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THE STATE EMPLOYEE

Volume 2

AUGUST, 1933

Number 7

YOU AND YOUR FUTURE

Your Association has been constantly active to improve the economic condition of public workers, to promote good working conditions, to assure permanency of employment, and to establish a retirement system truly protective for old age, but it has given its highest thought to those things which relate to the improvement of State service in the interest of all of the people of the State. It is for this reason that the Association takes supreme pleasure in presenting an educational program for state workers which is the outgrowth of the combined efforts of the Association's Committee on Education, the State Education Department, and the Extension Division of Syracuse University. A complete outline of courses, costs, etc., follows:

The resident courses will be conducted in Albany. The correspondence courses, as developed, will be supervised by the Institute, and offer sound

avenues for self-improvement to those State employees who are unable because of their location to attend the resident courses.

Successful work in any of these courses will be given recognition in connection with opportunities for advancement in State service. Here is a golden opportunity for State workers to enjoy further the benefits of cooperative enterprise. No one is too old and no one is too young to neglect the countless advantages and delights of cultural study. A great amount of time has been devoted to the planning and arrangement of the many courses listed.

State workers are urged by the Association to enroll at once upon receipt of this issue of THE STATE EMPLOYEE, or to write for further information if there is doubt about any feature of the plan.

Because of the many requests for additional subjects which were not given the last session, it has been decided by the Educational Committee to establish an INSTITUTE for the sake of unity and to offer any subject for which there will be a call.

SYRACUSE UNIVERSITY
The Institute is being operated in close affiliation with Syracuse University, School of Extension Teaching and Adult Education.

CERTIFICATION AND COLLEGE CREDIT
All classes will be open to state employees and those students having successfully completed the course will be given a certificate by the Institute and the University Extension jointly.
Under certain conditions, College credit will be granted if so desired.

TUITION FEE
A matriculation fee of \$1 is payable by each student on his initial entrance to the Institute. This fee is not returnable.

COMPLETE PROGRAM
A complete program consists of 4 courses each of one semester duration.
The tuition charge is \$10.00 (plus the usual laboratory charges in those cases involving laboratory work)

THE INSTITUTE
OF THE
New York State Civil Service Employees
UNDER THE DIRECTION OF
THE ADULT EDUCATIONAL COUNCIL
IN AFFILIATION WITH
SYRACUSE UNIVERSITY
ANNOUNCES CLASSES
September 18, 1933 — May 18, 1934

paid in full with registration or \$5.00 on or before September 18, 1933, and \$6.00 on or before January 15, 1934.

SINGLE COURSES
In cases where students do not carry a full program the tuition fees are \$3.50 per course (plus the usual laboratory charges in those cases involving laboratory work).

LATE ENROLLMENTS
No deduction from tuition fees is made because of late enrollment.

WITHDRAWALS AND REFUNDS
Because of the extremely low charge for tuition no refund will be made.

The following courses will be offered but no class will be organized unless the minimum registration be ten.

SUBJECTS
English
English Grammar
English Composition

Short Story
Introduction to Literature
Summary of English Literature
Drama
Shakespeare
English Novel
American Literature
Contemporary Literature in England
English Poetry

Public Speaking
Public Speaking and Reading

Mathematics
General College Mathematics, Etc.

History
History of United States of America 1763-1933
Biographies
History of World War
History of Latin America

Economics
Economic History of United States of America
Economics Applied to Industry
American Government
International Relations and Organizations

Sociology
Introduction to Sociology
Social Problems

Psychology
General Psychology
Applied Psychology

Philosophy
Foundation of Philosophy
Social and Political Philosophy

Continued on Page 2

Subjects Continued

Science (Non-Laboratory Courses)

Survey Course in General Bacteriology Hygiene Prevention of Disease

Foreign Languages

French-Ele.-Adv. Spanish-Ele.--Adv. German-Ele.-Adv. Italian-Ele.-Adv. Latin-Ele.-Adv. Greek-Ele.-Adv. Hebrew-Ele. Adv.

