

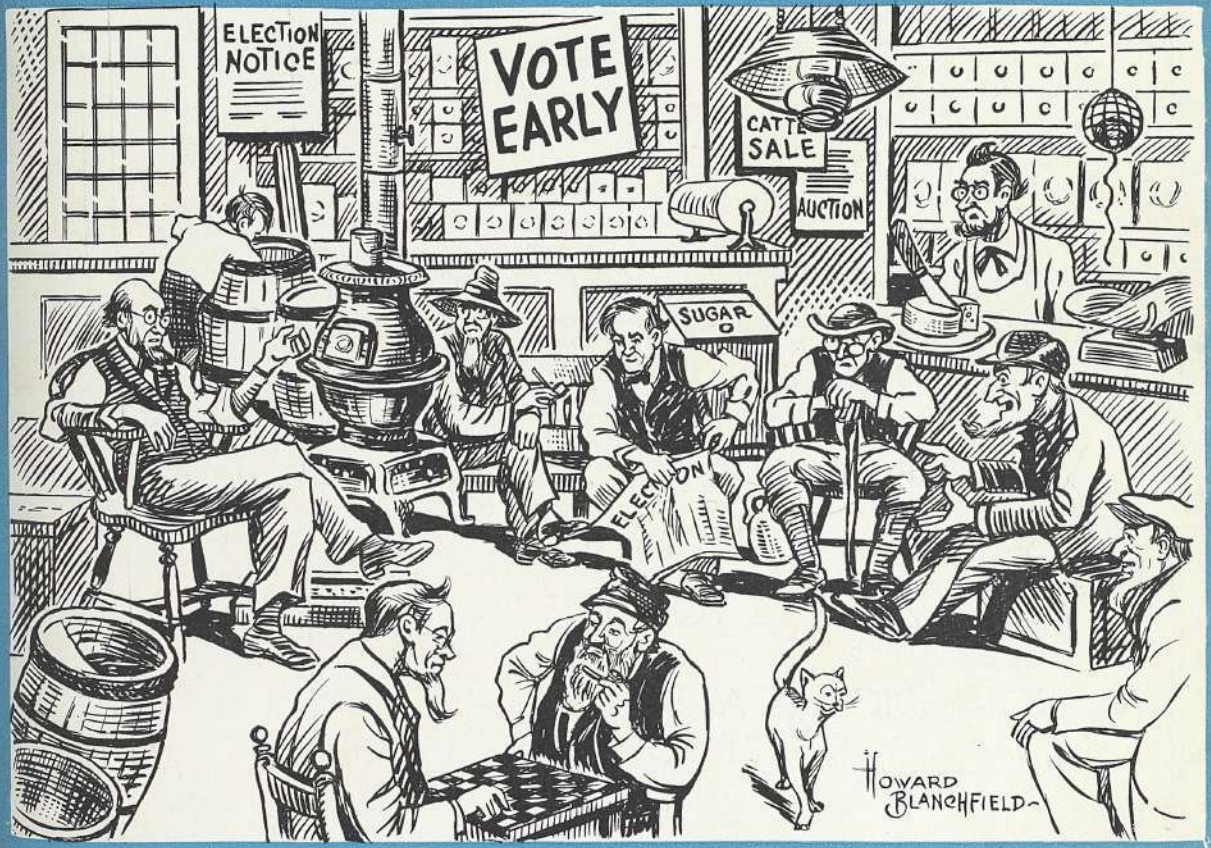
NEW YORK

OCT 2 1947

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MERIT

*A magazine devoted to the civil service merit system
in New York State*



ANNUAL MEETING NUMBER

SEPTEMBER, 1947

Vol. 16 - No. 6

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MERIT

Official Publication of

The Civil Service Employees Association, Inc.

Vol. 16, Number 6

September

10c a Copy

THE ASSOCIATION

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2nd Vice-President	- -	John F. Powers
3rd Vice-President	-	Clarence W. F. Stott
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Editorial Board	— Mr. Stowell, Chairman; Theodore Becker, John Daniels, Clif- ford M. Hodge, Joseph J. Horan, William Livingston, Wayne W. Soper, A. Ranger Tyler.	

This Month's Cover

ELECTION COMING!

This month's cover is by Howard Blanchfield, Senior Artist with the State Health Department, and, of course, a member of the Association. We think he has caught admirably the idea we had in mind for a cover for the Annual Meeting Number and depicts with kindly humor the intense interest that an election evokes, whether the electorate consists of a dozen or thousands of voters.

Incidentally, Mr. Blanchfield is one of the founders of the Albany Artists Group, Inc., a past director of the Albany Print Club, and has just concluded a one-man show at the Albany Institute of History and Art.

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ANNUAL MEETING OCT. 7

THE MEETING

The Thirty-Seventh Annual Meeting and Election of Officers of the Association will be held on October 7, 1947. This date should be of outstanding interest to every public employee in the State of New York. State employment policies and practices have been written very largely in the resolutions adopted at meetings of Association delegates throughout the years.

No effort is being spared by President Tolman and Association Headquarters' staff to make the coming Annual Meeting the most successful thus far and the most informative and valuable to all delegates who attend. The tentative program being arranged is printed elsewhere in this issue. A pre-meeting program of delegate conferences and discussions is scheduled for all day on October 6.

It is at the Annual Meeting of the Association that the needs of public service in the field of personnel administration are evaluated and assessed in the light of experiences of thousands of employees. To the solution of current and future needs, the meeting brings expert analysis and thought. The aim of the Association to bring the highest type of public service to the people of the State dominates all deliberations. At the Annual Meeting, all Association facilities are focused upon complete discussion, careful diagnosis and definite decision as to a course of action to be followed with reference to every condition or problem of public employment.

Each Chapter of the Association throughout the State, and each of its representatives, have been circularized with the necessary information so that details of arrangement for the meeting can be completed as early as possible. Such matters as names of delegates for the roll call, dinner meeting reservations, hotel reservations and meeting facilities have been called to the attention of each Chapter so that all details can be arranged.

File Resolutions

The Committee on Resolutions for the Annual Meeting, as selected by the Board of Directors at its meeting July 24, 1947, consists of the following members: Jesse B. McFarland, Chairman, Social Welfare; Victor J. Paltsits, Banking; John J. Denn, Taxation and Finance; Theodore Becker, Civil Service; Dr. C. R. Cox, Health; Robert Killough, Education; Charles H. Foster, Executive; Paul H. Swartwood, Education; J. Walter Mannix, Mental Hygiene, and Harry M. Dillon, Correction.

Resolutions for consideration of the delegates at the Annual Meeting should be sent to the Chairman of the Resolutions Committee at Association Headquarters, Room 156, State Capitol, Albany 1, as early as possible before the meeting date.

The Board of Directors at its July 24 meeting selected a Board of Canvassers to validate independent nominating petitions and count the ballots cast for the election of officers

and members of the State Executive Committee. This Board is composed of: Leonard F. Requa, Social Welfare; George W. Hayes, Taxation and Finance; Walter E. Conway, Law and Isabelle M. O'Hagan, State.

Official ballots for the Annual Election are printed in this issue. The Board of Canvassers has requested the cooperation of all members and chapters to encourage that ballots be mailed or delivered so as to reach Association Headquarters in advance of the meeting date so that the work of the Board may be carefully conducted.

Also printed in this issue are proposed amendments to the Constitution and By-Laws of the Association which will be given final action at the Annual Meeting. These proposals were presented at the last meeting of delegates and ordered printed for final consideration at the Annual Meeting October 7.

In connection with the dinner meeting of delegates scheduled for 6:00 P.M. on Monday, October 6, in the Crystal Ballroom of the DeWitt Clinton Hotel, members are urged to send in their Civil Service songs. These songs will be sung by all delegates, led by an all-star, all-public-service quartet. A prize of a \$25 Government Savings Bond will be awarded by President Tolman for the best original song submitted. Entries for the song contest should be sent to Association Headquarters as early as possible.

(For further information on candidates, see the two following pages)

- CANDIDATES NOMINATED

THE NOMINATIONS

The Board of Directors, giving its serious attention to assuring the highest possible type of leadership of the Association, selected at its meeting on June 26, 1947, the following Nominating Committees to nominate officers and members of the State Executive Committee for the Association year beginning October 1, 1947:

Charles A. Brind, Jr., Education, Chairman

Charles H. Foster, Executive, Secretary

Mrs. Beulah Bailey Thull, Audit & Control

Clifford C. Shoro, Health

Leo M. Britt, Correction

John J. Denn, Taxation & Finance

Wayne W. Soper, Education

J. Leslie Winnie, Chemung County

Messrs. Brind and Shoro, and Mrs. Thull are former presidents of the Association. Mr. Winnie, who is a member of the County Division, acted on the committee relative to the nomination of officers but not members of the State Executive Committee.

The Constitution of the Association provides that independent nominations may also be submitted when

accompanied by a sufficient number of signatures of members, such independent nominations to be filed with the Secretary at least 30 days prior to the annual meeting. The ballots, printed in this issue, include the independent nominations.

The Nominating Committees, after giving full consideration to all facts or petitions presented to it by individual members or groups of members throughout the State filed its report, in accordance with the Association Constitution, with the Secretary 60 days prior to the date of the Annual Meeting. Its recommendations were as follows:

For President: Frank L. Tolman

For 1st Vice-President: Jesse B. McFarland

For 2nd Vice-President: John F. Powers

For 3rd Vice-President: Francis H. Neitzel, Harry B. Schwartz Frederick J. Walters and Clarence W. F. Stott

For 4th Vice-President: J. Allyn Sterns

For 5th Vice-President: Wayne W. Soper

For Secretary: Janet Macfarlane
For Treasurer: Earl P. Pfannebecker, Harry P. Fox

For Membership on the State Executive Committee

Agriculture & Markets: William F. Kuehn

Audit & Control: Francis A. Fearon and Frank W. Seeley, Jr.

Banking: Victor J. Paltsits

Civil Service: Theodore Becker

Commerce: Joseph J. Horan

Conservation: Angelo J. Donato and John C. Thompson

Correction: Leo M. Britt

Education: Wayne W. Soper

Executive: Charles H. Foster

Health: Charlotte M. Clapper and Emmett J. Durr

Insurance: Solomon Bendet

Labor: Christopher J. Fee

Law: Francis C. Maher

Mental Hygiene: William J. Farrell, Margaret M. Fenk and Arthur J. Gifford

Public Service: Kenneth A. Valentine

Public Works: Edward J. Ramer

Social Welfare: Roy Curtis, Jr.

State: Isabelle M. O'Hagan

Taxation & Finance: John J. Denn

Judiciary: James M. Flavin

Legislature: Fred Forbes

VOTE!
OFFICIAL BALLOT
On Pages 185 and 186

SPECIAL REQUEST!

The Board of Canvassers especially request that Official Ballots for Election of Officers and Members of State Executive Committee be sent to P. O. Box 214, Capitol Station, Albany 1, N. Y., or to Association Headquarters, Room 156, State Capitol, Albany 1, N. Y., as far in advance of the Annual Meeting on October 7th as possible. The counting of the ballots is a tremendous job and the Board will appreciate the cooperation of the membership toward making their work easier and assuring that the final results may be available for the evening session on the day of the Annual Meeting.

PROGRAM ANNOUNCED FOR

MONDAY, OCTOBER 6

- From 10:00 A.M. on — **Registration of Delegates and Representatives**
Temporary Association Headquarters
Library Room, 3rd Floor, DeWitt Clinton Hotel
- 1:00 to 3:00 P.M. — **Departmental Delegate Conferences**
- Mental Hygiene Chapters' Delegates**
Presiding: Arthur J. Gifford
Canary Room, 3rd Floor, DeWitt Clinton Hotel
 - Correction Chapters' Delegates**
Presiding: Leo M. Britt
South Room, 3rd Floor, DeWitt Clinton Hotel
 - Health Chapters' Delegates**
Presiding: Charlotte M. Clapper
Room 345, DeWitt Clinton Hotel
 - Social Welfare Chapters' Delegates**
Presiding: Jesse B. McFarland
Room 204, Wellington Hotel
 - Public Works Chapters' Delegates**
Presiding: Edward J. Ramer
Studio Room, DeWitt Clinton Hotel
 - Education Chapters' Delegates**
Presiding: Dr. Wayne W. Soper
North Room, Wellington Hotel
 - Conservation Chapters' Delegates**
Presiding: William M. Foss
East Room, Wellington Hotel
 - County Chapters' Delegates**
Presiding: J. Leslie Winnie
Venetian Room, 3rd Floor, DeWitt Clinton Hotel
 - Armory Chapters' Delegates**
Room 339, Wellington Hotel
 - D.P.U.I. Chapters' Delegates**
Presiding: Christopher J. Fee
Room 239, Wellington Hotel
- From 3:00 P.M. on — **Meeting of Resolutions Committee**
Presiding: Jesse B. McFarland, Chairman, Resolutions Committee
Studio Room, 3rd Floor, DeWitt Clinton Hotel
- From 3:00 P.M. on — **Meeting of Board of Canvassers**
Presiding: Chairman of Board of Canvassers
Venetian Room, 3rd Floor, DeWitt Clinton Hotel
- 3:00 to 5:00 P.M. — **Open Meeting of Committee on Labor Relations in Government**
All Delegates and representatives invited
Presiding: Committee Vice-chairman Andrew C. Doyle
- 3:00 to 5:00 P.M. — **Open Meeting of Salary Committee**
All Delegates and representatives invited
Subject: "Salary Adjustments"
Crystal Ballroom, DeWitt Clinton Hotel
- 6:00 P.M. — **Dinner and Entertainment**
Presiding: 1st Vice-President Jesse B. McFarland
Welcome to Delegates by Frank L. Tolman, President
Song-Fest participated in by all delegates, singing original compositions submitted by members — and led by an all-star, all-public-service quartet
Presentation of Award by President Tolman for the best original song submitted
Crystal Ballroom, DeWitt Clinton Hotel

37th ANNUAL MEETING

8:00 P.M.

