

# Civil Service LEADER

America's Largest Weekly for Public Employees

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See Page 16

## Million Dollars In Unused Vacation Credits Restored To Public Works Employees

By PAUL KYER

ALBANY, Aug. 6—THEY'VE DONE IT AGAIN!

An estimated \$1,000,000 worth of unused vacation time will be restored to certain employees of the State Public Works Department through efforts of the Civil Service Employees Association and the Highway Engineers Association.

In less than a month, the CSEA, this time in a joint effort with the Engineers Association, has won three \$1,000,000 victories for state workers;

The Association previously announced it had won its battle against retroactive reclassification and had convinced the U. S. Department of Internal Revenue it should refund taxes paid on maintenance and subsistence by employees in 1952 and 1953. Each victory was worth an estimated \$1,000,000 to thousands of New York State employees.

### How Case Started

The unused vacation case resulted when the Civil Service Department decided that from April 1, 1953, on, employees could not accrue vacation if it was not used prior to the first day of the second fiscal year after the date of accrual. The Department previously had extended the use-time limit generally.

It so happened that in the Department of Public Works, employees could not be spared be-

cause of an extraordinary heavy work schedule and, without this extension, lost their vacation rights.

In view of the fact that the employees' inability to use up earned vacation credits was no fault of their own, the CSEA and the Highway Engineers Association filed suit in Albany County Supreme Court on December 30, 1954.

### Engineer Used In Test

This was a test case brought on behalf of J. Lowell Wright, an assistant civil engineer, and all other employees similarly situated. Counsel for both Associations was the firm of DeGraff, Foy, Conway and Holt-Harris of Albany.

On December 30, 1954, the case was commenced by The Civil Service Employees Association and the Highway Engineers Association with respect to the loss of accrued, but unliquidated, vacation time of certain employees in the Department of Public Works.

The case proceeded on the theory that those employees, who had lost vacation through no fault of their own, were entitled to either be paid for such vacation or to have it restored to their credit. Many employees of the Department did, in fact, lose such vacation because the pressure of

(Continued on Page 16)



HAPPY BIRTHDAY—AND HOW! John J. Purcell, second from left, received the kind of birthday present that most of us would like to get—a first class promotion. On his 50th anniversary, July 30, Mr. Purcell was appointed Director of the Miscellaneous Tax Bureau by Commissioner George M. Bragalini, left. On hand to offer Mr. Purcell their congratulations were, starting third from left, Henry Delansy, Assistant Estate Tax Director; Frank Wilcox, Tax Administrative Supervisor; Joseph F. Feily, Chief Clerk and first vice president of the Civil Service Employees Association, and Constantine Fascia, Tax Administrative Supervisor. See story on Page 16.

## Reform Group Praises State Civil Service Dept.

The Civil Service Reform Association took its annual look at civil service systems and found some good words for the New York State Civil Service Department.

### State Has Come to Grips

The following excerpt reports on the state scene:

"The State Civil Service Commission has come to grips with the need for a more aggressive and positive recruiting program, involving relaxation of residence requirements and fixed application and examination periods.

"An outstanding educator has been appointed to coordinate the improved internship and training programs, and supervisory training has been emphasized in the general training program.

"The Commission has improved cooperation and achieved closer contacts with operating agencies.

"The Council on Personnel Administration has been reorganized, with the assignment of analyzing, discussing and recommending improvements in personnel policies and practices.

"The Commission has taken positive steps toward achieving its function of enforcing the civil service law in such ways as discouraging requests for unjustified exemptions from competitive examination, scrutinizing contract appointment in order to determine which are proper and which are evasions of civil service law, and publicizing findings from its field surveys of civil service administration in counties and cities.

"Through executive action, a grievance plan, confirming employees' right to organize, has been adopted.

"Through legislative and execu-

## Two Career Men Get Top Civil Service Jobs

ALBANY, August 6—Two career employees of the State Civil Service Department have been appointed to top administrative posts.

Garson Zausmer of Loudonville, who held one of the positions provisionally, and Stanley Kollin of Albany, who headed the promotion list, were named assistant administrative directors.

The double promotion to the posts, which pay from \$10,250 to \$12,220 a year, was made possible when the budget division approved a second position in the title.

Through executive action, there have been established improved working conditions, higher salaries, improvement of the retirement law, a health and hospitalization plan for State workers, a voluntary dues check-off, and reduction in the work-week of institutional employees."

## Assn. Secures Leave Changes In Schodack

The Town Board of the Town of Schodack, Rensselaer County, has recently amended the sick leave and vacation schedules for the employees of the Town of Schodack.

These amendments were part of the program of the Rensselaer County Chapter of the Civil Service Employees Association, and were placed before the Town Board by Francis M. Casey, Field Representative of the Association.

The employees, after the action of the Town Board, will receive vacation and sick leave benefits as follows:

10 paid holidays per year; 12 days' sick leave per year, accumulative to 90 days 1 week's vacation after six months of service; 2 weeks' vacation after one year of service; 3 weeks' vacation after 10 years of service; and one additional day for each year after 10 years of service, not to exceed 20 working days or four weeks.

### CSEA Digest

1. Public Works aides have \$1,000,000 in unused vacation credits restored. See Page 1.
2. 'Sign 'em Up on the Spot' is motto for drive to gain Association membership through payroll deduction of dues. See Page 16.
3. Column for Mental Hygiene Dept. employees begins this week. See Page 16.

# Law Liberalizing Federal Pensions Takes Effect Oct. 1

WASHINGTON, Aug. 6—The new retirement law will provide significant benefits for Federal employees and their survivors. Congress passed the measure, a reduced form of Senator Olin D. Johnston's bill. President Eisenhower signed it the same day he got it. The effective date will be October 1, 1956.

## Digest of Provisions

Here are some examples of what the new bill provides:

**Length of service:** only five years of service required, instead of the current 15 years, for an employee who retires at 62 on a deferred annuity, to provide benefits for his survivors.

**Survivors' age:** the present requirement, that a childless widow be at least 50 to receive benefits, has been abolished; dependent men and women will be eligible at any age.

**Annuities:** the benefits to eligible survivors will be 50 per cent of the employee's earned annuity, except in cases where the annuity is set aside for survivorship purposes by the worker. The current practice of reducing the retiree's annuity by ¼ of 1 per cent for each year his wife is under 60 will be discontinued. The new bill also reduces other penalties on annuities. Currently, there is a 5 per cent penalty

on the first \$1,500 of a retiree's annuity, and 10 per cent of any excess. Under the new bill, the penalty is reduced to 2½ per cent on the first \$2,400 and 10 per cent on any remainder. In addition, the retiring employee may apply the discount either to all or part of his annuity.

## Children's Benefits

**Length of benefits:** survivors would receive benefits until remarriage or death, or until widowers become able to support themselves. The bill guarantees no minimum amounts. The surviving spouse would get both survivor and retirement benefits.

**Benefits of surviving children:** 150 per cent more than amounts now given, but with the added requirement that a surviving child must have received more than half of his support from the employee (either the father or mother) to be eligible for benefits.

In the case of no surviving parent, dependent children would get (a) half the employee's salary divided by the number of children; or (b) \$720; or (c), \$2,160 divided by the number of children, whichever is least.

If either father or mother survives, a deceased employee's children would be given (a) 40 per cent of the employee's salary divided by the number of children; (b), \$1,800 divided by the number of children; or (c) \$600, whichever is least.

## Disability Benefits

Dependents would be eligible for benefits until age of 18, unless they marry or die, become capable of self-support, or are incapable of supporting themselves.

Should the surviving parent die, dependent children's benefits would be recomputed and paid at the higher rate. In addition, if one child becomes ineligible for payments, the remaining children would benefit through higher payments.

**Disability benefits:** a five-year employee who becomes disabled could retire at any age and receive: (a) the annuity he would have received had he worked until age 60; or (b), 40 per cent of his average salary, whichever is less. This provision, however, could not be applied to increase survivor benefits.

## Absolute and Qualified Benefits

The disability retirement of employees age 60 or over would be permanent. Those under 60 would need to take a physical given by the U.S. Civil Service Commission to continue getting disability benefits. Should an employee recover, his annuity would stop no later than a year afterwards.

A recovered employee who is not rehired by the government could retire under the involuntary provisions of the law — 25 years of service at any age and 20 years at the age of 50.

The provisions for benefits to survivors other than alternate beneficiaries does not exist in New York State and New York City pension systems, one reason why some form of combining Social Security benefits with those systems is favored by many employees.

# Opinions By Javits



JACOB K. JAVITS

ALBANY, Aug. 6 — Attorney General Jacob K. Javits has ruled that beverage control investigators employed by local boards are in state service for purposes of determining their civil status and rights.

The opinion was given in response to a letter from Alexander A. Falk, President of the State Civil Service Commission, asking if such employees may be placed on a preferred list.

The opinion states that investigators may be placed on a preferred list and certified to vacancies occurring in the State Liquor Authority or other local boards throughout the State.

## Service to Civil Defense

Employees of State departments and agencies may be required to perform services for the State Civil Defense Commission during regular working hours, an opinion of the Attorney General holds.

The work to be performed, however, must be of a type "usually and normally" performed by the employee's own agency and its employees.

The formal opinion was rendered by Mr. Javits in response to a request from Alfred J. Callahan, general counsel to the Civil Defense Commission.

Mr. Javits said that state law provides that the Civil Defense Commission utilize services, resources, materials and facilities of existing State agencies. Cooperation is mandatory, the Attorney General said, if the duties are related.

# U. S. Increases Pay Of More Jobs It Has Difficulty in Filing

WASHINGTON, Aug. 6 — The U.S. Civil Service Commission announced details for pay raises for certain engineering, scientific and technical positions for which examinations are now open. The new grades for the jobs are GS-5, \$4,480; GS-7, \$5,335; GS-9, \$6,115; and GS-11, \$7,035. In general, the four grades are found within each of the titles.

The examination numbers and titles:

- 297. Research and development meteorologist
- 298. Meteorologist
- 323. Highway engineer, highway bridge engineer
- 357. Mining engineer
- 383. Engineer (various branches)
- 386. Aeronautical engineer, naval architect, marine engineer, and welding engineer
- 398B. Physicist, chemist, metallurgist, engineer, mathematician, electronic scientist
- 402. Technologist (in the following options only: industrial radiography; paints and other protective coatings; photographic processes, supplies, and equipment; plastics; and rubber)
- 422B. Astronomer
- 441B. Biochemist, physicist (radioisotopes) only
- 442B. Electronic engineer (wire communications) only
- 443B. Biochemist only
- 46B. Chemist, mathematician, electronic scientist metallurgist, physicist, geophysicist
- 60B. Agricultural engineer
- 61B. Aeronautical research scientist
- 63B. Architect
- 1-7-1(53) Electronic scientist, electronic engineer, physicist
- 1-12-1(52) Chemist, physicist, meteorologist
- 1-12-3(53) Aeronautical engineer
- 4-69-1(50) Rural electrical engineer
- 5-35-18(56) Engineer (various branches)
- 10-1-2(55) Engineer
- 12-10-28(55) Engineer (various branches)
- 12-14-1(55) Engineer, physicist, electronic scientist, mathematician
- 12-95-1(56) Engineer (various branches)

12-14-1(55) Engineer, physicist, electronic scientist, mathematician

12-95-1(56) Engineer (various branches)

Patent examiner, GS-5, was raised to \$4,480; patent examiner and patent adviser, GS-7, to \$5,335; GS-9, to \$6,250; GS-11, to \$7,465; and GS-12, to \$8,215.

The examination announcement numbers, titles and grades:

- 331. Patent examiner, GS-5, 7 and 9
- 416B. Patent advisers, GS-5, 7, 9, and 11
- 2-21-(55). Patent adviser (electronics), GS-5, 7, 9, 11 and 12

The increases were authorized by the Commission under Section 104 of Public Law 763, an amendment to the Classification Act. Congress provides a fund to pay the increases the Commission finds necessary to increase recruitment or, in some exceptional instances, get any qualified recruits at all.

## Hearing to Be Held On Physician Jobs

The New York Civil Service Commission will hold a public hearing on Wednesday, August 8 at 10 A.M. at 299 Broadway on a resolution to remove from the non-competitive class the title of physician (Department of Welfare) at \$4,015 a year, and to include in the non-competitive class the position of physician, Department of Hospitals and Welfare, at grade 18, \$7,100-\$8,900.

The deletion of the Department of Welfare physician title would not apply to the present permanent incumbents.

The provision applies only to physicians in the Department of Hospitals on a full-time basis who receive not less than \$2,510 without maintenance. Positions on a maintenance basis, including assistant resident physician, resident physician, and chief resident physician, would not be affected.