Business

Business Organization Business Management Money and Banking (Finance) Office Organization and Management Business English Elementary Business Maths. Business Law Accounting Principals Advanced Accounting Mathematics of Accounting Cost Accounting Principles Stenography (Speed) Typewriting (Advanced) The Mathematics of Statistics Statistical Problems Life Insurance Property Insurance

Art

Cast Drawing Sketch Drawing Poster Design and Lettering Painting— Water Colors Painting— Oils

Music

Music Appreciation

Interior Decoration

Interior Decoration

Forestry

General Forestry

Home Economics

Survey of Home Economics Household Accounts

Physical Education

Complete Gymnasium Activities

HIGH SCHOOL SUBJECTS

Should registration demand, arrangements will be made to conduct special classes for those students desiring to complete High School work for diploma.

Note

Class room instruction will only be given in Albany.

INTERVIEWS

Prospective students, or those desiring advice or guidance with regard to any part of the school work or curricula, are offered personal interviews with the Director or his as-

sistants. No enquirer should hesitate to ask for an appointment, as in the long run, time is saved during the school year by having the whole educational problem discussed before the opening of the Institute.

1. PUBLIC ADMINISTRATION

State Government

I. Organization—previous and present—why function of each of 19 departments.

Laws on which these functions are based.

Relation of work of each department.

- 1. To other departments
2. To Federal government
3. To Municipalities
4. To the taxpayer

II. State Finances

Sources of revenue Budgeting Expenditures

III. Relation of Executive

branch of government to judicial and legislative branches.

IV. Services the State renders the Community — Social aspects of government.

2.

The organization, functions and procedures of so-called "service departments" of the State such as

- Civil Service
Purchasing
Public Buildings
Audit and Control
Budget
Law

Correspondence Studies

The Education Committee of the Association of State Civil Service Employees, through a corps of competent instructors, will continue giving correspondence instruction as begun last year.

The subjects offered are as follows:

English Grammar English Composition (Ele.) Advanced Composition Short Story Writing Study of 10 Permanent Books of the World Shakespeare English Novel American Literature Elementary Algebra Plane Geometry Solid Geometry Plane Trigonometry College Algebra Biographies—Study of Lives of Some Outstanding Figures in American History Study of World War

American Government—We and Our Government

Economics Applied to Industry—We and Our Work

American History—We and Our History

Introduction to Sociology

Social Problems

Hygiene

Office Organization and Management Business English

Elementary Business Mathematics

Statistics

Business Law

Forestry—An Elementary Survey

Conservation

Modern Science—High Lights of

Public Administration—

I. State Government—Organization

II. State Finances

III. Relation of Executive branch of Government to Judicial and Legislative branches

IV. Services the State renders the Community—Social aspects of government

V. The organization, functions and procedures of so-called "service departments" of the State.

(If your requirement is not met in the above list ask about it)

The Fee for Each Course Is \$5.00

TEAR OFF

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Institution

Department

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The State Employees Summer Camp

Reports from the many employees who have spent their vacations at the Lake Meacham Camp, sponsored by the Association, indicates another successful season. This camp is located in one of the most beautiful sections of the Adirondacks and with the accommodations furnished, offers an ideal opportunity for the upbuilding of health and energy for the year's work.

Choice accommodations are available for the last week of Camp, August 27th to September 4th. Special arrangements are being made for the Labor Day weekend guests. The special rate for the Labor Day weekend will be \$5.00. This covers from dinner Saturday, September 2nd, to and including dinner Monday, September 4th. Make your reservations now.

N. R. A.

No group of citizens is more interested in the success of the nationwide efforts for national recovery than is the public employee group. The general plan is well summarized by David Lawrence in the following statement: "The Government is asking for cooperation of employers to raise purchasing power. It is not even threatening the hand of the law if cooperation is refused. It is threatening the power of boycott by the people themselves to be imposed upon those who can afford to divide their profits with labor but who are unwilling to do so. To increase purchasing power and spread profits is the only purpose of the whole plan. And back of it, too, is a belief that an increased purchasing power will put money into greater circulation and by increasing the velocity of transactions will tend to restore confidence and finally bring normal processes and turnovers of credit and currency."

An Appeal to Governor Lehman

On July 31st, a special appeal was sent to Governor Lehman for active administrative support of the Civil Service Department in its efforts to develop a more effective personnel administration plan through insistence upon observation of civil service principles in the selection of public workers; adoption of definite regulations which will give the force of law to the classification of State employees and afford due protection under present budget provisions which are dependent upon the establishment of this plan; the promulgation of rules to protect employees in the matter of demotions within the departments of government; and the establishment of adequate salary scales along with the classification plan of the Civil Service Department. The appeal also requested attention to the restoration of the time service allowances for employees in institutional work and the adjustment of hours of work of men and women in the institutions who are on the 12-hour day plan. This latter proposal is in line with the National Recovery plans as they relate to shortening of hours.