— The "Crisis in Civil Service" . . .

From the viewpoint of:

"A veteran civil service employee"

"A civil service reform advocator"

"A public administrator"

(Speakers to be announced)

Presiding: Dr. Frank L. Tolman, President

Crystal Ballroom, DeWitt Clinton Hotel

TUESDAY, OCTOBER 7

From 8:30 A.M. on

— Registration of Delegates Continued

Temporary Association Headquarters

Library Room, 3rd Floor, DeWitt Clinton Hotel

9:00 A.M. to 12:00 Noon

— Reports of Officers and Committees

Report of Committee on Resolutions and Action on Resolutions

Report of Committee on Revision of the Constitution and By-Laws and Action on Proposed Amendments

Presiding: Dr. Frank L. Tolman, President

Chancellors Hall, State Education Building

2:00 to 4:00 P.M.

— Panel Discussion

State Division Delegates and Representatives Invited. The Panel Board is planned to consist of representatives of the Civil Service Commission, Classification Division, Salary Standardization Board, Personnel Council, Retirement System and Merit Award Board, as well as a like number of employee representatives who are very familiar with the activities of the named agencies.

Chancellors Hall, State Education Building

2:00 to 4:00 P.M.

— Panel Discussion

County Division Delegates and Representatives Invited

Presiding: J. Allyn Stearns

The Panel Board is planned to consist of representatives of the Civil Service Commission, the Municipal Service Bureau and the Retirement System

Canary Room, 3rd Floor, DeWitt Clinton Hotel

4:00 P.M.

— Meetings of Regional Conferences

Southern Regional Conference Meeting

Presiding: Francis J. McDonald

Studio Room, DeWitt Clinton Hotel

(To be arranged and announced, if desired, by Chairman of respective Regional Conferences.)

6:00 P.M.

— Dinner Meeting

Presiding: 2nd Vice-President John F. Powers

Toastmaster: Assistant Counsel John E. Holt-Harris

Addresses on the subject "The Public Employee, Today and the Future," by Important State Officials

Special Presentation

Crystal Ballroom, DeWitt Clinton Hotel

8:00 P.M.

— Business Meeting of Delegates

Report of Board of Canvassers as to results of Annual Election

Introduction and Installation of Officers

Adjournment

Presiding: Dr. Frank L. Tolman, President

Crystal Ballroom, DeWitt Clinton Hotel

ASSOCIATION TO ACT ON

The accompanying proposed Constitutional Amendments were presented in writing at the last Annual Meeting and ordered printed by the delegates for final consideration at the Annual Meeting on October 7, 1947.

PROPOSED CHANGES IN CONSTITUTION

Article IX of the Association's Constitution provides for the amendment of the Constitution in the following manner:

"This constitution may be amended by a two-thirds vote at any duly organized meeting of the Association providing the proposed amendment has been submitted in writing and ordered published at a prior meeting of the Association and thereafter published in the official magazine or mailed to each delegate not less than ten days before the meeting at which the proposed amendment is voted upon."

At the Annual Meeting on October 16, 1946 amendments to the Constitution were formally proposed. These amendments will be voted upon at the Annual Meeting October 7, 1947. In accordance with the provision of the Constitution quoted above, the proposed amendments are printed herewith. (Material in bold indicates new portions. Material in parenthesis indicates portions deleted.)

ARTICLE I Name

This organization shall be known as **THE CIVIL SERVICE EMPLOYEES ASSOCIATION OF NEW YORK, INC.** The Headquarters of the Association shall be maintained in the city of Albany.

ARTICLE II Purpose and Policy

This Association is organized to uphold and extend the principle of merit and fitness in public employment, to maintain and promote efficiency in public service and to advance the interests of all civil service employees of New York. It is dedicated to the principle that Government is the servant and not the master of the People, that its objec-

tives are to be attained by truly democratic methods, and, with the conviction that the People are entitled to uninterrupted governmental service, it renounces the use of the strike by public employees.

ARTICLE III Membership

Persons who are employed in or who have retired under any retirement system maintained by the State of New York or to which the state contributes from the civil service of the State of New York or any political subdivision thereof shall be eligible for membership.

ARTICLE IV

Organization of the Association

Section 1. Divisions. The Association shall be organized in two divisions to be known as the State Division and the County Division. Members who are active or retired employees of the state shall be in the State Division and members who are active or retired employees of the political subdivisions of the state shall be in the County Division.

Section 2. Board of Directors. The power and authority to transact all business of the Association shall, subject to the power and authority of the delegates at meetings of the Association, be vested in a Board of Directors which shall consist of the officers of the Association, the members of the Executive Committee of the State Division, the members of the Executive Committee of the County Division, and the chairman of each standing committee. The Board of Directors may create one or more subcommittees to perform such duties as the Board shall delegate.

Section 3. Directors Committee. The Board of Directors shall elect from its membership a directors committee, to consist of the president who shall be chairman and not less than (seven) six and not more than

(twenty-one) twenty members, of whom not less than one-half shall be members of the State Division and such directors committee shall be vested with the power and authority of the Board of Directors when the board is not in session.

Section 4. Officers. (The officers of the Association shall be a president, three or more vice-presidents, a secretary and a treasurer.) The officers of the Association shall be:

1—A president, who shall be a full time state employee in the classified civil service.

2—A first vice-president, who shall be a full time state employee in the classified civil service.

3—Four vice-presidents, two of whom shall be full time state employees and two shall be full time municipal employees.

4—A secretary who shall be a full time state or municipal employee.

5—A treasurer who shall be a full time state or municipal employee.

(a) Election. Officers of the Association shall be elected biennially by ballot at the annual meeting in the manner prescribed in the by-laws. They shall hold office for a term of (one) two years or until their successors shall have qualified. Vacancies in any office except that of president may be filled for the remainder of the term by the Board of Directors. The president shall not succeed himself by election. In case of a vacancy in the office of president the first vice-president shall serve as president for the remainder of the term.

(b) Nominations. A nominating committee consisting of five members shall be appointed by the Board of Directors at least ninety days before the annual meeting of the Association at which an election is to take place and such committee, after giving full consideration to all facts or petitions presented to it by individual members or groups of members, shall file with the secretary, at least sixty days before the annual meeting, at which an election is to take place,

CONSTITUTION CHANGES

nominations for officers of the Association.

(c) Independent Nominations. Nominations for officers may be also made, by petition signed by not less than five per cent of the members of the Association, and the names of such candidates shall be printed on the official ballot if such nominations are filed with the secretary at least thirty days before the annual meeting.

ARTICLE V State Division

Section 1. State Executive Committee. The power and authority to transact business relating to state employees shall, except as otherwise provided herein, be vested in a State Executive Committee which shall consist of the officers of the Association, (and) one representative from each state department, and one representative from each state chapter. The judiciary and the legislative shall each be deemed a state department. The state executive committee may create one or more subcommittees to perform such duties as the State Executive Committee shall delegate. Each department representative shall be elected annually by ballot by the members in his department in the manner prescribed in the by-laws.

The representative of each state chapter shall be selected by such chapter.

Section 2. Nominations. A nominating committee shall be appointed by the State Executive Committee at least ninety days before the annual meeting of the Association and such committee, after giving full consideration to all facts or petitions presented to it by individual members or groups of members, shall file with the secretary, at least sixty days before the annual meeting, nominations for members of the State Executive Committee.

Section 3. Independent Nominations. Nominations for members of the State Executive Committee may also be made by petition signed by not less than ten per cent of the members in the department making such nominations. The names of such candidates shall be printed on the official ballot if such nominations are filed with the secretary at least

thirty days before the annual meeting.

Section 4. Chapters. A chapter may be formed by not less than 50 members in the State Division in any department or locality upon the approval by the Board of Directors of the Constitution and by-laws of such chapter. (Such) Any chapter may be dissolved by a two-thirds vote of the (Board of Directors) members of such chapter.

Whenever the membership of a chapter falls below 50 members the Board of Directors may have the power to dissolve such chapter on a two-thirds vote of the Board of Directors.

Section 5. Regional Conferences. The Board of Directors may divide the state into not more than five regions and within each region two or more chapters in the state division may form a regional conference upon the approval by the Board of Directors of the Constitution and By-laws of such regional conference. Each chapter in the State Division in such region shall be eligible for membership in such regional conference and, so long as a majority of the chapters in the State Division in such region are members, such regional conference shall be entitled to elect one representative as a member of the State Executive Committee. Such regional conference may be dissolved by a two-thirds vote of the (Board of Directors) State Executive Committee.

ARTICLE VI County Division

Section 1. County executive committee. The power and authority to transact business relating to employees of the political subdivisions of the state shall, except as otherwise provided herein, be vested in a County Executive Committee which shall consist of the officers of the Association and one representative from each county chapter. The County Executive Committee may create one or more subcommittees to perform such duties as the County Executive Committee shall delegate. The representative of a county chapter shall be selected by such chapter.

Section 2. Chapters (A) One chapter may be formed by not less than 50 members in the county division in (any) each county, or in any (region) area containing (one or more) more than one (counties) county, upon the approval by the Board of Directors of the Constitution and By-laws of such chapter; provided however, that no chapter shall include in its membership any employee of the City of New York or of any of the five counties comprising the City of New York. (Such) Any chapter may be dissolved by a two-thirds vote of the (Board of Directors) members of such chapter.

Whenever the membership of a chapter falls below 50 members the Board of Directors may have the power to dissolve such chapter on a two-thirds vote of the Board of Directors.