# NYC Expedites Appeals for Higher Pay

Action on employee pay grievances should be expedited by the recent appointment of classification appeals boards, said New York City Personnel Director Joseph Schechter.

"Salary problems and classification of job titles are closely related," he commented.

Two classification boards were appointed by Director Schechter. One is for considering appeals on civilian titles, the other titles in the uniformed forces.

The duty of a classification appeals board is to recommend to the Board of Estimate whether a new or different title should be assigned to a job, because its duties are more responsible or differ from those that the present title indicates. Naturally, an existing title in a higher grade or a new title, also in a higher grade, is what the appellants seek in their title-change appeals.

The other method of getting raises through appeal is to let the title stand, but ask that it be reallocated to a higher grade.

"Uniformed case—John E. Carton and Howard P. Barry are the employee members, otherwise the same.

The membership of the two boards in each instance is the same:

Civilian cases: Labor Commissioner Nelson Seitel, chairman; Budget Director Abraham D. Beame, Mr. Schechter, Anthony C. Busc and Jeremiah P. Sullivan.

# Jobs for Lawyers, Nurses, Parole Officers and Others

The State has announced the following job openings. Examinations are scheduled for Saturday, October 6. Unless otherwise indicated, applicants must be U.S. citizens and legal residents of New York State for one year immediately preceding the examination date.

Apply at one of the following locations: Examinations Division, 39 Columbia Street, or lobby of State Office Building, Albany; State Department of Civil Service, Room 2301, 270 Broadway, New York City, corner of Chambers Street; State Department of Civil Service, Room 212, State Office Building, Buffalo, or at local offices of the New York State Employment Service. Closing date appears at the end of each notice.

**OPEN-COMPETITIVE**  
**4505. ASSOCIATE CANAL ELECTRICAL ENGINEER, \$8,390 to \$10,100, Albany.** One vacancy. Fee \$5. Professional engineer's license and four year's mechanical and electrical engineering experience. (Friday, September 7.)  
**4109. SENIOR BUILDING**

**STRUCTURAL ENGINEER, \$6,890 to \$8,370, Albany.** Three vacancies. Fee \$5. Professional engineer's license, plus two years' civil engineering experience in design or review of structural features for steel and concrete buildings. (Friday, September 7.)

**4110. ASSISTANT BUILDING STRUCTURAL ENGINEER, \$5,660 to \$6,940, Albany.** Six vacancies. Fee \$5. High school graduation or equivalency diploma and one year's civil engineering experience in developing structural details in building design, plus one of the following: bachelor's degree in civil engineering and one additional year of civil engineering experience as

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above; master's degree in civil engineering; four years' experience assisting in civil engineering work plus one more year as above, or an equivalent combination of training and experience. (Friday, September 7.)

**4108. ENGINEERING TECHNICIAN, \$3,320 to \$4,180, openings at various locations.** Fee \$3. High school graduation or equivalency diploma and one of the following: associate degree with appropriate specialization, two years of college leading to a bachelor's degree in civil engineering, two years' experience assisting in such work, or an equivalent combination. (Friday, September 7.)

**4107. SENIOR ENGINEERING TECHNICIAN, \$3,840 to \$4,700, openings expected at various locations.** Fee \$3. Requirements are the same as for 4108 plus one year's experience assisting in civil engineering work, with emphasis on highways. (Friday, September 7.)

**4106. CANAL STRUCTURE OPERATOR, \$3,170 to \$4,000, various**  
 (Continued on Page 8)

### A Study in Emotions



The boss seems most delighted, the employee most surprised. Sam Satinoff (right), superintending engineer at Times Square station, receives a Post Office Department honorary certificate and a \$300 award from Postmaster Robert H. Schaffer for a suggestion that improved the efficiency of the conveyor belts in the New York Post Office.

## Inspectors Win One-Step Upgrading

The Career and Salary Appeals Board voted unanimously a one-grade pay raise for 45 out of 47 building and construction inspection jobs.

Recommendations were also made to raise special officers from grade 4 to 5, and probation and parole officers from 9 to 10. The increase from 9 to 10 would also raise increments to \$240.

If approved by the Board of Estimate, the increases would become effective January 1, 1957.

Appeals were denied to social investigator, assistant supervisor (child welfare and welfare), medical and psychiatric social worker, and to supervisor and senior supervisor in welfare, child welfare, psychiatric and medical social work. Others losing out were children's counselor; senior, supervising and principal children's counselor; senior probation and parole officers, supervising probation and parole officers, chief probation and parole officers, and deputy chief probation officer. Acting assistant medical social worker was deferred on the following; assistant medical social worker, assistant and superintendent and senior tabulator operators, IBM and Remington Rand, and senior ticket agent.

The Appeals Board, which has acted favorably on appeals for 92 titles and denied 123, is scheduled to hold a public hearing Thursday, August 16, for the sub-professional and scientific job group.

### ACCOUNTANTS NEEDED; SOME OVERSEAS JOBS OPEN

Accountants and auditors are needed in various Federal agencies in the Washington, D. C., metropolitan area. Some positions in the Panama Canal Zone and in foreign countries may also be filled. Starting salaries range from \$4,525 to \$11,610 a year.

Apply to the U. S. Civil Service Commission, Washington 25, D. C.

### JAMES MAY SUCCEED COHART

Dr. George James, former Akron City Health Director, is expected to succeed Dr. Edward M. Cohart as Deputy Health Commissioner, when Dr. Cohart returns to a Yale professorship in September.

## 60 P. C. Pass Fireman Test; Physicals Soon

The May 26 written test for New York City fireman drew 8,945 candidates, of whom 3,667 failed and 5,278 or nearly 60 per cent, passed.

Medicals for the successful candidates will be held from August 21 to September 5.

The competitive physicals, weighted 50 like the written test, will start about September 17.

### BILL GRANTS STATUS TO SOME POSTAL SUBS

WASHINGTON, Aug. 6—Substitute letter carriers who have worked 700 hours a year for three years as temporaries were granted career status in a bill signed by President Eisenhower.

# Handbook Answers 27 Leading Questions on NYC's New Leave Rules

The New York City Personnel Department has published its promised handbook of questions and answers on the new Leave Regulations and will distribute copies within two weeks to all City employees affected.

The booklet answers the questions most commonly asked by employees concerning the rules adopted by the Board of Estimate on June 15.

The regulations cover about 100,000 City employees. There is a ceiling on leaves, and the sum of all leaves must not pierce that ceiling.

Employees on staff prior to July 1, 1956 will receive 27 work-days for annual leave. New employees get 20, with more for years of service until they reach the 27 figure. All employees receive 12 days' sickleave each year, which may be accumulated up to 180 days.

The handbook is intended to inform employees of both their rights and obligations, said Personnel Director Joseph Schechter.

The 27 "leading questions" and answers follow:

#### APPLICABILITY OF REGULATIONS

1. Are all incumbents of positions subject to the Career and Salary Plan covered by these leave regulations?

All incumbents are covered by these regulations except: per diem, per hour, per session, per job, per session, per job, per entry, per abstract, per summons, per folio and piece work employees, and incumbents of positions where the rate is fixed by contract, agreement or honorarium. Those agencies which are in the Career and Salary Plan upon their own election may or may not be covered by these regulations. See the footnote in the Foreword for a list of those agencies.

2. If I am a provisional or temporary employee in a position sub-

ject to the Career and Salary Plan, am I entitled to the benefits of these regulations?

Provisional and temporary employees are entitled to the same annual leave and sick leave benefits as regularly appointed employees, except that they may not be permitted to use annual leave allowance for other than religious holidays until they have completed four months of service. Where a civil service list is established and appointments must be made under the Civil Service Law, it may be necessary to curtail the use of sick leave and annual leave by provisional employees.

#### ANNUAL LEAVE

1. How much annual leave allowance do I get?

For employees who work a five-day week: If you were on staff prior to July 1, 1956, you will be credited with annual leave at the rate of 2 1/4 days of each calendar month of service, effective July 1, 1956. This is an annual allowance of 27 work days (five weeks and two days).

If you were appointed after July 1, 1956:

(a) You will be credited with 12 3/4 days for each calendar month of service for the first 8 years of service. This is an annual leave allowance of 30 work days (four weeks).

(b) After you have completed 8 years of service, you will be credited with 2 days for each month of service, plus one day at the end of the vacation year. This is an annual leave allowance of 25 work days (five weeks).

(c) Upon completion of 15 years of service, you will be credited with 2 1/4 days for each month's of service. This is an annual leave allowance of 27 work days (five weeks and two days).

If you work more or less than a five day week your leave accrual and charge will be pro-rated to allow you a four week, a five week, or a five week and two day annual leave allowance, dependent upon your group as described above.

2. As a provisional employee on staff prior to July 1, 1956 I am entitled to 27 days of annual leave

allowance. What annual leave allowance will I be entitled to if I am appointed to a permanent position after July 1, 1956-

You will retain a 27 work-day annual leave allowance if you are appointed without a break in service.

3. For what purposes may I use my annual leave?

Your annual leave allowance is a combination of vacation, personal business and religious holiday leave. When you are absent from work for any of these reasons the time will be deducted from your annual leave allowance.

4. What is the basis for crediting annual leave?

The time recorded on the payroll at the full rate of pay, also the first six months of absence which receiving Workmen's Compensation payments, are considered as time "served" by the employee.

5. What is the "vacation year"?

The vacation year is from May 1st to April 30th. Leave credits are calculated at the basis of the vacation year.

6. What happens to my annual leave which is unused at the end of a vacation year?

All annual leave to your credit on April 30th and not used in the following vacation year may be carried over, with the approval of your agency head, from that vacation year to the next succeeding vacation year only.

7. What happens to my annual leave which cannot be carried over any more?

It is credited to your sick leave balance.

8. What is the minimum charge against my annual leave balance?

Normally one half day. Smaller unit charges can be made for time lost due to tardiness and religious observance, or under exceptional circumstances if authorized by your agency head.

9. When may I take my annual leave?

Your annual leave must be taken at a time convenient to your department.

10. What happens if I am tardy?

Your agency head may impose departmental penalties for unexcused tardiness. As a minimum, credits except to the extent of restoring credits subsequently drawn for sick leave and thereby building up accruals again to the maximum of 180 work-days.

#### SICK LEAVE

1. How much sick leave am I granted?

You are granted one day of sick leave for each month of service. Sick leave may be used only for personal illness.

2. How much sick leave can I accrue?

You can accumulate a maximum of 180 days of sick leave. After this maximum is reached you may earn no more sick leave to and including three consecutive days. For illness extending more than three consecutive work-days, a physician's certificate must be presented. In case of protracted disability, a certificate must be presented each month.

3. If I have over 180 days of sick leave accumulated as of July 1, 1956, what will happen to the amount in excess of the 180 days?

All existing balances to the credit of employees on July 1, 1956 will remain to their credit.

4. Am I required to present proof of illness?

You must present proof of illness satisfactory to your agency head. At his discretion, he may waive the requirement of a physician's certificate for absences. However, all unexcused tardiness both in the morning and upon return from lunch will be charged to your annual leave allowance.

5. What is the normal unit for computing sick leave charges?

Not less than one half day. Your agency head may authorize smaller units of charges in exceptional and unusual circumstances.

(Continued next week)

## 39 AT CENTRAL ISLIP GET SERVICE PINS



Employees of Central Islip State Hospital receive 25-year service pins.

Twenty-five year service pins were awarded to 39 employees of Central Islip State Hospital, including the following shown in the photograph. From left, first row (seated), Della McMorrow, Elizabeth Magee, Dorothy Van Clura, Juanita Wallace, Rose McCarthy, Ethel Webster, Dr. Frances O'Neill, Director; Mary Rice, Eileen Kinsella, Anna Ferrin, Bridget O'Donnell, and Mary Ryan. Second row (standing), Elmer York, Francis Maloney, Louis Beckhans, Denis Maloney, Ignatius Murphy,

Thomas Moffatt, Herman Osterom, James Murray, Theodore Schening, Francis O'Kane, Frank McGuire, Samuel McMinn and Edward Haughney. Third row (standing), Ferdinand Pitrelli, M.D.; Andrew Morrow, James McGroggan, William Meech, John Brennan and William Blaney. Pin recipients not present when the picture was taken are Jane Geoghegan, Rose Kohlhepp, Fred Iguier and Michael O'Kane. The presentation was a big event at the hospital.

