

Civil Service LEADER

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Full Text

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Rules

See Page 14

SALARY, LEGISLATIVE AIMS TOLD BY ASSOCIATION IN GENERAL SESSION WITH ADMINISTRATION OFFICIALS

By PAUL KYER

ALBANY, November 5—The Civil Service Employees Association got its 1957 legislative program under way for 65,000 public employees with a general meeting on salary and legislation with Administration officials last week.

Association officials held a three-hour conference October 31 with Paul Appleby, Director of the Budget; Alexander A. Falk, President of the State Civil Service Commission, and Clark Ahlberg, Deputy Director of the Budget, representing the Administration.

Mr. Powers had requested the Administration meeting in a letter to Dean Appleby Oct. 19, in which the CSEA president also presented a general outline of the Association program.

Mr. Powers' Letter

The letter read:
"As you undoubtedly know the Annual Meeting of the Association was recently concluded. It was at this meeting that the Association proposals for the coming year were formalized. We would appreciate an opportunity to discuss with you at your early convenience the Association's program for the coming year.

"We have attempted to list in summary form the items on the Association program for the coming year which have major fiscal implications and require legislation. We have not included in the body of the letter all of our resolutions, but for your convenience attach a complete copy of the wording of these resolutions adopted at the Annual Meeting. In summary form our program includes the following:

SALARIES

1. 15% increase in base pay for all State employees.
2. Establishment of a maximum 40 hour week with no loss in pres-

'Do-It-Yourself' Drive on Members Urged By Powers

John F. Powers, president of the Civil Service Employees Association, has urged a "do-it-yourself" campaign on presidents of state chapters to assure maximum success in attaining an all-time high membership.

In a letter to chapter heads, Mr. Powers pointed out that the personal approach was the surest way to gain Association membership.

The CSEA president gave a report of the current success in the payroll dues deduction plan and explained how this easy method of joining the Association could give the CSEA the greatest membership strength it has ever known.

His advice on obtaining membership can be used by all persons interested in the future of the Association and Mr. Powers called on all members to do their part.

Mr. Powers referred to the success of the CSEA legislative program last year and noted that membership strength brings strong gains for the public employee."

Plan for Chapters

Mr. Powers' letter gave the following plan for action to chapter heads:

"I am happy to report that approximately 46,000 signed CSEA

dues deduction authorizations have been received—over 10,000 from new members. 43,000 were received early enough to enable necessary notice to the payroll sources for deductions to begin on the payroll period October 11-24. The balance will be processed and notice sent for deduction on the payroll October 25-November 7.

"In accordance with rules adopted by our Board of Directors, dues deductions for new members which take effect on payrolls after October 24 will be 30c each payroll—but on old members, adjustment deduction will be taken on the first payroll possible and then will be changed to the normal deduction of 30c on future bi-weekly payrolls.

Chapters Commended

"I wish to commend you and your fellow Chapter Officers and Committees for your very effective work relative to the dues deduction program. Some Chapters did very well—in fact, they exceeded last year's membership. Other Chapters did not do so well, possibly because the campaign had to be started during the summer

(Continued on Page 3)

Health Board Reviews Cost Estimates

ALBANY, Nov. 5—The State Temporary Health Insurance Board met in Albany last week to review cost estimates on a wide range of benefits that may be included in a health insurance plan for state employees.

Commissioner Alexander A. Falk, president of the State Civil Service Commission and president of the insurance board, said that the cost estimates covered certain units of services, for example: hospital outpatient services, including surgery and emergency treatment, other therapeutic services and diagnostic services, physician's services—outside the hospital—and drugs and medicines.

The cost estimates were necessary to help the board decide on a benefit program.

Nothing Definite

Mr. Falk said that no final decisions were made at the meeting. Before such decisions would be made, the commissioner said, representatives of employee organizations would be invited to meet again with the board to discuss benefits, cost estimates and related subjects.

When the program is decided upon by the board, the various benefits to be included will be incorporated in specifications. Insurance carriers may then submit specific proposals based on these specifications.

Plan Wanted In January

The Civil Service Employees Association, whose efforts secured legislation last year on the health insurance plan, has urged action which would insure starting of the plan by January 1.

The Association also has asked for a plan with the broadest possible benefits.

In an earlier meeting with the insurance board, CSEA officials asked that the board acquire cost estimates as soon as possible to speed up decision on a definite program.

CSEA Digest

1. Full text of New Attendance Rules. See Page 14.
2. President Powers decries Hatch Act and similar restrictions. See Page 3.
3. Association gives State general outline of 1957 program. See Page 1.
4. Powers urges 'Do-It-Yourself' members big drive, a.c.a self membership drive.

Newspaperman to Address Capital District Conference

Delegates of the Capital District Conference, Civil Service Employees Association, will meet on Tuesday, November 13, at Association Headquarters in Albany, it was announced by President Alfonso Bivona, Jr.

Hugh Touhey, editor of the "Stateside" column in the Albany Times-Union, will be guest speaker. Mr. Touhey will discuss methods by which area publicity chairmen and chapter presidents can help publicize state activities. His talk will be the first of a series planned by the Conference Publicity Committee.

President Bivona will hand out membership certificates awarded Capital District chapters at the annual meeting of CSEA, recently held in Albany. Chapters receiving awards are Agriculture and Markets, Capital District Arm-

ory Employees, Division of Parole, Mental Hygiene Central Office, Workmen's Compensation, Columbia County Public Works and Hudson Training School.

Reports by the Constitution Revision Committee and by the Publicity Committee will be presented by chairman Bernard Silverman and Ed Roeder. Appointments to the Legislative, Parking and United Fund committees will be announced.

The meeting will be preceded by a social hour beginning 5:30 p.m. and a specially catered turkey dinner will be served at 6:30. The social committee under Chairman Jeannette Lafayette is planning a "Thanksgiving" motif with pumpkins and other holiday decorations adding to the gaiety of the affair. Approximately 70 delegates and guests are expected to attend.

Tolman Resigns Merit Board Post

ALBANY, Nov. 5—A former president of the Civil Service Employees Association, Dr. Frank L. Tolman, has resigned as chairman of the Merit Award Board.

Dr. Tolman, who has devoted nearly 50 years to public service in New York State, is succeeded by Edward D. Igoe, of Albany, a career employee of the Department of Taxation and Finance.

Began In 1906

Dr. Tolman first entered State service in 1906 as a reference librarian in the State Library. He later became director of adult education and library extension for the department, a position he held until his retirement in 1946.

Long active in affairs of the CSEA, he was its president from 1945 to 1950.

The first Harold Fisher Award for outstanding service was presented to Dr. Tolman by the CSEA in 1945.

In a letter to Dr. Tolman, Governor Harriman expressed his regret at having to accept his resignation. The Governor said, "Your service as Chairman of the Merit Award Board climaxed, and in many ways epitomized, a long and creative career. You will be remembered for your great contribution in the enactment of the Feld-Hamilton Law and for your

(Continued on Page 16)

Freeport Stenos Reinstated In School Job; Gets Back Pay

Supreme Court Justice Ormonde Ritchie of Mineola has ruled that the firing of a 25-year-old Freeport, L.I., stenographer by District School Superintendent John W. Dodd was "wholly without authority and in violation of the Civil Service Law."

The stenographer, Cecilia M. Cantilli, petitioned the court last week to reinstate her in her \$3,300-a-year job with the Freeport school district after she received a letter from Dodd August 18 telling her she had been discharged.

Miss Cantilli's case was argued successfully by Harold Herzstein, New York City, regional counsel for the Civil Service Employees Association.

Justice Ritchie also ordered the school board to pay the stenographer her wages from August 18 to October 1, the date she was told to report back to work in another letter from Dodd dated September 27.

In his decision, the court said the stenographer's court action was fully warranted because the school superintendent's action created "doubt in her mind as to her status." He said, "... there was no

valid termination or suspension of employment. It is clearly patent and indeed it is admitted and proclaimed by the board that the attempted discharge was wholly without and in violation of the Civil Service Law."

The school board has denied Miss Cantilli was ever fired and says that she was and is still employed. However, Miss Cantilli said that she has not returned to work and that she not yet decided what to do.

Her troubles began last July when she took a sick leave from July 3 to July 30, then beginning her two week vacation which was to end August 30. However, before August 30, she wrote asking for more time because she was still under a doctor's care. Dodd's first letter came in reply.

In court Mr. Dodd said he did not intend to fire Miss Cantilli. He said the letter was more in the nature of a warning. He said when she came to see him September 27 telling her she had been transferred at a "recent meeting of the board."

"It's sheer clairvoyance," she said, "the 'recent meeting' wasn't held until the following night."

School Crossing Guard Test Open Until Nov. 10

Applicants for New York City school crossing guard have been given an additional week to file—through Saturday, November 10. The test is set for Saturday, December 8. The Police Department jobs pay \$1.50 an hour, with a \$12 equipment allowance after six months' service.

The position is open to both men and women between 25 and 51, U. S. citizenship and City residence for three years preceding the test date are required. Women must be at least five feet two inches in height and men, five feet five inches, with proportionate weight for both. Candidates also need a grammar school education, good hearing, and 20/40 vision with glasses allowed.

Apply at your local resident precinct station. Filled-in blanks must be filed at the station by midnight, November 10.

NO APPLICATIONS ON SATURDAY (NEW RULE)

The New York City Personnel Department announced that its Application Division, 96 Duane Street, will no longer issue or receive applications on Saturdays. However, a skeleton staff will handle inquiries on those days, the department added.

JOB IN BROOKLYN FOR MAN TO OPERATE 'PHONE

The Brooklyn Army Terminal needs a man telephone operator, GS-3, at \$3,175 for work on a rotating shift with a 10 percent night differential paid after 6 P.M. Applicants need six months' experience in a large central telephone office or one year in a small office or private branch exchange with not less than 25 working lines. Phone the Terminal's Civilian Personnel Branch, GEdney 9-5400, extension 2195, until further notice.

ENGINEERING TRAINEE JOBS

For engineering student trainee jobs at \$3,175 and \$3,415, for duty with the Bureau of Reclamation and other agencies in various Western states and Alaska, apply to the U. S. Civil Service Examiners, Bureau of Reclamation, Denver, Colorado.

INVESTIGATORS NEEDED

Investigator jobs are open at \$5,440 to \$11,610 in the fields of personnel, criminal and general investigations. Positions are in various agencies in the Washington, D.C., area. Apply to the U. S. Civil Service Commission, Washington 25, D.C.

ASSISTANT FOREMAN TEST GRANTED SPECIALLY TO 5

Five New York City sanitationmen have been granted their request to the Personnel Department for a special promotion test to assistant foreman. They are Anthony Rocanillo, Henry Lavelle, Frank Zecca, Joseph Rizzo and Vincent Gerolamo.

JUNE SPRAGUE TO TALK ON SECRETARIAL WORK

June Sprague, vice president of the New York City chapter, National Secretaries Association, and secretary to Chief Magistrate John M. Murtagh, will take part in a panel discussion of secretarial problems on November 9 at New York University. On January 11 preparation for the certified professional secretary examination.

PBA BACKS PPR

Appearing at a public hearing of the New York City Council committee on city affairs, President John E. Carton of the Patrolmen's Benevolent Association recommended that the Council approve permanent personal registration.

Looking Inside

WHAT IT TAKES TO KEEP STREETS CLEAN

By H. J. BERNARD

ENDA, you've got an invitation. It's extended by Andy through The Leader to take a guided tour of New York City, to see how much cleaner the streets are than on that day, a few years back, when on return from Europe you said the City's streets were the dirtiest you'd ever seen.

Yes, Edna Ferber, author of "Show Boat," did pain the Sanitation Department and Commissioner Andrew W. Mulrain, by her remark. Even though not as the result of her pointed criticism, the City has advanced far closer to cleanliness since she spoke. Not only City departments but citizen groups and business are helping, and school children of tender age, as well.

Spotly Record

New York City has a broken record about outdoor cleanliness. On the eve of the Revolution, visitors marvelled at the spiciness of its cobblestoned streets. Lord Adam Gordon, on a military mission in 1765, thought that the clean streets resulted from the City's elevation, which allowed the rains' runoff to flow into the North and East Rivers, and the Bay at the south. Other visitors felt that the clean streets reflected clean government. But in 1695 the City had hired a scavenger, and told all inhabitants to sweep the street in front of their houses, just as the Police Department is now compelling owners to do similar sweeping.

The authority for compelling obedience to laws of sanitation and cleanliness is divided in the City now, but the City departments cooperate. Warnings are given and summonses issued by the police for littering sidewalks, roadways and streets; the Fire Department takes care of indoor litterbugs, while the Sanitation Department deals with yards, areaways and lots, and final disposition.

Nationwide Movement

Reforming litterbugs, and making and keeping cities clean, are objectives of cities throughout the United States. But nowhere else is the campaign as intense and as coordinated as in New York City. And nowhere else is the problem so great, with 8,000,000 resident population, 2,000,000 non-residents who work in the City, and 250,000 transients. There are 6,000 miles of streets.

The program in New York City is aided by two committees. One is the Mayor's interdepartmental Committee for a Clean City, with Commissioner Mulrain as chairman, and City Administrator Charles F. Preusse as executive secretary. The other is the Citizens Committee to Keep New York Clean, headed by Keith McHugh, president of the New York Telephone Company. Christopher Gilson is executive director of the Citizens Committee, a full-time job. An educational campaign for sanitation is under way, with Young & Rubicam, the famed advertising agency, contributing a mighty hand.

The Sanitation Department, aided by other departments and the committees, conducted pilot programs in litter-laden areas, developed methods to improve enforcement of anti-litter laws, and was able to utilize this experience in cleaning up other large, litter-ridden areas.

Sanitationmen issue warnings and summonses, swear to complaints, appear in court, testify as witnesses, and remove the debris and refuse. What would the City do without its loyal force of sanitation men? Hire a scavenger, as was done in 1695?

That lone scavenger could not have had as much enthusiasm for his job as the sanitationmen now have. Their union, Local 831, Teamsters, has helped to inspire them, through the efforts of President John DeLury.

The Sanitation Department also instituted a junk-removal service, and now picks up old sofas, beds, easy chairs, and other bulky objects, on a particular day in each week for each Sanitation district. The discarded must be placed in front of the house. The sanitationmen enter no buildings.

The efforts cost money, but the fines, amounting to \$438,000 last year, help to pay the cost.

Lest it be imagined that in the Big City junk does not necessarily reach big figures, the Sanitation Department last year carted off 3,800 tons of junk.