ARTICLE VII

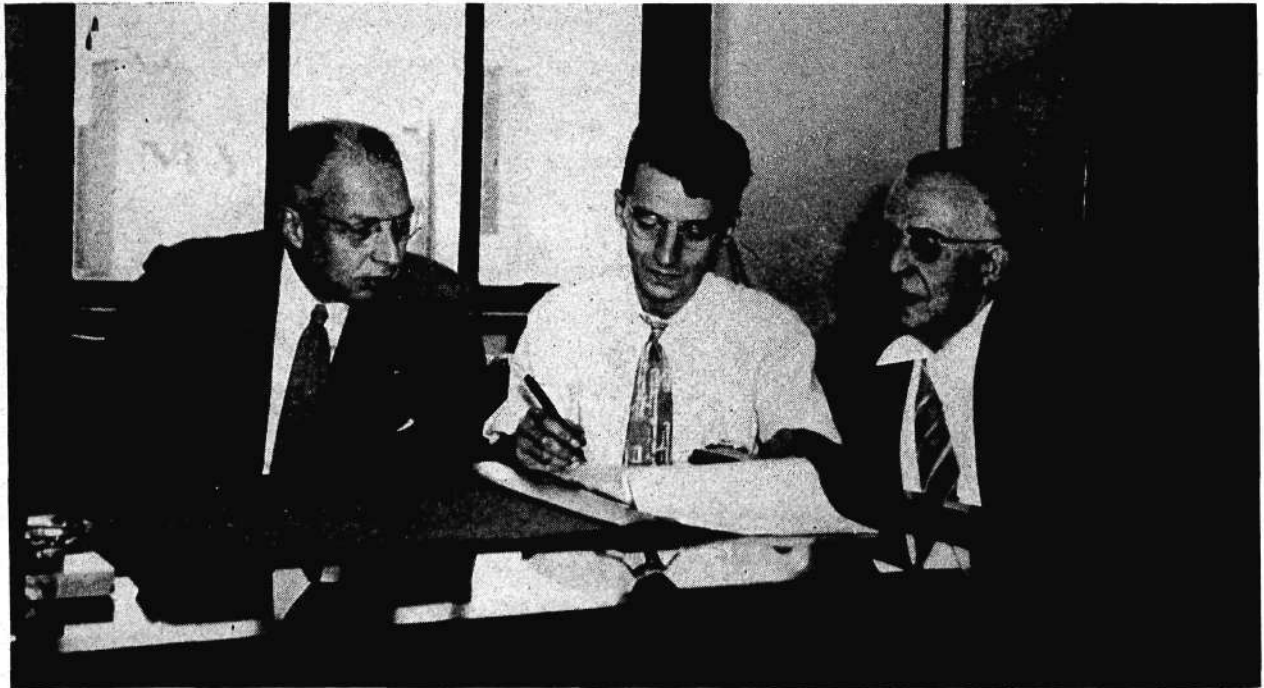
Meetings of Delegates

Section 1. Delegates. Members of each chapter shall select from their membership (one or) not more than two delegates to represent the members of the chapter at all meetings of the Association. Prior to July first of each year, each chapter shall file with the secretary of the Association an accurate list containing the names and addresses of its delegates for the ensuing year. Such delegate or delegates shall have one vote for each one hundred members or fraction thereof in such chapter, based upon the paid membership in the Association on the first day of July preceding the meeting. The number of votes each chapter or department is entitled to cast shall be determined by a board of canvassers appointed by the Board of Directors. Members in the State Division who are not entitled to representation by chapter delegates pursuant to this section shall be represented at all meetings of the Association by members of the State Executive Committee as delegates representing each of the state departments, and each such delegate shall have one vote for each one hundred members, or fraction thereof, in the department from which he

(Continued on page 194)

EXTRA!

Association Inaugurates Important Salary Suit



Above we see John T. DeGraff, Association Counsel, Daniel DeMarco, a Laboratory Worker in the State Health Department's Division of Laboratories and Research, and Dr. Frank L. Tolman, Association President, examining the brief to be submitted in connection with the Association's lawsuit to have salary reallocations made retroactive to April 1, 1947. The date for initial argument on the case in the Supreme Court, Albany County, was tentatively set for September 12th as we go to press.

Mr. DeMarco is the representative petitioner in the case. His position was changed from Grade 2 to Grade 3 by the Salary Standardization Board as the result of the

survey made by the Board. He, as well as thousands of other State employees whose positions were reallocated, received no present benefit from the reallocation, so he asks the court to direct the State Civil Service Commission, the Health Department and the Comptroller to give him the benefits the law intended and directed. John T. DeGraff, Association Counsel, is attorney for the petitioner.

On the outcome of this law case will depend whether thousands of State employees whose positions were allocated to higher salary grades will receive any benefit from the reallocation before they reach the maximum of their salary grades.

Hotel Fire Safety Rules Listed

*Have you ever had a
Hotel Fire Experience?
Hope you don't!*

Thousands of civil service employees are "on the road" every day. Fire is one of the most dreaded dangers of such travel. T. Alfred Fleming, Director of Conservation of The National Board of Fire Underwriters, has written the accompanying article for "Health and Safety," publication of the Boy Scouts of America.

That many an ultra-modern hotel, which looks well on a picture postcard, is far from being a safe place to live in, was demonstrated by a number of serious hotel fires in Atlanta, Chicago, Dubuque, and many other places. Each one of these became a tragedy, with great loss of life, because certain features of safety were missing in the construction of buildings, coupled with failure of the human element in operation.

I was in the Middle West a short time ago, and registered at the best hotel in a town of 25,000 population. It was one of those old-fashioned buildings, with brick walls and wood interior. After taking the elevator to the fifth floor, I traveled down hallway after hallway making several turns, and finally reached my room. Enroute I noticed two open stairways extending from floor to floor.

On reaching my room I said to the bell boy "Now if anything happens during the night how might I get out of here?"

He looked at me and said, "I guess the best way to get out is to fly." I returned to the lobby and asked for a room on the second floor, explaining the reason for my request.

"I am very sorry," the Clerk said "but we have no other room vacant in the house."

What a tragic responsibility was being assumed by the management, apparently unconsciously. This build-

ing had all the earmarks of a possible Winecoff fire, only the building was very much worse.

We must never judge the safety of a building by its outward appearance. It may be constructed of fireproof materials, and be advertised as fireproof, but literally filled with serious hazards which may at any minute cause untold grief to its occupants, and to the Nation.

Fire Safety Rules For Hotel Guests

1. Upon arriving at your hotel room, investigate all possible means of emergency exit.
2. Read carefully any instructions to guests posted in room.
3. Be as careful in a hotel as you would be in your own home. Do not smoke in bed.
4. If you detect smoke or evidence of fire give immediate information to the management.
5. Close transom door at once.
6. Take time to plan your exit.
7. Feel the door before you open it. If it does not feel hot, open it slightly. Hold head away, brace door with foot. Put hand across opening to test heat of air.
8. If hallway appears safe, use the already planned exit.
9. If hallway is not safe, stop up any openings or cracks by which smoke may enter, using wet towels, sheets, blankets, mattresses, etc.
10. Open window slightly and stay near it. Keep calm, avoid hysteria. Do not jump out. Many lives have been saved by closing doors and transoms, blocking all openings for hot air and gases from hallway, and calmly awaiting rescue."

Even with the improvement of construction and good maintenance as evidenced in many hotels, there is still a long list of serious fires in hotels. Too many of these become tragedies. There are three main causes. First—Faulty building construction. Second—Ignorance of the principal hazards common to these

buildings. Third—Lack of the knowledge of the psychology of fire.

Few of us have ever caught the real idea affecting construction which supplies the greatest hazard to life. Of over 10,000 persons burned to death last year, 40% were never touched by flame externally. They breathed superheated air, or noxious gases which are the result of combustion. Our older hotels, and many of those of recent construction, are built so as to make possible the spread of this dangerous superheated air throughout the entire building in the first few minutes after the fire starts. In less than five minutes, any fire can radiate superheated air up to 400 or 500 degrees. This immediately passes upward through open areaways, stairways, halls, elevator shafts, ventilating flues, and other such avenues, distributing death throughout the entire building. No one can breathe this superheated air and live, as the lungs are seared on the inside. Within ten minutes this superheated air can reach temperatures of 800° to 1100°, which concentrates at the top of the building and immediately causes spontaneous ignition, setting fire to everything that is burnable in that area, from the curtains and carpet, to any wood material used in construction.

An outstanding example of this action took place in a hotel recently where a small fire originated in the sub-basement. The fire department arrived and extinguished the blaze with an ordinary 2½ gallon extinguisher. They were leaving for headquarters, when someone noticed flames coming out of the windows on the top floor. The loss in the basement where the fire started was of no consequence, but the fire at the top of the building consumed the entire floor, before it was extinguished. Superheated air had traveled up the stairway, and on reaching the roof found no release, and had banked and set fire spontaneously to all woodwork and furnishings.

A similar fire in a pile of waste material in the basement of a recently constructed fireproof hotel, (Continued on page 197)

PERSONNEL
COUNCIL

Tips to Supervisors

YOUR JOB AS A SUPERVISOR

Those who direct the activities of others have positions of great responsibility. In order to help them meet their obligations - not only to the State but to their employees - the Personnel Council is issuing each month one in a series of "Tips to Supervisors". These "Tips" supplement but do not replace the training programs of the various departments.

The Examinations Division of the State Department of Civil Service is aware of the importance of these "Tips". It will expect any Senior in the clerical series or anyone having a higher title to be familiar with their contents, when such persons are taking promotion examinations to supervisory positions.

Mary Gooda Krome
Chairman

STRANGERS IN OUR MIDST -

Someone has said "an employee's impression of his department and the work pattern which governs his subsequent production are often fixed by the experience of his first few days on the job." PRE-ON-THE-JOB training then begins the first day but its success depends upon the thoroughness of a well planned ORIENTATION program.

EMPLOYEE RECOGNITION from the start is essential to smooth operating employee relations. Remember, the employee who feels lost or neglected during his first few days of employment may never thereafter become properly adjusted to his working environment—and he may thus be forced to form his own opinion of you, the division or department and the STATE on the basis of unreliable gossip, rumor, etc., emanating from unauthentic and perhaps even antagonistic sources.

Let's check the induction process NOW—does yours measure up—does it remove the "strangers from our midst?"



THE WHEELS GO 'ROUND

But WHY they do and HOW they do is too often a deep, dark mystery to the new employee. ORIENTATION—"the ability to find and hold the right mental attitude to a new situation"—need be provided, first to the department and then to the State government as a whole.

Most everyone knows the Agriculture Department has something to do with farms and that the Highway Department builds roads but beyond these broader aspects many of those who become our fellow-workers have little or no knowledge of the HOW and WHY nor of the vastness or implications of the operations involved.

Naturally, the kind of job to which one is assigned will determine the extent to which the ORIENTATION process must be carried. Basic ORIENTATION of the new employee must include an early discussion of operations, functions and procedures which govern the department. Factors such as the history of the department, its divisions, rules and regulations, lines of authority, etc., should be common knowledge to all.

Let's "UP" the curtain on HOW and WHY during the early stages of the new employee's contact with the State Service. The pay-off will be not only a more efficient worker from the start but also one whose respect for his job and loyalty will far exceed your expectations.



VOTE!

Official Ballots on

Pages 185 and 186

ARE YOU LISTENING??



Listening is an art seldom to be found but quickly to be recognized as a basic characteristic of the **SUCCESSFUL** supervisor.

As a leader of men—that's the supervisor's job—he must be willing, able and even anxious to listen to the problems, suggestions and criticism of his followers.

Getting it off his chest is often the answer to many employee difficulties. **BUT**—and we've all had this experience—talking to a deaf ear, an unwilling disinterested listener, often results only in greater pent-up feelings of personal mistrust in your listener.

Mind you, being a good listener is no easy task but trying to be one is well worth the effort. Try these:

1. Give him your undivided attention.
2. Let him tell his whole story—don't interrupt.
3. Forget you're the boss—you're both human beings.
4. Listen first—investigate after and **DON'T** argue.



DISCIPLINE IS TRAINING

Discipline properly considered is training, not punishment.

Don't lose your temper and "bawl him out," where the rest of the staff or the public can hear that he has made a mistake. No normal employee deliberately commits a careless act. To do so would make him appear stupid in the eyes of the very people he is constantly trying to impress.

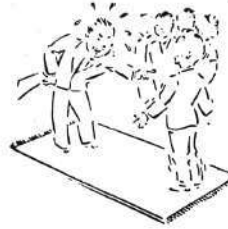
The best way to lose the respect of your staff and to lose your influence on them is to criticize anyone publicly.

Talk it over quietly, privately. Suggest the better way of doing the job. Assure him that you know the mistake won't happen again.

Before you close your discussion, find something good to say. We all do best in an atmosphere of approval. If an employee "goes home mad," he will come back in the morning with a grievance.

Listen to his story! Comment privately! Offer help so the mistake won't happen again! **Don't** lose your temper!

A leader gives guidance—not blame.



HE MAY NOT BE SO DUMB

When you explain the job to your new employee, do you tell him

- What he is to do,
- Why he is to do it,
- How he is to do it,
- What he must know to do it,
- When it can be judged to be well done.

DO YOU TELL HIM

- To whom he is to report,
- Who checks his work.

ARE YOU SURE YOU

- Tell it all
- Tell it clearly
- Know he understands

Remember how hard it was for you to learn to listen. Remember how the boss used words you didn't understand exactly. Remember how you hated to look foolish by asking questions?

Your new employee is probably like you were then.

You know your job well now, so you know exactly what you are trying to say.

But does he?

Patience! He may not be so dumb. Let him ask questions. Be sure he understands.



OFFICIAL BALLOT
PAGES 185 and 186

WHO IS A SUPERVISOR

When you are responsible not only for your own work but for that of others, you are a supervisor.

When within the limits of your authority you plan work not only for yourself but for other people, you are a supervisor. A commissioner or a senior clerk has his success or failure judged not only by what he does himself with his own hands and brain but what is done by the people who ask him for leadership.

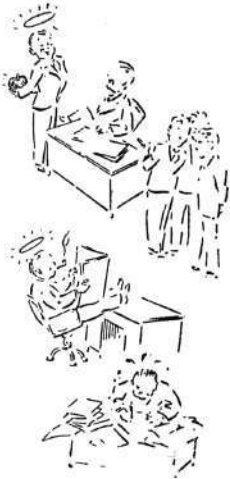
A supervisor has a position of great responsibility. His responsibility does not necessarily depend on how many people he supervises. It is not necessary to have "Supervisor" in the title to have such a responsibility placed upon his shoulders. In State service many positions called "Supervisor of" are not supervisory in the sense of directing day-by-day, job-by-job the activities of persons you meet face-to-face.

