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Classification
Employees with Annual Salary of

Monthly Benefit

<table>
<thead>
<tr>
<th>Classification</th>
<th>Benefit</th>
<th>Regular Coverage</th>
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<tbody>
<tr>
<td>Less than $600.</td>
<td>$30.</td>
<td>$ .45 $ .65</td>
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<tr>
<td>$600. but less than $1,000.</td>
<td>$50.</td>
<td>$ .75 $ 1.05</td>
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<td>$60.</td>
<td>$ .90 $ 1.25</td>
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<td>$125.</td>
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<td>$5,000. and over</td>
<td>$150.</td>
<td>$2.20 $ 3.10</td>
</tr>
</tbody>
</table>

IMPORTANT NOTICE Group Plan Accident and Sickness Insurance

If you are not a member of The Civil Service Employees Association, Inc., join now by paying your dues to a representa­tive or by sending it to the Association, Room 156, State Capitol, Albany, N. Y. Membership is necessary for the conti­nuance of this insurance and dues must be paid within 60 days from the effective date of your policy or it will of necessity be automatically terminated.

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William Livingston, Wayne W. Soper,
A. Ranger Tyler.

This Month’s Cover

The Chairman of the Editorial Board congratulates the winner of our new name contest. See Page 122.

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LEGISLATIVE ADVANCES

By JOHN E. HOLT-HARRIS, Assistant Counsel

In a year when employee organizations generally have complained that their legislative programs were completely ignored, and that repulsive legislation was being enacted in both Albany and Washington, the Association has made definite steps. Of first importance was the preservation of fundamental Fend-Hamilton principles. The administration, on the recommendation of the staff and the Association, enacted that the Salary Board was a necessary step. The Association has made definite efforts in this direction. Of first importance was the salary increase bill which was introduced during the session.

Third in importance was the salary increase bill which was introduced during the session.

LEGISLATIVE ADVANCES

MADE IN 'BAD YEAR'

By JOHN E. HOLT-HARRIS, Assistant Counsel

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Third in importance was the salary increase bill which was introduced during the session.
clares that salary grades shall be so allocated that increased duties and responsibilities shall be recognized by increased pay.

2. The minimum entering salary was increased from $1500 to $1600 a year.

3. A salary “floor” of $2280 was established for positions formerly in grades 6, 7, 8-a, 10-b, 10-c, 10-e and 11. The Board cannot lower such salaries below that figure.

4. The Board’s power to reallocate positions in the competitive class in direct line of promotion is limited as follows:

(a) Where, under the old law, the minimum salary of the higher position in the promotion series was equal to or greater than the maximum salary of the next lower position, an allocation under the present law resulting in an “overlap” is prohibited.

(b) Where “overlaps” existed under the old law, the Board must maintain the difference between the minimum salary of the higher position and the minimum salary of the next lower position in the series.

5. The Board may, without changing any other allocations in the promotion series:

(a) Allocate to an appropriate grade any position in the competitive class not now allocated.

(b) Reallocation any position in such class to a higher salary grade.

(c) Reallocation such positions to a salary grade not lower than one grade below the grade to which the position was allocated on April 1, 1947. In other words, the Board cannot reallocate an individual position, in a promotion series, downward more than one salary grade.

The measure also contains a provision which empowers the Salary Board, with the approval of the Director of the Budget, to recruit for a position by increasing the minimum salary one or two increment steps whenever the Board determines that employment conditions in an area make it impracticable to recruit at the minimum salary.

Reallocations made as a result of this law on and after April 1, 1947 and prior to October 1, 1947 are retroactive and become effective as of the beginning of the fiscal year. Finally, it is provided that an employee appointed or promoted to a position in an overlapping salary grade on or after October 1st in any fiscal year, and who, as a result, receives an increase in salary which is not equivalent to the full increment payable for the position to which he was appointed or promoted shall, on the first day of the succeeding fiscal year, be eligible to receive the balance of that increment.

The great defect remaining is in the salaries themselves. They are still inadequate in many cases. They are so because the study on which they are based is now inadequate. The fact that the study was made at all is heartening. It remains for the administration and for us to see to it that the work thus started is properly carried forward.

Overtime Pay

The Administration introduced its proposal regarding this all-important matter in the form of a Budget bill. Again we felt that grave defects existed and, after conferences, acceptable changes were made. The original bill prohibited the inclusion of overtime compensation for retirement purposes. The powers of the Director of the Budget were unrestricted. He was to administer the bill under rules to be promulgated by him. The language concerning the rate of pay was vague and indefinite. It specified that overtime compensation was to be computed at a rate “not in excess of the regular rate.” Such a provision would have authorized payment of overtime at a lesser rate.

The bill as passed includes overtime pay in the retirement computation. Under the bill and the rules, overtime compensation will be paid as follows:

1. The rate of pay will be determined by dividing the annual salary by 2,000; the figure 2,000 representing 52 weeks of 40 hours duration, less ten 8-hour holidays now granted to State employees. The rate for per diem employees is determined by dividing the per diem rate by eight.

2. Prior approval by the Director of the Budget is required before overtime compensation can be paid, except in cases of emergency, and in such cases request for approval must be submitted within five working days after the commencement of such employment. It must also appear that compensating time off in lieu of cash compensation cannot be granted.

3. In positions where it is required that the employee work a regular week of 44 or 48 hours, such employee will receive overtime compensation for the four or eight hours of work in excess of 40 hours under a single blanket authorization. Such payments will be made semi-monthly.

4. In all other positions, and for work in excess of the 44 or 48 hours per week referred to above, specific approval must be secured before overtime can be paid. Employees required to work for 44 or 48 hours per week will be paid monthly for time worked in excess of 44 or 48 hours. Employees whose work week is 40 hours or less will be paid quarterly for authorized overtime.

5. Extra compensation authorized for hazardous and arduous work is included in determining the hourly overtime rate.

6. Certain positions are excluded, under present rules, from allowances for overtime compensation. They are

a. The head of each department, institution or other State agency, and the head and members of Boards and Commissions.

b. All deputies and equivalent positions including supervisory personnel in administrative positions.

c. All positions for which adequate time records are not maintained.

#define double /n

d. In positions, including employees engaged in field work, where it is impracticable to establish a maximum number of working hours per week.

Earlier in this report it was stated that the overtime bill is just short of our goal. It still does not provide for a five day week. It establishes the policy of the State with respect to the maximum number of working hours in any week, and indeed, in the Departments, the five day week is now substantially in effect. We shall continue our efforts to write the five day proviso into the present law.

The overtime law can be liberalized without any new legislation in view of the fact that the present exclusions are made by rules promulgated by the Director of the Budget.
Consequently, by administrative action, it is possible to include positions not now covered, by establishing time records where they are not now maintained and, in the case of field employees, by setting up some definite procedures which will permit the orderly payment of overtime. Wherever it is practicable to extend the present rules, the Association will take the matter up with the Department involved and with the Budget Director.

Unemployment Insurance

The enactment of this bill is significant for two reasons, first—because it extends the protection of the Unemployment Insurance law to all permanent State employees, and secondly—and perhaps even more important, it is at least a partial recognition that public employees should receive the same benefits and protection now available to persons in private industry. In these days when employment is at its peak and the prospect of layoffs seems remote, the advantages derived under this law may not be fully apparent. Those of you, however, who remember the depression and post-depression days of the last decade will realize the great advantage in protection and security which the State employee has derived from its passage.

Increment Credit for Temporary And Provisional Service

This bill remedies an inequitable situation of long standing. Under the prior law a person employed on a temporary or provisional basis who received a permanent appointment to the same or a similar position was forced to accept that appointment at the minimum salary of the grade. Now any employee appointed on a permanent basis between April 1, 1946 and April 1, 1948 to the same position or to a position similar to the one held temporarily or provisionally retains salary increments equal to the number of years which he has worked on the temporary or provisional basis. Increment credit is also retained when an employee is so appointed on a permanent basis to a position which on March 31, 1947 was in the same occupational service or salary grade as the position in which he served temporarily or provisionally.

Feld-Hamilton Extensions

In line with our campaign to bring about uniformity in the State service we continued our efforts to extend the Feld-Hamilton law.

This year Feld-Hamilton was extended to Forest Rangers in the Conservation Department.

In still another of our bills regarding the extension of the Feld-Hamilton Law, Section 48-a of the Civil Service Law was repealed and a permanent section — 47-a substituted. The new bill provides that the permanent incumbent of a position to which a standard title is extended for the first time shall continue in the position without examination if he has satisfactorily performed the duties of the position for one year prior to the date that such classification was extended to the position.

Retirement Legislation

The entire retirement problem merits a brief discussion here.

Comptroller Moore instituted a series of conferences designed to facilitate free exchange of information between the System and employee representatives. At those conferences the difficulty of further liberalization at the present time has been fully and freely discussed. Two factors complicate the situation.

At present, with the interest rate on contributions guaranteed at either 3% or 4%, depending on the date of membership, the System is earning approximately 2½% on its investments. In the second place, thousands of municipal and county employees have joined the system and the units of government by which they are employed contend that any liberalization would impose an overwhelming burden on their already strained finances. The inclusion of such employees in the membership of our expanding organization should be extremely helpful when we deal with retirement matters.

The problem is not insolvable, but it will require a good deal of further thought and effort on the part of the Administration and of the Association. We intend to continue our conferences with the Comptroller and his staff and to urge our proposals upon the Administration and the Legislature.

The Association was successful in obtaining the passage of a bill which extends to members of the closed State Hospital Retirement System the same options now available to the members of the Employees system.

Veterans who left State service to enter military service will receive retirement credit for their military duty providing they are reinstated to State service within 90 days after termination of such military duty. This bill is much more circumscribed than the measure originally proposed by the Association and by various veterans' organizations. Under our proposals all veterans, whether returning State employees or entering State service for the first time, would have received retirement credit for military duty. The Retirement System presented that proposal in the form of a bill, together with the measure outlined above. The broad, all-inclusive bill failed to pass and in its place the Legislature enacted a fairly restrictive veterans' retirement credit law. It is obvious that veterans' organizations and the Association will work at the next session of the Legislature toward a broader retirement credit for veterans.

Amendments to Military Law Relating to Civil Service Employment

Two Association measures affecting veterans and members of military organizations were passed.

The first amends subdivision 2 of Section 43 of the Military Law to provide that any State employee who after April 1, 1942 joins the National Guard, the Naval Militia, or any reserve corps of the Federal military forces shall be entitled to thirty days absence, in any year, from his duties, with pay and protection of his retirement rights when performing ordered military duty.

The second law amends subdivision 2 of Section 246 of the Military Law to provide that an employee who resigned during, or six months prior to the commencement of military service in World War II, may, in the discretion of the appointing officer, be reinstated to his position within one year after the date of his resignation (excluding from the one year the period of time spent in military service) or within six months after April 1, 1947, whichever is the longer period. It also provides that every employee so reinstated shall be deemed to have been on leave of absence during his period of military service. The law prohibits claims for
additional compensation prior to April 1, 1947.