"It's a continuous process with us, not a temporary drive," said Commissioner Mulrain. "We have to be on our toes to avoid being down at the heels."

Well, Edna, you have invitation. What do you say?



ANDREW W. MULRAIN

U.S. Issues Call for Printing Plant Men

There are openings for printing plant workers at \$1.46 an hour in the Government Printing Office and the Bureau of Engraving and Printing, Washington, D. C., and at other agencies in the area. Jobs in the Bureau of Engraving and Printing are titled skilled helper. The work-week is 40 hours, with time-and-a-half for overtime.

Minimum age limit for filing is 18; there is no maximum. Applicants must be U. S. citizens. Good vision and hearing are required, glasses and hearing aids allowed. Persons with amputations of the leg below the knee will be eligible. If a satisfactory prosthesis is worn. The jobs are open to men only.

The announcement is No. 77B (56).

Apply to the Board of U. S. Civil Service Examiners, Government Printing Office, Washington 25, D. C., or to the Second U. S. Civil Service Region, 641 Washington Street, New York 14, N. Y. There is no closing date.

COMMISSIONER GREETES NEW PRESIDENT



State Commerce Commissioner Edward T. Dickinson (left), greets Richard Kirk, new president of the Commerce chapter, Civil Service Employees Association, and Jeannette Lafayette, vice president, at a dinner meeting at Association headquarters in Albany.

Exam Study Books

Excellent study books by Arco in preparation for current and coming exams for public jobs are on sale at The LEADER bookstore, 97 Duane St., New York 7, N. Y. two blocks north of City Hall, just west of Broadway. See advertisement, Page 10.

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THE PUBLIC EMPLOYEE

By JOHN F. POWERS

President

Civil Service Employees Association



Tuesday, November 6th, 1956, is national election day, when the people of the United States will have the full right and privilege to cast their votes for the candidates of their choice. Even before the election, they are privileged to participate in the electioneering which, for some weeks, precedes the voting day. They can talk, demonstrate, parade, work, contribute, wear buttons, car stickers, argue, yell, shout, get mad — in fact, express their political faith in an infinite variety of forms. All the people can do this — except a very important proportion of their number — the civil servants. No matter how they feel — these last can only exercise a limited franchise. They can vote and they can contribute — but for most of the rest of the privileges they are circumscribed in their activities by provisions of big and little Hatch Acts, public attitudes, and what not. In politics they are a group apart.

Further Limitations

This is not the only area where the civil servant is set apart from the social order. In his working arrangements, too, he has limited privileges. He can unite in groups as other laboring people do — but he cannot, as they do, strike to gain a redress of wrongs. In New York State this right is denied him by a drastic law — and in other areas by laws, legal decisions, attorney general's opinions, and public opinion.

Limited Rights Doctrine

There is something incongruous in the doctrine of limited rights accorded to the civil servant. In all other things, he is measured and judged by the same standards as apply to other people. He has to pay taxes at the same rate. He must obey the laws, and he must conform to all of the other norms. His salaries are judged, weighed, and controlled by the salaries paid to people freer than himself. As a case in point, this double standard is demonstrated in New York State. By law industry has to accord its labor a forty hour week and minimum wage standard — but there are many instances, involving the state's public employees where the state government does not recognize the conditions which it sets for the industrial worker.

Double Standard Must Go

The civil servant is judged by one standard in one thing, and by another in something else. No one, today, will disagree with the fact that the civil servant is necessary in the operation of the American scene. No one, today, will deny his importance in the economy when one out of every seven of the working population is a public servant. Why, then, should not the civil servant be accorded, in every way, the same privileges and prerogatives as every other citizen? If he is to be considered as a thing apart — then let him have a plan and other economic surties which will enable him to lead a dignified existence and enjoy all of the amenities of the American standard of living. To hold him responsible for all of the duties of citizenry, but deprive him of some of its privileges definitely reduces his status.

'Do-It-Yourself' Drive Urged to Sign Members

(Continued from Page 1)

months or the short period of time allowed, etc.

"It is the consensus of opinion that an all-out canvass by Chapter Officers and Committees throughout the state will net CSEA 15,000 to 20,000 additional payroll deduction authorizations from state employees. If this could be accomplished, CSEA would be in a wonderful position to be more effective than ever for our members.

How-To

"Our Headquarters staff in the next few days will reprint dues deduction authorizations for all the state employees who have not thus far furnished Headquarters with a signed dues deduction authority. These printed forms will be sent to each Chapter for distribution with an appeal for dues deduction. We hope that you and your fellow Chapter Officers and Committees will make the necessary preparations for a complete canvass of all state employees whose names appear on the set of dues deduction authorizations your Chapter will receive. Just a regular distribution of these cards will not produce the results that can

be obtained if a representative of your chapter can contact each prospective member and urge his signature on the card on the spot as when the prospective member merely receives the card thru a distribution, many times the card becomes lost or misplaced in short order. I hope you will have a meeting of your fellow Officers and Committees to discuss ways and means of attaining 100% membership thru the dues deduction arrangement.

Show of Strength

"I wish to stress again the vital importance of the show of strength in CSEA that is possible by the dues deduction arrangement. The recognition accorded CSEA as the representative of employees, and its success in gaining improvements in work conditions and solutions of employee problems sought by the members, will always depend in large measure on our membership strength—and the dues deduction is an opportunity to prove our strength in every department and institution.

"The future program of our Association is vital to our members.

STATE SERVICE A FAMILY AFFAIR FOR THEM



For the family of Roy Scott, center, bottom row, a career in state service is synonymous with the name Scott. All six of his sons are thus employed, and Mrs. Scott recently retired. They are, from left, bottom, Irving Scott, Mr. Scott and Almon Slott. From left, top row, are Edwin, Robert, Donald and Joseph Scott.

Two Meetings Scheduled By Nassau Chapter

The Nassau chapter, Civil Service Employees Association, is sponsoring a meeting of all non-teaching personnel, to be held Saturday, November 10 at 7:30 P.M. at the Wisdom Lane Junior High School, Center Lane, Levittown.

The purpose of the meeting is to discuss the problems of non-teaching personnel in regard to wages, hours, overtime, the five-day week, and ways and means of correcting any inequities that may have arisen.

All Nassau County non-teaching employees, in such titles as chief custodian, custodian, maintenance man, and office and kitchen helper are urged to attend.

On Wednesday, November 21 at 8 P.M., at the Hempstead Elks Club, a member of the Federal Social Security Agency will address Nassau chapter. His subject will be Social Security and its effect on Nassau County's public employees. He will answer questions on this important topic following his talk. Members are urged to bring as many non-members as possible to the meeting, in order that they may be informed on the vital subject of Social Security.

The improvement in salaries, work hours, and the gaining of Social Security supplementation, which thru CSEA efforts will probably be obtained this coming year, is extremely important.

"I take this occasion to express my heartfelt appreciation for the splendid unselfish cooperation of you and your fellow Chapter Officers and Committees to the leadership of CSEA during the past year. You and your fellow chapter Officers and Committees can be proud of CSEA, especially during the past year which has been the most successful period of CSEA history insofar as accomplishment and progress are concerned. I feel confident our Association will enjoy your continued cooperation and effort."

Three Generations of Scott Family Have Served State

BY PAUL KYER

State service is a family affair for Roy Scott and his six sons.

Not only did Mr. Scott give his services to the State for 47 years before retiring four years ago as chief engineer at Central Islip State Hospital — all of his sons are career employees in five state institutions.

The all male Scott clan gathered together recently when they attended the annual conference of New York State Power Plant Engineers, held in New York City.

The eldest son, Irving, gave these statistics on himself and his five brothers.

Irving is chief engineer at Creedmoor. The other brothers are employed as follows:

Almon is chief engineer at Letchworth Village; Edwin is chief engineer and Robert, an electrician, at Central Islip (their father's last alma mater); Donald is principal engineer at Hudson River and Joe is a steam fireman at Pilgrim State.

Third Generation, Too

The third generation shows

signs of following right along in their elders' footsteps.

Irving's son, Barry, is a steam fireman at Creedmoor and Edwin's son, Roy, is an attendant at Rochester State Hospital while attending school at Brockport State Teachers College.

"State institutions have always been our stamping grounds," said Irving. "We followed our father around the state, of course, and I guess it was only natural that we followed in dad's path careerwise."

This writer felt that not only was it amazing to find an entire family in State service but also that it was remarkable to find all of them working for the same department — Mental Hygiene.

It is important also to note that the father and all six sons have another big thing in common — membership in the Civil Service Employees Association.

This kind of unity certainly must be a record of some sort and we suggest that Governor Harri-man declare a "Scott Family Week" to celebrate it.

C. B. Elmore Retires From Saratoga; Served 42 Years

Cyrus Bruce Elmore has retired from the Saratoga Spring Authority. He rose to director of the Saratoga Spa after 42 years at the State Reservation in Saratoga Springs.

During his service the Spa became one of the greatest in the world. Today nearly 400 wage earners are on the Spa payroll, at least 100 of them employed the year round.

The Authority temporarily appointed Arthur J. Kearney as sales and promotional consultant, and Walter R. Moore Jr., present assistant director, to continue in charge of maintenance, construction and mechanical operation. These appointments, to a degree, divide the duties Mr. Elmore performed. At the end of the fiscal year, the Authority will consider permanent appointments.

Mr. Elmore was born in Hurleyville, N. Y., attended public schools and was graduated from Middletown High School in 1907. He was graduated from Union College in 1914 with a degree of bachelor of

engineering. A short time before his graduation, he entered the employ of the State Reservation as assistant engineer.

Union College in 1939 granted him the degree of Master of science.

From 1929 to 1952, he was a member of the Saratoga Springs Board of Education and three times served as its president.

Chautauqua

The Chautauqua County chapter honored eight retired members at a dinner held at Rusch's in Dunkirk on October 18.

The tables were decorated with flowers and other appropriate autumn appointments. Dinner music was enjoyed by the 115 guests and members present.

N. Y. Elliott, County Clerk, acting as toastmaster, was introduced by Chapter President Harold Schultz.

Homage was paid to each honored guest individually by his former department head.

Men and Women Sought As Accountant Beginners

The Internal Revenue Service is recruiting both men and women accountants for training as Internal Revenue agents.

Appointees will conduct the less difficult audits of tax returns and perform other related duties while attending a six-month in-service training course. During that period, they will be paid \$3,670 a year. When they successfully complete this course, they will be raised to \$4,525.

The positions are in grade GS-7, in the District Offices of the Internal Revenue Service in New York City, Albany, Buffalo and Syracuse.

General requirements are U. S. citizenship, minimum age 18 for filing, 21 for appointment, and physical ability to do the job.

What's Required

Applicants need one of the following: four years' study, with an accounting major, from a member or associate member school of the American Association of Collegiate Schools of Business; four years' study in a residence school above high-school level with six semester or nine quarter hours in auditing or accounting; three years' professional accounting or auditing experience; an equivalent combination of the

above, or a Certified Public Accountant's certificate.

Applicants qualifying on the basis of a CPA certificate or education will not be given a written test; an accounting test will be given other applicants.

The announcement is No. 51 (revised).

Apply to the U. S. Civil Service Commission, 641 Washington St., New York 14, N. Y., or the Board of U. S. Civil Service Examiners, Room 1116, at 90 Church Street, New York 7, N. Y., until further notice.

Advance List Of 17 Tests State Will Hold

The State Department of Civil Service released the following tentative schedule of open-competitive examinations. Unless otherwise indicated, candidates must be U. S. citizens and must have been legal residents of the state for at least one year immediately preceding the test date.

The examinations will open for application on Monday, November 19, and don't attempt to apply before then. The written test is set for January 26, and the closing date to apply is Friday, December 23. Titles, starting and maximum pay of grade are shown:

Senior draftsman (electrical), \$3,840-\$4,790.
Senior draftsman (mechanical), \$3,840-\$4,790.
Senior mechanical estimator, \$6,890-\$8,370.
Supervisor, welfare institution education, \$5,940-\$7,270.
Motion picture reviewer, \$4,880-\$6,030.
Junior insurance policy examiner, \$4,430-\$5,500.
Rent inspector, \$3,660-\$4,580.
Junior actuary (open to any qualified U. S. citizen), \$4,028-\$4,580.
Junior personnel technician, Westchester County, \$3,900-\$4,950.

Later Group of Tests

The following examinations are scheduled for February 16; will open for application on Monday, December 10, and close on January 18. The last four close January 25. All except those for employment interviewer and unemployment insurance claims examiner are open to any qualified U. S. citizen.

Assistant supervisor of case work (P. A.), Westchester County, \$5,000-\$6,400.
Sanitary engineer, Westchester County, \$5,000-\$6,400.
Senior sanitary engineer, Westchester County, \$6,050-\$7,770.
Anesthetist, Wyoming County, \$5,000-\$5,480.
Professional and technical assistant, appointments at more than \$4,000.
Public administration intern, salary \$4,500.
Employment interviewer, appointments at more than \$4,000.
Unemployment insurance claims examiner, appointments at more than \$4,000.

SOCIAL SECURITY for public employees. Follow the news on this important subject in **The LEADER** weekly.

SCHOLARSHIP AWARDED AT ROCKLAND STATE



At the annual nurses' training scholarship award at Rockland State Hospital were Dr. Lawrence P. Roberts, Associate director of the hospital; Joseph Levere, chairman of the scholarship award committee of the Rockland Voiture, Local No. 386, Forty and Eight; Leroy P. Kline, chef de gare of the Voiture; Joseph Niski Jr., the winner, his wife, Marilyn Niski, and Zinda M. Colesurdo, principal of the nursing school.

ACTIVITIES OF EMPLOYEES THROUGHOUT NEW YORK STATE

Pilgrim State

The first meeting of the Pilgrim Camera Club was held in the hospital's photographic studio October 23.

Dr. E. W. Gray was elected president. Chosen to serve with him were Kurt A. Reinhardt, vice president; Grace Britain, secretary-treasurer, and Walter J. Geisbusch, chairman of the program committee.

Meetings will be held on the second and fourth Tuesdays of each month. To help camera fans with their problems, there will be discussions, friendly competition and some very interesting movies and slide programs provided by Eastman Kodak Company. Also on the calendar is just plain good fun. All shutterbugs are welcome.

Central Islip

William F. Halsey, Fleet Admiral, United States Navy, addressed the graduating class of the Central Islip State Hospital School of Nursing September 14. Dr. Francis J. O'Neill, director, presided at the exercises.