A supervisor is not just "one of the gang" but captain of the team. He is not "the best worker in the unit" but a leader of the group. The degree of job interest, job satisfaction, and effective performance in any group depends upon the supervisor. Supervision is not an easy job and nobody ever claimed it was, but within the limits of the authority, which is yours, you must accept the responsibility.

How good a supervisor are YOU?

DO YOU HAVE FAVORITES?

"Teachers' pets" are uniformly despised. Yet it is easy for a boss to slip into the habit of leaning toward a few individuals or "being down on" some other people. The boss who is methodical and deliberate may mistrust the employee who races through his work. A boss who gets his material ready in a hurry may dislike the plodding worker who approaches his task with deliberation.



Nothing wrecks an office faster than having the favorite "white haired boy" do his "apple polishing." He is afraid of tumbling from his exalted position. The other employees resent both the favorite and the supervisor. Are you sure the work is evenly distributed? Are you sure the "dirty work" isn't always given one person and the easy jobs assigned the favorite? Do you check your judgment objectively or is the "white haired boy" always right?

Wherever possible be fair out loud. Explain how you arrived at decision to everyone concerned. An apparent unfairness can do as much harm as a real one. Every man likes to think he is always fair and just. The good supervisor is.

OFFICIAL BALLOT
PAGES 185 and 186

HOW'S HE DOING?

Your leadership depends not on your ability to criticize but on your ability to help.



Your employee started his job with enthusiasm—secure in knowing just what was expected of him. How often do you let him know how he is living up to those expectations?

A formal service rating once a year is not enough. Tell your employee often, informally, how he's getting along. Everyone deserves a pat on the back for a job well done. And, if he isn't doing so well, he has a right to know and a right to your help in improving his job performance.



Your success is tied to the competence of the employees you develop. They won't get any better on the job unless you tell them how they're doing.

HOW IMPORTANT IS THE JOB?

"Ours not to reason why, ours but to do or die," has questionable value as a basis for following orders even for an army in the field. In an office where every employee is entitled to think his work is important, it won't go over. The employee who knows where his work fits into the larger picture of the social objectives of the Bureau, the Department and the State will work with more enthusiasm and make fewer mistakes than one who is handed a small job and not permitted to see beyond it.



Do your employees bitterly complain: "Nobody tells me anything? Is this job necessary? Where does it get me?"

When you trust the rumor route, your employees don't understand their jobs or, what is worse, misunderstand them. Don't let them guess why their jobs are important. Explain where each piece of the job fits the program of the State.

DO YOU HELP HIM ALONG?

A worker learns more from praise than censure. The reason is simple. He is blundering about—seeking the right way for each part of the job, and when he happens upon a right way and the supervisor approves it, he knows he has got that part of the job and seeks to repeat it. At the same time, he experiences a glow of satisfaction which spurs him on to master other parts of the job. But suppose he tries a wrong way and is publicly criticized. What has he learned? Simply that one way is wrong. He still does not know a right way and may try many other wrong ones before he finds a right one. Meanwhile he feels discouraged because of the disapproval. The able supervisor will, of course, seize such a moment to demonstrate again the "right way" to do the operation though that is beside the point here. It is often necessary to point out mistakes but, even at its best, censure or adverse criticism helps the learner too slowly on his way to skill. Instead, it is better to catch him as often as possible doing the right thing even by chance and speed him on his way by appreciation.



Help him learn the job the pleasant and efficient way. It's worth the time and trouble.

You can have a reputation for competent performance only if your group performs well.

MORE NEXT ISSUE

HUNDRED YEAR OLD

A hundred years ago a State Constitution was adopted, many of whose provisions are still in effect, including that which established the State's highest court. The accompanying article was prepared for the April, 1947, issue of NEW YORK HISTORY by Miss Edna L. Jacobsen, Associate Librarian and head of the Manuscripts and History Section of the State Library. The original copy of this Constitution, the register of delegates, and other documents are on exhibition in the State Education Building in Albany.

One hundred years ago, on January 5, 1847, the New York State Legislature assembled in the Capitol at Albany to embark upon what was regarded as an uncharted sea in popular government, under the new constitution which had been accepted by the people on November 3, 1846, by a vote of 221,528 to 92,436. Lieutenant Governor Addison Gardiner, in his address to the Senate, enjoined the members of that body that "To discharge this high trust (of carrying into effect the provisions and principles of the new constitution) to bring to a successful issue this new experiment in popular government upon which we have entered, will require a spirit of calm and wise deliberation, of forbearance, and of devotion to the general good."¹ The editor of the *Albany Evening Journal* called it a highly important occasion, adding, "If the principles of the Constitution be carried out by enlightened enactments, securing to the Commonwealth the full benefit of its needed and salutary Reforms, our People will enjoy enduring prosperity and happiness." Indeed, before the framing convention had adjourned, they had addressed to the people of the State of New York a summarizing statement of their work which closed with the sentiment that "if the Constitution now proposed be adopted, the happiness and progress of the People of this State will, under God, be in their own hands."

The Assembly rooms, in which the Constitutional Convention had met the previous summer, had been thoroughly renovated. Not only had they been cleaned, desks repaired and partially rearranged, but, we are told, "new Brussels carpet has been spread over the entire of the Assembly and ante-chambers, and oil cloth in the halls. The rooms thus revamped, look remarkably tidy. Indeed they may be called elegant." To provide for the health of the legislators, "an immense filtering cistern, which holds 100 hogsheads of water, has been built in the rear of the Capitol, and from this, members will be supplied with a pure, soft, filtered beverage."²

The constitution which on January 1, 1847, went into effect for the most part (the Court of Errors, for example, being continued until the Court of Appeals could be organized) was in fact a "people's constitution," marking the end of an era of delegated authority and striking an all-time high in popular sovereignty in the state. New York had

made great strides since the constitution of 1821 had been framed; and although it had been amended a number of times, the process of amendment proved increasingly difficult so that in a movement led by Albanians in 1843 a resolution was circulated "That we believe the constitution of this state needs revision and vital and elemental modifications, both in the extent of the power to be delegated by the people and in the manner of its administration."

During the quarter-century since the adoption of the 1821 Constitution changes had occurred both within and without its borders which had made New York truly the Empire State. This era had been characterized in our national life by a grand program of internal improvements, of which the Erie Canal with its subsidiaries was one of the most imposing projects, having already entered on the stage of needed enlargement. Railroads — among them the Mohawk and Hudson — were building. The telegraph had been invented. The entire interior

of New York State and central United States was being opened up to trade and commerce; manufacturing had developed, bringing with it changes in type of business organization. Invested capital had greatly increased. The whole financial picture had been altered. The population of the state had doubled. Popular education was more general. The state's internal improvements program, financed as it was by borrowed capital, made it heavily in debt. The simple structure of society, business, and government had become exceedingly complex, and the people were restive and assertive.

This spirit was manifested in one quarter because of the feudal-like land tenure system prevalent on large tracts throughout the state, whereby those who worked the soil and made improvements on the holdings could not hope ever to get title to them. Anti-rent riots had occurred in Albany, Columbia, Rensselaer, Schoharie, Delaware, and other counties, so that it had been necessary to call out the militia to restore order. At the close of its 1845 session the Legislature had passed certain acts which practically eliminated the evils, but feeling was so strong that the right to gain title might again be jeopardized, that the anti-rent movement must be considered one of the strongest forces that brought about the calling of the 1846 convention. The chief reason, however, is generally conceded to have grown out of concern for the financial condition of the state because of the large indebtedness incurred by canal extension projects and state aid to railroads. Should the work on the canal system be completed, or should the projects be sold to private enterprise? How should the debt so incurred be paid? What should be done with surplus revenues? Should the state continue aid to railroads and other private corporations? These were burning questions.

Forty-five lawyers and 43 farmers made up two-thirds of the 128 delegates to the convention, with Democrats in the majority. Many of them had served in Congress, and others were destined for wider fields of public service. They ranged in age

CONSTITUTION DESCRIBED

from 27 (3) to 75 (1). Some of the leading members were: Churchill Cambreleng, former minister to Russia; former Governor William C. Bouck, age 60, who had been removed by the Whigs in 1840 after 19 years as canal commissioner, chairman of committee on elective franchise; Ira Harris, 43, Albany lawyer, chosen by the anti-renters; Charles H. Ruggles, Democrat, 57, member of Congress 1821-22, later chief justice of the Court of Appeals; Samuel J. Tilden, lawyer, 32, later to figure in the Hayes-Tilden contest for the Presidency; Henry C. Murphy, former mayor of Brooklyn, later to be Congressman and minister to the Netherlands; Charles O'Connor, 42 — tall and spare, whose physique, said Joseph H. Choate, "seemed to be made of guttapercha and steel springs" — who won a reputation for exceptional legal acumen in the Tweed litigation and in the Tilden-Hayes election contest. Only two members had sat in the 1821 convention. The delegates probably did not foresee that their own deliberations and debates and the results achieved would be studied by a convention soon to meet in what has recently been described as "New York's daughter state" — Wisconsin, which was to emerge from the territorial status with its first constitution in 1848.

Through the hot, humid summer months the delegates met in 18 standing committees, heard committee reports, and engaged in prolonged debate, so that James Starbuck, one of the secretaries, observed that unless there was less talk and more voting the document would not be ready for submission to the people at the November election.

Long speeches by Hoffman, Tallmadge, Kirkland, and others on the public debt — how it had been contracted and how it might be reduced, the purpose and effect of the Suspension Act of 1842, etc. — and prolonged debate, finally resulted in the decision to complete the Erie Canal enlargement; but the Legislature was forbidden ever to sell, lease, or otherwise dispose of the canals of the state. In addition, the credit of the

state was never to be extended or lent to any individual, association, or corporation, and no moneys were to be paid out of the state's treasury or any of its funds except by express appropriations by law.

The committee on judiciary, with its chairman Charles H. Ruggles and one of its members the brilliant Charles O'Connor, was itself divided, bringing in several minority reports. The Court for the Trial of Impeachments and the Correction of Errors, whereby the Senate could pass on the constitutionality of its own laws, and the Court of Chancery, which had been attacked for alleged political partisanship particularly in cases involving election laws and in bank cases, were two features which called for lengthy debate, in committee and on the floor. Both courts were ultimately abolished. The proposal to eliminate the county court met with such opposition that it was finally dropped. With the adoption of the plan for a Court of Appeals and a new supreme court of four judges in each of eight judicial districts with general jurisdiction in law and equity — all judges to be elected by popular vote — the separation of the legislative and judicial departments of the government was accomplished (except in cases of impeachment). The provision to have the judges elected by the people marked a further step in popular sovereignty. But the judiciary article caused O'Connor to cast one of the six votes against the constitution.

The gains in popular sovereignty in the 1846 constitution may be summarized briefly as follows:

1. Practically all state, judicial, and local officers to be elected by the people.
2. Senators and Assemblymen to be elected each for his own single district.
3. Suffrage made universal for white males over 21, by removal of property qualifications. A provision extending the same right to Negroes was submitted to the people separately but was defeated.
4. Feudal-like land-tenure system abolished.

5. Limitation placed on amount of state debt the Legislature might create without a vote of the people.

6. Legislative grants to private interests forbidden.

7. Funds for the support of common schools and libraries protected.

8. Provision for easy amendment, and for calling of constitutional convention every 20 years.

The 18 articles as adopted with only six opposing votes were the result of thorough deliberation and wise compromise of a non-partisan nature. The delegates themselves viewed the document in various lights — from "a most signal failure" (O'Connor) to a document which, while it contained some defects, "contains more excellent matter got together by this convention, than any constitution in the whole earth" (Hoffman). Some of the provisions proved unwise, among them the short term for judges. However, that in the main document embodied broad democratic principles which do not belong to any one period is attested by the fact that its essential features are retained in our present constitution, framed less than ten years ago.

The final draft of the constitution, engrossed on parchment by John Cuyler, was read, adopted, and signed; then delivered in full convention to N. S. Benton, Secretary of State, who was present and received it from President Tracy, to be deposited in his office. Later it was transferred to the custody of the State Library, where it is being currently exhibited, together with its first official printing, the original manuscript roll of members, the manuscript diary of James Starbuck, a copy of the *Manual*, and other correlated items. It is indeed a document which New Yorkers may view with pride.