Two other measures of interest to veterans were also passed at the last session. The first amends section 246 of the Military Law to provide that a public employee who missed a promotion examination held while he was on military duty, and who did not make a request for a comparable promotion examination within 60 days after he was restored to his position, shall be given a comparable examination if he makes request before December 31, 1947.

Another bill amends the same section of the Military Law and provides that a person who passed one or more parts of a multipartite examination and who could not complete the remaining parts because he was on military duty, shall be allowed to take a comparable examination covering the parts of the original examination which he was unable to complete. A request for such examination must be made within 90 days following the termination of military duty or within 90 days from April 1, 1947.

This law also provides that any veteran appointed from a special eligible list after successful completion of the comparable examinations, shall, for the purpose of computing seniority credit, training and experience credit for promotion, and seniority in the event of suspension or demotion, be deemed to have been appointed on the earliest date upon which any eligible lower on the original eligible list was appointed.

Civil Service Legislation

Our Bill extending the life of the Merit Award Board to April 1, 1948, became law and an appropriation was made for its future activity.

Under another of our bills exacted into law an employee of a county or a civil subdivision in a county is permitted to appeal to the county Civil Service Commission from a disciplinary or removal action by his appointing officer if the Board of Supervisors of the county elects to make county employment subject to the provisions of the law.

Miscellaneous

We renewed our support of a bill introduced by us last year to empower institution patrolmen to act as peace officers for a distance of one mile beyond the grounds of the institution. The bill passed successfully and was signed.

The Veto

The following Association bills, which successfully passed both houses of the Legislature, fell under the Governor's veto:

1) A bill which would have extended the salary provisions of the Feld-Hamilton Law to employees in the revolving fund of the Public Service Department. We feel that this measure was necessary in order to meet a long-standing abuse. The Public Service Law provides for the creation of a revolving fund to which the State originally contributed the sum of $300,000. The remainder of the fund is derived from assessments made against utilities examined by the Public Service Commission. These assessments, in theory, are levied, as a charge against the utilities, for services performed by the Commission’s employees. The Public Service Law expressly states that the fund is created for “Temporary” employees. It is a fact, however, that most of these “Temporary” employees have been continuously employed by the Commission for twelve years or more. They are subject to the Civil Service Law and to the administration of that law by the Civil Service Commission. When the bill received Legislative approval we felt that the Association’s long fight on behalf of the Revolving Fund employees was over. We were keenly disappointed when we learned that the Governor had vetoed the bill. Our efforts were not wholly unsuccessful, however, as steps are now being taken to increase the per diem salaries of these employees.

2) A proposal which would have restored a former provision of the Mental Hygiene Law requiring written charges upon the dismissal of non-competitive employees in the Department of Mental Hygiene. In the 1946 session of the Legislature this protection was inadvertently removed. We are still unable to determine why it should not be restored.

3) A measure which would have extended to employees in the Department of Correction, who are members of the closed pension system, in that Department, the same options now available to members of the State Employees Retirement System.

A precedent has been created this year, in that the closed system in the Department of Mental Hygiene now makes these options available to its members. We shall reintroduce this measure at the next session.

4) A proposal to permit Boards and authorities to elect to have their employees brought under the salary provisions of the Feld-Hamilton Law. This bill was entirely permissive, and Feld-Hamilton would not have been extended until the State agency concerned had itself requested such extension.

5) A bill which would have empowered the Civil Service Commission to reinstate an employee who successfully appeals from a dismissal by his appointing officer. It seems highly illogical that such an employee should be forced, as he is under the present law, to accept employment in another Department or agency after he has established that his dismissal was unjustified.

6) A bill which would have extended the time during which employees at Cornell University could claim credit for allowable service in the State Retirement System. This measure was designed to permit certain employees of the University and its satellites to elect membership in the system.

Important Legislation Which Failed to Pass

For a complete summary of the Association’s Legislative program as offered at this session, the reader can refer to the February, 1947 issue of the State Employee.

We offered two proposals designed to soften the hardship caused by the still increasing cost of living. The first was a cost of living salary adjustment program which provided that whenever the cost of living rose 5% above the level for a corresponding period in the preceding year, salaries of $3,000 or less would automatically be increased by 5%, while salaries in excess of $3,000 would be increased 5% on the first $3,000 and 2 1/2% on the remainder.

Our second proposal would have granted a straight 10% salary increase in all positions in the State service. This latter bill aroused great interest among employees and the public. Its opponents argued that (Continued on Page 131)
April 22, 1947

Mr. Joseph J. Horan
State Department of Commerce
112 State Street
Albany, New York

Dear Mr. Horan:

On behalf of all members of the Association, and in particular our members and guests who attended the 20th Annual Dinner of our Association on February 27, 1947, we wish to express our appreciation for the splendid entertainment at the dinner, produced and directed by you. We also wish to thank your co-workers on the Entertainment Committee, and members of the cast.

The entertainment was enjoyed by all in attendance at the meeting, and all agreed that it was one of the finest productions of its kind ever presented.

We wish to congratulate you and your co-workers for your untiring efforts to make our Annual Dinner a success.

Sincerely yours,

Janet MacFarlane
Chairman - Social Committee

FRANK L. TOLLIAN,
President
Standardization Board Denies Employees’ Appeals

On May 13, the State Salary Standardization Board announced determinations made by the Board on titles listed herewith. The Board denied the appeals of employees, of employee committees and of the Association of Civil Service Employees for adequate salaries and recommended no change in salary schedules at this time for these positions.

The Association will continue its efforts for recognition of the need for a fair day’s pay for a fair day’s work.

<table>
<thead>
<tr>
<th>Title</th>
<th>Salary Grade</th>
</tr>
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<tr>
<td>Accountant Clerk</td>
<td>G 2 1600-2200</td>
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<td>Assistant Architect</td>
<td>G 20 3720-4620</td>
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<tr>
<td>Assistant Building Electrical Engineer</td>
<td>G 20 3720-4620</td>
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<tr>
<td>Assistant Civil Engineer (Group of Classes)</td>
<td>G 20 3720-4620</td>
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<tr>
<td>Assistant Cook</td>
<td>G 2 1600-2200</td>
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<td>Assistant Director of Mental Hygiene Personnel</td>
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<td>Assistant Director of Nursing (Group of Classes)</td>
<td>G 14 3000-3660</td>
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<td>Assistant Heating and Ventilating Engineer</td>
<td>G 20 3720-4620</td>
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<tr>
<td>Assistant Librarian (Group of Classes)</td>
<td>G 14 3000-3660</td>
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<tr>
<td>Assistant Meat Cutter</td>
<td>G 4 1800-2400</td>
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<td>Associate Architect</td>
<td>G 32 6000-7375</td>
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<td>Associate Attorney (Group of Classes)</td>
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<td>Associate Building Electrical Engineer</td>
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<td>Associate Personnel Administrator</td>
<td>G 25 4620-5720</td>
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<td>Attendant</td>
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<td>Attorney</td>
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<td>Barber</td>
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<td>Beautician</td>
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<td>Blacksmith</td>
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<td>Bracemaker</td>
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<td>Carpenter</td>
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<td>Carpenter Foreman</td>
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<td>Charge Attendant</td>
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<td>Chauffeur</td>
<td>G 5 1920-2520</td>
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<tr>
<td>Chief Account Clerk (Group of Classes)</td>
<td>G 25 4620-5720</td>
</tr>
<tr>
<td>Chief Architect</td>
<td>G 39 7750-9250</td>
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<tr>
<td>Chief Office Machine Operator</td>
<td>G 20 3720-4620</td>
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<tr>
<td>Chief Supervising Attendant</td>
<td>G 13 2880-3480</td>
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<tr>
<td>Clerk (Group of Classes)</td>
<td>G 2 1600-2200</td>
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<td>Clinic Attendant</td>
<td>G 1 1600-2080</td>
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<tr>
<td>Cook</td>
<td>G 6 2040-2640</td>
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<tr>
<td>Criminal Hospital Attendant</td>
<td>G 6 2040-2640</td>
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<tr>
<td>Criminal Hospital Charge Attendant</td>
<td>G 10 2520-3120</td>
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<tr>
<td>Criminal Hospital Chief Attendant</td>
<td>G 19 3600-4500</td>
</tr>
</tbody>
</table>

Title Salary Grade
Criminal Hospital Senior Attendant.............. G 8 2280-2880
Criminal Hospital Supervising Attendant........ G 15 3120-3780
Department Counsel (Group of Classes) .......... G 39 7750-9250
Dictating Machine Transcriber                G 2 1600-2200
Dietitian                                   G 7 2160-2760
Director of Nursing (Group of Classes) ........ G 20 3720-4620
Director of Personnel                       G 32 6000-7375
Farmer                                      G 4 1800-2400
Head Account Clerk (Group of Classes) ......... G 20 3720-4620
Head Attendant                              G 9 2400-3000
Head Farmer                                 G 7 2160-2760
Head Poultryman                             G 7 2160-2760
Head Seamstress                             G 6 2040-2640
Hospital Attendant                          G 1 1600-2080
Institution Patrolman                       G 4 1800-2400
Junior Architect                            G 14 3000-3660
Junior Attorney                             G 14 3000-3660
Junior Building Electrical Engineer (Group of Classes) | G 14 3000-3660
Junior Civil Engineer (Group of Classes)      | G 14 3000-3660
Junior Draftsman (Group of Classes)          | G 4 1800-2400
Junior Engineering Aid                      | G 4 1800-2400
Junior Heating and Ventilating Engineer ....... G 14 3000-3660
Junior X-Ray Technician (Group of Classes)    | G 4 1800-2400
Laboratory Technician (Group of Classes) ...... G 6 2040-2640
Launderer                                   G 2 1600-2200
Laundry Supervisor                          G 6 2040-2640
Library Assistant                           G 7 2160-2760
Mail and Supply Clerk                       G 2 1600-2200
Maintenance Man (Carpenter)                 | G 5 1920-2520
Maintenance Man (Electrician)               | G 5 1920-2520
Maintenance Man (Mechanic)                  | G 5 1920-2520
Maintenance Man (Plumber & Plasterer) ......... G 5 1920-2520
Maintenance Man (Plumber & Steamfitter) ...... G 5 1920-2520
Maintenance Man (Roof & Plaster)             | G 5 1920-2520
Meat Cutter                                 | G 8 2280-2880
Mechanical Stores Clerk                     | G 2 1600-2200
Medical Technician                          | G 6 2040-2640
Motor Equipment Maintenance Foreman .......... G 11 2640-3240
Nurse’s Aide                                | G 3 1700-2300
Occupational Aide                           | G 8 2280-2880
Occupational Therapy Aide                   | G 2 1600-2200
Office Machine Operator                     | G 2 1600-2200