Diplomas were presented by Rev. Ier. Grant Bergmann, Parlone Norman C. Edwards to Evelyn Bel-Bryan, Eleanor Buschman, Mary Eyre, Mary Fennin, Giovanni Horton, Theresa Kozak, Helen Herrold, John LaRocca, Anne Lumpe, Mary Osborne, Geraldine Otto and Philomena Spillane.

Miss Otto won the award for the highest scholastic record for the past three-year course. Other award-winners were Mr. LaRocca, and Misses Fennin, Kozak, Beller and Lane.

The Recreation Theatre Group will present to the public the patients' Variety Players in a show titled "Happy Holidays" at the hospital on Tuesday, November 20, at 8 P. M. The show will be presented to the patients November 19 and 21 at 1:30 P. M.

Willard State Hospital

A banquet honoring 25-year employees was held in Hadley Hall at Willard State Hospital. Dr. Keith, Mr. McCarthy and members of the board of visitors presented 25-year pins to Myra Guilfoos, Harold Cuer, James Mannix, Charles Collins, Melvin Roy, e. Anna Keenan, Burgess Guilfoos, Alice Dunham, Edward Limner, Dorothy Phillips, Frances Rogers, Emma McGuire, Julian Rogers, Belle Kearns, Frank Kuryla, Charles Spriggs, Beatrice Hanson and Nellie Zukaitis.

A total of 102 Willard employees have received 25-year pins, with a total of 3,103 years of service.

The chapter's next alumni meeting will be held November 8 at 8 P. M. Dr. Murphy will be the speaker, and all members are urged to attend.

A special chapter meeting featuring delegates' reports was held October 22.

Travelers: Dr. Bernard Favorsky

is attending the Psychiatric Institute in New York City; Drs. Maines, Salera and Nicholasides attended lectures on neurology and psychiatry at Syracuse.

Brooke Johnson, Edward Limner, James Farrell, Joseph Rizzari and John Vincent attended the Association's annual meeting in Albany.

Mr. and Mrs. Henry McKenna and James Mannix, Hermitage superintendent, were in New York City for a week.

Recent vacationers: Ursula Lochren, South Wing supervisor; the Kenneth Paveraus and Bernice Robinson.

Welcome back to Olive Lilla, who's on the job after six months' leave; Charles Collins, North Wing employee, who has been ill, and will return November 15 and Gertrude Tanner, back at work after illness.

Get-well wishes to Clarence Townsend.

New additions: Ellen Kay, the daughter of Mr. and Mrs. William Foster; Gary William, new son of Private and Mrs. Harry Eno, and news sons for Mr. and Mrs. Jesse Street and Mr. and Mrs. Wayne Reeves.

Laura Keeler was entertained at a stork shower September 29 by employees of the South Wing, who presented her with many lovely gifts.

The Nurses Alumni bought an

encyclopedia set for the School of Nursing.

Best wishes to new employees Alice Lincoln, telephone operator; Ann Caldwell and Mary Halliday, new nurses, and Patricia Trimm, stenographer at Elliott Hall.

Good luck to Dr. Donald DeBerry, dentist, who has resigned to enter the Army, and to servicemen William Lattimer and Edward McArdle, both former nurses in the North Wing.

Chapter members extend their sympathy to the families of Lawrence Fitzpatrick, an employee of the North Wing who was killed in an auto accident, and Eugene Hayes, an employee of the Maples, who recently died.

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A retirement party was held at Letchworth Village, Thiels, for Mrs. Jean Cak. Standing, from left, Russie Alori, Nancy Madura, Margaret Underwark, Ann Ealson, Jeanne Hitsman, Agnes Mackenzie and Ann Allison. Seated, Lillian Kent, Miss Clark, Mrs. Clark's husband, David Clark, and Mr. Clark's sister, Jean Clark. (James Dutremaine Photo).



Father James H. Cox, Catholic chaplain at Rochester State Hospital, presents the St. Dymphna Award to Mrs. Charles Halley and Patrick Campbell for outstanding leadership in providing spiritual care for the mentally ill.

Union Asks City to Order Full-Scale Promotion Tests

A demand on New York City for new clerical promotion examinations has been made by Local 237, Teamsters.

A statement issued by the Local's clerical committee declared that promotions are essential to clerical employees.

"Clerical employees were short-changed by the Career and Salary Plan," the statement said. "The fate of all but senior clerks has already been sealed, and final decision on their appeal is not likely to put them in the upper-income bracket."

"The low salaries under the Career and Salary Plan, particularly for the lower grades, mean that the future for clerical employees depends largely on promotions. Unless the employees

can advance from grade to grade, their hopes are gone."

Three Titles Specified

The Teamsters called upon the City to order citywide promotion examinations to senior clerk, supervising clerk, and administrative assistant immediately, and to exhaust all existing lists by January 1.

"Obstacles to promotions, such as the City's attrition policy in filling vacancies and low job slottings under the Career and Salary Plan, can be overcome by unity of action of clerical workers," the Teamsters' statement said.

"The Teamsters propose to lead a campaign that will put 'Career' back in the Career and Salary Plan. Clerical employees must begin now to fight for promotion opportunities."

PATENT JOBS OPEN IN NAVY YARD

The Board of U. S. Civil Service Examiners announced an examination for electronics patent adviser at \$6,250-\$8,215 starting pay, for work at the New York Naval Shipyard, Brooklyn. Candidates need a four-year course leading to a bachelor's degree in physics or electrical engineering, four years' relevant experience, or an equivalent. There are additional requirements for the various grades.

Apply for announcement No. 2-1-7 (56) at one of the following: the examining board at the New York Naval Shipyard, Naval Base, Brooklyn 1, N. Y.; Second U. S. Civil Service Region, 641 Washington Street, New York 14, N. Y., or at any post office except Manhattan and the Bronx. There is no closing date.

Attica Aides Donate Blood To Red Cross

The Bloodmobile paid its semi-annual visit October 11 to the Attica chapter of the American Red Cross, Attica, N. Y.

Attica Prison employee Kenyon Tice received his membership in the two-gallon club; Robert Kirkpatrick and Richard Middlebrook joined the one-gallon club. Mr. Middlebrook was stricken with polio as a child and walks with the aid of braces and canes.

Other Attica donors were A. B. Aber, Gordon Biehl, John Bloom, Lester Brown, U. S. Byram, Charles Churchill, Frank Flynn, Donald Graves, William Harloff, Howard Hay, Joseph Heller, Robert Housenger, John McCarthy, Teofil Przybyl, Glenn Schurr, Fred Scofield, Lavern Siler, Jack Spencer, William P. Stevens, Arthur Smith, Lester Tiffany, R. N. Douglas Van Houten, Luther Veeder, Robert Vickery and Lester Wechter.

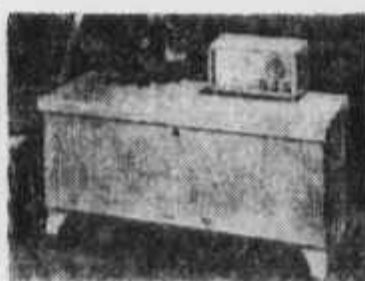
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PAUL M. BRENNAN EDITS COLLEGE ALUMNI PUBLICATIONS

The new editor of alumni publications at Manhattan College is Paul M. Brennan, former head of the City Civil Service Commission's medical-physical bureau, and former president of the Manhattan College Alumni Society.

Mr. Brennan, who taught bus-

iness law and economics at the college after being graduated there in 1923, was named to the editorial post by Brother Augustine Philip, president of the college.

Mr. Brennan supervised the screening of more than 900,000 civil service candidates.

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A THOUGHT FOR THE WEEK

JOHN W. MACY, JR., Executive Director, U. S. Civil Service Commission: "There can be no real career service, for prospective managers or anyone else, without promotion, for the career concept implies a long period of service, with an opportunity for reasonable advancement so as to make full use of the career employee's increased experience and ability."



Civil Service LEADER

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Member Audit Bureau of Circulations

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TUESDAY, NOVEMBER 6, 1956

Two Fine Opportunities

TWO popular examinations now open for receipt of applications bear unusually wide implications. They are the New York City patrolman (P.D.) and the clerk tests.

For the police jobs the maximum age is 29, except for concession to war veterans, but as the war years recede, the number of candidates benefitting from this advantage diminishes. Thus the renewed accent is on youth.

After all, a police career calls for candidates who can meet vigorous physical and medical standards. One frank reason is that the City likes to feel it is picking men who will last at least 20 years. The City then gains the benefit of the experience they acquire on the job, doesn't have to pay a death benefit during that period, and provides itself with a broad base for promotion. Remember, every officer of inspector rank was once a patrolman, and some former patrolmen rose to Police Commissioner. Stephen P. Kennedy, the present Commissioner, is an example.

It is a special honor to be appointed a patrolman because, aside from intelligence, medical and physical soundness, all determined by examination, the appointee must prove good character. No employer except the Federal Government, in filling FBI and Secret Service jobs, puts a man through such a rigorous character test as does New York City in its quest for patrolmen. The Police Department itself does the investigating, as agent in this special case for the Personnel Department. And everybody knows that when it comes to investigation, the Police Department is in its element, just as it is in law enforcement and crime prevention. So the appointee has youth, character, intelligence, excellent health, and ambition. What else could be asked?

For those who look for an indoor and quieter career, the clerk job should prove attractive. For that job men and women, ages 17 to 70, may apply. Age is no deterrent, showing a sharp difference between the City as an employer, and what one reads in the Help Wanted columns of the newspapers—"age to 35."

City Pins Hopes on New Clerks

But even in filling clerk jobs, the City hopes to hire a large number of the younger element, particularly recent senior high school graduates, even members of next June's graduating class. The clerical service now offers an opportunity to rise, through competitive promotion examinations, to responsible administrative positions, even to chief administrative officer, in the highest pay grade in the City's classified service. The following table gives the sequence of the steps in the promotion "ladder":

Title	Grade	Pay Range	Increment
Clerk	3	\$ 2,750-3,650	\$150
Senior clerk	6	3,500-4,580	180
Supervising clerk	10	4,559-5,990	240
Administrative assistant	13	5,450-16,890	240
Administrative associate	16	6,400-8,200	300
Senior administration assistant	18	7,100-8,900	300
Administrator	23	9,000-11,100	350
Senior administrative officer	28	11,200-13,600	400
Chief administrative officer	32	13,100-No limit	—

In the past some who could qualify have shown no interest in a clerk job with the City government, but, whatever the reason was then, there is no good one now

Question, Please

HOW MANY Federal employees are there now, compared to the peak? C.J.P.

Including all employees of the U.S. the world over, the total now is 2,400,000 compared to the 1945 (wartime) peak of 4,000,000. Half of the present employees work for the Department of Defense, one-fifth for the Post Office Department.

HAS the New York City Salary Appeals Board made its recommendation on the senior (old grade 3) clerks' appeal, referred back to it by the Board of Estimate? P.V.L.

The appeal was originally denied by the Salary Board, 3 to 2. The clerks appealed to the Board of Estimate from that decision. The matter was never referred back to the Appeals Board. At the last Board of Estimate meeting, Acting Mayor John J. Theobald, presiding, said: "The Board of Estimate at its executive session began yesterday to consider what action should be taken in regard to minority reports of the Board of Appeals. These discussions have not been completed and will be continued at the next executive session of the Board of Estimate. As a result of this discussion, a decision will be reached as soon as possible in regard to the consideration of minority reports. We are taking the first step in the examination of this problem and we want to proceed in orderly fashion. The action of the Board of Estimate in its proceedings yesterday was the first step."

SOCIAL SECURITY

AS a government employee, I will be eligible for civil service retirement benefits. Could I receive Social Security benefits as well? P.L.

Your civil service pension would not prevent you from receiving Social Security payments. If you gain enough credit under Social Security, you may be eligible to receive Social Security benefits in addition to your civil service pension.

IS Social Security coverage compulsory for the self-employed? P.E.C.

Except for clergymen, who may elect coverage voluntarily, and physicians, who are excluded by law, all selfemployed persons with net earnings of \$400 or more in a year are covered under social security.

WHY can't I use my Social Security card for identification? J. B.

A Social Security card is not good identification. Thousands of cards are lost each year. It would be very easy for such cards to be misused by the finder. Therefore, the use of a card for identification is discouraged both in the interests of the true owner of the card and in the interests of those who to whom the card is offered as identification. Also original Social Security cards may be obtained by anyone, without identification.

to hold off. True, the starting salary is modest, one might wangle a little more pay somewhere else, but salaries are not frozen, appeals procedures by which they may be increased are in earnest, even if slow, operation. The City government is gradually recognizing that if it wants the best it must be willing to pay for the best, and also must safeguard the career service with ample promotion opportunities for those who prove their merit, and executive pay scales for the cream of the crop.

Letters to the Editor

LEADING ACTUARY REPORTS ON SOCIAL SECURITY

Editor, The Leader:

As a consulting actuary in private practice, and therefore neutral, I have analyzed the two Social Security methods, supplementation and coordination, proposed for state employee inclusion under Social Security.

The two methods may be distinguished as follows:

1. Supplementation. Deduction from the employees' contributions to the State Employees Retirement System of the amount necessary for employee contributions under the Security Act, reducing the annuity purchased with the employees' contributions.

2. Coordination. No reduction in the employee pension and annuity between the age at retirement (if under 65) and 65. At age 65, the combined pension and annuity would be reduced by an amount equal to 30 times the number of years of coverage under Social Security.

While under coordination it is rather simple for each employee to determine the amount by which his pension will be reduced at age 65, this is not the case under supplementation. The reduction of the annuity, under supplementation, will depend on the number of years under Social Security, and the rate of contribution to Social Security during those years.

Comparative Analysis

Which method is more advantageous to the employee or, which

method provides him with greater benefits, all other factors remaining the same?

To make a proper comparison in all cases of retirement prior to age 65, I have used the present value of all additional benefits from age of retirement (if under 65) to age 65 and the present value (at age at retirement) of all additional benefits after age 65. The present value of all benefits means the total amount of money that such person would receive at the retirement age, discounted for fatality and interest.

Without loss of generality, one may assume the average wage for the last five years prior to retirement at \$4,200. The number of instances where the wages would be less is rather small and where they are higher, the only portion affected by Social Security is that up to \$4,200.

