

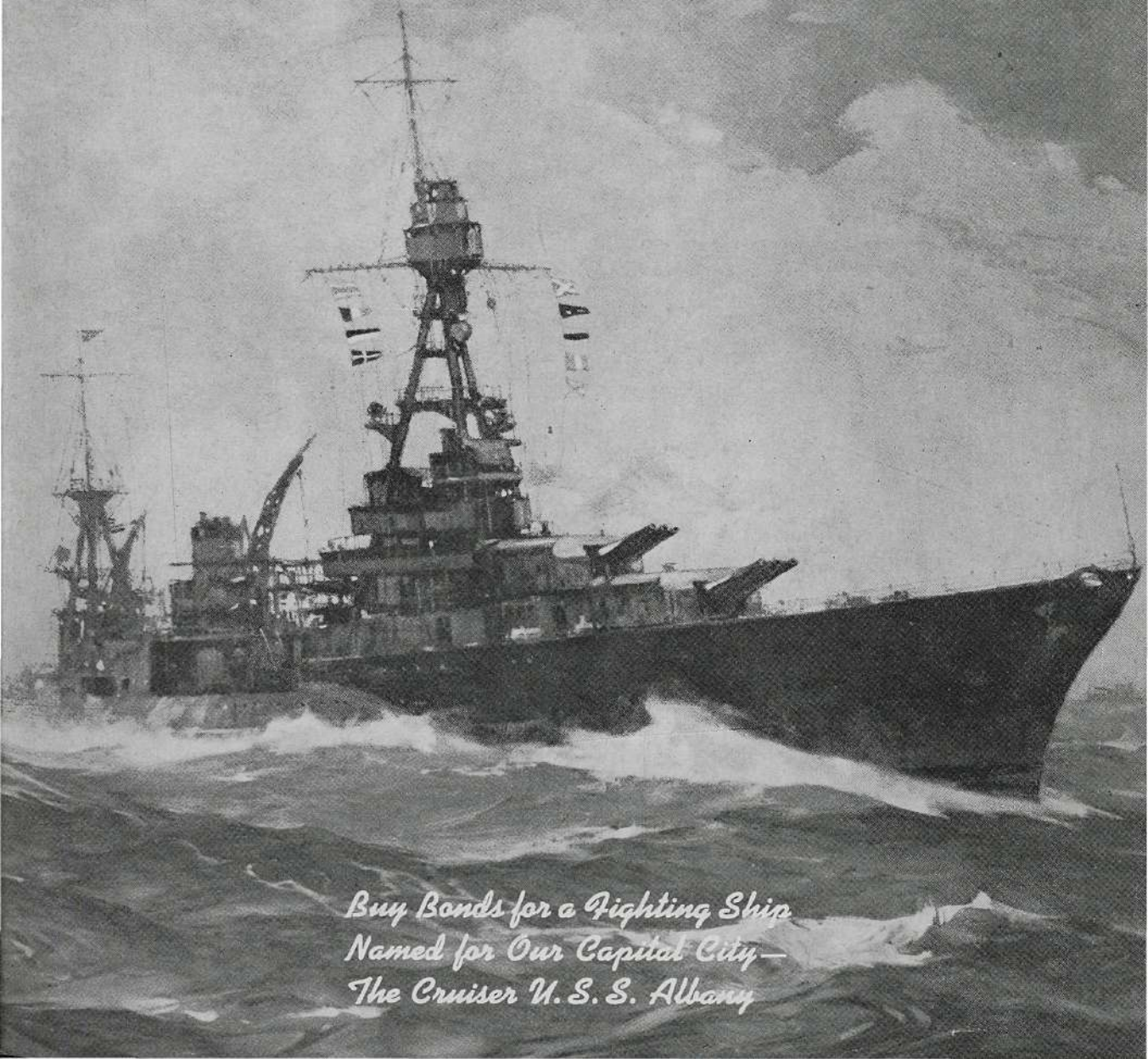
DUPLICATE

JUN 29 1944

The State

Employee

SEPT. 1943
VOLUME 12
10 CENTS



*Buy Bonds for a Fighting Ship
Named for Our Capital City—
The Cruiser U. S. S. Albany*

Cash When YOU Need It Most . . .

\$1,000,000.00 ALREADY PAID OUT TO N. Y. STATE EMPLOYEES

Accident and Sickness INSURANCE

LOW COST CLAIMS PAID QUICKLY SAFE EASY
PAYMENT NO MEDICAL EXAMINATION SURE

ALL STATE EMPLOYEES MAY APPLY

New Rates For Everyone

These rates are based on a high loss ratio for women and a favorable loss ratio for men. Women's diseases create the high loss ratio for them. All will receive new policies in the near future. These rates are still way under rates on individual policies and your group plan insurance is very, very broad. These are bargain rates.

INDEMNITIES	SEMI-MONTHLY RATES FOR NON-OCCUPA- TIONAL POLICY		SEMI-MONTHLY RATES FOR OCCUPATIONAL POLICY FOR NON- CLERICAL JOBS	
	Male	Female	Male	Female
\$ 30.00	\$.45	\$.65	\$.75	\$1.05
50.00	.75	1.05	1.20	1.70
60.00	.90	1.25	1.45	2.00
75.00	1.10	1.55	1.85	2.50
100.00	1.45	2.05	2.35	3.30

WRITE FOR DETAILS NOW!

C. A. CARLISLE, JR.

(Adv.)

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

The State Employee

VOL. 12, Number 6.

SEPTEMBER, 1943

10 Cents a Copy

Nominations For 1944

The Nominating Committee, composed of three past presidents of the Association, chosen by the Executive Committee, have submitted the following report of regular candidates for Association offices for the Association year beginning on October 19, 1943.

Nominating Committee Report

"In accord with the provisions of Section 6 of the Constitution of the Association, the undersigned Nominating Committee hereby report nominations for the offices of the Association and for the members of the Executive Committee for the year 1944 as follows:

Officers

For President, Harold J. Fisher, Department of State
For First Vice President, Clifford C. Shoro, Department of Health
For Second Vice President, John A. McDonald, Department of Mental Hygiene
For Third Vice President, Milton Schwartz, Insurance Department
For Secretary, Janet Macfarlane, Department of Mental Hygiene
For Treasurer, Earl P. Pfannebecker, Department of Taxation and Finance

Executive Committee

Department of Agriculture and Markets—William F. McDonough
Department of Audit and Control—Benjamin F. Newell
Department of Banking—Elizabeth Staley
Department of Civil Service—Helen H. Houle
Department of Conservation—William N. Foss
Department of Correction—Harry Fritz
Department of Education—Wayne W. Soper
Department of Executive—Charles H. Foster
Department of Health—Clifford C. Shoro

Department of Insurance—Harry S. Deevey
Department of Labor—Christopher J. Fee
Department of Law—Francis C. Maher
Department of Mental Hygiene—Frank O. Osborn
Department of Public Service—William Hunt
Department of Public Works—Edward J. Ramer
Department of Social Welfare—Jesse B. McFarland
Department of State—Harold J. Fisher
Department of Taxation and Finance—John A. Cromie
"Signed by: Beulah Bailey Thull, John A. Cromie and William F. McDonough, Chairman; Nominating Committee.
"Dated August 17, 1943."

Facts As To Election

Provisions of the Association's Constitution relative to the nomination and election of officers and members on the executive committee with which all Association members should be familiar are:

"Section 2. **Independent Nominations.** Nominations for officers may be made, subscribed with the names of not less than ten per cent of the eligible members of the Association, and nominations for members of the Executive Committee may also be made subscribed with the names of not less than ten per cent of the eligible members in the department making such nomination, and the names of such candidates shall be printed on the official ballot, if such nominations are filed with the Secretary not less than thirty days prior to the annual meeting."

Annual Meeting and Election

"Section 3. Officers and members of the Executive Committee shall be elected by ballot at the annual meeting which will be deemed to con-

tinue from nine o'clock A.M. to eight o'clock P.M. on the third Tuesday of each October. When the meeting is not actually convened, the headquarters of the Association shall be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. Ballots with the names of all duly nominated candidates printed thereon shall be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the Executive Committee, at least ten days prior to the Annual Meeting date. The ballots or the envelopes in which ballots are enclosed by the members shall be marked 'ballot,' and such envelope or ballots shall also bear the signature of the member and the name of the department in which he is employed."

Board of Canvassers

"Section 4. The Executive Committee 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 persons receiving the greatest number of votes for the respective offices or positions shall be duly elected for the ensuing year. Any person whose name is printed on the ballot may be present during the canvass of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the Executive Committee."

Major Clark, Now

John J. Clark, who is on military leave from his position as clerk of the State Court of Claims, has been promoted from captain to major in the Quartermaster Corps, U.S.A., it was revealed today by Court of Claims Judge William E. Fitzsimmons, who was informed by Major Clark. The major is in charge of the contracts division of the QM Corps, English Service Command.

Careers for Hospital Service

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

For these unselfish purposes the employees of the State of New York have striven in season and out for over thirty years. The extension of the provisions of the Feld-Hamilton law to which the above quotation is the preface, to the over 21,000 employees of the Mental Hygiene Department means that a single pay plan, based on the principle of equal pay for equal work, is now effective in the case of practically all New York State Civil Service employees in the competitive and non-competitive classes. We wish that we could record here that the pay scales for all classes and grades are adequate and satisfactory. It may be too much to expect that equity go immediately hand in hand with progress in every forward movement. But eventually that which is right must prevail. We have frequently pointed out in this magazine how vital adequate wages are to a democratic society. No question is settled until it is settled right. This Association does not believe that it is possible to recruit a large body of workers for such an unusual and difficult job as Hospital Attendant for \$1,200 a year. This job involves real human rehabilitation problems. The employee who does his full duty is helpful beyond nursing and guarding care. The Attendant can help to the cure and

eventual discharge of patients from the State hospitals and thus bring about substantial savings to the State. The Attendant is also the representative of the patient's relatives or friends. There is much that is pathetic about the mentally ill. Efficient attention is a source of comfort not only to the patient but to those who love him. The wages paid Attendants are usually viewed by the State appropriating authorities in the light of the grand total of the millions of dollars involved annually. So long as the State accepts the task of caring for the mentally ill—and there is no indication that the people would vote otherwise—the wage of the individual State hospital worker is as important as the wage paid to the highest or lowest State servant in any department and that wage should be as fair as that paid to any other class.

For years thousands of State hospital workers have been underpaid and often poorly fed, poorly housed and their grievances little recognized. Good management has, in individual hospitals, ameliorated general conditions to an appreciable extent.

It is heartening to read that portion of Dr. MacCurdy's public statement which promises uniform improvement in food and living conditions. Every employee will cooperate with the new Commissioner and his representatives in realizing this happy condition.

The Association is well informed, by reason of close contact with institutional administration and institutional employee problems over a period of 14 years. The Association feels very strongly that the scales of pay for Attendants and some other groups should be increased substantially and it believes also that as rapidly as possible the workers, with few exceptions, should be permitted to live in homes provided by themselves off the hospital grounds. There is no moral tolerance that excuses the present institutional dormitory plan which interferes directly or through the pressure of low wages with the worker's enjoyment of normal family life. The problem of good food at low cost should and could be solved, the Association be-

lieves, by the establishment of cafeterias for employees, such cafeterias to be operated by the employees on a cooperative plan.

We print herewith the Career Service Title Structures and Salary Classes and Grades which are to become effective October 1, 1943. We print also, following the classes and grades, the statement released on August 18, 1943, by Dr. Frederick MacCurdy, Commissioner of the Mental Hygiene Department:

The title structures and salary allocations under the Civil Service Career Law, covering competitive and non-competitive positions in the State Department of Mental Hygiene, were announced today by Dr. Frederick MacCurdy, Commissioner of the Department. The titles and scales of pay become effective October 1, 1943.

The salary allocation shown on the charts are gross salaries; ie: the total salary payable, whether all in cash or part cash, part in maintenance or other allowances. From this gross salary there will be deducted the value of maintenance based on the new plan to be authorized by the Division of the Budget.

The Feld-Hamilton increment plan applies only to competitive and non-competitive positions. It does not apply to positions in the Exempt (Labor) service. The following classes of positions are in the Exempt (Labor) service:

Bakery Helper, Bindery Helper, Cleaner, Domestic, Farmhand, Janitor, Kitchen Helper, Launderer, Maintenance Helper, Power Plant Helper, Teamster, Watchman, Window Washer.

The allocation of individuals to the proper positions will be made by the head of each institution, subject to revision by the Classification Board in the light of information already on file in the Civil Service Department. No allocations will become final until reviewed by the Civil Service Classification Board. After such final review by the Board, each individual who feels that he is improperly classified may appeal to the Classification Board for a hearing. Appeals may also be made to the Salary Standardization Board in cases where the worker feels that

the salary class or grade to which his title has been assigned is not the proper one.

According to statement of the Director of Classification of the Civil Service Department, an employee whose position is reclassified October 1, 1943, may continue in the position without any further qualifying procedure or examination, provided it can be shown that he has actually been performing the duties since at least April 9, 1941, or, has qualified by examination and was

appointed to an equivalent position. Otherwise, the Civil Service employee attains to a new title by competitive promotion examination. Temporary assignment of an employee to carry on certain duties is not grounds for allocating the employee permanently to a position. In the case of employees on leave, especially military leave, such employee is deemed to have claim to his original position and is not superseded by anyone temporarily filling the position.

Ward Service		
Chief Supervising Nurse.....	2-5	\$3000-3750
Supervising Nurse (Psychiatry).....	2-3	2000-2500
Head Nurse (Psychiatry).....	2-2b	1650-2150
Staff Nurse	2-2a	1400-1900
Chief Supervising Attendant.....	1-5	2400-2800
Supervising Attendant	1-3b	1700-2100
Staff Attendant	1-3a	1500-1900
Practical Nurse		
Attendant	1-2aa	1200-1600
Barber	1-2b	1300-1700
Beautician	1-2b	1300-1700
Nurses' Training School		
Principal of Nurses' Training School.....	7-3	\$3120-3870
Assistant Principal of Nurses' Training School ..	7-2	2400-3000
Instructor of Nursing.....	7-1	1800-2300
Office Employees		
Principal Stenographer	3-3	\$2000-2500
Senior Stenographer	3-2	1600-2100
Stenographer	3-1	1200-1700
Senior Typist	3-2	1600-2100
Typist	3-1b	1200-1700
Junior Typist	3-1a	900-1400
Senior Clerk	3-2	1600-2100
Clerk	3-1b	1200-1700
Junior Clerk	3-1a	900-1400
Junior Dictating Machine Transcriber (Blind).....	3-1a	900-1400
File Clerk	3-1b	1200-1700
Telephone Operator	3-1b	1200-1700
Business Administration		
Principal Account Clerk.....	10-b2	\$2400-3000
Senior Account Clerk	3-2	1600-2100
Account Clerk	3-1b	1200-1700
Stores and Meatcutting		
Principal Stores Clerk.....	8c-2b	\$2200-2700
Senior Stores Clerk.....	3-2	1600-2100
Stores Clerk	3-1b	1200-1700
Clothing Clerk	3-1b	1200-1700
Meat Cutter	1-3b	1700-2100
Assistant Meat Cutter.....	1-2b	1300-1700
Bakery		
Head Baker	1-4	\$2000-2400
Baker	1-3b	1700-2100
Assistant Baker	1-2b	1300-1700
Housekeeping		
Supervising Housekeeper	1-3b	\$1700-2100
Housekeeper	1-2b	1300-1700

(Continued on Page 202)

To New York State Workers:

The Third War Loan comes at a time when American fighting men and American fighting weapons are on the offensive on every major front. Behind them arms and munitions roll off the production lines.

After long months of defense and preparation, America is giving her overwhelming answer to the enemies who challenged her. That answer is magnificent and inspiring as we read the reports of the heroism and sacrifices of our valiant fighters.

At home, the response must be no less loyal and strong.

Employees of the State of New York responded proudly to the First and Second War Loan drives.

Now the Third War Loan is here. It is the most crucial one—the one that means pushing the greatest battle of all time to victory.

Surely you want to be one of those who had a part in this victory, even though you were not carrying a gun or flying a plane or marching in the dust and mud of foreign lands.

Governor Dewey has asked for an all-out in this campaign by every citizen of the State. Let the State employees be the first to respond. Let's put **OUR DOLLARS BEHIND THE GUNS.**

Governor Dewey has designated Mr. William L. Pfeiffer, Executive Assistant to Comptroller Frank C. Moore, as chairman of the New York State Employees' War Bond Purchasing Committee. Mr. Pfeiffer advises the Association that he has completed preliminary plans for a campaign designed to place the State employees in the forefront of the new War Bond Drive.

Through the cooperation of Governor Dewey, Mr. Pfeiffer has enlisted the aid of the heads of each department in State government and has asked that each department be represented on the State Employees' War Bond Purchasing Committee. It is pointed out that the State at present has in operation a payroll deduction plan under the direction of Comptroller Moore. Many of the State employees, on each payroll period, are contributing to the purchase of bonds but not enough employees are doing this. Efforts will

(Continued on Page 203)

New Maintenance Values

On September 3, 1943, Director of the Budget, John E. Burton, issued to all State institutions a complete statement of new employee maintenance charges. These are printed herewith. Date of issuance of this "State Employee" was delayed to include this information. The values are of vital interest to workers in all institutions but particularly to employees of the Mental Hygiene institutions because the new values are to be used as the basis for maintenance deductions in the case of the newly established gross salaries effective in such institutions on October 1, 1943. They do not become effective as to other institutions until April 1, 1944.

