

THE STATE EMPLOYEE

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The Official Magazine of
The Association of State
Civil Service Employees
of the State of New York

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Matching The Reward

OCTOBER, 1938

Vol. 7

10 Cents per Copy

Number 7

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VOL. 7.

OCTOBER, 1938

NO. 7.

Officers Elected for 1939

The Board of Canvassers appointed by the Executive Committee at the meeting of the Executive Committee prior to the Annual Meeting on October 4th to canvass and count the ballots properly cast for the purpose of electing officers and members of the Executive Committee were Mrs. Claire Brown, Dept. of Education, Buffalo, Chairman, Mrs. Marion Meskill, Jacob LaGrange, Dept. of Agriculture and Markets, and Janet Macfarlane of the Dept. of Mental Hygiene, Albany. This Board reported at the Annual Meeting that the following candidates for officers were re-elected, receiving practically a unanimous vote:

For President, Charles A. Brind, Jr., Dept. of Education
For Vice President, Charles L.

Campbell, Dept. of Civil Service

For Secretary, Mary H. Ahern, Dept. of Education

For Treasurer, Earl P. Pfannebecker, Dept. of Tax

The Board also announced that the following received the majority of votes cast by employees of their respective departments and therefore constitute the Executive Committee for the ensuing year:

William F. McDonough, Dept. of Agriculture and Markets

Charles W. Swim, Dept. Audit & Control, Retirement Fund

Elizabeth Staley, Dept. of Banking

Linda J. Wharton, Dept. of Civil Service

Arthur S. Hopkins, Dept. of Conservation

Mary A. Austin, Dept. of Correction

Burton D. McCormick, Dept. of Education

John T. Higgins, Executive Dept., Division of Standards and Purchase

Clifford Shoro, Dept. of Health

David L. Shultes, Dept. of Insurance

John W. Henry, Dept. of Labor

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Dr. Horatio M. Pollock, Dept. of Mental Hygiene

George Kehoe, Dept. Public Service

William R. Arnold, Dept. of Public Works

William C. Hinckley, Dept. of Social Welfare

Harold A. Fisher, Dept. of State

John A. Cromie, Dept. of Taxation and Finance

Report of President Brind

By CHARLES A. BRIND, JR.,
President

One of the most pleasant features of being President of your Association has been the gathering together at the close of the year of a summary of the splendid achievements and far-reaching service which your Association has carried out and carried on since the last annual meeting. Every member has indeed good reason to be proud of his Association. The success which we have achieved is due to the splendid cooperation and helpfulness on everyone's part. To me one of the most outstanding accomplishments is the fine reputation which our

group has in legislative halls and with department heads and officials and with the public generally for unselfish devotion to Civil Service principles and for the sponsorship of ideals which are basically right. Great care has been exercised by the officers of the Association and its committees to endorse only those principles which spring from just cause. That is the reason we have been so successful in securing relief because we have been able to convince those who have the power to grant relief that a remedy should be forthcoming.

Membership Increase

I am happy to report a tremendous increase in membership this year. Our membership has jumped from 15,000 to 19,000, an increase of over 4,000 members, the largest increase the Association has ever had during any year.

Vacations Restored

I am also happy to note the return to the employees of the four weeks' vacation. Your Association has had this matter up repeatedly with authorities, and particularly in view of the fact that the State em-

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Report of President Brind

Continued from Page 3

ployees have had the four week's vacation for over a quarter of a century, we are glad that the time has come when the four weeks could be restored.

Legislative Achievements

As for legislation—it will be recalled that the Association drafted and sponsored the Feld-Ostertag Law, which reestablished the Temporary Salary Standardization Board and established the Classification Division in the Civil Service Department. It also made other changes in the Feld-Hamilton Law which were essential for its proper administration. It is the hope of the Association that many of the inequities which would naturally follow through the enactment of so broad a law as the Feld-Hamilton Law will be eliminated.

The Association secured the enactment of a McElroy-Erhlich Bill, which provided a six-day week on State canals and bridges and contained the necessary appropriations therefor. The newly formed Association of Branch Canal Civil Service Employees, an affiliate of your Association, rendered valuable assistance.

The Corning Bill was sponsored by your Association, which provided that competitive class employees of the institutions of the State Department of Mental Hygiene, who have six months' service, be given some protection as competitive class employees, i. e., written charges must be presented and a reasonable opportunity given to reply to them before dismissal.

Mention is made of the Crawford-Newell Bill which prevented open competitive examinations where a field for promotion exists by having the Civil Service Department post a notice of the open competitive examinations in the promotion unit where the vacancy occurs. This bill was drafted by counsel for the Association.

The Association secured the passage of the Fischel-Babcock Bill, which protected the continuous service of employees removed from the State payroll on leave of absence or placed on a preferred list.

The Association secured the passage of a bill authorizing it to es-

tablish a group life insurance plan. I will discuss this plan a little later.

Services Further Developed

The Association further developed its Group Accident and Sickness Insurance Plan. Over 1,500 State employees have thus far received over \$200,000 in indemnities under this plan.

In the City of Albany and environs the Association acted as a remitting agent for the 3c a day Group Hospitalization Plan, which has enabled State employees in the Capitol District to secure the benefits of group hospitalization.

Over four hundred (400) measures affecting the State employees were introduced in the Legislature this year. Salaries, pensions, hours of work, sick leaves, Civil Service status; all were subject to consideration in these bills. Your committees and counsel were required to examine them and to represent the Association in the Legislature.

Constitutional Convention Work

During the summer along came the Constitutional Convention which required extraordinary activity on the part of your committees, who usually are able to rest at least during the summer time. Many "crack pot" subjects were made to amend the Constitution affecting Civil Service status. None of these matters was reported by the Convention Civil Service Committee—thanks to the efforts of your committees and counsel in presenting the true picture. The most serious trouble arose over the proposal to extend the present mandatory provision of the disabled veterans' preference to all veterans. The Association has never engaged in a more difficult problem. Bulletins were sent out, a comprehensive brief was prepared by counsel, printed and presented to each member of the Constitutional Convention. Many telegrams and letters were received by members of the Constitutional Committee from members of the Association. The week before when the proposal was advanced to third reading it had

been backed by an almost unanimous vote of the Convention members. After the Association presented a true picture to the members of the Convention, the resolution was defeated.

The Association backed the enactment in the Constitutional Convention of a provision making the State Retirement System a legal obligation. It is exceedingly important that the entire membership spread information concerning this measure because the proposition goes to the voters in November and it is important that it be approved. A hostile legislature should not have the power to eliminate, impair or repeal the State Retirement System.

Budgetary Improvements

The Association sponsored additional appropriations in the budget for 1938-39 to more completely pay commutation allowances where due to institutional employees. It urged additional appropriations, which were obtained for the Civil Service Department to speed up the administration of the Civil Service Law.

The year saw the fulfillment of the Feld-Hamilton Law itself. It saw many employees made happy by the receipt of increments—raises which they had not seen for many a year. Curiously enough we have heard tell of some people who had accepted this increase through the Feld-Hamilton Law and who have not as yet joined the Association. It is difficult to understand the psychology of some people.

Headquarters Developed

The Association headquarters have been further improved and the volume of business which has been handled by this office increased greatly. The Association is fortunate in having the devotion of its Executive Secretary, Joseph D. Lochner, and the efficient service of its Secretary, Mrs. Faustine Spencer.

Better Magazine

The State Employee magazine has been improved as to size and contents.