Reduced Allowance Table

It is reasonable to assume that under supplementation the reduction in retirement allowance for employees with 30 years of State service will be approximately as follows:

Years Under Social Security	% Reduction S.E.R.S.
5	5
15	15
30	30

Overall Comparison Table

Using the above assumption and the data in Table I of the Report of the State Commission on Pensions, dated February 1, 1956, we obtain the following comparison:

State Retirement Plan	Age at Retirement	Years Under S.S.	Estimated Reduction in Annual Pensions		Approximate Present Value at Retirement of Extra Benefits	
			Supplementation From Date of Retirement	Coordination From Age 65	Supplementation	Coordination
Age 55	55	5	\$105.	\$150.	\$ 276.	\$ 845.
" 55	60	5	113.	150.	290.	506.
" 60	60	5	90.	150.	471.	403.
" 60	65	5	102.	150.	505.	—
Age 55	55	15	\$315.	\$450.	\$ 827.	\$2,536.
" 55	60	15	340.	450.	864.	1,523.
" 60	60	15	270.	450.	1,413.	1,210.
" 60	65	15	307.	450.	1,506.	—
Age 55	55	30	\$630.	\$900.	\$1,653.	\$5,072.
" 55	60	30	680.	900.	1,727.	3,046.
" 60	60	30	540.	900.	2,826.	2,419.
" 60	65	30	614.	900.	3,012.	—

The above comparison demonstrates:

1. Supplementation is preferable under the age-60 plan, and particularly when retirement takes place at age 65.

2. Coordination is preferable under the age-55 plan, and particularly when retirement takes place at age 55.

The difference in the value of benefits is accentuated with the length of coverage under the Social Security System.

It appears that coordination places a premium on early retirement which is rather curious and contrary to accepted principles in the pension field.

If the annual deduction under coordination were \$20, instead of \$30, coordination would be practically equivalent to supplementation for the age-60 plan. The use of the \$20 figure, instead of \$30, would bring the cost to the State to approximately the same level under coordination as under supplementation.

I have purposefully refrained from analyzing the advantage of either method in the event of any retirement for disability or the cases of married women, or persons with professional training who plan to go into private practice on retirement. The data presented can be easily interpreted for those cases.

MARK KORMES

Fine REAL ESTATE buys. See Page 11.

NEW YORK STATE JOB OPENINGS

The State has announced the following job openings. Unless otherwise stated, examinations are scheduled for Saturday, December 2, 1956. Applicants must be U. S. citizens and 18.

4180. **PROCESS SERVER**, \$2,880 to \$3,650, New York City offices of various State departments and agencies and county offices. Vacancies from time to time. Fee \$2. High school graduation or equivalency diploma, good physical condition, good moral character. (Friday, November 16).

4181. **PROOFREADER**, \$2,750 to \$3,490, Departments of Education, Public Service and State. Two vacancies, Albany. Fee \$2. One year's office experience including proofreading. (Friday, November 16).

109. **SUPERVISING TUBERCULOSIS PHYSICIAN**, \$9,280 to \$11,110, tuberculosis hospitals of Health Department and Edge-wood Division, Pilgrim State Hospital, Mental Hygiene Department. One vacancy. Fee \$5. Two years' experience as medical staff member in a sanatorium, TB hospital or TB department of a general hospital, plus one of the following: one additional year as above, two years' experience in general practice, internal medicine, surgery, pathology, teaching or research; or an equivalent combination of the above. (No closing date).

110. **SUPERVISING TUBERCULOSIS ROENTGENOLOGIST**, \$9,280 to \$11,110, Department of Health hospitals. Fee \$5. Either three years as a medical staff member of a TB hospital specializing in roentgenology, or four years' general medical experience (two years in a TB hospital and one year in roentgenology), or an equivalent combination. (No closing date).

4182. **SENIOR BUILDING ELECTRICAL ENGINEER**, \$6,890 to \$8,370, Department of Public Works. Three openings, Albany. Fee \$5. New York State professional engineering license and one of the following: two years' electrical engineering experience, designing, preparing and checking electrical layouts on building plans; four years' experience preparing and checking electrical installations other than above, or an equivalent combination. (Friday, November 16).

4183. **ASSISTANT PLUMBING ENGINEER**, \$5,660 to \$6,940, Department of Public Works. Eight openings, Albany. Fee \$5. High school or equivalency diploma and one year's experience preparing and checking plumbing layouts on building plans (or two years' mechanical engineering experience) plus one of the following: master's degree in mechanical engineering, bachelor's degree plus one year's experience as above or two years' mechanical engineering experience, associate degree in engineering or architecture plus either three years experience as above or six years' m.e. experience; five years as above or ten years' m.e. experience, or an equivalent combination. (Friday, November 16).

4185. **SENIOR TELEPHONE ENGINEER**, \$6,890 to \$8,370, Department of Public Service. Three openings, Albany. Fee \$5. Four years' experience in telephone plant construction, maintenance, operation or inspection (two years must have been supervisory) and one of the following: bachelor's degree in mechanical, electrical or industrial engineering (the latter with specialization in e.e. or m.e.), plus one more year as above, or master's degree in m.e., e.e. or i.e.; bachelor's degree in physics plus one more year as above, two years toward a bachelor's in m.e., e.e. or i.e. plus three years as above, or an equivalent combination. (Friday, November 16).

4186. **PRINCIPAL DRAFTSMAN (MECHANICAL)**, \$4,650 to \$5,760, Department of Public Works. Several vacancies. Fee \$4. High school graduation or equivalency diploma, plus four years' drafting experience on heating, plumbing or related mechanical engineering projects, and one of the following: associate degree in an engineering technology, two years toward a bachelor's degree in architecture or engineering, two years' drafting experience or an equivalent. (Friday, November 16).

4187. **PRINCIPAL DRAFTSMAN (ELECTRICAL)**, \$4,650 to \$5,760, Department of Public Works. Several vacancies. Fee \$4. Same requirements as for 4186, with emphasis on electrical engineering training and experience. (Friday, November 16).

4188. **PARKWAY FOREMAN**, \$3,320 to \$4,180, Conservation Department. Two openings, Columbia and Westchester Counties. Fee \$3. Two years' experience in construction or maintenance of modern paved parkways or highways, plus a New York State driver's license for appointment. (Friday, November 16).

4189. **SUPERVISOR OF PARK OPERATIONS**, \$5,130 to \$6,320, (Continued on Page 8)



Fellow-employees gave a party for Ernest Tilford as he left the State Agricultural and Industrial School at Industry. Mr. Tilford now directs training at the Annex of the Training School for Boys, at New Hampton. From left, John B. Costello, superintendent at Industry; Mrs. Ernest Tilford, Mr. Tilford, Peter Domiano, who succeeds Mr. Tilford, and R. L. Sullivan, assistant superintendent.



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RADIOS — APPLIANCES

State Jobs

(Continued from Page 7)

Niagara Frontier State Park Commission. One opening. Fee \$5. Three years' supervisory experience in public recreation, including operation and maintenance of buildings and facilities. (Friday, November 16).

4002. REGIONAL HEALTH DIRECTOR. \$11,586 to \$12,810. Department of Health. One vacancy. Syracuse region. Fee \$5. New York State medical license, graduation from an approved medical school, completion of internship plus a post graduate course in public health of one year in residence approved by the State Public Health Council, and five years' medical experience within the last 10 years in a public health agency or department, two years of which must have been as one of the following: director of a county or city health department or district office, deputy director of such a department serving a population of 500,000 or more, or administrator of a major statewide public health program. (Friday, November 16).

4176. ASSOCIATE PUBLIC HEALTH PHYSICIAN (Epidemiology). \$9,646 to \$11,110. One vacancy. Department of Health, Albany. Fee \$5. Open to all qualified U.S. citizens. Graduation from an approved medical school, completion of an internship and license (or eligibility for license) to practice medicine in the state; in addition, one of the following: four years'

Where to Apply For Public Jobs

U. S.—Second Regional Office. U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y. (Manhattan). Hours 8:30 to 5, Monday through Friday; closed Saturday. Tel. Watkins 4-1000. Applications also obtainable at post offices, except the New York, N. Y., post office.

STATE—Room 2301 at 270 Broadway, New York 7, N. Y. Tel. Barclay 7-1616; lobby of State Office Building, and 39 Columbia Street, Albany, N. Y., Room 212; State Office Building, Buffalo 2, N. Y. Hours 8:30 to 5, excepting Saturdays, 9 to 12. Also, Room 400 at 155 West Main Street, Rochester, N. Y., Tuesdays, 9 to 5. All of foregoing applies also to exams for county jobs conducted by the State Commission.

NYC—NYC Department of Personnel, 96 Duane Street, New York 7, N. Y. (Manhattan) two block north of City Hall, just west of Broadway, opposite The LEADER office. Hours 9 to 4, closed Saturdays, except to answer inquiries 9 to 12. Tel. Cortlandt 7-8880. Any eq pious 'autos' jo quaired mail intended for the NYC De-addressed to 299 Broadway, New York 7, N. Y.

Board of Education, Teaching Only—Board of Examiners, Board of Education, 110 Livingston Street, Brooklyn 1, N. Y. Hours 9 to 4:30, except Saturdays and Sundays. Tel. ULster 8-1000.

NYC Travel Directions
Rapid transit lines for reaching the U. S. State and NYC Civil Service Commission offices in NYC follow:

State Civil Service Commission, NYC Civil Service Commission—IND trains A, C, D, AA or CC to Chambers Street; IRT Lexington Avenue line to Brooklyn Bridge; BMT Fourth Avenue local or Brighton local to City Hall.

U. S. Civil Service Commission—IRT Seventh Avenue local to Christopher Street station.

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled-out forms by mail. In applying by mail for U. S. jobs do not enclose return postage. If ap-not enclose return postage. Both the U. S. and the State accept applications if postmarked not later than the closing date. Because of curtailed collections, NYC residents should actually do their mailing no later than 8:30 P.M. to obtain a postmark of that date.

NYC issues and receives blanks by mail when the exam notice so states.

The U. S. charges no application fees. The State and the local Civil Service Commissions charge fees at rates fixed by law.

Steno and Typist Pay Rate Table

Comparison of pay rates for beginning stenographers and typists follows:

STENOGRAPHER			
	Start	Maximum	
Annual Week	Annual Week	Annual Week	
U. S.	\$3,175	\$61.00	\$3,685 \$70.90
State	2,898	55.50	3,490 67.00
NYC	3,000	57.60	3,900 75.00

TYPIST			
	Start	Maximum	
Annual Week	Annual Week	Annual Week	
U. S.	\$2,960	\$56.90	\$3,470 \$66.90
State	2,620	50.00	3,340 64.20
NYC	2,750	52.90	3,650 70.00

For both State and New York City stenographer and typist tests, apply to the State Employment service, 1 East 19th Street; for Federal jobs to the U. S. Civil Service Commission, 641 Washington Street. Do not apply at 96 Duane Street for these two jobs with New York City.

medical experience including one year equivalent to field experience in epidemiology, teaching or research; one academic year's post-graduate course in residence approved by the New York State Public Health Council and two years' medical experience including six months equivalent to the above experience, or a time-equivalent combination of training and experience. (Friday, November 16).

4177. BACTERIOLOGIST. \$4,430 to \$5,500. One vacancy. Department of Health, Buffalo. Fee \$4. Open to all qualified U.S. citizens. Graduation from a four-year college or university for which a bachelor's degree is granted in biological sciences and chemistry, or a combination of these sciences with mathematics or physics plus one year's laboratory experience in bacteriology, and one of the following: one additional year's laboratory experience, one year's graduate work in biological sciences, or an equivalent combination of experience and graduate work. (Friday, November 16).

4178. DENTIST. \$5,940 to \$7,270. Three vacancies. Department of Mental Hygiene. Fee \$5. License or eligibility for license to practice dentistry in the state. (Friday, November 16).

4190. CAMP SANITARY AIDE. \$289 monthly. One opening. Department of Health; other similar vacancies from time to time. Fee \$3. State driver's license plus one of the following: high school or equivalency diploma and six months' experience as a sanitary inspector or investigator, one year's cumulative experience as above, two-year course for which an associate degree is granted in engineering, sanitary science, agriculture or dairy science; teacher's certificate for biological and physical sciences in state secondary or higher schools, two college years leading to a degree with at least six hours in general science, biology, physics or chemistry, or an equivalent combination. (Friday, November 16).

4598. SANITARY INSPECTOR. Wyoming County, \$3,200 to \$3,600. (Continued on Page 8)

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State Jobs

(Continued from Page 8)

One opening. Fee \$3. One of the following: high school or equivalency diploma including courses in general science, math or chemistry plus two years' sanitary inspection experience; six years' sanitary inspection experience, or an equivalent combination. Education may be substituted for experience. (Friday, November 16).

4195. ASSISTANT TAX VALUATION ENGINEER. \$5,660 to \$6,940. Three openings. State Equalization and Assessment Board. Fee \$5. Test January 12. High school or equivalency diploma and two years' experience in public utility, municipal or industrial engineering valuation work, plus one of the following: graduation from a four-bachelor's degree in engineering is year college course for which a granted, four additional years' experience as above, or an equivalent combination. (Friday, December 14).

4196. CANAL MAINTENANCE FOREMAN. \$3,840 to \$4,790. Two openings. Public Works Department, Albany and Buffalo. Fee \$3. Test January 12. Eighteen months' engineering construction or maintenance work experience, six months of which must have been as foreman. (Friday, December 14).

4197. CANAL SHOP FOREMAN. \$4,220 to \$5,250. Two openings. Public Works Department, Albany and Syracuse. Fee \$4. Test January 12. Two years' journeyman experience as machinist. (Friday, December 14).

4198. SUPERVISING JANITOR. \$3,320 to \$4,180. 11 openings, several state departments. Fee \$3. Test January 12. One year's experience in the care and maintenance of a large building and grounds, plus one of the following: one additional year's experience as above, high school or equivalency diploma or an equivalent combination of training and experience. (Friday, December 14).

4199. SENIOR ATTORNEY (Realty). \$6,890 to \$8,370. Four vacancies. Departments of Law and Audit and Control. Fee \$5. Test January 12. Admission to the New York State Bar and five years' full-time law practice, two years of which must have been in work involving search, examination, proof or closing of titles to real property in the state or in the preparation for trial or trial of title matters. (Friday, December 14).

4902. UNEMPLOYMENT INSURANCE REVIEWING EXAMINER. \$4,030 to \$5,020. One opening. Labor Department's Division of Employment, Albany. Fee \$4. Test January 12. High school or equivalency diploma and one year's experience involving the interpretation or administration of law or contracts in such fields as unemployment insurance, workmen's compensation, taxation, Social Security claims, or in similar public or private fields. In addition, one of the following: Four years business experience, bachelor's degree, or an equivalent combination. (Friday, December 14).