Each institution has been inventoried as to all living quarters available. The schedule of charges for living quarters will be applied by the institution head to each unit at each institution. Employees will therefore be charged for the type of living quarters they occupy.

The preparation of the schedules was a tremendous job. The satisfactory adoption of the values to each employee's particular case will be an important task. The whole purpose of new values is to bring about the maximum of fairness in the fixing of maintenance charges. There must be careful and complete study and realization of the problem by the institutions and by the employees.

The Association asks that employees study the titles, salary grades and the new maintenance values and indicate through Association representatives their recommendations for improvement wherever improvement can be suggested.

A meeting of delegates from Mental Hygiene institutions will be called as soon as opportunity to examine the various scales has been had by employees and their representatives. The Budget Director's statement follows:

MAINTENANCE CHARGE SCHEDULE

Pursuant to the responsibility imposed by Section 42 of the Civil Service Law, the Director of the Budget has determined the fair value of food, lodging and other types of maintenance provided by the State to its institutional employees. These values are set forth in pricing schedules below:

Values arrived at by these price schedules are to be used by the institutions in the computation of the existing gross salary of their employees, where such gross salary consists of cash and various items of maintenance. The values also are to be used by the mental hygiene institutions in making deductions from the gross salaries of the employees as fixed by the Salary Standardization Law, becoming effective for them on October 1, 1943. These maintenance charges become effective for mental hygiene institutions on October 1, 1943, and for all other institutions on April 1, 1944.

These values have been arrived at after an exhaustive study of the types and qualities of maintenance now being furnished in the several institutions of the State, the costs to the State of providing these facilities, the charges made for comparable services in the communities adjoining the institutions, and the maintenance

plans and values in effect in the institutions of other states and in private and municipal hospitals.

1. Living Quarters Charges

Fair values of living quarters are established according to location of the institution and type, size and quality of the accommodations.

A complete physical inventory and classification has been made of all living quarters in State institutions. This inventory and classification has been prepared in cooperation with the officials of the institutions. Each institution will be furnished with a list of all of its accommodations, classified according to quality. The institutions shall transcribe on this list the semi-monthly and annual charge for each unit pursuant to the schedule of charges for various types of accommodations, a copy of which accompanies these instructions.

a. Basic Room Charges

The basic room charges used in the final determination of the value of a living unit which is furnished, heated and lighted are as follows:

Basic Monthly Room Charges

Location of Institution	Room Quality			
	1	2	3	4
Urban	\$14.00	\$12.00	\$10.00	\$8.00
Semi-rural	12.60	10.80	9.00	7.20
Rural	11.20	9.60	8.00	6.40

The State institutions have been classified according to location as follows:

Urban	Semi-rural	Rural
Binghamton	Central Islip	Craig
Brooklyn	Hudson River	Gowanda
Buffalo	Kings Park	Harlem Valley
Creedmoor	Letchworth	Rome (colonies)
Manhattan	Marcy	St. Lawrence
N. Y. Psychiatric	Middletown	Wassaic
Rochester	Newark	Willard
Syracuse	Pilgrim	
Psychopathic		
Syracuse School	Rockland	
Utica	Rome	
Buffalo Cancer	Ithaca	Mt. Morris
	Oneonta	Ray Brook
	West Haverstraw	
	Hudson	Hudson (farm)
		Industry
		Iroquois
		Oxford
		Warwick
	Matteawan	Albion
		Dannemora
		Westfield
Fort Schuyler	Batavia	

b. Additions for Special Facilities

The charge for a living unit containing special facilities will be increased as follows:

Wash basin in room, add.....10% of basic one room charge
 Private toilet, add.....10% of basic one room charge
 Private bathroom, add.....50% of basic one room charge

c. Multi-room Units

The charges for suites, apartments and houses are built up as follows:

First room.....100% of basic one room charge
 Second room, add.....75% of basic one room charge
 Third to tenth rooms inclusive
 for staff, add.....50% per room

FROM OUR MEN IN SERVICE

In the last issue of "The State Employee," we asked State employees who are now serving with the armed forces to drop us a line and tell some of their experiences.

First of the replies reached "The State Employee" from Staff Sergeant Philip Florman, U. S. Marine Corps Res., who is on duration leave of absence from his position as State publicity agent in the State Division of Commerce.

Sergeant Florman, after eight months' recruiting duty at Pittsfield and North Adams, Mass., is now at

383 Madison Avenue, New York City, doing Marine Corps public relations work for the New York district. In World War I, Sergeant Florman was a merchant seaman and saw overseas service on army transports.

Another State employee who dropped a line is Capt. Nicolai Gioscia of the Medical Corps. As far back as late in June he was at Camp Breckinridge, Ky., from where he wrote:

"I came to Breckinridge in Sep-

tember, 1942, and have been stationed here since that time. I was given charge of the psychiatric division which at the time had one patient. Since that time the department has grown into a five-ward division and we have a census of 50 to 75 patients. The general working of the department has been planned on the New York State Department of Mental Hygiene system.

"On June 11, 1943, I was promoted to captain and am being sent to the Neuro-Psychiatric School at Lawson General Hospital, Atlanta.

Third to seventh rooms inclusive, for employees, add50% per room (No charges are to be made for rooms over the above seven and ten rooms.)

Kitchen—charge 100% of the basic room charge and count the kitchen as the second room.

Bathroom—charge only for one bathroom and at 50% of the basic first room charge. Do not count as a room.

This schedule is exemplified as follows:

Suites (no kitchen)		Apartments or Houses	
First room	100%	First room	100%
Second room	75%	Kitchen	100%
Third and over.....	50% ea.	Third and over.....	50% ea.
Bathroom	50%	Bathroom	50%

d. Shared Quarters

Charges for quarters shared with other employees shall be adjusted as follows:

For all units shared by two employees add 50% of the basic one-room charge to the total charge for all rooms in the unit and divide the total equally between the two employees.

For example:

Rooms	Total charge to be divided equally between the two occupants
1.....	150% of basic one-room charge
2.....	225% of basic one-room charge
3.....	275% of basic one-room charge
4.....	325% of basic one-room charge

The facility surcharge shown in "b" above shall be divided equally between the sharing employees.

Three or more employees living in a dormitory shall each be charged 60% of the basic one-room charge irrespective of any special facilities.

e. Allowable Credits

Where furniture and other basic facilities are not provided the following reductions shall be made in the charges set forth above:

Unfurnished	15%
Heat or fuel not furnished.....	15%
Gas and electricity not furnished.....	5% ea.

2. Food Charges

Charges for meals are varied as to type. The charges are fixed as nearly as possible at cost, as determined in a recent survey. In the computation, allowance has been

made for a normal number of absences from meals. The monthly charges are as follows:

Type of meal	Lunch or			Total
	Breakfast	Supper	Dinner	
Staff	\$9.00	\$12.00	\$15.00	\$36.00
Employee	6.00	8.00	10.00	24.00

Non-resident employees taking only the one meal on tour of duty and whose tours of duty rotate through the three meals shall be charged the average rate per meal per month of \$8.00.

Persons authorized to withdraw food from stores shall be charged for such food at cost to the institution plus a 10% handling charge. Charges for meats shall be adjusted for differences in the cuts. Schedules translating carcass prices into prices by cuts will be furnished to the institution.

3. Laundry Charges

In institutions equipped to render laundry service, duty laundry shall be done without charge for all officers and employees, and for resident officers and employees, household and personal laundry also shall be done without charge. A charge of \$2.50 per month shall be made for the household and personal laundry for each member of the household of such officer or employee including servants who are not State employees.

4. Garage Charges

The charges for storing automobiles irrespective of location of the institution are fixed at \$1.00 per month for a shelter; \$2.00 for an unheated garage; and \$3.00 for a heated garage.

5. Gross Salaries as of September 30

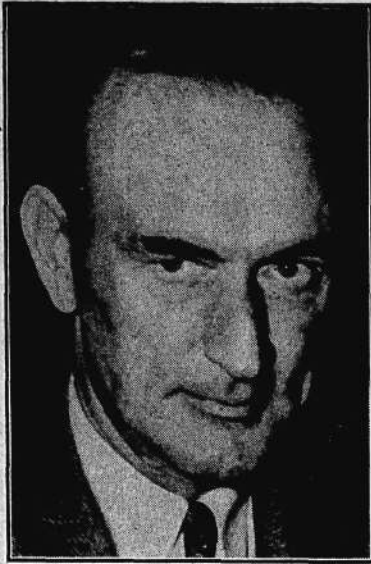
All officers and employees of mental hygiene institutions in service on September 30, 1943, and officers and employees of other institutions in service on March 31, 1944, receiving food, lodging or other maintenance, pursuant to law, shall have their gross salary computed by adding to their cash compensation the value of their maintenance determined as above, subject to the following qualifications:

Food from stores—This value for persons entitled to receive such food is fixed at:

Adults	\$20 per month
Minors over 6 years.....	20 per month
Minors, 2-5 years.....	10 per month
Under 2 years.....	5 per month

New Executives in State Service

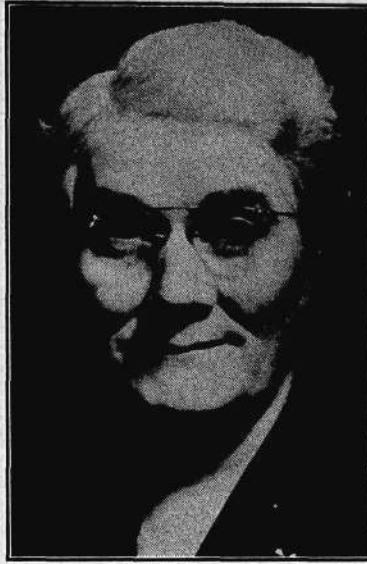
This feature had its beginning in the May issue of "The State Employee." The Association, in this manner, is bringing to its members an introduction to the new Executives appointed to the State service by Governor Dewey. With each succeeding issue of the magazine, we shall publish the photographs and biographies of new officials.



HON. CHARLES H. SELLS
Commissioner of Public Works

Charles H. Sells of Pleasantville, former Westchester county commissioner of public works, was named superintendent of public works for New York State by Governor Dewey on May 20. He succeeds Arthur W. Brandt.

A native of Yonkers and a construction engineer of international reputation, Sells returned early this year from Iran, where for 13 months he directed a \$16,000,000 lend-lease construction program of supply lines through Iran to Russia. Since then he has surveyed airport projects in Brazil for the federal government. Mr. Sells received his engineering degree from the University of Colorado in 1914. He was public service commission engineer in 1915 during construction of the New York City subways and in 1921 became assistant engineer of Westchester County. As county engineer from 1935 to 1938, and Westchester public works commissioner from 1938 until just before he went to Iran in January, 1942, Mr. Sells worked with the state public works department on numerous projects. The superintendent is also a member of the flood-control and postwar planning commission.



HON. LOUISE C. GERRY
Civil Service Commission

A new and very distinguished honor has come to Miss Louise C. Gerry of Robbinston, Maine, and Buffalo, New York, in her recent appointment by Governor Dewey of New York to the State Civil Service Commission. Miss Gerry has for many years taken a prominent part in Republican party affairs in the Empire State. Her selection for the Civil Service Commission has, however, no particular connection with politics, since it is Governor Dewey's policy to name only those who are well qualified, by both experience and character, for the office concerned.

She was Director Industrial Relations, Personnel, and Social Welfare for the Larkin Company, Inc., since 1906; Vice-Chairman, Erie County Republican Committee since 1934. Graduate Woods New York College of Business Administration; and later Secretary to Prof. Henry Marion Howe, at Columbia University, while studying sociology and philosophy and engaged in welfare work in Manhattan's "Hell's Kitchen." Considered expert on employment and industrial relations,

(Continued on Page 202)



HON. J. EDWARD CONWAY
President of Civil Service Commission

Judge J. Edward Conway of Kingston was appointed July 12, 1943, by Governor Thomas E. Dewey as President of the State Civil Service Commission. He left the bench as Republican county judge of Ulster County to accept the new office after having served less than three years of the six year judicial term to which he had been elected.

Prior to being called to the bench, Judge Conway had served his county in the State Assembly for eight years (1933-40). During those years he initiated much successful legislation and before leaving the Assembly for the bench he had served on many important legislative committees including General Laws, of which he was chairman; City of New York; Insurance; Internal Affairs, and Judiciary.

Judge Conway was born at Eddyville, Ulster County, in 1902. After attending grade school at Eddyville and high school at Kingston, he studied law at Fordham law school from which he was graduated with honor in 1924. In 1926 he was appointed clerk of the Children's Court of Ulster County.

Accident - Sickness Rates Increased

BY BEULAH BAILEY THULL, *Chairman, Committee on Insurance*

For seven and one-half years we have had accident and sickness insurance. For seven and one-half years we have watched our loss ratio with the ever-fading hope that next year it would be better, but the money the Commercial Casualty Insurance Company has paid in claims to State employees has been all out of proportion to the money State employees have paid in premiums.

In August the Association was advised by the insurance company that while they wished to continue the Group Plan of Accident and Sickness Insurance with our Association, they could not do so after November 1, 1943, unless the premium rates were adjusted to an actuarially sound basis. When our rates were first established, the company had no well-established precedent to follow. In the rates given us they over-estimated our ability to sustain good health.

A break-down of our claims shows that the loss ratio for the women members of our Association is about three times greater than that of the men. Higher loss ratio for women is recognized by the State Insurance Department in connection with all commercial accident and sickness policies. We were just attempting the impossible when we thought we could insure all at the same low rate and with the same complete coverage.

It is the opinion of our Insurance Committee and of the Executive Committee of the Association, who have studied every phase of the situation in the light of what is best for the membership, that the only equitable basis for accident and sickness rates for all members of the Association is one that clearly recognizes the different loss ratio between men and women and charges rates accordingly.

The company has given us new rates predicated upon such a base. The new rates are:

Classification	Monthly Benefit	Accidental Death Benefit	Semi-Monthly Rate *Non-Occupational Basis		Semi-Monthly Rate Occupational Basis		
			Men	Women	Men	Women	
Employees with Annual Salary of							
Less than	\$ 699	\$30	\$500	.45	.65	.75	\$1.05
\$699 but less than.....	1000	50	500	.75	1.05	1.20	1.70
1000 but less than....	1200	60	500	.90	1.25	1.45	2.00
1200 but less than....	1600	75	500	1.10	1.55	1.85	2.50
1600 and over.....	100	500		1.45	2.05	2.35	3.30

* Note: Employees engaged in Office or Clerical Work exclusively, shall be insured against injuries sustained both on and off the job, at these rates. All other employees will be insured on the Non-Occupational Basis unless they apply for Occupational Coverage and pay the higher rates.

The new rates will become effective as of November 1, 1943. Your insurance will continue uninterrupted with deductions on the basis of the new rates. New policies will be mailed to each present policy holder in due course. You will not have to take any action or sign any document in connection with the change. The coverage will be exactly the same as at present, with same non-cancellable provisions. No medical examinations or medical histories shall be required of any of our members who had the accident and insurance previous to September 1, 1942. All who have entered since that date have complied with medical requirements.

With the ever increasing demands on our salary check, there may be some women who may feel that they cannot carry on this insurance at the increased rates, but I sincerely hope that every woman will give the matter the most thoughtful consideration and look at from every angle before she takes such action. Even at a higher rate the premium is much less than for any other accident and insurance available for women. In fact, there is no other insurance for women that has the same complete coverage that this policy has.

Harold Fisher, President of our Association, says:

"I strongly recommend that every employee retain his or her accident and sickness policy as I know that similar favorable coverage cannot be had at as low rates under any policy elsewhere available.

"We are assured by the officers of the Commercial Casualty Insurance Company that the new rates are as low, or lower than like group insurance rates for any other public employee group."

Vacation Periods

State employees have accepted the shorter vacation period cheerfully and humbly as another contribution to the winning of the war. State workers in departments are working longer hours and extending themselves in their working hours as never before. All of this exacts an unnatural toll of human energy.

The State has increased the incomes of some of its employees by the amount of savings the employees make and by retrenchment in expenditures for maintenance. There is no overtime compensation for departmental workers. Institutional workers who aid in State hospitals caring for State wards receive only straight time beyond the eight hour day. Institutional overtime work has been of tremendous importance to patient care in the help-shortage crisis.

In all of the efforts to contribute our utmost to National victory and welfare we must in justice to physical limitations adopt all common aids to good health and provide adequate food, sleep, hygiene. Regular medical examinations, care of the eyes and teeth and prompt treatment of even lesser ills are only common sense "musts" in intelligently ordered lives. After the war, health will be as important as it is now, and longer vacations are helpful to vibrant health. After the war we must all plan more intelligently for more of health and learning and really abundant living. Equity in vacation allowances will be high on the agenda of Association post-war efforts.

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The Editorial Page

RHS

THE STATE EMPLOYEE

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On Guard

State Civil Service employees have it within their power to advance personnel administration throughout the Nation. New York State should lead in fair employment practices. If it fails to do this there is good reason to expect that good employer-employee relationships throughout private and public employment everywhere will lag.

Last week the National Association of Manufacturers asked its nearly 10,000 members to review thoroughly employer-employee policies to ensure maximum war production and postwar prosperity. An eight-point program of definite employment policies was formulated as follows:

A considerate and orderly hiring procedure.