Chapters Organized

Many new Chapters and affiliated organizations were organized during the past year, viz.:

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The New State Service Rating Plan

By Louis Drexler, Evaluation Unit,
State Civil Service Department

The employee who looks upon his work as a career and who gives his best efforts to the State service deserves recognition. Otherwise, there can be but little incentive offered to employees of the State. It is for this reason that a sound plan of service ratings must be a part of every comprehensive system of personnel management. There is another very important reason for a sound rating system in New York State Service. Section 41 of Chapter 859 of the Laws of 1937 provides: "An employee holding a position in one of the services or occupational groups included in section 40 of this chapter shall receive the minimum salary of the salary grade to which his position is allocated, plus the number of increments which corresponds with the number of his years of service in such position, **unless his services for the year immediately preceding, shall have been found to be inefficient and unsatisfactory under rules established by the head of each department and approved by the Civil Service Commission which rules shall be posted or published and shall, so far as practicable be uniform throughout the service.**"

It is sometimes difficult to understand why employee organizations which support a "career service system" often stress seniority. However, these organizations have had good reasons for this attitude. In the first place, supervisors have often failed to give adequate consideration to their service record ratings. In the second place, it has been difficult to secure uniform standards on the part of the many supervisors who have been rating the employees. The new service record plan is designed to combat these two obstacles.

HISTORY OF SERVICE RATINGS

Rating the services of employees is by no means of recent origin. The practice has been widespread in both public and private employment for over two decades. Continuous experimentation resulting in refinement of rating methods has taken place. In sketching a brief history of service ratings, their develop-

ment may be divided roughly into four periods:

(1) When service record ratings were first introduced, employees were rated on an "over-all" basis. For instance, supervisors might be instructed to rate an employee "excellent," "good," "fair," or "poor." This method was discredited because of the varying meanings of such terms to the several supervisors making the ratings.

(2) In an attempt to overcome this difficulty, rating instruments known as graphic rating scales were developed. The forms contained a list of such general traits of human behavior as "personality," "intelligence," "industry," etc. Supervisors were asked to express the degree to which each employee possessed each trait:

	70	75	80	85	90	95	100
Industry							

(3) Although the graphic scale has been an improvement upon the "over-all" method, it was found that such general terms as "Industry" or "Personality" held different meanings for the several supervisors. Therefore, the more recent scales contain descriptions of **work activity**. An item on the new State rating scale illustrates this principle:

16 Capacity to recognize and to assess human nature:—

Does he (in comparison with others in the division or department in approximately the same grade and performing approximately the same duties) **in relation to staff for whose supervision he is responsible:—**

display exceptionally well-developed ability to recognize and to appreciate effort at its real value (gives maximum encouragement; and traces and deals wisely with low standards of human effort);

or show rather more ability than most employees of his grade to recognize and to assess effort (appreciates high standards and discerns low ability);

or display normal ability to recognize effort (neither very appreciative nor noticeably

indifferent);

or respond in an indifferent manner to effort (only rarely gives any encouragement; OR fails to discern and to assess low standards; OR inclined to show little discrimination between very high standards and incompetence)?

(4) The most recent advancement in rating systems has been the recognition of the need for a certain degree of central supervision and control over the rating process. Although the construction of the rating scale is important, the rating instrument is of little value if it is not used correctly by the various supervisors. Central supervision has taken two forms: (a) analyzing ratings to see that the average ratings given by the various supervisors are approximately the same. (b) Requiring statements of **fact** from supervisors who believe that some of their employees are either outstanding or deficient in their work. Both of these factors are included in the new State system.

DESCRIPTION OF THE NEW SERVICE RATING METHOD

The Service Rating Plan is divided into three distinct sections:

- I. The system for performance which cannot be readily described—**THE SCALE SYSTEM.**
- II. The system for **UNUSUALLY SATISFACTORY SERVICE** which can be described.
- III. The system for **OUTSTANDINGLY P O O R PERFORMANCE** which can be described.

THE SCALE SYSTEM

Each employee is rated from 75% to 87% upon the following characteristics:

Comprehension
Knowledge of Work
Accuracy
Work Method
Energy and Industry
Rate of Work
Initiative and Constructive Power
Courage and Self-Reliance
Judgment
Temperament
Tact and Manners

Continued on Page 6

The New State Service Rating Plan

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Team Instinct and Cooperativeness

Supervisors are also rated on the following characteristics:

Leadership

Development of Loyalty and Team Spirit

Instructional Ability

Capacity to Recognize and to Assess Human Nature

Policy forming administrators are rated on the following additional items:

Critical Ability

Organizing Ability

As pointed out above with reference to the item "Capacity to Recognize and to Assess Human Nature," each item is described in terms of work activity. Under this system the average employee received a rating of 79% or 80%.

SYSTEM OF OUTSTANDING PERFORMANCE

No employee may receive a rating higher than 87% unless he receives merit points for outstanding work. A maximum scale rating of 87% may be considered too low by the employees on the 100% basis. It is low in comparison with past rating scales. The maximum is unimportant however. Equity and uniformity in rating are the important things. The employee does not have to receive a scale rating of 87% to receive merit points. The merit points are added to the scale rating which was a range from 75% to 87%.

Employees may receive five merit points for major outstanding performance and three points for minor outstanding performance. Written reports of outstanding work are submitted by the supervisors to the Civil Service Department.

These reports are independently reviewed by representatives of the Civil Service Department. Following this, the representatives of the Civil Service Department confer with the departmental administrators and either allow or disallow the claims for merit points, thereby establishing uniform standards of outstanding performance for the service as a whole.

Under the present plan, employees retain such merit points for five years. This does not mean that

they will receive the same service rating for five years because they may receive a different scale rating. Although the retention of the merit points is an integral part of the plan an exhaustive explanation of the reasoning behind such will not be offered at present. However, two of the basic factors behind their retention will be mentioned: (1) An opportunity to do something outstanding is not available to all outstanding employees during every rating period. (2) If the merit points were not retained over a period of time, one outstanding employee may have had an opportunity to do something outstanding during a rating period when a promotion examination is given and receive the credit, while another employee whose opportunity occurred during the previous year would receive no credit. Inequality of opportunity will be largely eliminated over a five-year period.

The system of factual reporting of outstanding work has been tried by other agencies and has operated very satisfactorily. New York City was a pioneer in this field. The Tennessee Valley Authority is employing such a system. A survey revealed that 45% of 94 large industries require factual statements.

SYSTEM FOR OUTSTANDINGLY POOR PERFORMANCE

No employee may receive a rating below 75% unless a detailed report is submitted explaining exactly wherein an employee is unsatisfactory. Such statements must be in terms of the work of the employee. Ten points are deducted from an employee's scale rating for major poor performance; five points are deducted for minor poor performance. The reports are reviewed by the Civil Service Department and either allowed or disallowed. If allowed, the Civil Service Department determines whether the poor performance is major or minor according to uniform standards.

In contrast to the merit points, demerit points are dropped at the end of the year. This is justified upon the basis that is often possible for such employees to improve. However, unless such employees show considerable improvement, the supervisor is under strong obligation to submit unsatisfactory reports for the next rating period.

APPEALS

Appeals upon the scale ratings lie with the departmental personnel boards and not with the Civil Service Department. Under the Service Rating Rules, each State agency must create a personnel board consisting of not less than three members, one of which shall be a competitive employee.

Appeals upon unsatisfactory service lie with the Civil Service Department. When such cases are finally decided, the employee will be notified of the decision. The salient facts considered in making the decision will be made available to him and he will be given an opportunity to submit a written appeal to the Civil Service Department.

There is no provision for appeals upon claims for merit points which have been disallowed. Possible treatment of the matter will be considered in the future if adequate funds are available.

IMPROVEMENTS CAN BE MADE IN THE PLAN

The Civil Service Department did not expect the plan to work as effectively as it might during its initial application.

There is no doubt that steps should be taken to secure more uniform standards on the part of the raters. The Civil Service Department has found out which employees were rated by every major supervisor in the State service. Analyses similar to the following are being made:

DEPARTMENT X: Average rating given by each rater compared with expected average.

Rater A 85

79-80 (Ave.)

Rater B 82

79-80 (Ave.)