Merit
Title Salary Grade
Orthopedic Shoemaker G 8 2280-2880
Physical Therapy Aide G 2 1600-2200
Physical Therapy Technician G 7 2160-2760
Practical Nurse G 3 1700-2300
Principal Attorney (Group of Classes) G 39 7750-9250
Principal Civil Engineer (Group of Classes) G 39 7750-9250
Principal Clerk (Group of Classes) G 10 2520-3120
Principal Laboratory Worker G 10 2520-3120
Principal Office Machine Operator (Group of Classes) G 10 2520-3120
Principal Telephone Operator G 10 2520-3120
Principal Stenographer (Group of Classes) G 10 2520-3120
Psychologist G 14 3000-3660
Roofer and Tinsmith G 8 2280-2880
Seamstress G 1 1600-2080
Senior Architect (Group of Classes) G 25 4620-5720
Senior Attorney G 25 4620-5720
Senior Building Electrical Engineer G 25 4620-5720
Senior Civil Engineer (Group of Classes) G 25 4620-5720
Senior Clerk (Group of Classes) G 6 2040-2640
Senior Dictating Machine Transcriber G 6 2040-2640
Senior Dietitian G 10 2520-3120
Senior Heating and Ventilating Engineer G 25 4620-5720
Senior Laboratory Worker G 7 2160-2760
Senior Laundress G 4 1800-2400
Senior Librarian (Group of Classes) G 20 3720-4620
Senior Medical Technician G 8 2280-2880
Senior Naturopathic Physician G 39 7750-9250
Senior Occupational Therapist (Group of Classes) G 14 3000-3660
Senior Office Machine Operator (Group of Classes) G 6 2040-2640
Senior Physical Therapy Technician G 10 2520-3120
Senior Psychologist G 20 3720-4620
Senior Stenographer (Group of Classes) G 6 2040-2640
Senior Telephone Operator G 6 2040-2640
Senior Typist (Group of Classes) G 6 2040-2640
Senior X-Ray Technician G 10 2520-3120
Shoemaker G 4 1800-2400
Staff Attendant G 4 1800-2400
Stenographer (Group of Classes) G 2 1600-2200
Stores Clerk G 2 1600-2200
Supervising Attendant G 6 2040-2640
Supervising Dietitian G 14 3000-3660
Supervising Housekeeper G 6 2040-2640
Supervising Nurse (Group of Classes) G 12 2760-3360
Supervisor of Occupation Therapy (Group of Classes) G 17 3360-4020
Supervising Physical Therapy Technician G 14 3000-3660
Supervising Seamstress G 4 1800-2400
Supervising Tailor G 6 2040-2640
Telephone Operator G 2 1600-2200
Truck Driver G 5 1920-2520
Typist G 2 1600-2200
Welder G 8 2280-2880
X-Ray Aide G 2 1600-2200
X-Ray Technician G 7 2160-2760

The Sad Tale of the Shrinking of the State Salary Dollar
March, 1947 — LIST OF DAILY NECESSITIES — Rockland County Prices

<table>
<thead>
<tr>
<th>Foodstuffs</th>
<th>1939 price</th>
<th>1947 price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butter, per lb.</td>
<td>.41</td>
<td>.73 to .85</td>
</tr>
<tr>
<td>Sugar, per lb.</td>
<td>.05</td>
<td>.10</td>
</tr>
<tr>
<td>Coffee, per lb.</td>
<td>.24</td>
<td>.47</td>
</tr>
<tr>
<td>Bread, white, per loaf</td>
<td>.10</td>
<td>.15</td>
</tr>
<tr>
<td>Milk, per quart</td>
<td>.10</td>
<td>.22</td>
</tr>
<tr>
<td>Tea, per lb.</td>
<td>.46</td>
<td>.90</td>
</tr>
<tr>
<td>Shortening, per 3 lb. can</td>
<td>.45</td>
<td>1.37</td>
</tr>
<tr>
<td>Flour, per 25 lb. sack</td>
<td>.89</td>
<td>1.98</td>
</tr>
<tr>
<td>Steak, 1st grade, lb.</td>
<td>.45</td>
<td>.75</td>
</tr>
<tr>
<td>Lamb, leg, lb.</td>
<td>.27</td>
<td>.37</td>
</tr>
<tr>
<td>Pork Sausage, lb.</td>
<td>.29</td>
<td>.59</td>
</tr>
<tr>
<td>Chopped Meat, lb.</td>
<td>.19</td>
<td>.45</td>
</tr>
<tr>
<td>Small shoulder hams, lb.</td>
<td>.19</td>
<td>.45</td>
</tr>
</tbody>
</table>

| Cleaning Materials | Soap, face, per 3 cakes | .29 | .48 |
|                   | Soap Powder, per pkg.   | .19 | .35 |

| Heating           | Coal, per 2,000 lbs.    | $9.50 | $16.50 |
|                   | Furnace oil, per gal.   | .06   | .09/2  |

| Transportation    | Family car used to get to and from work mostly. |

Gasoline, per gal. .17 .23
Oil, per quart .15 .35
Repairs and maintenance — increase up to 200% over 1939. Repairs and maintenance of cars being neglected.

Furniture. Up over 100%. Replacements not being made.

Clothing. Women's
Suits $25.00 $65.00 to $75.00
Dresses 11.00 20.00 to 25.00
Shoes 5.00 13.00 to 20.00
Coats 40.00 100.00 to 150.00
All underwear at least 200% increase. Wardrobes being depleted fast.

Clothing. Men's
Suits $25.00 $55.00
Better grade 35.00 65.00 to 85.00
Coats 25.00 55.00
Shoes 5.00 10.00 to 15.00
All "Jockey" type underwear up 150%. Woolen Underwear, two piece, up 150%. Men's wardrobes being rapidly depleted too.

Rent. Rents in general up 100%.

(Data submitted by Letchworth Village Chapter)
Social Workers Look At

A group of social workers submitted the survey report of the Salary Standardization Board and reactions of the group are presented in the attached statement.

Our study disclosed in general the following errors or omissions in the survey:

1. Failure to give logical recognition to the "need for" change of the social service staff and to make suitable recommendations regarding reallocations.
2. Agencies of similar function, size or quality were not selected in analyzing "comparable" job classifications for the social service and accounting staffs. It follows, therefore, that improper and inadequate criteria were established for salary scales and status ratings.
3. Inappropriate and apparent superficial cognizance of the basic elements of the Civil Service Law in the determination of job classifications including duties, experience, training and responsibilities.
4. Lack of current statistical data to properly evaluate the adequacy of state salaries in the face of the rise in cost of living during 1946.
5. The faulty interpretation of the incomplete and outdated statistics as required.
6. The weakening of inherent individual rights and opportunities guaranteed previously to employees under the Civil Service Law.

The survey report of the Salary Standardization Board has been studied, with interest and care, by the staff of our area of the State Department of Social Welfare. The uniform reaction was one of dismay, disdain and, naturally, disconcertion.

Promise and Performance

We looked forward eagerly and with high expectation of the personal sacrifices made necessary by the rise in cost of living to the Survey of the Salary Standardization Board. We anticipate a thorough, comprehensive and accurate analyses of state job classifications as well as comparable positions in agencies of similar function.

The staff stands discouraged and faced with the pressing realities related specifically to the unmet goals of the report!

I. Salary Scales and Cost of Living

In attempting to justify the adequacy of state salaries, the Board states, "based on the cost of living index of the U. S. Bureau of Labor Statistics indicated a rise of almost 41% from July 1938 to July 1942. The cost of living index for April 1946 rose approximately 127%; since April 1942 the cost of living is now at an all time high. The figures collected by the Board are now obsolete and invalid although the use of them is continued in the current publications. The cost of living index is now at an all time high. The figures collected by the Board are now obsolete and invalid although the use of them is continued in the current publications.

Incomplete studies, too limited samplings and inaccurate deductions from statistical data which in some instances are currently undated, are used to determine the new wage policy of the state as stated previously. The morale of staff fails to be nourished by this process. Confidence gives way to mistrust; faith to doubt. Under these circumstances, it is continuous demonstrate its best performance quantitatively and qualitatively as well as its superior abilities or higher efficiency which are the established criteria in staff selection.

The purposes of the research study are to give to the public and care by the staff of our area of the State Department of Social Welfare. The uniform reaction was one of dismay, disdain and, naturally, disconcertion.

The Salary Situation

State employees were given new hope when Article 3, Sect. 37 of the Civil Service Law was enacted. The section reads: "In order to attract unusual merit and abilities to the service of the State, to stimulate higher efficiency among the personnel, to provide skilled leadership in administrative departments, to reward merit and to insure to the people and the taxpayers of the State and the City 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, Department of Civil Service, to provide a scale of salaries to the civil service employees, to provide equal pay for equal work, and regular increases in pay in proportion to increase of ability, increase of output and increase of quality of work demonstrated in service."

State employees have been fully aware of the inequalities in state salaries as compared with other agencies. They have experienced the struggle with inflation which continues to mount but they have been assured of the professional status being lightened as a result of the Board's report. This hope has not been realized. The staff stands discouraged and faced with the pressing realities related specifically to the unmet goals of the report!

II. Basis of Classification

A review of the comparable wage scales between New York State and other public and private agencies for stenographic and clerical state employees shows the inadequacies of New York State salaries. Our senior stenographer (Service 3, Grade 2) earns $2562 a year with a proposed increase to $2640 any year. The Federal service pays $2845 (and private industry pays $3000 and over for the same classification). If the state status of positions for private positions in both private and governmental jurisdictions, we must make up for the salaries not paid to our employees. Why, then, should the state fail to recognize the true facts? Is this logical or sound method for recruitment?"
education pursue a line of work which entails a body of scientific knowledge and principles underlying its techniques and which require, in addition, an ability to maintain a supervisory relationship with welfare agencies as well as medical experts in the community. In selecting "comparable" positions, it is essential for the Board to avoid the errors of the previously mentioned classifications.

In the case of Senior and Assistant Accountant Auditors, the job descriptions cited in the Board's report are accurate but the salary comparison for the state grades are linked with lower grades in other agencies in which duties are not comparable. The duties of the state accountants involve greater responsibilities than those outlined in the report, particularly in the area of supervision.

III. Transfer of Professional Staff to Proper Grade

Article 3, Section 40, Subdivision 7 of the Civil Service Law describes "professional services" under which the professional staff of the State Department of Social Welfare appropriately qualify. The "comparable" positions studied by the Board in private and other public agencies are surely classified as "professional." We have established that state service is of a higher caliber based on experience, duties and responsibilities. It is only reasonable to request, therefore, that the state professional staff be reallocated with some chagrin that the professional staff makes this request. It seemed inevitable that this would follow logically from the job analyses and evaluations made by the Board.

It is essential to our dignity as state employees and as representatives of the state in the community to be classified in accordance with our functions, responsibilities, prior experience and training. We are sure that our Department and our Government do not wish to belittle our professional status as state workers.