Wages in harmony with general levels for similar work in the community and in industry.

Definite procedures for promotions, lay-offs and dismissals.

Specific rules and regulations on hours of overtime, vacations, etc.

An orderly procedure for considering misunderstandings and grievances.

A specific program and policy for selecting and training supervisory personnel.

Keeping employees informed on company policies and problems.

A written statement of company policies and practices, clearly stated and defined.

In the State constitutional provision establishing the merit system of recruitment, and in the basic civil service laws now in effect, New York State comes very near to an ideal plan for sound employer-employee relationship. Note how our civil service laws attempt to do just what private industry suggests for itself in the Manufacturers' program.

The administration of merit system laws and rules is as important as the precepts set forth in the laws. A poor cook can spoil the finest food. It is as simple as that.

The Civil Service Commission and department heads must be imbued with a high sense of respect for merit system principles so that interpretations affecting recruitment procedure will reflect the spirit as well as the letter of the merit system plan. For instance, the inclusion of more positions in the competitive class, not their exclusion, should rule and not how little can be paid but how liberal and just the State can be should govern in determining wage scales. The Classification Board and the Salary Standardization Board must be independent, efficient, honorable bodies doing justice to the vital tasks entrusted to them. They would be useless as supine "yes" agencies of other branches. The law safeguards the rights of each State agency and charts the respective authority of each.

The Budget Division must, if it is to follow sound employment practice, recognize that human beings differ from materiel and maintenance items. Personal service appropriations must take into account security, schools, homes, churches, and the aspirations of men and women of flesh and blood.

Democracies cannot progress without the merit system. It is as vital as the school system or the court system. It is as necessary as the bal-

lot itself. Plato urged rightfully that the best should serve the State. Christ taught that the greatest should be those who serve all. The four freedoms are as impossible of translation into practical, modern government without the merit system as the tenets of Naziism are possible of application to free peoples.

State employees—wake up! Your part in maintaining good employer-employee relationships is a national one. First, you must be enthusiastic as to unity. Secondly, you must insist upon a progressive, fair attitude upon the part of the State toward efficient personnel administration at all times.

The Merit System — An Investment in Good Government

Now is the time to recognize clearly the relationship of the merit system to good government. No one who has observed the day to day administration of government — national, state or of lesser divisions — can be oblivious of the fact that in a democracy, efficiency and honesty depends upon the rank and file of the civil service body as well as upon the elected leadership. Administrations come and go but an efficient, intelligently chosen, unfettered personnel, capable of giving life to the laws and policies of each administration cannot be recruited hastily. It is the outgrowth of careful selection and sound guidance. It is stabilized by a reasonable security of tenure and good employment conditions.

Theodore Roosevelt once said of the merit system, "It is as democratic and American as the common school system itself." It is no overstatement to declare that the merit system is as essential to good government as is the educational system of America.

The New York State Constitution provides definitely for the merit system in the case of all appointments and promotions in New York State government and in all subdivisions of government. This mandate became effective in 1894. It has

been amended only once. In 1929, special preference was given to disabled veterans.

The National Government and some states have recognized and are recognizing to a degree the fundamental soundness of the merit system. But, the outstanding tragedy of political history is the failure to apply merit system principles fully and completely. Even in our own State, despite the Constitutional decree of 49 years ago, the merit system is being applied in part only. During recent years, largely because of the efforts of this Association, it has been extended considerably. As far as it has been applied in New York State, it has been instrumental in raising to a high level of efficiency the services carried on by the people directly.

What has prevented the full application of the merit system in New York? What is the reason for the indifferent manner in which it has prevailed in the Federal Government? The answer is the same in both cases. Selfish political interests hold that political offices are rewards for faithful party workers. In turn for appointment to public office, a worker is supposed to contribute generously to party success and to aid in every possible way not contrary to any definite statute to the success of the political party candidates in local, State and National elections. No secret has been made of this theory. The record of appointments in many fields shows the devotion of party leaders to the theory that public offices are spoils necessary to party success.

Of course, men and women honestly devoted to the party system, do not agree with this selfish and wholly unpatriotic ideology. There is a good reason why all party adherents should support their party financially and otherwise solely from high principle and not simply as a reward for appointment to office.

Abraham Lincoln in the dark days of the Civil War had to contend with political spoilsmen and once said of such "There you see something of as great danger to the Republic as the Rebellion itself."

Under the merit system every citizen has equal opportunity to compete on the sole basis of merit and fitness for the right to serve in public office. Under the merit system, the people choose their employees on the basis of what they know and

what they are able to do rather than on the uncertain qualifications of whom they know or what they can do for a particular political party.

Only by selecting and maintaining a force of workers who have given public demonstration of their fitness for each position in public service can efficient, economical government be assured from year to year. The merit system is a fair, intelligent, moral employment plan. It is the noblest approach to democratic government with the single exception of the direct selection by the people through the ballot.

The history of many a noble experiment is shadowed by selfishness. What if men in our own State and elsewhere have hindered the merit system by adopting it in part only or by withholding fair appropriations for its maintenance and development? What if selfish persons have been unfaithful to their trust in administering the merit plan? What if there has existed citizen lack of understanding and appreciation of the necessity of the merit system to a peoples' government? Let the dead past bury its dead.

New York State faces a new political day. The merit system is by its very nature in the immediate forefront.

This Association urges upon the administration and citizens generally that sound personnel administration is a first consideration in any public or private enterprise and that the full application of the merit system is absolutely essential to the carrying out successfully and economically of all public services. There is need for attention to every feature of personnel administration and to the over-all modernization of the Department of Civil Service with extended authority added. First of all, however, there must be a recognition of the legal force and background, present in the Constitution itself, upon which the merit system rests. Each department of State government should have a personnel bureau or division devoted to effectuating the merit system principles of selection, promotion and efficiency of workers. Naturally the personnel of a personnel bureau should be in the competitive class. The departmental personnel bureau should be charged with adherence to the State's employment policies with regard to hours of work, overtime, va-

(Continued on Page 202)

Back to School

There is an old saying that "The world belongs to the children." Maturity brings to all the realization that the responsibility to assure health of and liberal educational advantages and good environment for all children is among the greatest of human obligations.

In peace and in war the youth of a nation are its prime resource. America is great because of its educational and health aids. It would be greater if its educational and social advances were more impressive.

Millions of American youth have not now the necessary early opportunities for strong bodies or trained minds. Economic considerations force many into work without the most desirable mental or physical requisites. The September opening of schools should find all of the boys and girls back to school at least. The United States Commissioner of Education, John W. Studebaker, has this to say in a recent article:

"It has been estimated by the Department of Labor that some four million boys and girls between 14 and 17 years of age have been at work this summer in stores, in factories, on farms. When school opens this fall many of them will be tempted to stay on their jobs rather than to return to their studies. **Granted that everyone must do his most effective part in winning the war, for the overwhelmingly large proportion of these summer workers that means returning to school in September.**"

Administrator Paul V. McNutt of the War Manpower Commission recently said: "Students should realize that beyond the fighting and winning of this war, we must see that it stays won. That will be their obligation. That is the object of their education. In their hands is the ultimate fulfillment of the American ideal.

"With the approach of a new school term, a plan of action should be developed, which, at the same time, **continues educational opportunities** and permits student manpower to be used in the nation's interest."

Commissioner Studebaker's words and those of Mr. McNutt carry a solemn warning to all parents. They must not fail to heed it.

Hudson Valley State Hospital

MODEL OF EFFICIENCY

EDITOR'S NOTE:

This is reprint of article which appeared in the Albany Times Union, Sunday, August 29, 1943, and is re-published through the courtesy of the Times Union. The article was written by Edgar S. Van Olinda, feature writer of the Times Union.

The Association feels that the conditions existing at this State institution constitute an outstanding tribute to the civil service system and the civil service employees who carry on the vital day in and day out duties of each institution. The heads of institutions, as in the case of departments of government, may change from time to time but a properly trained personnel is continuously recruited and maintained to assure that the good treatment of patients does not stop or lag.

As the Association points out on other pages of this issue, the extension to institutions on October 1st of this year of the Career Service law to apply in personnel administration, is an outstanding event in Mental Hygiene Department history. The purpose of the change is to improve the status of employees with consequent improvement in the care of the patients and in the general operation of each hospital and school.

The whole plan can be wrecked by failure to adopt adequate salary scales or a fair value-of-maintenance plan. Of course, workers who care for the sick of any kind do respond to fine human emotions and do extend themselves as to kindness and thoughtfulness. That is something that is not purchasable and is not for sale. The question of fair rates of pay are not involved in the question of any special sacrifices the workers are willing to make. Every person is worthy of a wage based upon his usefulness to society and the demands of sound social standards of family and community welfare. There should be no need for haggling as to the wages of public servants. As in the case of Harlem State Hospital, the results of all civil employee effort are always open to public appraisal. When the people seek employment in private industry they want fair play to guide as to their salaries. That segment of the people which performs public duties have the same desire, and the same need.

I spent 24 hours in the Harlem Valley State hospital for the mentally ill—and please! no cracks as to why I am back on the job again or as to how I got out.

I was a week-end guest of Dr. I. Murray Rossman, assistant superintendent under Dr. Harry La Burt of the 5,000-patient institution at Wingdale; a man who is the recognized authority in America as the developer of Dr. Manfred Sakel's insulin shock treatment for dementia praecox, and editor of the Harlem Valley State Hospital News, a well printed and newsy publication serving the interests of the 1,000 employees, and a humanitarian if I have ever met one.

It was at the invitation of Fred Nielson of Nassau that I made the trip. Mr. Nielson is perhaps the outstanding photographer in America in colored motion picture exploitation of surgical operations. The Albany blood bank picture is one of his. Some three years ago, he went to Wingdale and filmed, in color, the progressive steps in the insulin shock treatment, with actual cases; a film which has been shown before the more prominent medical societies of the country. Also in the party were Dr. Harold E. Himwich, professor of physiology and pharma-

cology at the Albany Medical college, and Dr. Benj. Malzberg, statistician with the New York State Department of Mental Hygiene. So you can see we were in very respectable professional company—and on official business.

"What I have to say is strictly my own interpretation of what I saw. I did not go as a newspaperman; I had no axe to grind. But I do feel, after what I observed at first hand, that perhaps I can convey some small degree of comfort to those who have friends or relatives in this particular State-administered institution by assuring them that they are receiving the finest care that the State's budget will allow, and under the supervision of sympathetic specialists in each individual case.

There are no "insane" patients in these enlightened days. The condition is diagnosed in the new understanding by modern psychologists and psychiatrists as an emotional upset, incapable, at the moment of adjustment to environment. As I passed one of the patients, with the tell-tale lack-luster look in his eye, my doctor-conductor said: "There, Van Olinda, but for the grace of God, goes you or I." And how right he was.

As we sat in the library of Dr.

Rossman's comfortable home, after dinner, with the attractive Mrs. Rossman busying herself in the process of getting her two lovely children, Judy, 3½, and Barbara, seven, ready for bed—they wanted to visit with the company—I received an entirely different picture of a public institution from that which I had always entertained.

Answers Questions

I fired question after question at him, some obviously inane, but perhaps the sort that is ever on the tongue of the layman, and to which he has never received a lucid explanation. In his quiet, unassuming manner, he gave me, not incontrovertible answers, but only such as befitted his considered opinion; the result of a long experience in this specialized field, and in non-technical language. It was an excellent preparation for what I was to see on the following day.

Harlem Valley State hospital is about six miles from Pawling, the summer home of Governor Dewey. Built originally as a prison, but never occupied as such, it was converted by the State into a hospital to take care of some 4,000 patients and attendants. At the present time, there are over 5,000 with the manpower bill making great demands on its

employee personnel. And let it be recorded that Dr. Harry A. La Burt is accomplishing an heroic task in fitting his available human cloth to the State's pattern, without apparent curtailment to the uninitiate of care or service to the patient.

It was Dr. La Burt who took me through the several buildings. Except for the barred windows and locked rooms, it was no different, shall we say, from the Albany hospital—and the Mosher Memorial is similarly equipped along this line. With the exception of two buildings which serve the "disturbed" patients, every thing was peaceful and orderly. As we passed group after group of men and women on the hospital grounds, seemingly going about the routine assignments which each was pursuing I said to Dr. La Burt: "You must have a great number of employees working here." He gave me a quizzical smile and said: "These are all patients you see here, and the less troublesome ones are allowed the freedom of the grounds to meet their friends and relatives, or to avail themselves of the indoor recreational rooms or library. An "out" card is issued to each one you see."

Thorough Exam

When a patient first comes to Wingdale he is given a thorough physical examination. His eyes are tested for the need of glasses; his teeth are X-rayed, the proper steps taken to remedy any aural defect; his blood pressure noted and analyses made of functional secretions; in fact, we doubt if the Mayo clinic is any more thorough in trying to get an all out picture of the patient's condition in order to discover if some physical maladjustment may not have particular bearing on the mental status in the case.

In the majority of cases the patients are fed in the most approved cafeteria style. An orderly line forms at the meal hours in the great dining rooms where each one is helped to a generous serving of soup, meat, potatoes and seasonable vegetable, bread, beverage and dessert. I stood back of the steam table and was able to observe with what evident anticipation each recipient carried his tray, to eat at one of a number of community tables. The nurses have a private dining room; while doctors in residence prefer to dine at home. There was no grumbling, no getting

out of line, and much less confusion than many be noted at any city restaurant or lunchroom.

The kitchens were immaculate, before, during and after the serving of the meal. I visited the refrigerators where the surplus food is kept and only regret that I did not bring my ration book along. I saw food there that was as scarce as a porterhouse steak in an Albany butcher shop. And milk that would pass as light cream in city markets.

Recreation Aplenty

In many buildings of the Harlem Valley State hospital are large recreational halls, furnished with attractive draperies on the windows and colorful prints on the wall. There is an occasional piano with music of the "honey" variety near at hand. Also in each building is a men's barber shop and a beauty parlor for the women. This latter adjunct to feminine vanity has been proved a remarkably effective morale builder, giving the one so taking advantage of its mysteries a veritable shot in the arm, relaxing to a great extent a certain cramping of the social relations between those inside and those outside.

The tiers of rooms extend from each end of the recreation halls to the ends of the buildings. Dr. La Burt allowed me to make the selection of which rooms I preferred to see. Some rooms are single while others are bed wards. It was the dinner hour and the rooms unoccupied. Each white enameled bed had a tastefully decorated coverlet over the mattress and sheets, taking away the "institutional" look which is nearly always present in other hospitals. The beds had been carefully made by the patients themselves; each chair and dresser was in place. A small compartment beside each bed could be used to store the little personal things which everyone likes near at hand.

As we went from room to room, and building to building, I was struck with the friendly attitude of each patient to the particular doctor who was showing me around. Many of them went out of their way to come to the attention of the physician in order to receive a kindly word or a friendly nod from the one person who stood between them and darkness of the mind. It was a superb tribute to the men and women

who are doing their utmost to keep these people in the contentment of mind which is fertile ground for the sowing of the seeds of mental and physical health; such a look of appreciation which one associates with a grateful dog for a kind master. That speaks volumes for the administration of the Wingdale hospital.

All Cleanliness

I went into the public lavatories and found them better taken care of than those in many of our city buildings. An element of cleanliness pervaded the whole group of buildings, and this, mind you, accomplished with a minimum of help. There must be some inner urge in each employee to serve humanity; certainly there are not sufficient inducements in terms of the monthly stipend with attractive defense jobs begging to be filled. That goes for the doctors and nurses also. The cry of stricken humanity far transcends the sweeter music of Mammon.

What I have tried to do in my humble way is to let you who have friends or relatives in State institutions, know they receive comfort and help from the fact that they are receiving the best care and treatment which it is possible to obtain. There may be break-downs from time to time; we have them in our own homes. We have not been privileged to visit the other hospitals which complement Wingdale, but from our careful observation, the patient is infinitely better off there than he could possibly be in the finest private home where he or she is constantly made to feel that the slight deviation from the mental form must only be mentioned behind closed doors and in the faintest of whispers. I have the word of eminent specialists that most cases of mental deflection can be cured if recognized during the early stages and properly treated by a competent physician who works in the dark room of the brain. "Ye shall know the truth and the truth shall make you free." And that is from the greatest Book of Books.

The Front Cover

The cover is a reproduction of a painting from the collection of The Northern Pump Company of Minneapolis, loaned to us through the courtesy of that Company.

Reorganization Plus Reclassification

Dr. Frederick MacCurdy, Commissioner of the Department of Mental Hygiene, announced on August 18 that effective October 1st, salaries of all mental hygiene employees will be covered by the provisions of the Salary Standardization Law. He stated:

"Positions for more than 21,000 employees of the Mental Hygiene Department have already been classified following a series of conferences between Dr. Frederick MacCurdy, Budget Director John E. Burton and his staff, the Classification Board of the Civil Service Department, and the Temporary Salary Standardization Board."

"On March 12th last, Mr. Burton announced that all those mental hygiene employees receiving \$1,632 or less per year, would be given a \$100 a year increment in lieu of salary standardization coverage. A similar increment had been allowed in 1942."

"Because of the detailed work involved in classifying the positions and fixing the new salary scales it has been impossible to put the plan into operation until October 1, 1943. It was not possible to determine the classification and increment status of each employee by April 1, 1943, and the \$100 increment allowed then was given arbitrarily to every employee earning the \$1,632 or less. Both \$100 increments were allowed under these circumstances. The laws granting these increments stipulate that that portion of the \$200 which might exceed the maximum salary fixed under the new plan shall be discontinued."