¹*Albany Evening Journal*, Jan. 5, 1847.

²*Ibid.*, Dec. 30, 1846.

OFFICIAL BALLOT
PAGES 185 and 186

when the employees of his department were given the opportunity to become members of the state-wide Civil Service Association, he joined and has been a member ever since. He has been appointed to various committees of the State Association by five past presidents, and also the present president of the state-wide Association. He served as a member of the Service Rating Committee of the Department of Mental Hygiene, having been appointed to same by the present Commissioner of the Department, Frederick MacCurdy, M. D.

In his local Chapter he has served in every office and has been its delegate for more than fifteen years to the meetings of the State Association. He has been honored by being elected as Vice President of the Department of Mental Hygiene Employees Association for three years and was advanced to the President's chair during 1947. Mr. Walters has represented employees before all of the state officials having to do with personnel on many occasions relative to classification and salary appeals and other important matters.

During the War, Mr. Walters was given a leave of absence on two occasions so that he could volunteer his services to the War Shipping Administration, and made trips to Sweden to help in the repatriation of prisoners of war, and to Wales to assist in the return of injured G.I.'s.

8 —

J. ALLYN STEARNS

Mr. Stearns has been a competitive class employee of the County of Westchester since November, 1926 when he was appointed as a Civil Engineering Draftsman and Computer in the Right-of-Way Department of the Westchester County Park Commission. At present he is Assistant Right-of-Way Engineer, does publicity work for the Commission, and as Supervisor of Tolls, is engaged in readying two new toll stations to begin operations around Labor Day, which will bring an estimated net income of \$1,000,000 to the County.

He is a bachelor, lives with his mother, is an active member of the White Plains Lions Club and sings in the Choir of the St. Bernard's Roman Catholic Church. He is Chairman of the Board of Directors of the Westchester Chapter of the Association and of the Westchester County Competitive Civil Service Association, having been its president for 5 terms from 1941 to 1946. He represents the Westchester Chapter on the Association's Board of Directors.

Mr. Stearns has worked at length for the advancement of civil service in Westchester and for the formation of a statewide organization of public employees. He helped write the Classification Board provision into the Westchester County Personnel Rules in 1941; in 1945-1946 was the employee member of the Barrington Salary Survey Committee which survey resulted in raising the general County pay scales to a favorable level and in adoption of the only flexible cost-of-living adjustment plan in New York State. In 1947 he helped obtain approval by the Board of Supervisors of a 40-hour week for Westchester County Employees.

9 —

WAYNE W. SOPER

Wayne W. Soper is Chief of the Bureau of Statistical Services in the Research Division of the State Education Department. He entered state service in New York in 1929 after a period of 12 years as superintendent of schools in the middle west. His active interest in the Association began during the presidency of Charles A. Brind. At the retirement in 1938 of the former executive committee representative of the Education Department, Mr. Soper was elected representative and has continued in that capacity since that time.

He has been instrumental in forming the new Chapter of the Association in the Education Department and is now a member of the Executive Council of the Chapter.

Mr. Soper is a member of the Editorial Board of MERIT and was chairman of the special Association committee to develop attendance rules and regulations for civil service employees.

10 —

JANET MACFARLANE

Janet Macfarlane is a graduate of the Albany High School, New York State College for Teachers, and Mildred Elley Business School in Albany.

Miss Macfarlane began her civil service career as an employee of the State Education Department. She was later transferred to the Department of Mental Hygiene, where she is now employed as Principal Account Clerk. She is an enthusiastic worker on behalf of the Association and has served on the Social and other important committees.

11 —

HARRY G. FOX

Mr. Fox has more than 18 years of state service in accounting positions, starting with the Department of Public Works in 1929. In 1936 he was transferred to Department of Labor whence he was transferred to the Department of Civil Service in 1939 in the position of Finance Officer. His employment was interrupted by his service in World War II where, as a combat infantryman, he served overseas with the 95th "Victory" Division, part of General Patton's Third Army. Upon return from service he was twice unanimously elected to the office of Treasurer of the Civil Service Department Chapter of the Association. He also served for two years as chairman of the social committee of such Chapter. Mr. Fox is married and is the father of two children.

12 —

EARL P. PFANNEBECKER

Mr. Pfannebecker is a Tax Collector, operating in the eastern section of New York State, employed by the State Tax Department. His first job as a public employee was in the steward's office of Middletown State Hospital. For a while he left State Service to attend various business schools and to work for the Troy Savings Bank, for the Wall Street investment firm H. L. Doherty and Company, and for Fox Films.

In 1935 he re-entered State employment in the State Treasury Division, a year later going to the Administrative Bureau of the Tax Department where he organized a unit for centralized and coordinated financial and appropriation accounting. In 1940 he went back to the Treasury Division and pioneered in a new function, state-wide payroll examinations, actually acting as certified paymaster. He presently works in the field calling on persons who are delinquent in their income tax payments or who have failed to file a return. He steps in after the Tax Department has failed to get any action by polite persuasion by mail.

Mr. Pfannebecker is a native of Hudson, is married and presently lives in Latham. He has been Treasurer of the Association for the past 9 years.

VOTE!
OFFICIAL BALLOTS ON
FOLLOWING PAGES

It is YOUR Responsibility to Vote in the Annual Election

USE THE BALLOT printed on both sides of lower half of page

RULES GOVERNING THE ELECTION ARE PRINTED
ON REVERSE SIDE OF THIS PAGE

(Detach Official Ballot and cast it in accordance with instructions on the ballot form
and rules governing election printed on reverse side of this page.)

THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. OFFICIAL BALLOT

ANNUAL ELECTION OF OFFICERS — OCTOBER 7, 1947

Place check in box before name. To vote, for other than nominees listed, place
name of officer desired on blank line provided.

Names of Candidates for each office listed in alphabetical order.

Check

- For President: FRANK L. TOLMAN
 For President:
 For 1st Vice-President: JESSE B. MCFARLAND
 For 1st Vice-President:
 For 2nd Vice-President: JOHN F. POWERS
 For 2nd Vice-President:
 For 3rd Vice-President: FRANCIS H. NEITZEL
 For 3rd Vice-President: HARRY B. SCHWARTZ
 For 3rd Vice-President: CLARENCE W. F. STOTT
 For 3rd Vice-President: FREDERICK J. WALTERS
 For 3rd Vice-President:
 For 4th Vice-President: J. ALLYN STEARNS
 For 4th Vice-President:
 For 5th Vice-President: WAYNE W. SOPER
 For 5th Vice-President:
 For Secretary: JANET MACFARLANE
 For Secretary:
 For Treasurer: HARRY G. FOX
 For Treasurer: EARL P. PFANNEBECKER
 For Treasurer:

THIS BALLOT MUST be mailed to P.O. Box 214, Capitol Station, Albany or
delivered to Room 156, State Capitol, Albany, so as to be received BEFORE 6:00
P.M., Tuesday, October 7, 1947.

INSTRUCTIONS FOR SECRET BALLOT: Place this ballot, without your
name or membership card number, in blank envelope and mark "Official Ballot."
Enclose this envelope in another envelope upon which plainly write your name,
department and 1947 membership card number.

YOUR NAME

1947 Membership

DEPARTMENT

Card No.

RULES GOVERNING ELECTION

[ASSOCIATION BY-LAWS, ARTICLE II, SECTION 1.] . . . Officers of the Association and members of the State Executive Committee shall be elected by ballot. Ballots, with the names of all duly nominated candidates printed thereon, shall, at least ten days prior to the date of the annual meeting, be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the board of directors. The ballot, or the envelope in which the ballot is enclosed, shall be marked "Ballot" and such envelope or ballot shall also bear the signature of the member and the name of the department or unit of government in which he is employed. The ballot shall contain instructions as to how a secret ballot may be cast. To be counted, properly prepared ballots must be received at the headquarters of the Association, either by mail or in person, before six o'clock P.M. on the day of the annual meeting. The board of directors shall appoint a board of canvassers, of at least three members of the Association, to determine the validity of nominating petitions and to count the ballots. The member receiving the greatest number of votes for the office shall be declared elected. Any member whose name is printed on the ballot may be present during the counting of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the board of directors."

THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. OFFICIAL BALLOT—ELECTION OF STATE EXECUTIVE COMMITTEE—OCTOBER 7, 1947

Vote for *only ONE* member . . . from *YOUR* department. Place check in box before name. To vote for other than nominee listed below use blank line provided below:

Names of Candidates for each office listed in alphabetical order.

<i>Check</i>	<i>Nominee</i>	<i>Department</i>	<i>Check</i>	<i>Nominee</i>	<i>Department</i>
<input type="checkbox"/>	William F. Kuehn	Agriculture and Markets	<input type="checkbox"/>	Christopher J. Fee	Labor
<input type="checkbox"/>	Francis A. Fearon	Audit and Control	<input type="checkbox"/>	Francis C. Maher	Law
<input type="checkbox"/>	Frank W. Seeley, Jr.	Audit and Control	<input type="checkbox"/>	William J. Farrell	Mental Hygiene
<input type="checkbox"/>	P. Raymond Krause	Banking	<input type="checkbox"/>	Margaret M. Fenk	Mental Hygiene
<input type="checkbox"/>	Victor J. Paltsits	Banking	<input type="checkbox"/>	Arthur J. Gifford	Mental Hygiene
<input type="checkbox"/>	Theodore Becker	Civil Service	<input type="checkbox"/>	Kenneth A. Valentine	Public Service
<input type="checkbox"/>	Joseph J. Horan	Commerce	<input type="checkbox"/>	Joseph T. Hammer	Public Works
<input type="checkbox"/>	Angelo J. Donato	Conservation	<input type="checkbox"/>	Edward J. Ramer	Public Works
<input type="checkbox"/>	John C. Thompson	Conservation	<input type="checkbox"/>	Roy Curtiss, Jr.	Social Welfare
<input type="checkbox"/>	Leo M. Britt	Correction	<input type="checkbox"/>	Francis A. McDonald	Social Welfare
<input type="checkbox"/>	Wayne W. Soper	Education	<input type="checkbox"/>	Isabelle M. O'Hagan	State
<input type="checkbox"/>	Charles H. Foster	Executive	<input type="checkbox"/>	John J. Denn	Taxation and Finance
<input type="checkbox"/>	Charlotte M. Clapper	Health	<input type="checkbox"/>	James M. Flavin	Judiciary
<input type="checkbox"/>	Emmett J. Durr	Health	<input type="checkbox"/>	Fred Forbes	Legislature
<input type="checkbox"/>	Solomon Bendet	Insurance			

This Ballot should be cast ONLY by State Employee Members.

To vote for other than nominee listed, write name of representative on Executive Committee desired and department on this line:

NAME Department

THIS BALLOT MUST be mailed to P.O. Box 214, Capitol Station, Albany or delivered to Room 156, State Capitol, Albany, so as to be received BEFORE 6:00 P.M. October 7, 1947.

INSTRUCTIONS FOR SECRET BALLOT: Place this ballot, without your name or membership card number, in blank envelope and mark "Official Ballot." Enclose this envelope in another envelope upon which plainly write your name, department, and 1947 membership card number.

1947 Membership

YOUR NAME..... DEPARTMENT..... Card No.....

Association Members Get Many Insurance Benefits

Protection Offered for Accidents and Sickness

By C. A. Carlisle, Jr.

The group plan of accident and sickness insurance now available to members of the Association was sponsored at the request of a large group of members and for the sole benefit of members. The plan was put in force in 1936. Since that time it has grown steadily until now many thousands of State employees enjoy its protection. Since its establishment more than \$1,500,000 have been paid to disabled members who were unable to work due to accident or illness, and the plan has proven to be a very substantial contribution to employee welfare. It pays a cash benefit when the insured member is disabled, and the member can use this indemnity to pay any of the many additional expenses connected with disability. The benefits are paid regardless of whether the insured member receives sick leave with pay. The Association, the insurance

agency and the company are all very anxious to assure the quickest possible service in the event of claims, and we suggest that any insured member observe the following rules when presenting a claim under the plan:

- 1—You should report your claim within 10 days or, if unable to do so within that time, do it as quickly as possible.
- 2—As soon as you get your preliminary report, complete your portion and then have your doctor complete his part and be sure it is mailed to the claim office promptly; all questions on the form should be answered fully and completely.
- 3—Late notice will hold up your claim, if it jeopardizes the investigation or adjustment of the claim.
- 4—If any settlement is not satisfactory, write C. A. Carlisle, Jr., 423

State Street, Schenectady, for complete and personal investigation and consideration.

- 5—See your doctor at least once every seven days so the company will know you are necessarily total disabled.
- 6—If you plan to leave your home during your disability, phone or write to the nearest adjusting office as soon as you know this and give the adjusting office an opportunity to discuss this matter with you and get your new address before you leave.