Rater C 80

79-80 (Ave.)

It is very probable that the average employee would have been rated 80% if he worked under Rater C; 82% if under Rater B; and 85% if under Rater A. Such analysis will be made available to the various State departments before the next rating period begins and attempts will be made toward securing more uniform standards.

It is self-evident that such an analysis should be made immediately upon the submission of ratings by the departments and ad-

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Our Retirement System

By *Morris S. Tremaine*
State Comptroller

Every once in a while THE STATE EMPLOYEE very graciously extends me the courtesy of reporting to its readers the status of the New York State Employees' Retirement System, in which every member naturally has a vital interest.

As you know, the State Comptroller—whatever he may be—is by law the administrator of the System, and is the sole trustee of the funds that constitute the nest-egg for the members upon retirement. The protection of every one of this army of loyal public servants is, of course, vitally affected by the manner in which the System is operated and by the prudence with which their reserve funds are invested.

In reporting the condition of the System as of Sept. 30, 1938, I desire to do so with the least possible amount of technical or financial verbiage. In short, it must be a comfort to all of us who are members to know, from the official records, that on that date there was invested \$110,763,076.12.

When I came to Albany nearly twelve years ago, the total investment was approximately \$11,000,000. The System now has a total membership of 79,666, as compared to 4,250 at the beginning.

Throughout that whole period not one cent of principal or interest has ever been lost through default. The interest income on the total investment still averages better than 4¼%, although the retirement law requires only 4% on employee contributions. In other words, the fund is now earning about \$300,000 a year more than the law requires.

From the establishment of the System in 1921 up to Sept. 30, 1938, there was paid out \$26,213,759.94 in retirement allowances.

No institution of its kind, public or quasi-public, in the world, of which we have any knowledge, can match the investment record of our System as regards yield, safety or profit.

Nothing I have done in public life has ever given me as much satisfaction as the realization that I have thus contributed in some measure to the protection of the retirement rights of this great body of public servants whose expert knowledge, loyalty and devotion to duty I have never ceased to admire.

For the benefit of technically-minded readers, there is listed herewith a statement of the assets of the System and the offsetting distribution of funds as of the close of business Sept. 30, 1938:

ASSETS

Cash in bank.....	\$2,076,882.64
Bonds (net)	99,988,335.68
Government secured mortgages.....	10,774,740.44
Miscellaneous	136,425.04
	<hr/>
	\$112,976,383.80

DISTRIBUTION OF FUNDS

Members' contributions	53,866,962.58
State and Municipal contributions.....	50,474,372.85
Reserve for possible depreciation of securities.....	2,300,000.00
Miscellaneous:	
Annuity reserve	\$5,385,899.76
Designated annuities	276,332.74
Non-members	61,735.95
All others	611,079.92
	<hr/>
	6,335,048.37
	<hr/>
	\$112,976,383.80

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RIGHT AT GRAND CENTRAL TERMINAL

Proposed Amendments of Association Constitution

At the Annual Meeting of the Association October 4th, two sets of proposed constitutional amendments were submitted in writing, signed by the required number of members.

It was regrettable that the Annual Meeting set definitely in the Association's Constitution as the first Tuesday in October of each year conflicted with the Jewish holidays and therefore prevented a good number of members from attending. It will be noted that the second part of the first set of proposed amendments specifies the third Tuesday instead of the first, which should prevent this occurrence in the future.

The first set of amendments provided:

1. Strike out present Article III and substitute in lieu thereof the following:

"Membership. All employees in the Civil Service of the State of New York shall be eligible to membership. The right to vote and to hold office shall be limited, however, to employees in the competitive and non-competitive class of the classified civil service."

2. Amend Article VII, Sections 1 and 2, and Article X, Section 1, to provide that the annual meeting shall be on the third Tuesday of October instead of on the first Tuesday of October as at present.
3. Strike out Article XI and substitute in lieu thereof the following:

"This constitution may be amended, repealed or altered, in whole or in part, by two-thirds vote at any duly organized meeting of the Association, providing the proposed change is published in the official magazine or posted in each department and institution not less than twenty days before the time of the meeting at which the proposed change is to be voted upon."

The second set of amendments provided:

The present Article VIII, entitled "Executive Committee" shall be renumbered Article VII.

The present Article VII, entitled

"Nomination and Election of Officers shall be eliminated. The following Article VIII shall be added to the Constitution:

Article VIII — Nomination and Election of Officers and Members of the Executive Committee.

Section 1. Administration Nominations. A Nominating Committee shall be named by the Executive Committee at least ninety days prior to the date of the annual meeting and such Nomination Committee shall, after giving full consideration to all facts or petitions presented to it by individual members or groups of members, name at least forty-five days prior to the annual meeting, nominees for all of the elective offices of the Association to be voted on at the annual election of the Association. The Nomination Committee shall establish a date, time and place at which it will meet to make nominations and notice of such meeting together with the names of the members of the Nomination Committee shall be transmitted by the secretary to each department and institution to be posted therein at least one week before the meeting at which the nominees are to be named. A list of the names selected by the Nominating Committee shall be known as the administration ticket. A list of nominations of the administration ticket shall be transmitted by the secretary to each department and institution to be posted therein at least forty days before the election.

Section 2. Independent Nominations. Independent nominations for officers and for members of the Executive Committee may also be made by petition. Such petition shall be forwarded to the secretary not less than thirty days prior to the annual meeting and in the case of officers shall be endorsed with the names of not less than one hundred members of the Association and in the case of members of the Executive Committee by not less than ten members of the Association in the department for which the nomination is made. Each list of nominations by petition shall be called an Independent Ticket.

Section 3. Election. The election of officers and members of the Ex-

ecutive Committee shall be held on the date of the annual meeting which shall be the third Tuesday of each October. All elections shall be conducted by ballot and secrecy in voting shall be preserved, the method thereof being prescribed by the by-laws of the Association. Ballots shall contain in addition to the names of all duly nominated candidates, blank spaces in which voters may write the names of the candidates not on the ballots. Such ballots shall be made available only at the polling places designated by the Executive Committee and at the time of voting except for qualified voters who on the date of election may not be present at the locations of the polling places. The by-laws of the Association may provide a manner in which qualified voters may vote if they will be unable to be present at the locations of the polling places. The time of election shall be deemed to continue from twelve o'clock noon until ten o'clock P. M. Prior to the election a list of all polling places shall be transmitted by the secretary to each department and institution to be posted therein at least one week before the election. Such notice shall contain a copy of each official ballot to be used at such election.

Section 4. Canvassers and Inspectors. The Executive Committee shall appoint such canvassers as will be needed to canvass and count the ballots properly cast at an election. The person receiving the greatest number of votes for the respective office shall be deemed to be elected for the next ensuing year. Each ticket printed on the ballot shall be allowed to have an inspector at each polling place to watch the conduct of the voting and of the counting of the ballots.

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Matching the Reward

Eight years ago your Association focused attention on State personnel needs and put forward its now famous program for improvement—a sound classification—promotion—compensation plan. Such a plan now adopted after energetic battle solves to a large extent the question of better service and better employment practices. From the very first the Association urged that fair play and intelligent attention to personnel administration always pays high dividends to the taxpayer.

The will to serve well is not always enough. Added to eagerness and initiative in new employees who are usually young people, guidance and direction is vitally important to the end that they may attain to their maximum of usefulness to the State in the position they hold at the earliest possible time. The Feld-Hamilton Law provides monetary promotion for many thousands each year for a period running up to six years. But no law can of itself promote the physical or mental fitness of a single person. Individual capacity matured and improved should match the rewards. In each position under the present salary plan there comes a time when the particular type of service rendered is deemed to reach the maximum of efficiency and of fair reward for maximum efficiency, and no amount of increased efficiency justifies a higher salary. Before this point is reached the worker must, unless he has outgrown ambition and hope, seek to prepare for a higher position that carries a higher maximum of pay plus greater satisfaction in other ways.