To give true recognition to our skills, services and value as state employees, it is urged that:

1. Our grades be reclassified immediately.

2. An appropriate reappraisal of each classification be made by the Salary Standardization Board.

3. Salaries be commensurate with work performance and with prevailing living costs.

SUPERVISOR OF SOCIAL WORK, PUBLIC ASSISTANCE AND CHILD WELFARE

The Salary Standardization Board's report and proposed legislation based on this report have been reviewed by an area supervisory staff. We are deeply concerned about the report and the resulting legislation, which is about to be enacted into law.

The report does not offer a scale and range of salaries comparable to those paid by private agencies or industry and the Federal, State and Local Governments for services comparable with those performed by state employees. Also, within the state structure, salary levels for positions in the same promotional groups are totally inequitable and positions in state service requiring a high degree of professional education and training such as Supervisor of Social Work are not proportionately compensated.

The area Supervisors of Social Work are definitely not satisfied with the meager recognition that has been given their group and cannot accept the basis of the material upon which the Salary Standardization Board based its study with its recommendations for appropriate legislation.

Review of the minimum requirements for and qualifications for Supervisor of Social Work in a private agency and in the State Department of Social Welfare shows clearly that the bases selected for comparison and judgment were unsound, and unreasonable. If candidates for examination and appointment to this position in the State Department of Social Welfare possessed only the qualifications for private agency supervisory positions, they would not have been admitted to the examination for this state position. Most of all the State Department of Social Welfare requires specific experience; the private agency criteria are indefinite. The State Supervisor's job is distinctly a field job and not one of direct administration as in a private agency.

Why, may we ask, were the qualifications and job descriptions for Senior Social Worker related to a small private agency and those for Supervisor of Social Work given for a "large social agency?" These state employees working in these two titles and in the same Department serve large and small agencies currently in their jobs.

The Supervisors of Social Work in State Department of Social Welfare must have true teaching ability. They serve many communities, which are varied; no two are alike in development and understanding of the work. The Supervisor in a private agency has only trained workers to deal with and a smaller agency. The private agency, generally serves one community with one organizational structure and with one set of community agencies and interested individuals. In one area, we as supervisors, serve several counties and a number of cities, no two of which have the same administrative structure, no two have reached the same stage of development in administration or in social case work practices, nor have the agencies the same quality of staff. The Supervisors of Social Welfare must give and develop leadership locally and be adjustable, tactful and still decisive in many varying and changing situations.

The duties of a Supervisor of Social Work is more similar and comparable to the work in the Federal Social Security Board which has field representatives. Why was the job description and qualifications and salary scales for such positions not selected by the Standardization Board for comparison with the state position of Supervisor of Social Work?

We of this group also consider that the sampling of jobs and salaries totally inadequate on which to make a careful and accurate judgment.

The total of jobs and responsibilities examined can scarcely be a representative sampling. If the position of Supervisor of Social Work is to be comparable (and it has been compared) with a private agency job, why has the higher range not been proposed for inclusion in legislation, such a range as private agencies have, as stated in the report?

The Supervisors of Social Work protest the basis of judgment, the invalidity of the data, and the inequalities of salary scales.
Comptroller's Office Holds Sesquicentennial Fete

Nearly 400 guests attended a dinner at the Hotel Ten Eyck May 14 celebrating the 150th anniversary of the establishment of the office of State Comptroller. Governor Thomas E. Dewey, former Governors of the State and former State Comptrollers were honored guests. State Comptroller Frank C. Moore presided.

Samuel Jones, the first State Comptroller, took office 150 years ago in May as the first of 50 incumbents who have held the office since that time.

Samuel Seabury, former Associate Judge of the Court of Appeals and a direct descendant of Samuel Jones, one of the featured speakers, discussed the life of his famous ancestor which was also closely woven with the history of the New York State bar. Samuel Jones, a decade before he became Comptroller, revised the statutes of the State, earning by his work the title of "Father of the New York State Bar."

Former Governor Nathan L. Miller, who became State Comptroller 46 years ago next December at the age of 33, gave an address.

Former Governor Miller, oldest living former State comptroller was only 33 years old when he became Comptroller in 1901, served until his resignation in November, 1903 to accept appointment to the Supreme Court. He was elected Governor in 1920, defeating incumbent Governor Alfred E. Smith, who, in turn, defeated Miller in the 1922 gubernatorial election.

Former State Comptrollers Vincent V. Murphy (1925-1926) and Joseph V. O'Leary (1941-1942) were among the honored guests. Miller, Murphy and O'Leary comprise all of the living former State Comptrollers.


A 150-year-old document-preliminary draft of the first State Comptroller's first annual report, which was missing for 37 years, has been returned to the State and was presented to State Comptroller Moore at the dinner.

The original draft, in the handwriting of Samuel Jones, first Comptroller of the State was written as he was compiling his report of the State's finances from January, 1797 to January, 1798. It was returned to Albert B. Corey, director of the Division of Archives and History by terms of a recently-settled estate.

An exhibit of 150-year-old historical documents, on display in connection with the celebration, was opened officially. Comptroller Moore, in the foyer of the Comptroller's office in the Alfred E. Smith State Office Building, and was then shifted to the main lobby and then to the State Education Building.

Photographs and signatures of the 47 preceding Comptrollers, including Samuel Jones, the first State Comptroller, were displayed on panels surrounding the documentary material.

The documents, all originals, included the 1797 law creating the office of Comptroller signed by John Jay, second Governor of the State on February 17 of that year; the minutes of the old Council of Appointments, which chose the first Comptroller on March 15, 1797, and Samuel Jones' oath of office, taken 150 years ago this month.

The oath of office, as was the custom in that day, was sworn in three parts; (1), renunciation of the Crown, (2), pledge to execute duties of the office faithfully, and, (3), pledge of allegiance to the new United States' Constitution, then only ten years old.

Another item of interest was a letter from Comptroller Jones to General Philip Schuyler, of Revolutionary War fame, refusing to settle his account with the State because the claim was entered without sufficient vouchers to support it.

Also displayed was warrant number 28 on the State Treasury, signed by the first Comptroller exactly 150 years ago the 20th of May, ordering payment of 36 pounds, 14 shillings and seven pence (equal at that time to $91.82) to a Revolutionary War soldier for service pay. This century-and-a-half-old warrant was salvaged from the Capitol fire of 1911, as evidenced by its scorched edges.
ATTENTION - LOCAL EMPLOYEES

Of special interest to employees of the local units of Government throughout the State will be the accompanying Personnel Rules, Classification and Regulations issued by the Westchester County Civil Service Commission. In the last previous issue were printed the standard recommendations relative to compensation as usually supplied by the Municipal Service Division of the State Civil Service Commission, as well as the provisions of government upon request. These rules will give local employees something to think about. Westchester County employees have had a most active and successful employee organization functioning for many years, The Westchester County Competitive Civil Service Association.

The rules printed are as revised September 11, 1944. Several slight amendments, not noted, were made since that date.

The term "Regulations" as used in this rule shall refer only to the clarification of the intent of the rules and to the establishment of routines and procedures thereunder.

RULE 3. TITLES OF POSITIONS ESTABLISHED; TITLE SPECIFICATIONS.

(A) The titles of positions as named in Schedule A and Schedule B appended hereto and made a part hereof are the titles of positions as set forth in the Civil Service Law of the State of New York.

(B) Whenever in the judgment of any department head, the Personnel Officer or the Budget Director the scales of pay for any title or group of titles are too low or too high in relation to the pay for other titles, or for similar or related outside employment, the Personnel Officer shall collect such data as in his judgment may be needed to show the need for adjusting such pay schedules.

Rule 5. Applications

All applications for positions in the competitive class shall be held by the Personnel Officer and the Budget Director, and shall be made by the appropriate appointing officer as provided by regulation.

Rule 7. Eligible Lists; Preferred Lists

(A) The Personnel Officer shall make and keep lists of names of persons eligible for appointment to the several classes of positions in the competitive class of the county service as certified to the Personnel Officer by the State Civil Service Commission. Such nomination shall be accompanied by a statement showing the name of such person, the title of his position, the date and reason for his demotion or separation from the service. The Personnel Officer shall enter the names of such persons in the order of their standing on the list for the title of position in question and shall provide for the certification of such list.

Rule 8. Appointments

(A) No appointment shall be made to any position in the classified service unless properly qualified and approved by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 9. Probation Service

(A) Each original and subsequent extension of the period of probation in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 10. Promotions

(A) Promotion may be made by the appropriate appointing officer as provided by regulation.

Rule 11. Promotions and Appointments

(A) Each subsequent extension of a promotion or appointment in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 12. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 13. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 14. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 15. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 16. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.

Rule 17. Promotions

(A) Each subsequent extension of a promotion in any position in the classified service shall be made by the appropriate appointing officer, in notifying a person certified to him for appointment, certifying that he is qualified for the position desired and that he will accept the same.
given a permanent appointment, but if the conduct, capacity and fitness of the probationer are not satisfactory, the appointing officer shall notify the probationer that his services will terminate at the end of the probationary period. Such notice shall be in writing. A probationer shall not be dismissed prior to the expiration of the probationary period except in accordance with the procedure prescribed in the Civil Service Law for removals.

(D) Whenever two or more persons appointed from the same eligible list are serving as probationers in positions allocated to the same title and in the same department and there is necessity for a reduction of the force of such department affecting such persons, they shall be preferred for retention in order of their original standing upon said list.

RULE 10. PROVISIONAL, TEMPORARY, EMERGENCY AND SEASONAL APPOINTMENTS TO COMPETITIVE POSITIONS. (A) Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no existing eligible list for the title to which the position has been allocated, the appropriate appointing officer may nominate to the Personnel Officer a person to fill the vacancy temporarily until selection and appointment can be made after competitive examination and, if such nomination is approved by the Personnel Officer and the State Civil Service Commission, may make a provisional appointment of such person. Such provisional appointment shall not continue more than twenty days after an eligible list has been certified to the appointing officer and in no event for a period longer than four months. The period of provisional service shall not affect the probationary service.

(B) Whenever services are required for a temporary period not to exceed six months, the appointing officer may select for such purpose one of the first three persons on the appropriate eligible list willing to accept such appointment. Where such temporary employment occurs by reason of a leave of absence having been granted to a regular employee, with the express understanding that the regular employee may return to his position at the termination of the leave of absence, the appointment shall be made on a temporary basis and may be made for the duration of the leave, but in no case to exceed one year. If it subsequently becomes necessary to make a permanent appointment in such a case, the Personnel Officer shall certify to the appointing officer an appropriate eligible list, from which an appointment shall be made in accordance with the provision of Rule 8. No temporary appointment shall become permanent automatically, nor shall the period of temporary service affect the probationary period.

(C) Whenever services are required for a temporary period not to exceed one month and the need of such services is important and urgent, the appointing officer may select for such services any person on the appropriate eligible list without regard to his standing on the list.