Salary Considerations

The Association's Committee on Salaries is keeping in constant touch with all angles of the situation relating to advancing commodity prices, and business conditions and is preparing to present to the Governor and the Legislature when they convene in regular session, such facts as will assure fair attention to State salary scales.

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Rules for Sick Leave Effective July 1, 1933

As a result of the efforts of the Committee appointed by the Governor's cabinet to formulate a suggested set of rules and regulations for sick leave, with and without pay, the following rules and regulations were approved by the Committee, and it is the understanding of the Association that they now apply to all State workers:

1. *Purpose.* Except as otherwise provided by law, sick leave with and without pay shall hereafter be allowed in accordance with these rules but not otherwise. It is hereby declared to be the purpose of these rules relating to sick leave to protect, as far as is consistent with good employment policies, both the interests of the taxpayer and of the State as an employer, and of the State officers and employees who, in the course of their work, are absent from duty because of personal illness, physical disability, exposure to contagion, or death or illness in the immediate family.

2. *Sick Leave with Pay on Account of Personal Sickness or Disability.* Any officer or employee may be granted sick leave with pay for not to exceed 12 working days in any calendar year by the Head of Department on account of personal sickness or physical disability; provided, that no such leave may be granted until the officer or employee has served continuously for six months; and provided further, that if any officer or employee does not take the full amount of sick leave allowed in any calendar year, the amount not taken may be accumulated from year to year and used, if needed, up to a total of 150 working days; and provided further, that any officer or employee who is in the service at the time this rule takes effect shall be entitled to an accumulation of 12 working days for each year or major fraction of a year up to five years that he has been in the service, minus the number of working days that he has been absent with pay because of personal sickness or physical disability during such period.

3. *Sick Leave with Pay Because of Death or Illness in the Immediate Family.* Any officer or employee who is necessarily absent from duty because of the serious illness or death of an immediate member of his family may be granted sick leave with pay by the Head of Department for not to exceed three working days in any calendar year; provided, that the Head of Department may allow further absence with pay for not to ex-

ceed fifteen additional working days in any calendar year to be taken from the accumulated sick leave of the officer or employee. The phrase "an immediate member of his family" shall be interpreted to mean any person living as a member of the family in the same household and/or related by blood or marriage under the same roof. Such leave as authorized in this paragraph shall be within the total limits prescribed in paragraph 2.

4. *Sick Leave with Pay Because of Exposure to Contagion.* Any officer or employee isolated or quarantined because of exposure to a communicable disease shall, for the purposes of these regulations, be considered absent on account of sickness.

5. *Special Sick Leave with Half Pay.* Any officer or employee who has been continuously in the service of the State for a period of more than three years, who is necessarily absent from duty because of personal illness or physical disability, and who has used all the sick leave with pay allowed under other rules, may with the approval of the Head of Department, be allowed additional sick leave with half pay for a period of not to exceed three months and with the approval of the department head for a second additional three months.

6. *Special Sick Leave Without Pay.* Any officer or employee who has been continuously in the state service for a period of one year or longer and who is physically or mentally incapacitated to such an extent that his work is markedly impaired may with the approval of the Head of Department be allowed special sick leave without pay for a period not to exceed one year. Any officer or employee initiating a request for special sick leave without pay shall submit his request in writing, stating the reasons why he is unable to perform his duties, the date when he desires his leave to begin, and the probable date of his return to duty. Such leave shall be deemed in addition to accumulated leave.

7. *Sick Leave With Pay on Account of Injury or Disease Incurred in the Performance of Duty.* Any officer or employee who is necessarily absent from duty because of injury or disease incurred in the performance of duty may be granted sick leave with full pay for not to exceed three months in addition to accumulated leave and with the approval of department head half pay for an additional period of not to exceed nine months; provided, that in de-

termining the amount of such pay any sum received under the provisions of the workmen's compensation act shall be deducted.