The Association has in past years inspired and helped many State employees along business and cultural lines through well planned educational projects. One year it cooperated with Syracuse University to bring a wide variety of extension courses to Albany. Another year it secured the help of the extension department of the New York University and during still other years carried on educational programs independently. It made a definite survey of educational help possible to institutions scattered throughout the State and has seen many worthwhile educational activities develop during the years.

Training public employees in New York is now an official responsibility of the public educational system of the State. The Regents of the University of the State of New York announced recently that the State Education Department, through a new Bureau of Public Service Training, is providing co-operative aid to all interested and competent agencies in the operation, development and coordination of training programs for State and local employees.

The announcement was contained in a statement of Regents policies governing the work of the Department in public service training and adopted upon recommendation of the Regents Council on Public Service Training. The Council is composed of: William P. Capes, Executive Secretary of the State Conference of Mayors and Secretary of the Municipal Training Institute of New York State, Chairman; James L. Dowsey, President of the State Association of Towns and County Officers' Training School of the State of New York, and County Attorney of Nassau County; Dr. Luther H. Gulick, Director of the Institute of Public Administration and Professor of Municipal Science and Administration, Columbia University; Frank C. Moore, Executive Secretary of the State Association of Towns and Secretary of the Town and County Officers' Training School; Hon. Charles D. Osborne, President of the State Conference of Mayors and the Municipal Training Institute, and Mayor of Auburn. Albert H. Hall, Chief of the Bureau of Public Service Training, is Secretary of the Council.

In order to stimulate and maintain effective interest in employee self-improvement, the Bureau encourages the development of in-service training programs initiated, directed and supported by public employees.

The Bureau was established under the Federal George-Deen Act providing for the further development of vocational education and making Federal aid available to states for the promotion of in-service training for State and local employees.

Dr. Lewis A. Wilson, Associate

Commissioner and Acting Assistant Commissioner for Vocational Education and Extension, commenting on the new Department activity, said:

"Continuous improvement in the work of public employees is fundamental to the future effectiveness and stability of democratic government. In a democracy it is particularly appropriate that the public educational system assist in effecting such improvement."

The Association is the natural medium for expression of employee support and approval of a wise program of in-service training projects. Executive and administrative heads have already indicated interest in in-service training. One of the natural functions of this Association is to assure that all educational programs proposed are not only appropriate and practical but that they are so fair to the employee in their scope and plan that they will interest and inspire and help that employee to the highest possible degree.

Recently an actual breach in merit system lines in the form of admittances on probation and without proper examination of inexperienced persons from "public personnel administration courses,"—graduates or students—put forward by certain Universities, has been proposed. Thousands of trained men and women within the service who also possess valuable experience gained in the service have not felt kindly toward the scheme just referred to for the reason that they readily sense the discrimination inherent therein. In-service training cares for any demands within the service in an equitable merit-principle way and with fairness and justice to all.

Everyone entering State service should come in by way of the front door and the only passport should be a satisfactory one, two or three standing on a duly established eligible civil service list. The right way to win and to merit promotion is through excellence of service and fair promotion tests. The logical way to expedite efficiency is by means of an in-service training program that will add to the employee's usefulness.

President's Report

Continued from Page 4

Public Service Motor Vehicle Inspectors' Chapter
Westfield State Farm Chapter
Oneonta State Hospital Chapter
Ithaca State Hospital Chapter
Napanoch State Institute Chapter
Auburn State Prison Chapter
Attica State Prison Chapter
Association of Barge Canal Civil Service Employees
Association of Field Representatives of the Dept. of Agriculture & Markets
Waterford Canal Floating Plant Chapter

Successful Events

The Association in Albany, New York, Buffalo and many other places held successful dinners. The main function at Albany under the successful leadership of Harold Fisher was a mighty success and was attended by all the hierarchy of the State service, from the Governor down.

A great record and worth repeating—but, I suppose the Association work is never done for there are many more things which merit further and immediate consideration.

Group Life Insurance

The greatest thing for the new year in my opinion is the new Group Life Insurance Plan which will be in all your hands very shortly. Your Association Group Life Insurance Committee has spent many hours during the summer perfecting this plan, going over it with various companies and finally selecting the one plan offered by one of the best companies in life insurance business. I am most enthusiastic about it. It offers additional protection to all employees in the State at a rate which they cannot possibly obtain elsewhere. It is given to them, without a medical examination, and through payroll deductions. It is a splendid proposition and needs the careful examination of all employees. Seventy-five per cent of the eligible membership must participate in order to make the Group Plan effective. This is necessary in order to spread the selection so that the acceptance of all members, irrespective of their physical condition can be accomplished. This is always true of all group policies. We hope that this plan will meet widespread approbation and

acceptance on the part of the members.

Future Program

THE FOLLOWING SUGGESTIONS WILL RECEIVE CONSIDERATION AND EFFORT BY YOUR COMMITTEES:

100% Membership of All State Civil Service Employees. Improve Civil Service Functioning by:

1. Further development of Classification Bureau of Civil Service Department so that all misnomers in titles may be corrected, and the duties of all employees not yet having standard titles be classified for the purpose of establishing classification titles, so that titles of all employees in State service correctly describe their duties.
2. Securing appeal board to hear cases of dismissed employees.
3. Extending competitive class of civil service.
4. Seeing to it that promotion examinations are held where there is truly a field for promotion.
5. Additional appropriations for Civil Service Department to enable more efficient administration.
6. Seeing to it that rules governing temporary and provisional appointments are adhered to.
7. Secure protection against unfair dismissals of employees in non-competitive and labor classes.

Further Establish Adequate Salaries by:

1. Continued attention to improvement of Feld-Hamilton Civil Service Law.
2. Extending Feld-Hamilton Career Law principles to per diem, monthly, seasonal, temporary, provisional, labor class and all other State employees.

Shorten Working Hours by:

1. Extending 8-hour day to all State institutional employees.
2. Eventual establishment of 5-day week. Establish Uniform and Fair Vacations, Sick-leaves, and Leaves of Absences by:
 1. Reasonable minimum sick leave for employees of all State institutions.
 2. Six months' leave of absence without pay upon re-

quest for employees of State institutions.

3. Fair minimum vacation periods for all employees not now covered.

Further Attention to Pensions by:

1. Protection of the Stability of the retirement fund.
2. Securing appointment of employee representative on State Retirement Board.
3. Obtaining retirement at age 55, after 30 years of service, without additional cost to employee.
4. Transferring funds of State Hospital Pensions System to New York State Retirement Fund, with full protection of members of Hospital System.

Secure Proper Attention to Time Service by:

1. Lifting penalization on time service due to moratorium.
2. Insuring that accumulated time service be continuous.

Facilitate Commutation Payments by:

1. Adequate appropriations in budget to enable full payment of commutation allowances where due.
2. Amending Mental Hygiene Law so that institution superintendent may certify that "Adequate" living accommodations are not available, so that employee may live outside of institution.

Full and Prompt Reimbursement for Expenses Incurred by Employees by:

1. Semi-monthly payment of expense accounts.
2. More adequate rules governing expenses allowed, use of personal autos, etc.
3. Having permanent employees transferred to work in another part of State reimbursed for transportation of himself and family effects.
4. Securing payment to employees of highway division of expenses of traveling to and from field work.

Continue Cooperative Enterprises by:

1. Further expanding Group Life Insurance, Accident and Sickness Insurance, Hospitalization and Credit Unions.
2. Developing social, recreational and educational program.

Continued on Page 18

The Annual Meeting — Future Program

The Annual Meeting of the Association was held in the State Office Building, Albany, at 7:30 P. M. on October 4th. Delegates from Association Chapters and representatives throughout the State, representatives of affiliated organizations, and employees from practically every State department in Albany attended several hundred strong.