# Schechter's Press Conference Reveals

## Inside Story of What's What And What's In Store in New York City Civil Service

By H. J. BERNARD

Personnel Director Joseph Schechter inaugurated a policy of holding weekly press conferences attended also by Deputy Director Theodore H. Lang, Samuel H. Galson, director of examinations, and other staff members. Here is a topical digest of the information that the conference produced:

**In-Service Training**—The new training division of the Personnel Department has adopted a policy of confining the study groups to small classes, and the subjects presently taught concern human relations, public relations, and supervision. In-service training is being gradually expanded. Next year courses will be given relating to administration, as part of the plan to develop City employees into administrators and

executives. The in-service training is in addition to, and will partly supplement, the collegiate training for which new curriculum has just been announced. Mr. Schechter said those who take the in-service training courses in turn teach others in their departments, and thus knowledge is spread department-wide. He was well satisfied, he said, with the way the program is working. The City will open the test to both men and women. There will be no requirement of any education or experience, to enable one to compete. A senior high school diploma, or an equivalency diploma, will be required for appointment only. Since equivalency tests are given three times a year by the Board of Education, and are not difficult to pass, a candidate need not feel that educational requirements are any barrier. But nobody will be appointed who does not meet the educational requirements. If one who passes the written test lacks the formal educational proof, he should lose no time in getting an equivalency diploma. It would be advisable to get the diploma now, or as soon as possible, as it's always handy to have. No substitution of experience for the educational requirement will be allowed. The

City's new policy is to hold the test every two years and the new list will die in two years. The present list is three years old, and the remaining eligibles consist almost exclusively of women. The City will do all it can to appoint as many as possible before the new list comes out and kills the present one. Women eligibles down to 4,000 should be reached, affording about 1,000 jobs between now and June, 1957. That would mean 50 percent of all women eligibles will have been appointed. Any eligible not reached for appointment should take the new test, but since the application period may open before they can be sure whether they'd be reached for appointment from the present list, the present eligibles should apply in the new test as a precaution. The City expects a large response this time. The pay, \$57 a week, is higher than the City has ever before offered to clerks. The new test would be held in February, 1957.

**Career and Salary Plan**—President Schechter said that he is well satisfied with the way the Plan is working. He admitted it has shortcomings, but added that these are being corrected. The fact that recommendations are made by the Salary Board for upward reallocations, and approved by the Board of Estimate, shows the flexibility and justice of the plan. He stressed the democratic nature of the Plan, and added that nowhere else does any employee have as much opportunity to protest an allocation or classification as in New York City. He mentioned the brief time the architects of the Plan had to get the first phase of it started, and ventured that it was miraculous that the job was done as well as it was, and the Plan put into operation as soon as it was. He denied that the three busy City officials who sit on all boards—Chairman Nelson Seltel, Budget Director Abraham D. Beame, and himself—are so crowded for time, because of their regular jobs, that they could not do a good job on the boards. These boards now include two salary appeals boards and two classification appeals boards. One pair is of "civilian" titles, the other pair for the uniformed forces. Mr. Schechter said that full reports are obtained on pay and working conditions elsewhere, that the same facts are considered time and again, and that therefore the City saves time and money and gets competent service by having City officials on the board familiar with all the facts, instead of others who'd have to start from scratch. He admitted that officials on the boards have settled opinions on some scores, but asked who hasn't and remarked that if officials are prejudiced in one direction, are not employees prejudiced in the opposite direction? All human aspects considered, he was certain that the employees are getting and will continue to get a square deal, and that the fact that some employees may be

### 84 Jobs to Be Filled As Railroad Clerk

The New York City Transit Authority will fill 84 railroad clerk jobs, 54 permanent and 30 temporary, from an eligible list of 400 names. The pay, for a 40-hour week, now starts at \$1.70 1/2 an hour. Eligibles were interviewed on August 2, 3, and 6.

One certification was made from the promotion list of September 10, 1952, and 399 from the open competitive list of January 14, 1953. The New York City Personnel Department announced a new examination for railroad clerk with filing scheduled for October.

### Public Health Nurses Needed Downstate

The State Department of Civil Service announced an open-competitive examination for public health nurse, scheduled for Saturday, October 6. The jobs are in Suffolk, Nassau and Westchester Counties and in New Rochelle and Mt. Vernon, N. Y. The salary varies in each location.

Apply by mail or in person to the Department at 270 Broadway, Room 2301, New York City. Closing date for filing applications is Friday, September 7.

### PHOTOSTAT WORKERS GET AIR CONDITIONING

ALBANY, Aug. 6 — Photostat room employees of the Department of State will find it difficult to get hot under the collar soon.

The department has purchased several air conditioning units to be installed in the document copy room at Albany. The unit produces thousands of photostats yearly.

### Student Engineers Attend Institute of Public Works Dept.

ALBANY, Aug. 6—The State Department of Public Works, fighting competition from private industry for engineers, held a precedent-setting one-day Student Engineers Institute at Albany last week.

Participating were 150 engineers, representing 45 colleges from New England to the Southwest, and 12 junior engineers. The student engineers on vacation from college are currently employed in the department's ten district offices. The juniors, all graduate engineers, received permanent appointments to the department.

Jonathan Bingham, secretary to Governor Harriman, spoke on "The Forgotten Level of Government."

The Institute, to be held annually, is an extension of the department's new recruitment program. Emphasized were advantages of state service and the aims, functions and organization of the state's building arm.

### Typists Needed in Brooklyn in Army

The Brooklyn Army Terminal needs men and women typists at \$57 a week. Typewriters will be furnished for the tests. Applicants who can pass a typing test at 40 words a minute will be offered appointments.

Apply at the Terminal, Civilian Personnel Division, First Avenue and 58th Street, Brooklyn, or call GEDney 9-5400, ext. 2143, between 8:30 A.M. and 5 P.M., Monday through Friday.

### "Show Boat" at Jones Beach Breaks Record

The Guy Lombardo production of "Show Boat" grossed \$102,000 last week at the Jones Beach Marine Theatre and broke a 26 year record.

With \$623,240 grossed to date and five more weeks to go, the Edna Ferber favorite seems headed for the first million dollar gross in outdoor spectacle history.

### Zander Heads Merged Unions

The merger of the American Federation of State, County and Municipal Employees, formerly AFL, and the Government and Civic Employees Organizing Committee, formerly CIO, was completed at a joint meeting in the Hotel Statler, New York City. Both former separate unions were in the AFL-CIO, as is the merged membership.

The AFSCME, with the larger membership, succeeded in having its name adopted for the merged union. Also, Arnold Zander, who was international president, AFSCME, became international president of the merged unions.

### 35 Will Get Jobs As Railroad Porter

The New York City Transit Authority will appoint 35 railroad porters at \$1.70 1/2 an hour.

The appointments will be made from a certification of 128 names issued by the New York City Personnel Department from the November 2, 1955 list.

### TITLE CHANGE WEIGHTED FOR \$10,300 JOBS

At a public hearing, a resolution was placed before the New York City Civil Service Commission to exchange the competitive titles of director and director of child welfare, Social Service job group, for the non-competitive title of director of administration, child welfare. The Grade 26 pay, \$10,300-\$12,700, would remain the same. The commission reserved decision on the resolution, though there was no opposition.

### FOOD SERVICE JOBS OPEN TO MEN

Men who want jobs as food service workers in VA hospitals may apply at the Federal Building, 641 Washington Street, New York 14, N. Y. Veterans will be given preference. The jobs are located at Northport, L. I., paying \$1.15 an hour, and at Lyons, N. J., paying \$1.25 an hour.

### FIREMAN EXAM RATING COMPLETED BY NYC

The New York City Personnel Department has rated the fireman written test and will send out failure notices within two weeks. Fireman medicals are scheduled to follow patrolman and policewoman tests at the end of August.

### 3 Are Retired When Extensions Run Out

Three New York City employees previously given extensions by the Board of Estimate after passing the retirement age of 70, were retired August 1. The amount of the retirees' allowance will be set later.

They are Louis Leibel, interpreter, City Magistrates' Court; John Kelleher, railroad watchman for the New York City Transit Authority, and Giovanni Alagona, blacksmith's helper, Sanitation.

### Five Are Promoted To Fire Lieutenant

Five New York City firemen were promoted to lieutenant at \$6,460. Fire Commissioner Edward F. Cavanaugh Jr., made the promotions.

The new lieutenants are John A. Caralan, Ladder 149; William M. J. Bailey, Engine 54; George P. Seim, Ladder 707; Eugene V. Healy, Ladder 35, and Harold E. Auer, 15th Battalion.

### F. A. JACOB NAMED TO SUCCEED PHILLIPS

New York City Comptroller Lawrence E. Gerosa appointed Frederick A. Jacob of Little Neck as secretary of the department at \$11,000 a year. Mr. Jacob succeeds James A. Phillips who retired June 30 to devote all his time to being the Democratic leader of Queens County.

The new secretary has been employed by the City for 27 years, recently as an engineer in the Tax Department and formerly in the office of the Borough President of Queens.

### THREE ARE PROMOTED BY MARINE & AVIATION

Marine and Aviation Commissioner Vincent A. G. O'Connor promoted John F. Allen and Alfred J. Perry from assistant civil engineer to civil engineer at \$7,100, and Seymour Chapnick from accountant to senior accountant at \$6,050.

Civil engineers receive salary increases of \$1,410 annually, senior accountants \$960.

### EMPLOYMENT MANAGER EXAM DATE SET FOR OCT. 6

The State promotion exam for employment manager, No. 3907, Division of Employment, originally scheduled for September 22, has been postponed until Saturday, October 6.

## WANTED! MEN—WOMEN

between 18 and 55 to prepare now for U. S. Civil Service tests. During the next 12 months there will be many appointments to U. S. Civil Service jobs in many parts of the country.

They are well paid in comparison with the same kind of jobs in private industry. They offer far more security than is usual in private employment. Many of these jobs require little or no experience or specialized education.

**BUT, in order to get one of these jobs, you must pass a Civil Service test. In some tests as few as one out of five applicants pass!**

...Franklin Institute is a privately-owned firm which help many pass these tests each year. The Institute is the largest and oldest school of this kind, and it is not connected with the Government.

To get full information free of charge on these Government jobs fill out coupon, stick to postcard and mail at once—act TODAY. The Institute will also show you how you can qualify yourself to pass these tests. Don't delay—act NOW!

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Rush to me, entirely free of charge (1) a full description of U. S. Civil Service jobs; (2) free copy of illustrated 36-page book with (3) partial list of U. S. Civil Service jobs; (4) tell me how to prepare for one of these tests.

Name ..... Age .....  
Street .....  
City ..... Zone ..... State .....  
Coupon is valuable. Use it before you mislay it. (Advertisement)

(Cont. on Page 13)

# NYC to Offer Clerk Jobs That Lead to High-Pay Administrative Posts

In the examination New York City will hold for filling clerk jobs at \$53 a week to start, both men and women may apply, and appointments will be made right down the list, in the order of relative standing, regardless of sex or age. Thus there will be an equal opportunity for both young applicants and those of middle age, and even "oldsters" would be appointed. That will be the overall policy of the Personnel Department.

Certain other considerations do enter. The City is eager to recruit clerks who have the mental capacity, aptitude to learn, and physical and medical condition that suit them for filling more responsible and demanding jobs. Starting as clerks, appointees may rise to administrative posts, by passing competitive examinations, and these posts include the \$10,000 bracket. Since elevation to such posts follows years of service, and successive rises from one level to a higher one, the City looks to the younger group to meet this need. However, that hope does not interfere with the

policy of appointment straight down the list.

One departure from this policy is made, to oblige departments that want only men certified. The Personnel Department has been liberal in granting such requests. However, in some instances the petitioning departments are reported to have imposed on the Personnel Department's spirit of cooperation. Men eligibles were requested because the positions were described as being at remote and lonely locations and requiring odd work hours, including night work, without facilities for women. Some appointees, however, were assigned to jobs in the Municipal Building in Manhattan, and there they stayed.

Now the Personnel Department is charged with the responsibility of checking up, to see how truthful were the reasons given for insisting that only men get the jobs, and a post-audit of appointments made under such exceptions to the rule is expected to be made routine practice soon. That would make the women on the new list feel that they are getting a break about equal to that of the men. It is a fact, however, that the average age of woman candidates for clerk jobs is higher than that of the male applicants, just as average age is higher on the existing clerk list, practically exhausted of male eligibles.

**Opportunity for Present Eligibles**  
Between now and the time the

new list comes out, all clerk appointments will be made from the existing list. Thus eligibles who waited years may at last realize their ambition to become City employees.

In the clerk examination, no experience will be required, and, to qualify to enter the test, though for appointment a senior high (Continued on Page 13)

## Hearing Aug. 16 On Salaries of Science Jobs

The Career and Salary Appeals Board will hear the appeals of the scientific and sub-professional scientific occupational groups at the August 16 meeting, to be held in the Board of Estimate Chamber in City Hall.

