supplies and Expenses .................................................. 600.00
Postage ............................................................................................. 1,925.00
Unemployment and Social Security Taxes .................................. 261.95
Expenses of Officers, Representatives and Delegates ..................... 90.00
Salaries:
Counsel ....................................................................................... 900.00
Executive Secretary ...................................................................... 480.00
Office Employees ........................................................................ 5,899.50

TOTAL EXPENDITURES ................................................................ $28,995.51

Cash Balance, September 30, 1942 ............................................. 763.70

TOTAL ACCOUNTED FOR .............................................................. $29,759.21

? The Question Box ?
(Continued from Page 18)
entitled to be transferred to another position in State service which they are "fitted to fill," that is, a similar position which the veteran or fireman must point out, and such position must be vacant, in which case he must be appointed to such position. The removal of veterans or volunteer firemen is prohibited except for incompetency or misconduct shown after a hearing upon due notice upon stated charges and with the right of such employee to a court review of the entire proceeding and charges. This provision relates to employees occupying subordinate positions in the exempt and non-competitive class as well as to employees occupying competitive class positions, but does not apply to war veterans or volunteer firemen occupying the position of private secretary, cashier or deputy of any official or department.

PAY
1943 DUES

State Employees Desiring an Intimate Knowledge of State Government as an Aid to Promotion . . .
Citizens Seeking a Career in State Government . . .
Students of Political Science, Sociology, Civics, Public Affairs and Government, and Citizens and Taxpayers Generally . . .

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This book contains a non-technical description of the organization, services and activities of the eighteen departments of Government of the State of New York, as prepared under the direction of the chief executive officers of such departments. It was published by The Association of State Civil Service Employees of the State of New York, Inc., and edited by Charles A. Brind, Jr., Counsel of the New York State Education Department and former President of the Association, and Arthur K. Getman, Chief, Agricultural Education Bureau of the New York State Education Dept.

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

Name ............................................................... (Street) ................................................ (City)
examination papers are inspected by the candidate within such 20 day period. If, after inspection of his papers, a candidate feels that there was a manifest error or mistake in the marking or rating of his examination papers, he may make a formal written appeal to the State Civil Service Commission for the correction of such error or mistake. Such appeal must be submitted within twenty days after the candidate has reviewed his examination papers. This appeal opens all of the examination papers of the appellant for review by the State Civil Service Commission. Unless authorized by special action of the Commission, consideration is not given to an appeal for the rerating of a subject of examination which receives a rating of less than 70% or, if more than one vacancy exists, three eligibles willing to accept appointment. Where one vacancy exists, at least three names are certified. If more than one vacancy exists, the appointing officer is given a list of names consisting of two more eligibles than he has vacancies (e.g., if two appointments are to be made, four names are certified; if three appointments are to be made, five names are certified). However, in cases where many declinations are anticipated, the State Civil Service Commission may, in the interests of expediency, certify more names than there are vacancies. No eligible will continue to be certified to a position at a salary or in a location which he has indicated is not acceptable to him. An eligible, who is temporarily unable, physically or otherwise to accept appointment when offered, may decline because of temporary inability, which must be satisfactorily explained to the State Civil Service Commission. However, such an eligible is not certified again until he advises the Commission that his temporary disability has ceased.

By the requirements of the State Constitution, the names of disabled veterans must be certified before any other names on the list are certified and no eligible can be appointed unless every disabled veteran on such list has been appointed or has declined appointment. An appointing officer must appoint every disabled veteran who is willing to accept appointment, before he can appoint anyone else on the eligible list. If three or more disabled veterans head the eligible list, the appointing officer may select one of the three highest disabled veterans willing to accept appointment.