Reports of officers and committees concerning the work of the Association during the year just closing were presented. The Board of Canvassers appointed by the Executive Committee to canvass and count the ballots cast for the election of officers and executive committee reported, as contained on another page of this issue. The Report of Counsel and Legislative Committee, carried in full in the June issue of this magazine, and repeated briefly in the President's Report will not be repeated. The resolutions adopted at this meeting, which form the Association's program for the future are printed in full for the information of members.

MEMBERSHIP

A resolution calling for 100% membership of all State workers and another providing that new members joining after October 4th be given credit for all of 1938 and 1939 were adopted unanimously and are printed on page 19.

CIVIL SERVICE IMPROVEMENT

"WHEREAS, This Association drafted, sponsored and was successful in having enacted into law the Feld-Ostertag Law, which established the Classification Division in the State Civil Service Department, and

"WHEREAS, The classification of duties and responsibilities and the resultant establishment of like titles for like work has not as yet been completed in many branches of State service, and

"WHEREAS, There are many positions in the competitive class which need reclassification, and

"WHEREAS, There is continued need for attention to fair and just classification,

"THEREFORE, BE IT RESOLVED, That this Association expend every effort to guarantee the proper functioning of the Classifi-

cation Division through the securing of needed appropriations for its efficient administration."

"WHEREAS, The efficiency and economy of State government depends in large measure upon the competency of the personnel, and

"WHEREAS, With great wisdom the people of the State have provided that the personnel of State government shall so far as practicable be recruited through tests to determine the merit and fitness of those who seek public office, and

"WHEREAS, The Department of Civil Service as one of the eighteen constitutional departments of State government is charged with the administration of the Civil Service Laws and the Recruitment of personnel, and

"WHEREAS, The competitive class of civil service under the civil service law provides definite and fair means of selection and guarantees to the personnel included within its classification substantial rights,

"THEREFORE, BE IT RESOLVED, That this Association call upon the State Civil Service Commission to take immediate steps to extend the coverage of competitive classification to at least ninety per cent of the State's personnel, to the end that the merit system may be further utilized for the benefit of the people of the State and of their servants, and

"BE IT FURTHER RESOLVED, That such extension of the competitive classification shall be in such a way as to protect fully the status of present employees in whatever kind of work or in whatever branch of State government they are employed, and

"BE IT FURTHER RESOLVED, That a copy of this resolution be sent to His Excellency, the Governor, and to the President of the Civil Service Commission, and be made available to the press of the State."

"WHEREAS, the number of State agencies and consequently the number of civil service employees has increased, and

"WHEREAS, The number of citizens making application to take civil service examinations has in-

creased many fold during the recent years, and

"WHEREAS, Present budgetary appropriations given the State Civil Service Department are insufficient to provide the facilities to conduct examinations, to establish eligible lists promptly, to examine and supervise efficiency ratings adequately, and to act or to develop to the extent that it may function with complete efficiency.

"THEREFORE BE IT RESOLVED, That this Association urge upon the Governor and the Legislature the need for a substantial increase in the appropriations for the State Civil Service Department."

"WHEREAS, In the last few years temporary and provisional appointments to state service have steadily grown in number, and

"WHEREAS, The continuance of such practice defeats to a marked extent the purpose of the merit system,

"THEREFORE, BE IT RESOLVED, That this Association urge upon the State Civil Service Commission the strict observation of the statute in respect to temporary and provisional appointments."

"WHEREAS, Thousands of State employees in the non-competitive class serve the State faithfully for long periods, and

"WHEREAS, Employees of this classification may be dismissed from the service without cause or without being presented with any reason, or given an opportunity to defend themselves, except in the State Department of Mental Hygiene,

"THEREFORE, BE IT RESOLVED, That our Association sponsor legislation in the forthcoming session of the Legislature which will provide that any State employee in the non-competitive class, who has served continuously for a six-month period, be given the same protection in case of dismissal as is now accorded to employees in the competitive class."

ADEQUATE SALARIES

"WHEREAS, the Feld-Hamilton Civil Service Career Law does not cover positions the salaries for

Continued on Page 12

Future Program

Continued from Page 11

which were fixed by statute prior to the enactment of the Career Law, and

"WHEREAS, The salaries established in the statute for these positions, such as prison guards and mental hygiene institutional employees are inadequate,

"THEREFORE, BE IT RESOLVED, That the Legislative Committee and Counsel of the Association confer with representatives of the various groups affected for the purpose of repealing the statutes providing the present salary grades so that such groups might be adequately compensated under the terms of the Career Law."

"WHEREAS, Thousands of State employees who have rendered years of faithful service are in the labor or other civil service classification and therefore not covered by the Feld-Hamilton Civil Service Career Law,

"THEREFORE, BE IT RESOLVED, That our Association sponsor an amendment to the Career Law to extend its coverage to cover all permanent employees."

SHORTER WORKING HOURS
"WHEREAS, A good part of private industry is now operating a five-day working week for its employees, and

"WHEREAS, The five-day week has proven popular and successful where tried,

"THEREFORE, BE IT RESOLVED, That this Association go on record as in favor of the eventual establishment of the five-day week in State service."

"WHEREAS, Many employees of State institutions and departments throughout the State are still working more than eight hours a day, and many still working seven days a week, and

"WHEREAS, The State has decreed a maximum eight-hour day for industry, and a six-day week, and of course accepted such principle in State service,

"THEREFORE, BE IT RESOLVED, That this Association sponsor legislation to establish a maximum eight-hour day and six-day week for all State employees now working longer hours, and

"BE IT FURTHER RESOLVED, That our Association make proper requests to the budgeting authorities to have any necessary appropriations included in the budget to put the shorter working hours for these groups into effect."

SICK LEAVES AND VACATIONS

"WHEREAS, The Governor's cabinet in 1933 adopted what it considered fair and adequate sick leave rules which were adopted throughout the departmental service, and

"WHEREAS, Rules governing sick leaves are not uniform in State agencies, such as institutions and public works shops, outside the departmental service, many employees receiving no sick leave after rendering years of faithful service to the state,

"THEREFORE, BE IT RESOLVED, That our organization make every effort to have the sick leave rules now in effect throughout the departmental service put into effect throughout the entire state service."

"WHEREAS, In some branches of State service no vacation period is granted employees regardless of length of service, and

"THEREFORE, BE IT RESOLVED, That our Association sponsor legislation to establish a minimum annual vacation period for all State employees who have rendered one year of continuous service to the State."

TIME SERVICE AND COMMUTATION

"WHEREAS, On July 1, 1932, all statutory increases of wages or salaries of State employees or officers which would accrue during the fiscal year beginning July 1, 1932, were suspended by the Legislature under Chapter 50 of the Laws of 1932, and

"WHEREAS, This suspension continued for a period of three years or to July 1, 1935, and

"WHEREAS, Due to the discontinuance of time service for those three years, these same people are still being penalized, and

"THEREFORE, BE IT RESOLVED, That this Association urge upon the Governor and the Legislature the allowance of credit for time served during this moratorium in the computation of time service increases."

"WHEREAS, Due to insufficient appropriations many employees of Mental Hygiene institutions still fail to receive commutation payments to which they are entitled, and

"WHEREAS, This Association has during the past two years been successful in its appeals to the Governor and the Legislature to secure increased funds for this purpose,

"THEREFORE, BE IT RESOLVED, That this Association again appeal to the Governor and the Legislature to make possible all commutation payments where due through increased budgetary appropriations necessary."

"WHEREAS, Numerous employees of State institutions in the Mental Hygiene Department who live away from the institutions cannot be granted commutation allowances due to the fact that living accommodations are available at the institutions, although in many cases the available accommodations are unsuitable and unsatisfactory,

"THEREFORE, BE IT RESOLVED, That this Association seek an amendment to the Mental Hygiene Law so that the institution superintendent will not have to certify that living accommodations are not available so that the employee may live outside the institution and be paid commutation allowances."

