

Civil Service LEADER

America's Largest Weekly for Public Employees

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See Page 4

Nellie Davis First Woman To Head Southern Conference

Mrs. Nellie Davis, president of the Hudson River State Hospital chapter, was elected as the first woman president of the Southern Conference at the annual meeting in Poughkeepsie.

She succeeds Charles E. Lamb of Sing Sing prison, fifth vice president of the Civil Service Employees Association, who declined to run. The Southern Conference represents most State employees between Albany and New York City.

Other officers elected were James Anderson, Sing Sing, first vice president; Catherine Glass, Rehabilitation Hospital, third vice president; John Ward, State Department of Public Works, District 8, fourth vice president; Robert Soper, Wassale State School, treasurer; Joseph Grable, Napanoch Institution, sergeant-at-arms, and Charles E. Lamb, secretary.

The Hudson River State chapter was host for the meeting. Dr. Milton Grover, assistant director, welcomed delegates on behalf of the hospital.

The chapters represented were Orange County, State Public Works, Rehabilitation Hospital, Letchworth Village, Middletown State Hospital, Sing Sing Prison,

State Bridge Authority, Warwick State School, Wassale State School, Napanoch Institute, Westfield State Farm, Rockland State Hospital, Harlem Valley State Hospital, Otisville Training School and New York State Thruway Authority.

Mr. Lamb thanked the delegates for their support during his term, and in a talk on the election of officers and representatives, inquired "How long will it be before employees will take advantage of all facilities at their disposal — the chapter, the conference, attorneys and the CSEA — to handle the many problems that arise?"

"When electing officers," he continued, "evaluate their background in representative work. Are they dependable, are they workers in the chapter and conferences? Do they get around to other chapters' meetings, do they speak the opinions of their members? Are they fighters for equality or just cause, are they aggressive but diplomatic in their approach?"

"Don't blame the Association if your elected delegate is not doing his job," Mr. Lamb concluded.

(Continued on Page 14)

Tax Work Means A&C Overtime

ALBANY, July 16—The State Department of Audit and Control has gone on overtime.

State Comptroller Arthur Levitt has announced that employees of the department are now working evenings and Saturdays in an effort to complete the task of auditing and paying some 850,000 New York State Income Tax refunds.

The department has established a special unit in downtown Albany with machines leased from International Business Machines to step up its output.

"At present we are processing some 12,000 returns a day," the Comptroller said. "This represents a step-up in production from 8,000 a few weeks ago and was accomplished by the addition of some 20 temporary employees in the special unit and the overtime work of our own staff."

To date some 300,000 refunds have been mailed with 550,000 yet to be processed.

Association Readies Plans For Payroll Deduction of Dues

ALBANY, July 16—Headquarters staff of the Civil Service Employees Association is putting final touches to forms and procedures which will allow Association members to authorize payroll deduction of their CSEA dues.

Joseph Lochner, CSEA executive director, announced that cards authorizing payroll deduction will be distributed through Association chapters.

The cards will bear the member's name, department and division identification, chapter and retirement number.

Mr. Lochner said the signed authorizations would allow payroll deductions of 30 cents per week for 25 pay weeks during the membership year. At present CSEA dues, which are \$7.50 per year, must be paid in a lump sum.

Distribution of authorization cards will take place within the

next few weeks, Mr. Lochner said.

The deduction of dues through payrolls was authorized by the State Legislature during its last session by the passage of Chapter 934 of the State Laws of 1956.

For the convenience of public employees, the law authorized the State Comptroller to permit payroll deduction of dues.

Comptroller Levitt announced recently that such deduction would be permitted beginning October 1, 1956. That date is also the beginning of the membership date for the Civil Service Employees Association, which represents the majority of state workers.

Mr. Lochner and the headquarters staff have been preparing for payroll deduction since the Comptroller's announcement of the effective date.

An electronic IBM system of identification was selected to insure accuracy of information, credit to members and minimum cost and labor on the project, Mr. Lochner announced.

Employees who wish to take advantage of this convenient method for paying CSEA dues will merely have to sign the card distributed to them through their chapters, the Association's executive director pointed out.

State Explains Process Of Reimbursing Expenses

Editor's Note: The LEADER, in response to the many inquiries of state workers regarding the payment of their travel vouchers, has asked the Department of Audit and Control to explain the procedures involved in the payment of state expense accounts. The following is a report on the state voucher system as prepared by Joseph Burgess, director of audit for the department, expressly for The LEADER.

ALBANY, July 16—New York State employees each year fork over a whopping \$9 million plus out-of-pocket expenses while traveling on state duties.

The huge sum expended in advance by state workers was revealed in a report prepared by Joseph Burgess, director of audit for the Department of Audit and Control, which tells, in detail, how state workers are repaid for their expenses under the state voucher system.

During the fiscal year ending March 31 of this year, 193,359 travel vouchers were audited. Total amount paid out for travel, not including the cost of operating state owned cars, was \$9,752,891.

Leading the list of departments presenting more than 6,000 vouchers for audit annually was Public Works, with 21,760. Taxation and Finance was second with 10,044, followed by Labor, 8,647; Conservation, 7,833, and Education, 6,254.

5 Days Average Time

Average time for processing a routine travel voucher is five working days, according to Mr. Burgess.

In explaining the state voucher system Mr. Burgess states:

"It is recognized in our audit procedure that a state officer or employee should be reimbursed promptly, as well as equitably,

for his out of pocket expenses. . . It is not, however, a simple matter—like presenting a claim at a teller's window and receiving a state check in return.

"Of necessity there have been established certain rules and procedures designed primarily to bring method into the practice of audit and to assure the proper spending of state money.

"When a state traveler has completed an official trip he prepares an expense account sometimes immediately, sometimes not until he needs the money. In the case of a field employee who spends most of his working hours on the road, the account usually covers a monthly, or semi-monthly period, and is prepared shortly after the 15th or last day of the month.

"The account is submitted to the administrative office of the employee's department, or possibly, depending on the department procedure, to his immediate superior, for prior screening and approval.

"The administrative office prepares the account for audit by assigning a voucher number and entering the appropriation properly chargeable. It is then coded in respect to character and object and the person authorized to approve the departmental accounts adds his signature approving the claim.

Vouchers Sent in Groups

"Travel expense account vouchers are not forwarded to the Comptroller's office singly but usually in groups the size of which is governed by the volume of the vouchers, divisions of the particular departments, ease of handling and such factors."

When received in the Comptroller's office, the vouchers are checked for accuracy, the use of "TR's"—the transportation re-

(Continued on Page 16)

Aides Can Win Cash and Prizes for Ideal Label

Public employees who can dream up an "ideal" label for food, clothing, or household equipment are eligible for cash and appliance prizes. The Consumer Council of New York is sponsoring the Label Prize Contest to measure consumers' knowledge of printed labels on products sold in New York State. The contest is open to all consumers, but the Consumer Council is especially interested in the participation of public employees.

First prize is \$50, second prize, \$25 and third prize, \$10. In addition, product prizes will be awarded—a portable Singer sewing machine, a set of Revere Ware and an electric appliance.

The Civil Service Employees Association has distributed flyers to each chapter describing the contest and announcing its rules. The contest closes Monday, August 13, and entries go to Consumer Counsel, Harriet May Mills Building, New York State Fair, Syracuse, N. Y.

CSEA Digest

1. CSEA readies plans for payroll deduction of dues. See Page 1.
2. Aides can win cash for ideas on label. See Page 1.
3. Industry Scout leader takes honors. See Page 16.
4. State explains payment of expense vouchers. See Pages 1 and 16.



LOOKING TO ANOTHER ACTIVE YEAR: Newly elected officers of the Metropolitan Conference, CSEA, are already planning next year's activities. In the usual order, Helen Peterson, 2nd vice-chairman; Angelo J. Cocco, chairman; Irwin Schlossburg, 1st vice-president; Kenneth Valentine, treasurer; Edith Fruchthandler, secretary, and the installing officer, Dr. Charles Buckman, Director of Kings Park State Hospital.

Insurance Fund Chapter In NYC Wins Overtime

Twenty-four employees of the transcription division, State Insurance Fund, New York City, wrote Alex Greenberg, president of the CSEA chapter, expressing thanks for obtaining paid overtime credits for them, including supper money. They had worked overtime on IBM window-cleaning renewal endorsements.

"This is the first time that our division has ever been paid for overtime," they wrote. "It is indeed gratifying to know that the Association chapter has a president willing to go to bat for the employees."