(D) Whenever an emergency requires that a position in the competitive class be filled before an appointment can be made from an eligible list, the Personnel Officer may authorize the appointing officer to select any person available provided that the name of the appointee is immediately reported to the Personnel Officer and that such appointment shall not continue longer than twenty days, without specific approval from the State Civil Service Commission prior to the expiration of the said twenty day period.

(E) Whenever the nature of the service is such that the employment is not continuous through the year, but recurs in each successive calendar year, the position shall be designated as a seasonal position. Any person originally appointed to or employed in a seasonal position, under the provisions of these rules, who has been temporarily separated from the service by the expiration of the seasonal period in any one year, may be reappointed to the same position in the same or subsequent year.

(F) Whenever services are required which are temporary or exceptional in character and for which it is impracticable to hold an examination, the appointing officer may request special exception from examination. Upon the approval of the Personnel Officer and the State Civil Service Commission, such exception may be granted, but only in cases where the compensation in any one year does not exceed $500 and provided, however, that the State Civil Service Commission may suspend such limitation of compensation by special resolution.

(G) The acceptance by an eligible of a temporary or emergency appointment shall not affect his standing on the eligible list for permanent employment, nor shall the period of temporary employment be counted as a part of the probationary service in case of subsequent appointment to a permanent position. No person shall be eligible for temporary appointment to any position in the competitive class if he has served in a temporary appointment within the previous four months, unless such person shall be one of the three highest on the list willing to accept such employment.

(H) No employee holding a competitive position on a permanent basis shall be approved by the Personnel Officer as a provisional or probationary appointee to another competitive position in the county service, unless a written agreement is made by the head of the department in which said permanent position is located, that such permanent position will not be filled permanently pending the employee's reinstatement to same upon failure of his provisional or probationary appointment to mature into a permanent appointment, or unless the employee shall file an unqualified resignation. A copy of the agreement or of the resignation must be filed with the Personnel Officer at the time the employee is nominated to the provisional or probationary appointment.

(I) Positions in the County War Council or any other agency created to perform war-time functions for a period not exceeding the duration of the war emergency shall be filled on a temporary basis for a period not to extend beyond six months after the termination of the war. Appointments to such positions shall be designated as war emergency appointments and may be made without reference to any eligible list.

RULE 11. PROMOTIONS. (A) Any advancement of an employee from a position in one title to a position in another title for which a higher maximum rate of pay is prescribed shall be deemed a promotion and shall be made only in accordance

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with the provisions of the Civil Service Law and these rules. All vacancies in the classified service shall be filled by promotion as far as is practicable.

(B) Promotion in the competitive class shall be based upon merit and, as far as is practicable, upon competitive examination. In competitive promotion examinations due weight shall be given efficiency in the title or titles from which promotion is made, to length of service, to knowledge, skill, abilities, personal attributes, physical condition, and good health as shown by written, oral, physical or other tests. The announcement of any competitive examination shall indicate the lower title or titles from which promotion may be made; provided that the State Civil Service Commission, upon the recommendation of the Personnel Officer, may allow persons to compete who hold positions in other titles and whose work fits them for promotion to the title for which the competitive examination is being held.

(C) Promotion shall be made by selection of one of the three persons on the promotion eligible list for the title to which promotion is to be made and who are willing to accept. Whenever there are not more than three persons eligible to any promotion the appointing officer may nominate one of such eligibles who may be promoted upon passing a qualifying examination equivalent to that required for competitive promotion to the title, but in such case, no examination shall be required for promotion when the person promoted has already qualified in an examination for the particular title involved.

(D) Promotion examinations shall be open so far as practicable to employees who are and have been continuously employed in permanent positions in the next lower appropriate title or titles for at least five months preceding the date of the examination, and whose qualifications meet the minimum requirements established for the title to which they seek promotion, but in no case shall any person be eligible for appointment from a promotion list, or for an increase in salary until six months from the date of his permanent appointment.

(E) In certifying eligibles for appointment by promotion, the Personnel Officer, upon the request of the department head, may give preference to the persons on the eligible list for the title involved who are already employed in the department or division where the vacancy occurs.

(F) Whenever in the judgment of the appointing officer there is no field for promotion, and there is no appropriate promotion, eligible list available, he may request an open competitive examination, addressing such request in writing to the Personnel Officer, stating the reasons why it is impracticable to fill the vacancy by promotion. Notice of such request shall be publicly and conspicuously posted in the office of such appointing officer and of the Personnel Officer and no action shall be taken on such request until the notice has been posted for a period of fifteen days. If the request is approved by the Personnel Officer, an open-competitive examination shall then be held.

RULE 12. RECLASSIFICATION OF POSITIONS. When a position is reclassified as a result of a gradual change in duties and responsibilities, or when a position is re-allocated to correct an error in the former allocation, the incumbent of the position involved may, with the approval of the Personnel Officer and the State Civil Service Commission, be given opportunity to qualify for promotion to that position. The provisions of this rule shall not apply, however, to reclassification to the competitive class from another class.

RULE 13. TRANSFERS. (A) Position Transfers. Any change of an employee from a position in one department or division to a position of the same title in another department or division shall be deemed a position transfer. Action to transfer an employee may be taken to change the distribution or location of work or for any other reason, which in the opinion of the appointing officer or officers involved, is for the good of the service. The procedure to be followed in position transfers shall be established by regulation.

(B) Title Transfers. Any change of an employee from a position in one title to a position in another title for which the same maximum rate of pay is prescribed shall be deemed a title transfer. Title transfers in the competitive class shall be based upon merit and as far as practicable on competitive examination and may become effective only on approval of the Personnel Officer and the State Civil Service Commission.

RULE 14. DEMOTIONS. Any change of an employee from a position in one title to a position in another title of a lower rank or for which a lower maximum rate of pay is prescribed shall be deemed a demotion. Action by a department head or other appointing officer to demote any employee may be taken when the employee is unable or unwilling to render satisfactory service in the position he holds, but is considered worthy of a trial in a position of a lower title, or when the employee so requests. The procedure to be followed in demotion shall be established by regulation.

RULE 15. SUSPENSIONS. A department head or other appointing officer may, for disciplinary purposes, suspend an employee without pay for a period or periods not exceeding one month in any twelve months; provided that, in the case of suspension of any employee in the competitive class the appointing officer shall if possible before the effective date of the suspension, or in any event, within twenty-four hours give written notice to the employee affected stating the reason, the duration, and the effective date of the suspension. The appointing officer shall report promptly all suspensions to the Personnel Officer and shall file with him a copy of all suspension notices. Any suspension which would remove the affected employees from the payroll for a period greater than one month in any twelve months shall be deemed a removal and shall be subject to the procedure concerning removals.

RULE 16. RESIGNATIONS. An employee in the competitive class may resign from the service in good standing by giving written notice as required by the appointing officer or as is customary in the field of work in which the employee is engaged. In no case, however, shall such written notice be less than 5 days. The appointing officer shall file such notice or a copy thereof with the Personnel Officer. Any employee who absents himself from duty for three consecutive days with-
out permission or without giving notice shall be deemed to have resigned in bad standing, unless an explanation acceptable to the appointing officer is submitted by such employee within a reasonable time thereafter; when such absence results in detriment to the service, it may also be made grounds for disciplinary action. Any employee who has resigned after giving proper notice, may withdraw his resignation; and with the approval of the appointing officer and the Personnel Officer may be restored to the position vacated, within one year from the date of his separation from the service, if the position is still vacant or is filled by a provisional or temporary employee.

RULE 17. LAY-OFF. An employee may be laid off because of a material change in duties or organization or because of shortage or stoppage of work or funds. In every case of lay-off the appointing officer shall, before the effective date thereof, give written notice of his action to the Personnel Officer at least twenty-four hours in advance of the action taken. Lay-offs or demotions affecting persons holding permanent positions in the competitive class where such lay-off or demotion is made through no delinquency or misconduct on their part, shall be made in the inverse order of the original permanent appointment to the service.

RULE 18. REMOVALS. An appointing officer may remove an employee whenever he considers the good of the service to be served thereby, but removals affecting veterans or employees holding permanent appointments in the competitive class shall be made only in accordance with the procedure prescribed in the Civil Service Law.

RULE 19. REINSTATEMENTS. Any person who has held a position by permanent appointment in the competitive class and who has been separated from the service through resignation or leave of absence without pay, and through no delinquency or misconduct on his part may be reinstated without re-examination in a vacant position of the same or lower title within one year from the date of such separation; provided that for original entrance to the position proposed to be filled, by reinstatement there is not required in the opinion of the State Civil Service Commission an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position formerly held by the person to be reinstated.

RULE 20. ATTENDANCE RECORDS. The Personnel Officer with the approval of the County Executive shall take such steps as he considers necessary and desirable to secure from the department heads complete and accurate reports of attendance and punctuality at monthly or more frequent intervals. A summary of days absent each month with the reason therefore shall be entered on the roster card of each employee.

RULE 21. ANNUAL LEAVE WITH PAY. Any county officer or employee may be allowed, with the approval of the department head, a vacation with pay of not to exceed twelve working days after one year of continuous service, and of not to exceed eighteen working days after two years of continuous service; provided that any officer or employee continuously employed six months or more may be allowed one day of vacation for each month employed during the first year and one and one-half days vacation for each month employed thereafter. Such vacation with pay shall be granted only at such time or times as the work of the department will permit and in calculating the time allowed for vacations, Saturday and intervening holidays shall be considered a full working day. Any county officer or employee may, on the recommendation of the department head, approved by the Budget Director, accumulate his vacation for not to exceed two years so that all or any part of the vacation allowed for the two years may be taken at one time, provided that the interests of the county as an employer are not penalized thereby. In case any officer or employee is required to work overtime, or under conditions involving hazards to health, he may, if the work of the department permits, be allowed a supplemental time off by the department head not to exceed twelve working days in any year of which not more than six days may be taken in conjunction with the annual vacation. Provided, however, in exceptional cases the County Executive may approve an additional supplemental time off. The time allowed for vacation with pay or for supplemental time off, shall be reported to the Personnel Officer at such time and in such forms as he may require.

In cases of separation from the service a terminal vacation of not to exceed two weeks may be granted by the department head if earned under this rule and if funds are available therefor.

In granting vacations under the maximum allowance of eighteen working days per annum, department heads are hereby instructed to give consideration to the needs of the situation and to the customary vacation allowance for the same work in organizations outside of the county service.