Groups considered at the board's August 3 executive session were the special officers, probation and parole officers, building and construction inspectors, Children's Center counselors and social service. Five other groups awaiting decisions are the business inspectors, court service, purchase inspectors, public health and safety inspectors and construction inspectors.

## Walter E. Wood, Psychiatric Institute, Dies Unexpectedly

Walter E. Wood, stationary engineer at the State Psychiatric Institute, New York City, for the past 27 years, died unexpectedly. Mr. Wood was returning from a visit to his son, Kevin, who was staying at a summer camp.

The father had been in State service since 1923, including six years with St. Lawrence State Hospital.

Mr. Wood was the recipient of Merit Awards in the past five years, and was former president and a charter member of the Federal Credit Union. A long-time member of The Civil Service Employees Association, he also devoted much time to the Boy Scouts.

A solemn High Mass was sung at the Church of the Incarnation, 175th Street and St. Nicholas Avenue, New York City. A large number of State employees attended. Burial was at St. Raymond's Cemetery, Bronx.



WALTER E. WOOD

## 3 Fill Posts In Newly-Created Welfare Fund

ALBANY, Aug. 6—Appointments to top posts in one of the newest state agencies have been announced by Superintendent of Insurance Leffert Holz.

The appointments to the newly-established Welfare Fund Bureau, include: Director, Murray Isaacs; counsel, Benjamin L. Tenzer, and chief of the examination section, James J. Higgins.

The bureau has been established to administer the Employee Welfare Fund Law enacted by the 1956 Legislature. It is estimated that between 700 and 800 union welfare funds or plans will come within the scope of the law.

The new director, Mr. Isaacs, is a career employee of the Federal Internal Revenue Bureau and resides in the Bronx. His salary will be about \$11,000 a year.

Mr. Tenzer, the new counsel, is a practicing attorney and a former special investigator and enforcement attorney for the office of price administration. He resides in New York City.

The new examination chief, Mr. Higgins, who lives in Jamaica, is a career employee of the Insurance Department, with service since 1928.

## 34 Promoted By Kennedy

In a ceremony at Headquarters, New York Police Commissioner Stephen P. Kennedy made the following promotions: Peter F. Costello to deputy inspector; William G. Kimmins to assistant chief inspector; Raymond V. Marlin to inspector; and John W. Gleason to deputy inspector.

In addition, 17 were promoted to sergeant, nine to lieutenant and four to captain.

## Kiernan and Pensa Go on Board of PBA

John E. Carton, president of the Patrolmen's Benevolent Association, announced two changes in the board of officers.

Edward J. Kiernan, 110th Precinct, a Queens resident and trustee, was appointed chairman of the board of trustees. Mr. Kiernan, a past commander of Queens Post, American Legion, has been a patrolman since 1947.

Walter R. Pensa, 66th Precinct, a Brooklyn trustee, was named financial secretary to succeed Francis J. Melody. Traffic G, retired.

## 12 More Tests On Way in NYC

Twelve more examinations have been ordered by the New York City Civil Service Commission, the first step toward holding them. The tests:

**OPEN-COMPETITIVE**  
Assistant accountant, assistant landscape architect, civil engineer, civil engineer (water supply), housing inspector, pipe caulker, senior shorthand reporter.

**PROMOTION**  
Assistant court clerk, City Magistrates' Court; Assistant landscape architect, Department of Parks, and Housing Authority; civil engineer, all departments; civil engineer (water supply), Board of Water Supply; senior shorthand reporter, Department of Investigation.

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## Applicants for FIREMAN

Did you have 70 or more correct answers in the Written Examination? If you did you should now be training for the Physical Test which is expected to be held in September.

KEEP IN MIND THAT THE

### PHYSICAL EXAM COUNTS 50 POINTS

Your mark in the Physical may well determine whether you pass or fail the entire exam and A HIGH PHYSICAL MARK WILL CERTAINLY IMPROVE YOUR CHANCES OF EARLY APPOINTMENT!

CLASSES MEET DAILY AT CONVENIENT HOURS DAY OR EVE  
A few weeks of training should increase your final average at least 5%.

### Advance Your Career This Summer! Study in our AIR CONDITIONED CLASSROOMS

### A New Exam Has Been Ordered For PATROLMAN — N. Y. C. POLICE DEPT. Salary \$5,440 a Year After 3 Years

(Includes Annual Uniform Allowance) Pension After 20 Years

19,845 applicants who competed in the last 3 exams for Patrolman FAILED TO PASS THE WRITTEN TESTS!

REASON: These exams are not easy. The applicant is required to exercise judgment in technical police situations, correctly interpret involved reading matter, have a knowledge of first aid, be well informed on current events and governmental functions, and be capable in word usage and grammar.

Few applicants can score a high percentage in such a test without some SPECIALIZED TRAINING.

VISIT A CLASS SESSION AS OUR GUEST

In MANHATTAN: TUESDAYS, at 1:15, 5:45 or 7:45 P.M.

In JAMAICA: WEDNESDAYS at 7:30 P.M.

Free Medical Exam — Inquire for Schedule of Doctors' Hours

New Examination Will Be Ordered Soon for

### SANITATION MAN — N. Y. C. SANITATION DEPT. STARTING SALARY \$3,950 A YEAR (\$76 a Week)

Increases During 3 Yrs to \$4,850 A YEAR (\$93 a Wk.)

FULL CIVIL SERVICE BENEFITS INCLUDING PENSION

Be Our Guest at a Class Session in Manhattan or Jamaica

In MANHATTAN: Monday at 1:15, 5:45 or 7:45 P.M.

In JAMAICA: Thursday at 7:30 P.M.

### START PREPARING NOW — APPLICATIONS OPEN SEPT. 5th for SURFACE LINE OPERATOR — CONDUCTOR

(N. Y. CITY TRANSIT AUTHORITY)

### Salary \$1.86 - \$2.10 an Hour Plus Overtime

Appointments to either position are made from same list.

Many Worthwhile Opportunities for Promotion

AGES up to 50 Yrs — N. Y. City Residence NOT Required

Min. Hgt. 5' 4" for OPERATOR — 5' 6" for CONDUCTOR

Be Our Guest at a Class WED. at 7:30 P.M. (Manhattan Only)

### NOW READY! Valuable HOME STUDY BOOK for NEW POST OFFICE

## SUPERVISORY PROMOTION EXAMS

To Be Held This Fall!

Our New Home Study Book prepared by experts in the Post Office field exclusively for the NEW EXAM. You may examine this before purchasing it or order by mail with our guarantee of a FULL CASH REFUND if book is returned within 3 days of receipt because of dissatisfaction. Full PRICE ONLY \$7.50 SENT POST PAID

Exam to Be Held Soon — Thousands of Appointments Expected OPEN ONLY TO RESIDENTS OF BROOKLYN

### POST OFFICE CLERK-CARRIER

\$1.82 AN HOUR TO START with increases to \$2.19 an Hr.

18 Years and up — No Minimum Height

No Educational or Experience Requirements

Our Course Fully Prepares for Official Exam

Classes Meet on Thursdays at 1:15 and 7:30 P.M.

CLASSES FORMING for FORTHCOMING N.Y.C. EXAMS for:

• **CARPENTER** — \$6,212 a Year (7 Hour Day 250 Days a Year)

• **RAILROAD CLERK** — \$68.20 to \$74.20 a Week

Men and Women of All Ages—Duties: Change Making, reading turnstile meters, compile reports, etc. NO EXPERIENCE REQUIRED. Promotional Opportunities to Positions Paying \$4,500 a Year to Start

• **CLERK** — Salary Range \$2,750 to \$3,650 a Yr.

This is the FIRST STEP toward a career in the City's clerical service for Men and Women . . . Ages 17 Years and up, NO EXPERIENCE REQUIRED. Excellent Promotional Opportunities to Senior Clerk at \$3,500 to start and Supervising Clerk at \$4,500 to start. Chances to Advance Thereafter to Administrative Positions up to \$7,500 and Higher.

• **HOUSING INSPECTOR**— \$4,250 to \$5,330

DUTIES: Inspect Multiple Dwellings and other structures for violations of laws, rules and regulations. Promotional Opportunities to Sr. Housing Inspector at \$5,150-\$6,590 Inquire for Details and Information About Our Classes

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TUESDAY, AUGUST 7, 1956

## NYC Overburdening Some Officials with Work

NOW that the three New York City Administration members of the two salary appeals boards also have been appointed to the two classification appeals boards, they cannot complain of being out of work.

From the start it appeared likely that hearing appeals, and making recommendations to the Board of Estimate, would require devoting much time to details as well as to major policy and would be more than a sideline job.

There is a salary appeals board for "civilians" and another for the uniformed forces, now also a classification board for each of the two purposes. Labor Commissioner Nelson Seitel, chairman of all four boards, and Budget Director Abraham D. Beame and Personnel Director Joseph Schechter, the two other members common to all four boards, carry heavy loads in their main capacities. Their aides report that their bosses work 10 hours a day, and carry away portfolios of "homework" for nights and weekends.

Messrs. Seitel, Beame and Schechter must now have a renewed interest in the 40-hour week and uniform leaves rules. Maybe they should join a union.

## U. S. Acts Fastest on Raises for Recruitment

THE U. S. affords the best example of government acting fast to bring pay up to recruitment requirements.

Government used to think that it could scrimp on pay and still get candidates. When prosperity doesn't reign, maybe that works, though government should be ashamed to resort to chiseling, but in good times it does not work, therefore it doesn't work, now.

Under a law passed by Congress, the U. S. Civil Service Commission has authority to raise pay when recruitment requires such action. Congress provides the funds for the increases. In other public jurisdictions, this sense of equality is sometimes absent, the inducement process is invoked slowly, and the budget director's approval is required, or a vote by Board of Estimate, Council, supervisors, or other legislative body. Then raises are fewer and smaller and slower in coming. Recruitment suffers.

Other jurisdictions would do well to conform to Federal practice. Nothing is more important to the merit system than recruiting the best obtainable talent.

The cost of being stingy runs high.

## Falk Heads Unit Studying Fund Drives

ALBANY, Aug. 6 — State Civil Service Commissioner Alexander A. Falk has been designated by Governor Harriman to represent state workers on a study committee organized to investigate the possibility of combining various fund drives and appeals made to employees in state offices at Albany. The Governor's office has pointed out that much time and effort

are spent by state workers in the conduct of various fund campaigns. "A reasonable and constructive plan to remedy this situation is most desirable," a spokesman said.

Falk and the committee, the Citizens United Fund Study Committee of Albany, will consider whether a United Fund would be a satisfactory solution to the problem.

### HA TO APPOINT 5 FIREMEN

The City Housing Authority will appoint five housing firemen at \$3,250 from the December 21, 1955 list certified by the City Personnel Department July 18, it was announced.

### TA TO PROMOTE FIFTEEN

Fifteen towerman promotions, at \$2.08 an hour, will be made by the City Transit Authority from the May 29, 1956 list certified by the City Personnel Department July 29.

## Question, Please

NO INCREASE IN NYC FOR MOST PROVISIONALS ARE PROVISIONALS

entitled to increments? I have worked for New York City for more than a year but did not receive an increment July 15.

I read in The LEADER that the Attorney General of the State had ruled that provisionals are entitled to increments. Would that include New York City employees?

A. S.

Separate and different laws regarding increments govern state and New York City employees. In state government provisionals are entitled to increments. The Attorney General's ruling dealt with state law and state employees only. The New York City rule, adopted by the Board of Estimate, provides that increments shall not be paid to provisionals, excepting permanent employees serving provisionally in promotion titles.

### GOOD REFERENCE REFUSED, CANDIDATE IS WORRIED

Assume that a person has passed a written civil service examination for a New York City position, and, as required, submitted a record of 10 previous years of past employment. Say that three out of four past employers reported favorably, the other unfavorably. Would the candidate be denied civil service appointment because of this one?

F. A.

The Civil Service Commission has the authority to exercise discretion but is unlikely to deny an applicant a place on an eligible list because of one unfavorable report, unless some serious shortcoming or wrongdoing is proved.

## LETTERS TO THE EDITOR

### READER HAS OWN IDEAS OF WHAT SPOILS SYSTEM IS

Editor, The LEADER:

How can you possibly say that the spoils system is a thing of the past? Don't you know that all clerical administrative employees over the administrative assistants are appointive? Don't you know that the Mayor appoints all commissioners, who in turn appoints many assistants, deputies and consultants without their having to pass any sort of competitive examinations at all? Furthermore, do you not also know that there are thousands of people working for New York City as provisional employees, and that county political leaders go on the city payroll without examination? How simple-minded can one be? A genuine civil service would have all jobs, save elected offices, filled from competitive civil service exams, without exception and without favoritism. Until such time as this comes, maybe one can safely say that the spoils system is still very much a part of our life here in New York City.