The letter was signed by Irene W. Sealy, head stenographer, and countersigned by Mildred Burton, Sally Vrakepedes, Rachel Varsano, Eleanor Meresca, John A. Schwarz, Helen L. Avarin, Sarah Pickens, Edna McDownell, Janette Demby, Leontia Prescott, Elsie M. Wheeler, Nettie Lewis, Evelyn Rosen, Dorothy Simmons, Bernard D. Quinn, Thelma Murphy, Frances Williams, Alice Marken, Ann Towne, Esther Levitt, Gladys E. Washington, Iris Richards and Estella Callender.

Mr. Greenberg was given personal credit for his perseverance in obtaining the overtime payment, a project upon which he spent considerable personal time and effort,

Investigators Form Society To Promote Standards And Ethics of the Profession

Joseph Kaitz, Special Assistant to the State Senate Majority Leader, has been chosen first president of the newly-organized Society of Professional Investigators.

Purpose of the Society, which will be to investigators what the American Bar Association is to lawyers, is raising the standards of those engaged in the field of professional investigation and the establishment of a rigid code of ethics for the profession.

Mr. Kaitz was formerly chief investigator for the State Crime Commission; was director of investigation for the Waterfront Commission and was a deputy commissioner for the State ABC Board.

Other offices serving with the experienced investigator through a term ending November, 1956, are John Cye Cheasty, vice president; Thomas P. Jones, secretary, and Michael J. Monz, treasurer.

"Only by elevating and maintaining the high standards and ethics of the men engaged in investigative work can we assure the public that the fight against crime and criminals is in the hands of those deserving of the trust" said Mr. Kaitz at his offices at 270 Broadway. "To accomplish our goal," Mr. Kaitz added, "we have included the following objectives and aims in our Society's Constitution:

1. To cultivate and advance knowledge of the science and technique of professional investigation.
2. To elevate and maintain high standards and ethics for the profession.
3. To promote efficiency of the investigator in the services he performs.
4. To preserve the memory of services rendered by the investigative profession in the crusade against crime, racketeering and corruption in government.
5. To encourage, foster and develop between members of the profession a spirit of mutual understanding of their respective problems, duties and obligations



JOSEPH KAITZ, noted investigator, who was chosen first President of Investigators' Society

as professional investigators.

6. To encourage, foster and develop relations of helpful interest between members of the profession.

7. To hold meetings for the presentation and discussion of appropriate papers and topics and for social and professional intercourse.

8. To grant awards and citations for meritorious service in the field of investigation.

9. To procure, preserve, perpetuate and disseminate knowledge and information relating to each of the above subjects and the objects for which this Society is formed."

Membership in the Society is limited to those individuals having a minimum of five years experience in investigative work for either an official governmental agency or a quasi-official agency formed for law enforcement or related activities. In addition to the professional requirements, applicants for membership must possess good moral character and pass the rigid screening of the Membership and Executive Committees.

Correction Job Plan to Aid Parolees

In a major effort to help probationers and parolees earn an honest living in their community and to move eligible inmates out of State correctional institutions as soon as they are otherwise ready for parole, a cooperative "correctional employment service" is being established by the heads of three State agencies—Isador Lubin, Industrial Commissioner; Thomas J. McHugh, Commissioner of Correction; and Lee B. Mailler, Chairman of the Board of Parole.

To Cover State

Eventually the program of vocational guidance, training and placement will be offered in every institution of the Department of Correction, and it will include training seminars for parole and probation personnel throughout the State. The program will be initiated, however, through two intensive pilot projects—one covering Elmira Reformatory, the New York State Vocational Institution at West Coxsackie, and the Youth Rehabilitation Facility forestry camp at North Pharsalla in Chenango County, and the other for probationers in Queens County Court. Since both projects will work with similar groups of young offenders and wayward minors, it will be possible to correlate their programs and findings.

Within the institutions of the Department of Correction, the program will concentrate on helping the inmate secure a job so that his parole will not be needlessly delayed, and on better equipping him to hold that job after he starts working. By making use of the specialized facilities and talents of the Division of Employment, institutional training will be better coordinated with labor market needs, and inmates will be given labor advice and counsel, as well as assistance and instruction in writing letters for employment. Industrial employers, personnel directors and labor representatives will be invited to interview inmates, observe the vocational and industrial programs in the institutions and to suggest improvements.

WOMAN MADE DEPUTY ASST.

Barbara Yuncker, a New York City newspaper woman, has been appointed at \$8,820 as Assistant Deputy Commissioner of the Commerce Department's Woman's Program. She will assist Deputy Commissioner Kathryn V. Fitzgerald.

The Woman's Program is designed to help State women in their own commercial ventures and in sponsoring increased business conferences.

T. J. PLUNKET NAMED TO PENSION POST

ALBANY, July 16—Governor Harriman has appointed Thomas J. Plunket of Kingston as a member of the State Commission on Pensions.

He succeeds Robert A. Mac Lloyd of New York City, whose term has expired.

Members of the commission received \$75 per day for days worked, not to exceed \$1,800 a year.

under its recommendations, the "national security would be adequately protected and no reasonable citizen could feel that this was being achieved at the sacrifice of basic principles of American liberty and sense of fairness."

Washington Memo

Storm Warnings

Death of the school aid bill after a welter of amendments presages similar fate for the Federal employee proposals via the same tactics. Any thought that Congressmen act for the common good received a rude set-back when sectionalism and personal viewpoint took over to the point where confusion was the dominant force and on the premise that defeat of confusion is better than an inequitable bill opposition voters will attempt to excuse their actions.

Going with the Wind

Retirements benefits increase as embodied in S 2875, the Johnston bill now has a score of amendments proposed plus a few more to be added, thus paving the way for delay. The major road-block, however, is the effect of the very lucid and forceful testimony presented to House PO & CS Committee by Mr. H. Elliot Kaplan, famed private consultant. He reiterated the proposal advanced by his Committee that co-ordination of RF and OASI is the most comprehensive and beneficial action available to Federal employees, and that in his estimation at least could be termed a Santa Claus plan because it provides such greatly increased coverage and benefits. He even expressed amazement that so many individuals, and groups, opposed the proposal.

Amazement, however, is not solely his possession. Several committee members also share it, and are skeptical of opposition claims. It appears now that "amazement" will be another weight placed on the scales to depress the possibility of enactment.

Storm Clouds

The end result is the same for Major Medical. More hearings, at the call of the Chairman, (if and when) but colored considerably by an altercation in last week's hearings of the House Committee. Testimony impugned the motives of The Blue Cross — Blue Shield associations, a criticism that brought to his feet in protest an attorney representative, an action not too frequently observed in committee hearings. Lack of time precluded his full representation, but certainly enough was afforded to indicate further opportunity to refute is in order. So the now-standard pattern continues—DELAY—and into the 85th Congress goes Major Medical.

Union Recognition

On the same calendar will be union recognition. Announcement that Senate PO & CS might act this week or next on the completed hearings doesn't guarantee Senate chamber action, and particularly it doesn't offer even a hint of House action. Actually even a hint would be out of order—it appears down-right certain that House PO & CS wouldn't touch the issue in any way shape or form at this late date. The original bill (for this session) HR 697 was introduced by Mr. Rhodes (D Pa) on Jan. 5, 1955 — reports were requested Jan. 31 of CSC, PO & Defense. May 23, 1956 PO replied, NO, but CSC & DOD are still, as of June 12, in an unanswering mood. So moves progress—providing obviously the best possible indicator of the governmental attitude toward good employee — management relations: ham-string everything.

CORRECTION CORNER

BY JACK SOLOD

Steel Strike Means Higher Costs

The steel strike continues, both sides seem to be ready for a prolonged strike. Industry has made a token offer of about 15 cents more an hour, which has been rejected. One thing is certain, whatever settlement is made, the cost of living will be increased sharply. It has become an established practice for big business to pass along any increase to the consumer. In fact, past labor increases have nearly always resulted in such substantial hikes by industry, which pay increase amounts to 19 cents an hour the product is increased pay increase amounts to 10 cents an hour the product is increased enough to grant 20 cents per hour raises.

Some newspapers are trying to create the impression that these steel workers are striking against Uncle Sam, that the minute a man wears a picket sign in order to better his conditions, he is tearing down Old Glory. Subtle innuendo and downright lies are used, every working man has the right to fight for more money and more equitable conditions, and to use whatever weapons are at hand to win that fight. Until a better and more effective way is found in private industry, the big gun is the strike.

Public Aides Take It on the Chin

Assuming the strike has been settled, the men have returned to the steel mills and the cost of many everyday products has been boosted. What happens to the State employees caught in this financial squeeze? They tighten their belts and take it on the chin again. We have been taking it on the chin too long. It is becoming increasingly clear that we must have a big year in 1957 to catch up.