RULE 22. SICK LEAVE. Any county officer or employee who has been continuously employed for a period of six months or longer may be granted sick leave with full pay by the head of the department for not to exceed ten working days in any calendar year. If any officer or employee does not take the full allowable amount of sick leave in any calendar year, the amount not taken may be accumulated from year to year, provided that any county officer or employee who is absent on account of illness in the calendar years 1942 and 1943 may upon the recommendation of the department head, approved by the Personnel Officer be granted not to exceed thirty days of additional sick leave with pay, and provided further that at any time the Board of Supervisors upon recommendation of the County Executive may grant additional sick leave with pay for exceptional cases. Sick leave is hereby defined to mean the absence from duty of an officer or employee because of illness, injury, or quarantine resulting from exposure to contagious disease, or death in the immediate family of the officer or employee. The department head shall cause to be filed with the Personnel Officer when required by him evidence in the form of a certificate or otherwise of the adequacy of the reason for the officer or employee's absence during the time when sick leave with pay is granted. The time allowed for sick leave shall be reported to the Personnel Officer.
Attendance Rules Amended

The following amendments to the Attendance Rules for Institutional employees were adopted by the State Civil Service Commission on April 30, and approved by Governor Dewey on May 17, in order to meet the new situations created by the law providing straight-time pay for overtime beyond 40 hours.

The important provisions are those defining the work week and compensating time off and fixing the annual vacation on a four week basis.

RESOLVED: That subject to the approval of the Governor, Rule I of the Attendance Rules for Institutional Employees be and the same hereby is amended to read as follows:

RULE I—ATTENDANCE

1. EMPLOYMENT YEAR:
The employment year for which vacation allowance, time credits and time deductions are calculated is the fiscal year April 1st through March 31st.

2. WORKING WEEK:
(a) The work week, for basic annual salaries, for all institutional employees, other than those specifically excluded from the application of overtime compensation under the Rules for Payment of Overtime Compensation promulgated by the Budget Director pursuant to the provisions of Chapter 270 of the Laws of 1947, shall be forty hours.

(b) The department head, subject to such labor laws as are controlling, shall establish the working week. The time of beginning and ending of working hours, and the time off for meals, shall be determined by the institution head, subject to the approval by the department head. Copies of such schedules and such modifications thereof shall be filed with the State Civil Service Commission.

3. OVERTIME: (applicable only to overtime for which no additional compensation is granted).
(a) So far as practicable, the necessity for overtime work shall be approved in advance by the employee's immediate supervisor before any credits for overtime work shall be allowed. Overtime credit shall be granted, where earned, to all employees except where the department head designates certain executives, officers and employees who shall not earn overtime credits because of the nature of their work and responsibilities. Employees, so designated, may be granted time off as a discretionary matter.

(b) No credit shall be given overtime of less than one-half hour in each day. Overtime shall be credited only in one-half hour units and no fractional part of such a unit shall receive credit.

(c) Time in traveling in excess of the regular working hours shall receive no credit as overtime, except as required and approved.

(d) Overtime credits shall be used within nine months from the time they are earned, provided that such time off from regular working hours shall first be approved by the proper administrative officer.

(e) Overtime work for which compensatory time off may be taken shall not be allowed after the accumulation of the equivalent of thirty full days of overtime credits. Further overtime work may be authorized only upon approval of overtime pay by the Director of the Budget.

(f) Overtime credits shall not be transferable from one department to another, or from one institution to another.

4. TARDINESS:
Penalties for unexcused tardiness shall be imposed by the head of each institution in conformance with established rules of the respective departments.

5. RECORD OF ATTENDANCE:
Daily time records shall be maintained showing the actual hours worked by each employee. The department head may designate certain executives, officers and employees who, because of the nature of their work and responsibilities, shall not be required to report their time.

AND BE IT FURTHER RESOLVED: That subject to the approval of the Governor, subdivision 2 and 3 of Rule II of the Attendance Rules for Institutional Employees be and the same hereby are amended to read as follows:

2. VACATION—PERMANENT EMPLOYEES:
(a) Employees, whose work week for basic annual salary is forty hours in five days (and who regularly work on the sixth day, or part thereof, at overtime compensation) shall receive 20 working days vacation for a year of service (i.e., the equivalent of 160 working hours; forty hours per week multiplied by four). Such vacation shall be earned and credited at the rate of 1 1/2 days for each month's service at full basic salary.

(b) Employees, whose work week for basic annual salary is forty hours in five and one-half days, shall receive 22 working days of vacation for a year of service and shall be credited at the rate of 1 5/6 days for each month's service at full basic salary. Vacation taken on Saturday shall be charged as one-half day.

(c) Vacation is to be taken at any time requested by the employee and convenient to the institution, with the approval of the institution head, but it can be drawn only by an employee who has completed four months of service.

(d) Vacation earned but not used may not be carried over from one year to another except with the approval of the department head and only when consistent with provisions of law.

(e) Employees, who work regularly 48 hours a week (and receive eight hours overtime compensation) and who are charged six days of a work week for a vacation, shall be paid for such vacation in the same manner as if they were serving in their positions during such vacation period (i.e., they shall receive pay for a 48-hour work week.) Where such employees are charged five days of a work week for vacation and do not work one-half day of the sixth day of such week, such employees shall be paid for such vacation allowance at the basic annual salary for forty hours' work.

(f) Employees, who work regularly 44 hours a week (and receive four hours overtime compensation)

(Continued on page 132)
"MERIT"

With this issue, the name of the Association's magazine becomes MERIT. The State Employee is no more—as a name.

By authority of the Board of Directors, we announced in the November-December, 1946, issue of The State Employee a prize contest. The Association of State Civil Service Employees had become the Civil Service Employees Association, inviting into its membership all civil service workers in every governmental unit of the Empire State. Obviously, the name, The State Employee, would no longer be appropriate, so your Editorial Board decided the simplest way to meet the situation would be to call our magazine The Civil Service Employee. However, there might be better names, so we offered a prize of $50 in cash to any member who could suggest a name which, in the opinion of the Editorial Board, was better than the one we had tentatively selected.

Frankly, we rather doubted if there would be many suggestions. But there were—hundreds of them. And certainly we doubted that there would be any better than our own tentative choice. But there were!

Your Editorial Board quickly found it had "let itself in for something." The hundreds of suggestions had to be given due consideration—and, believe us, every one was. There were meetings and discussions, and more meetings and discussions. You see your Editorial Board felt it was a really important matter, changing the name of our own magazine which, during a long and most honorable career had come to be so well known as The State Employee.

Well, we finally decided that of all the suggestions made the best was MERIT. Under the rules of the contest, the name was to be "no more than four words long—the shorter the better", and it must "carry over the idea that the merit system in government employment spells better employment, better working conditions and better government—all in one, two, three or four words."

There were six persons who suggested MERIT as a name. The rules provided that, in case of a tie, "the award will go to the person whose entry is postmarked first by day and hour." That person is Walter E. Coyle.

Mr. Coyle is in the Local Assessment Bureau of the Department of Taxation and Finance. We are going to try to get him to tell us something about himself and how he came to make his suggestion, for publication in the next issue of MERIT.

Just a word or two about the prize winning name. First, it is in keeping with the trend among today's magazines—"Time", "Life", "Fortune", "Holiday", "Pageant"—yes, and even "Pic", "Look", "Scan", and what not.

But, most important of all, it seems to sum up in one word the fundamental principles of an Association like ours, devoted to the interests of the merit system in government employ, and that Association's magazine.

We congratulate Mr. Coyle, to whom the Association's check for $50 is being mailed, and we want to thank each and every Member who gave such intelligent and stimulating thought to the contest as was evidenced in their suggestions.

We can't avoid a nostalgic twinge in saying "Goodbye, forever" to The State Employee. Nor can we resist once more quoting those old familiar words of the Immortal Bard, which we used before in discussing this contest:

"What's in a name? That which we call a rose
By any other name would smell as sweet."

Perhaps there's much in the "magic of a name". Already we feel that, having constantly before us the inspiration of all that is implied in our new title, we may hope to make our magazine "zeal in the mouths of wisest censure"—again it was Shakespeare who said it, using "censure," of course in its archaic meaning of "judgment".

We are pleased and proud that our magazine is to be known hereafter as "MERIT"
Civil Service Department Chapter Elects

The annual meeting of the Civil Service Department Chapter was held in the Governor Alfred E. Smith State Office Building, Albany, June 13. The following Officers and Executive Council Representatives were re-elected, and Delegates to the Annual Association meeting elected:

Officers:
Theodore Becker, President; Frances Becker, Vice-President; Harry G. Fox, Treasurer; Donald G. Simmons, Secretary.

Executive Council Representatives:
Marie A. Dolan, Guy A. Graves, Jr., Granvill Hills, Thomas Walsh, Norma Wells.

Delegates to the Annual Association Meeting:
Harry G. Fox, Garson Zausmer.

Public Works, Dist. 1 Chapter Chooses Officers

At a meeting held on March 31, the Public Works Dist. 1 Albany Chapter completed its organization by the election of the following officers:
President — Chas. VanDer Voort
Vice-President—A. J. Scanlon
Secretary—Bridget Belmont
Treasurer—John McNamara
Delegate—John F. Jahn
Alternate Delegate—Earl A. Ingraham


This meeting was attended by Joseph D. Lochner, Executive Secretary; John E. Holt-Harris, Assistant Counsel, and Charles R. Culyer, Field Representative, who addressed the gathering of over 150 members.

Since its organization, the membership of the Chapter has increased over 450 members, covering the Counties of Albany, Essex, Rensselaer, Greene, Saratoga, Schenectady, Warren and Washington.

J. F. John, Delegate; Bridget Belmont, Secretary; John McNamara, Treasurer; Charles VanDervoort, President.
H. Bean, F. Bentley, Edith Near, J. White, H. Green.
Running a Paper Time-Consuming

When Executive Representative McDonough visited Letchworth Village Chapter at Theills recently he suggested that John Harris, Chapter Delegate, write us something on his interesting views on running an institutional paper as a chapter project. Hereewith is the result in Mr. Harris's own words.

First of all I must warn all Chapters against taking over a paper to run unless there is at least one of the Executive Council who is interested enough to give up about 20 to 30 hours a month, every month. Any Chapter who has one or two persons willing to devote the hours and work necessary should by all means either take over the existing institutional newspaper or start up a new one, for there's gold in them there hills. In the first six months we edited and published the "Letchworth Village Views," we were able to add more than $300 to the Chapter treasury.

There isn't such a lot to the running of a paper. Each month around the 20th we send out cards to the people in each group who we think will be interested enough to give us some news of the group; also to all the schools, departments, members of the staff, the office, and so on.

On the card we mention a tentative deadline for news, say the 24th, and on or about that date we gather all the news received and type it all up ready for the printer. At this time, too, we either phone or call our advertisers for any changes in their ads, and forward all such corrections to the printer.

Since the advertisers are going to be paying for the paper, and also expected to add to the profits on the side, it is very important that someone take the Advertising Manager job who will really do good work, both for the advertiser and the paper—replace cancelled ads, be on the go for better and bigger advertisers. The banks and trust companies are about the best type to angle for—once you get them you have them for a long time.

When all the news is typed ready for the printer, (double spaced), and all the ads checked, we drop the whole thing into the lap of the printer and get on with the preparation of the dummy. The printer will supply "make up sheets." These are arranged so that the ads and the news are attractively spaced, one not crowding the other.