"The administration of the State greatly appreciates the contribution that the employees of the Department of Mental Hygiene are now making to meet the public health and community responsibilities in the care of the mentally ill. During wartime and with the draining away of employees both by industry and the military services we have had an opportunity of observing the extreme loyalty of our employee group to their task. There are approximately 21,000 positions in the service to care for the 90,000 persons under treatment in our mental hospitals and schools.

"We have experienced in many divisions of the mental health service personnel shortages ranging from ten to forty per cent and it has only been because of the willingness of our employees to work overtime that we have been able to carry on. Approximately 50% of the employees in some hospitals, particularly in the ward services have worked with their overtime up to twelve hours a day. They have been paid for this service under the provisions of the overtime law sponsored by Governor Dewey.

"On April 1, 1943, salary increments of \$100 per year were given to all persons in the lower paid brackets of the hospitals and schools. All those who came into the service following that date likewise participated as they were given the benefit of the increment with the beginning of their employment and did not have to wait for the completion of a period of service. Governor Dewey's War Emergency Compensation plan for all lower paid State personnel further improved the pay of the hospital employees.

"The new provisions, to become effective October 1st, fix a gross salary from which will be deducted the value of any maintenance received. These maintenance values have not been determined finally but will be in the near future following further conferences between myself, Mr. Burton and his staff.

"In setting up the classification schedules careful attention was given to the gradation of positions so as to augment the possibilities of promotion from grade to grade and to make as many career positions as possible in the hospitals. It is realized that the medical care and attention given to the mentally ill should attract to its ranks as many personnel of high type as it is possible to obtain. In order to do this, intensive programs of in-service training are being planned. In order to have promotion by merit and at the same time improve the standards of patient care, I feel that training of all personnel from the attendant to the highest medical levels must be carried forward continuously.

"As a concrete example of the training program, the attendants

who comprise the largest service group in the State hospitals are to receive intensive instruction. During the first year of service, they will be trained by the hospital's nursing personnel. The attendant who wishes to take further training will be given the opportunity to train for a practical nurse's license and for promotion to that position. In addition to the routine patient care, these attendants will have the further opportunity of progressing to staff and supervising positions as soon as training and demonstrated ability merit such promotion.

"Under the new classification, the title structure of the attendant group is now composed of five classifications. Of these new classifications, four will be used in all institutions and the fifth—Chief supervising attendant—will be used only in some of the State schools. This increase provides greater promotional possibilities in this group than has been previously possible. Under the old title structure, an Attendant could be promoted to Charge Attendant and from that title to Supervisor. In rare cases the Attendant who reached the grade of supervisor might have been promoted to Chief supervisor. Usually, however, this latter title was filled by registered nurses.

"The approved title structure for Attendants is:

Attendant	\$1200-1600
Practical nurse.....	1300-1700
Staff attendant.....	1500-1900
Supervising attendant	1700-2100
Chief supervising attendant	2400-2800

"Altogether 193 title classifications have been set up to describe the many and varied duties involved in the care, treatment and rehabilitation of the mentally ill. I am confident that this new classification and the salary plan will go far toward improving the administration of the mental hospitals.

"As one who for years has been vitally interested in good employer-employee relationships, I want to reassure the employees of our mental health hospitals that, in addition to the installation of this new salary

(Continued on Page 204)

On The Job

The Association of State Civil Service Employees is keeping in close touch with State departments and with Mental Hygiene employees to assure that there is full opportunity for candid expression and for the maximum of employee helpfulness in the extension of the Career Service Law on October 1st.

There is no need to recall the years of Association effort since 1930 to improve working conditions in State hospitals. A Legislative investigation was necessary to abolish the twelve hour day. The present Career Service Law is the outgrowth of the Legislative classification salary-standardization study which began in 1930 and which extended through three years. These studies were preceded by others in earlier years. State workers have had as long and hard an up-hill climb to equity in pay scales as have other worker groups. All that they have won they won by unity in their Association.

References to the pages of "The State Employee" throughout the year and to communications to Chapter Representatives throughout the Mental Hygiene group will show that the Association has been first in every report of progress in classification and standardization. As to maintenance values, it submitted definite recommendations to the Budget Director some months ago. These recommendations were the direct result of conferences of delegates of Mental Hygiene employees called to Albany by the Association and a careful study of conditions. As this is being written, maintenance values have not as yet been announced by the Director of the Budget. Such values have a vital bearing on all wage scales. We shall see to it that workers are informed as to these scales as soon as they are formulated by the Budget Director.

On August 6th the Association sent the following letter to Association representatives at institutions for distribution to employees generally:

"The next year will be the most important to Institution employees since the first New York State Hospital for the Insane was established a century ago—in 1843!

On October 1—less than two months away—the Feld-Hamilton career service law which has worked so successfully in departments, prisons and other services will be put into effect in every Mental Hygiene Institution throughout the State.

Here are facts which every Mental Hygiene employee should know:

1. All positions will be reclassified under standard titles on October 1.

2. New salary scales with minimum and maximum rates and annual increments will be established on October 1.

3. Values for meals, lodging and other services furnished by the State will be established by the Budget Director on October 1.

4. Any one who is dissatisfied with his new title or salary is entitled to appeal and will be accorded a hearing before the appropriate Board.

5. No employee's basic salary will be reduced by reclassification or standardization.

6. The Feld-Hamilton law applies only to employees in the **competitive and non-competitive classes**. It does **not apply to labor or exempt positions**. This is the case throughout the State service.

7. The Department of Mental Hygiene is perfecting plans for the reorganization of hospital services. This will create new problems with which the Association will deal as they arise. Employees should not confuse changes due to reorganization of the Department with changes brought about by the Feld-Hamilton law.

8. Your Association officers, committees and attorneys are devoting all of their thought at present to the problems of hospital employees. Do not be taken in by irresponsible statements or promises of fly-by-night organizations which are interested only in collecting high dues of six to twelve dollars per year and which never have and never will make good on their promises.

9. Nineteen forty-three and nineteen forty-four will be a critical period for Mental Hygiene workers. Your Association cannot succeed without your support. You need the Association and the Association

needs you. Common sense dictates that you join with your local chapter at once and help advance State Hospital efficiency and sound employment conditions."

On August 13 the Association sent the following communication to Association representatives and officers of the Mental Hygiene Employees Association:

"Salary allocations for all positions in the Mental Hygiene hospitals have been completed and will be available for distribution next week. Maintenance schedules are still under study, but we are assured that they will be available by September 1st. The Association will forward copies of all schedules as soon as they can be obtained."

"The Association has not in any way approved or agreed to these schedules. It appeared before the Director of the Budget and the Salary Standardization Board and advocated adequate rates, particularly for Attendants."

"We are disappointed in some of the salary allocations but we are not down-hearted. The next step is the careful study of the situation by the officers and committees of the Association to plan a program that will lead to results. We at Headquarters need the most complete information of the opinions and plans of each local chapter in every Mental Hygiene Hospital and will need increasing local support as the campaign develops."

"A meeting of representatives from each institution will be held in Albany as soon as the complete schedules are available. Hold yourself in readiness to attend this meeting."

On August 18th the Association sent the following communication to Association representatives and officers of the Mental Hygiene Employees Association:

"We are sending herewith (1) Mental Hygiene Career Service Title Structures and Salary Classes and Grades, effective October 1, 1943, and (2) news release by Commissioner Frederick MacCurdy of the Mental Hygiene Department, August 18, 1943.

The maintenance values have not been announced. These will be re-

(Continued on Page 197)

Civil Service Review, 1937-43

BY GRACE REAVY,
*Retiring President of Civil
Service Commission*

EDITOR'S NOTE: *The Association has intended using this space to acknowledge its high regard and appreciation to Miss Reavy. We discovered that Miss Reavy had stated far better than we could the accomplishments of the Civil Service Commission under her Presidency. We present her statement in her own words as the best possible expression of our valuation of her record.*

The growth and expansion of Civil Service in the State of New York during the period covered in the years 1937-1943 was greater than any similar period since the enactment of the first Civil Service law in 1883 and while sixty years do not loom large in the time scale, it marks a functional epoch in the life of this State. It covers a period of inward and outward change when the dynamics of social, economic and political forces pressed deep upon a governmental body and met a response.

As it is only after one has emerged from the woods that the trees can really be seen, so it is only in retrospect that one can appraise the changes and note the progress made in this period. The theme song of the Commission has always had as its burden, the inadequacy of its physical equipment, staff and budget, and if it has preserved the principle of the merit system, it is a tribute to the integrity of the courts, the caliber of the members of the Commission and the militant efforts of a small group of public spirited citizens who called themselves civil service reformers. So has been woven into the pattern of the State Government the permanent design of Civil Service. With the creation of the Division of Placement and Unemployment Insurance, there was not only a sudden large addition of employees to the State payroll but new burdens were forced on the examination division by demand for eligible lists for scores of new and diverse titles and in the rush of examinations in 1937, it was realized that the innovation in government which provided for federal financing of the relief and welfare costs of the State brought with it certain demands for control of standards and personnel. The Commission thus had to deal directly and indirectly with the Federal government in problems of personnel standards and

techniques and in addition, assisted in the organization of the D.P.U.I. under conditions of great strain and haste. A special civil service unit was created for the purpose of holding all special examinations for this new department.

The creation of these two agencies was accompanied by a general expansion of State agencies, as, since 1934, the Legislature has created some twenty new bureaus and divisions to treat with the changing social and economic concepts of society. All of this progress contributed to the work load of the Com-



HON. GRACE REAVY

mission. The routine problems were increased enormously because of the bill known as Feld-Hamilton, which in 1937 set up a standard compensation plan for the State Service and because of the establishment of Temporary Salary Standardization Board by act of the Legislature. The next year the Legislature created, as part of the Department of Civil Service, a bureau known as the Classification Division, whose function was to provide standard and uniform titles for all positions in State service.

The already difficult position of the Commission, complicated by lack of space and staff was further increased by a decree of the Court of Appeals in 1939, in the decision in the case of Palmer vs. The Town of

Geddes, which in effect, ruled that every position in the State of New York which was paid out of public funds fell within the meaning of the Constitutional Amendment and the Civil Service law and rules. The logical consequences of this decision were tremendous from an administrative point of view. In order to meet the situation, the Commission asked Governor Lehman to recommend in his annual message a legislative committee to study the problems involved. A group, called the Fite Commission, from the name of its chairman, was formed to study and devise the best means of complying with the mandate of the Court of Appeals and in 1941 a bill was passed and became law which provided for three optional forms of civil service administration. On July 1, 1942, the Boards of Supervisors of all the counties of the State, with the exception of those within New York City, had selected one of these forms for their county, and the towns, villages and special districts within its borders. This speed required the bureau and division heads as well as the members of the Commission itself to devote the summer of 1941 to a demonstration in each county seat of the relative merits of the three options, and continuity of service has been given to these units of government ever since to get the plan which was adopted in gear.

In September, 1940, the federalization of the National Guard was decreed and in October, 1940, the first peacetime draft in the history of this nation was ordered. The national emergency called attention to Section 245 of the New York State Military Law and its provisions. Later, Chapter 843, Laws of 1941, known as Page Law, presented additional personnel problems relating to the employees engaged in military service or those whose names appear on existing lists. In order that the rights of the service men (both in promotion examinations, and to compete in open examination), might be preserved, examinations were held in Army camps, Naval bases, and the training centers of all branches of service, until December 7, 1941, after which date it was impossible to offer these privileges of civil life. But in passing such rules

as VIII-12 and VIII-a (which, with the approval of the Governor, have the force and effect of law), the rights of the service man and woman have been safeguarded.

In addition to these important changes which constitute landmarks in the history of civil service, there was the Constitutional Convention of 1938, preparation of material for which promoted extensive research and it is a matter of interest to record that the only subject to which the delegates gave consideration was the question of veteran preference. "Shall it be further extended or shall the preference given the disabled veteran be repealed" was one exciting debate and it is curious to note that not one change was recommended in the existing law.

Not only was the merit system advanced outside the confines of its present jurisdiction during these years, 1937-43, but important advances were made within the existing structure. During the year 1940, Governor Lehman named an important and representative group to consider extending the competitive class and on January 1, 1941, by resolution of the State Commission with approval of the Governor, more than 10,000 positions in various State institutions were transferred to the competitive class, representing an increase of about 25% in the number of State employees in the competitive class.

During these years the activity of Municipal Civil Service was renewed. Regulation XII of State Commission providing that an official visit to each city once in two years to inquire into administrative methods of municipal civil service was honored in the breach because of lack of funds and insufficient staff. In 1937 a Municipal Inspection Bureau was organized and in the two years following a fixed visit was made to each of the 59 cities and reports sent to Mayor and Commission, model rules prepared, recommended for adoption and cordial relations established with corporation counsels, who were encouraged to ask for advice of legal staff of the Department of Civil Service.

Formal investigations following findings of Grand Juries were made in cities of Buffalo, Long Beach and Utica and in Schenectady and Binghamton following complaints of procedures. Formation of Municipal Civil Service Training Schools oc-

curred in 1939 and sessions held in seven cities in cooperation with the New York State Conference of Mayors and Bureau of Public Service Training, Department of Education and, in 1941, similar schools were conducted in four cities not previously visited. Thus the whole level of comprehension of the meaning of Municipal Civil Service was raised and the outgrowth is the publication of a monthly bulletin of immense service to local government. Establishment of a legal bureau was accomplished by designation of the legal examiner as counsel and under his direction, memoranda concerning legislation is prepared for Commission approval, conferences held with counsel to the Governor and representatives of Department of Law and helpful advice given legal representatives of counties and cities. Schools were held at Union College in 1942 as well as at Cornell University in 1941, in conjunction with the Association of Town and County officers, and finally, courses made available at Siena College for prospective administrators.

On a nation-wide basis the organization of a technical staff for a Municipal Service Bureau was effected using for the first time the flexible passing mark. Classification and salary plans on commercial basis for cities, and later, for quasi-governmental agencies like Port of New York Authority were made and later the services of this bureau were made available to the 44 counties, 930 towns, 550 villages, 9500 school districts, and several thousand special water, fire and other districts to which civil service was being extended for the first time. Meanwhile, with small budgetary favors being thankfully received, an increase in staff was secured (now sadly diminished because of military and naval service), and additional space secured in which to operate. The years 1937-43 have seen the Department stretch from one floor of State Office Building in Albany to four floors, with an office in State Office in New York and zone offices in five cities. Mechanization has aided in speeding up examination processes and machine methods of certification adopted; filing methods proving inadequate, the utilization of microfilms was resorted to and operations thus reduced.

1939 saw the necessity for a fee
(Continued on Page 214)

On the Job

(Continued from Page 195)

ported to you as soon as released by the Director of the Budget.

The establishment of titles and salary classes and grades, effective October 1, 1943, marks a milestone in Mental Hygiene history.

The classification and salary standardization plans were worked out by the Division of the Budget, the Department of Mental Hygiene, and the two State Boards charged with this responsibility.

The titles and salary grades and classes have not been approved by the Association. They should become the immediate subject of close study by each worker and by the various Chapters of the Association, with the idea of appealing any titles or salaries which are not satisfactory. A meeting of Chapter delegates will be held in Albany early in September for a thorough discussion.

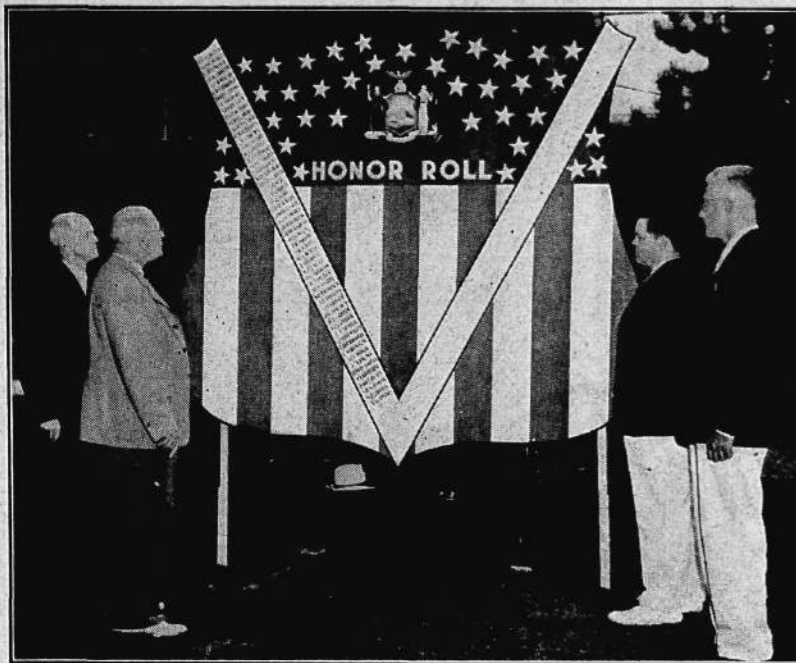
At first glance, the salaries, in a number of instances, appear to be inadequate. The Association had hoped that higher and more equitable scales would have been adopted.

New York State must maintain a high standard of service to the patients under its care. This is of vital importance at all times. The Association will lead in efforts to obtain any needed adjustments. It needs the active support of every hospital employee in this endeavor."