At the Correction Conference held in Albany last month I introduced a resolution calling for a reduction in the work week from 44 to 40, with \$5616 for all State prison guards. This resolution was unanimously carried; but in a short time it is already outmoded.

We must fight for a 40 hour week plus a 15% raise! The last increase in pay prison guards received came as a result of the reclassification from G-10 to R-11 in 1954! With a new legislative session coming up in 1957 we must be prepared to fight for more money. If not we will be in a financial straitjacket with no money increase from 1954 to the following session or 1958; 4 years with the same pay. If this condition is permitted to continue then we are all candidates for Middletown State Hospital.

Working towards a reduction in the work week to 40 hours we have lost sight of the undeniable fact that our buying power has decreased. The new contracts being signed all around the country become the 12th raise given in private industry since World War II. In the prison service we have had 7 raises during the same time. This should be our number one objective next year. A reduction in the work week from 44 to 40 plus a 15% raise in pay.

Now Open

COUNTY AND VILLAGE

The Ontario County Civil Service Commission is accepting applications through Wednesday, July 25 for an assistant special court clerk exam, to be held Saturday, August 11.

The salary ranges from \$3,000 to \$3,400. Application fee is \$2. The opening is in the Ontario County clerk's office.

The requirements: residence in Ontario County for one year preceding the examination date, three years' clerical experience plus high school graduation or any equivalent combination of training and experience.

Apply to the Ontario County Civil Service Commission, Court House, Canandaigua, New York.

Bar Assn. Urges Changes In U.S. Security Plans

A committee of prominent lawyers from New York, Washington, New Orleans, Chicago and Los Angeles unanimously advocated sweeping changes in the Government's personnel security program in a book published July 3. The title: The Report of the Special Committee on the Federal Loyalty-Security Program of the Association of the Bar of the City of New York.

Before the report's publication, the U. S. Supreme Court decision in Cole v. Young held in effect that Congress limited the loyalty-security programs for federal employees to sensitive persons only. And while the book was on the presses, the Atomic Energy Commission, in a revision of its own security regulations, moved in the direction of some of the committee's other recommendations.

"The special committee said that

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Important Job-Security Rules for U. S. Employees Effective on August 1

The new reemployment rights program for Federal employees announced last May will go into effect August 1. Previously, the Civil Service Commission had estimated that last July 1 would be the effective date.

The action calls for Federal employees with reemployment rights under the current system to use them between next August 1 and February 1, 1957, or lose them. Those who do not exercise their rights between those dates will remain as permanent employees of the agency where they are currently working. Reemployment rights granted to employees after August 1 will be under the new system.

The new program, the Commission pointed out, makes special provisions for employees now serv-

ing with reemployment rights granted under the present system by permitting them the unconditional exercise of these rights during the six months period. Under the present system, these employees cannot now use these rights unless affected by a reduction in force. However, the Commission does not expect any wholesale shift of these employees back to their old jobs since they have permanent tenure in their new agencies and many are serving at grades higher than the grade of the old job to which they have rights.

Increased job security will be gained by thousands of Federal workers when the six-month period expires on February 1. These are the people in jobs to which other employees have had reemployment rights and who, therefore, have been unable to acquire full tenure rights while serving in these positions. When the reemployment rights expire on February 1, 1957, the new employees currently occupying these positions will no longer be subject to displacement by returning employees.

Reemployment rights granted after August 1, 1956, will be good for two years. They may be offered only in connection with recruitment for positions covered by Letters of Authority. Each such Letter of Authority will be granted to an agency by the Commission only after the agency has proven that the position is essential to the functioning of a program vital to the national interest and that ordinary recruitment methods are inadequate.

In this way, the Commission said, reemployment rights will no longer be limited to purely defense or military activities, but may be applied to positions directly concerned in the carrying out of a program of national importance. An example might be the position of a researcher into the properties of a vaccine which might end a dangerous epidemic.

If an employee is sought for a position covered by a Letter of Authority and the agency for whom the employee is now working objects to the transfer, reemployment rights cannot be granted unless the Commission decides in favor of the agency holding the Letter of Authority.

All Non-temps Covered

All non-temporary employees in the competitive and in the excepted services are eligible for positions carrying reemployment rights with the exception of four groups: (1) those who have previously acquired reemployment rights under the new program, since this would result in two shifts under the new arrangement; (2) replacements holding a position vacated by an employee with reemployment rights; (3) employees who have received notice of involuntary separation; and (4) employees who have submitted their resignations.

Those who obtain reemployment rights under Letters of Authority may exercise them at any time within the two years if their new agency consents or if they are demoted or separated by that agency. They forfeit their rights if they resign without the consent of the new agency or if they do not apply to the original agency for reemployment either within 30 days of notice of involuntary separation or 30 days after terminating employment by resignation.

Metro Unit Hosts for 200 At Jones Beach

Some 200 guests and delegates attended the annual outing of the Metropolitan Conference of the Civil Service Employees Association, held at Jones Beach.

A. J. Coccaro, newly installed Conference president, reported that the following guests were seated on the dais at the luncheon:

Dr. Charles Buckman, director of Kings Park State Hospital, who conducted the installation of officers; Dr. Harry LaBurt, director, of Creedmore State Hospital; Vernon Tapper, fourth vice president of the CSEA; Daniel Kehoe, host chapter president who was recently appointed manager of Jones Beach Marine Theater; Frank Champ, superintendent of Jones Beach State Park and John Carl, assistant superintendent at Jones Beach.

Other guests included Harold Herzstein, CSEA regional attorney; Charles Culyer, Association field representative, and Mrs. Culyer; Charles Miller, Suffolk County chapter president, and Mrs. Eve Armstrong, member of the CSEA executive board.

A full and happy day was had by the Conference delegates and their guests, Mr. Coccaro reported.

Second Look at Pay Requests

At its next executive session August 2, the Career and Salary Appeals Board will reconsider pay appeals, denied June 7, for the following titles: tabulator operator (IBM), tabulator operator (Remington Rand), and senior ticket agent. The appeals will be reconsidered by motion of Chairman Nelson Seitel.

Occupational groups on which decisions are expected are the special officers, the children's counselors, the court service, the probation and parole officers and five groups of inspectors — building and construction, business, public health and safety, purchase and project supervisory inspectors.

The ferry terminal operational group and the construction and maintenance supervisory occupational group will be heard later.

Duty to Aid Retired Cited By Paul Fino

WASHINGTON, July 16—A strong appeal for revision of the Civil Service Retirement Act was made to the House Post Office and Civil Service Commission by Congressman Paul A. Fino of New York.

In his appearance before the Committee, Congressman Fino said:

"Many private business corporations, as well as city and state governments, have improved their retirement plans for their employees in recent years. I feel it is only fair that the federal government should do likewise for its faithful workers.

"I believe that federal employees, under our present retirement act, pay more for what they receive in retirement benefits than any other group in the United States. In 1955, more than 50% of federal retirees were receiving \$1,300 per annum or less. As of June 30, 1954, more than 1/5 of them were receiving \$500 per year or less.

"Probably the worst hit persons in our present day economy are the hundreds of thousands of retired federal employees who must subsist on fixed pensions. We all know the serious effect the high cost of living has had on the physical well-being of these retired workers.

"Many of these former public servants, because of their long periods of federal service and their advanced age, are particularly subjected to illness and are in constant need of medical care and attention. This is an added expense to their necessary living costs which they can little afford under our present retirement act. Now we have an opportunity to help those who will retire in the future by giving our approval to S. 2875.

"It is the duty of Congress to see that only our present federal employees receive adequate compensation, but also that those who retire after many years of service will receive a fair and just annuity."

X-Ray Workers Seek "Risk" Pay Raise

X-Ray and Radiation workers in the NYC Hospitals and Health Departments are now seeking "risk" pay. After the hazards of their job were brought to public attention in an exclusive LEADER article, several daily papers in the metropolitan area picked up the fact and ran feature articles and "inquiring photographer" columns on the risks to which they were exposed.

Although they had already filed appeals with the Salary Appeals Board, through their counsel, former City Magistrate Eugene R. Canudo, the radiation and X-Ray technicians have notified the City that they are withdrawing their appeals. They will seek higher "risk" based on the recent studies of the National Academy of Science which described in harrowing terms the perils to which they are exposed and the dangers inherent in their daily tour of duty under powerful gamma rays.

They are presently attempting to determine what pay scales to request. Judge Canudo, speaking for the Association of X-Ray and Radiation Technicians, says that they are in a unique and unprecedented situation and are making a thoughtful survey of their job-hazards in the light of the new scientific discoveries.