Then the printer will call and tell you that the "galley proofs" are ready. You get them and trim them ready to be fitted into the jigsaw puzzle between the ads. If you have too much news you have to decide which is the most important, and what can be held over till a later date. If you have not enough news, you get out the typewriter and manufacture what you need. Or if you have old files of the paper you can always play that old soldier trick and print a column "Ten years ago to-day" (who's going to contradict you?)

The distribution end is the easiest—few of the Council can gather around and address the envelopes of the mailing list and mail the copies to the advertisers, then bundle the group subscribers together and mark them for the homes or schools wherever they go.

The book keeping attached to the running of the paper can be very well saddled on to the Chapter Secretary. You bill advertisers each month, institution subscribers each year. For rates in advertising you have to figure that out yourself—we charge $10 a full page, $5 a half page and so on down to the $1 small ad.

On the expense side of the picture we have first the big item, the printer to pay. We have 450 copies of the "Village Views" printed for $83.50. Paper we supply, but through the business manager of the institution it can be bought very reasonably. Manilla envelopes for mailing out the copies, bill heads, small envelopes, stamps, etc. In June we are adding four more pages, but before we plunged into this we dug up enough advertising to more than pay for the increase—now for the 24 page newspaper we will pay $100 for printing, and still have a little profit added to the profit we already were making.

We have ambitious campaign on just now to increase our advertisers and make the paper up to 32 pages as soon as possible. Business men are just beginning to spend money again for advertising, car agencies are waking up, the big stores are getting interested in the state employees semi-monthly check—now it is a real good time to get in on the newspaper end of the business pick-up.

Coupled to all this fun and profit is the running of the newspaper, there is also the main reason for sacrificing time and home life—the chance to get the Association message across to all the Institution employees every month without begging for the space, getting it across just as we want it, and as much as we think they can digest at one sitting.

If any Chapter members are interested and want further information, I should be glad to have them write me.

Rockland Members Dine and Dance

The Rockland State Hospital Chapter of the Association held its Second Annual Dinner-Dance in April in the Gilded Pheasant Inn at Pearl River. More than 200 chapter members and their guests attended. Guests included Dr. Russell E. Blaisdell, Senior Director of the Hospital; Victor Palsits and Arthur Gifford, members of the Board of Directors of the Association; Fred J. Walters, President of the Association of Employees of the Department of Mental Hygiene, and Joseph D. Lochner, Secretary and Field Representative respectively, of the Association.

Master of Ceremonies was Emil Bollman. Entertainment was in the form of several singing and dancing acts provided by residents of the Village of Haverstraw. Fred Semimiani, President of the Rockland State Hospital Chapter, was roundly congratulated on the success of the affair and members of the Chapter are already talking about an expanded social program.
Big Awards As Merit Plan Gains Momentum

MERIT AWARD BOARD ACTS

Col. J. P. Larsen, Utica, was awarded $500, which will be used to send his Eagle Scout son to the International Boy Scout Jamboree at Paris this summer.

Both are in the Public Works Dept.

E. J. Lyons, Rochester, has the honor of being the first State employee to receive two cash Merit Awards, each $50.

Communion Breakfast for Civil Service Workers

The employees of the Department of Civil Service held their first annual Communion Breakfast on Sunday, May 18. As a fitting observance of “I Am An American Day,” more than 125 members and their friends received Holy Communion in a body at St. Mary’s Church. Mass was celebrated by the Rev. Thomas J. Loughlin, Pastor, and a special section of the center aisle was reserved for the group.

Breakfast was served at the Hotel Ten Eyck. J. Earl Kelly, Director of Classification, presided as master of ceremonies and presented the Rev. Thomas J. Loughlin who offered invocation. Commissioner J. Edward Conway, President of the New York State Civil Service Commission, gave the welcoming address.

The Rev. Walter Duffy, O.F.M. Conv. of St. Anthony’s on-the-Hudson, Rensselaer, was the principal speaker.

A musical program immediately followed the breakfast and the entire occasion was pronounced a gratifying success. Arrangements for the event were under the direction of Helen Forte.

(Below, l. to r.): Barbara Rate, Anne Cozzalino, Louise Manning, Beverly Bruns, Marie Cleary, Elizabeth Ostram, Mary Colwell.

(Above, l. to r.): Miss Helen Forte, J. Earl Kelly, Rev. Walter Duffy, O.F.M., Comm. J. Edward Conway, Mrs. J. Edward Conway, Harry Fox.

(Above, l. to r.): Mary Rane, William Murray, Mrs. Eugene McLoughlin, Mrs. W. Kelly.
Forty Honored By Moore In Audit and Control

Forty employees of the Department of Audit and Control were honored for long state service by Comptroller Frank C. Moore in ceremonies in the Governor Alfred E. Smith State Office Building June 16.

Pins, emblematic of 25 years of service with the Comptroller’s office were presented by Mr. Moore to 39 employees, while another received two awards recommended by the State Merit Award Board for constructive suggestions to improve state services.

Comptroller Moore presented to John J. Klein, Jr., of the Division of Employees Retirement System, two certificates of merit for constructive suggestions to facilitate retirement system operations.

Employees honored for 25, or more, years of service included the following:

Louise Bassett, senior stenographer; William Bentley, chief auditor of state refunds; George A. Bold, principal examiner of municipal affairs; Ethel F. Brady, principal stenographer; Joseph J. Burgess, chief auditor of state expenditures; Joseph W. Carroll, chief account clerk; Elizabeth Cavanaugh, senior stenographer; John Chartres, senior examiner of municipal affairs; John E. Cleary, senior examiner of municipal affairs;

Thomas J. Connell, principal examiner of municipal affairs; Teresa A. Daley, securities control officer; Catherine Delehanty, personal stenographer to the Comptroller; John Devine, head account clerk; Edward T. Farrelly, principal account clerk; John D. Fealey, head actuarial clerk; Ezra S. Ford, senior examiner of municipal affairs; Roy S. Foster, senior examiner of municipal affairs;

Robert B. Haner, who retired February 1 of this year as assistant director of municipal affairs; Mabel E. Hidley, senior file clerk; William L. Johnson, assistant director of the Employees' Retirement System; John L. Joyce, assistant director of office audit (payrolls); John J. Kelly, director of office audit; Roy V. Kemmy, head audit clerk; Charles W. Latimer, senior examiner of municipal affairs, Samuel C. MacNeil, chief account clerk;

William H. McCarten, chief auditor of highway accounts; Regina K. McLaughlin, principal clerk; Philip J. Menges, assistant director of general accounts; Martin D. Molloy, chief auditor of welfare accounts; J. Scott Nichols, director of field audit; Evelyn Patton, head stenographer; Harrison C. Price, director of files; Lillian M. Reddy, senior stenographer; Freda O. Robinson, senior stenographer; Rose M. Rooney, senior stenographer; Leo G. Shanahan, associate state accounts auditor; Charles H. Van Vranken, senior auditor of printing; Edna H. Wang, principal stenographer; W. Edward Wang, head statistics clerk.

↑ (left to right) John J. Klein, Jr., Comptroller Moore, and Henry Cohen, member of the Merit Award Board.

Comptroller Moore Congratulates Joseph W. Carroll.
HEALTH DEPT. HEADS
Retired May 1, 1947

Edward S. Godfrey, Jr., M.D.

The Ass'n. is glad to add praise for Dr. Godfrey. He has consistently championed the merit system as to recruitment and promotion and his administration of the really great State Department of Health has been marked by regard for merit and fitness on all levels and outspoken demand for fair play for Civil Service employees. — W. F. McD.

Appointed July 1, 1947

Herman E. Hilleboe, M.D.

FIRST INTERDEPARTMENTAL PROMOTION TEST SET

The first promotion examination to be conducted on an interdepartmental basis pursuant to Section 16 of the Civil Service Law has been announced by the Civil Service Department for Senior Examiner of State Payrolls.

A notice to all departments and institutions from C. L. Campbell, Administrative Director, says:

“This examination is primarily intended to fill positions in the Department of Civil Service. We are anxious to recruit for work in our Payroll Division some employees who have experience in handling State payrolls. We believe it would be advantageous not only from the standpoint of this department but also from the point of view of the State departments, to have on our staff some persons who are familiar with the problems of the operating departments in handling payrolls.

“The law provides that certification of the resulting list shall be made first from among the persons working in the department where the appointments are to be made. Thereafter, the general list may be used.

“We hope to have this examination designed to select persons with a general knowledge of personnel and payroll work. It may, therefore, be declared appropriate to fill positions throughout the State service which require such general knowledge. In all cases the employees of the department where the vacancies exist will be given priority in certification.

“Not only will the examination provide additional opportunity for promotion for all qualified employees but it may prove useful to some of the departments in filling positions for which no other appropriate lists may exist.”

All interested are urged to write to the Civil Service Department for application form. The last date to file is July 31.

Plan Institute For Community Leadership

Ten of the State Departments are cooperating in New York's annual ten day program for community leadership organized by the State Citizens Council, set for July 9 to 18.

The site this year is the Manlius School, 11 miles East of Syracuse, an ideal spot to combine vacation fun with a program of rare interest and importance to our state. People in state government service have a large stake in the job at hand, all round community development, and are warmly invited to attend.

Costs are low. Write: Milford Fahey, 309 South McBride Street, Syracuse 3, for particulars.

Praises Employees

The State Employee’s Division had a quota of $9,500.00 in the 1947 Red Cross Drive. Deputy Comptroller William L. Pfeiffer (below), chairman is justly proud of the fact that a total of $12,372.98 was raised and thanks the Association for its “splendid cooperation”.

Bowlers Celebrate

The third annual bowling tournament and banquet of the Mental Hygiene Bowling League was held Saturday, April 26th in Albany.

Rockland men’s team and Marcy No. 1 women’s team won 1st place in both regular league and tournament. Harlem Valley men and Rockland women were the runners-up during the regular season.
Wassaic State School retired its oldest ward employee on April 1. Jesse A. Hills, who came to the institution when it was still in its infancy in 1932, was feasted by his fellow employees and the local Chapter on the eve of his retirement. He was presented with a leather billfold and sum of money by his fellow employees and friends and a check by the Chapter. He was also presented with a few photographic mementos of the institution.

Jesse is the first ward employee in the Boy's Group to be retired and it is the hope of everyone that he enjoys a long and happy retirement.

He plans to make his future home in Belfast, Maine, where, he says, "I might dig a few clams, twiddle my thumbs or wile away the time thinking of Wassaic and the beautiful Harlem Valley, where I have enjoyed so many years and made so many friends."

Employees' Communion At Great Meadows

A corporate communion and breakfast for the employees of Great Meadow Prison was held in Ft. Ann, May 4. Rev. Thomas Lenahan, Chaplain and former Chaplain Daniel R. Burns, were the principal speakers. Guests included Deputy Commissioner of Correction William E. Leonard and Warden V. A. Morhons of Great Meadow.
New State Publications

Commuting to New York Colleges.
John W. Paige. New York State Education Department. 1946. 35 pp. 20c.