8. *The Bureau Chief's Responsibility.* Any Head of Department before granting any officer or employee sick leave with or without pay or with reduced pay shall take such steps as he considers necessary or desirable to determine the sufficiency of the alleged reason for absence from duty. He may make or cause to be made any investigation necessary to determine the facts and may, in case the absence for personal illness or physical disability exceeds three days, require the certificate of a physician designated or approved by the department head. Any officer or employee granted leave of absence on account of sickness in excess of 12 days must have a physician's certificate for each 30 days of such continuous sick leave. Each Head of

Department shall in granting or refusing to grant sick leaves take due account of the purpose of the sick leave privilege as stated in rule one and shall use reasonable diligence (a) to protect the interests of the State as an employer, (b) to prevent officers and employees who need rest or medical attention because of actual or prospective illness from continuing at their regular duties, and (c) to prevent the exposure to contagion of officers and employees who are not ill. The bureau chief shall report to the department head as soon as practicable after the end of each month the name of each officer and employee who during the month was granted any of the above forms of sick leave with or without pay, and the amount of each kind of leave taken by each such officer or employees. In computing the amount of such leave, Saturday shall be considered a full working day.

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Exemptions from Competition under the Pitcher Milk Control Bill

By. **HON. H. ELIOT KAPLAN,**
Secretary, Civil Service Reform
Association

The Civil Service Reform Association was opposed to the provision in the Pitcher bill providing for a Milk Control Board which exempted all the employes of that Board from the operation of the Civil Service Law. It urged the legislative committees and the introducers of the bill to strike out the exemption clause as unnecessary. It also urged the Governor to use his good offices to have this obnoxious exemption stricken from the bill before final passage.

After the enactment of the law the Association wrote to the Milk Control Board urging that the Milk Control Board ignore the exemption provision in the law and fill the subordinate positions from then existing reemployment lists or open competitive eligible lists.

Unfortunately, the Milk Control Board did not see its way clear to fill the positions from eligible registers.

The Association has always believed and still believes that the exemption clause in the Pitcher bill is in violation of the civil service clause of the State Constitution; that in spite of the emergency alleged to have existed the situation is analo-

gous to that which existed when the Court of Appeals held invalid a similar exemption clause in the law creating the Fraudulent Securities Bureau of the State Law Department.

The Civil Service Law and Rules make adequate provision for emergency or temporary employment and so exemption for a period of one year, or any indefinite period, does not come within the constitutional inhibition against exemption of positions where competitive examination is practicable.

Certainly examination is practicable for filling the positions of stenographers, clerks and other subordinate places, and appropriate lists are in existence from which appointments can readily be made.

The Civil Service Reform Association, in view of all the circumstances, has deemed it advisable to abide by the decision of the Civil Service Commission to treat the employment by the Milk Control Board as temporary employments until the expiration of the statutory life of the Milk Board, that is to March, 1934. If the Milk Control Board is continued thereafter by further legislation the Association will undoubtedly insist upon the positions being filled after examination in accordance with the Civil Service Law.

Keeping Pace

The great crisis through which our people are passing has brought about a change of mind with regard to many things. The most encouraging change is reflected in the thought which is being directed toward social standards. The doctrine of shorter hours of work, as an economic necessity, preached so vigorously by this Association is now adopted as the foundation stone of the National Recovery program. Along with this attack upon selfishness are frequent expressions of concern for housing conditions in tenement sections of large centers of population. The creation of suitable home conditions for workers is plainly an enlightened viewpoint of what a government should do to inspire confidence and loyalty upon the part of its people. Perhaps some of those steeped so long in the heartlessness of selfish competition, will if material prosperity returns near to the old days, harden their hearts as did Pharoah after each plague and return to persecution of humanity for the gain it will yield. Perhaps we shall witness proof of the old story that "when the devil was ill, the devil a monk would be; but when the devil got well the devil a monk was he."

However, business men generally may react to future economic ups and downs, the State can properly take

but one course, namely, to establish as nearly model working conditions as it is possible to plan. This means the abolition of the long day—the twelve hour day, long a part of the labor history of approximately 8,000 workers employed in the care of the helpless wards of the State of New York. With this should go hand in hand attention to the living quarters of these workers and the provisions for a home and family life such as the State holds proper for all of its citizens.

This is a time of planning for the application of the very logical principle of the short day with increased wages for State institution workers. It means a greater measure of prosperity for the State of New York, through additional employment and additional expenditures among its merchants and professional classes, while cooperative home building and development of broader and happier community life among institution employees will assure greater efficiency and initiative in the performance of the important and exacting work demanded of them. Institution workers should write the Governor as to just how they feel individually about the twelve hour day.

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