



STATE EMPLOYEE

MAY 1943
VOLUME 12
10 CENTS



Hoe The Home Front

Contribute to the U. S. O. and get your Bond Bank at John G. Myers Service Men's Canteen on the Main Floor.

JOHN G. MYERS

JOIN THE FIGHT AGAINST THE AXIS —

BUY EXTRA WAR BONDS

REGULARLY

YOUR INVESTMENT BUILDS YOUR FUTURE

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

The Editor

THE STATE EMPLOYEE is published monthly except April, July and August. Publication office, 2 Norton Street, Albany, New York. Editorial and executive offices, Room 156, State Capitol, Albany, N. Y. 10c a single copy, 1.00 per year. Entered as Second-class matter, July 19, 1934, at the Post Office at Albany, N. Y., under the Act of March 3, 1879. Letters to the Editor, contributions, news items, applications for memberships and application for advertising rates should be sent to Executive Headquarters, Room 156, State Capitol, Albany, N. Y.

State Employees Desiring an Intimate Knowledge of State Government as an Aid to Promotion . . .

Citizens Seeking a Career in State Government . . .

Students of Political Science, Sociology, Civics, Public Affairs and Government, and Citizens and Taxpayers Generally . . .

GET YOUR COPY TODAY

of the

"STORY OF STATE GOVERNMENT"

STATE OF NEW YORK

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

A Storehouse of Vital Information . . . at Low Cost

GET YOUR COPY TODAY!

Bound in paper, 5½" x 9" — 300 pages

SINGLE COPIES	LOTS OF 10 TO 20	LOTS OF MORE THAN 20
\$1.00	85c each	75c each

USE THIS COUPON

THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES, Room 156, State Capitol, Albany, New York:

Attached is \$.....for which please send the undersigned.....copies of "The Story of State Government." (Number)

Name.....

Address..... (Street) (City)

The State Employee

VOL. 12, Number 4

MAY, 1943

10 Cents a Copy

Legislative Report

BY JOHN T. DEGRAFF
Counsel

The last legislative report, which appeared in the April issue of "The State Employee," contained a summary of the bills acted upon by Governor Dewey during the first two weeks following adjournment of the Legislature. This report will refer only to those bills which were signed or vetoed after the April legislative report went to press.

The Legislature passed 1016 bills during the session, of which 712 were approved by the Governor. Of 175 ten-day bills passed during the session five were vetoed and 170 became laws. Governor Dewey wielded his veto pen more drastically on the thirty-day bills and, out of 841 bills left with him by the Legislature at adjournment, 542 were signed and 299 were vetoed. Among the more important new laws are the following:

STATE WIDE PROMOTION EXAMINATIONS

Chapter 470 authorizes State-wide and city-wide promotion examinations, with the proviso that the State-wide list shall not be used until the promotion eligible lists for the department have been exhausted. It is designed to improve the career system by offering wider promotion opportunities to employees in dead-end jobs in departments where few promotion opportunities exist.

A few years ago the New York City Civil Service Commission conducted the experiment of holding city-wide promotion examinations and a number of such examinations were held before the Court of Appeals ruled that the present law did not authorize city-wide promotion examinations. The State Civil Service Commission has never conducted State-wide promotion examinations although it has held promotion examinations for a number of departments at the same time. The bill

is not mandatory and does not change the existing practice with reference to promotion, but it authorizes the State and municipal civil service commissions, in their discretion, to hold general promotion examinations in which employees of two or more departments may compete.

CUSTODIAN SERVICE

Chapter 465 establishes a new salary grade in the Custodian Service. The new grade is designated as 2aa, with a minimum salary of \$1,200 and a maximum salary of \$1,600.

FISCAL PROCEDURE

Chapter 493 modifies the requirements of the State Finance Law by providing that a personal service appropriation may, with the approval of the Civil Service Commission and the Budget Director, be used to pay the salary for a position in the same occupational service carrying a title or salary grade lower than the position for which the appropriation was made.

MILITARY SERVICE

Chapter 524 provides that, prior to July 1, 1944, a member of the Retirement System who is absent on military duty shall be entitled to borrow all but one dollar of his accumulated contributions in the System. A member in State service may borrow one-half of his contributions but, prior to the enactment of this law, employees in military service were unable to borrow any part of their funds in the Retirement System.

BILLS VETOED

A substantial number of bills affecting Civil Service were vetoed by Governor Dewey.

The Halpern bill, Senate Intro. 549, Print 1241, was vetoed with the following memorandum:

"This bill relates only to employees in the Department of Mental Hygiene and provides that such employees shall be entitled to cumula-

tive sick leave for a period of at least five years.

"By Chapter 934 of the Laws of 1941 provision for reasonable sick leave with pay was made for employees of the Departments of Mental Hygiene, Correction, Health, Education and Social Welfare. This law further provided for the making of appropriate rules and regulations for the purpose of implementing the policy of the law. Since July 1, 1942, there have been such rules and regulations.

"This bill is unnecessary and it is much wiser that flexibility by administrative rule be maintained. Furthermore, this bill applies to only one special group of employees."

The Dwyer bill, Assembly Intro. 633, Print 670, was vetoed with the following memorandum:

"This bill would write into the law inflexible rules for the conduct of promotion examinations in the Civil Service. It is opposed by the State Civil Service Commission and various civil service organizations.

"It would be very unwise to apply by statute a blanket rule affecting all kinds of promotion examinations, irrespective of the nature of the position."

The veto of the Halpern bill, Senate Intro. 848, Print 1416, was accompanied by the following memorandum:

"This bill provides for the creation of advisory appeal boards in the Civil Service of municipalities. It is merely permissive. It is opposed by the State Civil Service Commission and a number of Civil Service organizations.

"The criticism is directed to the creation of a complicated machinery, which results in nothing more than advisory recommendations.

"Two positions in the competitive class are also provided for the purpose of performing duties in con-

(Continued on Page 118)

HON. PAUL E. LOCKWOOD
Secretary to the Governor

Paul Evans Lockwood was born in New York City on June 27, 1902, the son of Mattie E. and the late Henry C. Lockwood. He received his elementary and secondary education in the New York City Public Schools and attended Columbia University.

In 1927 he received his LL.B. degree from Fordham University School of Law.

While attending high school, Mr. Lockwood also worked as a reporter for the Brooklyn Daily Eagle from 1916. From 1922-23 worked as a reporter for the New York Evening World.

He was admitted to the New York Bar in April, 1929, and in 1934 was admitted to the Bar of the Supreme Court of the United States.

In 1935 Governor Dewey, then Special Rackets Prosecutor in New York County, appointed Mr. Lockwood as one of his assistants.

In 1938 Governor Dewey, upon his election as District Attorney of New York County, appointed Mr. Lockwood as Executive Assistant District Attorney. In 1942 Mr. Lockwood became Chief Assistant District Attorney of New York County under the new District Attorney, Frank S. Hogan.

Mr. Lockwood became an intimate friend of the Governor and served as his travelling companion and advisor throughout his campaigns. On January 1, 1943, he was appointed Secretary to the Governor.

Mr. Lockwood has long been active in Republican politics. He was Republican Candidate for Assembly, 11th Assembly District, Brooklyn, in 1930-31; a Delegate to the Republican State Conventions in 1934, 1938 and 1942, and was one of the founders of the New York State Association of Young Republican Clubs in 1932. He served as Vice-president of the Young Republicans in 1933 and Chairman of their Board of Directors from 1934 to 1935. Mr. Lockwood is at present Vice-president of the Metropolitan Association, Amateur Athletic Union.

He is a member of the Columbia University Club; Manhattan Club and a Member of the Executive Committee of the National Republican Club. He is also a Member of the American Irish Historical So-

New Executives

When a new family moves in on the block, the "oldtimers" want to know its name, what its members look like, and a little something of its history. This is only natural, human and understandable curiosity. By the same token, when a new official State family moves into the Capitol at Albany, State employees, being quite human and therefore quite curious, want (1) the name, (2) a look and (3) the biography. In keeping with its ever good reputation for service, "The State Employee" with this issue, commences a series of introductions so that



HON. PAUL E. LOCKWOOD
Secretary to the Governor



HON. JOHN E. BURTON
Director of the Budget

ciety; District Attorney's Association of New York State; Bedford Lodge, F. & A. M. 573; Aurora Grata Scottish Rite Consistory; Kismet Temple and Honorary Member of the Honor Legion of the New York City Police Department.

Mr. Lockwood at present is living at the DeWitt Clinton Hotel.

HON. JOHN E. BURTON
Director of the Budget

John E. Burton was born in North Bloomfield, Ohio, March 2, 1908, the son of Lena H. and the late Josh H. Burton. He received his elementary and secondary education in the Bloomfield Public Schools and the Warren Township Schools, Ohio. In 1924 he entered Hiram College, Hiram, Ohio, and was graduated from that institution in 1928. He later attended Post-Graduate School of Northwestern University where he specialized in Economics and Public Administration from 1928 to 1931.

From 1929-1935 Mr. Burton served as a Research Associate of the Institute for Economic Research, Northwestern University.

In 1935 he was appointed Director of Research of the Mortgage Commission of the State of New York, a position which he held until 1938. In 1938 Mr. Burton formed his own research organization which had its headquarters in New York City. During that time Mr. Burton acted as Research Counsel to the Republican legislative leaders and Consultant to several legislative committees.

During Governor Dewey's Campaigns Mr. Burton acted as Research Director.

Mr. Burton married the former Miss Dorothy Coleman, of Cleveland. The Burtons have two children; Coleman, age 6, and Thomas, 3 weeks old.

Mr. Burton lives at 1 Prospect Avenue, Garden City, Long Island, New York.

in State Service

it may bring to its readers the names, faces, and histories of the people who have been selected by Governor Dewey to administer the government of New York State. In this first installment, we are happy to present Hon. Paul E. Lockwood, Secretary to the Governor; Hon. John E. Burton, Budget Director; Hon. Charles D. Breitel, Counsel to the Governor; and Hon. James C. Haggerty, Executive Assistant to the Governor.



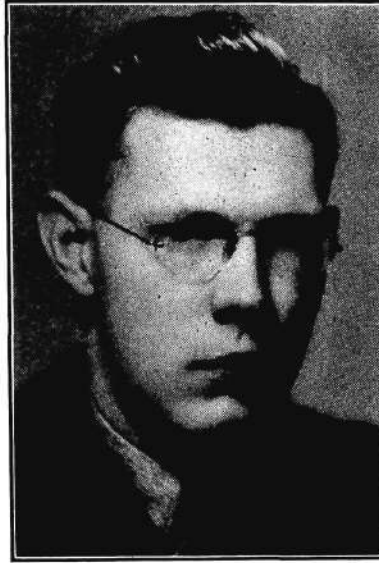
HON. CHARLES D. BREITEL
Counsel to the Governor

HON. CHARLES D. BREITEL
Counsel to the Governor

Charles D. Breitel was born in New York City, December 12, 1908, the son of Regina and the late Herman L. Breitel. He received his elementary and secondary education in the New York City schools and then attended Michigan University where he received a B.A., degree with high distinction, in 1929.

Mr. Breitel then attended Columbia University Law School receiving his LL.B. degree in June 1932. He was admitted to the Bar the same year and served in private practice of the law until August, 1935. During that time he was associated with the firm of Engelhard, Pollak, Pitcher, Stern & Clarke, of New York City.

In August, 1935, he became associated with Governor Dewey when the Governor was acting as Special Rackets Prosecutor. Mr. Breitel assisted the Governor in the investigation of the loan shark, restaurant



HON. JAMES C. HAGERTY
Executive Assistant to the Governor

and painter's rackets, as well as the Luciano and Leppke cases.

On January 1, 1938, when the Governor became District Attorney of New York County, Mr. Breitel was appointed Assistant Chief of the Indictment Bureau, a position which he held for a year and a half. He then served for two years as Trial Assistant in General Sessions and later was appointed Chief of the Indictment Bureau of the District Attorney's office.

On December 31, 1941, Mr. Breitel resigned from the District Attorney's office and became an associate to Governor Dewey when the Governor entered private practice of the law. Mr. Breitel was the only member of the District Attorney's office to be chosen by the Governor as his associate. Their offices were at 20 Exchange Place.

On January 1, 1943, Mr. Breitel came to Albany with the Governor who appointed him his Counsel.

Mr. Breitel married the former

Jeanne Hollander, of Chicago. They have one child, Eleanor, age 4½. The Breitels are now living at 4 South Helderberg Parkway, Slingerlands, New York.

Mr. Breitel is a member of the Association of the Bar of the City of New York and the New York County Lawyers' Association.

HON. JAMES C. HAGERTY
Executive Assistant to the Governor

James C. Haggerty was born in Plattsburg, New York, May 9, 1909, the son of James A. and Katherine K. Haggerty.

He received his elementary education in the Public Schools of New York City and his secondary education at Blair Academy, Blairstown, New Jersey. Upon graduation from Blair, Mr. Haggerty worked in the New York Stock Exchange as a Junior Clerk for two years and then entered Columbia College, Columbia University, graduating from that institution in 1933. He then joined the editorial staff of The New York Times where he soon was assigned to politics.

He became a Legislative Correspondent of The New York Times in 1938 and covered the legislative sessions from 1938 through 1942. He also covered the Constitutional Convention in Albany in 1938.

In 1940 Mr. Haggerty was assigned by The New York Times to cover the pre-Convention Presidential Campaign of Governor Dewey and in the same year he covered the Presidential Campaign of Wendell L. Willkie. In 1942 he covered the Gubernatorial Campaign of Governor Dewey.

He was appointed Executive Assistant to the Governor January 15, 1943.

Mr. Haggerty married the former Marjorie Lucis of New York City. They have two children; Roger 11 and Bruce 6. They reside at 252 South Main Avenue, Albany, N. Y.

Get Your Copy

"STORY OF
STATE
GOVERNMENT"

See Inside Front Cover

Federal Job-Freezing Order

By a memorandum to all State appointing officers, dated April 29, the State Department of Civil Service explained the effect of the War Manpower Commission's order regulating the transfer of workers as it applies to State employees. This memorandum and the complete text of the WMC order follow:

"Effective April 18, 1943, the attached order regulating the transfer of workers was issued by the War Manpower Commission.

The State Civil Service Commission has just received an official interpretation of this order, insofar as it affects employees of State and local government, on the following points:

1. Government service is an essential activity affected by these regulations and includes all State, county and local governmental employees.
2. State and local governmental employees may be employed elsewhere only upon the presentation of a statement of availability issued by the appointing officer or the United States Employment Service of the War Manpower Commission. An employee who leaves his government job may not be re-employed elsewhere within thirty days unless he has a statement of availability.
3. A statement of availability is issued—
 - (a) When a worker is discharged or,
 - (b) Laid off for an indefinite period of seven or more days,
 - (c) If he will be utilized at a higher skill in his new job,
 - (d) If he is now working part time and will be used full time in the new job,
 - (e) If there are excessive transportation difficulties involved in getting to and from the job and the new job is substantially more accessible,
 - (f) If there are compelling personal reasons justifying the change of employment.(Presumably, the above refers to issuance by the United States Employment Service when a statement of availability is denied by the appointing officer.)
4. The regulations in no way affect the promotion of a government

employee in accordance with usual procedures.

5. The regulations do not restrict the transfer of government employees from one department to another department at the same level of government—that is, from one State department to another State department, and from one county department to another county department, etc.
6. Temporary governmental employees are subject to the order in the same way as permanent employees. When a temporary employee is released, he should, of course, be given a statement of availability immediately by his appointing officer so that he may be employed elsewhere at the earliest possible moment.
7. An appointing officer, making an appointment to a position in the State or local government, must obtain from the prospective appointee a statement of availability **if the activity in which the appointee is currently employed is an essential activity**, as provided in the revised list of essential industries and activities as of April 17, 1943. If the appointee's current employment is not an essential activity, there is no requirement for the statement of availability.

Under the regulations, a statement of availability shall contain 'the worker's name, his social security number, if any; the name and address of the issuing employer or War Manpower Commission officer and office, the date of issuance, and a statement to the effect that the worker may be hired elsewhere in an essential activity. The inclusion by an employer on such notice of any information other than that required by this regulation shall be deemed to be a violation of this regulation.'

COMPLETE TEXT OF JOB ORDER

WASHINGTON, April 17, 1943.

The text of the order by Manpower Commissioner Paul V. McNutt, regulating the transfer of workers follows:

Pursuant to the authority vested in me as chairman of the War Manpower Commission by executive order No. 8328, dated April 8, 1943,

I hereby prescribe the following regulation:

904.1: Workers previously engaged in other than essential activities for work in essential activities. Any employer engaged in an essential activity may hire for work in such activity any new employee who for the preceding thirty days was not engaged in an essential activity.

904.2: Workers previously engaged in essential activities for work in other than essential activities. No employer shall hire for work in an activity other than an essential activity any new employee who, during the preceding 30-day period, was engaged in essential activity if the wage or salary rate to be paid by the employer would exceed the rate most recently earned by such employee.

904.3: Workers previously engaged in essential activities for work in other essential activities. No employer shall hire (except as provided for in Section 904.4 of this regulation) for work in an essential activity any new employee who, during the preceding 30-day period, was engaged in an essential activity if the salary or the wage rate to be paid by the employer would exceed the rate most recently received during such period by the employee.