Notice concerning your disability and other matters concerning your claim should be taken up with the nearest adjusting office. The location of these offices and the person in charge follow:

- Albany, 75 State Street, J. C. Morrison.
New York City, 59 John Street, J. L. McLaughlin.
Buffalo, 603 White Building, M. L. Pauly.
Syracuse, 1206 Chimes Building, A. B. Watson.
Rochester, 1024 Lincoln Alliance Building, M. O. Slee.

Advantages of Low-Cost Group Life Coverage

If you have already taken advantage of the low-cost group life insurance made available by the Association this article is not particularly meant for you—except, of course, you could do a good deed to your fellow employees by calling their attention to the plan. If you are not now an insured member of the low-cost group life plan, this article is for you—you should study its contents.

The group life insurance plan was made possible through use of the Association's tremendous group purchasing power. A group of insurance experts in State service, acting for the Association, canvassed the large insurance companies before selecting the present low-cost plan. The success of the plan is evidenced by

the thousands of State employees who have applied for it.

Many Special Features

There are many special features of the Group Life Insurance plan that you would not ordinarily associate with regular life insurance. Several of these features are explained in the following paragraphs:

Low Cost

Under the group plan you can get \$1,000 of life insurance for 30c per pay day (semi-monthly), if you are 39 years or younger. Older employees enjoy comparatively low rates.

Free Insurance

Due to satisfactory experience under the plan, and to the support of it by the thousands of State employees insured under the plan, each

State employee insured member is given 10% additional coverage, or \$250 minimum additional coverage. For example an insured member having \$3,000 of insurance is given free insurance in addition amounting to \$300—members having \$2,500 or less of insurance get \$250 free insurance. It is assured that this free insurance will continue in effect until October 31, 1949. Beyond that date continuance of the free coverage will depend upon participation in the plan of a large percentage of eligible employees. As the group plan is extended to other groups of public employees, and experience with such groups is satisfactory, the free insurance will be extended to such groups. (Continued on page 197)

PROPOSE LIBERALIZATION OF RETIREMENT SYSTEM

Based on action by the Delegates and exhaustive study by the Pension Committee, of which Charles C. Dubuar is Chairman, the Association continues to press its program for retirement system liberalization, as detailed herewith. These proposals should be of the greatest interest to all members, whether in the State or County Divisions of the Association.

The 120,000 and more present members of the State Retirement System and all of the thousands who will become members in the future are vitally interested in the benefits that system will supply when they cease their public service.

Membership in the system is about equally divided between employees of the State and employees of various municipalities which have chosen to join the plan.

Established in 1921 the system now provides (1) an allowance at age 55 or 60 based upon the number of years of service and the final average salary of the member, (2) an allowance in cases of accidental disability, (3) an allowance after 15 years of service for ordinary disability, (4) an allowance in the event of loss of job through no fault of the member after 20 years of service, (5) an accidental death benefit, (6) a death benefit to beneficiaries of members and (7) a loan feature.

The State or municipalities and the member contribute to the Retirement fund providing these benefits.

The Constitution of the State provides that membership in the Retirement System is a contractual relationship, the benefits of which shall not be diminished or impaired.

At the present time the State and most municipalities contribute an average of 7.7% of payroll. On the other hand the percentage of payroll contributions required to maintain the New York City Employees Retirement System and the Teachers Retirement System represent approximately 8.4% and 12.7% respectively.

The System Needs Liberalization

The State Retirement System is based upon sound principles and is well administered. To meet fully the purpose for which the system was created, the benefits must be enlarged. Social and economic changes since 1921 justify broadening the plan.

Sound Proposals for Liberalization

The Association through an able Committee headed by Charles Dubuar of the State Insurance Department, after lengthy and thorough study, presents proposals which would aid the members in proper ways and which would not impose excessive costs upon the State or upon participating municipalities.

PROPOSAL NO. 1

A. Higher Minimum Pension

At the present time the service retirement allowance to a member of the Retirement system is equal to the annuity purchased by the employee's accumulated contributions plus a pension provided by the State and Municipalities of 1/140th of final salary times the years of member service and if the employee has received credit for prior service, an additional allowance is granted. Where an employee retires after 35 years of service, it is assumed that he will receive a retirement allowance of approximately one-half of final average salary and proportionate lesser amounts for shorter periods of service. Inasmuch as probably one-half of the employees receive a final salary of less than \$2800 and since the average length of service is less than 35 years, it is understandable that the retirement allowance actually paid may involve small amounts.

The Association proposes that the pension portion in the future would in no case be less than \$30 per year for each year of service not exceeding 30 years and not exceeding 3/4ths of final salary. This pension plus the member's annuity would provide a minimum retirement allowance of \$1,200 after 30 years of service. Some sound reasons for this plan follow:

1—A study by the Actuary of the Retirement System disclosed that the average retirement allowance paid during the fiscal year 1943-

1944 was \$999.89. Over 40 per cent of the retiring employees received less than \$600 per annum.

2—An investigation of the actual retirement in our System in 1944 showed that the average final salary was around \$2100, the average length of service 25 years, and the average age at retirement was around 66 years. This illustrates why the matter of minimum pensions is so important to the vast majority of employees.

3—The State as an employer should be concerned with its social obligation in providing adequate pensions to employees who have served faithfully for long years. With changing economic conditions, higher income taxes, etc., it must be recognized that lower paid employees are compelled to place a greater degree of dependence upon their promised pensions.

4—The principle of minimum pensions is recognized in the Social Security Act in that proportionately larger pensions are granted to the lower paid employees.

5—Experience has shown that employees as a class do not retire at age 60 when they are first eligible to do so and in a substantial proportion of cases, retirement is deferred until age 70. It is quite clear that the primary reason for this is that the average employee is unable to live on the pension now provided. If somewhat larger amounts were granted for the lower paid employees, this might to some extent hasten retirement and open up possibilities of promotion to the younger employees. The formula of minimum pensions would not give any greater allowance to employees with a final average of \$4200 or over.

6—An increase in the price level such as is now occurring, has a severe effect on retired employees. The annuities purchased by employee contributions, made at a time when the price level may have been normal, lose considerable of their value.

7—The Actuary of the Retirement System has computed that a scale of minimum based upon \$30 per

year for each year of service not exceeding 30 years and not exceeding three-fourth of final salary would involve an additional normal contribution of approximately \$900,000, while the accrued liability would be in the neighborhood of 45 million dollars. Assuming that payment of the accrued liability was spread over a period of 30 years in the manner as provided for in other sections of the retirement law, it would appear that the total combined normal and initial deficiency contributions would be in the neighborhood of 1.2% of payroll.

PROPOSAL NO. 2

A 55 Year Plan

This proposal provides that a member may retire at age 55 or thereafter and receive allowance equal to the sum of the pension based on 1/120 of average salary for each year of service rather than 1/140 of average salary as at present plus the annuity purchased by the member's own accumulated contributions. The member's contribution would be increased under this plan by about 50% over the contribution he is now paying. The Actuary of the Retirement System has estimated that such pension to commence as early as 55 would require an additional normal contribution of approximately \$1,350,000 with an accrued liability of approximately \$58,000,000. The annual contribution which would be necessary to liquidate the accrued liability would of course depend upon the period over which it is liquidated.

The valuation data, which was used for this purpose, was the data as of March 31, 1946, the latest which is available. All the figures are based on 4% interest even though a considerable portion of our members is now on the 3% basis.

The figures shown are based on the assumption that all the members of the System, who would be eligible would elect so to do.

The study was based on averages and assumed that the figures developed for clerical and administrative employees would apply to all members of the System.

It should also be observed that the plan discussed provides for retirement upon attainment of age 55 or at any time thereafter up to age 70. They do not require retirement at age 55. The plans are therefore really plans for increasing the amount of the benefit upon retirement whenever it occurs, as well as permitting retirement on or after attainment of age 55 instead of age 60.

PROPOSAL NO. 3

Vesting of Retirement Benefits When Member Leaves Public Service Before Retirement

At the present time a member of the Retirement System who voluntarily withdraws prior to retirement, receives only the return of his accumulated contributions and the pension provided by the State or Municipality is forfeited. The proposed plan would permit a withdrawing employee who had served 5 years or more to elect to receive a deferred retirement allowance to commence at age 60 equal to the deferred annuity purchased by his accumulated contributions plus a pension equal to 1/140ths of final salary times the total number of years of service. In the event of the member's death prior to age 60, only the accumulated contributions would be returned. The calculation of the deferred retirement allowances would be made on the basis of such tables and such rates of interest as the Comptroller might adopt. The reasons for the plan are:

1—Members of our Retirement System do not come under the Social Security Act and therefore cannot take with them any pension credit on transferring to other employers.

2—The Federal Retirement System provides for a separation benefit after 5 years along the lines of the proposed bill.

3—The Retirement Law already allows a so-called discontinuance benefit, where the employee is forced to terminate services through no fault of his own, after having 20 years of service. The benefit granted is in certain cases approximately of the same value as under the Association's pro-

posal. Where the member has served for 25 years and is over age 50, a much more liberal discontinuance benefit is granted. The above separation benefit will fill in the gap for other withdrawing employees.

4—Enlightened private employers who purchase group annuity contracts with life insurance companies generally vest employer contributions with employees who have served for some minimum period. In other words the employer and employee contributions are used to purchase some form of a deferred annuity.

5—It should be kept in mind that a pension is in the nature of something which is earned annually and which under proper safeguards should be turned over to the employee upon his departure even though this may come before the normal retirement date. It is no longer considered by most employers that a pension is payable solely as a reward for the continuance of service until the normal retirement date.

6—The Actuary of the Retirement System has estimated that a separation benefit after 15 years of service on the basis of present tables would involve an additional normal contribution of \$613,000 with an accrued liability of 9 million dollars. Comparable figures for a separation benefit after 5 or 10 rather than 15 years are not available at this time. Nevertheless using the figures mentioned and assuming that the accrued liability is liquidated over a period of 30 years in the manner as provided for in other sections of the retirement law, the total combined normal and initial deficiency contributions would be in the neighborhood of .44 per cent of payroll.

PROPOSAL NO. 4

Increased Death Benefit

At the present time the Retirement System provides for an ordinary death benefit to the beneficiary of a member who dies in active service equal to one month's salary for each year of total service, but not exceed-

(Continued on page 195)

"We Serve"

The Civil Service Employees Association has grown from small beginnings to its present size and strength on the basis of its performance.

The Association is not a labor union. It is dedicated alike to the best interests of the people of the State and to the interest of the public employees who operate the greatest business in the State, the Government, State and local. Its motto is "We Serve". To serve the citizen better is its highest aim.

The Association is the chief champion and protagonist for the principle of Civil Service, not merely because Civil Service offers the employee some measure of protection and some hope of a career in the public service, but chiefly because good government is impossible without honest and efficient civil service.

The Association is continuously active in defending and promoting Civil Service because Civil Service is always under attack. It is seldom attacked openly and directly. It is opposed by those who act on the principle that public office is not a public trust but a common till and a legitimate political spoil. No high official will openly challenge the Civil Service system but few high officials respect it fully in their acts and policies. The practical question with many is how far is it expedient to go in circumventing Civil Service by more direct methods and without being branded as a foe of good government and the merit system.

Yes, there is a real crisis in Civil Service today. The old fort has been undermined by many actions of its supposed friends and champions. Political appointments abound. Exempt and temporary appointments multiply. Political check-ups, check-offs under new names smell just as sour as before.

The Association is busy seeking to repair these and similar damages to the Civil Service fortress. It introduces bills to block the chief avenues of attack. It does not succeed in all its efforts but with its friends and allies it keeps the fort in defendable condition.

The Association is the voice of the employee. It speaks freely and openly for their welfare, for their rights, chief among which is the right to do a good job for all the people of the State.

When it asks for fair salaries it is asking for an efficient body of public servants. The laborer is worthy of his fair hire, but more important, the most expensive luxury is an inefficient or partisan body of public servants.

Experience has demonstrated that unusual ability is cheap at any price, and that low wages bring only the lowest ability.

The Association was chiefly instrumental in the establishment of the State Retirement System and the extension to the municipalities of the State. Pension plans now abound in private industry and many of these are more liberal in important features than the State Retirement System.

The State pension plan has been hard hit by high

prices. Pensions have remained static while prices have soared with the result that the average pensioner has to seek another job when he is forced to retire from public service. The Association has long been active in attempts to bring the pension plan in line with present economic conditions. It has presented a detailed program for a minimum retirement stipend, for retirement at an earlier age, for protection of the earned pension rights of those leaving state and local service, for increased death benefits and for opportunity to purchase additional annuities. The Association realizes that a modern pension plan will cost more than does the present system. It believes the public employee is willing to pay his fair share of this added cost, and it expects the State to do the same.