4111. DIRECTOR OF YOUTH REHABILITATION. \$8,390 to \$10,100. One opening. Correction Department, Albany. Fee \$5. Test January 12. Bachelor's degree including or supplemented by specialization in psychology, sociology, criminology, counseling or guidance and seven years' experience in correction treatment, correction administration, parole, or probation, three years of which must have been in youth work and three years in an administrative capacity. (Friday, December 14).

4179. SENIOR INDUSTRIAL HYGIENE PHYSICIAN. \$7,918 to \$9,190. One opening. Labor Department, New York City. Fee \$5. Test January 12. License to practice medicine in New York State, graduation from an approved medical school and internship, one year's practice, and one of the following: one year's industrial medical practice, post graduate course in public health or industrial medicine, one year in residence approved by the State Public Health Council, or one year's medical research experience in industrial employment conditions or industrial health hazards. (Friday, December 14).

4184. ASSOCIATE BIOCHEMIST. \$6,890 to \$8,370. One opening. Labor Department, New York City. Fee \$5. Test January 12. One of the following: master's degree in organic, or physical chemistry, biochemistry and five years' biochemistry experience; doctoral degree in one of these sciences plus three years' such experience, or an equivalent combination. (Friday, December 14).

4191. JUNIOR SCIENTIST (Hematology). \$4,430 to \$5,500. One opening. State University Downstate Medical Center, Brooklyn. Fee \$4. Test January 12. Bachelor's degree in biological sciences or chemistry plus one of the following: one year's experience in hematology or pathology, or master's degree in clinical pathology or hematology. (Friday, December 14).

4192. SENIOR MENTAL HEALTH CONSULTANT (Social work). \$5,390 to \$6,620. One opening. Mental Hygiene Department, Albany. Fee \$5. Test January 12. Master's degree in education, psychology, social work, public health or public health education; one year's experience as psychiatric social worker, and one year's experience in education, psychology, sociology, social work or public health education.

4194. SUPERVISOR OF SOCIAL WORK (Psychiatric). \$5,390 to \$6,620. One opening. St. Lawrence State Hospital. Fee \$5. Test January 12. Two years' graduate work in a school of social work, preferably with a master's degree; three years' experience in social casework with a social agency, one year of which must have been in psychiatric social casework, and one year in an administrative capacity; or one of the following: one additional year's experience in social casework with a psychiatrist (Friday, December 14).

one year of which must have been in psychiatric social casework, and one year in an administrative capacity; or one of the following: one additional year's experience in social casework, or one year's experience in psychiatric social work with a psychiatrist (Friday, December 14).

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The U. S. Civil Service Commission announced that applications have closed for aircraft mechanic and aircraft jet engine mechanic, WB-10 and 15.

U. S. Jobs

Following is the latest list of Federal job opportunities in New York and New Jersey for which hiring is fast. Applications will be accepted until further notice.

Applicants must be at least 18 to apply unless otherwise stated. The salaries quoted are starting salaries. Announcement numbers and places of application are shown in each notice.

2-18-3 (56). **CHEMIST**, \$6,115 to \$11,610, New Jersey and New York. Board of U.S. Civil Service Examiners, Picatinny Arsenal, Dover, N.J.

218-5 (56). **PHYSICIST**, \$6,115 to \$11,610. Board of U.S. Civil Service Examiners, Picatinny Arsenal, Dover, N.J.

2-32 (56). **ENGINEER** (24) fields, \$5,115 to \$11,610. Director, Second U.S. Civil Service Region,

641 Washington Street, New York 14, N.Y.

2-8-6 (54). **FOOD SPECIALIST** (equipment), \$5,440, Bayonne, N.J. Board of U.S. Civil Service Examiners, U.S. Naval Supply Depot, Bayonne, N.J.

—**STENOGRAPHER**, \$2,960 to \$3,415; **TYPIST**, \$2,690 to \$3,175. Minimum age 17. Eligibility in a written exam plus appropriate education and experience for the \$3,415 and \$3,175 jobs. Send Form 5000-AB for jobs in the following locations: New York City

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Newark, N.J., and Syracuse, jobs, U.S. Civil Service Region, 641 Washington Street, New York 14, N.Y. For jobs in the following locations, apply to the U.S. Civil Service Examiners in the location concerned: Port Washington and Kings Point, Naval Training Device Center, Port Washington, N.Y.; Hudson County, N.J., U.S. Naval Supply Depot, Bayonne, N.J.; Lyons, N.J., V. A. Hospital, Lyons, N.J., Dover, N.J. and vicinity, Picatinny Arsenal, Dover, N.J.

2-34 (56) **TABULATING MACHINE OPERATOR, C A R D PUNCH OPERATOR**, \$2,960 and \$3,175, New York City. Applicants must pass written test and need from three to six months' appropriate experience. Form 5000-AB to Director, Second U.S. Civil Service Region, 641 Washington Street, New York 14, N.Y.

2-71- (56) **DENTAL HYGIENIST**, \$3,415, V. A. Hospital, Northport, L.I. One needs registration as oral or dental hygienist plus two years' appropriate experience. Send forms 57 and 5001-ABC to the hospital.

NURSING ASSISTANT (psychiatry), \$2,960, V.A. Hospitals, Northport, L.I., N.Y. and Lyons, N.J. Males preferred. Literacy and oral interview required.

271-6 (55) **NURSING ASSISTANT** (psychiatry), \$2,960, V.A. Hospitals at Northport, L.I., N.Y., and 2-70-2 (55) Lyons, N.J. Men preferred. Oral interview and literacy required. Send forms 60 and 5001-ABC to the Board of U.S. Civil Service Examiners at the Northport Hospital, forms 57 and 5001-ABC to the Lyons hospital.

2-71-1 (55) **FOOD SERVICE WORKER**, \$1.39 an hour, V.A. Hospital, Northport, L.I., N.Y. Men preferred. No experience necessary. Literacy required. Restricted to veterans. Forms 60 and 5001-ABC to the Board of U.S. Civil Service Examiners at the hospital.

2-70-3 (53) **FOOD SERVICE WORKER**, \$1.26 an hour, V.A. Hospital, Lyons, N.J. Men and veterans only. No experience necessary. Forms 57 and 5001-ABC to the Board of U.S. Civil Service Examiners at the hospital.

2-76-9 (55) **FOOT SERVICE WORKER**, \$1.08 an hour, VA. Hospital, Buffalo, N.Y. Men and veterans only. No experience necessary. Literacy required. Forms 60 and 5001-ABC to the Board of U.S. Civil Service Examiners at the hospital.

(State Exams, See Page 7)

EMPLOYEES

ACTIVITIES

Lewis County

Dr. Harry Hess, internationally known magician, and his partner Margo entertained a delighted audience at Henry's Hotel, Lowville, October 22 at the fall social meeting of the Lewis County chapter. Dinner was served to 90 members and guests.

Louis Weaver was a very genial emcee, presenting a program of Association talent.

The entertainment included songs by Mrs. Vernon Pellam, Walter Lundy, Irish tenor, and a trio composed of Mr. Lundy, Robert Dekin and Elisha Parker, Mrs. William Flanagan accompanied at the piano.

The program also featured a jiggling act by Patrick J. Fogarty, Maurice Bedford, tambourine artist, and a whistling solo by Charles T. Taylor.

President Minnie Roberts introduced the following guests: Peter J. Ulrich, County Clerk; Charles Taylor, County Treasurer; Stanley Parsons, Welfare Commissioner; I. Ray Geer, County Highway Superintendent; Llewellyn Linstruth, Supervisor of the Town of Lewis; Henry Schaab, Supervisor of the Town of Lowville; David Hollenbeck, chapter vice president; Robert Dekin, secretary, and Pearl Smith, treasurer.

The committee in charge was composed of William Roberts, chairman, Mrs. Walter Lundy, Floyd Ulrich, Pearl Smith and Mrs. Fred Marshall.

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NYSE Lists 100 Jobs Open In Industry

Besides jobs for work during the Christmas season, in department and local retail stores, the New York State employment Service has listed 100 permanent jobs in private industry.

For the following jobs, apply to the Employment Service Office at 119 Fifth Avenue, New York City: chemical engineer, civil engineer, electrical engineer, electronic engineer, mechanical engineer, physicist, mechanical draftsman, occupational therapist, professional nurse, medical technician, physical therapist and licensed practical nurse.

Apply to the office at 1 East 19th Street, New York City, for these sales and commercial positions: bookkeeping machine operator, duplicating machine operator, secretary, Spanish-English secretary, stenographer, typist, typist-biller, statistical typist, clerk-typist, telephone operator with knowledge of typing or steno, insurance salesman, variety store salesclerk, apparel salesperson, solicitor, and house-to-house salesman.

Brooklyn Jobs Included

For these positions, apply to 225 West 34th Street, Manhattan, or 73 Rockwell Place, Brooklyn: finisher on women's dresses, assorter and draper on women's dresses, hand baster and feller on men's clothing, sewing machine operator on men's clothing, sewing machine operator on women's clothing and millinery feather paster.

Apply to 255 West 54th Street, Manhattan, 590 Fulton Street, Brooklyn, or the Chase Manhattan Building, Long Island City, for these industrial jobs:

Dental technician, Italian-style baker, cabinetmaker, millman, steel rule die maker, compositor, cylinder pressman, diamond setter, diamond polisher machinist, job setter, die maker, tool and die maker, tool maker, engine lathe operator, turret lathe operator, milling machine operator, jig boring machine operator, machine shop inspector, sheet metal worker, foundry molder, coremaker, blacksmith, electrician, broom maker, hardwood finisher, scaffold painter, plumber, stationary engineer.

Also airplane mechanic, auto mechanic, auto body and fender repairman, TV serviceman, electric motor repairman, foster yarn winder, rooted doll wig sewing machine operator, band saw operator, polisher, turret lathe operator, hand screw machine operator, floor assembler, mutual binding machine operator, roofer, waterproofer, routeman, auto service station attendant, export packer, washing machine serviceman, olive packer, rag sorter, wrapping machine operator, greeting card workers, lacer, rag cutter, planer operator, and gear generator operator.

For the following, apply to 47 West 54th Street, Manhattan:

Hotel cashier, hotel telephone operator, cook, waitress, barber, pin boy, orderly shoerepairman, operating engineer, hand presser, machine presser and shirt presser.

Christmas Jobs

Several thousand full-time and part-time Christmas jobs are listed at the 1 East 19th Street office in New York City. The jobs, in neighborhood and department stores, are open to those 18 and over, particularly housewives who are interested in working four or five hours a day and one evening a week. Some of the jobs are full-time, 37½ hours weekly. In addition to salary, jobs include shopping discounts and other benefits. Applicants should apply promptly, as most hiring is done by Thanksgiving.

ACCOUNTANTS MEET NOV. 7

The Federal Government Accountants Association will meet on Wednesday, November 7 at 6:30 P.M. at Commuters Cafe, 32 Cortlandt Street. The guest speaker will be George Trentin of Arthur Andersen & Company. He will discuss automation.

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LEGAL NOTICE

P2558, 1956—CITATION—The People of the State of New York, By the Grace of God Free and Independent,
To SPANISLAW SWALOW, JOSEFA PREISNER, PUBLIC ADMINISTRATOR OF THE COUNTY OF NEW YORK, ATTORNEY GENERAL OF THE STATE OF NEW YORK and to all the heirs at law, next of kin, and distributees of ANTONINA MARCINKIEWITZ, deceased, if living, and if any of them be dead to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors, in interest, whose names and places of residence are unknown and cannot be ascertained after due diligence the next of kin and heirs at law of ANTONINA MARCINKIEWITZ, deceased, send greeting.

WHEREAS, JOSEPHINE KHOWRA and MICHAEL WERGZA, who reside at 116 East 7th Street, New York, N. Y., and 123 East 7th Street, New York, N. Y., respectively, have lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date March 30, 1955 relating to both real and personal property, duly proved as the last will and testament of ANTONINA MARCINKIEWITZ, deceased, who was at the time of her death a resident of 144 East 2nd Street, Borough of Manhattan, the County of New York.

THEREFORE, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 15th day of November, one thousand nine hundred and fifty-six, at half-past ten o'clock in the forenoon of that day, why said will and testament should not be admitted to probate as a will of real and personal property.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

WITNESS, Honorable WILLIAM T. COLLINS, Surrogate of our said County of New York, at said county, the 2nd day of October in the year of our Lord one thousand nine hundred and fifty-six.
PHILIP A. DONAHUE
(L.S.) Clerk of the Surrogate's Court

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Department of Labor
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 2. Ellis, Evelyn, Bronx 84255

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Westchester County
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 7. O'Shea, Dennis, NYC 88255

TRANSIT LEGION POST
TO INSTALL OFFICERS

Richard S. Cole will be installed as commander of the Brooklyn Municipal Transit Employees Post 1028, American Legion, at a dance on Saturday, November 10 at 154 Lawrence Street, Brooklyn.

Other officers to be installed are Harry N. Nase, Ernest O. Newell and Israel M. Finkel, vice commanders; Frank Locasia, finance officer; Patrick J. Quinn, chaplain, and Seward L. Virgil, adjutant.