McAlpin in PW Post

ALBANY, July 16 — George W. McAlpin of Elsmere, ten-year veteran of state service, has been appointed Deputy Chief Engineer in charge of research for the Department of Public Works.

McAlpin, who was formerly director of the department's bureau of soil mechanics, began his new job July 5, at an annual salary of \$12,672.

Succeeding him as principal soils engineer and director of the soils bureau at \$10,250 a year is William P. Hofmann of Troy, a former associate in the bureau.

U.S. Engineers Get Big Raise

Washington, July 16—The U. S. Civil Service Commission has just announced a substantial wage increase which will mean more take-home pay to a great many of the Government's engineers.

The GS-9 engineers will go from \$5,440 to \$6,115; the Grade 11's \$6,390 to \$7,035 a year.

NYC Probationaries Get Right to Hearing Before Dismissal

Probationary employees of New York City have received protection against summary dismissal under a newly adopted rule of the Department of Personnel. The new regulation sets up a hearing procedure, where the candidate or new job-holder can rebut claims against his character or reputation.

The new rule states: **Disqualification**

1. Whenever the Director shall find during the probationary period that an appointee has an unsatisfactory character or reputation or is unfit mentally or physically to hold the position to which he was appointed, he shall be marked "not qualified" and the certification of his name shall be revoked and his services shall be terminated.

Wednesday, July 18 at 10:30 A.M. in the Board of Estimate Chamber. The Board scheduled another hearing for August 18, but titles to be heard have not yet been disclosed.

2. Except in a case where the Medical Examiner of the Department of Personnel has, after examination, found the person mentally or physically unfit, the Director, or his duly designated representative or representatives, shall accord any such person, after due notice to him, an opportunity to be heard prior to taking appropriate action as prescribed under this section. Whenever such hearing is conducted by a representative or representatives of the Director, the record of such hearing together with such recommendations as may be made shall be referred to the Director for review and decision.

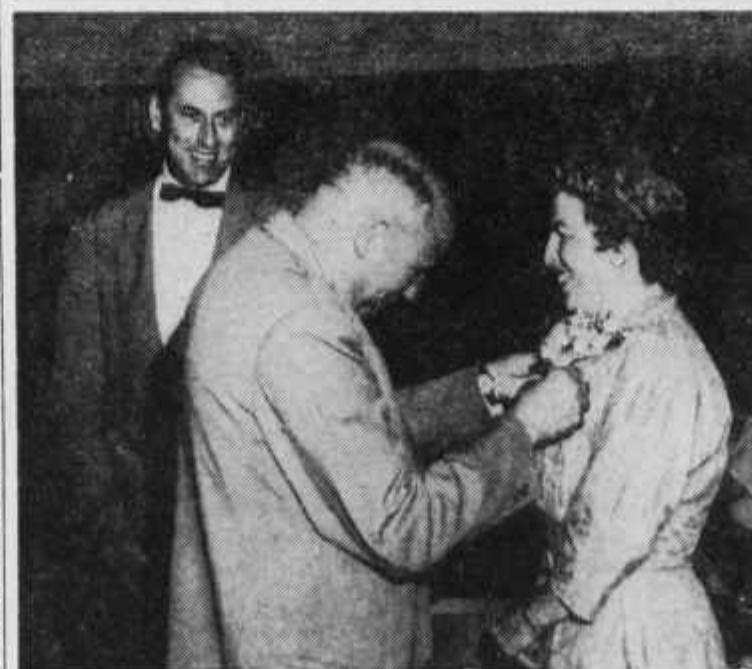
3. Any person aggrieved by a determination of the Director made pursuant to this section shall be entitled to appeal to the Commission within 30 days after the action or determination appealed from and shall be entitled to a hearing on such appeal only where the Director shall have found that a candidate has an unsatisfactory character or reputation.

4. The burden of proving good character shall be upon the candidate.

Ex-NYC Cop Asks Re-hearing

Patrolman E. Manning, who was dismissed from his position of Patrolman on July 5, 1955, for alleged misconduct, has made a demand for a Rehearing of the Charges which resulted in his dismissal.

Manning, represented by attorney Samuel Resnicoff, claims that at the trial before the Deputy Police Commissioner on June 21, 1955, he was not represented by counsel, and was not fully apprised of his rights. In making a demand upon the Police Commissioner and the Mayor for a rehearing, Manning says he will present witnesses and documentary proof to substantiate his innocence.



ROSES AND RETIREMENT: Dr. Alfred M. Stanley, director of Rockland State Hospital, is seen pinning a corsage of yellow roses on Mrs. Helen B. Campbell, principal account clerk at the hospital, during a party honoring Mrs. Campbell's retirement from state service. She was in charge of the payroll and personnel offices at Rockland State. Looking on is H. Underwood Blaisdell, hospital business officer.

THE PUBLIC EMPLOYEE

By JOHN F. POWERS

President

Civil Service Employees Association



Payroll Deduction of Dues

The payroll deduction plan for collecting the dues of the State members of the Association is fast becoming a fact. It is being planned to make the first deduction during the month of October. The date which will be chosen will be dictated by the necessity of dividing the \$7.50 dues evenly during the State's payroll period. This will probably work out that during the first year, each member agreeing to the plan will have \$.30 deducted from his pay check for 25 pay periods. However, before the deduction starts, there are several things which must be done.

Employees Must Authorize Deductions

The deductions will not be made unless the members authorize the controller to do so. That means that each and every State member of the organization will have to sign an authorization card which must be transmitted through the chapter to the Association headquarters. The Association will then send all of the cards to the controller.

During the month of August the Association is going to distribute payroll deduction authorization cards to each chapter president. It is hoped that the president will in turn distribute them to each member. The members will sign the cards and return them to the chapter president, who in turn will send them to the Association headquarters. This method of distribution and collection will call for a complete organization of the membership committee within each State chapter, to assure thorough distribution and collection of the cards to all members and potential members. The staff of the Association will work with the State chapter president on this.

An Aid to Efficiency

It is important that all of the signed cards be in Association headquarters by the end of August. There will be a great deal of mechanical work to do with these cards before the payroll collection of dues can start. The signing of the authorization cards is voluntary. It is important, however, that it be done promptly. No deductions can be made from the payroll without it.

The Association is grateful to the Legislature, the Governor, and the controller for granting permission to have the dues of the Association collected in this manner. Let us cooperate and return to the Association headquarters by August 31 the necessary authorization cards. It is important to the economy and efficiency of the organization that 100% of our State membership authorize the controller to deduct their dues from the pay checks.

Many Draftsmen to Get Jobs From State Test

ALBANY, July 16—The State of New York expects to make numerous appointments to the position of draftsman as a result of a civil service examination scheduled for September 8. Candidates should file applications by August 10.

The position pays \$3,320 at the start and \$4,180 after five annual increases.

Draftsman positions are in the Department of Public Works but other State agencies are also expected to fill vacancies from the eligible list resulting from the exam.

The work involves preparing

drawings for engineering or architectural projects, making minor engineering computations, and checking drawings and computations done by others.

Candidates must be high school graduates. They also must have two years of drafting experience, or two years of college work toward an engineering degree, or an associate degree from a two-year course in engineering technology.

Applications and additional information may be obtained from the Recruitment Unit, State Department of Civil Service, Albany, New York.

City Leaves Problems

A clearing house for questions and information on the newly established City leave regulations and practices has been created by Joseph Schechter, City Personnel Director, at the request of the Personnel Council of the City of New York. The rules were published in full in The LEADER of June 26.

The Clearing House will act as a secretariat for the Personnel Director in interpreting the "Leave Regulations for Employees Who Are under the Career and Salary Plan", passed by the Board of Estimate on June 15, 1956. A section of the Leave Regulations states: "The City Personnel Director is authorized to interpret these regulations upon request of an agency head or interested employees or groups of employees".

In an emergency the City Personnel Director and the Director of the Budget are jointly em-

powered to make pro-tempore rulings modifying or suspending the provisions of these regulations, subject to submission to the Board of Estimate within sixty days for approval.

Mr. Schechter suggested that employees having questions regarding the "Leave Regulations" should discuss them with their agency personnel officers, who will have available detailed information concerning the Regulations.

DR. THOMPSON PROMOTED

ALBANY, July 16—State Health Commissioner Herman E. Hillebrand announced today the permanent promotion of Dr. Meredith H. Thompson as Assistant Director of the Bureau of Environmental Sanitation.

Lifetime Careers Open To NYC Men and Women; No Experience Needed

Men and women with no business experience, but with a desire for lifetime careers at good salaries can fulfill their desires by qualifying for the NYC jobs which are now open, or will be open in coming weeks.