904.4: Workers previously engaged in essential activities for work in other essential activities in areas or industries subject to War Manpower Commission employment stabilization programs. (A) Any employer engaged in an essential activity may hire for work in such activity any new employee who, during the preceding thirty-day period, was engaged in an essential activity, without regard to his preceding wage rate or salary scale, providing such hiring is subject to, and permitted under any employment stabilization program approved by the War Manpower Commission.

(B) A statement of availability shall be issued to any worker by his last employer or by the War Manpower Commission as may be provided in such employment stabilization programs and whenever the worker:

1. Is discharged by last employer.
2. Is laid off for an indefinite period

(Continued on Page 120)

The Inquiring Photographer

The Inquiring Reporter and Photographer contacted six State employees in Albany this month and put this question to them:

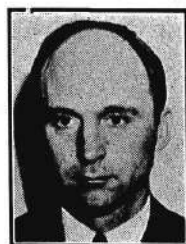
"With the nation's war needs restricting travel, how will this affect your vacation plans this summer?"

Here are the six employees and their answers:

Dorothy E. Weed, Department of State—"I do not think that restriction of travel will affect my vacation. For a vacation land, no state has more to offer than our own Empire State. I anticipate spending my vacation again this year at one of the many beautiful spots in the Adirondacks nearby."



C. W. Greene, senior aquatic biologist, State Conservation Department—"The only vacation I plan to take this year away from home is a fishing trip somewhere in New York State and probably not far from home. For several reasons the fishing should be extra good here this year and I hope to take advantage of that fact. Several of the best fishing waters can be reached by bus or train."



E. D. Harper, Department of State—"It is every person's patriotic duty to avoid unnecessary travel for vacation purposes."



John P. Asher, Department of Audit and Control—"I hadn't planned any vacation trip anyway. I guess my vacation this year will find me on the farm of a friend, helping the food situation along."

Miss Marie Tibbitts, typist, Department of Agriculture and Markets—"My vacation probably will be right in New York State, I might work on a farm. That is the only plan I have made so far. I'm buying War Bonds so I can't spend much money on a vacation."



June Connelly, Audit and Control—"Other years I always took a short vacation trip, usually to Lake George or some other place in the State. I guess I'll compromise on a short trip to New York City this summer."



(Ed. Note.—Some of the State employees interviewed by THE STATE EMPLOYEE in its Inquiring Photographer feature in the April issue expressed their eagerness to read personal news. Some wanted to read about the activities of former State employees now in the armed forces. The editorial board has given studious consideration to both requests. It can be told that arrangements are underway for furnishing our readers with more personal news. At the same time we are arranging for news from the State employees now on the various fighting fronts.)

The Front Cover

It has been set down that "in the spring a young man's fancy turns to love," but every indication points to the fact that in this second wartime Spring a young man's fancy (and the fancy of many a member of the gentler sex, too) is turning to Victory Gardens.

The Victory Garden is an interesting phenomenon of the American wartime scene. Its value cannot be stressed too highly, for the Victory Garden is a means toward production of food, and any State employee

who has shopped recently needs no reminder of the fact that foodstuffs are not as plentiful as in the past.

The Victory Garden holds definitely more promise as a producer of health, too. There can be no denying the value of sunshine and fresh air, particularly in wartime when it is patriotic to shun illness if possible, and that's where the Victory Garden comes in. A little while daily after working hours, spent in one's Victory Garden, is to open the door to better health.

In selecting the front cover for "The State Employee" this month the editorial board felt that nothing could be more timely and appropriate than the Victory Garden theme. The front cover gardeners who are flanked by wheelbarrows, seed catalogues and some of the other accoutrements of the art, are Miss Doris Brennan, Division of Public Health Education, and James J. Jordan, of the Visual Instruction Bureau, State Department of Health.

(Continued on Page 131)

The Editorial Page

AHS

THE STATE EMPLOYEE

Official Publication of
THE ASSOCIATION OF STATE CIVIL
SERVICE EMPLOYEES
OF THE STATE OF NEW YORK, Inc.
Room 156 State Capitol Albany, N. Y.

Editor Harold J. Fisher
Art Editor Roger Stonehouse
Staff Photographer William J. Kennedy
Business Manager J. Earl Kelly

Editorial Board

William F. McDonough
Thomas C. Stowell
Theodore Becker
Wayne Soper
William E. Cashin
Beulah Bailey Thull

Association Officers

Harold J. Fisher - - - - President
Charles L. Campbell - - - - First Vice-President
John Livingstone - - - - Second Vice-President
Earl P. Pfannebecker - - - - Treasurer
John T. DeGraff - - - - Counsel
Janet Macfarlane - - - - Secretary
J. Earl Kelly - - - - Executive Secretary



Labor Menace No. 1

"There is no vice so simple but assumes some mark of virtue for its outward form." This quotation from Shakespeare flashes through our minds frequently as we touch elbows with passing events and with those who create events. We are particularly conscious of the present activities of John L. Lewis. Those who work as well as those who establish large or small enterprises requiring the employment of workers have great need for intelligent organization. The sole need for and purpose of organization is to assure efficiency and fair play. If the ambitions of human beings could be best attained by individual action, there would be no enthusiasm for organization. Organization develops power. In labor organization, this power transcends horse-power or man-power. It has spiritual as well as material significance because man is a composite being leaning alternately to earthly pottage and power and to things celestial and eternal. The capacity for mass action is fearful or sublime according to the ends served. The responsibility to divert all substantial human power into reservoirs of

common helpfulness to the individual, the family, the Church, the school and the State, is so sacred a care that the leader of organized human effort must himself be a highly moral person yielding only to unselfish and intelligent decision and action.

It was a dark day indeed for Germany when Hitler became the spokesman and the leader of the people of Germany. It was a dark day for American labor when John L. Lewis was chosen by a substantial group of American workers to speak for and to lead those workers. A leader should be a man of wisdom. No pedantic philosophy is pertinent in measuring a labor leader's fitness. His academic background is not vital. Neither is it vital in a business leader. We do not know if John L. Lewis ever entered a college or whether he holds degrees from a dozen. We believe there is a difference between knowledge and wisdom and that the difference is well put in the poet's words:

"Knowledge dwells in minds replete with thoughts of other men
Wisdom in minds attentive to the eye."

John L. Lewis has shown neither knowledge nor wisdom in dealing with labor's aspirations. Some leaders give lusture to the causes they represent. Lewis has brought nothing but disrepute to labor's cause.

This Association learned of his true character in 1937 when he apparently approved the C.I.O. campaign of vilification aimed at the Association and intended to secure members for the SCMWA—the same SCMWA of recent notorious activity in connection with the salary increase legislation won by the Association. The Association did not know Lewis for what he was in those days. It addressed a courteous letter to him advising him of its own successful organization of State workers, its accomplishments on behalf of its members and suggested that the C.I.O. attempt to organize the millions of unorganized workers rather than proselyte among successfully organized groups. No reply was received. The vilification and

membership proselyting increased. The attempts of the United Mine Workers to control the farmers of the Nation can be looked upon only as a diabolical scheme designed to control food and fuel of a great Nation and through control of these to take over government itself. Farmers have rebuked the movement grandly. Lewis was a false leader in 1937; he is a false leader now. He is a menace to sound labor organization in the world today. His methods of dealing with fundamental principles vital to freedom are those of Hitler and Mussolini. For him the workers' dues mean personal gain and political power. The contributions of his organization to partisan political purposes was wholly reprehensible so far as labor's welfare was concerned. His defiance of governmental authority in the present coal situation scandalizes organized employees. Of course, time washes out false leaders. The action of the Florida Legislature describing as "traitorous action against his own government" the "attitude" of John L. Lewis "in calling a strike" of the United Mine Workers, and asking for "punishment of his crime, the most heinous that can ever be committed" is a public rebuke that will reflect upon all organized workers as long as John L. Lewis or any like him speak in the name of organized labor.

This Association denounces Lewis as the arch-enemy of sound labor action. Disloyalty to the government will bring its own retribution. The questions of fair pay and good working conditions for the United Mine Workers are in no way dependent upon John L. Lewis. The people of the United States of whom over eighty per cent are in the wage or salary earning group, will speak up in their political and economic might to assure to labor wherever it is, that justice which is its rightful heritage under American law and American standards of righteousness. Surely, wise leadership of the United Mine Workers is no more impossible than for other large groups now honorably and efficiently represented in their chosen officers.

Constitutional Change

This is a warning and an appeal. It is a warning to public employees of the State of New York that the merit system which they have championed in season and out is seriously threatened. It is an appeal to the members of veteran organizations, to all present members of the armed forces, to the political parties of the State, to the men and women's civic organizations whether dedicated to political, economic, educational or other sound endeavors, to take immediate steps to assure needed constitutional change and thus save the merit system in public employment.

The Problem

The Constitution of the State as written in 1894 declared in Article V:

"All appointments and promotions in the civil service of the State, and of all the civil divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained, so far as practicable, by examinations, which so far as practicable, shall be competitive."

On November 5, 1929, Article V was amended to provide that soldiers, sailors, marines or nurses, disabled in the actual performance of duty in any war, must be given preference in appointment and promotion without regard to their standing on any list from which an appointment or promotion was to be made.

Every good citizen believes that the government should provide for and honor the citizen who, as a member of the armed forces, defends this Nation and is incapacitated thereby. Full provision for war disabled is a sacred responsibility that no civilized people will ever neglect.

In providing the help to the veterans granted in the amendment of November 6, 1929, however, the preference given need not do injustice while seeking justice to returning soldiers. **There is every reason why no preference whatever beyond merit and fitness as shown by adequate tests should be given to any citizen in selecting him or her for a job in the public service.**

It is apparent that preference to disabled soldiers was granted on the basis of sympathy and charity. The people of the State have a right to yield to sentiment in their constitu-

tions just as they have a right to be charitable in their homes and communities.

In actual practice, the preference granted to disabled veterans while destructive of merit system principles did not greatly injure the civil service from the point of numbers of appointments or, greatly, from the extent of blocking promotion based on promotion examination plus seniority. This was due largely to the fact that the amendment was not approved until eleven years after the close of World War No. I. Most disabled veterans had already found employment and others apparently felt too advanced in age to seek public service. Some were barred by age rule requirements. It did set a rule which was obnoxious to department heads and appointing officers. It abolished their choice of the best qualified from among the three highest on important lists and forced the appointment of persons who in competition with other citizens just squeezed through the tests and who were rated perhaps lowest on the list. It did doubtless deter many citizens from entering a competition where successful placing on a list was so easily robbed of reward.

The Future

With the ending of World War No. II and its unhappy certainty of many thousands of disabled young men, the prospects of appointment to public employment in New York State under the present preference amendment of anyone but a disabled veteran will be almost nil. This means that opportunity for appointment as a result of success in open Competitive tests for the purpose of selecting those best fitted to do the work desired, is over in New York State. It means that thousands of graduates from colleges, high schools and trade schools will have no opportunity to enter the service of their State. It means that thousands who have served their Nation well in factory, mine, forest and on the farm may not aspire successfully to work for the State or any of its sub-divisions. It means that soldiers, sailors, marines and nurses of any war **who were not disabled**, may not have opportunity to enter New York State public service regardless of how

great armed service they rendered or how great the sacrifices they made. It means that women will be especially discriminated against because fewer may enter armed services. In brief, it means the utter destruction of the merit system in our State. The lack of recognition of any veteran except disabled veterans shows how unfair this amendment, adopted by the people in good faith and with a wholly worthy intent, is from the standpoint of the non-disabled soldier, sailor, marine or nurse. It has occurred that soldiers who served practically three years in World War I and saw long duty under fire with all of its exactions upon the human body as well as economic handicaps have been forced to give way in appointment and promotion to fellow-soldiers injured in American camps who may have served only a few weeks. The injuries permitting preference are not always confined to those of especially serious character making successful competition for work in industry or in public employment impossible. Very many with injuries similar to those which may be claimed and allowed for preference under the amendment referred to have not prevented disabled veterans from obtaining important and highly rewarded positions in private industry; such would need no preference to enter public service.

The problem of preference for those who serve in war time can be met in public service in an equitable manner. If the people wish to show appreciation by making public positions more easily obtainable by soldiers, sailors, marines and nurses—and of course WAAC's, WAVE's and other like armed units should not be overlooked when this war is finished—it may do so by granting credit in examination ratings to the extent of five or ten per cent over other citizens to all veterans. As has been pointed out, preference of any kind violates merit principles which naturally weigh only merit and fitness as displayed by fair, equitable tests. However, citizens who do not have the opportunity to serve the armed forces in time of war and who in common with all citizens feel a special debt of gratitude would in

(Continued on Page 121)

Final Legislative Report

(Continued from Page 111)



HON. WILLIAM H. HAMPTON

Senator Hampton introduced the bill which authorized the deduction of Association dues as a part of premiums paid under the group insurance plans. He has in the past introduced many bills on behalf of State Civil Service employees including the Association's cost of living bill which was passed at the session last year.

nection with such boards. There is real question whether such employees would have sufficient work to keep them occupied.

"In my opinion, this bill would further complicate the already intricate forms of local government, and do so without compensating advantage."

The Owens bill, Assembly Intro. 619, Print 648, was vetoed with a memorandum reading as follows:

"This bill is applicable to Westchester County and only to the town and village police forces of that county. It provides that substitutes who are appointed to fill military vacancies may not be removed except upon charges made in the manner provided by law.

"Some might think this is a progressive extension of the civil service merit system. In fact, it is not. Substitutes to fill military vacancies need



HON. HAROLD C. OSTERTAG

Assemblyman Ostertag introduced the bill which protects the civil service and pension status of employees over 38 years of age who are discharged from military service on condition that they engage in war work. Mr. Ostertag has sponsored innumerable bills to perfect the merit system and improve the working conditions of State employees. He introduced the bill which provided for an eight-hour day for institution employees, the bill which extended the Feld-Hamilton Law to employees in the Department of Correction, the bill which created the Classification Division, the bill which protects the civil service status and pension privileges of employees who enter military service, and many others.

not be selected from eligible lists consisting of persons who have qualified by examination and otherwise for status upon such lists. In addition, this bill singles out one group of employees in one county for special privileges to be conferred upon them. This is highly unsound."

The Halpern bill, Senate 1324, Print 1544, was vetoed with the following memorandum:

"This bill eliminates fixed terms for incumbents of competitive civil service positions. Because of the gen-



HON. ABBOT LOW MOFFAT

Assemblyman Moffat introduced the bill which authorizes employees in military service to borrow from their accumulated contributions in the Retirement System. As Chairman of the Assembly Ways and Means Committee he has introduced and approved numerous bills to benefit employees of the State. He was particularly interested in the Association's proposal to adjust salaries to meet fluctuations in the cost of living and made many valuable suggestions which were incorporated in the bill.

eral application of the measure, it is impossible to know all positions to which it applies. Enactment of this bill may have inadvertently an undesirable effect."

This bill was designed primarily to overcome the provisions in the charters of approximately five cities in the State whereby competitive civil service employees were appointed for fixed terms of one or two years. This practice permits a new administration to dispense with the services of all competitive employees appointed by a previous administration. In the cities where this practice prevails a civil service system exists in theory but not in fact. There are,

(Continued on Page 131)

THE CAPITOL BEAT

The editorial board has decided upon a change in the makeup of this feature. We feel that most people like to read news of a personal character. They like particularly to read something newsy about their friends and even about people they have never met. How about designating some person in your department, division, or section, as The Capitol Beat "reporter," so that news notes may be sent in to Association Headquarters for publication? Get together and pick out a "reporter" today. "The State Employee" reserves the right to reject any items the editorial board deems unimportant or un-newsworthy.

Jottings from Social Welfare . . . Sgt. Morris Orenstein of Accounting, who achieved recognition with one song, has written another . . . One sunny Sunday sufficed to give Catherine Kerr the distinction of sporting season's first sunburned nose on the 10th floor . . . Ditto for Jesse McFarland, for a well-sunburned pate . . . "Mickey" Ploski of Personnel has been spending her vacation in—of all places!—Washington, with her husband, Ensign Leo Ploski, who's stationed there . . . Jane McDonald, who built up a fine average in our recent bowling competition, is tops in the affections of Cpl. Henry Biernacki and they'll be married in June . . . Betty McEnroe, pretty new receptionist on the 9th floor, when asked about doings of folks on that floor, reminded that Anne Margosian has just been promoted to secretary to Margaret Barnard.

Director of the Budget John E. Burton, and Mrs. Burton, are the proud parents of a second son, Thomas Richard Burton. Thomas was born in New York City on April 21 and weighed 9½ pounds. The Burtons' older son is Coleman Henry Burton, who recently celebrated his sixth birthday.

Department of State notes—With 21 employees in military and naval service, the Department of State may well be proud of its patriotic representation. Among those who have gained promotions since entering the

service are: William D. O'Brien, Division of Corporations, who entered as a Lieutenant in the Marines and is now a Captain overseas; John De Chiro, who entered as a private and is now a Second Lieutenant in Infantry, in Algiers; Joseph A. Thaler, Quartermaster Corps, raised from private to second lieutenant, in Brooklyn; James Johnston, elevated from private to second lieutenant and 30 pounds lighter than when he left, is now reported overseas; John Considine, now a sergeant overseas; Don Healey and Jimmy Cleary. Don is a corporal and up to recently were in Atlantic City. Bernard Brady from the New York Office is a first lieutenant with the armed forces in Hawaii. Bernard Arnoldi of the Racing Commission, is an aviation cadet and hopes to have his wings and commission shortly.

Others who have been heard from at the Capitol offices are Norton Vermilyea, Hugh Rivers and Private Stephen Scep.