RETIREMENT

"BE IT RESOLVED, That this Association sponsor in the forthcoming session of the Legislature a measure which would provide for retirement at age 55, upon the completion of 30 years' service, without additional cost to the employee."

TRANSPORTATION

"WHEREAS, Frequently State employees are transferred from one part of the State to another, and transportation of self, family and effects involves substantial expenditures,

"THEREFORE, BE IT RESOLVED, That this Association consider legislation and appropriations to provide that if a permanent employee is transferred at the direction of his superior to work in another part of the State, that he will be reimbursed for the expenses of transporting self, family and effects to assume his duties in the new location."

Executive Committee Meets

A meeting of the Executive Committee was held in the Wellington Hotel on October 4th, at 5:00 P. M.

President Charles A. Brind, Jr., presided. Present were: Charles L. Campbell, Vice President; Earl Pfannebecker, Treasurer; Mary H. Ahern, Secretary; J. D. Lochner, Executive Secretary; John Henry, A. S. Hopkins, William Arnold, William Hinckley, George Kehoe, Elizabeth Staley, Davis L. Shultes, Mary Austin, Linda J. Wharton and John Cromie.

The following resolutions were adopted:

"Resolved, That the Board of Canvassers to count the ballots cast for the election of officers for 1939 be: Mrs. Claire Brown, Mrs. Marion Meskill, Jacob H. LaGrange and Janet Macfarlane."

"Resolved, That the Executive Committee hereby go on record as approving the Constitution and By-Laws offered by the Waterford State Shop Employees proposed chapter, so that such chapter may function as an official chapter of the Association, and that the employees desiring the chapter be notified of this fact."

"Resolved, That the Executive Committee hereby approves the Constitution and By-Laws offered by the employees of Auburn State Prison so that such group may function as an official chapter of the Association."

Another meeting of the Executive Committee was held in the Regents' Room of the Education Building, Albany, on October 11th, at 5:00 P. M.

President Brind also presided at this meeting. Attending were Earl P. Pfannebecker, Treasurer; Mary H. Ahern, Secretary; William F. McDonough, Linda J. Wharton, Arthur S. Hopkins, Clifford C. Shoro, Davis L. Shultes, John W. Henry, Dr. Horatio M. Pollock, William R. Arnold, William C. Hinckley, John A. Cromie, Mrs. Mary A. Austin and Burton D. McCormick.

Mr. Arthur S. Hopkins made a motion that the reading of the minutes of the annual meeting be dispensed with. This motion was seconded and adopted.

The following resolutions were

offered and adopted by the Committee:

"Resolved, That the present auditing committee composed of Owen E. Maxwell, Francis E. Mahar and Robert Haner, be continued for the ensuing Association year."

"Resolved, That the Executive Committee hereby approves the bonding of the Business Secretary to the amount of \$2,000; the President is authorized to make such arrangement as to combination of coverage of all officers involved as seems best and most economical. The Treasurer is directed to pay the cost of such bonds. Also that the Treasurer be bonded for \$12,000 and the President be bonded for \$3,000."

"Resolved, That the Treasurer be authorized to pay the expenses, not to exceed \$300, of the Mental Hygiene employees special committee for attendance at such meetings as the President may call for conference with that committee during the period of the 1939 Association year."

"Resolved, That the Executive Committee hereby approves the disbursements for all necessary expenditures for the operation and maintenance of the Association Headquarters, employment of necessary assistants and printing of necessary material including the issues of THE STATE EMPLOYEE, and directs the Treasurer to pay such expenses when bills for same are presented to him bearing the approval of the President and the Chairman of the Auditing Committee."

"Resolved, That the President be reimbursed for the amount paid by him for the dinner of the Executive members at the Wellington Hotel the evening of the annual meeting."

The question of providing some form of protection for Joseph D. Lochner, Executive Secretary, and his Secretary, Mrs. Richard Spencer, on their retirement was discussed and it was decided that this matter be referred for study and consideration to a special committee to be appointed by the President for this purpose.



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Hospital Plan Increases Benefits

The Associated Hospital Service of the Capitol District announces increased benefits to subscribers in the 3c a day Hospitalization plan.

Contract holders will now receive 30 days' coverage in semi-private accommodations during second and succeeding contract years. The waiting period of 12 months for maternity coverage is reduced to 10 months. The allowance of \$6.00 per day for 21 days accorded to contract holders who must be hospitalized outside of territory served by participating hospitals is increased to \$6.50.

The next group of State employees will enter this plan on November 18th. Applications and literature concerning the plan may be secured at Association Headquarters, Room 156, State Capitol. Those interested in subscribing to this plan must file their applications with semi-annual or annual payment attached at Association Headquarters, on or before November 18th.

Your Association is glad to act as remitting agent to collect the necessary fees so that approximately 1500 State employees now participating could secure coverage. A brief outline of the Plan follows:

WHAT THIS PLAN OFFERS YOU:

When your own doctor prescribes hospital care, as a subscriber you will be entitled to receive as a bed patient:

Hospital Care for 21 Days the First Year; 30 days succeeding years in semi-private accommodations, or a \$4 per day reduction in cost of private accommodations for the same period.

General Nursing Care.

Use of Operating Room.

Ordinary Medications and Dressings.

Anesthesia, when such is administered by employee of hospital

Ambulance service in emergency within city limits of participating hospital.

X-ray Examinations.

Physical Therapy Treatments.

Basal Metabolism Tests.

Electrocardiogram Tests.

25% Discount off semi-private room charge not to exceed 60 days after 21 days first year and 30 days succeeding years.

WHO MAY JOIN:

Applicants must be in good health, not more than 65 years old, and residents or persons employed in area served by participating hospitals.

COVERAGE AND COST:

Contracts are made available for individual subscribers; husband and wife; and family groups which consists of husband, wife and all unemployed children under 21 years of age. Any individual or groups living in the same household with subscriber, may enter the plan at the rates quoted, providing that individual or group is not eligible to enter the plan with a group of fellow employees:

	Annual	Semi-Annual
Individual	\$10.00	\$5.10
Husband & Wife..	18.00	9.00
Family Group	24.00	12.00

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Dinner Show 6 to 9

Supper Show 10 Till Closing

Auburn Chapter Banquet

The newly organized Auburn Prison Chapter of the Association held its first banquet on October 11th at the Chateau in Auburn. The event turned out to be most successful, over 80 employees of the prison attending. Executive Secretary J. D. Lochner attended the dinner and the meeting which followed, explaining the work and activities of the Association and its program for the future.

The officers of the Chapter are: President, John Gleason; Vice President, Howard H. Erb; Secretary, John Corcoran, and Treasurer, Arthur Stephen. The Executive Council is at present comprised of Martin Welch, Edward Vanderbosch and Wallace R. Zink. The Auditor of the Chapter is William Noonan.

The State Association is appreciative of the fine work the officers and committees of the Chapter have done in the past several months. Present interest in the Association indicates that a substantial growth in the Chapter will be evidenced in the near future. Much credit is due the men who have acted as representatives of the Association in the past at this institution, namely, Thomas Corey and Wallace R. Zink, and to the Chairman of Arrangements for the successful banquet, Donald Wilson.