Surface Line Operator

In September applications will be received by New York City for surface line operator. From the list bus drivers and subway and street car conductors will be appointed. This will be open to men up to 50 years of age and pays \$1.86 to \$2.10 an hour, plus overtime. Men 5 feet 4 may qualify for bus operator; 5 feet 6 is required for conductor.

An examination for surface line operator is expected to be most popular in the September series to be opened by the New York City Department of Personnel.

Men up to 50 years of age may compete. Minimum height is expected to be 5 feet, 4 inches. Those 5-7 or over will also be eligible for appointment as conductor. It is anticipated that about 300 jobs will be open as bus operator as soon as the list is established, and 300 conductor appointments will be made at a slower rate.

Starting pay is \$1.86 hourly, going to \$2.10.

Overtime is paid in money, at time-and-a-half rates, for work in excess of 40-hours. The jobs are open to non-residents of the City, as well as residents.

Do not attempt to apply before September 5.

Applications will be received until September 27.

The written test is scheduled for Saturday, November 17.

Applicants for bus positions must have a chauffeur's license, not required for the conductor jobs.

Minimum age at time of appointment is 21.

Patrolman, P. D.

The tentative dates for the New York City patrolman (P.D.) test applications are from November 5 to Monday, November 26.

The written test will be held early next year, probably not later than March, the physicals in the spring.

The Personnel Department is planning an intensive recruitment campaign, to avoid having to open a patrolman test every year, and even twice in a year.

Police Commissioner Stephen P. Kennedy is still seeking a 5,000 addition to the police quota. A larger quota would mean more jobs for eligibles. As the quota now stands, 1,000 more patrolmen may be appointed, besides the 122 most recently named.

Requirements for Job

The patrolman requirements are not expected to be changed: ages 19 to 29 to apply, age concession to veterans over 29 minimum appointment age 21, minimum height 5 feet 7½ inches, minimum vision 20/20, each eye separately, no glasses allowed.

SOCIAL SECURITY for public employees. Follow the news on this important subject in The LEADER weekly.

Readers have their say in The LEADER's Comment column. Send letters to Editor, The LEADER, 97 Duane Street, New York 7, N.Y.

Starting pay, \$4,000 a year, \$77 a week, may be raised, depending on how successful the Patrolmen's Benevolent Association is in its pay-increase drive, in which it has Commissioner Kennedy's aid. Pay rises to \$5,440 after three years, if one includes the \$125 uniform allowance. Besides, there is a standard sick leave and vacation plan, and a pension system that permits retirement at half pay after 20 years, with \$80 a year additional for each year beyond 20, up to 10 additional years, or maximum of half pay plus \$500 a year.

Clerk

Application dates have not been set, but the test is expected to be opened in the fall. It is not on this month's list, and as no applications are received in August, September is the earliest possibility.

The pay range is \$2,750 to \$3,650, grade 3 of the salary schedule. The maximum is reached through five regular increments and one longevity increment of \$150 a year. This represents a raise of \$900 over the period covered by the grade steps.

Big Turnout Expected

The City expects a large response, because the salary is higher than it ever has been, and the job prospects are large. The City will continue to use the present list until the new one is established, so the existing list is good at

least until the end of this year.

The written test will be held early next year. It is expected to evaluate a candidate's intelligence and aptitude for suitably handling simple office problems. In the past the clerk written tests have not been difficult, and even candidates who failed conceded the fairness of the tests.

No training or experience was previously required. The question whether a senior high school diploma, or its equivalent, will be required this time, remains as yet undecided. The likelihood is that none will be required, but that the test will be such as will afford the best opportunity for those with such a diploma, or who have a native keenness, to pass with high scores.

Probable Nature of Test

Practical age limits for applicants will be 18 to 69, and appointments will not be restricted to age 21.

The intelligence test may be expected to test one's vocabulary, knowledge of grammar, ability to follow instructions and perform duties.

Sanitationman

Also expected soon is the sanitationman test, at a starting salary of \$4,850 a year, \$76 a week, and an age-55 retirement plan. Men 18 to 40 may compete. Veterans may be older. The minimum height is 5 feet 4 inches. Men who need to wear glasses may qualify.

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AMERICA'S
LARGEST CLOTHIER

15 State Jobs

(Continued from Page 1)
4095. Assistant Architectural Estimator.

\$5,660 to \$9,940. Two openings. In Albany.

Requirements:

Same as for 4097, Junior Architectural Estimator, plus one additional year's experience assisting in architectural or engineering work. Fee \$5.

4098 Senior Draftsman (Structural)

\$3,840 to \$4,790 Several vacancies expected in Albany.

Requirements:

(1) high school graduation or equivalency diploma;

& (2) 1 year's drafting experience on structural engineering projects;

& (3) either (a) graduation from a technical institute or junior college with appropriate specialization; or (b) 2 years toward bachelor's degree in engineering or architecture; or (c) 2 years drafting experience; or (d) equivalent combination. Fee \$3.

4097. Junior Architectural Estimator.

\$4,650 to \$5,760. Four openings. In Albany.

Requirements:

(1) 1 year's experience preparing and checking building construction cost estimates;

& (2) either (a) 2 years of college training in an engineering or architectural technology, plus 2 years' experience assisting in architectural or engineering work; or (b) high school graduation or equivalency diploma plus 4 years' experience in (a); or (c) equivalent combination. Fee \$4.

4096 Highway General Maintenance Foreman

\$4,220 to \$5,250. 11 openings in various locations.

Requirements:

Eighteen months' practical experience in construction or maintenance of engineering structures of modern paved highways, including 6 months as foreman. Fee \$4.

The following examination to be held November 17, 1956. Applications accepted up to October 19, 1956.

4093 Personnel Technician (Examinations).

\$4,430 to \$5,550. Positions are located in Albany.

Requirements:

(1) college graduation;

& (2) by January 31, 1957, either (a) one year's experience in construction or development and use or validation of tests; or (b) 30 graduate credits towards a master's degree, preferably in psychology, education or statistics. College courses must have included 18 semester credit hours in development, utilization, and validation of personnel, psychological or educational tests; or (c) equivalent combination. Fee \$4.

4094 Senior Personnel Technician (Examinations)

\$5,390 to \$6,620. Positions are located in Albany.

Requirements:

(1) college graduation;

& (2) by January 31, 1957, either (a) two years' experience in construction or development and use or validation of tests; or (b) 60 graduate credits towards a doctorate degree, preferably in psychology, education or statistics. College courses must have included 18 semester credit hours in development, utilization, and validation of personnel, psychological or educational tests; or (c) equivalent combination. Fee \$5.

4087 Senior Chemical Engineer

\$6,890 to \$8,370. One opening, in Buffalo.

Requirements:

(1) license to practice profes-

(Continued on Page 12)

U.S. Needs Prison Guards

Correctional officers — prison guards—are sought for Federal penal and correctional institutions throughout the country at salaries starting at \$3,070 and rising to \$4,480. The basic requirements for these jobs, which offer promotion opportunities in addition to annual increases, is three years of experience dealing with people. Selling experience will be acceptable.

The first step in the application is to write to Board of U. S. Civil Service Examiners, United States Penitentiary, Leavenworth, Kans. Written examination will be held in cities throughout the United States. Applicants must be at least 21, there is no age limit, and in good health.

Other details of this good job-opportunity:

Locations of Positions

The eligible list established as a result of this examination will be used to fill positions at Federal penal and correctional institutions at the following places:

Danbury, Conn., New York, Lewisburg, Pa., Natural Bridge, Va., Petersburg, Va., Alderson, W. Va., Mill Point, W. Va., Washington, D. C., Montgomery, Ala., Tallahassee, Fla., Atlanta, Georgia, Terre Haute, Ind., Ashland, Ky., Chillicothe, Ohio.

Also: Milan, Mich., Leavenworth, Kans., Springfield, Mo., El Reno, Okla., McNeil Island, Wash., San Francisco, Calif., Los Angeles, Calif., Florence, Ariz., Tucson, Ariz., Englewood, Colo., La Tuna, Tex., Seagoville, Tex., Texarkana, Tex., Anchorage, Alaska.

Opportunities in the Federal Prison Service

The Federal Prison Service offers a career service. Persons entering through this examination who can show proper qualifications and aptitude for prison work have an opportunity for advancement to the type of position for which they are best qualified. Opportunities are available not only within the institution to which appointment is made, but also through transfer and promotion to other institutions in the Prison Service. Persons who demonstrate a high level of ability or possess specialized training and prove their suitability for prison work may be advanced to supervisory or administrative positions in education, vocational training, skilled trades or occupations, social service, parole, recreation, culinary service, accounting, and farm activities.