The Association stands for efficient administration on all levels of government as required by the best interests of any large business. It stands, however, for a democratic form of administration and not for a fascist or dictatorial control. Only as every part of a big machine functions at full capacity is the highest potential achieved. Only as every employee is treated as a human man or woman and not as a mere cog or a near slave can the maximum of service that is government be achieved.

The public employee is the most important factor in efficient service to the citizens of the State. The average public employee understands the aspirations and needs of the average citizen far better than the man at the top.

It is the average public servant that makes the wheels of State go round, and he knows better than most how they grind out benefits or red tape. If given real opportunity to do his job as well as he can, Government can be transformed to a quality of public service that political prophets have dreamed of for centuries.

The Association hopes to make that dream come true.

The Association is concerned about arbitrary and bureaucratic management. The employees, as well as the public, suffer when the "brass" seek to take over the management. The No-Strike Law can be so administered as to restrict and to nullify much of the Civil Service Law. Public employees are not concerned about the prohibition of the strike in public employment. They are concerned with new machinery that will create peace and contentment in the public service. They believe that in Government, management and the employees working together can agree on rules and methods of industrial peace and cooperation for the common good.

The employees ask for the right to negotiate and to confer freely with their employers about wages and conditions of work. They desire to create such conditions as are essential to high morale, industrial peace and intelligent administration. They desire to do away with unnecessary friction and to provide lubrication for gears that now often grind and clash. In all this they believe the Public has a vital interest. Government exists for the service and benefit of the citizen. The citizen can be sure he will be best served by the modern Civil Service plan that "the best qualified shall serve the State."

Salary Action Now!

The New York State employee, particularly one in the age-span of homemaking and child rearing, is severely squeezed financially between high and rising prices and a low static salary. His standard of life is constantly worsening and the situation is developing into a tragic race with want and debt.

The refusal last winter of the executive and legislative branches of government to recognize the human needs of its personnel as equal to the needs for public works is a sad but often recurring event in public service where the civil service employee becomes the pawn in a political diplomacy.

The facts were clear to every State worker. They seem to have been blurred to the budget builders, who were confused and misled by the Salary Survey of the State Salary Standardization Board. The public was busy with its own cost of living problems. Workers in industry were asking and receiving cost of living wage advances. (Organized industrial workers have achieved a near balance as between income and prices.) State civil service employees had received delayed and admittedly inadequate cost of living wage adjustments but were refused adjustments in 1947 when prices really began to sky-rocket. Salary bonuses as of April 1946, totalled 14 to 30 percent over pre-war — differing in the various salary brackets. In April 1946, the Bureau of Labor price index stood at 131. In April 1947, the index stood at 153+.

The latest reported index shows the cost of living to have advanced to 157+ or 57 percent higher than pre-war and for the food items to be nearly 100% higher than pre-war. The simplest of arithmetic shows that the State employee's income now lags behind his real pre-war salary by from 27% to 43%. (Index on page 198)

Is it any wonder that New York State employees are leaving the service in large numbers and that those who remain are jittery about their present and future? or ask "Why do the State experts fail to provide for the State's own employees except for a favored few?"

The administration has the money and the income. The increased taxes the State now receives are in part the result of higher business profits and of higher salaries paid to employees in business and industry, as reflected in income tax receipts. The administration recognized the high general salary level now paid in business in its substantial salary increases to the higher paid executives. The Administration properly raised such salaries. Why did it not show equal concern for the low and medium paid civil servants? A father and a mother and a growing child have human needs and ask "Why?" Many civil servants are fathers and mothers and have children who need doctor's care, dentist's care, clothes, shoes, food, shelter, education and recreation like other Americans.

Yes, it's a serious situation, Mr. Governor and Mr. Legislator. This Association believes you were both sincerely misled by "experts" who forget human needs.

What are you going to do about it? Let the civil service workers drag through as best they may until another legislative session? In solemn retrospect, doesn't the Association's proposal for financial provision for

automatic salary change to meet price change, which you rejected, now seem sound and moral and very right? It is working well in Westchester County and elsewhere where tried. California has just appropriated over \$10,000,000 to make possible a cost of living adjustment for state employees there. Pennsylvania has just provided a cost of living salary adjustment of 10%. And the cost of living isn't as high in California as in New York. And basic State salaries are generally higher in California than in New York State. The Salary Board's own distressingly inadequate survey shows California's basic scales the highest in any State.

Shall we have a special session of the Legislature to satisfy in part the needs of State employees?

Even without an extra session, the State could add at least \$2,500,000 by using the amount appropriated last year for salary adjustments retroactive to April 1, 1947. This would help a goodly number of employees.

The State could make an immediate special survey of the economic condition and needs of the thousands of white collar workers who cannot keep pace with advancing living costs. The Salary Board could make a general upward adjustment of all salaries and the Director of the Budget could make the reallocations immediately effective to the extent that funds are available. The Salary Board, remember, is not doing anything about current salary data in industry or present economic conditions. It is still working with outmoded and incomplete figures obtained a year ago.

The Budget could extend the overtime pay to many employees now working beyond 40 hours, who are not receiving overtime pay, and thus help this group now.

The bread baskets are getting emptier, N O W ! Let's have some action N O W and keep our State in its traditional position of leader as regards its own labor policy; a position which the Governor applauds and should maintain.

BEG PARDON!

An unfortunate omission occurred on Page 160 of the July-August issue of MERIT, due to a mechanical error. It was the heading which was supposed to go over the interesting picture on that page.

The picture was of the head table at the Communion Breakfast of the Woodbourne Institution for Defective Delinquents at Woodbourne on May 4. Fortunately the names in the identification accompanying the picture were correct as given to us. We are sorry the caption was missing.

OFFICIAL BALLOT
PAGES 185 and 186

What's Doing in the Chapters



Conservation Chapter Receives New Charter

The recently organized Conservation Department Capitol District Chapter was presented its charter by William F. McDonough, Executive Representative of the Association at the Department's Conservation Day meeting and festivities at the Saratoga Reservation, Thursday, June 5.

The new chapter in the Conserva-

tion Department got off to a flying start by organizing and supervising this big get-together of more than 300 members of the Department. Ceremonies for presentation of the charter and awarding of certificates of service by Commissioner Perry B. Duryea to members who have retired from the Department during

his term of office, were held in the Little Theater at the Spa early in the afternoon. The honored employees who have retired and their length of service are listed herewith.

A water show at the swimming pool followed the program in the theater, after which all kinds of sports, including golf, softball, swimming and other games were indulged in until the big feed at the picnic grounds halted the festivities. The hardy souls remained for a dance to end the first grand Conservation Day since the beginning of the war. It is planned to make this unique day an annual event for the Conservation personnel.

The officers of the chapter are: Earl McGuirk, Division of Conservation Education, President; Rose Mullarkey, Finance, Vice President; Helen E. Barry, Lands and Forests, Secretary; Joseph Lennon, Finance, Treasurer. The Executive Council, composed of one representative from each Division, is: William E. Tinney, Administration; Fred. Everett Conservation Education; William Mullholland, Lands and Forests; Earl R. Holm, Fish & Game; Blanche Roe, Finance; Henry M. Schiller, Water Power & Control; Virginia Cutler, Parks. The Saratoga representative will be elected soon.

THE HONORED EMPLOYEES

NAME	DIVISION	SERVICE	
		Yrs.	Mos.
Rodney E. Gooding.....	Fish & Game	37	- 5
Grover Lynch.....	Lands & Forests	36	
Martha L. Foland.....	Finance	35	
Edward H. Gammon.....	Fish & Game	34	
Thompson R. Temple.....	Saratoga Springs	31	
John C. Brown.....	Lands & Forests	30	- 11
Michael Hayes.....	Fish & Game	28	- 9
Herbert H. Reed.....	Fish & Game	28	- 8
George J. Lehne.....	Fish & Game	27	- 1
Miriam Schlesinger.....	Finance	25	- 8
Clinton West.....	Lands & Forests	25	- 7
David Hillson.....	Lands & Forests	25	- 2
Wm. J. Morrissey.....	Lands & Forests	24	- 1
Grover Smith.....	Lands & Forests	24	
I. S. Stivers.....	Lands & Forests	22	- 9
Katherine Smith.....	Fish & Game	22	
Arthur J. Snyder.....	Fish & Game	21	- 7
Wm. H. Roberts.....	Lands & Forests	21	- 7
Emmeren Baker.....	Lands & Forests	18	- 9
Mrs. Mary Hall.....	Parks	17	- 9
Ellsworth Humphrey.....	Lands & Forests	17	
Mary Davis.....	Finance	16	
Wm. H. McCarthy.....	Lands & Forests	15	- 5
Charles Mann.....	Saratoga Springs	15	
Mrs. Bessie Franklin.....	Lands & Forests	8	- 1
A. T. Claffee.....	Lands & Forests	1	

Earl McGuirk gets Charter from Mr. McDonough

Conservation Commissioner Perry B. Duryea with retiring employees. Mrs. Mary Hall by the Commissioner. Others, l. to r., Thompson R. Temple, John C. Brown, Emmeren Baker, Charles Mann, Michael Hayes, Rodney E. Gooding.



"Dan Cupid" Frolics With Civil Service Department

On Wednesday, July 9, about 160 of the staff of the Civil Service Department attended the annual picnic and outing at the Crooked Lake Hotel, Rensselaer County.

Miss Dorothy B. Smith, Secretary of the Department was general chairman and she was assisted by David Magill, Miss Helen Borte, Mathew Lavenia, Miss Elizabeth Staley, Edward Leonard, Mrs. Ruth Thomas, Harry Fox and Miss Jean Cox.

During the afternoon, games and water sports were enjoyed, followed by dinner and dancing during the evening.

A Department reporter writes:

"Many of the employees were aware of the fact that Dan Cupid was present but we have more recently been informed that two couples have now declared their intentions. They are Vincent McKee and Jean Cox; Richard J. Mills and Elizabeth Bushey. We are suspicious of others but they seem to prefer to keep us in the dark."

L. to R.—Harry S. Fox, C. L. Campbell, Judge J. Edward Conway, Joyce Fitzgerald, Jean Cox, Frank H. Deresler.



Conservation Day Scenes At Saratoga



Chemung Chap. Officers

Standing from left to right are officers of Chemung Chapter with Charles R. Culyer, Representative of the Association; Miss Belle Jennings, 3rd Vice-President; Glenn Culyer, President; Mrs. Marion Goldsmith, Treasurer; J. Leslie Winnie, member of the Executive Committee of the Association representing Chapter. Absent from the picture were Secretary Clyde Paull, 2nd Vice-President Francis Jurisek and 1st Vice-President Jessie Hungerford.

Westchester Charter Presentation

The Association Charter for the Westchester Chapter was presented by Chapter President Ivan S. Flood on June 23, 1947. The presentation was made at the Annual Grasslands Picnic of the Chapter. Seated around the head table, left to right, were: Penitentiary Warden Paul R. Brown, Past President of the Westchester County Competitive Civil Service Association; County Home Superintendent Albert L. Coombs; Mr. Lochner; Public Welfare Commissioner Ruth Taylor; Chapter President Ivan S. Flood; County Executive Herbert C. Gerlach; County Attorney Harry G. Herman; Personnel Officer Denton Pearsall, Jr., Recreation Superintendent E. Dana Caulkins and J. Allyn Stearns, Chairman of Board of Directors of the Westchester Chapter, and Chapter representative on the Association's Board of Directors.



CONSTITUTION CHANGES

(Continued from page 173)

was elected, excluding those members who are represented by chapter delegates as provided in this section. The votes of each chapter or department shall be cast as a unit unless the delegates have been instructed to split such votes on a particular issue in a manner prescribed by the members of such chapter or department. Such delegates selected or appointed pursuant to this section shall have and may exercise all the powers, rights and privileges of members at any meeting of the Association.

ARTICLE VIII

Funds

(No) Funds of the Association shall be disbursed (unless) only upon (authorized) authorization by the Board of Directors or at a regularly assembled meeting of the Association.

ARTICLE IX

This Constitution may be amended by a two-thirds vote of the membership at any duly organized meeting of the Association providing the proposed amendment has been submitted in writing and ordered published at a prior meeting of the Association and not more than 30 days thereafter published in the official magazine or mailed to each delegate (not less than ten days before) and provided further that the meeting at which the pro-

posed amendment is to be voted upon(.) shall occur not less than three months after the meeting at which it was first proposed and ordered printed.