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2. Gieser, George, Buffalo 87355
3. Butler, Katherine, Keenmore 86755
4. Mallin, Margaret, Buffalo 86555
5. Jung, Agnes, Williamsville 86155
6. Beck, Marian, Buffalo 85555
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8. Goetz, Anna, Williamsville 84955
9. Kanasak, Eleanor, Buffalo 84955
10. Semoyers, Mary, Buffalo 84115

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2. Vanseny, Beatrice, Tarrytown 77955

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Westchester County

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4. Krueger, John, Newtonville 98755
5. Perera, Arnold, Voorhees 98755
6. Parker, Russell, Delmar 98655
7. Macvitt, Kenneth, Delmar 98655
8. Barry, Edward, Albany 98655
9. Krug, Alfred, Delmar 98655
10. Gilday, John, Albany 98155
11. Sheehan, Richard, Albany 97055
12. Barnhart, Edward, Roseton 91255
13. Winkler, Robert, Scotia 89155
14. Bimenthal, Samuel, Albany 88955
15. Nicola, Thomas, Watervliet 82155
16. Scales, Robert, McKownville 79455
17. Jensen, Harry, Troy 94255
18. Beach, Foster, Chateaufort 93355
19. Langford, William, Binghamton 93355
20. Ferguson, George, Roseton 89155
21. Bone, Jerome, Binghamton 88455
22. Seargent, Douglas, Binghamton 84115

STATIONARY ENGINEER

Interdepartmental

1. Bryere, Patrick, Ogdensburg 14655
2. Swenson, Leon, Ogdensburg 98955
3. Yalbarber, Joseph, Mt. Morris 97255
4. McCurdy, Archie, Genesee 96855
5. Merwin, Lauren, Oneonta 95755
6. Jorwald, Miscaw, Genesee 94755
7. Seiler, Charles, Leicester 94655
8. Hughes, Richard, Utica 94455
9. McAllister, Robert, Croy Is. 93955
10. Bricket, William, Buffalo 93555
11. Bowers, George, Verona 93155
12. Smith, Raymond, W. Haverstr 92855
13. Murphy, William, Lancaster 92855
14. Murray, Donald, Ogdensburg 92855

15. Graveline, C. Ogdensburg 91855
16. Hunt, Robert, Watervliet 91855
17. Baldwin, Lynn, Collierville 91455
18. Peck, Cameron, Binghamton 90755
19. Davis, Thomas, Tonawanda 90755
20. Cox, William, Kings Park 90555
21. Vandenberg, Henry, Catskill 90455
22. Vanstone, Albert, Albany 90455
23. Emerson, Frederick, Bklyn 90055
24. Trippi, Salvatore, Mt. Morris 89955
25. Wing, Robert, Oneonta 89455
26. Dowling, Paul, Coxsack 89455
27. Hogan, James, Croy Is. 89155
28. Beattie, John, New Paltz 89155
29. Conway, Paul, Buffalo 89055
30. Farmer, Walter, N.Y. Mills 88155
31. Smith, Robert, Bklyn 88155
32. Lytle, Howard, Roseton 88055
33. Royer, Joseph, Binghamton 87655
34. Perout, Amelia, Binghamton 87655
35. Williams, Arthur, Ogdensburg 87455
36. Hyde, Sheldon, Watervliet 87055
37. Roberts, Edward, Havana 87055
38. Pratt, Bedford, Binghamton 86855
39. Alexander, Alan, Rome 86855
40. Hopper, Stanley, Croy 86855
41. Werns, Charles, Middletown 86955
42. Pike, William, Whitehall 86355
43. Schiffer, William, Gowanda 86055
44. Belmont, Warren, N. Paltz 84555
45. Bridge, Lawrence, Ogdensburg 84455
46. McEneaney, James, Syracuse 83955
47. Gloff, Herbert, Freehold 83955
48. Zimmer, Earl, Middletown 83755
49. Debluch, Nicholas, Hudson 83655
50. Wells, James, Plattsburgh 83555
51. Rabin, Robert, Gowanda 83355
52. Bennington, H. Oxford 83255
53. Bunker, Robert, Industry 83155
54. Williams, Laceron, Auburn 83055
55. Phillips, Elva, Decatur 82955
56. Cherenowshi, P. Delmar, Hst. 82955
57. Rivers, Antoin, N. Baitoung 82555
58. Vandewater, Duran, Whitehall 82355
59. Dunlop, Thomas, Tully 82355
60. Larose, Bernard, Ogdensburg 82355
61. Debluch, Joseph, Hudson 82255
62. McTearns, W. Graveland 82055
63. Bessel, Nelson, Yorkville 81955
64. Odell, Kenneth, Middletown 81855
65. Anichewski, Harold, Tully 81455
66. Quinn, Bernard, E. Is. 81455
67. Davis, Edgar, Manhattan 81255
68. Brady, Howard, Northport 81155
69. Cram, William, Whitehall 80955
70. Rebollat, Calisto, Croy Is. 80755
71. Tilly, Emil, Palmyra 80755
72. Dorochev, Arthur, Plattsburgh 80755
73. DuBois, Charles, Wallkill 80655
74. Groat, Robert, Canton 80655
75. Zinshtab, G. Ossining 79555
76. Williams, Thomas, Granville 79555
77. Poutch, Charles, Oneonta 79555
78. Sweet, William, Rochester 79555
79. Schfield, Jesse, Freehold 78555
80. Noonan, Thomas, Brentwood 78455
81. Dalton, Robert, Athens 78155
82. Casard, Walter, Baitoung 77955
83. Stuchinger, W. Baitoung 76555
84. Baker, Arthur, Albany 75755
85. Towle, Alfred, Windale 75355
86. Ackerman, Charles, Taborg 75355

SENIOR ACCOUNT CLERK

Westchester County

1. McGuire, Caroline, White Plains 83755
2. Jackson, Joseph, Mamaroneck 83755
3. Indarola, Anthony, Elmsford 83955
4. Casand, Adelaide, Armonk 82155
5. Duffy, Dorothy, Yonkers 81155

Questions answered on civil service.

Address Editor, The LEADER.

97 Duane Street, New York 7, N.Y.

EMPLOYEE
ACTIVITIES

Brooklyn State Hospital

The annual dance sponsored by the Brooklyn State Hospital chapter will be held on Friday evening November 30, in the auditorium of Brooklyn State. Continuous music! Two bands! Varga's Orchestra! We ask everyone's cooperation in making this dance a success.

Congratulations on their tax exemptions to Mr. and Mrs. Solomon Berlin, who had a baby boy, on their promotion to head nurse, and to Mr. and Mrs. Bill Montiville who also had a son.

Our sincere sympathy to Anthony Morino on the recent loss of his mother; to Mr. and Mrs. John Diamond on the death of his mother-in-law; to Luesandl Swindell on the loss of her father; to Alma Chupp and family on the loss of her mother; to Mrs. Janet Sokolo whose sister-in-law died recently.

Congratulations to Joseph Munn on his promotion to the Training School Office as an instructor.

The following employees are convalescing in the hospital's sick bay: Maude Alberts, Meg Dowling, Winifred Cauley and Rose Cammarata.

We wish Ruby Ringleben good luck in her position at the After-Care Clinic. Mrs. Ringleben has been active in the Insulin Therapy unit for a number of years. All her co-workers will miss her.

Mary Kearns and Kitty Thompson have been entertaining their parents, Mr. and Mrs. Martin Lyden, who recently flew over to this country from Ireland. Mr. Lyden is 87 years old and his wife is 86. This couple was the oldest couple ever to fly on the Pan American Airways. They enjoyed their visit to Brooklyn and were reluctant to return to their homeland. We wish them many years of good health and happiness.

SOCIAL SECURITY for public

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FIVE ON NYC POLICE FORCE WIN TUITION AWARDS

Five members of the New York City police received from the Civil Service Reform Association its first annual Captain Edward A. Palmer Educational Awards for proficiency in study courses in police administration or related subjects.

The Award, \$70 for reimbursement of tuition in an accredited college or university was presented by James R. Watson, executive director of the association. The recipients were congratulated by Police Commissioner Stephen P. Kennedy and Mayor F. Wagner at exercises at Hunter College.

The awards are given to encourage police officers, through study, to render better service. The competition was open to police officers not benefitting from full scholarship or the Veterans Administration program, and who were currently attending an accredited college or university.

Lieutenant William P. Brown developed a plan for graduate training at the Police Academy.

Lieutenant Arthur Niederhoffer wrote dissertation for a master's degree at Brooklyn College on the gang as an instrument of crime. His degree was awarded summa cum laude, an honor rarely bestowed by the college's department of sociology. He plans to obtain a Ph.D. at NYU Graduate School of Public Administration.

Detective James W. Osterburg attained the highest standing in his class at the NYU Graduate School.

Sergeant Harry Diamond, candidate for a master's degree in public administration at Baruch School of Business and Public Administration, CCNY, earned an "A" for two semesters.

Acting Lieutenant Lloyd Sealy, seeking a master's degree in public administration at NYU, made an outstanding record. He wants to specialize in youth problems.

The Five Winners

The winners, and what they did:

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FULL TEXT OF ATTENDANCE RULES

The purpose of these rules is to insure equitable treatment of employees and to provide uniformity in matters of attendance and leave insofar as practicable and consistent with the efficient conduct of the State's business.

Rule I. Attendance

1. Basic Work Week:

The basic work week for employees of State departments, agencies, and institutions, other than employees excluded from the application of overtime compensation under the rules of the Budget Director adopted pursuant to Section 41-A of the Civil Service Law, shall be forty hours; provided, however, that where a shorter work week would not interfere with the proper performance of government functions an appointing authority may establish a basic work week of not less than 37½ hours and five days for any employees under its appointive jurisdiction as may be designated by it with the approval of the Division of the Budget; provided, however, that this rule shall not be construed to increase the work of any employee for whom a work week of less than forty hours is prescribed by law, rule or administrative regulations as of the day preceding the effective date of these rules.

2. Record of Attendance:

Daily time records showing actual hours worked by each employee shall be maintained; provided, however, that the appointing authority may, with the approval of the Civil Service Department, exempt from this requirement such executives, officers and employees as it may designate.

3. Tardiness:

The appointing authority shall establish and publish, subject to the approval of the Civil Service Department, rules and schedules establishing penalties for tardiness. Such penalties shall not preclude disciplinary action in cases of excessive tardiness. In the event of public transportation difficulties, strikes, severe storms or floods, or similar uncontrollable condition affecting a group of employees, tardiness may be excused by the appointing authority.

4. Overtime:

Hours worked in excess of the basic work week shall constitute overtime, for which eligible employees shall be entitled to overtime compensation or equivalent time off in lieu thereof, subject to the rules established by the appointing authority pursuant to the provisions of this rule.

The appointing authority shall establish and publish rules governing the computation of overtime, including the units of accumulation and liquidation, employees eligible to accumulate overtime credits, and credit for overtime spent in travel status. Such rules and any amendments thereto shall take effect upon approval by the Civil Service Department, and shall be subject to the following conditions:

(a) Overtime work must be authorized in advance by the appointing authority or its designated representatives, before credit for overtime work may be allowed;

(b) An employee may receive compensation in cash for overtime hours worked in excess of forty hours per week, if approved by the Director of the Budget; otherwise, he shall receive equivalent time off;

(c) No employee shall be allowed to accumulate overtime credits compensable by equivalent time off in excess of thirty work days. The appointing authority shall notify the employee, in writing, of the total amount of his unliquidated credits when such credits total the equivalent of twenty work days;

(d) An employee, who transfers from one department or agency to another, or who retires, shall be compensated in cash, by the department or agency from which he is so transferred or retired, for such of his overtime credits, up to thirty days, as cannot be liquidated by equivalent time off prior to such transfer or retirement; provided, however, that upon the transfer of an employee from a unit, or an in-

stitution of the Departments of Mental Hygiene, Health, Correction, Social Welfare, or the State University, to another unit, institution, or office under the same department, or agency, he shall not be compensated for accrued overtime credits, but such credits shall be transferred with him.

In the event of death of an employee, his estate or beneficiary shall be paid the monetary value of his accumulated overtime credits up to the equivalent of thirty days, by the department or agency by which he had been employed.

RULE II

1. Sundays and Holidays:

All Sundays and legal holidays enumerated herein shall be allowed as days off, or days shall be allowed in lieu thereof.

The days prescribed by law for the observance of New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, and Christmas Day shall be observed as holidays, except when any such day falls on Saturday, in which case it shall not be observed as a holiday.

A pass day is a day off in lieu of Sunday on which the employee is required to work. When such pass days falls on a day observed as a holiday pursuant to this rule, such day off shall not be charged as a pass day.

Persons employed on a per diem or hourly basis shall not receive pay for holidays on which they do not work.

2. Vacation

Employees in State service on the day preceding the effective date of these rules, or who were in State service before such date and who after such date, are reinstated, or re-employed within one year after separation from State service, shall earn and accumulate vacation at the rates provided in the Attendance Rules as in force and effect on the day preceding the effective date of these rules.

Employees who enter State service on or after the effective date of these rules shall, upon completion of thirteen bi-weekly pay periods of service, be credited with 6½ days vacation. Thereafter, such employees shall earn and accumulate vacation credits at the rate of ½ day per bi-weekly pay period, except that an employee shall not earn vacation credit for any bi-weekly pay period during which he is in less than full pay status. A parttime employee who is required to work a fixed number of hours, five days per week, shall also receive vacation as provided herein, but his total pay for such period of vacation shall be the amount which would have been due him if he had been working regularly at his usual hours for such period.

Employees who enter State service on or after the effective date of these rules shall also earn, and upon the completion of each full year of continuous service, be credited with additional vacation in accordance with the following schedule:

Completed Years of Continuous Service	Additional Vacation Credits
1	1 day
2	2 days
3	3 days
4	4 days
5	5 days
6	6 days
7 and over	7 days

A leave of absence without pay, or a resignation followed by reinstatement or re-employment in State service within one year following such resignation, shall not constitute an interruption of continuous service for the purposes of this rule; provided, however, that leave without pay for more than six months or the period between resignation and reinstatement or reappointment, during which the employee is not in State service, shall not be counted in determining eligibility for additional vacation credits under this rule.

No accumulation of vacation credits in excess of thirty days shall be permitted, except that employees having accumulated vacation credits in excess of thirty days on the day of preceding the effective date of these rules, shall be

allowed a period of one year to reduce such accumulated credits to an amount not in excess of thirty days. The appointing authority shall notify the employee, in writing, of the total amount of his unliquidated credits when such credits total the equivalent of twenty-five work days.

The time at which vacation may be drawn by an employee shall be subject to the prior approval of the appointing authority.

So far as practicable, vacation credits shall be used prior to transfer. The department, agency, or institution to which an employee is transferred shall credit him with all of his accumulated vacation credits not used prior to transfer.

Upon separation from service by retirement or death, an employee or his estate or beneficiary, as the case may be, shall be compensated in cash, for his vacation credits not in excess of thirty days.

This rule shall have no application to employees paid on a per diem or hourly basis.

3. Sick Leave:

Sick leave is absence with pay necessitated by the illness or other physical disability of the employee.

Employees shall earn sick leave credits at the rate of ½ day per bi-weekly pay period and may accumulate such credits up to a total of 150 days; provided, however, that an employee shall not earn sick leave credit for any bi-weekly pay period during which he is in less than full pay status. A parttime employee who is required to work a fixed number of hours, five days per week, shall also earn sick leave credit as provided herein, but his total pay when absent on such leave shall be the amount which would have been due him had he been working regularly at his usual hours for such period.

An employee absent on sick leave shall notify his supervisor of such absence and the reason therefor on the first day of such absence and within two hours after the beginning of his work day; provided, however, that where the work is such that a substitute may be required, the appointing authority may require earlier notification, but not more than two hours prior to the beginning of the employee's work day.

Sick leave credits may be used in such units as the appointing authority may approve, but shall not be used in units of less than one-half hour.