Duties

Correctional Officers supervise, safeguard, and train prisoners of Federal prisons, reformatories, and camps. They are responsible for carrying out plans developed for correctional treatment and for modification of attitudes of persons who have been imprisoned. They instruct and counsel prisoners, act as foremen of groups of prisoners at various work assign-

ments; maintain prudent conduct of prisoners and control communication of prisoners with persons outside the prison; they enforce rules and regulations for the safety, health, and protection of prisoners; and perform other related work assigned.

Correctional officers are subject to rotation of posts, which means they will serve generally and routinely, approximately 3 months on the evening shift, 3 months on the morning shift, and 6 months on the day shift, and will be subject to such rotation as long as they remain in the Service.

Watches are maintained 24 hours a day, 7 days a week, divided into three 8-hour shifts. Each employee is required to work 40 hours a week. Ten percent of the basic hourly pay rate is paid in addition to base pay for night duty.

Annual leave is scheduled to meet the needs of the Service. While the choices of the employees are satisfied as far as possible, it is frequently necessary to schedule leave administratively at times not selected by the employee.

Training will be given to those persons appointed. During the first week trainees will become acquainted with the environment in which they are to work and with functions of the prison. The prison has eight services: Administrative, Advisory, Culinary, Custodial, Farm, Industries, Mechanical, and Medical. Correctional Officer trainees will be instructed by representatives of the different services in supervising the prisoners and directing them in their daily work. Other training consists of physical training such as jujitsu, boxing, tumbling, and calisthenics to insure physical proficiency. All trainees must qualify with firearms. Upon satisfactory completion of preliminary intensive training, the trainee must pass a written examination based on the Prison Service Textbook. The trainee will be assigned to work in the Custodial Service. Those who do not complete basic training satisfactorily will not be retained. After satisfactorily demonstrating ability as Correctional Officer, the trainee is available for consideration for assignments in the Federal Prison Service in accordance with his special aptitude, experience, and the existing needs of the institutions.

Requirements

Applicants must have had at least 3 years of progressively responsible experience which required dealing effectively with individuals or groups of persons or may substitute educational training. The level of this experience

must have been equal in difficulty and responsibility to at least that gained by a skilled craftsman or trades worker, a clerk (involving more than routine or repetitive work), or by a technician or professional. This experience in dealing and associating with people may have been acquired in one or in any combination of such activities as indicated below (the following list

(Continued on Page 16)

HUNDREDS WILL FAIL OR GET A LOW RATING IN THE PHYSICAL EXAM FOR FIREMAN Unless They Are Prepared Properly

In order to receive a PASSING MARK in the test, an applicant must do the following:

1. Press a 50 lb. dumbbell from each shoulder over the head.
2. From a supine position, assume a sitting position with a 40 lb. dumbbell behind the neck.
3. Pectoral Lift: While in a supine position, lift a 25 lb. ball with one hand and a 30 lb. ball with the other vertically from the floor.
4. Broad Jump: Jump forward 6' 10" from a standing position.
5. Agility: Starting from supine position, rise and scale 6 ft. wall, run through maze of obstacles, duck walk through a tunnel, scale 8 ft. wall, scale 4 1/2 ft. vaulting box, and do a 40 yard sprint, all to be completed in 38 seconds.

... But Passing Is Not Enough as the Physical Part of the Exam Counts 50 Points.

The ambition of every candidate should be to get at least 90% in the Physical. To do this he must attain the following scores:

1. Dumbbell Press: 70 lbs. with each hand
2. Abdominal Lift: 60 lbs.
3. Pectoral Lift: 40 lbs. with each hand.
4. Broad Jump: 8 feet
5. Agility: Complete in 30 seconds.

A 90% Physical added to an 80% written mark will mean a general average of 85%, and probably place an applicant in the first 500 on the eligible list, thus assuring early appointment.

CLASSES MEET DAILY AT CONVENIENT HOURS DAY OR EVE. One month's training should increase your final mark at least 5%.

Start at Once! The Physical Exams Will Start Shortly!

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

A New Exam Has Been Ordered For PATROLMAN — N. Y. C. POLICE DEPT.

Salary \$5,440 a Year After 3 Years
 (Includes Annual Uniform Allowance) Pension After 20 Years

19,865 applicants who competed in the last 3 exams for Patrolman FAILED TO PASS THE WRITTEN TESTS!

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

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

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New Examination Will Be Ordered Soon for **SANITATION MAN — N. Y. C. SANITATION DEPT.**

STARTING SALARY \$3,950 A YEAR (\$76 a Week)

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

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Be Our Guest at a Class Session in Manhattan or Jamaica

IN MANHATTAN: Monday at 1:15, 5:45 or 7:45 P.M.
 IN JAMAICA: Thursday at 7:30 P.M.

START PREPARING NOW — APPLICATIONS OPEN IN SEPT. SURFACE LINE OPERATOR — CONDUCTOR
 (N. Y. CITY TRANSIT AUTHORITY)

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

Appointments to either position are made from same list.

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AGES up to 50 Yrs — N. Y. City Residence NOT Required
 Min. Hgt. 5' 4" for OPERATOR — 5' 6" for CONDUCTOR

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

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Our Course Fully Prepares for Official Exam
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TUESDAY, July 17, 1956

GOVERNMENT has a penchant for setting up commissions. Let a hurricane come along; 17 juvenile delinquents get out of hand; let a road program bog down and "Bingo" a commission is set up to study, evaluate and plan for this, that and the other thing.

As long as Government gets such seeming delight out of forming commissions, we have a suggestion for a commission of really worthwhile purpose—one that would study a means to alleviate the pressure of increased living costs on public employees while waiting for the cumbersome machinery of the State to grant needed pay raises.

At this writing the steel industry is on strike. No one needs to be reminded that any monies granted steel workers are passed on to the public in the form of increased steel prices. And as steel prices go, so go the prices of everything else.

Here is a situation that can be seen well in advance of its completion. The strike will be settled, increases will be granted and a round of price increases will result. And it will happen soon.

What will happen to the civil servant?

In New York State he was recently granted a \$300 pay increase. That \$300 hardly brought the wages of public employees up to par with those in private industry. The increase was absorbed by higher living costs before it was granted.

Now, further living cost increases are on the way and the public employee is again faced with his old problem—trying to live on a salary that was gauged to lower living costs.

We therefore suggest that Governor Harriman appoint a Commission to Anticipate the Definite Salary Needs of Public Employees and Devise Means of Keeping Wages on a Current Basis.

The public employee will not forever stand the humiliation of being the last consideration of the Government.

In his third oration against Cataline in the Roman Senate, Cicero asked, "To what length will you abuse our patience?"

It is time for a Commission on behalf of the Public Employee to stand in the New York Legislature and ask that same question.

Law Cases

Counsel Sidney M. Stern reported the following summary of law cases to the New York City Service Commission.

JUDICIAL DECISIONS:

Appellate Division

Clifford v Police Commissioner. The order of Justice Eder based on his opinion (report for week ending 4-28-56) was affirmed by the Appellate Division with a dissenting opinion by Justice Frank (NYLJ 6-27-56)

Pistone v. Schechter. The Court (Justice Markowitz) held that petitioner has no right to have the examination for promotion to attorney postponed, as he would have served six months in postponed title of assistant attorney and thus be eligible to take exam. The promotion exam was held on June 16.

Special Term.

Glardy v Wagner. Petitioner was dismissed during her probationary term as Probationary Officer in the Magistrate's Court. She seeks to

compel her restoration to the position. The Court (Levey, J.), pointed out that an appointing officer has the same freedom of choice when he terminates a probationary employee as he had on the original appointment and stated that the good faith of the appointing officer is all that is required. Since in this case there was no evidence of bad faith the petition was dismissed. (NYLJ 6-25-56).

Proceedings Instituted:

Perotta v Gregory. Petitioner filed an application for Sanitation Man, B before he became a citizen. He stated that he was a citizen. After his appointment, his certification was revoked and he was dismissed. He now seeks reinstatement.

Katz v. Schechter. The name of petitioner was certified to police department for patrolman on May 8, 1956. He was examined medically by department doctors on two occasions and claims he was told by "some clerk" that he would not be appointed. He seeks to compel his appointment as of May 8, 1956.

LETTERS TO THE EDITOR

WHY "SECRET EXAMS"

Editor, The LEADER:

The letter of State Civil Service Commission President Alexander A. Falk appearing in The LEADER of July 10, speaks of the jeopardy to the examinations program attendant upon disclosure of examination questions and key answers. A critical factor is the reported destruction of the value of much of the testing material developed by the commission.