This Is for You

THE STATE EMPLOYEE is a medium of information concerning State civil service matters and other matters related to the welfare of State workers. It is also the medium for advertisements of merchants or others who wish to serve State employees. The advertisers in THE STATE EMPLOYEE are by their very advertisements the friends of the members of this Association. THE STATE EMPLOYEE, your own magazine, solicits these advertisements. It promises the advertiser that its members will read the advertisements and patronize the advertisers. It is justified in doing this because the advertisers are honest, fair and so efficient in their business dealings that they can serve the members of this Association as well or better than other persons in the same field. The advertisers in THE STATE EMPLOYEE pay substantial rates to advertise in our magazine. In paying for advertisements in THE STATE EMPLOYEE they help us to make THE STATE EMPLOYEE possible. In other words, they are helping the members of this Association. We cannot hope to retain their cooperation unless members of the Association patronize advertisers and ask their friends to patronize the advertisers. Let's be fair about this matter. We ask that you spurn solicitors who contrary to all rules of fair business practice—and even the rules of the State buildings—ask you to buy their various wares. We ask that you throw away all mail order catalogues of whatever sort and patronize the local merchants who advertise in your own THE STATE EMPLOYEE. Ten to one the solicitor will sell you goods inferior to our advertisers. Trading with your friends—the merchants who cooperate with your Association and who pay for advertisements in your own paper—is a duty that you owe to yourself and to them. Now you know the importance the officers of the Association and the editors of THE STATE EMPLOYEE attach to the matter of your purchases from advertisers in THE STATE EMPLOYEE. Let us have 100% cooperation in this matter—today, tomorrow and all the time.

October

Title Appeals

At the request of certain employees, the following information is printed herein concerning appeals of employees in State service for a classification or reclassification of his position, as provided by Chapter 498 of the Laws of 1938, or the Feld-Ostertag Act.

Although Section 48-a of this law provides that "any person now holding a position in the classified service of the state who feels himself aggrieved by reason of the title of the position which he holds, may apply to the classification board on or before October first, nineteen hundred thirty-eight, for a reclassification of such position on the basis of his duties and responsibilities," and that "the Board may until October first, nineteen hundred thirty-nine, subject to the approval of the civil service commission, without requiring an examination, allocate to an appropriate title the position of any employee so applying if it is shown to the satisfaction of the board that such employee has been satisfactorily performing the duties of such position for a period of at least one year immediately prior to the date this act becomes effective," employees may still apply to the Classification Board for a review of their duties and responsibilities for the purpose of establishing a new title under section 48 of the act, which provides:

"Any employee in the classified civil service may apply, on a form prescribed and furnished by the board, for a classification or reclassification of his position, and any department head may make similar application for the classification or reclassification of a position in his department. The board shall give reasonable notice of any proposal or application for a change in classification to the head of the department and to the employee or employees affected thereby. Any person desiring to submit facts, orally or in writing, for the consideration of the board, shall be afforded reasonable opportunity to do so. Any person aggrieved by reason of any determination made by the board may appeal from such determination to the civil service commission which shall fix a time and place for the hearing of said appeal."

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Service Rating Plan

Continued from Page 6

adjustments should be made before the ratings are finally accepted. This will be done if funds are available to the Civil Service Department.

Another undesirable condition which will naturally arise during the initial application of the plan is the incomplete reporting of outstanding performances by several of the supervisors. It is a condition which must be eliminated during the next rating period by the combined efforts of the Civil Service Department, the employee organizations and the Department heads. The Civil Service Department will soon send a formal request to all Department heads to install a procedure whereby the division heads will make a summary of all outstanding performances periodically every three or four months and send the reports to the central personnel officer. It would be the duty of the personnel officer to see that this is carried into effect. Cases of outstanding work are infrequent, and this should offer better protection to the employees without placing an undue burden on the division head.

Finally, it is unfortunate that the Civil Service Department has not yet completed its review of outstanding performance and unusually unsatisfactory performance. This was due to the fact that the new plan was not made available to the departments until June 1. The fact that the departments had to acquaint themselves with the new plan also delayed the ratings. The rating period for the next fiscal year will begin at an earlier date.

Although it is readily admitted that the administration of service ratings can and will be improved during the next rating period, do not believe that the plan has been left to operate by itself; the entire ratings of one department were returned for re-rating because careful consideration was not given to the department ratings; another department analysed the ratings very carefully, held a departmental conference and brought the raters into line with one another; another department has a unit working the entire year on ratings; in another department, the department head

had caused his division chiefs to re-rate their employees if their ratings in general were too high or too low; a representative of the Civil Service Department conferred with several agencies while they were rating; another department mimeographed several hundred copies of the plan and distributed them to the employees.

Some alterations of the plan will undoubtedly be made before the next rating period. Employees will be informed of reasons for such alterations. The Civil Service Department will deal with this difficult problem in an honest and open manner. If any individual, any organization or any administrator has suggestions to offer, the Civil Service Department will welcome them.

Westfield State Farm Chapter

By Mary Brown

The recently elected officers of the Westfield State Farm Chapter are: Ernest Russell, President; Joseph Lennon, Vice President; William Johnston, Treasurer; Mary P. Ravas, Secretary, and Bernice Byfield, Representative. A picture of our officers is included with this article.



On September 1 the administrative and educational staffs and co-workers in the prison division held a Community Supper in the Cafeteria in honor of Miss Curtis' thirtieth year in the service of the State. It was attended by 160 women, 55 staff members, Father Parkinson and Mr. and Mrs. Curtis and daughter of Auburn.

Major Kane was toastmaster and made the evening one of pleasure and good fellowship. In congratulating Miss Curtis on her 30 years of service in prison work he spoke of the qualities she possesses which has made her a faithful and successful worker in a difficult post.

At the June meeting, Mr. Kops of the Associated Hospitals Service, Inc., of New York City, introduced to employees of Westfield State Farm the 3c a day hospital plan. This plan was very well received at Westfield, having an enrollment of 49 members at present, with many more wishing to join as soon as membership enrollment is reopened in January.

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Report of Treasurer

The following is a digest of the financial report of the Association submitted by Treasurer Earl P. Pfannebecker at the Annual Meeting, October 4th:

Balance on hand, October 4, 1937.....	\$11,199.26
Receipts—October 5, 1937 to October 4, 1938:	
Membership dues	\$19,000.25
Advertising	1,570.07
Sale of Civil Service Study Material.....	1,501.35
Interest, State Bank of Albany.....	18.89
Interest, City and County Saving Bank.....	97.56
Interest, National Savings Bank.....	46.48

Total Receipts 22,234.60

Total to be accounted for..... \$33,433.86

Accounted for as follows:

Printing of "The State Employee," bulletins, pamphlets, etc.	\$5,565.67
Office Supplies and Stationery, including paper, envelopes, mimeograph, multigraph and addressing machine supplies.....	1,060.36
Postage	1,648.00
Legislative Index Service.....	180.00
Telephone and Telegraph and Messengers.....	334.61
New Office Equipment, desk, chair, files, adding machine and typewriter.....	379.05
Expenses of Officers, representatives and all committees, including traveling expenses.....	2,170.06
Newspaper Clipping Service.....	50.30
Surety Bonds, Officers and employees.....	50.41
Miscellaneous expenses, including photos, flowers, postoffice rent, advertising commissions, etc....	183.36
SALARIES:	
Counsel	2,700.00
Executive Secretary	2,476.00
Other Office Help.....	2,143.60

Total Expenditures 18,941.42

Balance on Hand, October 4, 1938..... \$14,492.44

The above is a summary of the complete report submitted which recorded every receipt and expenditure during the Association year just closed, and the accounting records of the Association now await the audit of the Auditing Committee, of which Owen E. Maxwell is Chairman. The financial statement was accompanied by affidavits sworn to by officials of the various banks, as to balances of Association funds which they had on deposit.

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Opposite State Capitol

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REDUCED RATES

for Autumn Voyages on the "Lady" Liners

From MONTREAL
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BERMUDA

11 DAYS - from \$105.00

October 26th, November 9th



Travel on to JAMAICA! 14 extra days for an additional \$76. 2 visits at Nassau, en route, and 2½ days at Jamaica with hotel accommodation. 6080 miles for \$181.