Before absence for personal illness may be charged against accumulated sick leave credits, the appointing authority may require such proof of illness as may be satisfactory to it, or may require the employee to be examined, at the expense of the department or agency, by a physician designated by the appointing authority.

In the event of failure to submit proof of illness upon request, or in the event that, upon such proof as is submitted or upon the report of medical examination, the appointing authority finds that there is not satisfactory evidence of illness sufficient to justify the employee's absence from the performance of his duties, such absence may be considered as unauthorized leave and shall not be charged against accumulated sick leave credits. Abuse of sick leave privileges shall be cause for disciplinary action.

The appointing authority may require an employee who has been absent because of personal illness, prior to and as a condition of his return to duty, to be examined, at the expense of the department or agency, by a physician designated by the appointing authority, to establish that he is not disabled from the performance of his normal duties and that his return to duty will not jeopardize the health of other employees.

In addition to personal illness of the employee, the following types of absence, when approved by the appointing authority, may be charged against accumulated sick leave credits: illness or death in the employee's family, provided, however, that charge for such absence shall not exceed a maximum of fifteen days in any one year; personal visits to doctor or dentist; and absence for maternity. In accordance with Rule III, subdivision 1, of these rules, Proof of the need for such absences, satisfactory to

the appointing authority, may be required.

When an employee is transferred, his accumulated sick leave credits shall be transferred with him. When an employee is separated from service for other than disciplinary reasons and is subsequently reinstated or re-employed, within one year after such separation, his sick leave credits accumulated and unused at the time of his separation shall be restored.

Where reinstatement occurs more than one year following separation, sick leave credits accumulated and unused at the time of separation may be restored, in the discretion of the Civil Service Commission. Notwithstanding the provisions of this paragraph, an employee reinstated from a preferred list shall be entitled to restoration of all sick leave credits accumulated and unused at the time of his suspension.

This rule shall not apply to employees paid on a per diem or hourly basis.

4. Extended Sick Leave:

The appointing authority may, in its discretion, advance sick leave credits to an employee absent due to personal illness who has exhausted his accumulated sick leave, vacation and overtime credits. Such advanced sick leave credits shall be repaid, as soon as practicable after the employee's return to duty, from subsequent accumulations of time credits. The outstanding unrepaid sick leave credits advanced to any employee under the provisions of this rule shall not at any time exceed a total of five days.

Upon termination of the employee's services any such advance of sick leave not offset by subsequent accumulations of sick leave, vacation and overtime credits, shall be deducted from salary or wages due the employee.

5. Sick Leave at Half-pay:

The appointing authority may, in its discretion, grant sick leave at halfpay for personal illness to a permanent employee having not less than one year of service after all of his sick leave, vacation and overtime credits have been used; provided, however, that the cumulative total of all sick leave at half-pay hereafter granted to any employee during his State service shall not exceed one pay period for each complete year of his State service.

6. Personal Leave:

Personal leave is leave with pay for personal business, including religious observance, without charge against accumulated vacation or over-time credits. Employees, other than those paid on a per diem or hourly basis, shall be entitled to personal leave not exceeding a total of five days in a year, to be credited as follows:

(a) An employee in State service on the effective date of these rules shall be credited with five days personal leave on the effective date of these rules and thereafter, except as herein otherwise provided, shall be credited with five days personal leave each year on the anniversary of the effective date of these rules;

(b) Any person who was separated or granted a leave of absence without pay from State service prior to the effective date of these rules and is hereafter re-employed or reinstated in State service, and any employee who enters State service after the effective date of these rules, shall be credited with five days personal leave on the date of such re-employment, reinstatement or entry, as the case may be, and thereafter, except as herein otherwise provided, shall be credited with five days personal leave each year on the anniversary of such date;

(c) If an employee is separated from State service, or granted a leave of absence without pay from State service, subsequent to the effective date of these rules, and thereafter is reinstated or re-employed within one year following the last date upon which personal leave was credited to him pursuant to this rule, the unused personal leave standing to his credit at the time of separation or leave of absence shall be restored to him and he shall retain the same anniversary date for the purposes of crediting personal leave thereafter under this rule as that which was

applicable to him prior to such separation or leave of absence;

(d) If an employee is separated from State service, or granted a leave of absence without pay from State service, subsequent to the effective date of these rules, and thereafter is reinstated or re-employed more than one year following the last date upon which personal leave was credited to him pursuant to this rule, such reinstatement or re-employment shall be deemed to be a new entry into State service for the purposes of crediting personal leave under this rule;

(e) If an employee is appointed, promoted or transferred to another department or agency, the unused personal leave standing to his credit at the time of such appointment, promotion or transfer shall be transferred with him, and he shall retain the same anniversary date for purposes of crediting personal leave as that which was applicable to him prior to such appointment, promotion or transfer.

Personal leave shall not be cumulative, and any personal leave credit remaining unused by an employee on the date immediately preceding the anniversary date upon which he is entitled to receive new personal leave credits hereunder shall be cancelled. Unused personal leave shall not be liquidated in cash at the time of separation, retirement or death.

Personal leave may be drawn only at a time convenient to and approved in advance by the appointing authority; provided, however, that personal leave allowed for religious observance shall be granted on the days and hours required, insofar as the same may be granted at such time without interference with the proper conduct of government functions.

7. Leave for Extraordinary Weather Conditions:

The appointing authority may, in its discretion, grant employees time off with pay on account of excessive heat or other extraordinary weather conditions.

Such time off shall be charged against accumulated vacation overtime or sick leave credits, or may, with the approval of the appointing authority, be allowed as personal leave.

8. Leave Due to Injury or Disease Incurred in the Performance of Duty:

An officer or employee who is necessarily absent from duty because of occupational injury or disease, as defined by the Workmen's Compensation Law, may, pending adjudication of his case and while his disability renders him unable to perform the duties of his position, be granted leave with full pay for a period not to exceed six months, (exclusive of accumulated sick leave credits and other time credits), on approval of the appointing authority, after full consideration of all the facts involved. Vacation and sick leave credits shall not be earned under these circumstances for periods than an employee is on such discretionary six months' leave with pay.

Should the disability persist beyond this period, plus accumulated sick leave credits and other time credits, such officer or employee may be placed on leave without pay for a further period not to exceed eleven months. When such officer or employee has been awarded by the Workmen's Compensation Board compensation for the period of his leave with pay, such compensation award for loss of time for such period shall be credited to the State, and upon his return to active duty, such officer or employee shall be reccredited with that proportion of earned credits consumed during the period of his absence, which the amount of his Workmen's Compensation award covering the period of earned sick leave and other time credits consumed and credited to the State, bears to the amount of salary he received during the period that sick leave and other time credits were consumed.

9. Leave for Court and Jury Attendance:

On proof of the necessity of jury service or attending court pursuant to subpoena or other order of the court, an employee shall be granted

(Continued on Page 15)

Committee Reports on CSEA Fiscal Affairs

At the annual meeting of the Civil Service Employees Association in Albany Oct. 2 through 4, Lawrence Kerwin presented the following report of the Association's special committee and evaluated the CSEA fiscal situation:

The Dues Increase

Effective October 1, 1955 Association dues were increased to \$7.50, an increase of \$2.50 for State Division members and \$1.50 for County Division members. The Chapter dues refund was increased from \$1.00 to \$1.50 per member in the State Division and decreased from \$2.50 to \$1.50 per member in

LEGAL NOTICE

At a Special Term, Part 2, of the City Court of the City of New York, County of Bronx, at the Bronx County Building, 851 Grand Concourse, Bronx, N. Y., on October 28, 1956. PRESENT: HON. JULIUS J. GANS, Justice. In the Matter of the Application of ALLAN HARTE SHEDLIN, an infant, by ALLAN SHEDLIN, his father, for leave to change his name to ALLAN SHEDLIN, JR. On reading and filing the petition of Allan Shedin, duly verified October 10, 1956, praying for a change of name of the above infant to Allan Shedin, Jr., in place and stead of his present name, and the written consent of the said infant, duly acknowledged October 10, 1956, and personal service of a copy of the said petition, consent and the proposed order hereto having been made on Anna H. Shedin, the mother of the above named infant, and the said Anna H. Shedin having acknowledged due personal service thereof and having consented to the making and entry of this order, as appears from the written consent of said Anna H. Shedin, duly acknowledged October 10, 1956 and annexed hereto, and such notice appearing to the Court to be sufficient and further notice being hereby dispensed with, and the Court being satisfied that there is no reasonable objection to the change of name proposed, and it further duly appearing that the said infant was born on April 27, 1941 at Lenox Hill Hospital, Borough of Manhattan, City of New York, and that the certificate of his birth issued by the Department of Health of the City of New York bears number 11477; and it further duly appearing that the said infant is not registered and not required to be registered under the provisions of the United States Selective Service Act; and it further duly appearing that the interests of the said infant will be substantially promoted by the change;

Now, on motion of Harte & Natanson, attorneys for the said petitioner, it is ORDERED, that the said Allan Harte Shedin, born on April 27, 1941 at Lenox Hill Hospital, Borough of Manhattan, City of New York, with birth certificate number 11477 issued by the Department of Health of the City of New York, be, and he hereby is, authorized to assume the name of Allan Shedin, Jr. in place and stead of his present name on and after 3rd December, 1956, upon compliance with the provisions of this order; and it is further ORDERED, that this order be entered and with the said petition upon which it was granted be filed within ten days from the date hereof in the office of the Clerk of this Court in the County of Bronx; that within twenty days from the date of entry hereof a copy of this order shall be published in CIVIL SERVICE LEADER, a newspaper published in the County of Bronx, City of New York; and that within forty days after the making of this order proof of such publication by affidavit shall be filed with the Clerk of this Court; and it is further ORDERED, that following the filing of the said petition and the entry of this order, the publication of such order and the filing of proof of publication thereof and on and after December 3rd, 1956 the said infant shall be known as and by the name of Allan Shedin, Jr., which he is hereby authorized to assume, and by no other name.

Enter,
J.C.C.

CITATION The People of the State of New York, by the Grace of God, free and Independent to Attorney General of the State of New York, The City of New York, Department of Hospitals, and to "John Doe" the name "John Doe" being fictitious, the alleged husband of Bessie Conet, also known as Stella Conet, deceased, if living and if dead, to the executors, administrators, distributees and assignees of "John Doe" deceased whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein;

and to the distributees of Bessie Conet, also known as Stella Conet, deceased, whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein;

being the persons interested as creditors, distributees or otherwise in the estate of Bessie Conet, also known as Stella Conet, deceased, who at the time of her death was a resident of 157 Chrystie Street, New York, N. Y. Send GREETING:

Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased:

the County Division. Thus the amount of dues retained by the Association, after chapter refund, was increased from \$4.00 to \$6.00 per member, a net increase of \$2.00.

Our Committee report to the March 1, 1956 delegate meeting advised that the \$2.00 increase could be accounted for as follows. During the year ending September 30, 1955 the approved actual expenditures exceeded actual earned income by about \$25,000, or 42c per member; approved estimated expenditures in the current year's budget, exclusive of dues refund to chapters and Leader subscription, exceeds the total expenditures in the previous year by about \$26,000 (of which \$9,000 is reserve set aside for depreciation of headquarters building and equipment) or 43c per member; the increased cost of Leader subscription effective October 1, 1955 as included in current budget is 45c per member.

The surplus of income over expenditures estimated in the current budget was \$42,000 or 70c per member. The per member costs and estimated surplus referred to above totals \$2.00, which is the amount of dues increase retained by the Association after the chapter dues refund is paid.

Expenditures

The estimated expenditures in the current budget were reduced \$5,000 and thus the estimated surplus became \$47,000.

Our Committee met on July 18 and August 8, and considered the present fiscal situation and certain proposed new services to members.

Treasurer Harry G. Fox advised that examination of income and expenditures for the first 10

LEGAL NOTICE

HOOKES, WILLIAM L., also known as WILLIAM LAWRENCE HOOKES.—CITATION.—P. 3037, 1956.—The People of the State of New York, By the Grace of God Free and Independent. To Attorney General of the State of New York, Public Administrator of the County of N. Y. Unknown heirs at law, next of kin and distributees of WILLIAM L. HOOKES, also known as WILLIAM LAWRENCE HOOKES, deceased, who and whose names and places of residence are unknown and cannot after diligent inquiry be ascertained, and if dead, to their legal representatives, their husbands and wives, if any, and their distributees and successors in interest, all of whom and whose names and places of residence are unknown and cannot after diligent inquiry be ascertained, send greeting:

Whereas, J. JOSEPH MEHLBERG, who resides at 81 Goman Parkway, in the Borough of Brooklyn, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date the 25th day of January, 1953, relating to personal property, duly proved as the last will and testament of WILLIAM L. HOOKES, also known as WILLIAM LAWRENCE HOOKES, deceased, who was at the time of his death a resident of 340 West 55th Street, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 27th day of November, one thousand, nine hundred and fifty-six, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court to be hereunto affixed. Witness Honorable William T. Collins, Surrogate of our said County of New York, at said County, the 16 day of October, in the year of our Lord, one thousand nine hundred and fifty-six. (L.S.)

PHILIP A. DONAHUE

Clerk of the Surrogate's Court

SUPPLEMENTAL P-2859-1956 CITATION The People of the State of New York, By the Grace of God Free and Independent to RICHARD W. PETZE, the next of kin and heir at law of Yolande Collins Richardson, deceased, send greeting: WHEREAS, Chemical Corn Exchange Bank, a banking corporation duly organized and existing under the laws of the State of New York and having its fiduciary office at No. 30 Broad Street, City, County and State of New York, and Nathaniel F. Bedford, an attorney at law of the State of New York with offices at No. 20 Pine Street, City, County and State of New York, who resides at No. 33 Crane Road, Mountain Lakes, Morris County, State of New Jersey, have lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date the 17th day of July, 1956, relating to both real and personal property, duly proved as the last will and testament of Yolande Collins Richardson, deceased, who was at the time of her death a resident of Suite 702, Roger Smith Hotel, Lexington Avenue at 47th Street, the County of New York, THEREFORE, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 27th day of November, one thousand nine hundred and fifty-six, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property. In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. WITNESSED, Honorable William T. Collins, Surrogate of our said County of New York, at said County, the 17 day of October in the year of our Lord one thousand nine hundred and fifty-six. (L.S.)

PHILIP A. DONAHUE

Clerk of the Surrogate's Court (SEAL)

months of the present fiscal year indicates that the surplus of \$47,000 for the year should be realized, and that loss in estimated dues income should be offset by savings in certain estimated expenditures.