Job applicants do not exist in a vacuum. People inevitably get into discussions concerning exam experience. Newer candidates manage to get varied points of view all leading to clues as to what hazards the next scheduled examination may present. Insofar as a particular test question can be correlated with a prediction of job success, its repetitive use, in whatsoever form, will undermine its purposefulness in eliciting uncoached responses.

If the emphasis is to be on the "top secret" character of the particular exam once it has served its purpose, it will entrench the attitude that the exam is more important than knowing the job. Candidates with a flair for exam technique will always prevail over the stolid performer not up to the rigors of a competitive brawl.

Many of our civil service categories demand a wealth of specific information. Disclosure of a sampling of factual material as reflected in actual questions will not exhaust the field. The intrinsic unimportance of an individual question may be gathered from an awareness that, at times, the requirements for and the contents of an examination will be deliberately eased to attract more than a hitherto negligible number of candidates.

Answers Can Be Seen

Dissatisfied examinees expressing sufficient interest get to see the key answers. The veil of secrecy is thereby torn away and in its place is spread the wildfire of oral communications, garbled or not.

Insofar as job success is measured by the transient philosophy enveloping an area, let us clearly define the interpretation as such in lieu of endowing it with the sanctity of an essential verity. Tomorrow may well see a reorientation of thinking. If the exam question is geared to attitude rather than to fact, a disclosure to the world after the examination will not afford insurance that the key answer on the next test will turn out to be the same despite identical wording of the quiz with the previously used question.

No one underestimates the seriousness of the responsibility of the Civil Service Commission. Nor can we blithely impugn the calibre of its personnel. Formulation of an examination bespeaks much time and energy devoted to an earnest endeavor to identify the most qualified personalities for the public service. But this overly maternal concern for its offspring suggests, at the very least, a refusal to recognize that what was done, is done.

JULIUS CHAIET

BOARD OF ESTIMATE HAILED FOR ACTION ON SENIOR CLERK PAY

Editor, The LEADER:

The act of the Board of Estimate in sending back to the Appellate Board the claim of senior clerks for upward salary revision

(Continued from Page 8)

MODERN PUBLIC ADMINISTRATION

Pro's and Con's of Unmarked Police Cars

Police officials still disagree—and the public hasn't made up its mind, either—about whether it is better for law enforcement vehicles to be clearly marked or whether they should have inconspicuous paint jobs, the American Municipal Association says.

In a spot check of current opinion on the matter, the Association found the following variations in opinion:

In Chicago, Ill., new painting for 448 squad cars was ordered with a view to making them show up better and thus deter persons with criminal intentions. Previously, the cars were always black.

The new design will be white tops with "POLICE" painted in large white letters on the black sides. On the other hand, the Chicago police in recognition of the need for unpublicized work, will keep the plain black of their 75 detective bureau cars and the 17 cars of the stolen auto detail.

In New York City, when council members talked of forbidding the police department to use unmarked cars, the head of the police defended this use by saying that they were assigned to areas where there had been numerous accidents and they helped bring about sizeable cuts in the accident rate. The council had feared that motorists, on being approached by an unmarked car, would think they were in danger of a hold-up and a race between cars might ensue.

Connecticut, New Jersey, and Washington are among states to use unmarked cars on rural highways. The American Automobile Association opposes this, saying that clearly visible squad cars and adequate radar warning signs will secure voluntary cooperation from motorists without the need for an unpleasant "crackdown."

In a poll of Minnesota residents, however, the Minneapolis Tribune found that while there was a split on the question, the majority—more than 70 per cent of both urban and rural population—approved of the use of unmarked cars in police work.

Among the reasons advanced on both sides are: PRO—drivers will be more cautious because they will never know when a police car is around; more violators will be caught; and if a driver is doing what he should, the markings on police cars do not matter. CON—in case of emergency it is easier to find the police if their cars are plainly marked; it is sneaky for police to use unmarked cars; and people drive more cautiously when they are on the lookout for marked police cars.

Using Too Much Sick Leave

Workers who are often "off sick" Form patterns that strongly indicate that they are chronically ill and need medical care or are abusing their sick leave rights, a personnel expert says.

He is Ray Mullins, director of personnel for Jefferson County, Ala. He describes the "patterns" revealed by study of individual attendance records in "Procedures That Improve Personnel Administration," a new collection of articles published by the Civil Service Assembly.

Employers should be suspicious of workers who exhibit these traits in their attendance records, he says.

1. Habitual use of sick leave in the first weeks of the new year. (Alabama allows twelve days for sick leave a year, and leave that will be earned during an ensuing year may be taken any time after Jan. 1.)

2. Reporting off work because of illness one or two days a month throughout the year but rarely reporting off when the sick leave is used up.

3. Perfect attendance record the first year on the job (when no sick leave is allowed) but frequent use of sick leave thereafter.

4. Careful saving of sick leave until the maximum accumulation is reached (60 days in Alabama) and then beginning to be off work at more or less regular intervals.

Questioning of some employees in the "patterns" group revealed ailments that had existed at the time of employment, pointing up the need for better pre-employment examinations, the author says. As for the "abusers," the county sent a list of them to each department head, along with a reminder that department heads are responsible for the actions of those under them. The county is also considering employing a visiting nurse who could report on sick leave cases by radio or mobile telephone.

Spotlight On Labor Dept.

By BERNARD J. FEDERGREEN

Retirement — What Does It Involve?

There have been many articles written on the subject of retirement, and many more questions asked pertaining to it. Exact answers, to state employees, as to amounts of pension received are not readily known until the actual time of retirement is at hand. How do you budget your income against expenses? Can you, and where do you obtain additional employment? How can a person judge what approximately will be his retirement pension—These are questions that are asked but very difficult to answer, except by those who have already retired.

Retirement is a subject that is always of interest, and in the light of the policies of this column, I am about to follow through on a series which will bring to the readers the typical retired person in various job classifications. Let those who have already retired answer some of the questions that are of interest to all State Employees.

LETTERS TO THE EDITOR

(Continued from Page 6)

is commendable, a demonstration of democracy in action. It shows that justice will eventually be served if the people care enough to fight for it. This the senior clerks have done. It also proves that no majority of an appointive board can ride roughshod over the hopes, aspirations and lives of any group of workers. It proves that the Board of Appeals, because it is composed of human beings, can also pull a boner. But let us not rejoice too much before we see what sort of adjustments are made. We

have a major point, but not a victory.

L. MARGARET WOLFF

AN OLD-TIMER HAS A COMPLAINT

Editor, The LEADER:

What recourse do civil servants have against political appointees placed in charge of offices merely for belonging to a party—people who spend little time at the office—find plenty of time to play golf, attend conventions and picnics, etc.

What I mean is this—must we stand persecution by these political hacks when we take legitimate sick leave—time we have accumulated and to which we are entitled. I am one case and I know of others, where the service employee has been employed many years and with advancing years probably has more sickness than in the earlier years, but who are talked about and discussed and accused of reprehensible acts because they get sick more often than when younger.

Where can we write? What will be accomplished? Or do we just have to stand this treatment?

ANGRY EMPLOYEE

NOW, OR NEVER SAY THIRD GRADERS

Editor, The LEADER:

I am very much disturbed by the ever-recurring rumor that Senior Clerks are to be given a one-slot upgrading by the Board of Estimate at the July 26th meeting of that Board.

While this upslotting would take care of the issue of our downgrading, this is far from our only reason for seeking upward reslotting.

We can never be promoted, and we have not received adequate compensation for this deprivation

of our promotion rights.

The age-old differential between grades of \$655 has now grown to its present gargantuan \$1,410. We feel that this action on the part of the Career and Salary Plan fails to take into account the scope and the responsibility of the duties that we are called upon to perform.

It is now or never for us, and we are all aware of the desperation inherent in our plight. Slot 7 would not alleviate the condition in the least, but would be a hasty stop-gap measure designed to quiet a noisy minority in a crucial elec-

tion year. We cannot be silenced so easily, for we are convinced that we have justice, logic and fairness on our side.

BART LANIER STAFFORD, III.

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Where to Apply for Public Jobs

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

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

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

NYC Travel Directions

Rapid transit lines for reaching Civil Service Commission offices in NYC follow:

State Civil Service Commission NYC Civil Service Commission—IND trains A, C, D, AA or CC to Chambers Street; IRT Lexington Avenue line to Brooklyn Bridge; BMT Fourth Avenue local or Brighton local to City Hall.

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

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled out forms by mail. In applying by mail for U. S. jobs do not enclose return postage. Both the U. S. and the State accept applications if postmarked not later than the closing date. Because of curtailed collections, NYC residents should actually do their mailing no later than 8:30 P.M. to obtain a postmark of that date.