L. MARGARET WOLFF

### NEWCOMERS GET SAME PAY AS OLD-TIMERS

Editor, The LEADER:

Regarding the salaries of pharmacists employed in the New York City Department of Welfare, men who have been on the job for 10 years or more are not given the proper recognition under the new Career and Salary Plan. An

(Continued on Page 12)

## MODERN PUBLIC ADMINISTRATION

### More Cigarette Tax Collected

IN 1955, THE 41 STATES imposing tobacco taxes collected 5.6 per cent more revenue from cigarettes than in 1954. The total collection figure for 1955 was \$496,000,000.

On January 1, 1956 the number of states imposing such taxes increased to 42. Missouri adopted a two-cent-a-pack tax.

More than half the states reported per capita consumption gains in 1955 and in only a few states were the declines of significant size, according to the Federation of Tax Administrators.

A large part of the rise in tobacco tax revenues arises from rate boosts enacted by more than one-fourth of the taxing states, but when tax collections statistics are translated into per capita consumption figures, it appears that smoking has returned to former levels.

In New York State, the tax is collected by the Miscellaneous Tax Bureau of the Department of Taxation and Finance.

### School and Park Sites a Problem

Cities are finding it hard to get enough suitable sites for schools and parks.

In some areas, persuasion has succeeded in convincing private subdividers to exclude from their plans the needed sites. In others, local officials have tried legal measures. Ordinarily, laws require subdividers to (1) reserve land, which the school authorities then buy; (2) dedicate land outright, or (3) pay a fee in lieu of dedication of land. The validity of some of these laws has been challenged in the courts, and in some cases the challenger has won.

Planning boards in New York can require fees or straight dedications of land from subdividers, under the law, says the American Society of Planning Officials.

### Air-Conditioned and Musicalized

On the New York City subway six special cars equipped with air conditioning and recorded music are being tested. Each car has an air conditioning unit installed between the outside roof and the ceiling and costs about \$5,000 more than standard cars.

On one test run, the temperature stayed nearly 10 degrees lower in the air-conditioned cars than in those without the cooling units, 79.5 as against 89. The humidity was 65 per cent in the regular cars and 60 per cent in the cooled ones.

The Transit Authority is continuing tests under normal operating conditions to check such features as whether the cooling is effective even when the cars are crowded and whether the constant opening and closing of doors will let in too much warm air and let out too much cold air.

### Many Automobiles in a Bad Way

Nearly half the automobiles looked over at the Washington, D. C., inspection stations flunk the test and have to be sent away for readjustments or repairs before they can get their windshield stickers that signify Safe to Drive.

Officials told the American Municipal Association that 210,314 vehicles were inspected in a year at the city's two stations, and only 104,638 were approved the first time.

The chief source of trouble are the headlights. Eighteen out of every 100 cars have faulty lights, often in the high beams. Other frequent trouble spots are brakes, 16 per cent; steering mechanism, 15; rear lights, 12; windshield and wipers, 6, and exhaust, 4.

Officials explained the apparent extreme rejection rate indicates that some cars have more than one thing wrong with them.

The car-testing program in the District is 18 years old. Officials credit it in a large measure with lowering the number of traffic fatalities in the City. In 1938, when the program first started, there were 86 persons killed on the City's streets. In 1955, despite the increase in the use of cars in the intervening years, the number of street deaths was down to 72.

### Trees Now Planted Mechanically

A mechanical tree planter, demonstrated in Cleveland, O., put 6,000 trees into the ground in about six hours.

The trees — 5,000 pines and 1,000 tulip poplars — were planted on land of the Cleveland Metropolitan Parks System.

Hooked behind a tractor, the planter has trays with seedlings in them, a disk that knives through the sod, and a small plow that cleaves through a slot in the machine into the ground about every six to eight feet. In back of it are two rubber-tired wheels placed in a V-shape. These pass over the earth and close up the opening, much after the fashion of a clothing zipper.

### Sanitationmen Use Scooters

Los Angeles, Calif., which supplements its mechanical street sweepers with men and their brooms in certain areas, has provided these workers with special transportation on which to make their rounds. According to the American Public Works Association, the men have been supplied with motor scooters equipped with a shovel, broom, and a trash container.

### Music While You Clerks Work

The Internal Revenue Service is considering piping recorded music to its clerical workers to soften and soothe the wearing sound of calculating machines.

The Social Security Administration has provided recorded music for some time and says it has had a positive effect on morale.

# CSEA'S 9 Proposals for Health Insurance

## ... And How New York State Blue Cross and Blue Shield Plans Are Prepared To Meet Them

1. "The insurance should be by a group contract with uniform rates and benefits."

Blue Cross and Blue Shield are ready. The facilities and know-how of New York State Blue Cross and Blue Shield Plans have been pooled to provide a group experience contract with uniform rates and benefits.

2. "The plan should include a comprehensive basic hospitalization insurance under which the insured's hospital bill would be paid by the carrier except for the difference in cost of private accommodations over the cost of semi-private. Such basic hospitalization feature should provide at least 120 days for any one admission and should tie in with the major medical or catastrophe provisions of the plan for further hospitalization coverage."

A Blue Cross Contract with 120 days of comprehensive hospital service has already been prepared and is now on file with the New York State Department of Insurance. Blue Cross and Blue Shield are prepared to provide a program of extended benefits with payments toward the cost of Private Duty Nursing, Visiting Nursing Service, Care for Mental Conditions, Diagnostic and Professional Services, Care of Tuberculosis Cases, Ambulance Service, Drugs out of the Hospital, Long Term Hospital Stays and other benefits designed to meet the budgeting requirements of State employees.

3. "The medical-surgical protection of the plan should guarantee full payment of medical and surgical expenses while the insured employee is hospitalized, and for the future care of such condition after the employee is discharged from the hospital. We recommend that there be no income limitation for the payment of medical and surgical bills. If income limitation be deemed necessary, it should be fixed at a level high enough to have no adverse effect on 85-90% of State employees."

The new comprehensive Blue Shield contract will provide paid-in-full coverage for surgery and medical care in the hospital for more than 85% of State employees. In addition, to State employees with higher incomes, Blue Shield will make available more liberal allowances than now provided under present coverage.

4. "We urge inclusion in the plan of a major medical or catastrophe insurance to protect State employees against the crushing financial burden which results from prolonged illness. We feel that this coverage should be at least \$15,000 for an one illness and that it should include hospitalization, medical and surgical care, private nursing duty where necessary, necessary therapeutical treatments and allied processes as well as coverage for drugs, pharmaceuticals and similar expenses."

Blue Cross and Blue Shield are prepared to provide an extended benefit program (see #2 above) for prolonged illness with benefits designed to meet the budget requirements of State employees. The objective of the program is to give New York State employees more benefits at less cost.

5. "We urge that both the basic and the major medical coverage include nervous and mental disorders."

Benefits for the care of mental and nervous disorders have been included in the extended benefit program.

6. "The Association opposes any deductible or co-insurance feature whatsoever in connection with the basic hospitalization and medical-surgical coverage. **Any deductible feature in the basic coverage could well result in an employee paying more under the new plan than he presently pays for hospitalization under existing plans.** We recognize that most major medical or catastrophic coverages include a co-insurance feature as a part of the cost control. If such is deemed necessary in the State plan we urge that the percentage of co-insurance be kept at a minimum consistent with the safety of the plan."

There are no deductibles in the comprehensive Blue Cross Hospital Service Contract with 120 days of paid-in-full benefits, and the newly designed comprehensive Blue Shield contract for surgery and medical care in the hospital.

7. "The Association urges the most liberal underwriting practices to the end that all State employees be eligible at the time of the inception of the plan and that there be no waiting period or exclusion by reason of existing physical conditions for such employees. We also urge that new employees be given a liberal period of time to apply for the plan and that their eligibility be without reference to medical examination, previous medical history or existing conditions."

Since more than 75% of all State employees are now enrolled in Blue Cross and Blue Shield, there will be no underwriting problems and no waiting periods.

8. "We urge that employees retired at the time of inception of the plan be covered to the maximum extent which it is possible to provide consistent with the cost thereof. We feel that such coverage should be separate and distinct from that active employees plan in order that the experience of the already retired group would not be considered in the experience rating of the active employees plan."

It has always been the practice of Blue Cross and Blue Shield—and it will continue to be the practice of these non-profit community sponsored Plans—to provide for retired employees.

9. "We feel consideration should be given to the following in arranging the contract:
- Waiver of premium for employees suffering prolonged disability who are off the State payroll.
  - Appropriate conversion privileges at time of termination of employment other than by retirement.
  - Non-cancellability.
  - Coverage of dependent children after 18 while attending school or college.

Continuity of protection is a basic principle of Blue Cross and Blue Shield. The employee who leaves the group for any reason whatsoever will have the right to continue basic Blue Cross and Blue Shield protection on a direct payment basis.

With legislative approval, the present 19 year old limitation for the child covered under a Family membership could be extended up to 23 years of age.

Blue Cross and Blue Shield do not cancel a subscriber's membership because of age or excessive use of services . . . there is no red tape when services are required. Blue Cross and Blue Shield Identification Cards assure prompt service. Blue Cross pays the hospital while Blue Shield pays the doctor.

# State Jobs

(Continued from Page 2)

locations. Thirteen vacancies. One of the following: two years' experience in operating and maintaining mechanical and electrical machinery, high school or vocational school diploma, or an equivalent combination. (Friday, September 7.)

**4101. ASSOCIATE ATTORNEY.** \$8,390 to \$10,100, New York City. One vacancy. Fee \$5. Admission to the Bar of the State of New York and seven years' law practice. (Friday, September 7.)

**4099. SENIOR ATTORNEY** (insurance), \$6,890 to \$8,370, New York City. One vacancy. Fee \$5. Admission to the Bar of the State

of New York, and five years' law practice, including two years in insurance law. (Friday, September 7.)

**4116. JUNIOR SCIENTIST** (physiology), \$4,430 to \$5,550, Brooklyn. One vacancy. Fee \$4. Master's degree with major in biological sciences or chemistry, or bachelor's degree with same major, plus one year's experience in general, cardiac, pulmonary, neuro, renal or hepatic physiology, or an equivalent combination. (Friday, September 7.)

**4117. RADIOTHERAPY TECHNICIAN**, \$3,320 to \$4,180, Buffalo. One vacancy. Fee \$3. High school graduation or equivalency diploma, and two years' training and/or experience in X-ray or laboratory technical work, including one year's work with radioactive materials. (Friday, September 7.)

**4543 PUBLIC HEALTH NURSE.** salary varies. Jobs in different cities and counties. Fee \$2. Graduation from a school of professional nursing, New York State registered nurse's license or eligibility for same, and, by the end of the fall

semester, 1956, one year's public health nursing training in residence or the equivalent. (Friday, September 7.)

**4111. DIRECTOR OF YOUTH REHABILITATION.** \$8,390 to \$10,100, Albany. One vacancy. Fee \$5. Bachelor's degree with major in sociology, psychology, criminology, counseling or guidance and (Continued on Page 10)

**RETIRED STATE EMPLOYEE COUPLE**  
Mentz and Grocery (Columbia County) Suburban neighborhood. Here's opportunity. Well equipped with modern fixtures worth more than \$6,000 asked. Store nets above \$8,000 per year. Stock inventory at cost. Low rental with good lease. Immediate possession. Call, write

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## Where to Apply for Public Jobs

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

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

**NYC**—NYC Department of Personnel, 96 Duane Street, New York 7, N. Y. (Manhattan) two blocks north of City Hall, just west of Broadway, opposite the LEADER office. Hours 9 to 4, excepting Saturday, 9 to 12. Tel. COrtlandt 7-8880. Any mail intended for the NYC Department of Personnel, should be addressed to 299 Broadway, New York 7, N. Y.

**NYC Travel Directions**  
Rapid transit lines for reaching Civil Service Commission offices in NYC follow:  
State Civil Service Commission, NYC Civil Service Commission—IND trains A, C, D, AA or CC to Chambers Street; IRT Lexington Avenue line to Brooklyn Bridge; BMT Fourth Avenue local or Brighton local to City Hall.

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

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled out forms by mail. In applying by mail for U. S. jobs do not enclose return postage. Both the U. S. and the State accept applications if postmarked not later than the closing date. Because of curtailed collections, NYC residents should actually do their mailing no later than 8:30 P.M. to obtain a postmark of that date. NYC does not issue blanks by mail or receive them by mail except for nationwide tests and for professional, scientific and administrative jobs, and then only when the exam notice so states. The U. S. charges no application fees. The State and the local Civil Service Commissions charge fees at rates fixed by law.