At the July 18 meeting our Committee heard the recommendations of our Special Legal Committee, presented by Committee Chairman Marsh W. Breslin, and studied in detail the recommendations of the Special Committee to Study Installation of Machine Accounting Equipment in Headquarters, which Committee is chaired by Vernon B. Santen. Reports of these two Committees were furnished to the Board of Directors on August 30.

Branch Office

At our August 8 meeting we again reviewed the recommendations of the two Committees referred to and discussed the proposals for the establishment of a branch headquarters office in New York City and employment of additional Field Representatives.

Our Committee felt that the anticipated financial situation at the end of the current fiscal year warranted consideration of additional services to members. Of course the new services proposed could not be installed except over a period of a few months and thus the full annual cost of such services would not be felt during the next fiscal year which begins October 1st. Reports received relative to the payroll deductions of dues program in the State Division indicate thus far an increase in membership in that Division during the coming year.

Recommendations

Our Committee recommended to the Board of Directors on August 30 as follows:

(1) Approval of the recommendations of the Special Committee to Study Installation of Machine Accounting Equipment in Headquarters. The Committee feels that the installation of the equipment recommended is in the best interests of the Association and that the payroll deduction of State Division dues program lends further weight to the need for this equipment.

Our Committee feels that the first year cost of the installation would be closer to \$12,000 than to \$7,200 net cost the Special Committee estimated because we believe that during the first year the added work of conversion to a new machine system would result in savings of only two clerical positions rather than the saving of four clerical positions estimated by Mr. Santen's Committee. Of course this savings of clerical help is based on the new equipment only performing the same scope of accounting work now performed manually, and the additional use of the equipment to handle payroll deduction of dues might alter the picture.

(2) Approval of the recommendations of the Special Legal Committee on condition that a \$100 or \$150 limit be placed on the cost of legal assistance furnished by the Association to any individual member and that the total amount expended by the Association for this special legal service be limited to \$10,000 during the fiscal year. Our Committee feels that while this program may be important to the future of our Association, that we are embarking on a very ticklish program and thus very definite rules and regulations should be established and advertised to the members as to exactly under what circumstances and to what extent the special legal service will be furnished, to prevent any misunderstanding on the part of members.

(3) That for a trial period of one year a branch headquarters office be established in New York City. We recommend the employment of a combined Office Manager—Field Representative and a Secretary to staff the office. The Office Manager—Field Representative would give field service to Chapters in Metropolitan New York City as well as manage the office. This would reduce the field service area now covered by Mr. Culyer so that a Fieldman would be responsible only for Long Island and Westchester County Chapters. We feel that the large membership in New York City and on Long Island warrants the branch

office in New York City on a one year trial basis and the additional field service that can be provided under the arrangement recommended. The New York City Branch Office was recommended two years ago by a Special Committee which studied the matter in detail and at the time lack of funds interfered. Our Committee recommends that the establishment of this office be advertised to our members as a "one year trial", with the understanding that it will be discontinued after one year if study determines that the trial was not effective as to increased membership and improved service to members.

Cost Estimate

Our Committee roughly estimated the annual cost as follows:

Branch Manager —	\$6,000
Field Representative (Maximum of Grade 16)	
Secretary	3,500
Rent	3,500
Communication, telephone, telegraph and postage	2,000
General expense	750
Travel of Office Manager —Field Representative	500
	\$16,250
First year additional cost of furniture and equipment	\$1,500

We suggested that steps be taken to find available suitable office space in the desirable locations and

rental costs of such space be determined.

Our Committee felt that the foregoing recommendations represent a "safe" program for the future. The fiscal situation may be favorably affected by the dues deduction program and if this results, further study of other proposals for additional services to members may be considered.

The Board of Directors on August 30, 1956 approved the foregoing changes.

We feel that the Committee should continue its study to determine the actual costs of establishment of additional services approved by the Board of Directors on August 30 and the fiscal situation of the Association as it develops after the payroll deduction of dues program gets underway.

Serving on the committee with Mr. Kerwin are George Daniels, Donald Edick, Francis C. Maher, Henry Shemin, George Syrett and William F. Kuehn.

CIVIL SERVICE HATTER IN NEW QUARTERS

Abe Wasserman, famous as the hatter for Civil Service Employees, has established himself in a new shop at 46 Bowery

He is featuring suede jackets in addition to a few other items which he offers at his usual bargain rates.

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CHAPTER HEAD, GUESTS AT BUFFALO DINNER DANCE



Jeanette Finn, center, president of Buffalo Chapter, CSEA, is seen with two guests who attended the chapter's annual dinner dance last month at the Sheraton Hotel in Buffalo. They are John F. Powers, Association president, left, and Paul Kyer, editor of The Leader. Other guests included Vernon A. Tapper, CSEA fourth vice president and chairman of the County Executive Committee; Celeste Rosenkranz, president of the Western Conference of the CSEA, and Jack Kurtzman, Association field representative. More than 100 persons attended the event, which was under the direction of Ethel Drew, chairman, and Sherry Bellissimo, co-chairman. Also on the committee were Mary McBride, Frances G. Rahn, Arlene Holzer and Albert C. Killian.

Assn., Administration Meet

(Continued from Page 1)

ent take home pay for those whose hours are reduced.

3. A fund to provide for correction of internal salary inequities which exist or may develop during the fiscal year.

4. Time and a half for overtime beyond the normal work day.

5. Longevity increments for employees after completion of 15 and 20 years of State service.

6. A pay differential of 10% for evening and night duty.

7. Extra compensation for especially hazardous and arduous work.

8. Preservation of eligibility for extra increment when promoted from one salary grade to next higher salary grade.

9. Payment for unliquidated vacation and overtime at the end of the fiscal year.

10. Salary increase, longevity increment and overtime pay for armory employees.

11. 37½ hour week for institutional office and clerical workers.

12. Equal pay for women.

13. Conversion of per diem employees to annual pay basis.

Increase administratively mileage, subsistence and meal allowance of State employees.

RETIREMENT

1. Social Security coverage to supplement Retirement System coverage to supplement Retirement System coverage.

2. Optional retirement at half pay after 25 years of service for all employees.

3. Ordinary death benefit of one years salary for employees with 12 years of service and a maximum of two years for those with 38 years of service.

4. Increase supplemental retirement allowance to \$60.00 per year for each year of service.

5. Vesting of retirement contributions after 15 years of service.

6. Eligibility for Accidental Disability Retirement beyond age 60.

7. Ordinary death benefit for employees of Mental Hygiene Retirement System.

8. Payment for accrued sick leave, vacation and overtime on termination of employment.

9. Authorization to pay employees survivors salary to end of payroll period during which employee dies.

OTHERS

1. Sufficient appropriation to insure comprehensive Health Insurance Plan for State employees.

2. Exemption of sick leave pay from State Income Tax.

3. Assumption by State of the cost of employee uniforms where required.

4. Amendment or repeal of the discriminatory legislation restricting public servants from employment parttime at Harness Racing Tracks.

5. Reimbursement of Triborough Bridge tolls to employees at Manhattan State Hospital.

6. Establishment of parking areas in the vicinity of the public buildings for employees and taxpayers having business therein.

7. Legal holidays with pay for per diem employees.

Aides Aid Chest Drive

More than 80 civil service employees in 50 units of State Government in the Albany area are soliciting contributions for the Albany Community Chest, Raymond W. Houston, chairman of the New York State Division of the Chest, reported today.

Commissioner Houston and Daniel P. Moynihan of the Governor's staff were appointed by Governor Harriman to head up the Chest drive among State employees. The quota set for the State group is \$46,000.

In addition to chairmen of solicitations and/or chairmen of advance gifts in all State agencies, the following persons on the State Department of Social Welfare Staff are serving in the drive: Josephine Heffernan, assistant to the commissioner; Byron T. Hipple, Jr., Antonio A. Sorieri, and Joseph H. Louchheim, deputy commissioners; Felix Infausto, counsel and secretary; and C. Randolph Wilson Albany area director.

Tolman Resigns

(Continued from Page 1)

devotion to the interests of all State employees, as much, perhaps, as for your distinguished career in the field of library science."

Igoe on Board Since '48

Dr. Tolman's successor, Mr. Igoe, has been a member of the board since 1948.

Entering state service in 1923 as a junior clerk, Mr. Igoe has moved up through promotion examinations to his present position of Director of Taxation and Finance Accounts—a post he has held since 1952.

To fill the vacancy created by Dr. Tolman's resignation and Mr. Igoe's appointment as chairman, the Governor has appointed Robert A. Quinn to serve as a member of the Merit Award Board. Mr. Quinn, principal personnel technician in the Department of Civil Service, is also a career employee. He entered public service as a junior personnel technician with the Civil Service Department in 1942.

Mr. Quinn has served more than five years as a member of the Merit Award Committee in the Civil Service Department—most of the time as chairman. Departmental merit award committees investigate the value of employee suggestions applicable to their agencies and stimulate employee interest in the suggestion program.

Cattaraugus

Cattaraugus County chapter held its annual dinner meeting October 24 at the Olean House, Olean, N. Y.

A short business meeting followed the dinner. Kathryn L. Kenney and Margieann Kinney reported on the CSEA annual meeting held in Albany. Helen McDonald, president of Meyer Memorial Hospital unit of Erie County chapter, Buffalo, was a guest.

After the business meeting, the members and guests enjoyed entertainment arranged by Edward M. Kemp, treasurer, featuring accordion selections by Linda Jean Page and Linda French, sixth grade students at School No. 2, Olean, and several tap dancing numbers by fifth-grade student Leslie Larson of St. Mary's School in Olean.

New Attendance Rules

(Continued on Page 14)

ed a leave of absence with pay by the appointing authority.

10. Leave for Civil Service Examinations:

Employees shall be allowed leave with pay to take New York State Civil Service examinations at the appropriate center, provided that due notice is given by the employee to the appointing authority.

11. Leave for Quarantine:

If an employee who is ill himself is required to remain absent because of quarantine and presents a written statement of the attending physician or local health officer proving the necessity of such absence, he shall be granted leave with pay for the period of his required absence, without charge against accumulated sick leave, vacation or overtime credits. Prior to return to duty, such employee may be required to submit a written statement from the local health officer having jurisdiction that his return to duty will not jeopardize the health of other employees.

12. Leaves Required by Law:

The appointing authority shall grant any leave of absence, with pay, required by law.

LEAVES WITHOUT PAY

1. Maternity Leave:

A pregnant employee, holding a position by permanent appointment, shall be granted a leave of absence without pay for a period of six months, which may be extended by the appointing authority up to one year.

The employee shall report to the appointing authority the existence of pregnancy not later than the end of the fourth month.

The appointing authority may thereafter place the employee on leave at any time when, in its judgment, the interest of either the department or the employee would be best served by such action.

The employee may be allowed to reduce the six month period of leave without pay by the use of any or all earned credits.

A physician's statement as to the fitness of the employee for the performance of her duties may be required at any time before her leave commences, and may be required prior to her return to duty.

2. Educational Leave for Veterans:

Any veteran who is qualified to receive education or training or vocational rehabilitation under the provisions of any Federal or New York State Law, shall be granted a leave of absence without pay for the period of such education or training or vocational rehabilitation, provided that such leave of absence shall not exceed four years, nor shall such leave of absence extend beyond the period for which such veterans shall be eligible to continue the education or training or vocational rehabilitation, under such Federal or New York State Law, and shall actually continue in Attendance thereon.

A veteran who has been on such leave of absence shall be reinstated to his position, provided he makes application for such reinstatement within sixty days after the termination of such leave of absence. He may be so reinstated, at any time after such sixty day period and within one year after the termination of such leave of absence, in the discretion of the appointing authority.

3. Leave for War Work

A permanent employee may, in the discretion of the appointing authority, be granted a leave of absence without pay for a period of time not exceeding one year to enter the service of the Federal government or its associated powers in time of war or to engage in war industries for the United States or its associated powers. Such leave of absence, in the discretion of the appointing authority, and with the approval of the President of the State Civil Service Commission, may be renewed for additional periods not exceeding one year in each instance without requiring such person to return to his position in the civil service between successive leaves; however, that no such renewal of

a leave of absence without pay shall extend beyond six months after the termination of the war.

4. Leave for Service in Exempt or Non-Competitive Class or Unclassified Service:

A State officer or employee holding a position in the competitive class on a permanent basis for at least one year who is appointed to serve in a position in the State service which is in the exempt class or non-competitive class or in the unclassified service may, in the discretion of the appointing authority, be granted a leave of absence without pay during such service for a period not exceeding one year. Such leave of absence may, in the discretion of the appointing authority and with the approval of the President of the State Civil Service Commission, be renewed for additional periods not exceeding one year in each instance without requiring such person to return to his position in the competitive class between successive leaves; provided, however, that no such leave of absence without pay shall extend beyond four years from the date such officer or employee left his competitive class position.

5. Other Leaves Without Pay:

(a) A permanent employee may, in the discretion of the appointing authority, be granted leave of absence without pay for a period not exceeding one year. Absence beyond such one year period, unless such leave is extended as hereinafter provided, shall be deemed the equivalent of a resignation from the service upon the date of commencement of such absence; provided, however, that in computing such one year period, the date upon which the leave of absence without pay commences and time spent in active service in the military forces of the United States or of the State of New York, shall not be considered.

(b) Where a leave of absence without pay has been granted for a period which aggregates one year, a further leave of absence without pay shall not be granted unless the employee returns to his position and serves continuously therein for three months immediately preceding the subsequent leave of absence.

(c) Notwithstanding the provisions of paragraph (b), the leave of absence without pay of an employee may, with the approval of the President of the State Civil Service Commission, be extended beyond one year where illness or disability renders such employee temporarily incapable of efficiently performing the duties of his position without requiring the employee on leave of absence to return to his position following the expiration of such one year period. In other cases where a leave of absence without pay has been granted for a period which aggregates one year, such leave may, with the approval of the President of the State Civil Service Commission, be extended for additional periods not exceeding in the aggregate one year without requiring the employee on leave of absence to return to his position between successive leaves.

RULE IV

At the time of resignation, and provided that notice of such resignation is given to the appointing authority at least two weeks prior to the last day of work, an employee shall be compensated in cash for vacation and overtime credits accrued and unused as of the effective date of resignation. No employee who resigns after charges of incompetency or misconduct have been served upon him shall be entitled to compensation for vacation or overtime credits under the provisions of this rule.

RULE V

These rules may be suspended in whole or in part, in an emergency, for the duration of same and to an extent made necessary by the nature of the emergency, on approval by the State Civil Service Commission of a written request by the appointing authority in the agency in which the emergency exists.