The State Comptrollers Bowling League celebrated the completion of another very successful season with the Annual Banquet on April 9th. Team standing was as follows: 1, Refunds; 2, Payrolls; 3, Audits; 4, Administrations; 5, Welfares; 6, Accounts.

Prizes were awarded to the three highest teams.

Individual awards: A Division—High Triple, Joe Burgess; High Single, Tom Seymour. B Division—High Triple, Willis Haker; High Single, Tom Whalen.

The following officers were elected for the 1943-1944 season: President, Martin D. Molloy; Vice-president, Edmund W. Walsh; and Secretary-treasurer, John E. Huth.

Correction Department Notes—Members of the Department ganged up on the Blood Bank at the Albany Law School on May 13th and 14th when approximately thirty-six employees offered their services as donors . . . Mrs. Sylvester Monahan, Senior Fingerprint Clerk in the Division of Identification, gave the nation a potential President when she presented her sailor husband with a bouncing baby boy on April 23rd.

The proud papa served as a guard at West Coxsackie Vocational Institute prior to his enlistment . . . Ruth Ward, Senior Account Clerk in the Division of Estimates and Audit, who enlisted in the WAVES earlier in the year, stopped in for a visit May 12th to prove that Navy life was keeping her in A-1 condition . . . Biggest news of the month, however, was to the effect that for proving that he never forgets a face or a figure, Chief Commutation Clerk Harry Bonesteel was awarded an honorary membership in Dick Tracey's Ace Detective Association on May 5th by Commissioner John A. Lyons . . . Speaking before several of the Department's employees, Commissioner Lyons congratulated Harry for aiding in the solution of a New York City crime, which he referred to as "one of hundreds that have been solved throughout the State as a result of effort and material supplied by the Department. . . . Stating in part that "Mr. Bonesteel was a deep student of relativity," Lyons called attention to Tracey's letter which said that "what the Ace Detective Association needs is a few more names to increase the members' ranks, and that 'Whorls' Cashin and 'Poker Face' McCann were about the rankest members so far." . . . At the conclusion of the ceremony, Commissioner Lyons presented Harry with a Detective badge and a paper scroll, with appropriate bottle cap seal attached . . . Whether or not he will take up smoking a curved pipe and wearing a peaked hat is still not known . . . Congratulations, Harry!!!

Health Department News—The wedding bells were to ring on May 22 for Mary Moran of the Division of Vital Statistics, who was to become the bride of Bob Handerhan, one of our former employees, who is now a nephew of Uncle Sam. Congratulations! . . . Dan Cupid also scored on April 26 when Marion Donlin of the Albany district office was united in marriage to Thomas Powers . . . After a successful career in the Department as "Supervisor of Local Health Records," Miss King has retired to private life. Her cheerful personality and valuable assis-

(Continued on Page 131)

Vacation and Victory

You are not up to par—not lazy, not unwilling—just stale like a race horse which has been kept to the track a long time without change. The same old grind, day in and day out. It isn't the muscles so much as the brain that feels the fag.

Where to for a lift? These are not normal times. The war is with us soon and late. We think, think, think. Sons, brothers, sisters, at the front. How are they doing? Bonds, blood donations, civilian defense, invasion, Africa, Russia, submarines, post-war. Our minds are in a whirl. But we must not stop thinking. We need to think, but to think clearly.

The State as a humane employer provides a vacation period. Our vacation this year must be rationed according to the times. It must yield the maximum of rehabilitation. Rehabilitation of the human machine involves change, exercise in the open, new and interesting experiences. Happily, we could if we would, get change, pure air, interesting activity—all the essentials of a real vacation—and, at the same time, have a direct part in consoling our troubled minds by helping our fighting forces.

How? Governor Dewey has established a special agency to aid the man with land and tools and seeds—the farmer, the fellow who produces bread and meat, and salads and preserves. The farmer, for war reasons, is woefully short of help; help for planting, help for tending, help for harvesting. In a way the farmer has been told: "All the people of this State know of your labor shortage and will pitch in and help you to produce foodstuffs."

How does this whole situation touch you, the State worker? How will you use your vacation period? Just this way: you can volunteer to spend ten, fifteen or twenty days of your vacation period on a New York State farm, helping to produce food.

You do not need to be told that a back-to-nature vacation of this sort has health and strength and general physical fitness possibilities beyond anything else you could plan. And, of course, you would find it a very inexpensive vacation because you would be paid instead of paying.

Think it over very carefully. Will the **V** in your vacation really stand for the **V** in Victory?

If you want to help the war effort by helping the farmer, communicate at once with the Office of United States Employment Service which is in charge of recruitment and placement of farm help in New York state. **DO IT TODAY!**

ATTENTION, STATE EMPLOYEES NOW SERVING IN THE ARMED FORCES!

Your many acquaintances in State service, some of whom have lost track of your movements since you left to serve your country, naturally are wondering about you.

Many of them have asked **THE STATE EMPLOYEE** to establish for them where you are (provided that isn't a military secret) and what you are doing (provided that, too, isn't telling military secrets).

THE STATE EMPLOYEE invites you to drop us a line and tell us of some of your experiences. We'll pass it along, in story form, to your friends in the various State departments. Won't you let us hear from you?

Job Freezing

(Continued from Page 114)

or for a period of seven or more days, or

3. Can establish that his present employment does not utilize him at his highest skill or that he is not being employed at full time.

No statement of availability shall be issued solely on the ground that an individual's wage or salary rate is substantially less than that prevailing in the locality for the same or substantially similar work.

Any such statement shall contain the worker's name, his social security account number, if any; the name and address of the issuing employer or War Manpower Commission officer and office, the date of issuance, and a statement to the effect that the worker may be hired elsewhere in an essential activity.

904.5: Acceptance of employment by workers. No individual shall accept new employment with an employer if the employer is prohibited from hiring him under this regulation.

904.6: Penalties. The hiring by an employer of a new employee, or the acceptance by an individual of new employment, in violation of this regulation is subject to the penal provisions of the act of October 2, 1942, (Pub. No. 729, 77th Cong.). The provisions of sec. 4001.10 of the regulations of the Economic Stabilization Director, issued October 27, 1942, apply to any wages or salaries paid in violation of this regulation.

904.7: Definitions. (A) Essential activity means any activity in the War Manpower Commission list of essential activities and any activity approved by a regional manpower director as a locally needed activity.

(B) New employee means any individual who has not been in the employ of the hiring employer at any time during the preceding thirty-day period.

(C) New employment means employment with an employer by whom the individual has not been employed at any time during the thirty-day period preceding such employment.

904.8: Employee-employer agreements. Nothing in this regulation shall be construed to prejudice existing rights of an employee under any agreement with his employer.

904.9: Effective date. This regulation shall become effective at 12:01 A.M., Sunday, April 18, 1943.

Increment-Earning Service

What constitutes increment-earning service, for the purpose of determining whether employees subject to the Feld-Hamilton Law have a sufficient number of years of service in their positions to be entitled to an increment, is covered in a recent memorandum of **Joseph Schechter**, Counsel to the State Civil Service Commission.

The memorandum states that in computing the number of years of service in a position for the purpose of determining whether an increment is due:

"Service for more than six months during a fiscal year shall constitute an 'increment year.' Thus, a person who has been out on leave of absence but has served more than six months in a fiscal year (or three months during the fiscal year 1942-1943) is entitled to be credited with an 'increment year,' even though he was restored to his position after January 1, of such fiscal year. However, a person who has been reinstated to his position after a resignation must be reinstated prior to January 1 in order to be credited with an 'increment year.'

"(b) Service for any period during the fiscal year ending June 30, 1938, regardless of its duration, constitutes one 'increment year.'

"(c) Service during the fiscal year July 1, 1939-June 30, 1940, shall not be considered, provided, however, that persons who received their first original permanent appointments in the State service during the period between January 1, 1939, and June 30, 1939, shall be deemed to have completed one 'increment year' on June 30, 1940.

"(d) Under Chapter 871 of the Laws of 1941 'if an employee is promoted to a position in a higher grade, the minimum salary of which is equal to or lower than the rate of compensation then received by such employee, he shall, upon such promotion, be paid the salary which corresponds with the rate of compensation immediately above the salary he is then receiving, for the purpose of computing future increments, he shall be credited with the number of years of service in such position which corresponds with such rate of compensation.'

"(e) Service from December 31, 1942, to March 31, 1943, inclusive,

constitutes one 'increment year.'

"(f) Temporary Rule VIII-A appointees and Rule VIII-12 substitute appointees who are on leave of absence from their permanent positions pursuant to Rule VIII-A (3) and Section 246 (3) of the Military Law, respectively, shall be credited with increment-earning service in their permanent positions for the period of such leaves of absence.

"(g) Continuous provisional service, immediately followed by Rule VIII-A or Rule VIII-12 service in the same or in a similar position or in a position in the same service and grade shall be added to such Rule VIII-A or Rule VIII-12 service increment-earning service.

"(h) Service rendered in provisional employment (other than that mentioned in (g) above or in temporary employment (other than Rule VIII-A or Rule VIII-12 employment) shall not be considered, except that a permanent employee, who is provisionally promoted to fill a vacancy caused by an ordinary leave of absence in the same department, shall be credited in his regular permanent position with such provisional or temporary service.

"(i) Time spent by a permanent employee on military duty after July 1, 1940, shall be credited as satisfactory service rendered by such employee in his civil service position.

"(j) Service rendered by an employee in a position reclassified under Section 48 or 48a of the Civil Service Law shall be credited as service rendered in the new classification.

"(k) Where an employee is transferred to a similar position, he shall receive credit in his new position for permanent service rendered in the position from which he was transferred. This applies also where the transfer is made from a non-Feld-Hamilton position to a Feld-Hamilton position, provided, however, that in transfers from county service to State service, county service cannot be considered.

"(l) Where an employee's position is reclassified, by Commission resolution from the exempt class to a Feld-Hamilton position in the competitive or non-competitive class he shall receive credit in such new classification for service rendered in the old classification."

Constitutional Change

(Continued from Page 117)

the light of the constitutional referendum of 1929 doubtless give the percentage preference willingly and happily.

How to Save the Merit System

From this day on until the next Legislature approves a new amendment along the line suggested, every person who knows the value of the merit system—which Theodore Roosevelt declared as democratic and American as the common school system itself—must urge upon his neighbor, his representative in the Legislature, his club and community affiliations, his local newspapers, and all others interested in good government the need for changing the present plan of preference for disabled veterans to assure equal justice to all citizens. Begin today—stop only when the merit system is safe!

Don't Hoard Hotel Rooms!

TELEGRAM

MR. U. S. TRAVELER
THANK YOU FOR MAKING AN
ADVANCE RESERVATION
HOWEVER SHOULD YOUR TRIP
BE DEFERRED WILL YOU KINDLY
CANCEL PROMPTLY SO THE
ACCOMMODATIONS WILL BE
AVAILABLE TO SOMEONE ELSE
YOUR COOPERATION WILL BE
APPRECIATED BY YOUR
FELLOW TRAVELERS

CHARLES E. ROCHESTER
V. P. and Mng. Director

HOME OF THE
Hotel Hawaiian Room
Lexington

801 ROOMS FROM \$4 SINGLE
LEXINGTON AVE. AT 48TH ST., N. Y. C.

Buy War Bonds

Prize Winning Essays

Seldom in years has there been conducted a feature that captivated the interest and the attention of State employees as much as did the "Better Business in State Government" contest, sponsored by the Association of State Civil Service Employees.

In the April issue of "The State Employee," the prize-winning plans of the first and second award winners, who tied for first place in the judges' opinion, were presented in full.

Here are the entries submitted by the second and third prize award winners in the contest:

The plan which was submitted by Augustus J. Carroll of the Department of Correction, and which was awarded second prize is herewith presented:

"A PLAN TO PREVENT WASTE OF NEW YORK STATE'S MOST VALUABLE ASSET"

FOREWORD

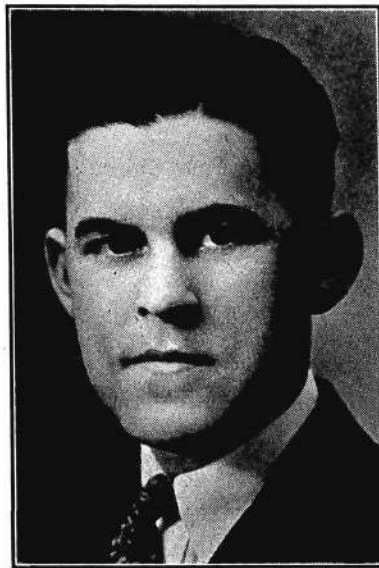
Now that economy is the byword in New York State's government it is time for an inventory of all of our State's assets. When administration of the State's business passes into new hands on January 1, 1943, the new administrative group will no doubt proceed the same as would a new board of directors for an established corporation. The first business consideration in either case would be an examination of the "General Balance Sheet." This statement would indicate the condition of the business from a financial standpoint.

In the case of the corporation the directors might find listed on their financial statement an asset referred to as "Goodwill." This "Goodwill" would cover values arising in part from personal qualities, skills and experience of managers and other employees, and while the asset would have no independent, transferable value, it would represent something to be valued, safeguarded and exploited. New York State's balance sheet will list no such asset but it does exist in the qualities, skills and experience of State employees. The possibilities for its intelligent and scientific development and utilization offer a definite opportunity to the new administration for the im-

provement of State government and the furthering of practical economies.

The foundation of successful management rests upon observation and experiment and since experience is born of experiment I propose a plan for systematically recording and preserving the experience of our employees and for placing this information and specialized knowledge at the disposal of less experienced personnel.

The plan is discussed in two parts. The first part tells the background of the idea and establishes its worth. The second part outlines the plan and gives procedures for putting it



AUGUSTUS J. CARROLL

in operation. Since my personal experience was acquired in State institutions, the impressions and illustrations to be discussed are considered for the most part from an institutional viewpoint.

PART I

Not long ago when I assumed important responsibilities in connection with a large institution I felt well equipped to put its business affairs on an efficient, economical basis, promptly and effectively. Being familiar with the institution and having had considerable training and experience in the field of accounting and auditing, my first aim was to perfect accounting methods and pro-

cedures which would provide the information and safeguards necessary for protection, management and control. Established procedures had been designed to satisfy Albany requirements, but many pertinent and immediate problems of local management had not been considered.

After much time and work had eventually produced an efficient system of records, reports and procedures, the front office took up the reins of the business and settled back ready to take note of all off-standard performances and to initiate corrective measures whenever they were needed. With our newly perfected organization and system, responsibility for management of the various institutional activities was definitely fixed upon appropriate individuals. In each case the responsibility carried with it enough authority so that an individual could be held properly accountable for executing his assignment. With such a set-up records and reports automatically brought to attention of management out-of-line performances which in theory could be corrected simply by checking up the responsible person or persons.

As the benefits of the system accrued so did the problems confronting management. It was soon evident that management's use of check-reins over responsible supervisory personnel would in itself attain only a limited degree of operating efficiency. To develop and maintain high standards of efficient and economical operations it would be necessary for the employees having charge of food services, clothing, housing, laundry, hospital, building maintenance, etc., to work out and solve many difficult problems. Operating economies could be instigated and directed by the front office but actual savings would necessarily have to be made in the kitchen, shop or other operating unit.

The first step toward correction of an off-standard condition is to notify the responsible person or persons that the condition exists, at the same time directing that measures be taken to remedy the situation. Very often this action of management produces the desired results promptly and effectively, but in some

instances the deficiency cannot be disposed of by closer supervision, an arbitrary decision or other simple expedient and the finding of a successful remedy depends largely upon the initiative and resourcefulness of the responsible person or persons. When a responsible individual lacks the ability, training or experience to handle a given situation, the problem and the responsibility for its solution revert back to management.

Since a satisfactory degree of efficiency cannot be reached until these problems are effectively disposed of, a capable manager would tackle them in the order of their importance and by research, observation and experiment would work out the solutions. The problems would soon disappear if management had the ability to diagnose and analyze unfavorable conditions and to prescribe proper remedies, provided, of course, that management had enough time to make the necessary observations and experiments. It can therefore be seen that successful economy in an institution depends to a large extent upon management's experience, ability and the amount of time available for research, observation and experimentation. Lack of time handicaps management in every institution and in these troubled days of rationing, government reports, personnel changes, etc., little time is left for constructive work. The economy of an institution consequently suffers.

The plan which I shall present is based on the fact that management of our institutions are faced with many identical or very similar problems. Possibilities for savings may be suggested to some by a knowledge of what others have already done. Knowledge gained through experience, research, observation and experiment at one institution should not be hoarded. If this information is made available to other institutions, efficiency may be increased without delay and with a minimum expenditure of time and effort.

It has just been stated that a solution to a maintenance or operating problem involves experience, research, observation and experiment. How each of these factors affect the cure for some inefficiency can best be explained by consideration of the following maintenance problem which I recently handled.