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And it's so easy, so simple, to obtain your policy under Patriot's unique 10-day approval offer. No salesman calls on you. You deal directly with Patriot . . . an established, progressive company with capital and surplus in excess of \$10,000,000; licensed to operate in 46 states (all but Kansas and Wisconsin), the District of Columbia and Hawaii. You receive the actual policy to examine for ten days — pay nothing until you decide you want to keep it!

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**Here Are The Benefit Highlights  
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- ★ We will pay your family \$2,500 or \$5,000 — whichever amount you select — if you die within the next fifteen years.
- ★ We will pay your family double the

amount of your insurance in the event of your accidental death as defined in the policy.

- ★ You may continue your insurance after the fifteen year protection period . . . regardless of the condition of your health at the time . . . simply by changing your RATEMASTER policy to a straight life policy at the premium for your attained age. (For example, at age 30, Patriot's present premium for a straight life policy with double indemnity is \$8.46 annually per \$1,000.)

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Surely you owe it to yourself to investigate this unusual offer . . . particularly when you can do so without cost or obligation. Mail the application now and at the same time ask for additional applications for other members of your family!

\*Based on published rates for similar policies issued by the top 50 such U.S. companies, ranked according to amount of insurance in force.

15 YEAR TERM INSURANCE WITH DOUBLE INDEMNITY									
Choose the amount and payment plan you prefer									
Age nearest birthday	\$2,500 Policy		\$5,000 Policy		Age nearest birthday	\$2,500 Policy		\$5,000 Policy	
	Quarterly	Annual	Quarterly	Annual		Quarterly	Annual	Quarterly	Annual
20	\$ 4.35	\$16.10	\$ 8.70	\$32.20	35	\$ 6.30	\$23.25	\$12.60	\$46.50
21	4.40	16.20	8.80	32.40	36	6.60	24.40	13.20	48.80
22	4.40	16.30	8.80	32.60	37	6.95	25.70	13.90	51.40
23	4.45	16.45	8.90	32.90	38	7.35	27.15	14.70	54.30
24	4.50	16.55	9.00	33.30	39	7.80	28.75	15.60	57.50
25	4.60	16.90	9.20	33.80	40	8.25	30.50	16.50	61.00
26	4.65	17.20	9.30	34.40	41	8.75	32.35	17.50	64.70
27	4.75	17.55	9.50	35.10	42	9.30	34.40	18.60	68.80
28	4.85	18.00	9.70	36.00	43	9.90	36.60	19.80	73.20
29	5.00	18.50	10.00	37.00	44	10.55	39.05	21.10	78.10
30	5.15	19.05	10.30	38.10	45	11.25	41.70	22.50	83.40
31	5.35	19.70	10.70	39.40	46	12.05	44.55	24.10*	89.10*
32	5.55	20.40	11.10	40.80	47	12.90	47.70	25.80*	95.40*
33	5.75	21.25	11.50	42.50	48	13.85	51.20	27.70*	102.40*
34	6.00	22.25	12.00	44.50	49	14.90	55.05	29.80*	110.10*
					50	16.05	59.40	32.10*	118.80*

81-85 Term Insurance not issued at these ages. Write for information about plans available.

\*Medical examination required for \$5,000 at ages 46 to 50.

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Your Name  Male  Female   
first middle last

Address   
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Employed by   
Duties or job title

Height  Weight  Date of Birth   
ft.-inches pounds month, day, year

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Premium Plan:  Quarterly  Annual Amount of Premium \$  Patriot policies now carried \$

Name of Beneficiary  How related to you?   
first middle last

Has any life insurance company ever offered you a policy at higher than standard rates, or refused to insure you?  Yes  No

Have you ever had or been treated for heart trouble or high blood pressure; cancer, diabetes, tuberculosis, epilepsy or nervous disorder; stomach trouble or any ailment of the kidneys, gall bladder or liver?  Yes  No

Have you been examined or treated by a doctor during the past two years?  Yes  No

Please explain fully any "yes" answer. Include date, reason, doctor's name and address.

The above answers are complete and true, and any physician who has examined or treated me is authorized to disclose any information thereby acquired. I agree that the insurance will become effective only when, while I am in good health, a policy is delivered to me and the first premium is paid in full and accepted by the Company. If the policy delivered differs from that applied for, this application shall be for such policy, except that no change shall be made as to amount, classification, plan or benefits, unless agreed to in writing by me.

Date  19  Signed   
 10-127 190

**PATRIOT LIFE INSURANCE COMPANY**  
ONE PARK AVENUE, NEW YORK 16, NEW YORK  
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State Jobs

(Continued from Page 8)

seven years' experience in correction treatment, correction administration, parole or probation, including three years' supervisory, executive or administrative work. (Friday, September 7.)

4112. SENIOR TRAINING TECHNICIAN (child welfare), \$5,380 to \$6,620, Albany. One vacancy. Fee \$5. Two years' graduate study in social work, three years' social work including one year of child welfare case work supervision and one year conducting an in-service training program, supervising social work graduate students' field work, or teaching at a school of social work. (Friday, September 7.)

4113. SENIOR TRAINING TECHNICIAN (public assistance),

\$5,390 to \$6,620, Utica. One vacancy. Fee \$5. Same requirements as for 4112, except for one year of case work supervision in a public assistance program. (Friday, September 7.)

4114. PAROLE OFFICER, \$4,650 to \$5,760 Vacancies for men and women throughout the State. Fee \$4. Bachelor's degree or equivalent, and either of the following: one year's graduate study in social work or in correction treatment or administration, two years' social case work with a social agency or counselling of inmates in a correctional institution, or an equivalent of training and experience. (Friday, September 7.)

4115. PAROLE EMPLOYMENT OFFICER, \$4,220 to \$5,250, Buffalo, Rochester, Syracuse and New York City. Four vacancies. Fee \$4. High school graduation or equivalent diploma, and one of the following: a bachelor's degree with a major in personnel administration, vocational or educational guidance or psychology, plus one year as a placement interviewer or adult vocational guidance counselor; bachelor's degree plus two years' experience as above, four years' experience as above, or an equivalent combination. (Friday, September 7.)

4542. CASE WORKER, JUNIOR CASE WORKER, salary varies. Many vacancies in cities and counties throughout the State. Fee \$2. High school graduation or equivalent diploma, and by February, 1957, either a bachelor's degree or four years' social work, or an equivalent combination. (Friday, September 7.)

100. LABORATORY WORKER, \$2,750 to \$3,490, State University Medical Centers, Division of Laboratories and Research and Roswell Park Memorial Institute. Four vacancies. Fee \$3. High school graduation or equivalent diploma, four years' experience in a scientific laboratory on a large scale operation, or an equivalent combination. (No closing date.)

101. SENIOR PATHOLOGIST, \$7,600 to \$9,190 Several vacancies.

Fee \$5. Graduation from an approved medical school, license or eligibility for license to practice medicine in New York State, plus completion of internship and two years' training and experience in pathology, chemistry, bacteriology and other allied subjects subsequent to medical school graduation. (No closing date.)

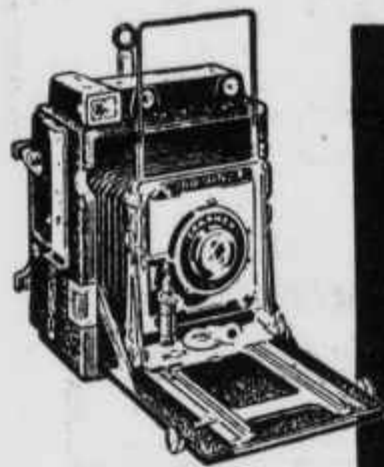
102. ASSOCIATE PATHOLOGIST, \$9,280 to \$11,110, Division of Laboratories and Research, Departments of Health, Correction and Mental Hygiene. Several vacancies. Fee \$5. Graduation from an approved medical school plus a license or eligibility for license to practice medicine in New York State. In addition, completion of internship and four years' training and experience in pathological

work, including neoplastic diseases, which must meet New York State Public Health Council standards (No closing date.)

106. DIRECTOR OF CLINICAL LABORATORIES, \$10,770 to \$12,810, Mental Hygiene Department Institutions. Several vacancies. Fee \$5. Graduation from an approved medical school, plus a license or eligibility for a license to practice medicine in New York State, and four years' training and experience in pathological and bacteriological work (one year diagnosing neoplastic diseases), or an equivalent combination. (No closing date.)

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**3 GET \$600 FOR GOOD WORK**  
Three Civil Service employees were presented with an aggregate of \$600 in recognition of consistent superior work performance at the Atlantic area headquarters of the Military Sea Transportation Service. Burton T. Kyle, Jr., Gertrude Maslinoff, and Enda Carpenter were the recipients.

**LEGAL NOTICE**

**CITATION**—The People of the State of New York, By the Grace of God, Free and Independent to Attorney General of the State of New York: Albert E. Smith; Solace Weed; Joseph V. Smith; John T. Smith; James F. Sales, if living, and if dead his executors, administrators, distributees and assigns; Cornelius J. Cregan; and to "John Doe" the name "John Doe" being fictitious, the alleged husband of SARAH E. SKIFFINGTON, deceased, if living, or if dead, to the executors, administrators, distributees and assigns of said "John Doe", deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein.

And the next of kin of Sarah E. Skiffington, deceased whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein.

Being the persons interested as creditors, next of kin or otherwise in the estate of SARAH E. SKIFFINGTON, deceased, who at the time of her death was a resident of 100 East 48th Street, New York, N. Y.

Send Greeting:  
Upon the petition of The Public Administrator of the County of New York having his office at Hall of Records, Room 809, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased:

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, Room 809, in the County of New York, on the 2nd day of October 1956, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled in Testimony Whereof. We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

Witness, Honorable WILLIAM T. COLLINS a Surrogate of our said County at the County of New York, the 20th day of June in the year of our Lord one thousand nine hundred and fifty-six.

PHILIP A. DONAHUE  
Clerk of the Surrogate's Court

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HOLLIS — 10-room brick and  
stucco; 2 1/2 modern baths; complete 3-  
room apt. on 3rd floor; knotty pine  
parlor with bar; oil heat; 1-car garage;  
100 x 100 plot.  
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HOLLIS — Your dream house in  
brick, 6 1/2 rooms, wrought-iron  
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and porch, modern kitchen, walk to  
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1 family solid brick, 6 rooms, 1 1/2  
modern colored tile baths with  
stall shower, newly decorated, modern  
kitchen, oil heat, garage, loads  
of extras.

HOLLIS \$16,500

1-family solid brick bungalow, de-  
tached, modern throughout. Hol-  
lywood colored tile bath, finished  
basement, oil heat, garage; nicely  
landscaped. Small cash.

ST. ALBANS \$13,900

Mother & Daughter Set-Up.  
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home, 4 up and 4 down, 3 baths,  
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6 room, frame enclosed Sun Porch,  
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basement, casement windows, hard-  
wood floors 40x100.

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finished basement; hardwood floors; color tile bath; tile kitchen;  
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section.

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HOLLIS — 2 family stucco and asbestos shingle;  
4 1/2 and 4 1/2 room apts. Finished basement with bar; tile baths,  
showers, modern kitchens; storms and screen; hardwood floors;  
steam, oil; garage, near transportation; shopping.

ASKING ..... \$16,000

ST. ALBANS — 2 family; brick; 4 1/2 and 3 1/2 room apts.;  
color tile baths; scientific kitchens; casement windows; v.  
blinds; spacious rooms; steam oil; newly decorated; beautiful.

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LIBRARIAN EXAM CLOSES

The U.S. Civil Service Commission stopped accepting applications July 30 under announcement No. 408, librarian, \$5,440 to \$7,570.

LEGAL NOTICE

CITATION—The People of the State of New York By the Grace of God, Free and Independent... The People of the State of New York, at the Hall of Records, Room 509, in the County of New York, on the 10th day of October, 1956, at half-past ten o'clock in the forenoon of that day...

LETTERS TO THE EDITOR

(Continued from Page 6) appointees from a newly formed list can start at the same salary as the older employee. This should be corrected.

JACOB BANKOFF IRVING STRAUS

QUESTIONS IN WHICH COURT CHANGED ANSWERS

Editor, The LEADER: Although you published a story

LEGAL NOTICE

HARPER, ELIZABETH BURNIE.—SUPPLEMENTAL CITATION—P 2050, 1956.—The People of the State of New York By the Grace of God Free and Independent... The People of the State of New York, at the Hall of Records, Room 509, in the County of New York, on the 10th day of October, 1956...

Whereas, IRVING TRUST COMPANY, having its principal office at No. 1 Wall Street, Borough of Manhattan, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date December 5th, 1955...