The title structures and salary classes and grades referred to are as shown on page 185 and the release is printed on page 203.

There can be no doubt that an informed employee body is an interested body. Every Mental Hygiene worker is anxious to upbuild hospital services and to solve hospital problems and they will cooperate cheerfully to this end. The sure way to rout discontent and distrust is to deal frankly and openly with employees. The Association intends to foster good-will and progress and is therefore anxious that no stone be left unturned to reclassify, restandardize and reorganize in the interest of efficiency and of employee welfare, the State Hospital services.

Buy War Bonds



Taking part in a dedicatory service and unveiling of a War Service Memorial for employees of the Rome State School now serving with the armed forces were, left to right: Owen Jones, president of Fort Stanwix Chapter, Civil Service Association; Dr. James P. Kelleher, superintendent; Dr. G. Herbert Clark, president of the Employees' Club; and Roswell B. Peters, chairman of the dedicatory program.

Harry Van Arsdale; Harry Walter; Rev. James W. Colligan; Rev. Peter Mellerski; Rev. Frank W. Terrell; Rev. Charles C. Campbell; John B. Ulmer and Edward F. Ostertag.

Several of the guests in addresses paid high tribute to Warden Hunt for his long and fine career. A lounge chair was presented Warden Hunt by the prison employees, and in behalf of Attica Prison Chapter, Guard John R. Smith presented a scroll signed by the personnel as a tribute of the high regard in which the warden was held by those with whom he had been associated.

The present Chapter officers, whose efforts were responsible for the success of the testimonial, are President Lawrence Law; Vice President Thomas Anderson; Secretary John R. Smith; Treasurer Edward Lyons. John Sheepsma was chairman of the dinner committee, aided by George Finnerty, George Knoblock, Walter Pasnewski, Robert J. Zink, W. Winiecki and O. Aldridge. The dinner was served on the new outdoor pavilion recently completed and dedicated to Retiring Warden Hunt.

Woodbourne Prison Chapter

On August 17, 1943, the Institutional personnel of Woodbourne State Prison held a clambake which was a social success. Most of the employees off duty attended, as did the officials of the Institution and a number of outside guests.

The appointment of Vincent Mancusi as kitchenkeeper at Woodbourne was announced, effective on September 1, 1943.

The Woodbourne Chapter has sponsored and made effective the organization of a group under the Associated Hospital Service. Quite a number of employees have joined up, and more are expected to join when the rolls are re-opened for applicants.

The lull of Chapter activities during the summer months will soon end with the reopening of monthly meetings in September. A number of interesting points are scheduled for the future meetings.

Attica Prison Chapter News

A testimonial dinner was tendered retiring Warden Hunt of Attica State Prison, at the Prison Employees' Clubhouse.

Assemblyman Harold C. Ostertag was toastmaster, and distinguished guests included Warden Vernon Morhous of Great Meadow Prison; Warden Joseph Brophy of Auburn Prison; Mrs. Cecelia D. Patton, superintendent of Albion State Training School; James E. Nash, deputy secretary of state; John J. Love, U. S. Dept. of Commerce; Howard G. E. Smith, civil service commissioner; Parole Commissioner Thomas L. Holling; Charles A. Van Arsdale, executive secretary, Genesee State Park Commission; Justice Alonzo Hinkley; F. J. Bradley; Mrs. William Hunt; Sheriff Lewis N. Spring of Wyoming County; Harry Hunt; Frank Kraft; William K. Ferrick, Norman J. Lanahan; Paul E. Fitzpatrick; H. J. Harrison;

Napanoch Chapter News

Three employees who retired from the Institution for Male Defectives at Napanoch were tendered a farewell dinner by fellow workers.

The trio, who retired June 30, are De Vere Smith, Sgt. Leonard M. O'Bryon and Gordon L. Churchwell. Mr. Smith had performed 50 years' service and often had been acting superintendent of the institution. Sergeant O'Bryon entered the prison service in 1908 and was absent only during World War I, when he served his country. Mr. Churchwell, chef at the institution, retired because of ill health.

Garry Brown, steward at Napanoch, was toastmaster of the dinner. He presented Superintendent Thomas J. Hanlon, who paid high tribute to the retiring trio. Fellow employees presented a double-barreled shotgun to Mr. Churchwell; a Bulova watch to Sergeant O'Bryon; and a lounge chair to Mr. Smith.

Wassaic Chapter News

The Wassaic State School Civil Service Chapter held its annual picnic Monday, August 16, at Wastachem Park, the employees' swimming pool and park on the institution grounds.

Mr. Edmond Cowles was chairman in charge of the affair, ably assisted by Mrs. Gertrude Stiller, Mrs. Ethel West, Mr. John L. Sullivan, Mrs. Lyda Monroe and Miss Margaret Doran.

About 300 employees and members of their families attended. The picnic began at 6:30 P.M. and lasted until dark.

Frank DeJulio, Thomas Ahearn and William Jones, in charge of sporting events, organized a soft ball game. Jim Ciferri and Tom Ahearn were so engrossed in the game that they ran right into the pool going after a ball. Both are good swimmers, so no tragedy occurred.

Among the employees now in service who visited Wassaic State School during the past month were: T/3 Frank Olan; Sgt. Stephen Keseg; T/5 Kenneth Yegella; Sgt. Rangwald Brusie and Sgt. John Hayden.

Monday evening, July 19th, at 7:30, graduation exercises were held in the club house at the swimming pool for the thirty-four graduates of the Aircraft Recognition Class. Mrs. Murtagh, the County Recognition Officer, came from Hyde Park and introduced the evening speaker, Captain Donahue. Captain Donahue is an officer in the First Fighter Command, Air Warning Service. Captain Donahue gave a most interesting speech and commended all the observers in the Air Warning Service for the good work they have done.

At the conclusion of his talk the Captain presented the diplomas, which confer upon each receiver the title of Recognition Observer. After the presentation of the diplomas Dr. Steblen, our Chief Observer, on behalf of the class presented a lovely crystal vase to Mrs. Depner who has instructed the group in Recognition. Mr. James Hopkins was thanked for

his excellent printing on the diplomas. A picnic supper was then enjoyed buffet style and every one relaxed and had a wonderful time. The song of the Observers of the Army Air Force was sung, after which many old tunes were enjoyed by all. Dr. Thomas accompanied on the piano and played all requests.

Those receiving diplomas were: Betty O'Connell, James H. Hopkins, Dorothy Hopkins, Evelyn Paddelford, John Steblen, Marie A. Thomas, Nettie Damiani, Louise Tower, Daisy Hacksteiner, Beatrice Selkirk, Hazel Guernsey, Percy Campfield, Nelson Whitney, Mary Tower, Hope Coons, Ellen Patter-

Biggs Memorial Hospital, Ithaca, N. Y.

The annual meeting of the Biggs Memorial Hospital Chapter of the Association of State Civil Service Employees, held on Friday evening, July 16, at Ithaca, the following officers were elected for the ensuing year:

President, Edward Keady
Vice President, Helen Kingston
Secretary, Marie Lilla
Treasurer, Vincent Kotmel, Jr.
Edward Keady was elected delegate to the annual meeting which will be held at Albany next October.

Kings Park State Hospital

A regular meeting was held July 30th in York Hall. The President, H. W. MacGovern, opened the meeting by welcoming a representative of the State Association, Mr. Frank O. Osborn, of the Department of Mental Hygiene. Mr. Osborn gave a short message and the meeting was opened for discussion, at which time several questions were asked of Mr. Osborn and answered.

During the meeting a motion was made that a reduction be made in the number of years of service required for retirement and that the required age be also stricken out. This chapter is in favor of this reduction.

Employees were assured that the reclassification and salary standardization would be completed and in effect October 1, 1943.

Rochester Chapter News

The Rochester Department of Public Works Chapter of the Association of State Civil Service Employees has been organized with these officers:

President, Paul L. Ryan; Vice President, Charles O. Scutt; Secretary, Florence McCormack; and Treasurer, William Saunders.

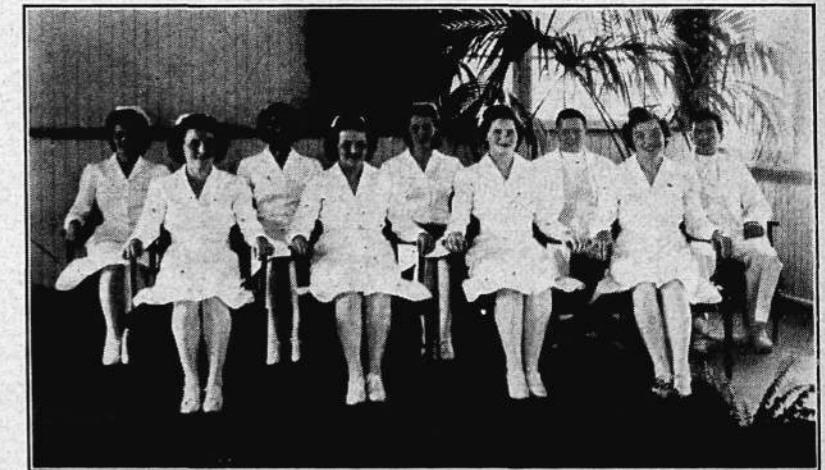


Photo by Guy de Cordova.

Nine members were graduated from the Hudson River State Hospital School of Nursing in the 1943 class. They are, left to right, front row: Nadia K. Makarowska, Florence J. MacDowell, Ramona E. Doran, and Mary A. McKinney. Seated, left to right: Virginia A. Lewis, Gertrude E. Kern, Rachel I. Moore, Donald L. Fronefield, and John Ross.

Rome State School Memorial

Members of Fort Stanwix Chapter, Rome State School, were favored by ideal weather for the unveiling and presentation of the honor roll plaque on the beautiful lawn east of the school administrative building on Saturday, June 26.

The service, presided over by Roswell B. Peters, preceded the 43rd annual field day. The program included a parade of employees and patients to the honor roll site; "The Stars and Stripes," by the band; Remarks by Chairman Peters; Unveiling and presentation of plaque by Dr. G. Herbert Clarke, president of the Employees' Club, and Owen W. Jones, president of Fort Stanwix Chapter; Acceptance of plaque and dedicatory address by Dr. James P. Kelleher, superintendent; Silent prayer for victory and safe return of our employees; Instrumental and vocal, "When the Lights Go On Again All Over the World," and "The Star Spangled Banner," by the choir and assembly.

Preliminary to Dr. Kelleher's response, he availed himself of the occasion to express, on his own behalf, the administration and the board of visitors, sincerest appreciation for the

cooperation that has been so nobly manifested towards him and his colleague since their recent arrival at the institution. His pledge to reciprocate by doing everything within his power to improve the general welfare of the employees and patients of the institution was reassuring, and prophetic of a future for our hospital wherein the human element would predominate.

Chairman Peters emphasized particularly the fact that our institution should be proud of the fact that we have functioning effectively two strong Employees' Organizations, each in its own field of activities, anxious to cooperate with the administration in all matters that might prove mutually beneficial.

Dr. Clarke and Mr. Jones, after presenting the plaque to Dr. Kelleher, thanked him and Patrick J. McCormack, the steward, for their cooperation in making the project such a success. Thanks also were extended to Mr. Schonbachler, Mr. Buttler, Mr. Bramer, Mr. Peters, Mr. Clydesdale, Mr. Hughes, and Mr. Masters, for their part in the construction and the unveiling ceremony.

In connection with the unveiling, the following letter was received by Mr. Jones, Fort Stanwix Chapter president, from Anna D. Rayland, secretary of the hospital's Board of Visitors:

"My Dear Mr. Jones: The Board of Visitors of Rome State School wish to express our deep appreciation of the gift of the memorial plaque honoring our men in the armed services. May God bless them wherever they may be."

Sincerely Yours,

Anna D. Rayland.

Auburn Prison Chapter

An official telegram from the Navy Department brought the sad news to Mrs. Zelma McGibbon that her husband, Electrician's Mate James A. McGibbon, had been killed in action and buried at sea.

Mate McGibbon had been employed at Auburn Prison for two years, having received his appointment as a fireman on July 1, 1940. He was 36, a native of Chateaugay, and had enlisted in the U. S. Naval Reserve with an electrician's rating on September 23, 1942.

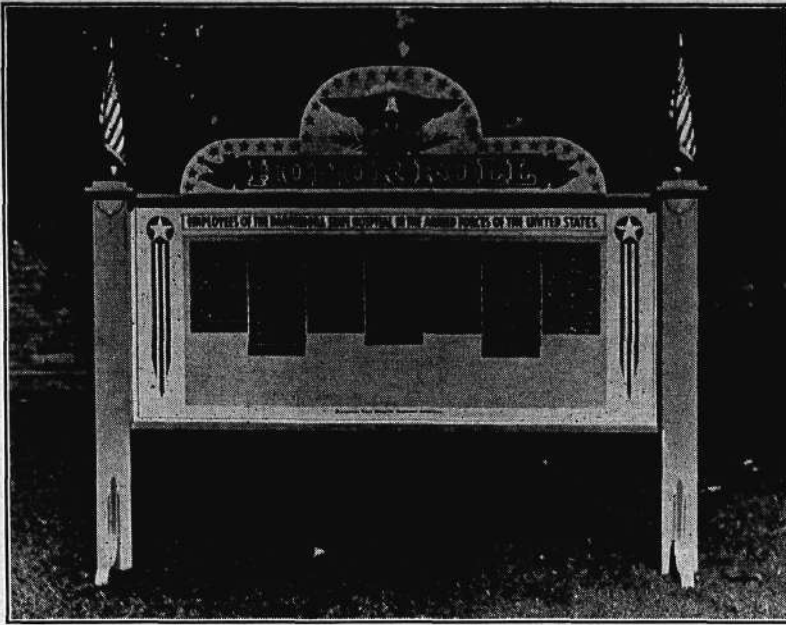
Matteawan State Hospital Chapter



Employees of the Matteawan State Hospital. Composing the crew of the airplane spotter station at Matteawan State Hospital. Employees of the group are: Dr. John F. McNeill, Superintendent; Dr. Francis C. Shaw, Marion Bird, Veronica Bolander, Louise Boyea, Helen Briggs, Helen Conner, Mary Devon, Angelina Didio, Irene Dolson, Julia Eraca, Thomas Greene, Sue Hannon, Anna Hoffart, Yvonne Lahey, Rita LaVallee, Thomas LaVallee, Jane Macewicz, Jane McNeill, John F. McNeill, Florence Matthews, Rose Morgese, Joseph Mullin, Frederick Nameth, Emily Orris, Charles Peattie, Frances Pechosak, Patterson Peoples, Mabel Powell, Rose Raymond, Barbara Shaw, Dora Sinopoli, Susan Smith, Madeline Smyth, Mildred Stephens, Helen Talbot, William Timmons, Stella Zaleski.

At Matteawan State Hospital in Beacon, N. Y., there is an airplane spotters station atop the Reception Building, which is continuously manned at all times. This post celebrated its first anniversary August 1, 1943. The 35 spotters have completed a course of plane recognition taught by Dr. Francis Shaw. Spotters can recognize most planes in one-twentieth of a second. On some planes, students got only one-hundredth of a second glance.

Dannemora State Hospital



(The photographic reproduction of the Honor Roll was supplied through the courtesy of Dr. Blakely R. Webster, Superintendent of Dannemora State Hospital.)

The employees of the Dannemora State Hospital now with the armed forces whose names are recorded on the "Honor Roll" erected at the hospital include: Dr. Samuel Jarlan, Thomas Tobin, George H. Ryan, Raymond Downs, Patrick W. Davey, William Smart, Walter Barrett, Phillip Wood, Dr. Leonard Bolton, Cecil McMillan, Edward B. White, Henry Prunier, Arthur Baker, Gaylord Wray, Armand Coryer, Francis Coryer, Dorothy McCasland, Kenneth Hackett, Cornelius Latourelle, Leon Romeo, Clifford Tripp, Herbert Herron, Russell Brennan, Harold Wilkie, Bernard Collins, Wallace Lacount, Ralph Kiroy, John A. Bigelow, Arthur Tracy, Earl Gray, Clifton Everleth, Adrian King, Linton Dow, Harold La Fountain, Francis Smith, Roger La Fountain, Raphael Akey, Felix Joyall, Norman Ford, George Lewis, Kenneth J. Cumm, Donald Mitchell, Wilbur Stanton, Kenneth Columbe, Roy La Hart, Everest Norcross, Casimer Broderick, Patrick Layhee, Roger Bigelow, Robert Lefeve, Francis Rhinebold, Alfred De Fayette, Clement Ryan, Walter Akey, Wallace Haley, Bernard Bressette, Ralph E. Gibson, Richard Hurd, Samuel Palmer, Charles Davies, Francis Harrigan.

The Dannemora State Hospital Chapter held its annual election of officers on Friday, July 9th. The results of the balloting were as follows: Charles E. Fitzpatrick, President; Camille Dame, Vice President; Howard J. St. Clair, Secretary; and Thomas Cummings, Treasurer. Mr. St. Clair and Mr. Cummings have already served for one year in the same capacity. Mr. Wesley LaPorte, the outgoing President, declined re-nomination. However, in relinquishing his duties he consented to assist in any capacity whenever the need arises. This Chapter is very grateful to Mr. LaPorte for his many accomplishments during the past year.



"They eat what they can and what they can't they can!"

From July 27 to August 21 there were 31,109 gallons of beans and 12,187 gallons of tomatoes canned at Letchworth Village, Thiells, N. Y., and the canning season is still going "full speed."