ARTICLE III. MEMBERSHIP

Persons who are employed full time in (or who have retired from the civil service of the state of New York or any political subdivision thereof shall be eligible for membership) the Civil Service of the State of New York or any political subdivision thereof, shall be eligible for membership. Any of the above who have retired under any retirement system maintained by the State of New York or to which the State contributes, shall be eligible for honorary membership without the right to vote or hold office.

ARTICLE IV, SECTION 4.

(a) Election. Officers of the Association shall be elected biennially by ballot at the annual meeting in the manner prescribed in the By-Laws. They shall hold office for a term of (one) two (year) years or until their successors shall have qualified. Vacancies in any office, except that of the president, may be filled for the remainder of the term by the board of directors.

ARTICLE V.

Section 1. State Executive Committee. The power and authority to transact business relating to state employees, shall, except as otherwise provided herein, be vested in a State Executive Committee which shall consist of the officers of the Association (and), one representative from each state department and one representative from each Regional Conference. The judiciary and the legislative shall each be deemed a State Department. A quorum of 90% of the representatives of the State Departments and Regional Conferences together with such officers of the Association as are present, shall be required to transact business. (The state executive committee may create one or more sub-committees to perform such duties as the state executive committee shall delegate. Each department representative shall be elected by ballot by the members in his department in

the manner prescribed in the by-laws.)

ARTICLE V.

Section 5. Regional Conferences. The (board of directors may) state executive committee shall divide the state into not more than five regions and within each region two or more chapters in the state division may form a regional conference upon the approval by the (board of directors) state executive committee of the constitution and by-laws of such regional conference. Each chapter in the state division in such region shall be eligible for membership in such regional conference and, so long as a majority of the chapters in the state division in such (region) area are members, such regional conference shall be entitled to select one representative as a member of the state executive committee. Such regional conference may be dissolved by a two-thirds vote of the (board of directors) delegates at a regular meeting of the Association.

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RETIREMENT SYSTEM
(Continued from page 189)

ing six years. This proposal would provide for an ordinary death benefit equal to one month's salary for each year of service.

There are many sound reasons for this liberalization:

1—An analysis made by the Actuary of the Retirement System in a memorandum dated November 26, 1945, showed a distribution for the nine months' period from July 1, 1944 to March 31, 1945, as follows:

Amount of Benefit	No of Cases	Total Benefits	Average Benefit
\$ 0 to \$ 300.....	133	\$ 10,543.10	\$ 79.27
301 to 600.....	62	28,073.14	452.79
601 to 900.....	105	82,885.45	789.39
901 to 1,200.....	98	101,399.26	1,034.69
1,201 to 1,500.....	58	76,669.91	1,321.90
1,501 to 1,800.....	17	27,200.37	1,600.02
1,800 and over.....	42	124,461.51	2,963.37
	<u>515</u>	<u>\$451,232.74</u>	<u>\$ 876.18</u>

It will be noted that the average ordinary death benefit amounted to \$876.18 and that in 58 per cent of the cases the benefit was not greater than \$900. Under the proposed plan, it is estimated that the above average payment of \$876.18 might be increased to around \$1,500.

2—An investigation of 525 member deaths in active service during the calendar year 1944, where the beneficiary received an ordinary death benefit, showed a distribution as follows:

According to Age at Time of Death	Number	According to Years of Service at Time of Death	Number
Under 30.....	13	1 - 4 years.....	100
30 - 39.....	46	5 - 9.....	109
40 - 49.....	94	10 - 14.....	106
50 - 59.....	177	15 - 19.....	89
60 - 64.....	97	20 - 24.....	54
65 - 69.....	73	25 - 29.....	26
70 - over.....	25	30 - 34.....	21
		35 and over.....	20
	<u>525</u>		<u>525</u>

It will be observed that 372 of the 525 deaths occurred at age 50 or above and that 195 deaths occurred at age 60 or above, also that the average length of service at the time of death was at least twelve years.

3—The proposal would give recognition for longer periods of service. The beneficiary of an employee with thirty years of service should certainly receive a greater proportion of benefit than for six years of service.

4—The proposal would help to lessen the criticism of the thirty-day waiting period which is required before a retirement option can become effective. This is important, in view of the fact that a substantial percentage of deaths occur above age sixty, when the member is eligible for retirement, and a few of such cases within the thirty-day waiting period.

5—The proposal would place our Retirement System on a more comparable level with the ordinary death benefit granted by the New York City Employees' Retirement System (six months salary for Service of less than ten years and twelve months salary for service exceeding ten years), and with the Teachers' Retirement System of the City of New York (five per cent of salary multiplied by the number of years of service with a minimum of six months' salary and a maximum of twelve months' salary).

The Actuary of the Retirement System has estimated that on the basis of the present tables the increased ordinary death benefit based on a maximum of one year's salary would require an additional normal contribution of \$844,000 with an accrued liability of approximately \$13,000,000. If the accrued liability were spread over thirty years, in the man-

V O T E !

Official Ballots on

Pages 185 and 186

ner now provided by certain sections of the Retirement Law, the total annual normal contribution and initial deficiency contributions would be approximately .67% of payroll.

PROPOSAL NO. 5

Optional Retirement After 25 Years Of Service

The logic of considering the years of service regardless of the age of the worker in arranging retirement plans has been put forward by many public employees especially by those in institutional service. There is precedent for this in New York State's own plan covering the employees of the Division of State Police where retirement is now possible after 20 years of service. Plans for optional retirement after 25 years of service were in effect for some years in the Departments of Mental Hygiene and Correction before the employees of these Departments were taken into the State Retirement System and the departmental systems closed. Plans for such retirement are in effect in other jurisdictions.

Longer hours of daily duty as well as the type of work and the environment of institutional service indicate sound reasons for the strong desire upon the part of workers in prisons and in various public institutions caring for the mentally or physically ill or defective for optional retirement after 25 years of service even though such a plan would be more costly to the individual. The duties of many other positions in public service are so exacting and exhausting in character, that the general application of the optional 25 year retirement plan seems justifiable.

As stated, public employees realize that retirement at an earlier age than 60 years which would occur in many cases under the 25 year plan would involve greater expense and the plans thus far urged by them call for greater contribution by the worker throughout the 25 years of service.

Employees in New York State prisons caused a study to be made at their own expense a few years ago by the actuary of the State Employees' Retirement System. The study covered 2,694 employees and

revealed the approximate additional annual cost would be \$319,221.

The Association has sponsored bills in both houses of the Legislature for several years providing for the 25 year optional retirement plan covering the different groups.

PROPOSAL NO. 6

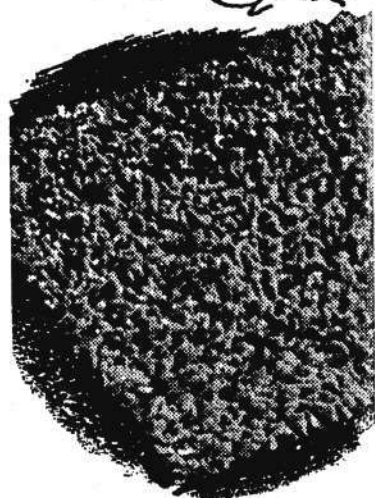
Opportunity to Purchase Additional Annuity

Economic independence in old age is a serious concern of all whose income through life is derived from salaries or wages. In the State service and in the service of municipalities which are members of the Retirement System, the public employee is required to become a member of the Retirement System. This obligatory feature makes it necessary for each worker to base his planning for old age or disability on the compulsory deductions from his salary for the benefit under the State Retirement System. It is not possible for many workers to finance, under present annuity plans, additional retirement insurance in private companies. It would be possible often for workers to make small additional contributions from their payroll income toward the purchase of additional annuity under the State's annuity plan. This would not add to the State's contribution.

The Association urges that employees who are members of the Retirement System be permitted to make additional contributions for the purpose of increasing their final retirement allowance which is composed of pension and annuity.

This seems a wholly sound, reasonable and practicable plan, especially in view of the compulsory requirement of the State Retirement System.

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INSURANCE ADVANTAGES

(Continued from page 187)

Convenient Payment

Premiums due under the group life insurance plan are paid by small semi-monthly deductions from the salaries of insured members. This is an attractive feature of the plan, as the employees do not miss the small deductions from their salaries and also do not run the risk of overlooking payment and possible lapse for non-payment of premiums.

Prompt Claim Payments

More than \$2,000,000 have been paid in claims to beneficiaries of deceased members of the plan since its inception in 1939. In practically every case the payment is made within twenty-four hours of the time the Association is notified of the death. Claims have been paid for deaths due to any cause whatsoever, natural and accidental death, suicide and in one instance an insured member was murdered.

Same Rates for All

If some State workers, as prison guards, hospital attendants and others having hazardous duties, would apply for regular life insurance they would find that they had to pay extra high premiums because of their occupation. But in the group plan, as far as State workers are concerned, the same rates apply to all members, regardless of their occupation.

New Employees

New State employees can get the

group life insurance without medical examination if they apply for it within three months of the date of their employment with the State. Otherwise, a medical examination, at the expense of the insurance company, is necessary for either the older or newer State employees.

Extension of the Plan

Many of the employees of local units of Government throughout the State who have become members of the Association during the past few months are vitally interested in the group insurance plans of the Association. It is planned that as soon as approximately sixty percent of the employees of any particular unit of government affiliate with the Association that arrangements will be started to make the group insurance insurances available to such employees. Group insurance, with its low rates and broad coverage, depends upon mass participation. During the past few weeks the group life insurance plan has been offered to employees of Westchester County. Hundreds of applications have been received from these employees and it is expected to extend the group life insurance to the employees of Westchester County who applied by October 1, 1947.

Detail Information and Applications

Detailed information concerning the group life insurance plan and applications for it can be obtained from Association Headquarters, Room 156, State Capitol, Albany, or from

any local Chapter throughout the State.

Every employee eligible for the group life insurance should study the plan carefully, and bring it to the attention of his fellow workers. The plan was made available solely for the benefit of members—members should take advantage of it.

HOTEL FIRES

(Continued from page 175)

and which was confined there, caused the death of a man on the elevator on the 7th floor, and a lady waiting for the elevator on the top floor, because of breathing superheated air escaping upwards through the cracks around the door into the elevator.

The best antidote to a hotel tragedy is a thorough understanding of just what happens when a fire takes place, so that we may by reasonable changes obviate the possibility of tragic reoccurrences of these losses. Every person reaching a hotel should carefully investigate the possible means of exit from the room he is to occupy. He should make his plan on entry, and be perfectly satisfied that he will be able to get out if a fire emergency comes. A few simple rules are printed below. If you are the guest and if you are not satisfied that you would be able to make your exit if fire takes place, I would discuss the matter with the management, and endeavor to secure a room within easy reach of the ground where you would be more sure of rescue by the fire department."

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INDEXES OF COST OF LIVING IN THE UNITED STATES

Large Cities Combined, New York City and Buffalo

(Average 1935-39—100)
(From U. S. Bureau of Labor Statistics)

	U. S. Large Cities Combined	N.Y. City	Buffalo
1940	100.2	100.8	101.0
1941	105.2	104.7	107.5
1942	116.5	114.7	120.0
1943	123.6	123.1	126.3
1944	125.5	126.2	126.1
1945	128.4	129.1	128.5
1946 December	153.3	155.2	151.7
1947 January	153.3	154.6	152.7
February	153.2	154.2	152.4
March	156.3	157.4	155.3
April	156.2	156.8	155.3
May	156.0	155.6	156.2
June	157.1	156.9	157.7

(See Editorial on page 191)

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Official Ballots

on Pages

185 and 186

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How to Avoid Saving Money


by DANNY KAYE



To avoid saving money, the first thing is to cut off all your pockets. (Or throw away your purse and keep your lipstick in your snood.) Thus you will have to carry your money in your hand. Which will insure that you—1. spend it, 2. lose it, 3. get it taken from you—quicker!



Also to be avoided like crazy are piggy banks and sugar bowls. Keep these out of your home! The kiddies in particular are victimized by such devices, often saving quite a bale of moolah. Be stern even if the little ones cry—remember what money could do for them! And be sure to avoid budgets. It is best to draw your pay and walk down Main Street buying anything you don't particularly hate.



Above all, don't buy any U. S. Savings Bonds—or it's impossible not to save money! These gilt-edged documents pay fat interest—4 dollars for 3 after only 10 years! There is even an insidiously easy scheme called the Payroll Savings Plan by which you buy bonds automatically. Before you catch on, you have closets full of bonds. You may even find yourself embarrassed by a regular income! Get-gat-gittle!



IF YOU MUST
SAVE



Danny Kaye

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