While scrutinizing the inventory

records covering chinaware it came to attention that breakage of cups and plates had increased. Following the usual procedure, I notified the employee in charge of the mess halls, directing him to take steps to effect a reduction in the number of items being broken. Until further notice I was to receive a weekly report of breakage covering chinaware. Over a period of several weeks some improvement was noted but not enough to be of any significance. The employee in charge was trying to correct the situation but his admonishments to those handling the dishes failed to bring the desired improvement. He admittedly was unable to cope with the situation. Past records which I examined showed conclusively that chinaware was being mishandled and because of the excessive loss involved it was imperative that definite steps be taken to correct the condition. It was my job to devise the necessary corrective measures and being inexperienced in such matters I tried to find books on the subject. My research was unsuccessful and I was unable to acquire any helpful information from the recorded experiences of others. I visited the mess halls several times to observe the manner in which dishes were handled. Although many observations were made, the natural tendency of workers to slow down and be careful when I was present complicated the job. The matter was finally handled as follows:

1. The mess hall supervisor was directed to caution all subordinate workers that indifference, carelessness, bad habits and inefficiency would not be tolerated.
2. It was determined just how many times and in what manner the breakable items were handled each day. For example: Handling operation No. 1 was the placing of loaded trays on shelves after washing; handling operation No. 2 was by the inmates or patients when they received their meals; handling operation No. 3 was collecting soiled dishes, etc.
3. The amount of breakage resulting from each handling operation was determined.
4. Definite steps were taken to eliminate or minimize the particular hazards in connection with each handling operation and thereby reduce breakage. Points which

were noted and received special attention were as follows:

- (a) Some trays were being overloaded, making them too heavy for safe handling.
- (b) Trays too large for safe handling were removed from service.
- (c) High shelves physically endangered chinaware and were relocated.
- (d) Special efforts were made to keep mess hall floors dry. Food spilled on the floors, besides being a waste of food itself, increases the danger of personal injuries and is the underlying cause of considerable chinaware breakage.
- (e) Workers assigned to remove soiled chinaware from the tables were selected carefully and the number of individuals handling breakable items was kept at a minimum in order to simplify the job of supervision. Workers collecting used flatware and trays handled no chinaware whatsoever.
- (f) Two men were assigned to the job of removing leftovers from plates. This was done before the soiled dishes were gathered from the tables. One person carried the garbage pail while the other scraped the plates clean. When this job was performed by one man, he carried the pail in one hand and removed leftovers by striking the plates against the inside of the pail, often chipping or cracking the plates. In this instance lack of help was not a problem.
- (g) Plates were stacked too high. A safe limit for the number of plates to be stacked was fixed.
- (h) Stacks of plates were ordered to be straightened up before handling.
- (i) Some breakage resulted from roughly piling heavy stacks of metal trays on top of trays filled with cups. This practice was forbidden.
- (j) Most breakage could be attributed to a desire for unnecessary speed in handling and washing dishes. Since the various handling procedures involved many individuals, each assigned to some particular operation, the entire process was slowed down by checking

the speed at which soiled dishes were collected from the tables.

5. The weekly breakage reports were continued.

As a result of these actions breakage decreased more than 65% and a degree of efficiency never thought possible was attained. It can therefore be considered that the ideas and procedures outlined in this matter have a definite proven value.

Progressive management of State institutions and agencies are, in the same manner, continuously developing valuable ideas and controls to improve efficiency and economy. When such ideas have been conceived or perfected by any State agency or institution, definite benefits would undoubtedly be realized if these thoughts could be brought to the attention of those concerned with similar matters so that improvements realized by one institution or agency could be duplicated elsewhere. Valuable information is one thing which can be freely given to others and at the same time be retained in its entirety.

Numerous other ideas could be presented here but since I am only trying to establish the worth and possibilities of the plan to be proposed, the discussion of the broken chinaware will suffice.

The following plan therefore is an outline setting forth methods and procedures for recording, editing disseminating information so that values, arising from the personal qualities, skills and experience of New York State's employees can be exploited to the utmost for the public good.

PART II

The following procedures are recommended for putting the plan in operation:

1. The Governor would notify all department heads, setting forth the purpose of the plan and general instructions for getting it in operation. This would give the project the necessary dignity to insure its success. This is important, since the serious cooperation of many employees is required.
2. Each department head would name a responsible employee to administer the plan for the department. This department administrator's duties would be as follows:
 - (a) To notify all institutions and

agencies in regard to the purpose of the plan.

- (b) To issue detailed instructions and procedures whenever necessary.
 - (c) To solicit from institutions and agencies written accounts of ideas, plans and suggestions which are of known value insofar as they affect efficient and economical operation.
 - (d) To appraise and evaluate all contributions.
 - (e) To edit the material received.
 - (f) To have all ideas of practical value printed and distributed to institutions and agencies.
 - (g) To invite additional information and recommendations necessary to the development of some particular idea or proposal.
 - (h) To suggest to institutions and agencies definite subjects for consideration and comment, subjects which should have special study.
 - (i) To require each institution or agency to set up an organization to systematically record all valuable ideas emanating from any of its departments, divisions or employees.
 - (j) To follow up worthwhile ideas to make sure that suitable action is being taken.
 - (k) To supervise the activities of others assigned to assist in this work.
 - (l) To cooperate with the individual or agency administering the plan on a State-wide basis.
3. Competition would keep the plan alive. Prizes or some form of special recognition would be offered to individuals, who by whole-hearted cooperation or outstanding ability contribute to the success of the plan.
 4. Periodic meetings of management personnel would be scheduled to discuss controversial matters. (This is now done in some departments).
 5. The Governor would appoint an individual or a State agency to administer the plan on a State-wide basis. It would be the duty of this appointee to perfect the plan and to coordinate the benefits reported by the various departments.
 6. Political sub-divisions of the State could be invited to participate in

the plan with mutual benefit to all concerned.

SUGGESTIONS

The following suggestions are offered in connection with various points listed under point 2:

Since the plan is of an educational nature, the educational division of a department could be utilized to administer it effectively. The work would not necessarily have to be done in Albany.

To avoid unnecessary work for the institutions, a reminder "to avoid verbal orders" would result in most ideas and developments being placed in writing when they were first made effective. If the written orders cover the idea it will only be necessary for the institution to send in its copy of the order.

In regard soliciting contributions from institutions and agencies an orderly procedure should be devised. The voluntary response to the first invitation would no doubt be generous but eventually a schedule would have to be drawn up requiring one or more contributions from each unit every quarterly period. This would also help to keep management personnel from getting in a rut.

The department administrator could name a committee to study and appraise contributions which would be received.

Some departments have or have had monthly or weekly magazines or papers. Editing and printing of the selected material could possibly be performed by those in charge of these publications which in this case would render a greater service than ever before.

If an institution is known to be efficient along some particular line, an outline of methods employed to attain and maintain this efficiency could be requested. Suggestions often lead to definite developments and the department administrator could carry out a program of systematic improvement by suggesting definite subjects for consideration and comment.

This plan and organization should be duplicated on a small scale in each institution with contributions being invited from division heads and other employees. The head of the institutional organization would cooperate with the department administrator.

Institutions should not be required or expected to act upon every suggestion or idea received through this plan since there are many cases when the physical layout of the plant, personnel, etc., require special treatment. However, all bulletins received should be retained and kept readily available for future reference:

It is my belief that this plan could be put into effect without the need for additional personnel. If extra personnel were required, the benefits to be derived from the plan would be in direct proportion to the amount of work entailed and therefore in direct proportion to any added expenditures. At any rate the savings to be realized will far outweigh the additional expenses.

Conclusion

The ideas embodied in this plan must be carried out if maximum efficiency and economy in the conduct of the State's business are to be achieved. More experienced and capable officials will no doubt perfect the ideas far beyond the beginning which I have outlined.

The plan submitted by Herman F. Robinton, of the Department of Education, which was awarded third prize, follows herewith:

"SOME SUGGESTED RECORDS PROCEDURE FOR BETTER STATE GOVERNMENT"

Scope

The proposed plan, or the establishment of new and necessary procedures in the matter of the disposal of useless records, is simple enough in application and involves no capital outlays to set into operation. Yet, it will effect a minimum annual saving of some \$400,000.00 in State departmental expenditures, and an inestimable increase in the efficiency of the functioning and administration of the governmental agencies of the State. In fact, with the full impact of the exigencies of war on governmental organization and budget, with the decrease of trained personnel, the curtailment of purchases, the economies of materials and inventories of equipment and supplies, etc., make the plan almost a matter of necessity. (The sources for the figures and other substantiating data will be found in the section, *Conditions, infra.*)

Plan

The plan comprises the establishment of much needed procedures for records disposal in the various Departments of the State Government. And, of course, its application may be extended to embrace the sub-divisions of government throughout the State. The suggested procedures have been tried and tested; they guarantee results. While they form part of a larger plan, each here suggested is an entity in itself and could be put into operation alone with considerable benefit.



HERMAN F. ROBINTON

Preliminary Considerations

Permanent Records:

Before launching into the matter of suggested procedures, let us establish some definitions, or explanations of terms in the matter of records keeping and disposal in an administrative agency of government.

Records may be divided into two large groups. Those which must be kept "permanently" for the integral role or use in the carrying on of the business and functions of that particular administrative agency. A part of this group must always be on hand, easily accessible for consultation. Another part could be more conveniently preserved and serviced by an archival agency to which they may be transferred because of infrequent use and to gain by storing them with greater economy in less expensive space than in office buildings, yet with more care for their protection and safety. Also, in the

case of older records, an archives establishment would take adequate measures to insure their preservation, and their accessibility would still be maintained for the agency through the proper application of the methods of archival science. Another means to reduce the volume of permanent records would be the use of the modern techniques of microphotography. But with the war and the initial expense involved, we shall not consider microfilming now.

Temporary or Useless Records:

The other group, those with a limited, or temporary usefulness in the functions and business of the agency, need be kept for only a timed or specified period. In the modern business of government, this group, made up of countless forms, statistical renderings of various sorts, routine correspondence, memoranda, working papers, and miscellanea characterized by the particular agency, etc., forms the larger accumulations in the various offices of the agencies. Once a particular record has no longer any value for the administration, or does not enter into the functioning of the agency, it may be designated as "useless." Within this larger group, a definite time limit can be set for each type of record, or the time to be kept. At the end of the specified time, the record may be disposed of by the agency. This does not mean that the record should be destroyed, for even though it may become devoid of any administrative value, it may still possess some historical value. Here, too, it would be best to transfer the disposed of records to an archival establishment and let them do the sampling for preservation on the basis of historical value; the responsibility and time consumed would be taken away from the busy agency and placed in the hands of those trained and expert in such tasks. Also, here the enormous accumulations of useless records, inaccessible for research or study, filling expensive equipment and occupying valuable office space, cluttering up basements and attics as fire hazards of serious proportions, and interfering with and wasting the efficiency of office management and operations, would be eliminated for the particular agency.

Restrictions as to Suggestions:

My purpose here in my suggested plan is to consider immediate measures or procedures to be adopted,

involving no capital outlays and affecting the good administration and functioning of the various State Departments. The archives establishment, or agency, may be a future need; part of the larger plan alluded to, but it will not be discussed here. My concern will be restricted to the functional role of records in the operations of an agency. Once a record has ceased to claim that role, it may be designated as "useless." And, the question of either its destruction or transfer to an archival depository is not part of the immediate measures or procedures herein proposed. Historical value and administrative value may be separated. Therefore, I may presume that the two adjectival designations: "permanent" and "useless"; for records in what follows will warrant no further explanation.

Plan: Suggested Procedures:

1. "Automatic" Disposal Schedules: That "automatic" disposal schedules for useless records in the custody of various State Departments be devised.

The purpose here is to determine in advance the time periods for keeping the types of records originating with the agency or in the custody of the agency. These schedules are nothing more than lists which will include the title of the record group; the time period necessary for its keeping, whether it be permanent or for a limited designated time period. These schedules should be maintained to-date. And, sufficient copies be distributed to the members of the staff entrusted with the responsibility of records keeping in order that they be assured of their operation. The actual disposal of the useless records listed should follow some departmental procedure, e.g., a form may be drawn up in which the records ready for "automatic" (or at the expiration of the designated time period), disposal will be listed with the inclusive dates, etc., and the signatures of persons doing the checking and passing on the disposal be affixed. This form of disposal may be printed with the schedule titles included in order that little clerical work is entailed in its completion. The disposal form will be a file reference on scheduled disposed of records.

The preparation of these automatic disposal schedules will require some thought on the part of the staff officials who will undertake to

work on them. But once in existence, they will need only periodic revisions, mostly in the nature of additions. In certain Departments, outside aid may be consulted in order to establish the time periods. But I am sure that any of the State Departments will stand ready to help and any of the professional associations, e.g., the American Bar Association, the Accountants', etc., will set up committees willingly to assist. However, many of the members of the staffs of our State Departments could easily establish the frequency of consultation of any particular record used in their work without resorting to any further aid than their experience and memories.

These schedules may not be made available for all the records at the same time. Forms may be easily scheduled, while correspondence would require some time and thought. But the problem is one that becomes constantly larger every day; neglect does not solve it. Once the schedules are prepared and in use the increasing business of the office means only additions.

Later, transfer schedules for permanent records may be prepared similarly, or for such permanent records that need be kept on hand in easy accessibility and those that because of infrequent use may be stored in safe places at less expense.

The time saved, the economy effected in using cheaper stationery for useless records, and in the determination of disposal matters, along with other obvious advantages recommend their preparation and use. (For savings and economies of materials and equipment figures, etc., see: Conditions section, *infra*.)

2. Time Period for Filing to be

Affixed to All Forms:

That all forms originating with or used by Departments, or those distributed by Department to other governmental agencies and sub-divisions, be designated as far as feasible with a time period for filing, or preservation, to guide those agencies receiving them for filing or acquiring their custody.

The purpose here is similar to that in the previous suggestion: Many of the State Departments do resort to forms for the carrying on of their business. The originals when completed are kept on file; the duplicates may be distributed to other governmental agencies. They go to make

up a considerable part of the useless records accumulations. Yearly renewals may be made, and those of previous years no longer possessing any administrative or legal value are still filed. If a designated time limit be fixed for each form, then these form records could be readily filed mindful of their expiration date, or supersedure. If a knowledge of the items of the previous form is necessary; then it would be easier to allow for the inclusion of these items in the form, rather than permit an accumulation to take place. There are a number of such forms now in use in which economy of paper could be easily effected by the simple provision of a renewal inclusion or section.

The preparation of the scheduled time limits for the forms now in use could be undertaken by those preparing the schedules. And, in any new printing that time limit could be set along with the time printing date. The revision of forms should be undertaken by members of the staff trained and experienced in form and organizational procedure.

3. Registries Be Established and Maintained:

That each Department within all of its divisions, bureaus, units, and other sub-divisions and offices set up and maintain registers in all of these same Departmental sections.

The purpose here is implied in the meaning of the functions of a registry system. Registers are not necessarily the old fashioned unwieldy large bound volumes of the past, they have been superseded by the modern office type of card or visible register manufactured by several of the leading office equipment concerns.

Notations may be made of the determination, or action, on all incoming and out-going correspondence, records, and other papers clearing. The information in the register while condensed to that of a precis may be kept in this more compact convenient summarized form and a good deal of the other materials, particularly the routine correspondence, could be immediately disposed of after the final notation is entered. Care should be taken to make the entries called for complete, and that all index aids be available for ready reference. Valuable filing equipment and office space,

also time in hunting through files, etc., would be saved. A competent clerk in charge of the register will be invaluable to take care of a good deal of the routine matters of a governmental office. The alternative is a mess of useless papers and records, rapidly accumulating.

4. A Records Manual Be Prepared:

That a little processed records manual be prepared and made available for the use of members of the staffs of the various State Departments, in which the suggestions for records care, filing, filing practices and equipment, records procedures for keeping and disposal, form design, the registry system, and the pertinent laws affecting records as applied to State Departments, be incorporated.

The purpose here is to have in a handy form a records manual, or records keeping guide for State officials, comparable to those of the United States Department of Agriculture Manual and the National Archives Manual. This little booklet can be cheaply put together and run off by one of the State printing establishments (cf. the Education Department presses). It will serve to acquaint the members of the staff with the information they should know about the keeping of their records and the procedures which need to be established in each Department. To-date, no Department has anything in the way of a records procedure either for keeping or disposal. And, the records problem has become an expensive luxury, or rather a mess! Records consciousness is something every government official needs and needs it quickly, for with the increased business of government and the advent of war which makes for even a greater pace of increase, the volume of records is growing at an alarming rate.

5. War Records of State Departments and the New York State War Council:

That consideration be given now for the preservation of the valuable records of those special war time bodies of the regular State Depart-

ments and the New York State War Council.

The records of these bodies and those of the War Council form an invaluable source of information for the organizational procedures and functional problems of the New York State Government during the period of National Emergency. And, since the Federal Government has used to great advantage for the speedy mobilization of the nation's resources in this war the records of World War I, now stored in the National Archives, it would be well to recognize the value now of the comparable records of our State. The agencies of World War I, viz: the War Industries Board, the Shipping Administration, the Fuel Board, etc., are after all the models for our present W.P.B., O.P.A., etc. In fact, in the setting up of these emergency expansions of the regular administration, the records of the agencies of World War I were consulted time and time again for methods and procedures, organization, forms, commodity control, rationing, etc. The problems were similar, the differences were slight. (See *Seventh Annual Report of the Archivist of the United States, 1940-1941*).

The Government of the State is now geared on a comparable scale. The extent of its war activities is larger than in World War I. These records will be valuable for the mobilization to be effected in any future war. I know that it is not popular to talk of future wars, but the same talk followed the last war and the valuable records of the war time agencies were scattered all over the City of Washington, serious losses of materials took place. They were collected again by the National Archives after its organization and new building (building in 1936). Time will be saved, and during a war, precious time, indeed.