Double Talk ?

State Civil Service Department officials checking over results of examinations thought they were seeing double recently. Margaret Collins of Albany had a mark of 90.40 for assistant stenographer. Margaret Collins of Rochester also got 90.40 in the same test.

Letchworth Village News

Sixty of his friends attended a testimonial dinner at Stony Point for Leonard Schilling, who retired August 1 after 22 years' continuous service at Letchworth Village, 20 years of which he was head of the dairy.

Dr. George W. T. Watts, president of Letchworth Village Chapter, Association of State Civil Service Employees, paid high tribute to Mr. Schilling and introduced other honored guests, former Letchworth employees home on furloughs. They were Sgt. Ottilie Wilkins, Staff Sgt. Joseph June and Pvt. Raymond W. Baumeister.

Mr. Schilling was a cigarmaker before entering state service at Letchworth on November 9, 1922, as attendant. He was transferred to the cow barns in 1924. Dr. Harry C. Storrs, superintendent of Letchworth Village, was guest speaker at the dinner.

Buy Bonds Now !

Careers for Hospital Service

(Continued from Page 185)

Laundry		
Chief Laundry Supervisor.....	1-4	\$2000-2400
Head Laundry Supervisor.....	1-3b	1700-2100
Laundry Supervisor.....	1-3a	1500-1900
Senior Launderer.....	1-2b	1300-1700
Food Service and Preparation		
Food Service Manager.....	2-4	\$2400-3000
Supervising Dietitian.....	2-4	2400-3000
Senior Dietitian.....	2-3	2000-2500
Dietitian.....	2-2b	1650-2150
Dietitian Aide.....	2-2a	1400-1900
Head Cook.....	1-4	2000-2400
Cook.....	1-3b	1700-2100
Assistant Cook.....	1-2b	1300-1700
Head Dining Room Attendant.....	1-3a	1500-1900
Farm		
Farm Manager.....	4-3	\$2100-2600
Head Farmer.....	4-2	1500-2000
Head Poultryman.....	4-2	1500-2000
Farmer.....	4-1b	1200-1700
Grounds		
Supervisor of Grounds.....	4-2	\$1500-2000
Groundsman.....	4-1b	1200-1700
Greenhouseman.....	4-1b	1200-1700
Construction Equipment Operator.....	9b-2a	1500-2000
Police and Fire Departments		
Chief Institution Patrolman.....	1-3b	\$1700-2100
Head Institution Patrolman.....	1-3a	1500-1900
Institution Patrolman.....	1-2b	1300-1700
Chief Institution Fireman.....	1-3b	1700-2100
Head Institution Fireman.....	1-3a	1500-1900
Institution Fireman.....	1-2b	1300-1700
Power Plant		
Head Stationary Engineer.....	9b-4	\$3120-3720
Principal Stationary Engineer.....	9b-3b	2400-3000
Senior Stationary Engineer.....	9b-3a	2100-2600
Stationary Engineer.....	9b-2b	1800-2300
Steam Fireman.....	9b-2a	1500-2000
Power Plant Helper.....	N.S.	
Electrician Foreman.....	9b-3a	2100-2600
Plumber and Steamfitter Foreman.....	9b-3a	2100-2600
Craneman.....	9b-2b	1800-2300
Electrician.....	9b-2b	1800-2300
Machinist.....	9b-2b	1800-2300
Plumber and Steamfitter.....	9b-2b	1800-2300
Welder.....	9b-2b	1800-2300
Maintenance Man (Electrician), (Mechanic) (Plumber and Steamfitter).....	9b-2a	1500-2000
Senior Sewage Plant Operator.....	2-2b	1650-2150
Sewage Plant Operator.....	2-2a	1400-1900
Filter Plant Operator.....	9b-2b	1800-2300
Pumping Plant Operator.....	9b-2a	1500-2000
Refrigeration Plant Operator.....	9b-2a	1500-2000
Blacksmith.....	9b-2a	1500-2000
Mechanical Stores Clerk.....	3-1b	1200-1700
Maintenance		
Senior Maintenance Supervisor.....	9b-3b	\$2400-3000
Maintenance Supervisor.....	9b-3a	2100-2600
Carpenter.....	9b-2b	1800-2300
Mason and Plasterer.....	9b-2b	1800-2300
Painter.....	9b-2b	1800-2300
Roofer and Tinsmith.....	9b-2b	1800-2300

(Continued on Page 203)

Hon. Louise C. Gerry

(Continued from Page 188)

and written articles for trade organizations, chambers of commerce, and industrial relations groups. Engaged in War work since 1942 as Director of Civilian Personnel, First Fighter Command, Buffalo Aircraft Warning Corps.

The attitude of New Yorkers toward the appointment is well defined in the following from the editorial columns of the Buffalo Evening News: "The appointment of Miss Louise C. Gerry of Buffalo to the State Civil Service Commission adds strength to that body. She is a woman of ability, earnest and highly intelligent. With years of experience in personnel work in industry, she has unusual qualifications for the service to which Governor Dewey has called her. The conduct of the State Civil Service Commission strongly influences the operations of the local Civil Service agencies. It sets the tempo of service. Governor Dewey is intent in making it a livening influence throughout the State. Miss Gerry should contribute greatly to the development of efficiency in the State body."

The Merit System

(Continued from Page 191)

cations, sick leaves and other employment matters so that desirable uniformity as to responsibility and opportunity would exist throughout the service. Each departmental personnel bureau should operate in complete cooperation with the Department of Civil Service. The unfair and unwise independent action on the part of departments with reference to personnel matters savoring often of disregard for the Constitution and basic civil service laws and disrespect for the department of state government charged with recruitment and with uniform personnel administration, which has been noted all too frequently, should cease.

Any governmental aid so potent, so substantial, so proven as to value as the merit system, is too precious to neglect or disregard at any time. Now is the time to utilize the merit system to the full. The post-war will be open season for crackpots and for reactionaries.

Every citizen has a tremendous stake in seeing to it that the merit system is given first place in governmental planning now.

Careers for Hospital Service

(Continued from Page 202)

Sheet Metal Worker.....	9b-2b	1800-2300
Maintenance Man (Carpenter), (Glass Setter), (Locksmith), (Mason and Plasterer), (Roofer and Tinsmith), (Painter).....	9b-2a	1500-2000
Exterminator	9b-1b	1200-1700
Brickmaker	9b-2b	1800-2300
Industrial Shops		
Head Industrial Shop Worker.....	9b-2b	1800-2300
Industrial Shop Worker.....	9b-1b	1200-1700
Supervising Tailor	1-3a	1500-1900
Tailor	1-2b	1300-1700
Head Seamstress.....	1-3a	1500-1900
Supervising Seamstress	1-2b	1300-1700
Shoemaker	1-2b	1300-1700
Transportation		
Motor Equipment Maintenance Foreman.....	9b-2b	\$1800-2300
Motor Equipment Repairman	9b-2a	1500-2000
Chauffeur	9b-2a	1500-2000
Motor Vehicle Operator.....	9b-1b	1200-1700
Education		
(Social Service)		
Institution Education Supervisor (General).....	7-2	\$2400-3000
Institution Teacher	7-1	1800-2300
Speech Correction Assistant	2-2b	1650-2150
Resident Chaplain	7-2	2400-3000
Social Service, Psychology, and Colony System		
Supervisor of Social Work (Psychiatric)	5-3b	\$2760-3360
Senior Social Worker (Psychiatric).....	5-3a	2400-3000
Social Worker (Psychiatric).....	5-2a	1800-2300
Psychology		
Senior Psychologist	7-3	3120-3870
Psychologist	7-2	2400-3000
Junior Psychologist	7-1	1800-2300
Physical Therapy—X-ray—Photography		
Senior Physical Therapy Technician.....	2-2b	\$1650-2150
Physical Therapy Technician.....	2-2a	1400-1900
Physical Therapy Aide.....	2-1b	1150-1650
X-ray Technician	2-2b	1650-2150
X-ray Aide	2-1b	1150-1650
Institution Photographer	2-2b	1650-2150
Occupational Therapy		
Supervisor of Occupational Therapy.....	2-3	\$2000-2500
(Mental Hygiene)		
Senior Occupational Therapist.....	2-2b	1650-2150
(Mental Hygiene)		
Occupational Therapist (Mental Hygiene).....	2-2a	1400-1900
Occupational Therapy Aide.....	2-1b	1150-1650
Supervising Occupational Instructor.....	2-3	2000-2500
Senior Occupational Instructor.....	2-2b	1650-2150
Occupational Instructor	2-2a	1400-1900
Recreation Instructor.....	7-1	1800-2300
Assistant Recreation Instructor.....	2-2a	1400-1900
Bandmaster	2-2b	1650-2150
Library Assistant	2-2b	1650-2150
Dentistry		
Associate Dentist	7-4	\$4000-5000
Senior Dentist	7-3	3120-3870
Dentist	7-2	2400-3000
Resident Dentist	7-1	1800-2300
Dental Hygienist	2-2a	1400-1900

(Continued on Page 212)

To New York State Workers

(Continued from Page 185)

be made to interest every employee in the purchase of bonds through the payroll deduction plan. It is expected that the campaign program will include unit meetings, exhibition of motion pictures, distribution of appropriate literature and visits to the various State institutions. Mr. Pfeiffer states: "We have no doubt that every person on the State payroll wants to do his utmost to back up our men in the armed services and will prove it by the purchase of more and more bonds."

Needless to say the officers and headquarters of the Association, as well as the entire membership, will assist heartily toward the success of the War Bond Drive.

Remember, the cost of the war to the United States has now mounted to approximately 8 billion dollars each month. To help meet this cost, the Treasury is asking the people of America to buy in the Third War Loan beginning September 9, FIFTEEN BILLION DOLLARS of United State Government securities.

That is the goal. It cannot be reached by ordinary buying of War Bonds. TO REACH THE GOAL IT IS NECESSARY THAT WE ALL BUY AN EXTRA WAR BOND DURING SEPTEMBER. And it is not only a duty, but a privilege. Your money will go to supply more guns, more planes, more battleships, more cruisers, more jeeps, and ammunition for the final push to victory.

BE READY TO BUY AN EXTRA BOND IN SEPTEMBER. Help our boys to finish the job.

Buy War Bonds

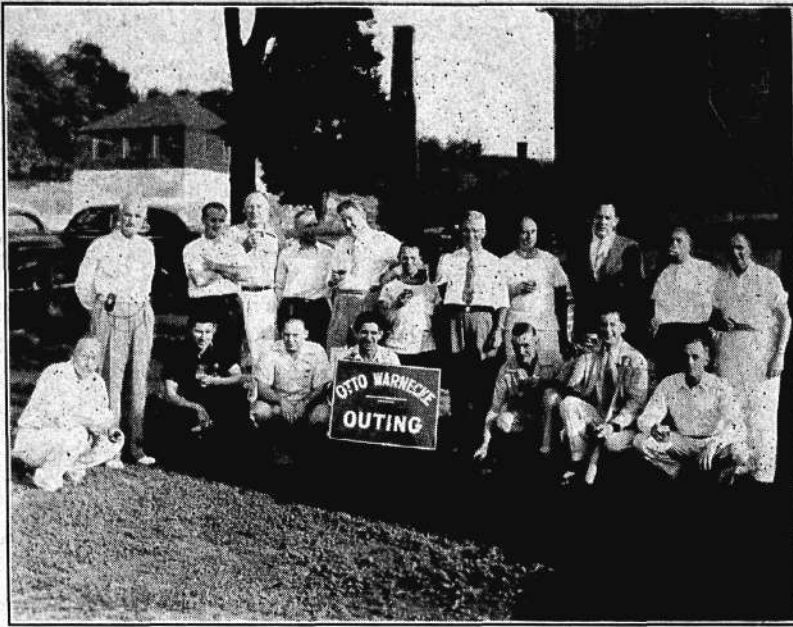
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Hudson River State Hospital



Members of the Hudson River State Hospital Fire Department, with honored guests, enjoyed a picnic on the Yacht Club grounds. It was given by Otto Warnecke, one of the former members. In the front row, left to right: Dr. Howard P. Carpenter, William Soneberg, Edward Kupetz, Theodore Stone, Edward M. Britt, Thomas Reynolds and Brindle McDonald. In back row, left to right, are: Dr. John R. Ross, H.R.S.H. superintendent; Edward Filler, Edward Ose, John J. O'Donnell, Joseph H. Anderson, steward of Syracuse State School; Michael Shane, John J. Whalen, Dr. James H. Morris, Dr. C. Vaughn Lewis, Frank Cox and Louis Irving Garrison.

The Hudson River State Hospital School of Nursing graduated nine members in its 1943 class, at exercises in the hospital June 25.

Dr. John R. Ross, superintendent of the hospital, presided at the exercises. The invocation was given by the Rev. Francis B. Whitcome and the Nightingale Pledge to the graduates by Gladys E. Russell, principal of the School of Nursing. Rev. Harold B. Kerschner delivered the address to the graduates and prizes were awarded by May V. Jerrell, R.N., assistant principal of the School of Nursing. Diplomas were awarded by Mrs. Edward A. Conger, secretary of the Board of Visitors, and the Benediction was by Rev. Charles Schmidt.

A fine time was had by everybody at the Fun Day and Picnic conducted on the Hospital Recreation Field. The events, which included games and field events, were presented under direction of Dr. John R. Ross, hospital superintendent, and Arthur H. Sullivan, recreational director.

From Over There

Private First Class Charles J. Kearsy, Route 2, Walton, N. Y., a member of our Association who left his work at Wassaic State School to serve his country, was reported from Washington on June 5, 1943, as wounded in action. Under date of August 1st, Pfc. Kearsy wrote to the Association sending greetings to his many friends in State service. His letter follows:

"My wounds which I received on April 30, 1943, during the battle of Mateur, North Africa, are healed and I am O.K. again. I bruise easily, but I heal quickly! I saw Rome burn while the Axis fiddled. News from the Pacific will soon be specific. Before the leaves of autumn fall the Nazis will clearly see the handwriting on the wall."

Pfc. Kearsy signs his letter, "Yours for a Happy Thanksgiving and a White Christmas—Keep Smiling—Pfc. Chas. J. Kearsy."

Pfc. Kearsy enclosed an original poem dedicated "to the Mothers

and Wives of us all who constitute our Honor Roll." This is a striking message to the home front. It is a beautiful tribute to the faithful at home and a true picture of how close home and the home folks are at all times to the American soldier at the front. The poem follows:

"The Army Next of Kin"

They also serve, this I know
Because my soul, it tells me so.

Who are these silent warriors? All
unseen

They march beside each khaki clad,
Or stand beside our sailors on the
sea

And slip aboard those powerful air
machines.

Untrained, unskilled, they know not
art of war

Only the tears, the heartache and the
pain.

Their armor 'is their courage and a
smile;

Their only weapon, faith in God
and man.

Fearless in battle, tireless on the
march,

Like sentinels beside each service
man;

From dawn till dusk and on again
'til dawn

Standing beside them, silent and
unseen.

Only in dreams their forms do
vaguely shine,

And from the wind their whispering
voices heard;

But their sweet presence is forever
near

To those who love them dear.

Who are these warriors of this war
so grim?

They are the Army of the Next of
Kin.

They also serve, this I know
Because my soul it tells me so.

Reorganization

(Continued from Page 194)

structure, this administration has further plans for their welfare which are not measurable in dollars and cents. In immediate process is a policy of providing better and more attractive meals than have been provided in the past.

"This administration also is planning and looking forward to improved employee recreational facilities. I am well aware that adequate facilities are unavailable in some of the institutions. These conditions will be improved."

QUESTION BOX

Question: I began working for the State in March, 1939, but received no increment until July, 1941. Although I have been working continuously in one department since March, 1939, my appointment was not made permanent until October, 1939. Figuring from the date the appointment was made permanent in October, 1939, and that six months out of a fiscal year is an increment-earning year, wouldn't I have been entitled to receive an increment in July, 1940, instead of July, 1941?—C.C.C.

Answer: Chapter 910 of the Laws of 1939, suspended salary increments for the fiscal year 1939-40 and provided that "Such time during which increments are suspended shall not be computed in determining a grade or amount of increment thereafter." The period of permanent employment from October, 1939 to June, 1940, is therefore a dead period and no increment was payable on July 1, 1940. The first increment was due on July 1, 1941.

Question: A State employee whose name appears on a departmental promotion list resigns to take other work. Will his name continue to be certified for appointment from this promotion list as long as it remains in effect, or does he become ineligible for promotion from this list when he severs connection with his State employment?—B.R.

Answer: A former State employee who has resigned and left State service becomes ineligible for promotion from a State list upon which his name appears. Furthermore, according to a recent determination by the State Department of Civil Service, eligibility is not regained by the employee's reinstatement to his old job. This ruling is based upon the decision of the Court of Appeals in the case of *Doering v. Hinrichs*, 289 N. Y. 29, in which the court stated: "A resignation constitutes a complete break in the service, and the absolute termination of relations. Thereafter the person resigning has no rights or duties. Reentry into the service can be accomplished only by the voluntary act of the person who has power of appointment. The

prior service may furnish sufficient ground for the legislative authorization of reentry into the service without new examination;—the reentry marks, nonetheless, a new beginning and the renewed service cannot be traced further back in unbroken line."

Question: If a soldier receives a disability discharge from the armed forces, would his rank be raised on civil service lists he was already on before entering the army? Would the disability have to be incurred in action?—O.B.