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York, to be hereunto affixed. WITNESS, Honorable WILLIAM T. COLLINS, Surrogate of our said County of New York, the 26th day of July in the year of our Lord one thousand nine hundred and fifty-six.

State of New York Department of State 155: I Do Hereby Certify that a certificate of dissolution of Crawford Stanford Corporation has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York, to be hereunto affixed. WITNESS, Honorable WILLIAM T. COLLINS, Surrogate of our said County of New York, the 24th day of July in the year of our Lord one thousand nine hundred and fifty-six.

about the Court of Appeals changing two answers in a Nassau County exam for promotion to police sergeant, and ran an editorial on the subject, you never did publish the two questions and

LEGAL NOTICE

P2578, 1956—CITATION—The People of the State of New York By the Grace of God Free and Independent... The People of the State of New York, at the Hall of Records, Room 509, in the County of New York, on the 10th day of October, 1956...

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York, to be hereunto affixed. WITNESS, Honorable WILLIAM T. COLLINS, Surrogate of our said County of New York, the 31st day of July in the year of our Lord one thousand nine hundred and fifty-six.

At a Special Term, Part 2, of the City Court of the City of New York, County of New York, held at the Courthouse, 67 Chambers Street, Borough of Manhattan, on the 30th day of July, 1956. Present: Hon. JAMES B. MULCAHY, Justice. In the matter of the application of LAWRENCE RICHARDS for leave to change his name to LOUIS ROSENTHAL...

ORDERED, that the said LAWRENCE RICHARDS, born on December 24th, 1918, with birth certificate issued by the Department of Health of the City of New York, No. 140, attached, be and he hereby is authorized to assume the name of LOUIS ROSENTHAL in place and instead of his present name, upon compliance with the provisions of the Civil Rights Law to wit: That this order and the petition upon which it was granted be filed within 10 days from the date hereof in the office of the Clerk of this Court and that within 20 days from the date of the entry hereof a copy of this order shall be published once in the CIVIL SERVICE LEADER, a newspaper published in New York County and that the affidavit of publication thereof be filed in the office of the Clerk of this Court in the County of New York within 40 days after the date hereof after which LAWRENCE RICHARDS shall on and after the 3rd day of September, 1956, be known as and by the name of LOUIS ROSENTHAL, which name he is hereby authorized to assume and by no other name.

answers. What are you trying to do? Shield your friends in the State Civil Service Department? L. V. C.

The two questions were Nos. 55 and 61. To No 55, the State Civil Service Commission gave A as the correct answer. The court changed it to D. To No. 61, the State's answer, B, was changed by the court to A. Here are the questions and the four optional answers from which candidates were to make a single selection:

55. Police departments themselves have gone into the recreation field in the interest of crime prevention because (A) the usual municipal recreation facilities are planned for children who conform; (B) it enables them to apprehend delinquents who might otherwise not be caught; (C) they possess the equipment and trained leaders to do the job; (D) it provides a balance and understanding for the police officer to have such an association.

61. Police administrators sometimes fail to react favorably to ideas and suggestions presented by an employee. Of the following reasons for lack of administrative action or for unfavorable action on a suggestion, the most justifiable would be that (A) the police administrator has not acted on the recommendation of a disinterested staff member assigned

to review the suggestion; (B) the suggestion has been improperly prepared or presented; (C) the police administrator is too busy with regular business matters to give time to the consideration of suggestions made by staff members; (D) previous suggestions made by the same employee have not been worthwhile.

DIFFERENT RULES FOR DIFFERENT DEPARTMENTS

Editor, The LEADER: Why is it that though each department is supposed to follow laws and rules set up for State departments, still a few agencies are permitted separate procedures? For example, some State departments have a rule that employees aged 65 don't have to punch a time clock, provided they have worked for that department 20 years. Other departments don't grant this concession. Why this discrepancy?

FAIR PLAY

CORRECTION CORNER ON VACATION Jack Solod's column, "Correction Corner," will be absent temporarily from the columns of The LEADER Mr. Solod will resume his weekly report on correction institution affairs after Labor Day.

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STATE OF NEW YORK INSURANCE DEPARTMENT - ALBANY I. Leffert Holt, Superintendent of Insurance of the State of New York, hereby certify pursuant to law that the Pacific National Fire Insurance Company, San Francisco, California is duly licensed to transact the business of insurance in this state and that its statement filed for the year ended December 31, 1955 shows the following condition: Total Admitted Assets \$51,474,739.80. Total Liabilities \$49,617,751.01. Capital paid-up \$1,859,989.99. Surplus and Voluntary reserve \$19,577,973.28. Policyholders' Surplus \$20,827,073.28. Income for the year \$19,231,837.88. Disbursements for the year \$19,085,314.65.

State of New York Department of State 155: I Do Hereby Certify that a certificate of dissolution of Crawford 86th Street Corporation has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

IN TESTIMONY WHEREOF, we have caused the seal of the Department of State, at the City of Albany, this thirtieth day of July, one thousand nine hundred and fifty-six.

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# Interview with Schechter

(Continued from Page 4)  
dissatisfied with their pay should not militate against the value of the Plan, not minimize what the Plan has done to raise employe salaries and morale generally.

**Clerk's Raise**—Mr. Schechter voted for the present allocation of the senior clerks, formerly in old grade 3, now in new grade 6, who want to be elevated to grade 9. His opinion has not changed since he cast his original vote. He has read reports and recommendations submitted by employee groups, but still holds that the City is paying more than other jurisdictions for comparable work. The Salary Appeals Board refused to recommend any upward re-allocation, even to grade 7, for the senior clerks. They appealed to the Board of Estimate, which sent the subject back to the Salary Board for reconsideration. Mr. Schechter refrained from indicating specifically what action the Salary Appeals Board might take, in view of the case being referred back to it, but the inference was plain.

**Sanitationman Test**—While this examination has not even been ordered yet, the City Civil Service Commission soon will have to order it, and the written test probably will be held late in 1957. The new list wouldn't come out until all the active names on the present list are canvassed. The City has a policy of not killing an existing list by bringing out a new one, which it follows unless it has no other choice. A new list automatically kills an old one, and the Commission has the legal authority to expire an existing list that way.

**Laborers**—Some action will be taken soon by the Commission to afford the promised promotion opportunities to laborers. A law was passed by the last session of the State Legislature, putting City laborers into the competitive class. There is a difference of opinion between unions as to whether this was good for the laborers. The City administration went along with the union that considered it an excellent move, if promotions are made possible. The only pro-

motion title would be foreman of laborers. The establishment of this title would represent fulfillment of the promise, but the number of foreman jobs would be limited. As for taking out of the Career and Salary Plan some of the special laborer titles now included under it, Mr. Schechter admitted there had been some discussion of this, but added that, so far as he knew, nothing has yet developed along that line. Groups of laborers, members of Local 287, Teamsters, "want out" of the Plan, because they figure they can get higher pay under Section 220 of the State Labor Law. That law provides that the City shall pay at least the rate prevailing in local private industry to laborers, mechanics, and workmen engaged on public works. At present special types of laborers are distinguished from others, under the Plan, by receiving premium pay. These include sewer, highway, and excavation laborers, the ones who "want out." Mr. Schechter was not free to discuss, or did not know about, conferences that have taken place in the Mayor's office, in which there was some intimation that the City Administration is now disposed to go along with the request of the identified groups to be taken out of the Plan.

**Recruitment**—The Commission is going to wage a strenuous and extensive recruitment campaign. Plans already have been made, although they are only tentative, as the requirements of various divisions and bureaus of the Personnel Department have to be dovetailed into the general scheme. The object is to see that the City fills the jobs that are hard to fill, with highly qualified persons. The recruitment campaign evidently is intended to supplant the practice of lowering standards or pass marks, as was done in some tests under stress of what was felt to be necessity, but will not be used as a means of keeping salaries frozen, if they must be raised to enable the City to get the calibre of employees it needs and wants. The jobs affected are in specialized fields, and include patrolman (P.D.). The Civil Service Commission is determined to get a fresh and large

# Clerk Exam To Offer Wide Opportunities

(Continued from Page 5)  
school diploma, or equivalency diploma will be required, and a year allowed to get either.

There will be no formal age limits. Normally appointments of persons under age 21 are not made, nor of those near the compulsory retirement age of 70. This is a far broader age span than obtains in private industry, where age 35 is sometimes the upper limit, and where the rule of "under 30," formerly pretty general, is returning.

To be appointed, a clerk eligible must have been a legal resident of New York City for the three consecutive years preceding.

Membership in the retirement system becomes compulsory. Retirement at age 55 is practicable and, if the employee makes sufficient contributions to his own annuity account, the retirement allowance could equal half pay. That would mean half of the average pay of the best consecutive five years, these days usually the last five years, since salaries have been going up over a longer period than that.

The clerk jobs to be offered in the examination that opens in the fall are in salary grade 3, \$2,750-\$3,650, with annual increases of \$150. Do not attempt to apply until the opening date, not yet set.

group of applicants with the next test, as it knows from experience in recent years it has been large-examining the same candidates over and over again, with no better luck in any successive attempt than in a previous one. Press, radio, and television will be used, for publicizing examinations, as well as other media. And City employees themselves be asked to encourage friends, acquaintances, relatives and even strangers to compete in City examinations. Brochures telling of the pension, working conditions and other attractions of City employment will be published. The U. S. Civil Service recently received an award from national public relations associations for its recruitment drive in the Federal service entrance examination.

**Examination Planning**—The Commission is preparing a list of all the exams it will hold during the operating year starting in September. The list, in tentative form, is in the Personnel Department. The tentative list for September applications was issued to the press as an accommodation, in advance of the general list, expected next week.

**Police Captain Test**—The final key answers are expected to be issued this week.

**Battalion Chief Test**—The final key answers are expected to be issued this week.

**Fire Captain Test**—The rating is continuing, and the list is expected to be established next month.


## VETERANS WORLD WAR I ATTENTION!

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**GARDILLA TO BE DELEGATED TO FEDERATION MEETING**  
William Gardilla, president and Metropolitan Council chairman, Local 4, National Federation of Federal Employees, will serve as delegate to the group's 23rd convention at Louisville, Ky., September 10.

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**Paulding Manor Homes Offers 2 Types of Homes**

To fill the housing needs of families between the lower and middle income groups, Paulding Manor, Inc., has placed a new house on the market, George C. Arcaro, vice president of the firm, announced. He is a former civil service employee.

Paulding Manor Homes are located within the city limits. A two-bedroom house with garage sells for \$12,990, a three-bedroom house with garage, for \$13,990. A gas range is included in the price.

The houses are of brick construction, semi-attached and built on lots 100 feet or more deep, with a wide range of color choices in wall coatings, tile, bathroom decor, sink-tops and other kitchen equipment.

Other features are oak floors, adequate closet space, steel door frames, mahogany flush doors, solid mahogany balustrades, Formica sink tops, brass water piping, expansion basements, inlaid linoleum, hot water heating and exhaust fans.

**Key Answers**

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**SECTION 1**

- 1. B; 2. A; 3. B; 4. B; 5. A; 6. D;
- 7. C; 8. A; 9. B; 10. A; 11. C;
- 12. C; 13. C; 14. B; 15. B; 16. B;
- 17. D; 18. A; 19. D; 20. D; 21. C;
- 22. B; 23. A; 24. B; 25. D; 26. B;
- 27. A; 28. B; 29. B; 30. C; 31. D;
- 32. C; 33. B; 34. D; 35. C; 36. B;
- 37. C; 38. B; 39. D; 40. C.

**SECTION 3**

- 41. B; 42. B; 43. C; 44. C; 45. D;
- 46. A; 47. B; 48. A; 49. B; 50. C;
- 51. B; 52. C; 53. C; 54. A; 55. A;
- 56. C; 57. C; 58. B; 59. B; 60. C;
- 61. B; 62. B; 6. A; 64. C; 65. C;
- 66. C; 67. C; 68. D; 69. A; 70. A;
- 71. D; 72. B; 73. A; 74. C; 75. B;
- 76. D; 77. C; 78. B; 79. A; 80. B.

Last day to protest to New York City Civil Service Commission, 299 Broadway, New York 7, N. Y., is Thursday, August 16.

**1,300 VETS APPLY FOR MESSENGER JOBS**

Nearly 1,300 veterans filed for U. S. messenger exams to be held Friday, August 10.

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**CITATION**—The People of The State of New York By the Grace of God Free and Independent. To the heirs at law, next of kin and distributees of VIRGILIA GIOVANNINI, also known as Gilla Giovannini, deceased if living, and if any of them be dead to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence, the next of kin and heirs at law of Virgilia Giovannini, also known as Gilla Giovannini, deceased, send greeting.