The preservation of the records of these war time agencies of the State should begin now. Procedures need be established for the weeding out of a good deal of the useless records in order that enormous collections

be avoided, and only the essential records be preserved. Here is an excellent opportunity to avoid the mistakes and neglect of our other agencies and prevent the accumulations. This is more necessary with the curtailment of supplies and equipment, viz: paper, filing cabinets, etc. It is possible to take the time to do this now. A simple measure would be to include a War Records Co-Ordinator in the make-up of the New York State War Council whose duties would be to take care of the problem, now.

Other Suggestions Pertinent But Not Included:

I did restrict my suggested procedures to those which could be applied immediately and with no capital outlays. There are some other suggestions that follow along with these, though their application may be postponed. There is a dire need for inventories. Inventories of equipment and supplies at hand in order to ration them for future needs. We have no such thing for furniture, filing cabinets, etc. Several years ago an inventory was begun for typewriters. The count of nine thousand was made. This has been a considerable help in determining the needs for the various State Departments. A typewriter may last from ten to thirteen years. New orders in certain Departments now can be substantiated on the basis of necessity. Transfers can be made from the pool. An economy was effected. The State purchases about eight hundred file cabinets a year and has done so for the last ten years. Whether they were needed by the Departments, or whether transfers could be effected, there was no way of telling. An inventory would help. Also, we could use some records guides, or inventories. Materials are available in the report sheets of the Historical Records Survey; they made a survey of the records of most of the State Departments. They could be cheaply mimeographed. And as guides they would be helpful to officials in finding records. Sometimes finding a record when needed may mean a

ESTABLISHED 1898

"Our Business Is Growing"
UNUSUAL FLORAL ARRANGEMENTS
We Grow Our Own

Danker
FLORIST
121 NORTH PEARL STREET

considerable saving in a law suit, or adjustment of a claim, or even the collection of unpaid taxes. The State has some microfilming equipment available. And it could be used with profit for the reduction of some of the more valuable permanent records. The reduction volume by microphotography is less than 5 per cent of the original. The space of an average file room, viz., twenty square feet, could be reduced to occupy two filing cabinets or less. And finally there is the wisdom of an archival depository. The amount of money expended for garages and rented space to store records could easily be diverted for the use of an archives establishment. Also the mortgage taxes, the net amount, which for the year ending June 30, 1940, amounted to two and a half million dollars (See: Table 16, Annual Report of the State Tax Commission, 1940), could be used for several years for the establishment of archival depositories. An archives establishment does not require a large staff. And the expense for maintaining them would be less than the rented space now in use. (see: Conditions section, *infra*.)

However, these and more suggestions are for the future. The five presented are necessary immediately. And any one of them would save a considerable amount of money and time. Efficiency and economy will be gained.

There is a need for an Inter-Departmental Committee on Personnel, Equipment, and Supplies, to be headed by the Budget Director. This Committee could assume the tasks of preparing the inventories of supplies and equipment; estimating personnel needs, especially with the loss of personnel through war services; and examine the records situation. Perhaps the schedules may be prepared under their supervision; thus, the work on them would be co-ordinated. They could also go into the matter of organization and procedure in order to eliminate waste of personnel and over-lapping, or duplication of services. There is a real need for such a committee in war time, for the State Departments are facing a rationing situation. This Committee would also act as State Departmental priorities board. Here they would see that those Departments whose need is the greatest would be given preference in the assignment

of supplies and equipment, as well as personnel.

Conditions:

Since the plan may be applied to every Department of the New York State Government, perhaps with a few exceptions such as the Division of State Police and, since my own place in the work of the State is not restricted to any one Department, I shall have to describe the conditions which warrant my plan in a general manner. First, I shall describe the conditions which call for remedy, then I shall give the figures as to savings and economies. Remember here that the costs and the waste, while descriptive of the State Departments, may be widened to include the sub-divisions of government: county, municipalities and districts.

The State owned buildings that are used primarily for office space in Albany, Buffalo, and New York City, have a total area of some two million square feet, minimum. At least twenty per cent of this area is used for records space. And, at least ten per cent for the storage of useless records. This would mean some 200,000 square feet of wasted space. True, none of the officials are paying rent for that space in a comparable manner to that of a private organization. But the State is paying for it and the people of the State are. For, the additional requirements of office space are met by renting additional space. And, at a minimum rental of a dollar a square foot (which is cheap), the cost would be some \$200,000.00 annually. Now here is something of the conditions.

The Capitol in Albany is filled. In the basement twenty-six rooms are used for records storage. The balconies are used. Forty storage rooms in the attic are filled. And, the offices are overcrowded, seriously hampering the work and efficiency of the employees. The State Office Building's basement is filled with records. The offices of some of the Departments housed there are impossibly crowded. True, a few offices like the Motor Vehicle Bureau, Income Tax, Unemployment Insurance, cannot help but have their volumes of records. But here a good part may be considered useless records. Several of the Departments have resorted to the rental of space merely for records storage. I know at least of four garages and several other quarters. It isn't only the mat-

ter of fire hazards, although the condition of the Capitol is probably worse than that prior to 1911. It is the unwarranted waste of valuable equipment, space, and cluttering up of records which increases the time to find anything and slows up the efficiency and work of the office staff. This may not be easily rendered in dollars, but nevertheless it is surmised to be large in costs. And, what is true of Albany, is also true of Buffalo and New York City. I am omitting the institutions, schools, etc. A good deal of what I am talking about I have seen. I visited the Arcade Building here in Albany and saw the accumulations; I also saw those in the Capitol and State Office Building. And you probably could confirm my observations. There is no need to elaborate on this phase of the picture. Officials of various State Departments have told me of the lack of procedures and their need for them. And, from my own experience with other governmental agencies and their records problems, I could realize the need for these procedures.

As to savings or economies that could be effected, I shall first give the figures and then speak of them.

Table I

Annual Report of the Comptroller—State of New York—Vol. I.

Financial Statement

Exhibit 28:

General Expenses:

04-07 Stationery, record books, and forms: total \$422,198.99
10% would be \$42,219.90

Rentals:

16-02 Buildings and offices: total \$1,697,414.45
20% would be \$339,482.89

Equipment Replacements:

20-13 Office: total \$106,516.29
10% would be \$10,651.63

Equipment Additional:

21-13 Office: total \$404,371.70
10% would be \$40,437.17
Total per cent amounts:
\$432,791.59.

Table II

Estimates:

2,000,000 sq. ft. of office space
@ \$1.00 per sq. ft. cost:
10% would be \$200,000.00
plus 10% of the additional
rented space, or 16-02 above
table:
or \$169,741.45
purchase of 800 filing cabinets
a year @ \$15: \$12,000.00

20% would be \$2,400.00 plus 10% of the stationery and supplies, or 04-07 above table: or \$42,219.90. Total per cent amounts: \$414,361.35.

The total of the per cent amounts saved would be on the basis of Table I, \$432,791.59 annually; on the basis of Table II, \$414,361.33 annually. Table II is made up from estimates given by responsible State officials and may be confirmed.

Ten per cent of the purchases of stationery, records, and forms could easily be saved by the methods of the plan. Cheaper paper could be used for those records which are timed or of limited keeping, the eventually "useless" records. Then the forms could be redesigned as new ones are needed to incorporate the features of renewals. Also, here too, cheaper paper could be used. Since ten per cent of the records are useless, thus it may be a proper inference that ten per cent of their materials be involved. The rental figure of twenty per cent is based on the estimate that twenty per cent expansion of offices is required because of records storage. The probability here is that twenty per cent is a low figure. The ten per cents of 20-13 and 21-13, small in their amounts, but they are fair suppositions on the basis of a minimum ten per cent waste of equipment, again a low figure.

On the basis of Table II, there are the ten per cent for waste records storage on the office premises, or in the buildings plus the additional rented ten per cent activated by the twenty per cent use of the State owned buildings for records storage. The filing cabinet purchases are only for an annual amount included, or \$2,400. The State has been buying them at the rate of eight hundred a year for the last ten years and four hundred a year for the previous years. I did not attempt to bring in more than an annual saving for I surmise, or at least assume that they were needed. Actually, twenty per cent of them could have been not purchased. The ten per cent of stationery and supplies is explained above.

The main thing here is that these figures are merely estimates. And, at that they are low estimates, for the space and rental figures are the main figures. They remain constant.

Curiously if you take the operating costs and do a per cent figure on that you do get about the same. An annual saving of almost \$400,000.00 is not a small saving. And, with the increase of the business of government these figures will even go higher.

Thus, while records do not seem like much, when they are added up in their cost of space, equipment, waste, inefficiency, etc., they do total a considerable sum.

Immediate Measures:

Any of the five suggested procedures could be put into immediate operation and effect economies. I do not propose that the Departments devote all of their activities to them. But some of the members of the staff could be detailed to make a study of the disposal schedules in addition to this regular work. As new forms are needed for printing, the matter of the time limit could be gone into. The Manual would be a joint undertaking and the printing placed in the hands of the Department equipped to do it. The registry is not a great innovation. It is in use in a modified form in some of the offices. The War Records situation could be handled by a Records Coordinator, for this job a fitting recruit may be found among those in some of the Departments.

Remarks:

Criticism may be leveled at the amount of time that may be consumed in the putting into effect of these procedures. The time is small. For except for the initial setting up of the schedules, form determinations, and register, there are no radical changes to be made in any of the Department's activities or regular procedures. The Manual will be done probably by one Department and here one individual; he will get his information through consultation. And when we measure the amount of time that will be saved in the functions of any office; then there is time to gain.

These procedures are not half-baked ideas. They are needed and needed in a hurry. Various officials that I discussed them with agreed as to their need and merits. And, if they are not attended to soon, the situation will soon get out of hand. Let us stop to consider that the rate of accumulation of records in governmental agencies is now advancing in leaps and bounds. For the Fed-

eral Government there are some figures. It is estimated that the total volume of records now in existence amount to some twelve million linear feet. Of this twelve million, one-third of the amount, or four million dates from before 1917, two-thirds of the amount or eight million dates from 1917. For the State a similar estimate may be allowed, although definite figures are lacking. It is impossible to continue to ignore the problem, for it refuses to respond to such treatment. And, the dangers are too great. There will be a serious breakdown of the functions of government because of time delays. And, there is the ever present danger of fire menace. The papers stored in heated cellars, or near furnaces, open switches, dried out electric wires, become a ready prey to fire. And if valuable records were lost along with those of little value; the valuable ones would seriously be missed. Imagine a records fire in one of our active State Departments! How could the lost records be reconstructed? Or how could business be resumed?

Remember that this plan is part of a larger plan. Also, that the procedures would affect the sub-divisions of government throughout the State, and the amount of the savings would be increased. In all truth several million dollars or more would be saved each year, and this does not take into account the increased efficiency.

Conclusions

They are my apologies for the typing and some of the hurried language. I had to be careful and not reveal my own position and identity; therefore, the occasional vagueness had to be deliberately included. And, lastly, my thanks for having to read it!

Get YOUR Copy

Today

"Story of State

Government"

SEE INSIDE FRONT COVER

Feld-Hamilton Extension to Institutions

The following memorandum has been sent by the Department of Civil Service Classification Division to the New York State Reconstruction Home at West Haverstraw, the State Tuberculosis Hospital at Ray Brook, and the State School for the Blind at Batavia, for the purpose of explaining the effect of the Feld-Hamilton Law to the employees of these institutions. We feel that it is so informative that it will be of general interest not only to the employees of these three institutions who may not have already read it but as well to the employees of the Department of Mental Hygiene so they may preserve it as a reference for use when the Feld-Hamilton Law is extended to the Mental Hygiene Department in October, 1943.

For the benefit of many institutional employees who have not had an opportunity to become thoroughly familiar with classification and compensation under the "Feld-Hamilton" system, there are outlined below a number of points of interest.

Position Classification

The purpose of position classification is to group together all positions whose duties and responsibilities are sufficiently similar, that the same descriptive title may be used for all of them and the same schedule of compensation may be applied with equity under substantially the same conditions. Note that they must be sufficiently similar, not necessarily identical.

The Classification Board, through field surveys and studies, determines the proper classification and title for each position. The Board recommends the titles to the Director of the Budget, and they become effective with his approval and the actual appropriation of funds.

Each employee, once his position has been classified and approved, is notified of the new title. If, in his opinion, the classification is in error, he may appeal to the Classification Board for a review of his case, including a personal hearing to discuss the matter if he so desires. The

Board will re-examine his duties and responsibilities and if an error has been made will recommend another title. If the Board feels that no change is warranted, it will deny the appeal. The employee, if still convinced that there is a mistake, may appeal the Board's final decision, within sixty days, to the State Civil Service Commission.

Where there are a number of appeals of one institution, the Board makes every effort to hold hearings at the institution. No employee needs to be represented at such a hearing by any outside source, though he may be. The hearing is informal and solely for the purpose of trying to get at the facts. The appeal must, however, be based on the duties and responsibilities of the position, not on personal qualifications of the employee, or his length of service, or some examination he once passed, or any other personal attributes; remember—it is the position that is classified, not the employee. The employee may leave the position, but the job will still be there and a new appointment may have to be made. It is important to know therefore, what the position is. The Classification Board can be concerned only with the position.

Salary Allocation

The Classification Board also notifies the Temporary Salary Standardization Board of each new class (or title) proposed, and the Salary Board determines the Feld-Hamilton rate that is to apply to all positions under the same title. Once a salary rate has been established for a given title, all positions subsequently classified under that title automatically get that salary rate. It is important to keep in mind that appeals on the basis of salary allocation only are not to be made to the Classification Board. This Board has no jurisdiction over salary allocations, nor will it reclassify a position under a different title solely for the purpose of insuring a higher salary allocation.

When the positions in an institution have been brought under Feld-Hamilton, existing salaries are affected as follows:

(Continued on Page 142)

IT IS WISE TO . . .
**KNOW YOUR
GOAL DEALER!**



KEEP
YOUR
HOME
AT
70°
AND
PAY
BY

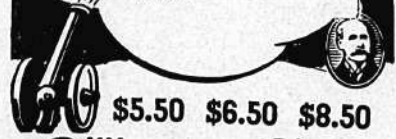
W. B. GARRETT, Pres. DEGREES
PHONE

**5-2268
HOOSICK
COAL CO.**

OFFICE: 545 CLINTON AVE.

GREAT GUNS!

Great guns, but W. L. Douglas Shoes are swell! You'll like their sound good looks. Their just-right fit. And the fine, long-wearing materials they're made of. Buy W. L. Douglas Shoes today . . . you can't beat 'em for value.



\$5.50 \$6.50 \$8.50

W.L.
Douglas Shoes

W. L. DOUGLAS SHOE CO., Brockton, Mass.
Albany, 452 Broadway Troy, 317 River St.
Schenectady, 328 State St.

The pause
that refreshes



DRINK **Coca-Cola 5¢**
TRADE-MARK

Final Legislative Report

(Continued from Page 118)

however, scattered positions throughout the State and county service where employees are appointed for fixed terms and the Governor's veto is apparently due to his desire to make a further investigation of all positions to which the bill might be applicable.

The Williamson bill, Senate Intro. 124,, Print 124, was vetoed with the following memorandum:

"This bill purports to extend the life of an eligibility list of candidates for appointment as patrolmen in villages and towns of Westchester County. This cannot be done constitutionally. Once expired, an eligibility list may not be extended. (Hurley v. Board of Education of City of New York, 270 N. Y. 275)."

A number of other bills were vetoed without any memorandum. Among these were the Bontecou bill, Senate Intro. 1487, Print 1743, and the Quinn bill, Senate Intro. 1405, Print 2283, both of which amended section 31 of the Civil Service Law with reference to suspensions and layoffs.

The Bontecou bill was sponsored by the Association and, while no formal memorandum accompanied the veto, we are advised that the bill would be acceptable if two minor amendments are made. The suggested amendments are acceptable to the Association and the bill will be submitted in revised form at the next session of the Legislature.

The Hampton bill, Senate Intro. 1545, Print 1801, authorizing the deduction of Association dues as a part of the premiums on insurance policies written on the group plan, was vetoed without memorandum pending further study and investigation of the proposals adopted at the annual meeting of the Association last year.

The Armstrong bill, Assembly Intro. 1642, Print 1846, exempting retirement funds from estate taxes, was likewise vetoed without memorandum.

On the whole, the session was a most successful one from the viewpoint of State Civil Service employees. A very large part of the Association's program was successfully enacted into law. Most of these proposals were enacted during the early part of the session and are reported in detail in the April issue of "The

State Employee." The usual number of impracticable or harmful bills were introduced during the session but all of these bills were either defeated in the Legislature or vetoed by the Governor and no bill of any consequence, that was opposed by the Association, was enacted into law.

The Capitol Beat

(Continued from Page 119)

tance will be greatly missed by all her associates . . . Thomas C. Stowell of the Public Health Education division, is convalescing at the Albany Hospital from a serious operation. Hurry back to your friends and the "Health Hunters," Tom . . . Charlie Farny has just been made a permanent member of the Health Department family and we wish him success in his pride and joy, the "multilith." . . . The mail bag brings us news of promotions of these former employees:

L. M. Keller, sanitary engineer, Albany district to the rank of Major. Major Keller is serving overseas; J. A. Salvato, sanitary engineer, Poughkeepsie district, to the rank of captain, at Fort Meade, Maryland.

Stanley B. Stolz, sanitary engineer, Middletown district, to the rank of Captain, at Indiantown Gap, Military Reservation, Pennsylvania; Robert Mulligan, Division of Accounts, to the rank of Major, at Fort Benning, Georgia.