Answer: If a disabled war veteran has received an honorable discharge, he is entitled to be placed at the head of any open-competitive or promotion eligible list upon which his name appears, provided (a) he was a citizen and resident of New York State at the time he entered the armed forces and is still a citizen and resident of New York State; (b) his disability is recognized by the United States Veterans' Administration as war-incurred; (c) the Civil Service Commission's physicians find that the war-incurred disability still exists and does not interfere with the performance of the duties of the position for which the disabled veteran has competed.

The disabled veteran should file a claim for disabled veterans' preference on forms supplied by the Civil Service Commission upon request. If the preference is allowed by the Commission, the disabled war veteran will have his name raised on eligible lists upon which his name appeared prior to his entering the armed forces.

Question: (a) After retirement, how long thereafter is the death benefit effective?

Answer: The ordinary death benefit is not payable after a member of the Retirement System will have retired on a retirement allowance.

(b) If an employee with twenty years service, at age 55 retires on disability pension, what is the amount of such pension?

(c) An employee with 20 years of service retiring on ordinary disability retirement allowance would

receive approximately ninety per cent of twenty-seventieths of average salary for last five years of service, or any other five consecutive years of service when member may have received a larger salary.

(c) What is the penalty for failure to give correct age when entering the service?—F.C.

(c) A member giving wrong date of birth, producing a lesser age than actual age, is called upon to pay the difference in contributions between the correct rate and the erroneous rate.

SEND IN YOUR QUESTION



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LINES

Hearings For Employees

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

Position Classification

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

As soon as possible after October 1, 1943, each employee will be notified of the new title for his position. If, in his opinion, the classification is in error, he may appeal to the Classification Board within fifteen days after the receipt of his notice for a review of his case, including a personal hearing to discuss the matter if he so desires. The Board will re-examine his duties and responsibilities and if an error has been made will recommend another title. If the Board feels that no change is warranted, it will deny the appeal. The employee, if still convinced that there is a mistake, may appeal the Board's final decision, **WITHIN SIXTY DAYS**, to the State Civil Service Commission.

Standard appeal forms and instructions will be supplied each institution where employees may easily obtain them. The Board plans to hold hearings at each institution. No employee needs to be represented at such hearing by any outside source, though he may be. The hearing is informal and solely for the purpose of trying to get at the facts. The appeal **MUST**, however, be based on the duties and responsibilities of the position, **NOT** on personal qualifications of the employee, or his length of service, or some examination he once passed, or any other personal attributes; it is the position that is classified, not the employee. The employee may leave the position, but the job will still be there and a new appointment may

have to be made. It is important to know, therefore, what the position is. The Classification Board can be concerned only with the position.

Salary Allocation

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

Appeals may be made to the Temporary Salary Standardization Board on prescribed forms. Since a change in salary allocation effects all positions under the same title, the Salary Board must consider appeals in a group rather than on individual employee basis and such appeals are usually presented by groups that have the same title or by their representatives. Recommendations for reallocation from one salary grade to another must have the approval of the Director of the Budget to become effective.

When the position in the institutions have been brought under Feld-Hamilton, existing salaries will be affected as follows:

(a) The salary of an incumbent, if below the minimum of the grade to which his position is allocated or below the rate of compensation for his years of service in such position, will be increased annually (each April 1 beginning April, 1944) by an increment. (Example: position of Miss X is classified as Senior Stenographer with salary allocation in Service 3, Grade 2, \$1,600 minimum to \$2,100 maximum, with an annual increment \$100. On March 31, 1944, Miss X is receiving a salary of \$1,400 and by that date has been in this position for 2 years. The

salary to which she is entitled, based on 2 years' service in the position is \$1,800—the second increment in the range of \$1,600 to \$2,100. Since she is receiving less than that she may receive one increment of \$100 or \$1,500 on April 1, 1944.)

(b) Except for annual increments as illustrated above, there is no other salary change permitted under the law except in the case of an employee whose salary is below the minimum of his grade. In such cases, salary adjustments upward toward the minimum may be made at any time that a vacancy occurs by advancing the salary of other employees under the same title, within the appropriations available. (Example: Assume on April 1, 1944, four positions all classified as Senior Stenographer with salaries of A—\$1,600, X—\$1,400, Y—\$1,300, Z—\$1,300. Note X, Y and Z are below the minimum of their salary grade of \$1,600 to \$2,100. On July 1, 1944, A resigns. Salary adjustments may then be made among the other Senior Stenographers as follows: X can be advanced to \$1,600, the minimum; either Y or Z may be advanced to \$1,400, left by X, but there is only one position so only one can move; the choice between Y or Z is based on seniority and efficiency ratings.)

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

Feld-Hamilton Eligibility

Not all employees in an institution are eligible to come under the Feld-Hamilton law. It applies only to permanent competitive and non-competitive positions and excludes temporary, part-time or seasonal positions and positions the salaries of which are fixed by some other statute. The majority of institutional employees who do not come under this law are in positions which have exempt or labor status under the

(Continued on Page 210)

The Winning Short Story

THE AFTERMATH

Members of The Association of State Civil Service Employees of the State of New York responded spontaneously to the newest feature of "The State Employee"—the short story contest.

Hardly had the June issue reached State employees with its announcement of the contest than State workers who are members of the Association sat down and prepared their entries in the contest.

The editorial board was hard put in its task of judging the entries, for some State employees, it developed, are no mean authors in their own right. When the final decision of the judges had been reached it was revealed Nathaniel Gold, of the Department of Public Service, had won the contest for this month.

Mr. Gold, for his work, receives the \$10 award posted by the Association. There must be many more State employees who, like Mr. Gold, could write stories worthy of awards in the contest. Why not try your hand? Each story must be fiction, of not more than 600 words, and all entrants must be members of the Association.

Johnny stepped up to the desk, his five feet eleven taut, his face gray, his eyes clouded.

"You sent for me, Sir?"

The white haired man behind the desk stopped perusing the document in front of him, removed the pince-nez suspended on a black ribbon, and looked up at the visitor.

"Sit down, son. We're both busy men. I'll come straight to the point. Davis tells me that since your return from the army you've not been doing so well. Anything wrong?"

"The job seems rather tame, Sir. Besides, a fellow feels . . . Oh, I'm no hero. But—it's hard to explain."

"Perhaps it isn't necessary. Probably I have a fair idea how you feel. I knew a fellow in the last war who was hospitalized for several months; then was honorably discharged, and returned to the State service. Yes, he was in this department, in almost the identical position you hold. He had a hard time getting adjusted. Whenever the name of a fellow worker in the armed service was mentioned, he winced. The work seemed drab and unreal. He was in a funk, generally. One day, he remained at the desk after the others had gone. Not working, mind you; just sitting and dreaming with eyes wide open. The cleaning women came around. They were busy dusting, sweeping, mopping—doing the daily chores assigned to charwomen. He was dreaming on, oblivious to what he thought was their idle chatter, till a name caught his ear. Tom. One woman asked another how Tom was doing. Tom was doing real well, thank the Lord, answered the other. He had been fitted out with an artificial leg, and has gradually come to master it as if it were his own. Tom is quite busy at his new job. She is so happy for his sake. They have more fun together than ever. Tom. Why, that was his buddy in the next bed at the hospital. Here was Tom's mother, carrying on as usual, at work, friendly, having fun with her witty son. He felt ashamed. His dream, or nightmare, dissolved. He began to see in a clear perspective."

After a silent pause, Johnny asked—

"Well, what did he do; what became of him?"

"Became of the moper, you mean? Oh, he plunged into work and stopped being sorry for himself. Soon thereafter, people began to refer to him as a jolly after dinner speaker. He continued to work hard till he headed this department." Johnny looked into twinkling eyes, as the older man said—"That's right, son. I myself was that moping, frustrated hero."

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Harry Simmons

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Civil Service Notes

BY THEODORE BECKER
*State Department of Civil
Service*

STENOGRAPHERS AND TYPISTS WANTED

The State Civil Service Commission has announced examinations for **Junior Stenographer** and **Junior Typist** to fill vacancies in State positions in the **Albany** area only; the lists established last March for these positions having been exhausted for appointments in State service in that area. The examinations will be given on successive Saturdays in late September and October. The salaries will probably be \$1,320 at least until March 31, 1944, under State legislation due to expire on that date unless renewed for an additional period. The usual salary range for these positions is \$900 to \$1,400. Minimum qualifications are either (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in stenography (for the Junior Stenographer examination) or in typing (for the Junior Typist examination); or (b) four years of satisfactory general office experience, including stenography (for the Junior Stenographer examination) or including typing (for the Junior Typist examination); or (c) a satisfactory equivalent combination of the foregoing training and experience. If eligible, candidates may file for both examinations. The application fee is 50 cents for each examination. Applications may be obtained from the State Department of Civil Service, Albany, N. Y.; and must be filed on or before **September 25, 1943**. Ask for applications for examination No. 6132—**Junior Stenographer** or for examination No. 6133—**Junior Typist**, or for both. If request is made by mail, enclose a 3 7/8" x 9", or larger, self-addressed return envelope bearing 6c postage. For other open competitive examinations scheduled for **October 16, 1943**—see *The Bulletin Board*.

REMOVAL OF VETERANS

Veterans (of prior wars) and exempt volunteer firemen cannot be removed from competitive civil service positions without a hearing on

charges of incompetency or misconduct, and may obtain a court review if found guilty and dismissed. (Section 22(1) of the Civil Service Law.

According to a recent decision of the Court of Appeals, the determination of an appointing officer to remove a war veteran after a hearing on such charges will not be set aside by the courts where:

- (1) the charges are substantial or might be considered substantial by a reasonable person; and
- (2) the charges were supported at the hearing by competent proof of all the necessary facts; and
- (3) there was no such preponderance of the evidence against the existence of any of those facts as would require the setting aside of the verdict of a jury in an ordinary civil jury trial. (Miller v. Kling, 290 N. Y.).

OPINIONS OF THE ATTORNEY-GENERAL

Attorney-General Nathaniel L. Goldstein has recently issued formal and informal opinions relating to matters of interest to State employees. These opinions are digested below:

Conscientious Objectors: Inasmuch as the benefits and privileges of Section 246 of the Military Law (leaves of absence for military service, reinstatement, accrual of increments, etc.,) apply only to those public employees who engage in military duty, conscientious objectors who are opposed to all kinds of military service and are sent to camps to perform work of national importance under civilian direction, are not entitled to the benefits of such law. However, those conscientious objectors who have no scruples against non-combatant military duty and are inducted into the armed forces of the nation to perform such non-combatant service, perform military duty as defined in Section 246 of the Military Law and are entitled to its benefits and privileges. (Formal, July 26, 1943).

Substitute Appointees: Persons appointed as temporary substitutes under Section 246 of the Military Law, although they serve for a limited and indefinite tenure, are

subject to the retirement provisions of the Civil Service Law. "In view of the probability that many substitutes will serve in the State service for substantial periods of time, the public policy applicable to employees generally may well apply to them, and my opinion is that the fact that they are substitutes does not exempt them from inclusion within the retirement system under Civil Service Law, sect. 52, subdivision 1 (a)." (Formal, June 3, 1943).

Leaves of Absence: The granting of leaves of absence is regulated by the rules of the various departments of State government. Reinstatement after a leave of absence is governed by Rule XVI (1) of the Rules for the Classified Civil Service, which provides that reinstatement within one year may be made without re-examination to a vacant position in the same office, department or institution, and in the same group, subdivision and grade, or by appointment within one year to a position to which the employee was eligible for transfer. Absence for more than a year is deemed equivalent to resignation. (Informal, June 17, 1943).

Politics: "I find no opinion rendered by the Attorney-General holding that employees in the civil service may not hold a position as committeeman in a political party, nor am I aware of any statute prohibiting the holding of such an office by such employees." (Informal, July 2, 1943).

BETWEEN QUOTATION MARKS

In this new department will appear from time to time quotations which may be of interest to civil service employees, supervisors and administrators.

Personality Checklist

"Personal Traits"—The following list will be helpful as a check to determine how smoothly you fit into the office machine.

1. Poise—Do you remain calm when things go wrong?
2. Adaptability—Do you take changes of work or plans in your stride?
3. Dependability—Do your office associates know they can always count on you?

4. Efficiency—Do you 'get the job done' the quickest, smoothest way?
5. Voice—Do you speak quietly, distinctly and pleasantly?
6. Tact—Do you always say 'the right thing at the right time'?
7. Honesty—Can your office associates 'take your word for it'?
8. Appearance—Do you keep yourself clean, neat and attractive?"

(From O.P.A. Manual for Typists, Stenographers and Secretaries—Training Branch, Office of Price Administration, Washington, D. C.)

Service Ratings

"The principal use to which service rating systems have long been put has been to provide a measure of the individual employee's efficiency. * * * There is, however, another function to which a service rating system may contribute—one that is supervisory rather than administrative in nature. This is the function of furnishing personal guidance to the individual employee. A service rating system used in this manner becomes an instrument for improving the quality and quantity of work output. * * * When the guidance function is incorporated in a service rating system, several basic assumptions must be made. For example, the question of permitting employees to see their ratings has been argued pro and con. If the system is conceived as a device for education as well as evaluation, then the desirability of enabling employees to know their standings becomes a necessity. Again, it is necessary to recognize one of the fundamentals of sound administration; that an employee should not be criticized without, at the same time, being shown specific methods of improvement. In fact, any type of evaluation which merely tells an employee what is wrong with him and stops at that point is of little value from the standpoint of remedying his shortcomings. ('The Use of Service Ratings for Employee Guidance,' by John G. Watkins, Alabama State Personnel Department. Vol. 4, No. 3, pg. 168. Public Personnel Review, July, 1943, published by the Civil Service Assembly, 1313 East 60th Street, Chicago 37, Illinois).

Personnel Officers

"The Civil Service Department is the personnel agency through which all the employment problems of the

State clear. No problem can be solved, however, without a thorough understanding of the problem itself. Operating departments are constantly requiring additional personnel and the duties of positions change frequently. These and other personnel problems would seem to require a personnel officer, from the Department of Civil Service, and under its supervision, in each of the operating departments, to the end that all problems may be anticipated, understood and solved promptly. This observation seems elementary." (Report of the Joint Legislative Committee on the Administration and Operation of the Civil Service System.—New York State Legislative Document, No. 54 of 1943).

THE BULLETIN BOARD

The State Civil Service Commission has announced a series of open competitive examinations to be held on October 16, 1943, for the positions listed below. The last date for filing applications is September 24, 1943.

6095—ASSISTANT BACTERIOLOGIST, (Division of Laboratories and Research), Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2.00.

6096—ASSISTANT CANCER LARYNGOLOGIST, Division of Cancer Control, Department of Health. Usual salary range \$3120 to \$3870. Application fee \$3.00. At present, a vacancy exists at the State Institute for the Study of Malignant Diseases at Buffalo.

6097—ASSISTANT DIRECTOR OF NURSING, Division of Tuberculosis, Department of Health. Usual salary range \$2400 to \$3000 with suitable deduction for maintenance. Application fee \$2.00. At present, a vacancy exists at Hermann M. Biggs Memorial Hospital, Ithaca, at \$1800 and maintenance. If eligible, candidates may compete also in No. 6101, Director of Nursing. A separate application and fee must be filed for each.

6098—ASSISTANT RECREATION INSTRUCTOR, State Departments and Institutions. Usual salary range \$1400 to \$1900 with suitable deduction for maintenance. Application fee \$1.00. At present, one vacancy exists in the Department of Mental Hygiene at Creedmoor State Hospital at \$1200 and maintenance. This list will also be certified for appointment to Instructor of Physical Training.

6099—ASSOCIATE HOUSING TECHNICAL ANALYST, Division of Housing, Executive Department. Usual salary range \$5200 to \$6450. Application fee \$5.00.

6100—ASSOCIATE RESEARCH BIOCHEMIST, Department of Mental Hygiene. Usual salary range \$5200 to \$6450. Application fee \$5.00. At present, a vacancy exists at the New York State Psychiatric Institute and Hospital at \$4650. This position offers unusual opportunity for research because of the numerous projects undertaken at the Institute, some of which are supported by private funds. The incumbent may also become affiliated with the faculty of Columbia University in a teaching capacity and receive remuneration for such service from the University.

6101—DIRECTOR OF NURSING, Department of Mental Hygiene. Usual salary range \$3120 to \$3870 with suitable deduction for maintenance. Application fee \$3.00. At present, a vacancy exists at the Psychiatric Institute and Hospital in New York City at \$2400 and maintenance. If eligible, candidates may compete also in No. 6097, Assistant Director of Nursing. A separate application and fee must be filed for each. This examination is open to residents and non-residents of New York State

6117—ELECTRICIAN FOREMAN, Division of Public Buildings, Department of Public Works. Usual salary range \$2100 to \$2600. Application fee \$2.00. At present, a vacancy exists at the State Capitol, Albany.

6102—HEAD CLERK, (Purchase), State Departments and Institutions. Usual salary range \$2500 to \$3100. Application fee \$2.00. At present, a vacancy exists in the Division of Finance, Albany Office, State Education Department. If eligible, candidates may compete also in No. 6106, Principal Purchase Clerk. A separate application and fee must be filed for each.

6103—INDUSTRIAL FOREMAN (Woodworking Shop), Division of Prison Industries, Department of Correction. Usual salary range \$2100 to \$2600. Application fee \$2.00. At present, a vacancy exists at Walkill Prison.