This is another of a series of reports on a study of the resources and needs of the State of New York for higher education. It throws light on some of the aspects of college-student commuting and present facts related to college education and commuting distance. The study points out important implications for statewide planning in higher education. Address Bureau of Publications, State Education Department, Albany.

Factors Related to College Attendance in New York State. Philip A. Cowen. New York State Education Department. 1946. 84 pp.

This is another of the series of reports on a study of the resources and needs of the State of New York for higher education. Has, in addition to a great deal of the basic factual information, such topics as: (1) College attendance and the proximity of institutions, (2) college attendance and economic factors, (3) college attendance and social factors, (4) college attendance and local school districts, (5) analysis of unserved areas of the State. A proposal is outlined which if adopted would raise New York State from 27th place to 2nd place among the states in the percentage of youth attending college in their home state. Address Bureau of Publications, State Education Department, Albany.


This is essentially a comprehensive manual outlining and describing in brief the numerous and varied services performed by the different state departments of government. In addition there is a comprehensive index for locating the agency or department where a given service is available. The guide should be useful to community groups, agencies, organizations as well as to individuals as an informative manual on all state services. Address State Department of Commerce, 112 State St., Albany.

Improving Educational Opportunities in Rural Areas. Julian E. Butterworth New York State Education Department. 1946. 155 pp. 35c.

This is a progress report on the study of the Intermediate School District in New York State. The study was an attempt to discover how the educational program in rural areas could be extended to meet new conceptions of the services that rural schools should provide. The bulletin discusses conceptions underlying an educational program for rural people and points out peculiar rural conditions affecting that program. Short comings of the program in rural areas are also treated, together with remedies calculated to make improvements. Address Bureau of Publications, State Education Department, Albany.

You and Your State. New York State Department of Commerce. 32 pp. free.

This is an illustrated publication extolling the opportunities in the Empire State. It discusses working conditions, training for higher pay, private business opportunities, farming as well as recreation, home building, education, child welfare and general health and well-being. Address State Department of Commerce, 112 State Street, Albany.


A pictorial presentation of facts gathered on the experiences, plans and ambitions of youth who left or were graduated from New York State high schools. It graphically presents data from three earlier reports: (1) Youth, the First Year Out of School, (2) Youth in wartime and (3) Youth Evaluate Their Schools. An excellent assembly of graphic data for quick and concrete reading. Address Bureau of Publications, State Education Department, Albany.

Education for Unity in the Schools of New York State. New York State Education Department. 1947. 104 pp. 50c.

This publication is a report on the program of intergroup education in the schools of the State. It is a partial answer to the question, "What are the Schools doing and planning to promote unity?" It outlines the developments in the curriculums of elementary and secondary schools in which unity, tolerance and good will are taught. The bulletin is well illustrated with photographic reproductions of actual classroom and playground activities. A section of the report is devoted to statements from public school superintendents on local means and procedures to teach and practice intergroup understanding and fair play. Address Bureau of Publications. State Education Department, Albany, N. Y.


This is New York State's invitation to vacationists to enjoy the recreation areas of the State. It uses full color illustrations copiously to give an idea of the various vacation activities in all of the playlands of the State. New York is described as "The State where vacation dreams come true." Civil Service employees are invited to write for their free copy to the New York State Department of Commerce, 112 State Street, Albany.


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the cost of living is due to decline and that passage of the measure would result in a "windfall" for State employees. It was difficult then and it is still difficult to follow this line of reasoning. Civil servants have for several years past been forced to absorb ever increasing financial burdens related to the cost of living. Even in the event of a sharp decline in commodity prices no "windfall" could have resulted. As stated earlier in this report the wisdom of the Legislature in failing to pass this measure will be sharply tested in the coming year.

Mention has also been made earlier of the problems presented in connection with our retirement program. Liberalization of the Retirement Law will continue to be one of the keystones in our Legislative program. We still feel that the average minimum pension now received by retired State Employees is a pittance. That minimum must be increased to at least $1200 per annum. We feel that an employee who is forced to discontinue State service or who elects to do so after a substantial period of time in that service should retain the pension part of his retirement allowance and receive benefits from the System in the form of a deferred retirement allowance when he reaches age 60.

The death benefits now payable are inadequate. All too often an employee who dies after completing years of long and faithful State service, but before he has perfected his retirement, leaves to his estate an entirely inadequate financial monument to his State employment.

We shall again urge that employees be allowed to make additional contributions to the Retirement system for the purpose of purchasing increased annuities.

There are many employees whose duties are extra-hazardous and extra-arduous and for whom provision for retirement after 25 years of service should be made.

Retirement at age 55 with additional cost divided equally between the employee and the State is only one step removed from the provisions of the present law. It is difficult to see how the enactment of the enabling legislation can be much longer delayed.

The Military Law must be revised to modernize its provisions with respect to salaries and working conditions of employees in our state armories and in the Adjutant General's office.

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Our program will undoubtedly be expanded to meet the new and different conditions which arise almost daily in the State and local services.

In conclusion, it is apparent that there is still a great deal to be done. We can hope for success only if every member of the Association will continue to lend his undivided support to the Association efforts. The success or failure to win legislative approval depends in great measure upon the good judgment of Chapter officers and members, and upon the influence which the local and county Chapters can bring to bear upon the representatives in the Legislature.

It has been a successful year and we can look to the future with confidence.

**ATTENDANCE RULES**

(Continued from page 121)

and who are charged five and one-half days of a work week for vacation, shall be paid for such vacation in the same manner as if they were serving in their positions during such vacation period (i.e., they shall receive pay for a 44-hour work week). Where such employees are charged five days of a week for vacation and do not work one-half day of the sixth day of such week, such employees shall be paid for such vacation allowance at the basic annual salary for forty hours' work.

3. VACATION — TEMPORARY EMPLOYEES:

Temporary and provisional employees, except those on a per diem basis, who have served four months may receive vacation credits for each month served and subsequently served, at the same rate as established for permanent employees.

AND BE IT FURTHER RESOLVED: That subject to the approval of the Governor, Rule V of the Attendance Rules for Institutional Employees be and the same hereby is amended to read as follows:

RULE V—DRAWING ON EARNED CREDITS UPON RESIGNATION

1. At the time of resignation and upon at least two weeks' notice, drawing of any accrued credits for vacation or overtime shall be allowed to an amount not to exceed 30 working days, less the total number of such credits earned during the current employment year and already drawn.

In connection with the amended rules, the State Civil Service Commission cited the following examples to clarify certain provisions of the rules: Relative to Subdivision 2 (e) of Rule II relating to employees who work regularly 48 hours a week, the following examples are submitted for your guidance:

Examples — An employee, regularly employed 48 hours a week, who charges six days of a week to vacation allowance, will receive pay for 48 hours and his vacation allowance will cover three weeks at six days a week plus two additional days of the fourth week, totalling 20 days or 160 hours vacation allowance.

An employee, regularly employed 48 hours a week, who charges five days of a week to vacation allowance and does not work a sixth day in such week, will receive pay for 40 hours and his vacation allowance will cover four weeks at five days a week, totalling 20 days or 160 hours vacation allowance.

An employee, regularly employed 48 hours a week who charges two days of a week to vacation allowance and works four days of such week, will receive pay for 48 hours.

In connection with Subdivision 2 (f) of Rule II relating to employees who work regularly 48 hours a week, the following examples are submitted for your guidance:

Examples — An employee, regularly engaged 44 hours a week, who charges five and one-half days of a week to vacation allowance, will receive pay for 44 hours and his vacation allowance will cover three weeks at five and one-half days of a week plus three and one-half additional days of the fourth week.
An employee, regularly employed 44 hours a week, who charges five days a week to vacation allowance and does not work one-half day of the sixth day in such week, will receive pay for 40 hours and his vacation allowance will cover four weeks at five days a week, totalling 20 days or 160 hours vacation allowance.

An employee, regularly employed 44 hours a week, who charges two days of a week to vacation allowance and works three and one-half days of such week, will receive pay for 44 hours.

It should be noted that under the revised rules vacation allowance can be drawn by an employee after the completion of four months of service (instead of six months of service).

WESTCHESTER RULES

(Continued from page 120)

at such times and in such form as he may require.

RULE 23. MILITARY LEAVE. Any county officer or employee who is required to render ordered military or naval duty shall be granted a leave of absence as authorized by the Laws of the State of New York and the time allowed for such military leave shall be reported to the Personnel Officer at such time and in such form as he shall require.

RULE 24. LEAVE OF ABSENCE WITHOUT PAY. Any county officer or employee who is temporarily physically or mentally unable to perform his duties or who desires to engage in a course of study intended to increase his usefulness to the county service or who for any reason considered good by the department head desires to secure a leave of absence from his regular duties may, upon the recommendation of the department head approved by the Personnel Officer, be granted a leave of absence without pay for a period not to exceed one year. The approval of such leave of absence without pay shall be in written form, signed by the appointing officer and the officer or employee affected. Upon the termination of leave of absence without pay such officer or employee may if a vacancy exists be reinstated as provided under Rule 19. When a leave of absence without pay for a period of one year has been granted, no similar leave shall be granted to the same officer or employee within two years after reinstatement.

RULE 25. SERVICE RATINGS. Periodic systematic reports regarding the performance and conduct of county employees shall be filed with the Personnel Officer in accordance with regulations established therefor. Service ratings established from such reports shall be used:

1. As a factor in making pay adjustments within the limits of the pay schedules.
2. In ascertaining whether the value of the individual employees from the view of the county as an employer is increasing or decreasing.
3. In providing a means by which each county officer and employee may be made acquainted with his good points and his shortcomings as viewed by his superiors.
4. In determining what county employees shall be considered for promotion to higher positions.
5. In measuring the efficacy of the recruiting procedure used in filling county positions.
6. In discovering county employees whose performances and conduct are such that they should be demoted, transferred, or removed.
7. For such other purposes as may be helpful in the administration of personnel matters.

RULE 26. MEMBERSHIP IN THE RETIREMENT SYSTEM. All officers and employees holding positions in the competitive and non-competitive classes shall become members of the New York State Employees Retirement System in accordance with the provisions of the State Civil Service Law.

SECTION 2. Rates of pay as outlined in Schedule “A” shall not be applied to reduce the salary of any employee who has been continuously employed in his present position since 1931 and whose salary in 1931 was above his present salary. Nor shall the rates of pay as provided in Schedule “A” be applied to reduce the salary of any employee whose present salary is now above the maximum of the scale established for the title of the position occupied by such employee.

SECTION 3. This Act shall take effect immediately.

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SECURE AN APPLICATION FOR THE GROUP LIFE INSURANCE TODAY from your Local Association Chapter or from Association Headquarters, Room 156, State Capitol, Albany, N. Y. FILL IT OUT AND RETURN IT PROMPTLY.
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