George Petruska also of the Division of Accounts, now sporting sergeant stripes, in Delaware. We salute you all! We have told the "powers that be" that we would be interested in reading more personalized items in "The State Employee" magazine. They accepted our suggestion and now it's up to us to keep our word. Let's hear from you! Address your gossip to "The Roving Reporter," care of Mail Room, 15th floor, State Office Building.

The Front Cover

(Continued from Page 115)

Confidentially, the staff photographer tipped us off that those pure white slacks Miss Brennan is sporting were strictly for picture purposes, and Miss Brennan is no dilettante Victory Gardener, for she has another pair she dons when she gets strictly down to the business of gardening.

BLUE MT. HOUSE and Cottages

100-Acre Preserve on Blue
Mt. Lake, Adirondacks

Opens June 25th

68th Season

All Sports. Noted Table.
Bus meets trains North Creek

Write for Folder

Clautice's Ranch PARADOX LAKE, N. Y.

In the Heart of Adirondack Park

10 miles of mountain trail riding. Good horses. All sports. Sandy beach. Good fishing, good food, cocktail bar. Hospitable host and hostess.

REASONABLE RATES

Write for Booklet "S"

PATROON ALBANY'S COMPLETE FUEL SERVICE

Quality Fuels to meet each requirement. Engineer and combustion service for all equipment.

SERVICE

and

REPLACEMENTS

Order your coal now

Use D & H Cone-Cleaned Anthracite

Herzog & Vernoy, Inc.
COAL, COKE, FUEL OIL

TELEPHONE 5-3581

News From All

Hudson River State Hospital



Photo by Guy De Cordova

George Dyson, launderer at Hudson River State Hospital, was tendered a farewell party by fellow members when he retired April 30, after 33 years' service. Above, at the party, are left to right: John Livingstone, Chapter President; Louis I. Garrison, vice-president; Frederick G. Conrad, laundry supervisor; Mr. Dyson, who is holding the War Savings Bond he was presented by his fellow employees; and Andrew J. Delaney, steward.

Wallkill Prison Chapter News

The regular meeting of the Wallkill Prison Chapter was called to order by President Charles Moore on April 9 at Village Inn, Walden. After a majority of the members present had expressed dissatisfaction with the present methods of rating employees, a committee was appointed to study the rating scale and recommend improvements to the Civil Service Department. The committee consists of John Sheehy, chairman; William Ahearn, Reed Wilkins, and Charles Irvine.

The members voted for the re-opening of the club house for the May meeting. Herman R. Rudolf was appointed Chapter reporter for "The Bulletin." The meeting discussed the Scroll of Honor to be erected in the lobby of the administration building. To date 25 employees of Wallkill Prison have joined the armed forces.

Utica News

Employees of the Department of Public Works in District 2, Utica, are justly proud of their record of War Bond purchases through the payroll deduction plan. Consistently, month after month, their high employee purchasing percentage has been maintained and here are the figures recorded in April:

Total number of employees, 682; Number buying War Bonds by deductions, 579; Employee purchasing percentage, 85 per cent; Amount of net payroll for month, \$88,600; Amount of aggregate deduction from payroll, \$7,265; Percentage of net payroll deducted for bonds, 8.2 per cent.

The 86 engineers and administrative employees in April recorded an 11 per cent average for payroll deductions for War Bonds.

Buy War Bonds

Hudson River State Hospital News

An enjoyable party was tendered by fellow employees of Hudson River State Hospital to George Dyson, launderer at the hospital, who retired on April 30, after 33 years' service with the hospital.

The party was presided over by John Livingstone, Chapter president, who presented Mr. Dyson with a War Bond and War Stamps on behalf of the members. The program of the party included:

Invocation by the Rev. Charles Schmidt, S.J.; Overture, "The Circus March," by the Hudson River State Hospital Patients' Orchestra, under the leadership of "Eddie" Mather; Remarks by President Livingstone, Andrew J. Delaney, steward; Vocal selection, "There Are Such Things," by Charles Brown; Remarks by Frederick G. Conrad, laundry supervisor; Vocal, "I'm Searching the Town," by Charles Brown; and presentation of gifts by President Livingstone.

New York City Chapter News

At a meeting of the Executive Committee of the Chapter held in the State Office Building on May 11, 1943, it was voted that an intensive membership drive will be started at this time in an effort to surpass all previous membership marks. The Executive Committee feels that every State employee in the Metropolitan Area has, in some manner or other, benefitted from the activities, programs and the unified efforts of the Association and that there is no reason why each such member should not support his Association by the immediate payment of his membership dues.

For some time the Executive Committee has recognized the need of revising the Chapter's constitution. The New York City Chapter was the first chapter of the Association to be formed and through experience it has determined that some constitutional changes are necessary. This work is nearing final completion, and it is expected that very shortly the proposed revision of the constitution will be in final form.

Over the State

Buffalo Chapter News

Members of the Buffalo Chapter announced their annual dinner dance was scheduled at the Hotel Markeen, Buffalo, on the night of May 20. Herman G. Muelke, president, said the dinner would be in the form of a tribute to State Senator Joe R. Hanley of Wyoming County, for his having sponsored the bill that resulted in the recent increase in salaries for State employees. Mrs. Hanley was to accompany Senator Hanley to the affair.

The dinner committee aiding Mr. Muelke, general chairman, was composed of:

Assistant General Chairman, Enid McCombs, State Institute; Honorary Chairman, Comm. Thomas L. Holling, Parole; Reception Committee, Henry Seilheimer, Motor Vehicle Bureau; Entertainment Committee, J. Milford Diggins, State Department; Finance Committee, Anthony W. Pawela, Labor Department; Printing, E. J. Hylant, Public Works; Publicity, Edward M. O'Connor, Correction; Door (Attendance), Robert R. Hopkins, Unemployment Insurance; Ticket Sales, Katherine Squires, Motor Vehicle Bureau; Seating, William E. Phillips, Alcoholic Beverage Control; Flowers, Mary M. May, State Teachers College; Place Cards, Mildred Morningstar, Mary Steder, Rehabilitation; General Coordinator, Charles I. Martina, Alcoholic Beverage Control.

Anthony Pawela of the Division of Workmen's Compensation, Labor Department, has been elected treasurer by the executive committee to succeed Stephen Orth, who was inducted into military service.

Chapter President Herman G. Muelke and Mr. Pawela recently appeared before the executive committee of the Buffalo War Council to present reasons why the Buffalo State employees in the State Office Building should not have their work hours changed from the present schedule to 10:30 in the morning to 6:30 at night. To date they have been successful in their appeal.

Helen Miller, Division of Workmen's Compensation, Labor Department, has been elected as delegate

They Played at Party at Poughkeepsie

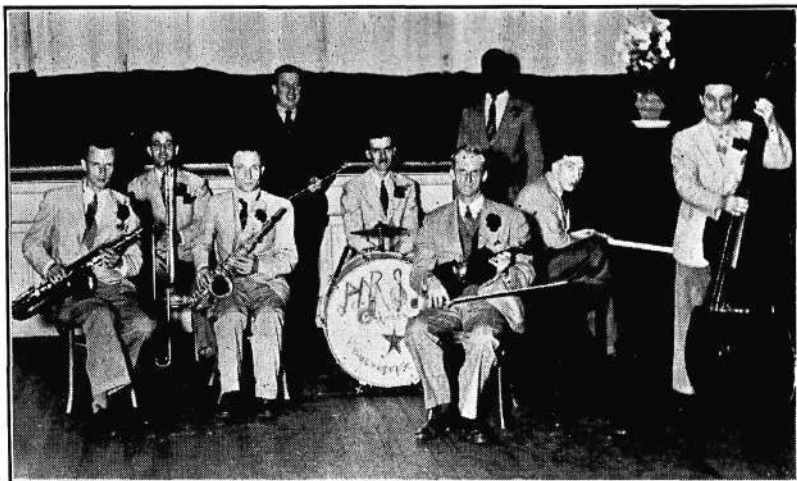


Photo by Guy De Cordova

Remarkable talent was displayed by the Hudson River State Hospital Patients' Orchestra, under the leadership of Eddie Mather, at the farewell party for Launderer George Dyson. Here's the orchestra ready for "The Circus March," the overture with which they opened the program for the party.

from the Labor Department succeeding Mr. Pawela when he was named treasurer.

Robert Hibscheiler, a defense worker who is aiding the Curtiss-Wright Corp. in Buffalo, in turning out the famous Curtiss pursuit planes, on March 6 gave evidence of his pursuit proclivities by capturing the heart of Miss Rose Gormley of the Alcoholic Beverage Control Board. The best wishes of Miss Gormley's fellow workers go to her on her flier into the uncharted atmosphere of matrimonial bliss.

Public Service Motor Vehicle Inspectors Chapter

The fifth annual meeting and dinner of the Public Service Motor Vehicle Inspectors' Chapter took place in Albany, May 1 and 2. The official headquarters was the Ten Eyck Hotel, where the business sessions and dinner were held. Thomas J. McGourty, chairman, assisted by John S. Frawley and Walter J. Flynn, were in charge of arrangements.

Toastmaster of the dinner was William B. Filkins, and the principal

speaker was Harold J. Fisher, president of the Association of State Civil Service Employees of the State of New York, Inc. Other speakers were J. F. Fitzgerald, supervisor of the Motor Carrier Bureau, who has just resumed his duties after returning from the State War Council; F. B. White, formerly in charge of the bureau, and chapter officers. One of the highlights of the dinner was a comedy skit, "Shuffle Off to Buffalo," with T. J. McGourty in the leading role. Following the dinner the members and their invited guests were entertained in the ballroom with music and a late floor show.

The entire slate of officers were re-elected for the third term, consisting of William B. Filkins, Utica, president; J. Leo Clark, Buffalo, vice-president; and Clarence J. Atkinson, Rome, secretary-treasurer.

The Matteawan State Hospital Chapter, at a meeting held on May 6, 1943, elected the following officers for the coming year:

President, Harry Phillips; Vice-president, Mary Devon; Secretary, Frances Pechosak; Treasurer, Joseph Keating.

Sing Sing Prison Chapter

At the meeting of the Chapter, held on April 8, 1943, at the Elks Club in Ossining, Mr. J. Earl Kelly, Executive Secretary of the Association, gave a talk dealing with the proper functioning of chapters, and he also dispelled some misunderstanding as to the role of the Association in securing the Salary Bonus for State employees.

The Executive Council of the Chapter has approved a recommendation that the constitution be changed so as to hold chapter elections in June rather than in November. It was felt that it would be more effective to elect officers for the year prior to the Association's Annual Meeting at Albany each October, rather than a month thereafter. This action was adopted by the membership at the May meeting of chapter members.

The following Nominating Committee was selected at a meeting of the Executive Council on May 12th:

Lloyd Taylor—Chairman (8-4)
 Frank Puglin—(2nd Platoon)
 Sanford Seiler—(4th Platoon)
 James Sheridan—(Civilians)—
 lower level of prison
 Frank Leonard—(3rd Platoon)
 Jesse Collyer, Jr.—(Civilians) up-
 per level of prison

The Executive Council adopted a suggested sequence of activities to be followed by the Nominating Committee to insure the fact that the democratic processes recommended by the Association, in the election of chapter officials, may be effected.

Mr. Joseph King, Secretary to the Chapter, is on sick leave. Mr. King, during his incumbency, has been a very active and effective Secretary and it is hoped that his recovery shall be speedy and that soon he will be back to his secretarial duties.

Great Meadow Prison

Employees of Great Meadow Prison are mourning the death of Lieutenant Wilbur Simcoe, which occurred April 6 at Elmira after a lingering illness. Lieutenant Simcoe was a veteran of World War I, having been wounded in action.

The service flag in the front lobby of the institution is rapidly filling with stars. There are 32 now on it, representing the number of the prison's employees in service.

Harlem Valley State Hospital

Women's International Bowling League, 1942-1943

FINAL TEAM STANDING

	Games		Total Pinnage	Average
	Won	Lost		
1. SUGAR BOWLERS.....	32	4	23,701	658.13
M. Buchholz (Capt.); H. Kitt, A. Hilliker, A. Ligotto, S. Herdman				
2. BIG SHOTS	13	20	21,114	639.27
J. Kowalski (Capt.); A. Sina, M. Connelly, E. Roberts, E. Benway				
3. QUINTS	13	20	20,988	636.
F. Cox (Capt.); B. Seeby, H. VanBramer, R. Gleason, R. Bickel				
4. WOLVERINES	11	25	22,844	634.20
M. Adamiec (Capt.); R. Burdick, M. Mullen, M. Cleveland, B. Finn				
High Single — M. Buchholz — 232				

A romance that blossomed in Harlem Valley State Hospital culminated recently in the marriage of Miss Clara P. Green to Staff Sergeant Robert J. Tucker of Torrington, Conn. The wedding took place in the rectory of St. Francis' Church, Torrington.

Mrs. Tucker, daughter of Mrs. May Green of Pawling, formerly was employed at Harlem Valley State Hospital. Sergeant Tucker, who graduated from Spring Hill College, Alabama, also was employed at the hospital, in the administration department.

On Monday evening, May 3, 1943, a meeting of the Association Chapter was held in the lounge room of the Recreation Building. At this meeting, the results of the election for a new Chapter president were made known by the election committee, composed of Dr. Sullivan, Mrs. Liggotti, and Willis Markle. Gordon Carlyle defeated past president, John Rice, to become the next president of this Chapter. Willis Markle, vice-president, and Alice Sina, secretary-treasurer, were reelected. For trustees, Dr. Kilman, John Martin and Gerald McGough, were elected.

Farewell Party Given Mr. & Mrs. Joseph Anderson

A farewell party was given for Mr. and Mrs. Joseph H. Anderson by their co-workers and associates in the lounge room of Smith Hall, before Mr. and Mrs. Anderson left this hospital and moved to Syracuse, New York, where Mr. Anderson has assumed his new duties as Steward of Syracuse State School at Syracuse, New York.

Arrangements were in charge of Miss Hazel Van Bramer, Miss Jewel

Kowalski, Mr. John Vogel and Mr. Lawrence Rourke. Music was furnished for the occasion and a buffet lunch was served. During the evening the committee in charge of arrangements presented Mr. and Mrs. Anderson with perfume and a Defense War Savings Bond in behalf of those attending the party.

Mr. Anderson has been the popular Assistant Steward of the Harlem Valley State Hospital for the past three years, and in that capacity has built up a host of friends through his efficiency and geniality in State service, and it is only befitting him to receive this coveted appointment.

Mr. Anderson in the sense of the word went back home. He was born in Ovid, Seneca County, New York, and attended Ovid Grammar and High School. Later he attended St. Michael's College, Toronto, Canada, and the Rochester Business Institute, Rochester, New York.

In September, 1922, he received an appointment as Voucher Clerk at Willard State Hospital and advanced to Accountant in September, 1926, later transferring as Accountant to Rochester State Hospital in 1929. In 1931 he was appointed Principal Accounts Clerk in the Department of Mental Hygiene in Albany, New York.

Receiving a promotion to Senior State Accounts Auditor in the Department of Mental Hygiene he served in this position until April, 1939, when he again was promoted to Assistant Steward of Harlem Valley State Hospital, where he terminated his services February 20, 1942, and assumed his new duties as Steward of Syracuse State School at Syracuse, New York. We all wish Mr. Anderson the success he has attained in his former positions and

we feel that beyond a doubt, he will be one of the best Stewards in State service.

Mr. Anderson, while living at Harlem Valley State Hospital, was a member of the Rotary Club of Pawling, New York, and the Knights of Columbus, of which he was a fourth degree member.

At our last meeting President Rice gave a report on the Association dinner held at Albany in March, and Miss Hazel Van Bramer, who accompanied Mr. Rice and Mr. Louis Illig to the Association dinner, gave a complete and concise report on the new overtime scale of wages, overtime hours worked, time service, etc. After the meeting Miss Van Bramer gave individual attention to the employees present as to their particular rate of overtime pay, and many of the employees present took advantage of Miss Van Bramer's consideration in staying after the meeting to help the employees to obtain their particular rate of pay.

The Harlem Valley Chapter of the Association of State Civil Service Employees of the State of New York have given to all employees of the Association a handbook of the new Chapter. This book contains the Constitution and By-Laws of the new Chapter and contains all the necessary information in regard to the name, purpose, membership, etc., of the new Chapter.

Buffalo State Hospital Chapter

A special meeting of Buffalo State Hospital Chapter was held on April 22, resulting in the election of the following officers:

President, Harry B. Schwartz; Vice-president, Charles De La Haye; Treasurer, Louis Hancock; and Secretary, Marie H. Donovan. The following members were elected to the executive committee: Andrew V. Harris, Clair Campbell, Samuel J. Johnston, Agnes Squires, Raymond Day, Margaret Crowley, and Adelaide Litzenberger.

Napanoch Chapter

Edward Church, secretary and treasurer of Napanoch Chapter, has been inducted into the armed forces and Howard Gemmel has been appointed to the office. The announcement was made by President Robert C. Michel.

State Reconstruction Home

The first Chapter meeting of the Association, held at the New York State Reconstruction Home at West Haverstraw, April 8, was an especially interesting and successful session.

The speaker was J. Earl Kelly, vice-president of the State Association, who interpreted the Feld-Hamilton Law and discussed the recent classification. The Chapter's president, Miss Mary Elizabeth Baker, presented Mr. Kelly and presided at the meeting.