6105—JUNIOR INSURANCE QUALIFICATIONS EXAMINER, Insurance Department. Usual salary

Civil Service Notes—Continued

range \$2700 to \$3300. Application fee \$2.00.

6106—PRINCIPAL PURCHASE CLERK, State Departments and Institutions. Usual salary range \$2200 to \$2700. Application fee \$2.00. At present, a vacancy exists in the Long Island State Park Commission, Conservation Department, at the Administration Headquarters, Belmont Lake State Park, Babylon, Long Island. If eligible, candidates may compete also in No. 6102, Head Clerk (Purchase). A separate application and fee must be filed for each.

6107—PSYCHIATRIC MUSEUM CURATOR, New York State Psychiatric Institute and Hospital, Department of Mental Hygiene. Usual salary range \$1800 to \$2300. Application fee \$1.00.

6108—RESEARCH INVESTIGATOR OF WOMEN IN INDUSTRY, Division of Women in Industry and Minimum Wage, Department of Labor. Usual salary range \$1800 to \$2300. Application fee \$1.00. At present, several vacancies exist at \$1800.

6109—SENIOR ATTORNEY (Taxation and Finance). Department of Taxation and Finance. Usual salary range \$4000 to \$5000. Application fee \$3.00. At present, two vacancies exist in the Albany office, one at \$3550 and one at \$3240.

6110—SENIOR EDUCATION SUPERVISOR (Child Development), Division of Elementary Education, State Education Department. Usual salary range \$3120 to \$3870. Application fee \$3.00.

6111—SENIOR EDUCATION SUPERVISOR (Industrial Arts), Division of Secondary Education, State Education Department. Usual salary range \$3120 to \$3870. Application fee \$3.00.

6112—SENIOR HEARING STENOGRAPHER, State and County Departments. Usual salary range \$2000 to \$2500. Application fee \$1.00. At present, two vacancies exist in the Division of Placement and Unemployment Insurance, and one in the Buffalo office of the Department of Labor. Candidates must be free to travel to other sections of the State when necessary. This list will be used for making temporary mili-

tary substitute appointments and permanent appointments. This examination may be held at a date later than October 16 and will probably be given only in the following centers: Albany, Buffalo, New York, Rochester, Syracuse and Utica.

6113—SENIOR STENOGRAPHER (Medical), Fourth and Ninth Judicial Districts. Usual salary range \$1600 to \$2100. Application fee \$1.00. At present, two vacancies exist in the Department of Health, one at the Hospital for Incipient Tuberculosis at Ray Brook at \$1200 and full maintenance, and one at the New York State Reconstruction Home at West Haverstraw at \$1600 a year.

THIS EXAMINATION WILL BE OPEN ONLY TO PERSONS WHO HAVE BEEN LEGAL RESIDENTS OF EITHER THE FOURTH JUDICIAL DISTRICT WHICH COMPRISES THE COUNTIES OF CLINTON, ESSEX, FRANKLIN, HAMILTON, MONTGOMERY, ST. LAWRENCE, SARATOGA, SCHENECTADY, WARREN, AND WASHINGTON, OR THE NINTH JUDICIAL DISTRICT WHICH COMPRISES THE COUNTIES OF DUTCHESS, ORANGE, PUTNAM, ROCKLAND, AND WESTCHESTER, FOR FOUR MONTHS IMMEDIATELY PRECEDING THE DATE OF THE EXAMINATION. These lists will be certified by Judicial Districts.

6114—STEAM FIREMAN, State and County Hospitals, Departments, and Institutions. Usual salary range \$1500 to \$2000. Application fee \$1.00. At present, vacancies exist at Auburn, Sing Sing, and Wallkill Prisons, Westfield State Farm, and the New York State Vocational Institution at West Coxsackie.

6116—WELFARE TRAINING ASSISTANT, Department of Social Welfare. Usual salary range \$3120 to \$3870. Application fee \$3.00. At present, a vacancy exists in the Bureau of Child Welfare.

Application forms may not be issued by mail after September 23 for these examinations. Applications, together with the required fee, should be filed or postmarked on or before

September 24, 1943. When writing for detailed circular and application form specify number and title of position and enclose a 3 $\frac{7}{8}$ x 9 or larger, self-addressed return envelope bearing 6c postage. Address request to the Examination Division, State Department of Civil Service, Albany, N. Y.

Hearings for Employees

(Continued from Page 206)

Civil Service Law, as distinct from competitive or non-competitive. Those employees were appointed without examination and have never attained competitive or non-competitive status. Their salaries are not governed by Feld-Hamilton. Such positions usually appear in the appropriation act as "N.S.," i.e., non-statutory.

Maintenance

Feld-Hamilton salary rates are gross rates, i.e., they represent the total compensation payable for the position, whether paid entirely in cash or partly in maintenance. A new maintenance plan will be established on October 1, 1943. Any employee who receives maintenance from the State will be charged for it in accordance with the rates established by the new plan and the value of that maintenance will be deducted from the gross salary to arrive at this net cash salary.

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

Below are the names of the two Boards referred to above and the address of each:

Classification Board,
Department of Civil Service,
State Office Building,
Albany, New York
C. L. Campbell, Chairman
A. F. Maloy
Wm. F. McDonough
Temp. Salary Stand. Board,
State Capitol,
Albany, New York
Joseph E. Sheary, Chairman
Dr. Frank Tolman, Secretary
Wm. R. McWilliams
C. L. Campbell
Marjorie Arnold

BUY WAR BONDS

THE CAPITOL BEAT

Summer months played Cupid in the Department of Correction . . . with Mary Grace Stephens, Junior Typist in the Division of Criminal Identification, becoming the wife of Ensign Charles J. Wills, at St. Augustine's Church in Troy, on June 28 . . . Catherine Cassidy, Assistant Stenographer in the Administration Division, joining hands with Lieutenant Joseph L. Burns at St. Patrick's Church in Albany, on August 4 . . . Virginia Platt, former Assistant Fingerprint Clerk in the Identification Division, and more recently employed as Senior Account Clerk at Westfield State Farm, stepping off with Mr. John Parslow of Troy, in a ceremony performed at the Trinity Methodist Church in Albany, on August 28 . . . and Mary Burns, Senior Account Clerk in the Division of Estimate and Audit, completing plans to middle-aisle it with Mr. Earl Gurney, at St. James Church in Albany, on September 11.

August 2 and 3 saw the members of the Division of Criminal Identification making themselves comfortable in the Main Ball Room of the Ten Eyck Hotel in Albany, to pay heed to addresses and demonstrations making up the program for the 18th Annual Convention of the National Identification Association. William E. Cashin, recently appointed to the duties of Superintendent of the New York State Vocational Institution at West Coxsackie, acted as Chairman of this year's conclave which came to a close on Tuesday evening, August 3, at a banquet at the Ten Eyck, featured by an address by the Honorable Charles Winding, Secretary and Counsel to the New York State War Council.

New Aids to Du Mond

Commissioner C. Chester Du Mond announced the appointment of Eugene F. Gorse, Commissioner of Public Welfare of Schoharie County, as executive officer of the Department of Agriculture and Markets. Mr. Gorse will head the personnel work of the department. He succeeds Daniel M. Frisbie, of Schoharie, at a salary of \$6,000. Mr. Gorse was born at Delhi, April 25, 1883.

He served as postmaster at Jefferson from 1926-34 and was appointed commissioner of public welfare in 1935, which position he relinquished to accept the appointment as executive officer.

The appointment of Dr. Ivan G. Howe, commissioner of county welfare of Allegany County, as Director of the bureau of animal industry of the Department of Agriculture and Markets, effective September 1, also was announced by Commissioner Du Mond. Dr. Howe succeeds Dr. Ernest T. Faulder, who retired on the same date.

Dr. Howe was born in Scio, Allegany County, September 1, 1892. He enlisted in the United States Army as First Lieutenant, Veterinary Corps, and served 16 months overseas in World War I. While in service he received a Brigade Citation for devotion to duty. On retirement from military service in 1919, he returned to veterinary practice at Belmont, continuing until 1933.

He was appointed county commissioner of public welfare of Allegany County in 1933, the position he relinquished to become Director of the Bureau of Animal Industry.

Dr. Faulder Retires

Dr. Ernest T. Faulder, director of the Bureau of Animal Industry, Department of Agriculture and Markets, retired effective September 1. He joined the department April 1, 1923, and has served as veterinarian, assistant director and director since October 25, 1925.

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New Training Certificates

BY ALBERT H. HALL, *Director*
Bureau of Public Service
Training

The Bureau of Public Service Training of the New York State Education Department, a cooperative training service agency which assists in the organization and operation of in-service training courses for State and local employees, is now prepared to issue Certificates of Service in recognition of instructors or administrators of State and local employee training programs. The Bureau has issued for many years Regents Public Service Training Certificates to State and local employees completing training courses successfully. These Certificates have been recognized by the State Civil Service Commission and local Civil Service Commission for credit in promotion examinations.

The conditions governing the recognition of instructors and administrators of in-service training courses and the issuance of Certificates of Service are contained in Administrative Regulations of the Bureau of Public Service Training promulgated on August 15, 1943. The regulations are as follows:

RECOGNITION OF INSTRUCTORS OR ADMINISTRATORS OF TRAINING

State or local officials having jurisdiction over public employee training and desiring recognition of a public service training instructor or administrator shall file with the Bureau of Public Service Training the names of instructors or the actual administrators of a training program for whom such certification is sought. They shall also affirm that such persons are qualified to perform their instructional or administrative training duties. In support of such affirmation and as a condition precedent to the granting of a Certificate of Service, the official so affirming shall file in Albany with the Bureau of Public Service Training of the State Education Department.

Careers for Hospital Service

(Continued from Page 203)

Pharmacy		
Pharmacist	7-2	\$2400-3000
Junior Pharmacist	7-1	1800-2300
Pathology and Laboratory		
Director of Clinical Laboratories	7-5	\$5200-6450
Senior Pathologist	7-4	4000-5000
Senior Medical Technician	2-2b	1650-2150
Medical Technician	2-2a	1400-1900
Laboratory Worker	2-1b	1150-1650
Medical Staff		
Senior Physician (Psychiatry) or (Surgery) or (Internal Medicine)	7-4	\$4000-5000
Physician (Psychiatry) or (Surgery) or (Internal Medicine)	7-3	3120-3870
Resident Physician	N.S.	2400 flat
Medical Intern	N.S.	1800 flat

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FICTION

Ride This Night!, by Vilhelm Moberg. Doubleday. \$2.50.

In seventeenth century Sweden, a little village of twelve farms, drawn closely together for protection against the dangers lurking in the great woods surrounding them, now finds a greater danger in the arrogant demands on their time and labor by a German nobleman at a neighboring manor house. Of all the men, only the fearless Ragnor Svedje dares defend his immemorial rights, and has to flee to the forest to await the day when the fiery cross, carried from village to village by night, will summon the oppressed to rise against the oppressor. A moving, somber, yet stirring novel.

So Little Time, by J. P. Marquand. Little. \$2.75.

In portraying the different worlds in which middle-aged Jeffrey Wilson moves in order to earn his living,—in New York as father of a family, meeting "the nice people" his wife enjoys, in the theatrical world as the adapter of other men's plays, in Hollywood, and in a relationship, no longer platonic, with a successful actress, Marquand with satiric and devastating urbanity unveils mental attitudes, the activities and reactions of a varied assortment of Americans during the early months of the Second World War.

Survival, by Phyllis Bottome. Little. \$2.50.

The web of his life torn into fragments by Hitler's cruel power, Rudi von Ritterhaus, brilliant Viennese psychiatrist of Jewish extraction, finds a haven with friends in England. Taking the form of pages from Rudi's diary from April, 1939, until the bombing of Plymouth in 1941, this subtly penetrating novel is an understanding study not only of the English in general during the period, but also of Rudi's attempt, while running a hospital for bomb victims, to unravel an emotional tangle involving a closely-knit group at Silver Fountains, the estate of wealthy Lord Wendover and his neurotic wife.

The Tharrus Three, by C. M. Maclean. Macmillan. \$2.50.

Tharrus, the spacious farmhouse that early in the war had sheltered several little city evacuees, now has but three of the children left. As the months of 1941 pass, and the acute labor shortage calls old ploughmen and shepherds back to work at Tharrus, this warm and humorous story, against a background of "tattie-planting," blanket-washing down by the burn, and the great battle for the harvest, follows the three boys clattering about the place, bringing their troubles to Cordelia, the sunny mistress of the house, and enjoying the gay excursions she plans, to keep them from feeling tension and pressure in a world at war.

The Tuckers Tune In, by Hilda Morris. Putnam. \$2.50.

In this pleasant story, the Tuckers, a nice young couple, who have been content to stay home in suburban North Eden, paying off the mortgage and watching over their growing children, are perspicaciously observed as, jolted out of their provincial rut with the coming of radio, they change with the changing times and widen their mental and social horizons.

NON-FICTION

Burma Surgeon, by G. S. Seagrave. Norton. \$3.

Unorthodox as a missionary and decidedly unorthodox as a doctor, Gordon Seagrave set up his practice in Burma under almost impossible conditions and over the year untiringly fought plague and malaria, trained an excellent corps of nurses, and got to know the country and the people. Then came the Japanese, and the doctor worked under the British command, until with the coming of General Stilwell, he and his devoted group of nurses were transferred to the American Army. Written with verve and unquenchable humor, the narrative ends with an account of the grueling retreat with Stilwell.

"New World A-coming" by Roi Ottley. Houghton. \$3.

A "first-hand view of the intimate pattern of life in Black America" by a Negro, who reveals through actual occurrences and evaluations of well-

known personalities the Negro's persistent search for democracy and belief in "a new world a-coming." Etching in the background of present-day Harlem, the author distinguishes between the various racial groups to be found there, and discusses the position of the Negro in politics, and his spiritual leadership, his attitude toward job discrimination and toward the present World War.

The Small Community, by A. E. Morgan. Harper. \$3.

A significant study of the small community, surveying its underlying characteristics, its needs, interests, and possibilities, and considering specific community interests such as cooperatives, health, social services, recreation and religion.

Thirty Seconds Over Tokyo, by T. W. Lawson and Robert Considine. Random House. \$2.

A graphic, stirring visualization of one man's part in "the most intricately schemed, diligently practiced, and far-flung military raid in history," from Lawson's volunteering for an important, dangerous unknown mission, and arduous months of preliminary training up to the successful bombing of Tokyo and the subsequent crash of Lawson and his crew, their ordeal of flight, tortured by wounds, with the Japanese only one jump behind, as they were brought through to safety by loyal Chinese guerrillas, villagers, coolies, doctors and soldiers.

Winter Harbor, by Bernice Richmond. Holt. \$2.50.

Falling heir unexpectedly to fifteen hundred dollars, the author and her husband agreed nothing could be half as much fun as owning a lighthouse on the Maine coast. This is the exhilarating chronicle of all the beauty and excitement, hard work and play that were packed into the first three summers on Mark Island in Winter Harbor, from early explorations, and the none-too-easy moving of three tons of furniture up to the lighthouse, to the various activities connected with the sea on glorious days of storm, on calm, moonlight nights, or when clam digging and picnicking.

Civil Service Review

(Continued from Page 197)

payment by applicants for examinations and since collections began, \$284,228 have been collected. The safeguarding of examinations was increased by the fingerprinting of candidates and a good recruiting system was attempted with radio programs and booklets prepared for use in colleges and universities as well as business schools.

Establishment of a competent service record-rating system, acceptable to department heads (and in the operation of which they have participated), was means to a desired end but its successful performance has naturally been hampered by the upheaval caused by war, but only awaits the coming of peace to resume effectively. From the standpoint of the Civil Service Employee to whom this resume is directed, the most satisfactory accomplishments of the Commission during these years of toil and trouble were (a), the successful promotion examination held for Prison Warden in the Department of Correction. For the first time in the history of the United States, such a position was filled by competitive promotion open to the uniformed men in these institutions and appointments are still being made from this list now nearly four years old—and (b), the transfer to the competitive class of hospital attendants. The principle was sound, the timing was bad as we had not known we would collide with the great God of War, but one day credit will enure to the Commission and good accrue to the noble band who humbly serve the afflicted wards of the State.

This is only the beginning of a great program. The State Commission has confidence in its rule-making powers and subscribes to the axiom which dominates the thinking of the British Civil Service: namely, that as Parliamentary convenience may prove to be Parliamentary embarrassment, so Legislative acts require repeal but Commission rules may be rescinded when necessity demands. A careful study of the suggested changes in rules prepared by the Department of Civil Service for the Hollowell Commission to survey Civil Service will reveal how aware the Commission is of its own flaws and shortcomings.

William E. Cashin Goes To Coxsackie

Since the last issue of "The State Employee," William E. Cashin, for several years director of the State Department of Correction's division of criminal identification, has been appointed acting superintendent of the New York State Vocational Institution at West Coxsackie.

John A. Lyons, Commissioner of Correction, announced it is a duration appointment, with Mr. Cashin replacing Donald D. Scarborough, superintendent, who has been commissioned a major in the U. S. Army.

Mr. Cashin, fingerprint expert of international repute, was an identification expert in the State Police before he was appointed to the Correction Department post. He is a member of the editorial board of "The State Employee."

He is being succeeded in his Correction Department post by Paul D. McCann, who has been assistant director.

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The Editor

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