H.—Waivers

By the provisions of Section 8-a of the Civil Service Law, no public officer nor any administrative employee acting for a public officer may require a candidate for employment to sign any document wherein such candidate waives any rights given to him by the Civil Service Law. The only exception is in the case of employees who work pending the enactment of necessary appropriations. Under these conditions they may be required to waive their rights to recover their salaries against the appointing officer. If no appropriations become available, such employees must be placed on preferred eligible lists as if they had been laid off in accordance with the provisions of Section 31 of the Civil Service Law.

There are no restrictions in the Civil Service Law against voluntary waivers of civil service rights. The person giving such waiver, however, should first ascertain the effect that it will have on such rights.

I.—Duration of Eligible Lists

Open competitive and promotion lists remain in effect for a period of at least one year, and may continue in existence for a maximum period of four years. No list may be abolished before the expiration of the first year unless there are less than three eligibles therein who were willing to accept appointment. Eligible lists can be continued for more than four years only by the enactment of special legislation. Such legislation, however, must take effect before the expiration date of the eligible lists, in order to be valid.

The duration of special eligible lists of eligibles reached for appointment while in military service is two years. The duration of preferred eligible lists is four years. The use of these lists is treated in other chapters of this handbook.
To New Employees Especially:

Do YOU have the

GROUP LIFE INSURANCE?

The Association, using the tremendous purchasing power of its over 33,000 members as a group, has arranged for members the low-cost life insurance. It is available only to State employee members and for their benefit. The needs of State workers, and the insurance protection obtainable from the leading insurance companies were studied carefully by the Insurance Committee of your Association before the Group Life Insurance Plan was adopted.

THE GROUP PLAN HAS MANY SPECIAL FEATURES:

LOW COST — At age 39 or younger, $1,000 of life insurance may be secured at an initial cost of 30c per pay day, and older employees receive coverage at slightly increased rates.

BROAD COVERAGE — It pays for death due to any cause whatsoever; since June 1, 1939, when the plan started, over $650,000.00 has been paid to beneficiaries of deceased members; and claims are usually paid within 24 hours of the time the Association has been notified of the death.

EASY PAYMENT — Payment for the group life insurance is made painless by small deductions taken from the insured's salary each pay day.

NO MEDICAL EXAMINATION IF APPLICATION IS MADE WITHIN THE FIRST THREE MONTHS OF STATE EMPLOYMENT — New employees should apply promptly and not wait to apply until the end of their probationary period. If application is not made within the first three months of State Employment a medical examination is necessary, and is given at no expense to the applicant.

SAME RATES REGARDLESS OF OCCUPATION — Employees having hazardous jobs, such as prison guards, hospital attendants, State policemen, etc., are given the same rates as others insured under the group plan, although such employees are usually charged additional premiums for insurance protection under individual policies.

As a State employee you are cordially invited to take advantage of our Group Life Insurance Plan. If you are already insured under it, bring it to the attention of your fellow workers, as the success of the group plan will always depend upon a large percentage of State employees being insured under it.

Protect Your Family and Loved Ones

WITH THIS LOW-COST INSURANCE.

Secure an application for the Group Life Insurance from your local Chapter or Association Representative ... fill it out ... and return it to Association Headquarters, Room 156, State Capitol, Albany, New York
YOU Can Help To...

Secure Salary Bonus to Assist All State Employees to Meet Increased Cost of Living (Details of this Plan explained on inside page)

Assure Successful Extension of Feld-Hamilton Law to Institutional Employees, Effective in the Budget Year 1943-44

Establish $1200 Minimum Salary Under the Feld-Hamilton Law

Obtain Payment of Time-and-a-Half Salary (including Maintenance) for Voluntary Overtime for All Institutional Employees

Start Payment of Feld-Hamilton Increments, including those due to Institutional Employees, on April 1, 1943, if fiscal year beginning is changed to that date

And Many Other Things Vital to Employees

By Active Membership

PAY YOUR 1943 DUES TODAY!

Legislation providing for the above items is being drafted and sponsored by your Association. Support it by Active Membership in the Association. Request your representatives in the Legislature to support this legislation.