Letchworth Village Chapter

The Letchworth Village Chapter now has a membership of 448. Dr. George W. T. Watts, chapter president, announces that the three tennis courts available to employees of the Village were put in shape early and were awaiting only good weather before being put to good use. The employees' swimming pool also will be available this summer.

The Association is making available to holders of sickness and accident insurance policies addressed postal cards which may be used when an employee becomes ill. The employee will sign his name, fill in the number of his policy and forward the card to the New York office. The cards may be obtained at the employees' ward in the hospital and also from group representatives. Officers of the Chapter hope this will greatly simplify matters for the employees and their families when illness occurs.

The point ration system was explained to the staff and employees' dining rooms by the steward, Mr. Henry L. Weber.

Auburn Prison Chapter

The annual meeting of the Auburn Prison Chapter took place on April 22 and resulted in the election of the following officers: President, Harry M. Dillon; Vice-president, Carmen Colella; Secretary, John Gleason; and Treasurer William Pringle. Named to the Executive Council were: Rev. Gregory Dugan, Thomas Nugent and Edward Vanderbosch. Edward Herbold was elected auditor.

St. Lawrence State Hospital

Ralph K. Briggs, who observed his 69th birthday on May 15, has retired after rounding out 48 years of continuous service at the St. Lawrence State Hospital.

For the last 20 years Mr. Briggs has served as head chef at the hospital, and in his long career served under five superintendents. He said he plans to till a Victory Garden in order to keep busy in retirement.

Officers and employees of the hospital tendered Mr. Briggs a surprise farewell party and presented him with a number of gifts, including a \$50 War Bond. Alumni of the hospital gave him a suede jacket and patients gave him a handsome lace table cloth.

Craig Colony Chapter

Edward M. Whitcher, the oldest employee in point of service at Craig Colony, Sonyea, retired on April 15, 1943, after 42 years and nine months' service.

Mr. Whitcher came to Craig Colony in July 1900, and entered the training class, graduating in 1903 as a registered nurse. In February, 1904, he transferred to the Soldiers' Home at Bath, working there for two years before he returned to Craig Colony. In October, 1925, he was appointed supervisor of the Village Green Division, a capacity in which he served laudably until his retirement.

West Coxsackie Chapter

Members of West Coxsackie Chapter scheduled their annual chapter dance at Stell's Inn, Coxsackie, on the night of May 21. Raymond Marohn, chapter president, appointed George Gunderman as chairman of the entertainment committee.

Milton Andre, John Landon and William Rice, West Coxsackie guards, have entered the armed services. They left for duty on April 29th.

Jack Stattery, chief parole officer, inducted several months ago, has received an honorable discharge from the army and is back again at his duties.

News From The North

Somewhat dramatically, the Saranac Lake district office of the State Department of Health, seldom before represented in the news reaching "The State Employee," makes its publicity debut this month.

Two girl employees of the office, Thelma B. Palmer and Dorothy E. Sheldon, traveled from Saranac Lake to Malone to take a civil service examination, and thereby hangs a tale. To reach Malone on time these girls had to arise at 4:30 a.m., the examination being scheduled for 9 a.m. Having taken the test, they had to wait in Malone until 8 p.m., there being no transportation to Saranac Lake until that hour.

To enlighten other State employees on what traveling entails in the more remote sections of the State, the Misses Palmer and Sheldon waxed poetic. Here is their contribution, entitled "Our Day" (with apologies to Mrs. Roosevelt):
We are two gals from up "North Way"

Our tale of woe we wish to say
Has caused our hair to turn quite gray.

Just give us a moment of your time
While we tell it to you in rather poor rhyme.

The exam was scheduled in Malone
at nine

Fifty miles from home—how to
make it on time?

The bus was scheduled to leave at
ten

Or so they said—if it came in then.
The train we finally had to take
At an early hour—Malone to make.
If you lived up here, you'd
appreciate

That buses and trains are always late.
We were sleepy and weary on
boarding the train

At 5:40 A.M.—what a strain!
In 45 minutes we arrived at Lake
Clear

With an hour to wait ere the train
came near.

At 8:10 A.M. we reached our
destination

And looked in vain for local
transportation.

After a little snack we hurried to
the school

Where we soon found out we didn't
have time to fool.

The complicated problems made us
seem a little crazed

While dictation and transcription
left us feeling somewhat dazed.
By 12 o'clock we finished and
wandered down the hall
Telling each other we couldn't have
passed at all.

Oh, Civil Service Department, why
do this to us?

We had to stay till 8 P.M., just
waiting for the bus.

From 12 to 8 at night we strolled
around the town

With gloomy faces, ragged nerves
and our arches falling down.

We finally crawled into the bus
Too tired and weary to make much
fuss.

When we reached good old Saranac
we said "Amen"

Enough of that till we do it again.
MORAL:

To those who have the urge to get
ahead in their position

Take heed—don't let it wreck your
disposition.

THELMA B. PALMER
DOROTHY E. SHELDON

To Association Members:

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

THE EDITOR

Rocky Ridge Dude Ranch, Lake Luzerne, N. Y. \$30 for one week riding, canoes, tennis. Churches. Train. Board and room \$5 by day for weekend. Also housekeeping camps on Lake George. Electric ranges, refrigerator, fireplace in bedroom. Booklet.

Roster of Chapter Officials

This roster of officials of Association Chapters will be printed as a regular feature in future issues of THE STATE EMPLOYEE. All Chapters should keep Association Headquarters informed as to any changes in Chapter officers as they occur so that this roster may be correct at all times.

CORRECTION DEPT.

AUBURN PRISON CHAPTER

President: Harry M. Dillon
Vice-President: Carmen Colella
Secretary: John Gleason
Treasurer: William Pringle

NAPANOCH CHAPTER

President: Robert Michel
Vice-President: Ralph Lyman
Secretary and Treasurer: Howard Gemmel

MATTEAWAN STATE HOSPITAL CHAPTER

President: Harry Phillips
Vice-President: Mary Devon
Secretary: Frances Pechosak
Treasurer: Joseph Keating

MENTAL HYGIENE DEPT.

BUFFALO STATE HOSPITAL CHAPTER

President: Harry B. Schwartz
Vice-President: Charles DeLa Haye
Secretary: Marie H. Donovan
Treasurer: Louis Hancock

BROOKLYN STATE HOSPITAL CHAPTER

President: John G. Ottman
Vice-President: William Farrell
Secretary: Katherine I. Collins
Treasurer: Herman L. Kraus

DEPARTMENT OF PUBLIC WORKS

DISTRICT No. 8 CHAPTER

President: John P. Hayden
Vice-President:
Secretary: Ethel M. Thomas
Treasurer:

CHAUTAQUA COUNTY PUBLIC WORKS CHAPTER

President: Claude I. Smith
Vice-President: Ludwig Springer
Secretary and Treasurer: Stuart Dean

SOCIAL WELFARE DEPT.

INDUSTRY CHAPTER

President: Joseph McMahon
Vice-President: Clyde Brignall
Secretary: Florence La Pierre
Treasurer: Stuart E. Adams

PUBLIC SERVICE COMMISSION

PUBLIC SERVICE MOTOR VEHICLE INSPECTOR'S CHAPTER

President: William B. Filkins
Vice-President: F. Leo Clark
Secretary and Treasurer: C. J. Atkinson

QUESTION BOX

Question: In one of the future issues of "The State Employee" will you kindly let me know the amount of pension I would secure if I retired on July 1, 1943. I entered the service on August 24, 1914, and I have had continuous service since that time. My title at the present time is Senior Account Clerk in Service 3, Grade 2. My salary for the past five years has been \$2,100 per annum.—X.Y.Z.

Answer: The amount which would be received would be \$860.14 per annum payable in monthly installments, all payments to cease at death.

Question: If when the retirement system was established, an employee working for the State at that time and who has had continuous service since did not join the Retirement System, may he do so now by paying into the System the amount of money plus interest which he would have contributed had he joined in the beginning?—A.B.C.

Answer: The answer to this question is, yes.

Question: What salary could one expect upon retiring if upon the abolition of his position, he had served continuously in the employ of the State for 22 years and has attained the age of 45. During the last five years his salary averaged \$2,220 per year.—J.T.C.

Answer: This answer is hard to compute with the factors given. The answer, with the factors at hand is, approximately \$590.77 per annum, in monthly installments, all payments to cease at death.

Question: (1) Can a permanent employee in one State department accept a temporary substitute appointment to fill a military leave vacancy in another department and still be deemed on military leave of absence from his permanent position? (2) Is it necessary to get permission of Superintendent of institution in which employee has permanent position in making the change? (3) Must O.K. of head of department in which permanent employee works be gotten, in addition to that of Superintendent? (4) Is one protected if he takes a temporary sub-

stitute appointment to fill a military leave vacancy in a private agency?—M.

Answer: (1) Yes. Under Section 246 of the Military Law, a public employee who accepts a substitute appointment is entitled as a matter of right to a leave of absence from his permanent position for the duration of his substitute appointment. (2) No. The leave of absence is mandatory and permission of the Superintendent is not necessary. (3) No. The leave is mandatory and cannot be denied by the head of the department. (4) No. In order to obtain the protection of Section 246 of the Military Law, the substitute appointment must be to a public position in a governmental department or agency (except Federal) in the State of New York.

Questions: I have recently been given an honorable discharge from the United States Coast Guard Service inasmuch as I am over the 38 year age limit. Since then I have been reinstated to my former position in the Division of Canals and Waterways of the Public Works Department. My local draft board has informed me that because of my experience as a Marine Diesel Engineer, I may be drafted into the United States Maritime Service. In such an event, how would my civil service status and pension rights be affected?—T.J.W.

Answer: Inasmuch as State service is considered an essential activity by the War Manpower Commission, if your discharge was conditioned upon your engaging in an essential activity you may have fulfilled the condition attached to your discharge. If it is necessary for you to enter the United States Maritime Service, which undoubtedly is considered an essential activity in order to comply with the condition of your discharge, you will come under the provisions of Section 246 (18) of the Military Law, recently added by Chapter 320 of the Laws of 1943. This law provides that public employees in military service who are discharged on condition that they do work essential to the war, are deemed still on military leave of ab-

sence from their public positions while engaged in such essential activity. Accordingly, while in the United States Maritime Service, you will have all the rights and privileges you would have had while in military service.

Question: A man on the Civil Service list for guard, Department of Correction, receives a temporary appointment which he accepts and after nine months his appointment is made permanent. Should his first increment become due one (1) year from the time of his temporary appointment, or not until one (1) year from the time of his permanent appointment?—A.H.E.

Answer: Ordinary temporary service is not credited for the purpose of Feld-Hamilton increments. However, temporary Rule VIII-12 substitute service or temporary Rule VIII-A war emergency appointment service is increment-earning service under the Feld-Hamilton structure. Guards in the Department of Correction came under the Feld-Hamilton salary structure on April 1, 1943. If a Guard was appointed permanently prior to January 1, 1943, he was eligible for his first increment on April 1. (See article on "Feld-Hamilton Increment-Earning Service" on page 121 of this issue of "The State Employee.")

Question: I am a Second Grade Stenographer in the Department of Mental Hygiene, and I am doing exactly the same work as the First Grade Stenographer in our office. Under the Feld-Hamilton Law, will I be entitled to receive the same salary as the First Grade Stenographer after October 1, 1943?—M.M.M.

Answer: Your salary will depend upon the Service and Grade to which your new title is allocated under the Feld-Hamilton Law. If you believe your title is too low in relation to the titles granted to other employees doing the same or similar work, you will be able to ask for a reclassification of your title under Section 48 of the Civil Service Law.

**SEND IN
YOUR QUESTION**

Civil Service Notes

BY THEODORE BECKER
*State Department of Civil
Service*

CIVIL SERVICE ANNIVERSARY

Civil Service in New York State became 60 years old on May 4. It was on this day in 1883 that the first State civil service law enacted in this country took effect. (Chapter 354, Laws of 1883). The original law consisted of seventeen sections and contained no provisions for retirement. The total appropriation made by the Legislature to carry out its provisions was \$15,000.

ADDITIONAL WAR EMERGENCY COMPENSATION

The types of employment for which additional war emergency compensation is payable are enumerated in a memorandum issued to all State appointing officers by the State Department of Civil Service on May 1, supplementing the memorandum of April 6, as follows:

EMPLOYEES GENERALLY

The following classes of employees will receive the increase in compensation without exception:

1. All employees who have permanent status.
2. All permanent employees provisionally promoted.
3. All military substitute appointees approved under Rule VIII-12.
4. All war duration employees approved under Rule VIII-A.
5. All employees without permanent status who have completed six months of continuous service in the same department on April 30, 1943. This service may be on a provisional or temporary basis or a combination of both.

PROVISIONAL AND TEMPORARY EMPLOYEES WITH LESS THAN SIX MONTHS SERVICE AS OF MAY 1, 1943

6. The Department of Civil Service will determine these cases from the statements submitted by you and on the basis of records in the Division of the Budget and the Civil Service Department. Appointing officers will be notified which of these employees will be entitled to the increase. No employee coming under this category should be placed on the payroll until advice is received from the Civil Service Depart-

ment whether or not the increase may be granted.

PROVISIONAL AND TEMPORARY APPOINTMENTS ON AND AFTER MAY 1, 1943

(A) The following may receive the increase:

7. Original appointments made on a temporary basis for a period of six months or more when such appointments are previously approved by the Civil Service Department and the Division of the Budget.
8. Provisional appointments where the Civil Service Department estimates that the open competitive eligible list will not be established within six months from the date of the original appointment.
9. Seasonal appointments when it is predetermined that such appointments will be for a period of six months or more.

(B) The following may not receive the increase:

10. Appointments of a temporary nature for a period predetermined to be for less than six months. (Note: Any change in title after May 1, 1943, must be considered as a new appointment and the determination made on the basis of such new appointment.)
11. Provisional appointments where the Civil Service Department estimates that the open competitive eligible list will be established within six months.
12. Provisional appointments of persons other than permanent employees pending establishment of promotion eligible list.

CONDITIONAL DISCHARGE FROM ARMY

By a memorandum to all State appointing officers, dated May 4, the State Department of Civil Service has pointed out how men over 38 may obtain discharges from the Army to return to State service where they may be especially valuable. This memorandum states:

"Recently, there was a Federal ruling that men over 38 years of age in the U. S. Army may be discharged, provided the application for discharge presents evidence that the soldier will be employed in essential industry, including agriculture.

Government service has been de-

clared an essential activity by the War Manpower Commission, and it is the opinion of this Department that State employees in the U. S. Army, who are over 38 years of age, may be able to obtain a discharge to return to their State jobs, especially if they will be employed in a position involving health, safety and interest, or security of the civilian population."

DUAL STATE EMPLOYMENT

According to an opinion of the Attorney-General, dated March 17, 1938, the Civil Service Law does not prevent a person regularly employed in one State department from working in another State department outside the office hours of his regular employment (or during his vacation) or from getting paid for such work, provided that such outside work does not interfere with the performance of his regular duties. This is in line with the note on "Dual Employment" in these columns contained in the March, 1943, issue of "The State Employee."

MILITARY LEAVES FOR WOMEN MARINES

Public employees in active service with the Women's Reserve of the United States Marine Corps are in military service and entitled to the protection of Section 246 of the Military Law, according to an opinion of the Attorney-General (March 23, 1943). Under such law, public employees in military service are entitled to a military leave of absence with the right to be reinstated on demand within the 60 day period following their discharge. The Attorney-General has already ruled that WAACS, WAVES, and SPARS in active service also come under Section 246 of the Military Law.

PAY DIFFERENTIAL

For the purpose of considering differential pay under the provisions of Section 245 of the Military Law, the amounts paid by the Federal Government to dependents of servicemen are not to be considered a part of the compensation or salary paid for military duty and need not be deducted from civil compensation in the computation of differential pay, according to a recent opinion of the Attorney-General (March 16, 1943).

(Continued on Page 140)

SERVICE TO STATE EMPLOYEES

By C. A. CARLISLE, JR.

Often it is interesting to the group of State employees insured under the group plan of Accident & Sickness insurance to have definite and direct information as to where the claim benefits go and how much premium is received to be applied against the claims. The following list shows, by department and institution, the premiums received and the claims paid for March, 1943.