From BOSTON
(from Halifax 2 days earlier)

DOMINICA

BRITISH WEST INDIES

16 DAYS - from \$157.00

Oct. 22: Nov. 5-19: Dec. 3-17-31



For a very little more money you can almost double your time "away" by taking a complete "30-day Round Voyage". Notice these low additional costs; BARBADOS from \$56. extra during October or \$84. extra during Nov., Dec.; TRINIDAD from \$62. extra; BRITISH GUIANA from \$57. extra.

Above rates on All-Expense Plan, include shore accommodation where necessary. Sight-seeing excursions with launch transportation at small additional cost.

Ask about Canadian National's famous freighter

VAGABOND VOYAGES

Regular sailings from Halifax, N. S.

For further information, illustrated booklets and details of attractive accommodation concessions.

See Your TRAVEL AGENT To-day!

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H. R. S. H. News

Poughkeepsie commemorated the role she played in the ratification of the Constitution by New York State 150 years ago with a gala program on Saturday, September 17th. Untimely rains and the absence of the President, Franklin D. Roosevelt, dampened the proceedings, but more than 50,000 braved a steady drizzle to witness one of the finest parades the city has staged in recent years.

The Hudson River State Hospital was represented by two floats which captured 2nd Prize of \$15.00, and a marching contingent of 120 male and female nurses and student nurses commanded by Mrs. Gladys Russell, Principal of the School of Nursing. The contingent drew much praise by their neat uniforms, nicely balanced soldierly marching, and their pleasant faces, and on September 29th Dr. Ralph P. Folsom, Supt., sent out to the several services of H. R. S. H. his commendation and appreciation to all who had taken part for the way they

performed and in upholding the reputation of the institution.

On Wednesday, September 21st, the Annual Election of Officers was conducted and the following elected for the ensuing year. President, Guy DeCordova; Vice President, Elizabeth V. Ryan; Secretary, Grenard G. Kipp, and Treasurer, Clara Campasso.

On September 28th, Messrs. Raymond Puff, Chief of Police; Edward M. Birtt, auto machanic; Peter Hasbrouck and LeRoy Chappell, barbers, returned from the National Convention of the American Legion held in Los Angeles, September 19th to 22nd, and all report having a wonderful time but quite tired after having driven over 7,500 miles.

On Tuesday, October 4th, Mr. Grenard G. Kipp, Secretary, and John Livingstone, Publicity Director and Legislative Representative attended the annual meeting of the Association of State Civil Service Employees held in Albany.

President's Report

Continued from Page 10

Continue Examination of all Legislation Introduced in the Legislature.

Promoting those bills favoring the merit system for State employees, and opposing those inimical thereto.

Continue Friendly Cooperation with all other organized employee groups.

Assistance Appreciated

In closing I wish again to express my heartfelt appreciation to those who have labored during the Association year. To my good friend, Bill McDonough, Chairman of the Legislative Committee, who is always available for his helpful, conscientious advice and who labors unceasingly for the success of Association projects; to our Counsel, John T. DeGraff, whose increasing service is outstanding; to the Chapter presidents and other officers, members of committees who have spent many weary hours and burned much midnight oil. The things which the Association have secured and accomplished are done through good hard work. I wish particularly that the members will note the work of Roger Stonehouse, who has contributed so many drawings and cartoons to the State Employee and to our various bulletins. The cleverness of his pencil has added many a punch to the presentation of matters for consideration and added much to the attractiveness of the publications.

Charters

The Association's staff artist, Roger H. Stonehouse, of the Education Department, to which we are indebted for many timely and to the point cartoons appearing here of late in our magazine, has recently prepared a beautiful charter, which will be issued to the various official Chapters of the Association organized within the past few years. Mr. Stonehouse's efforts are of course appreciated by all Association members, and we are sure that our Chapters will prize their charter when received. It should be framed to assure its preservation.



The following resolutions were unanimously adopted at the Annual Meeting of the Association on October 4th:

100% MEMBERSHIP

"WHEREAS, The Association of State Civil Service Employees of the State of New York is the only State-wide, all-State-employee organization functioning in this State, and

"WHEREAS, Every improvement in salaries, titles, retirement, hours of work, sick leaves or working conditions generally in State service, as well as any increased efficiency in civil service functioning, has been achieved as a result of the efforts of this organization, and

"WHEREAS, Valuable services are made available such as permanent headquarters in the State Capitol, legal counsel, monthly magazine, frequent bulletin statements, group insurance and hospitalization, credit unions, etc., to all members, and

"WHEREAS, From a 600 total membership in 1930, State workers have shown an interest and a willingness to support this organization until at present its membership totals in excess of 19,000 paid members located in every State office, department and institution throughout the State, and

"WHEREAS, The work and accomplishments of this organization benefits all State workers and merits their support,

"THEREFORE, BE IT RESOLVED, That through the efforts of its officers, committees and present membership throughout the State, that this Association, beginning as of this date, sponsor a continuous membership campaign to enroll 100% every eligible State civil service employee, as a member, and

"BE IT FURTHER RESOLVED, That the President, who will direct the campaign, is hereby directed to send a copy of this resolution to every present member of the Association, through the columns of **THE STATE EMPLOYEE** or otherwise, and that it be posted on bulletin boards of every State office, department and institution."

New Members Join For 1938 and 1939

"BE IT RESOLVED, That eligible State employees who join this Association after this date as new members, shall be admitted to full membership for the balance of 1938 and all of the year 1939."

Every present member, 19,000 strong, would form a splendid membership committee to secure 100% support. Cooperate by renewing your own membership promptly, and securing at least one new member!

Use this application Today. Renewals for 1939 membership will be accepted at this time. Simply detach application herewith, and send with \$1.00 Annual Dues to your local Chapter, Representative, or to Association Headquarters. Join your State-wide, all-State-employee Association TODAY.

.....
 Print Last Name Above First Name Initial
 RESIDENCE.....
 WORK ADDRESS.....
 INSTITUTION OR DIV.....
 DEPT. EMPLOYED.....TITLE.....
THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES
of the State of New York
 Room 156, State Capitol, Albany, N. Y.
 Membership Application.....Dues to Dec. 31, 1939 — \$1.00.....
 \$.50 of which is for a year's subscription to "The State Employee"

Vacation Trip

SUGGESTIONS . . .

The fall and winter months offer delightful possibilities for a vacation trip. Whatever the length of your vacation period — 1, 2, 3 or 4 weeks, you can enjoy some of the most glorious scenic wonders and beauties on the continent if you avail yourself of an expertly planned vacation. To help you choose, here are some economical, prize ideas:

SHORT CRUISES — BERMUDA and the WEST INDIES are popular cruise destinations. Throughout the coming months, frequent sailings are scheduled of special cruises on famous trans-Atlantic liners. Their durations and costs vary from a 6-day cruise at \$60 minimum, to an 18-day cruise at \$215.00 minimum.

ALSO — Cruises on regular sailings of the coastwise steamship lines.

FLORIDA and CALIFORNIA — Special trips arranged to these sunshine playgrounds, with sight-seeing and hotel arrangements made in advance. Independent trips arranged to any part of this country or any part of the world.

TWO CRUISES TO FASCINATING RIO DE JANEIRO — on the splendid new ship the "NIEUW AMSTERDAM." Sailings from New York December 17 and January 14 — 25 days' duration — visiting: Curacao, La Guaira, Rio de Janeiro, Bahia and St. Thomas. \$360 Minimum.

MEXICO—A comprehensive tour of enchanting, foreign Mexico, on the American Express plan, with first class hotels, sight-seeing by private automobile and experienced escort. Duration: 2 weeks; departures from Chicago every Sunday throughout the year; \$231.25 minimum from Albany.

EUROPE — THE MEDITERRANEAN — On a 3 weeks' or month's vacation you have time for a visit to the interesting lands of the Old World. Complete tours, with sailings on fast steamers, arranged.

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