WHEREAS Albert M. Marzo, who resides at 18 Willow Drive, Fort Washington, New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date 10th day of November, 1955, relating to both real and personal property, duly proved as the last will and testament of Virgilia Giovannini, also known as Gilla Giovannini, deceased, who was at the time of her death a resident of 144 West 72nd Street, Manhattan Borough, New York the County of New York.

THEREFORE you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 24th day of August, one thousand nine hundred and fifty-six, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

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

WITNESS Honorable William T. Collins, Surrogate of our said County of New York at said county, the 13th day of July in the year of our Lord one thousand nine hundred and fifty-six.  
Philip A. Donahue  
(Seal) Clerk of the Surrogate's Court

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J. Leffert Bolt, Superintendent of Insurance of the State of New York, hereby certifies pursuant to law, that the Federated Mutual Insurance and Hardware Insurance Company, Owatonna, Minnesota is duly licensed to transact the business of insurance in this state and that its statement filed for the year ended December 31, 1955 shows the following condition:  
Total Admitted Assets \$20,889,383.28;  
Total Liabilities \$23,004,711.68; Policyholders Surplus \$6,104,671.70; Income for the year \$25,004,800.30; Dividends for the year \$25,205,461.98.

I Do Hereby Certify that a certificate of dissolution of Crawford-Hempstead Corporation has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

Given in Duplicate under my hand and official seal of the Department of State, at the City of Albany, this thirtieth day of July, one thousand nine hundred and fifty-six

Carmine G. DeSapio  
Secretary of State  
By Samuel London  
Deputy Secretary of State

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For an analysis of civil service problems in the forefront of the news, read H. J. Bernard's weekly column, "Looking Inside."

Questions answered on civil service. Address Editor, **The LEADER**, 97 Duane Street, New York 7, N.Y.

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# 'Sign 'em Up on the Spot' Is Theme This Month For Payroll Deduction Drive

"Sign 'em up on the spot!"

This will be the theme for chapter presidents and representatives when they deliver payroll deduction authorizations to members of the Civil Service Employees Association in the coming days.

Starting this week, field representatives for the Association are delivering authorization cards and informative material to CSEA chapters throughout the state.

A simple signature on the authorization cards will allow the State to deduct 30 cents per payroll for 25 pay periods to pay for membership in the CSEA, the largest public employee group in America.

## 'Don't Take a Chance'

Joseph Lochner, Association executive director, urged chapter heads and representatives to sign employees on the spot. New members can join in the same fashion. "Don't take a chance on the em-

ployee tucking the card away in his desk drawer and forgetting about it," Mr. Lochner asked. "Hand him the card, get his signature right there and you have taken a step toward increasing the strength of the Association."

## Non-Members

Non-members will find payroll deduction an easy method for joining the Association, which set a record in securing employee benefits last year. Instead of a lump sum payment of \$7.50, dues will be deducted on a basis amounting to less than 15 cents per week during the year.

John F. Powers, Association president, has sent letters to individual members urging them to return their payroll authorization as soon as possible.

"Payroll deduction offers an extraordinary opportunity to unite the strength of the public employee into a single, powerful instru-

ment for obtaining employee goals," he said.

Members are being asked to do their part in securing new memberships.

"After signing your own card, check the man next to you and see that he, too, has put down his signature," Mr. Powers asked.

Target date, for getting in all authorizations is September 4.

"By that date," said Mr. Powers, "the membership of the CSEA, now standing at 62,000 members, should be greatly increased. And the greater our membership, the greater our force in obtaining outstanding employee goals."

Pay increases, the 40-hour week and Social Security are but a few Association aims set for the coming legislative year. A strong membership in the CSEA will be the public employee's most powerful argument for getting these accomplished, Mr. Powers added.

# J. J. Purcell's Birthday Gift Appointment As Bureau Head

State Tax Commissioner George M. Bragalini, has appointed John J. Purcell of Albany, career Civil Service employee, Director of the Miscellaneous Tax Bureau. The appointment was effective July 30, Mr. Purcell's 50th birthday, at an annual salary of \$11,620.

Mr. Purcell, who has been assistant director of the bureau since 1941 and acting director since March, succeeds Abraham Eletz, who succeeded Mary Goode Krone when she resigned to accept an appointment as a Civil Service Commissioner.

The Miscellaneous Tax Bureau, with over 200 employees, administers motor fuel, cigarette, alcoholic beverage, transfer and estate, pari-mutuel, stock transfer, and mortgage and land taxes. This fiscal year, the bureau is expected to collect over \$385,000,000.00, approximately one third the revenue of the State.

Mr. Purcell has been employed in the Department of Taxation and Finance for the past 23 years. A native of Troy, he was born

July 30, 1906, graduated from St. Joseph's Academy in 1922, and later studied accounting with Northwestern University.

Prior to entering State service, he was engaged in accounting for the Delaware & Hudson Railroad Company, the Mohawk Paper Company and the Cluett, Peabody Company.

Mr. Purcell entered State service in 1933 as a supervising sales tax examiner in the Tax Department's short-lived Sales Tax Bureau. A year later, he became associated with the State Beverage Tax Bureau, and five years later was made assistant director of the then Commodities Tax Bureau. When the Commodities Tax Bureau was merged with other units to form the Miscellaneous Tax Bureau in 1944, he became its assistant director. He also has been an active enthusiastic CSEA member during his entire State career.

Mr. Purcell is married to Elizabeth Campbell of Watervliet and has two sons, John J. and Jerome E. The Purcells reside at 237 Whitehall Road, Albany.

# Assn. Exhibit Not At State Fair For This Year

The Civil Service Employees Association will not exhibit at the State Fair this coming year.

A major change in exhibit policy for the State Building has been made by the State Fair Committee which will result in the conservation Department utilizing most of the space of the building.

The rest of the exhibits will be moved to other buildings on the

Fair Grounds so that there will be no homogeneous group of state exhibitors at any one place.

The high cost of shipping and other expenditure items involved greatly influenced the decision not to participate in this year's Fair. The State Fair officials, however, assured the Association that they will be welcomed back to the exhibit in the State Building next year.

# 4 Aides Split \$270 Idea Pie

ALBANY, Aug. 6 — State employees in four Departments shared \$270 for money-saving ideas submitted through the State Employees' Suggestion Program, Dr. Frank L. Tolman, Chairman of the Merit Award Board announced.

The recent cash winners are employed by the following agencies:

## Department of Correction

The largest award of \$100 went to Foreman Merrill W. Tharp, East Lake Road, Auburn, for his suggested change in the design of Auburn Prison's tobacco cutting machines. Adoption of Mr. Tharp's suggestion has reduced delays in production and the cost of maintenance work resulting from failure in the operation of this equipment due to worn shafts, gears and bearings.

## Department of Labor

The sum of \$50 was voted jointly to Seymour E. Givner, Assistant Compensation Claims Examiner, and William H. Ginsberg, Senior Compensation Claims Examiner, of the State Insurance Fund, New York City, for a form they devised for use by the Fund's claims department.

\$25 was granted to Investigator Eleanor Leight, Brooklyn, of the Workmen's Compensation Board, for her suggestion to pre-punch onionskin paper. Use of her idea has resulted in neater and more easily handled case folders.

## Department of Social Welfare

\$25 was won by Eugenia Kissling, 51-01 39th Avenue, Long Island City, employed as a Blindness Prevention Consultant, in the department's Commission for the Blind, for her proposal that a photo-exact machine method be employed to duplicate medical eye reports, which are time-consuming to recopy.

## Taxation and Finance

\$70 jointly to Albert D. Schuler and Monroe D. Walsh, who are Damages Evaluators at the Albany office of the Bureau of Motor Vehicles for their time-saving proposal to print district office locations upon a frequently used form.

# Employment Unit Saves With Machines

ALBANY, Aug. 6—The State Department of Labor's Division of Employment, which recently cut \$150,000 from its yearly administrative expenses by mechanizing a number of central office operations, now anticipates an added saving of \$30,000 with the introduction of another machine operation.

Richard C. Brockway, executive director, said that a new method of machine-recording unemployment benefit charges against employers will sharply reduce the need for paper, paper work and personnel.

The switch to machine operation is expected to reduce the number of cards in the operation from 2,500,000 to 300,000 and also cut the space, filing equipment and employees needed for the job. The new method will be faster and more accurate as well.

# Report Issued on Problems of Aging

ALBANY, Aug. 6—The New York State Joint Legislative Committee on Problems of the Aging has issued its official report.

The report, "New Channels for the Golden Years," urges the doubling of state job counselors for the 40-plus age group, the establishment of a vested pension plan within the state retirement system, abolishment of compulsory retirement based on age alone and that the State Social Welfare Department be given a staff adequate to handle inspection of nursing homes, among other recommendations.

# LABOR INSURANCE FUND AIDES WIN \$25 FOR IDEAS

ALBANY, Aug. 6—Three State Department of Labor Insurance Fund employees have received \$25 cash awards for suggestions.

Winners, announced by the Merit Award Board, include: Seymour B. Givner of Brooklyn, compensation claims examiner; Morris Jacobs of New York, also a compensation claims examiner, and Benjamin Peck of Brooklyn, a senior compensation claims examiner.

Each employee also received a certificate of merit.

# PW Aides Win Back Unused Vacation

(Continued from Page 1)

work in the Department had made it impossible to allow those in engineering and lands and claims adjuster titles to liquidate their earned vacation prior to the cutoff date provided in Rule II, Subdivision 2 of the Attendance Rules.

## Settled Out of Court

Conferences between counsel for the two Associations and representatives of the defendants have resulted in an agreement to dispose of the matter without the conclusion of the court case.

The Stipulation of Settlement provides for restoration of all vacation lost by employees covered by the case, from April 1, 1946 to April 1, 1956 inclusive. It also provides for a minimum guaranteed rate of liquidation of vacation during the succeeding fiscal years, the varying rate depending on the amount of vacation which each particular employee shall have restored.

## Who Is Affected

The Settlement itself affects only the following employees: (a) all titles in the engineering, draftsman and land and claims adjuster series who (b) lost accrued unliquidated vacation while holding any of the above titles between April 1, 1946 and April 1, 1956 who (c) are still in the employ of the State of New York and who (d) indicate their willingness to be covered by the terms of such Settlement by affixing their signature to an attached schedule which will be distributed through the chapters of the CSEA and through the district directors of the Highway Engineers Association.

It is particularly emphasized that only those employees who sign the schedules shall participate in the settlement. It is further emphasized that it is necessary for the stipulations and the signed schedules to be in the hands of counsel on or before September 15, 1956.

## ALLOWANCE FOR NOTARIES

Federal agency employees who serve as notaries on the job may be due an allowance, through a House-approved bill.

# MENTAL HYGIENE MEMO

By A. J. COCCARO

**Re-Allocation or Re-Classification**—The Mental Hygiene employee has long been a victim of inconsistent classification and allocation.

In the past three years the State through its Division of Classification and Compensation has made an effort to correct inconsistent and inequitable salaries among State employees. A small staff, assisted by a handful of specialists, set out to accomplish a difficult job of re-allocating all State positions into a new salary structure.

What about the worker who is not properly classified? What chance has he to gain proper salary status? Can a fair job on salary inequities be accomplished by a study or allocation or classification separately? For example, we studied the print shops in the Department of Mental Hygiene. Most of them are doing the same work, some more, some less, but basically the same job. However, the titles for this position vary as follows:

Occupational Therapy Instructor, Industrial Shop Worker, Occupational Therapist and Printer; the salary grades for these positions are 6, 7, 11, and 13. If the employees holding printer's items attained proper salary allocation, what opportunity for proper pay would there be for the person who has an Occupational Instructor or Industrial Shop Item and is doing the printing at the hospital?

## Same Pay for Same Job

Why are instructors in one department in Grade 6 and in another department Grade 11? For clearer descriptions, should not the qualifications and salary for the title of instructors in the same department be logically the same?

Some heads of departments in larger institutions receive more salary than those in smaller institutions. It seems that there has been discrimination in this practice of additional compensation for certain department supervisors in larger institutions. Even persons who have benefited by this practice agree that a more consistent method one way or the other is more desirable to employee morale.

Recent studies have for the most part considered allocation. Hampered by lack of personnel to make an adequate study and rapid increases in the cost of living, the Division of Classification and Compensation released their decisions in August, 1954.

After this release, the Appeals Board of the State received employee appeals to re-study 700 titles covering many thousand positions, a sign of the inadequate job done by the Division of Classification and the seven-member Advisory Committee appointed by the Governor.

A real study of employee salary problems MUST consider allocation and classification together, and it must be a continual process, so as to reflect the changes in the trades and the cost of living.