Department	Premiums Received	Claims Paid
Agriculture & Markets.....	\$ 212.00	\$ 46.66
Audit & Control.....	426.75	793.65
Civil Service.....	46.00	370.00
Conservation.....	319.00	46.66
Correction.....		
Albion State Training School.....	180.20	325.30
Attica Prison.....	281.00	178.66
Auburn Prison.....	119.30	213.33
Matteawan State Hospital.....	231.30	317.50
Westfield State Farm.....	154.30	712.66
Clinton Prison.....	203.55	145.00
Dannemora State Hospital.....	80.60	24.00
Sing Sing Prison.....	90.35	36.66
Wallkill Prison.....	62.30	75.00
Education.....	931.28	260.83
Executive.....	350.12	462.11
Health.....	444.20	559.98
Buffalo Institute.....	168.80	32.50
Homer Folks Hospital.....	75.25	40.00
Raybrook Hospital.....	47.75	60.00
Mt. Morris Hospital.....	59.30	50.00
Herman Biggs Hospital.....	127.60	145.83
West Haverstraw.....	136.05	26.00
Insurance.....	189.05	283.17
Labor.....	433.80	940.63
Law.....	87.50	285.83
Mental Hygiene.....		
Binghamton State Hospital.....	330.20	709.64
Brooklyn State Hospital.....	248.15	291.32
Buffalo State Hospital.....	296.25	180.00
Central Islip State Hospital.....	436.95	180.00
Craig Colony.....	393.75	825.99
Creedmoor State Hospital.....	277.15	451.00
Gowanda State Hospital.....	296.25	284.66
Harlem Valley State Hospital.....	269.60	348.00
Hudson River State Hospital.....	600.85	390.31
Kings Park State Hospital.....	704.40	1,308.65
Letchworth Village.....	410.95	673.50
Manhattan State Hospital.....	246.60	977.99
Marcy State Hospital.....	319.35	713.33
Middletown State Hospital.....	396.90	548.99
Newark State School.....	376.85	504.50
Pilgrim State Hospital.....	868.10	2,066.99
Psychiatric Institute.....	27.10	58.66
Rochester State Hospital.....	458.55	1,114.33
Rockland State Hospital.....	653.70	1,332.00
Rome State Hospital.....	467.60	506.90
St. Lawrence State Hospital.....	479.40	383.00
Syracuse State Hospital.....	176.25	580.66
Utica State Hospital.....	223.80	561.00
Wassaic State School.....	421.20	794.97
Willard State Hospital.....	322.25	437.99
TOTAL MENTAL HYGIENE.....	\$9,702.15	\$16,224.38
Public Service.....	184.32	167.99
Public Works.....	1,538.20	1,740.61
Social Welfare.....	201.20	102.00
Hudson Training School.....	46.00	180.00
Warwick Training School.....	57.30	8.00
Industry State School.....	196.30	119.66
Tax.....	1,255.21	959.64

Testimonials

Hundreds of testimonial letters are received every month from persons satisfied with their claim payments under the group plan of Accident & Sickness Insurance.

From Kings Park comes word from one assured as follows: "This letter is to express appreciation for the prompt and courteous service given my claim, etc." Also from Kings Park a letter says, "I want to take this opportunity to thank you for the splendid way in which my claim was handled during my recent sickness." From Pilgrim State Hospital, such statements as the following have been made recently: "Allow me to thank you for your prompt and efficient service in this matter." Another says, "I certainly urge every employee to join our Association and take out this insurance. We should be very thankful for this opportunity, etc."

Every One Satisfied

As far as I know, every State employee has been satisfied with the manner in which his or her claim has been handled, even though some persons try at times, for their own benefit, to start a new organization or to start a new insurance plan. Here is your own plan in force since 1936 and it has served thousands of State employees at times when money was needed most. Don't listen to these promoters who try to induce you to join another Association or who try to get you to cancel your insurance and take out another. Remember, this is your plan and you are at liberty at all times to write to me—C. A. Carlisle, Jr., 423 State Street, Schenectady, N. Y.—and I'll be glad to help you solve your difficulties.

Association Membership

You should be encouraging every fellow worker to join the Association of State Civil Service Employees of the State of New York now. This is the Association that has served faithfully all groups in State employment. Pay your dues today and get your fellow employees to join now. Write to Association Headquarters, Room 156, State Capitol, Albany, N. Y.

Mental Hygiene Leads

In the above list it is evident that the large group of claims is paid at Long Island institutions such as Kings Park, where the claim payments are almost twice the premiums received. If this plan were a mutual aid plan run by employees or a mutual insurance company, the employ-

ees insured would no doubt have to pay additional assessments to keep their plan going. Of course, March was an exceptional month for claims but New York State employees are lucky to have a large, strong insurance company to tide over periods when the claims exceed the premiums.

Ration Book Ruling

John T. Higgins, Commissioner of the Division of Standards and Purchase, has procured a ruling from the Regional Rationing Board of the O.P.A. clarifying the procedure to be followed with respect to ration books by employees of State institutions. The ruling reads as follows:

"Employees living inside a Group II or III institutional user establishment, including a State institution, must turn over all their war ration books to the institutional user if they live in the establishment for seven consecutive days or more, and take eight or more meals a week there. Pursuant to Section 17.1 (d), the institutional user must remove from these books the sugar and coffee stamps which expire while he has the books, and eleven points of currently valid blue stamps and fourteen points of currently valid red stamps for each week during which the particular employee lives in the establishment.

"In accordance with the provisions of Section 17.1 (f), war ration books should be returned to an employee when he leaves the establishment or stops taking eight or more meals a week there. This would include an employee who leaves on vacation and thereby does not take eight meals a week at the establishment while he is on vacation. However, an employee who gets a pass day is not entitled to the return of his war ration books for that day if he still lives at the establishment on all but pass days and still takes eight or more meals a week there."

Civil Service Notes

(Continued from Page 138)

Such payments are considered made by the government (so far as the government's portion of such allowance is concerned) to the dependents rather than to the soldier and have no effect of increasing his pay for military service. Analogy is found in the fact that the "soldier's stipulated monthly compensation designated as pay" has been held not to include cash allowances made directly to men in military service for subsistence and quarters, increasing according to the number of dependents (*Matter of Kogel v. McGoldrick*, 289 N. Y. 318, referred to in these columns in the January, 1943, issue of "The State Employee").

State Fund War Activities

The personnel of the State Insurance Fund headed by the War Drive Committee has just been awarded citations of merit from the United States Treasury and the American Red Cross because of its splendid showing in "Home Front" War activities. Lt. Col. Nicholas W. Muller believes that the plan of patriotic endeavor adopted by the State Fund would be of interest to the management and personnel of other State Departments.

The War Drive Committee of the State Fund is composed of representatives from each department and division. A sub-committee is assigned to each war activity. It originated in an effort to organize a plan of concerted action by the organization's 1,200 employees in purchasing war bonds and stamps.

It was so successful in this endeavor that 92 per cent of the employees are buying war bonds regularly on the State's payroll deduction plan, earning a certificate of award from the Treasury Department of the United States and the right to

display the "Minute Man" banner. In addition to the payroll deduction purchase of war bonds, more than \$67,000 in bonds and more than \$10,000 in stamps have been bought by employees through the efforts of the War Drive Committee.

The War Drive Committee also made the recent collection of funds from employees for the American Red Cross, each member making the solicitation in his or her own department. The total subscribed more than doubled collections in previous years, and as a result the Red Cross awarded its "ARC" certificate to the State Fund personnel for an outstanding contribution.

Some of the additional "home front" war activities carried on successfully through the cooperation of the employees with the War Drive Committee include solicitation of blood for the Red Cross Blood Bank; more than 200 women employees knit garments for Red Cross services; money was collected and presents sent to 120 State Fund employees in the armed forces; a magazine

(Continued on Page 142)



Here's the
**FUN and DANCE
SCHEDULE**
for Pleasant Afternoons
and Evenings

in the
DE WITT CLINTON
Air Conditioned COCKTAIL LOUNGE

Music by JACK MAYO and his BOYS

Featuring LOU WINTERS

Daily, 4 to 8:30 Evenings from 9:30

Sundays, 4:30 to 9

Saturday Evenings ONLY... Minimum Check \$1

**ON FURLOUGH? 20% DISCOUNT TO ALL MEN
IN THE ARMED FORCES**

**Relaxation AND Recreation
FOR THE Entire FAMILY**



NOW is the ideal time of the year for a vacation at SCAROON—the right time to relax and recharge your batteries of health.

COMPLETE SOCIAL & SPORT STAFFS
— COMPETENT COUNSELORS

Facilities for a Limited Number
of Families with Children

OPEN
MAY 15

**FREE
GOLF**
UNTIL
JUNE 27th

SCAROON MANOR

HOTEL · · on SCHROON LAKE, N.Y.

JUST A SHORT TRIP FROM ALBANY

LAKE VANARE CABIN CAMPS, LAKE LUZERNE, N. Y.
Route 9-K—Five miles north of village

Furnished Housekeeping Cabins—1, 2, 3 and 4 rooms. Rent from \$15 to \$30 per week. Everything furnished. In pine grove on lake front. Private beach, tennis court, boats. All water and land sports free. Store and restaurant in main house. Write for reservation and booklet.

Week-end parties accommodated. C. E. JACKSON, Proprietor

Schermerhorn Apartments, Lake George Village, New York

So conveniently located to accommodate restricted traveling conditions. Fully equipped to accommodate from two to six persons. Also furnished rooms by day or week. Excellent bus service. Write for booklet.

**THE RONDACK
LODGE
BOLTON LANDING
ON LAKE GEORGE, N. Y.**

Private beach, tennis, golf, riding academy, fishing in immediate vicinity, including various games on grounds. Station wagon meets guests at station or bus terminal. Large, airy rooms; excellent home-cooked food. All churches. Rates \$22.50 to \$30.00. Write for booklet.

S. H. KNEESHAW
Bolton Landing, Lake George, N. Y.

Explore LAKE GEORGE

CAMP ON STATE-
A REAL OWNED ISLANDS
OUTDOOR Complete outfits rent-
VACATION ed; Canoe, tent, two
cots, utensils, etc.,
\$30. for two persons two weeks.

Write for Booklet "S"
CRAIG-WALKER CO.
Bolton Landing-on-Lake George, N. Y.

**Wood's Lakeside Lodge
Schroon Lake, N. Y.**

Delightful small hotel on the shore of Schroon Lake. Three minutes' walk to village. American plan. Private bathing beach, boats, tennis court, golf. Excellent land-locked salmon and lake trout fishing May and June. Bass fishing July and August. Buses direct from Albany.

Write for Folder.

The Palisades Hotel on Brant Lake, N. Y. Open July 1st. Excellent fishing, boating, canoeing, hiking, tennis, quoits and ping-pong. New England chef. D & H RR. to Riverside or bus to Chestertown. Parker's taxi to Palisades Hotel.

Mrs. J. C. Bacon, Owner and Mgr.

Buy War Bonds



You Can Help
AMERICA

When You Travel!

by going in MID-WEEK to
ease WEEK-END congestion

Wartime conditions tend to crowd transportation facilities on week-ends when soldiers and war workers travel. You can aid by going places during the mid-week when possible—and by getting tickets and information in advance to avoid delays at departure time.



GREYHOUND TERMINAL

350 Broadway, Albany Phone 4-6165

**GREYHOUND
LINES**

PAY YOUR 1943

DUES TODAY

**GET YOURS
WHILE THEY LAST**
ASSOCIATION AUTO
EMBLEMS . . . 80c

Only a small supply left. No further supply will be available during the war.

Send your order to

ASSOCIATION
HEADQUARTERS
Room 156, State Capitol
ALBANY, N. Y.

Feld-Hamilton Extension to Institutions

(Continued from Page 130)

(a) The salary of an incumbent, if below the minimum of the grade to which his position is allocated or below the rate of compensation for his years of service in such position, is increased annually by an increment. (Example: position of Miss X is classified as Senior Stenographer with salary allocation in Service 3, Grade 2, \$1,600 minimum to \$2,100 maximum, with an annual increment of \$100. On April 1, 1943, when this position is brought under Feld-Hamilton, Miss X is receiving a salary of \$1,400 and has been in this position for 2 years. The salary to which she is entitled, based on 2 years' service in the position is \$1,800—the second increment in the range of \$1,600 to \$2,100. Since she is receiving less than that she may receive one increment of \$100 or \$1,500 on April 1, 1943.)

(b) Except for annual increments as illustrated above, there is no other salary change permitted under the law **except** in the case of an employee whose salary is below the minimum of his grade. In such cases, salary adjustments upward toward the minimum may be made at any time that a vacancy occurs by advancing the salary of other employees under the same title, within the appropriations available. (Example: Assume on April 1, 1943, four positions all classified as Senior Stenographer with salaries of A-\$1,600, X-\$1,400, Y-\$1,300, Z-\$1,300. Note X, Y and Z are below the minimum of their salary grade of \$1,600 to \$2,100. On July 1, 1943, A resigns. Salary adjustments may then be made among the other Senior Stenographers as follows: X can be advanced to \$1,600, the minimum; either Y or Z may be advanced to \$1,400, left by X, but there is only one position so only one can move; the choice between Y or Z is based on seniority and efficiency ratings.)

Employees who are below the minimum of their salary grades may **not**, under the law, be immediately raised to that minimum. Except for salary adjustments under (b) above, all salary increases are limited to one increment per annum for satisfactory service. (This is the basic Feld-Hamilton law and exclusive of War Emergency Compensation or other special legislation.)

Feld-Hamilton Eligibility

Not all employees in an institution are eligible to come under the Feld-Hamilton law. It applies only to permanent competitive and non-competitive positions and excludes temporary, part-time or seasonal positions and positions the salaries of which are fixed by some other statute. The majority of institutional employees who do not come under this law are in positions which have exempt or labor status under the Civil Service Law, as distinct from competitive or non-competitive. These employees were appointed without examination and have never attained competitive or non-competitive status. Their salaries are not governed by Feld-Hamilton. Such positions usually appear in the appropriation act as "N.S.," i.e., non-statutory. A few positions may appear "O.S.," i.e., salary governed by some other statute than Feld-Hamilton.

Maintenance

Feld-Hamilton salary rates are **gross** rates, i.e., they represent the total compensation payable for the position, whether paid entirely in cash or partly in maintenance. A new maintenance plan may be established in the near future but at the present time many salaries in institutions are shown as one grade below the Feld-Hamilton allocation to offset the maintenance allowance. (Example: Miss X, a Senior Stenographer, would have a Feld-Hamilton allocation of Service 3, Grade 2, \$1,600-\$2,100, but if she receives maintenance may be shown in the appropriation act as Senior Stenographer, 3-1b, \$1,200 to \$1,700. The difference allows for the value of her maintenance.)

The foregoing outlines the general provisions and operation of the Feld-Hamilton Law. It cannot cover many points of specific application. Employees who have special problems should consult their supervisors for further details.

WAYSIDE REST, Mrs. W. R. Russell, Prop. A large farm house, modern improvements. Bath, electric lights. Spring water. Home baking. Vegetables, milk, cream and poultry. Accommodates 18.
WALTON, N. Y., POST OFFICE, R-3

State Fund

(Continued from Page 140)

is published for the benefit of these men and women in service; classes are held in home nursing and in standard first aid. Other activities are under way.

Col. Muller stressed the fact that the members of the War Drive Committee do not represent themselves as spokesmen either for the management or for the employees of the State Fund, but simply have embarked upon a patriotic effort to obtain collective action by all employees. The Committee is given every encouragement by the management, Col. Muller stated.

CORRECTION

In the April issue of "The State Employee," we neglected to state that when Executive Secretary Joseph D. Lochner departed for duty with the army, The Association of Employees of the Department of Mental Hygiene of the State of New York presented him with a handsome wristwatch. It is telling excellent time, too, Joe reports from a southern training camp.

FOR SALE

Two-family house in Pine Hills
Section, Albany, N. Y.

All modern improvements.
ATTRACTIVE PRICE

State employee leaving city.

Call 8-0153

CONSULT AN OCULIST
FOR YOUR EYES

FREDETTE'S
Dispensing
Opticians

Complete Optical Service

DIAL 4-2754

63-A Columbia St., Albany, N. Y.

Cash When YOU Need It Most . . .

1943

	Claim Payments
JANUARY	\$17,403.43
FEBRUARY	17,414.07
MARCH	26,083.07
APRIL	17,368.88

Accident and Sickness INSURANCE

LOW COST CLAIMS PAID QUICKLY SAFE
EASY PAYMENT . . . NO MEDICAL EXAMINATION . . . SURE
ALL STATE EMPLOYEES MAY APPLY

Dear Sir:

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

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

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

Very truly yours,

(Signed)

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

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

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

Again thanking you, I am

Very truly yours,

(Signed)

ARE YOU INSURED!

EVERYBODY THINKS THIS INSURANCE IS VERY VALUABLE!
YOU WILL, TOO, WHEN YOU NEED IT!

WRITE FOR DETAILS NOW!

C. A. CARLISLE JR.

(Adv.)

TER BUSH & POWELL, INC.
423 STATE STREET, SCHENECTADY, NEW YORK

Here is A Direct QUESTION It Deserves A Direct ANSWER

If you have not yet paid your 1943 Association dues are you playing fair with your fellow State employee who has?

REMEMBER, it was HIS dues which made it possible for the Association to secure the benefits which YOU are now enjoying.

REMEMBER that our work is not by any means finished. We have a heavy program of work ahead, for YOUR good.

Pay Your 1943 Dues TODAY!

If you wish to continue to receive 'The State Employee' it will be necessary for you to remit 1943 dues promptly as the postal regulations do not permit indefinite mailing of magazines to unpaid members.

If you desire to continue to receive the broad protection of the group life insurance, accident and sickness insurance, and hospitalization plans, at the low rates charged, pay your dues today, as paid-up membership is necessary for your continuance as a policyholder.

Fill out the membership application at the right, attach to it \$1.50 for 1943 dues, and give it TODAY to your local chapter, local representative or send it to Association Headquarters, State Capitol, Albany, N.Y. If you have already paid your 1943 dues, use this application to secure a new member.

Membership Application

THE ASSOCIATION OF STATE CIVIL SERVICE
EMPLOYEES OF THE STATE OF NEW YORK
The Only N. Y. State-Wide, All State-Employee Organization
Room 156, State Capitol, Albany, N. Y.

Print Last Name Here First Name Initial

Residence

Work Address

Dept. Employed Title

Institution or Div.

Dues to December 31, 1943, \$1.50, which includes the financing of local chapters to enable service to members locally, and 50c of which is for year's subscription to 'The State Employee'

ED
CATHERINE DUSTEN
328 STATE ST.
ALBANY, N. Y.