NYC does not issue blanks by mail or receive them by mail except for nationwide tests and for professional, scientific and administrative jobs, and then only when the exam notice so states.

The U. S. charges no application fees. The State and the local Civil Service Commissions charge fees at rates fixed by law.

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Vitamin D	1,000 USP Units
Niacin Amide	40 mcg.
Calcium	4 mcg.
Pantothenate	2.5 mcg.
Vitamin E	0.5 mcg.
Folic Acid	0.5 mcg.
Cobalt	0.5 mcg.
Phosphorus	25 mcg.
Iron	10 mcg.
Cobalt	0.04 mcg.
Copper	0.15 mcg.
Manganese	0.5 mcg.
Molybdenum	0.1 mcg.
Iodine	0.017 mcg.
Potassium	2 mcg.
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CARROLL CLUB JULY EVENTS

Among seven July events on the Carroll Club calendar is a pilgrimage to Greymoor, to be held Saturday, July 28. The pilgrimage is scheduled to leave the club at 9:30 A.M. Other events, to be held at the club, 22 East 38th Street, New York City, are a film, "Our Political Heritage," 7:30 P.M., July 17; an informal dance, 8 P.M., July 18; an orchestra dance, 8:30 P.M., July 20; a movie, "Ireland to Austria," 7:30 P.M., July 24; a game night and dance party, 8 P.M., July 25; and an orchestra dance, 8:30 P.M., July 27.

LEGAL NOTICE

STATE OF NEW YORK—INSURANCE DEPARTMENT, ALBANY
I, Leffert Holz, Superintendent of Insurance of the State of New York, hereby certify pursuant to law, that the MILLEGS NATIONAL INSURANCE COMPANY CHICAGO, ILLINOIS is duly licensed to transact the business of insurance in this state and that its statement filed for the year ended December 31, 1955, shows the following condition:
Total Admitted Assets \$ 11,111,843.78
Total Liabilities 6,756,974.92
Surplus as regards policyholders 4,354,868.86
Income for the year 8,897,903.50
Disbursements for the year 5,909,088.00

STATE OF NEW YORK—INSURANCE DEPARTMENT, ALBANY
I, Leffert Holz, Superintendent of Insurance of the State of New York, hereby certify pursuant to law, that the OLD REPUBLIC LIFE INSURANCE COMPANY CHICAGO, ILLINOIS is duly licensed to transact the business of insurance in this state and that its statement filed for the year ended December 31, 1955, shows the following condition:
Total Admitted Assets \$ 17,266,862.10
Total Liabilities 12,744,418.87
Capital paid-up \$ 1,293,732.00
Surplus and Voluntary reserves 3,228,811.23
Income for the year 18,940,880.21
Disbursements for the year 17,654,497.02

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Total Admitted Assets \$ 4,509,128.88
Total Liabilities 2,688,376.55
Capital paid-up \$ 800,000.00
Surplus and Voluntary reserves 1,050,749.33
Surplus as regards policyholders 1,820,749.33
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Disbursements for the year 2,158,791.96

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The next of kin and heirs at law of CHARLES E. MONTGOMERY, deceased and said greeting:

Whereas, WARREN A. SCHENCK, who resides at 251 West 57th Street, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing bearing date of the 8th day of September, 1955, relating to both real and personal property, duly proved as the last will and testament of CHARLES E. MONTGOMERY, deceased, who was at the time of his death a resident of 46 West 72nd Street, City and the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 2nd day of August, one thousand nine hundred and fifty-six, at half-past ten o'clock in the forenoon of that day why the said will and testament should not be admitted to probate as a will of real and personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

Witness, Honorable George Frankenthaler Surrogate of our said County of New York, at said county, the 19 day of June in the year of our Lord one thousand nine hundred and fifty-six.

PHILIP A. DONAHUE
(L.S.) Clerk of the Surrogate's Court

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Total Admitted Assets \$18,700,411.38
Total Liabilities 14,184,212.28
Surplus as regards policyholders 4,516,199.10
Income for the year 22,351,604.19
Disbursements for the year 51,832,713.81

STATE OF NEW YORK—INSURANCE DEPARTMENT, ALBANY
I, Leffert Holz, Superintendent of Insurance of the State of New York, hereby certify pursuant to law, that the ALLSTATE INSURANCE COMPANY SKOKIE, ILLINOIS is duly licensed to transact the business of insurance in this state and that its statement filed for the year ended December 31, 1955, shows the following condition:
Total Admitted Assets \$331,794,347.97
Total Liabilities 208,900,423.49
Capital paid-up \$ 2,000,000.00
Surplus and Voluntary reserves 50,557,924.48
Surplus as regards policyholders 72,857,924.48
Income for the year 250,353,084.10
Disbursements for the year 181,192,149.74

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

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

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2 1/2 and 4 room Bungalows, all improvements, tennis, social hall, swimming — 1 hr. N.Y. — Playground for children — Millington 7-0706, Mrs. Veinger.

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BROOKLYN, N. Y.

How State Returns Expenses Paid Out of Aides' Pockets

(Continued from Page 1)

quests—and the existence of a travel order authorizing the employee's travel. The vouchers are then thoroughly audited and charges posted to the travel order of the state traveler.

"If the voucher has been prepared properly and no essential information is lacking, it is approved by the audit clerk and advanced to the certifier who has been given authority to certify the account for payment," Mr. Burgess said.

From this point the voucher is forwarded to the Account Section where it is included in a simple schedule for processing and checks prepared. The checks are then either forwarded by mail, or, in the case of local departments, picked up by department workers for distribution to claimants.

No Short Cuts

"Each step described is taken for a particular necessary purpose," Mr. Burgess said. "There is no short cut, but constant efforts are made to streamline the processing of employees' expense accounts by eliminating occasional bottlenecks caused by an unusual and unexpected heavy flow of vouchers. Constant vigil is maintained in respect to the fair-

ness of rates for hotel, meals and mileage rate for personally owned cars by conducting studies through outside contacts. . . .

"In the matter of hotel rates and meals we make periodic studies by contacting hotels, outstanding commercial firms, the Federal government, other states and hotel survey organizations to make certain that our rate is equitable from the employee's and state's standpoint.

"In regard to automobile allowance of eight cents a mile, we also use information from other states, commercial firms, the Federal government and outstanding survey and automotive engineering firms, such as Runzheimer & Co., of Chicago, nationally known cost accountants, specializing in the calculation of the cost per mile of operating automotive equipment.

"The importance of reimbursing an employee promptly for his personal funds expended in traveling for the State of New York is vital and suggestions which will facilitate such reimbursement without impairing the vital functions of the departments involved are welcome and will always receive our fullest consideration."

More Protection At Less Cost Is Blue Cross Aim

Greater protection against the cost of health care at less cost—that is what Blue Cross and Blue Shield are offering the 53,000 State employees now enrolled under the non-profit, community health service Plans. Following recent passage of the health insurance bill by the State legislature, all seven Plans in New York State have come up with a cooperative program that establishes a new high in protection against hospital and medical expenses. The program embodies the best features of each of the State Blue Cross, Blue Shield Plans, plus a number of precedent-breaking new features, and is keyed to the special needs of State employees.

Under the new Blue Cross program, 120 days of paid-in-full benefits for a broad range of hospital services will be available to subscribers and their family dependents. Under Blue Shield, surgery and medical care in the hospital will be offered on a no-additional-bill basis for families in the \$6,000-a-year income bracket. The combined hospital, surgical, medical program will make it possible for State employees to obtain more comprehensive protection than is currently available under any one of the State Blue Cross, Blue Shield Plans.

NEW PERSONNEL MANUAL

A reprint of the Federal Personnel Manual, which contains laws rules and regulations administered or issued by the Civil Service Commission, has been ordered by the Civil Service Commission. In addition, publication of five other publications, four of them in the new Personnel Methods Series, is planned within the next three months.

The Federal Personnel Manual should be available for public purchase at the office of the Superintendent of Documents in the Government Printing Office late in August.

Edward Funk, better known to all staff and boys as "Doc", was the recipient of one of the highest honors for a Scout leader, that the National Council of the Boy Scouts of America can give.

He was singled out by Dr. Schuck, Chief Scout Executive, and the national leader of scouting in the United States, to attend a camp training session of 8 days duration at the Schiff Reservation Camp in New Jersey, this past month. Only 36 picked men attended this training course. These were chosen from all over the several states of the Union.

The course was to complete the practical training requirements for the coveted "Wood Badge", one of the highest honors in scouting, which "Doc" brought home with him.

"Doc" Funk has been employed as a Boys' Supervisor at Industry since Feb. 1, 1939 and his skills in the area of scouting, in which he had been active for years prior to his employment at Industry, were recognized when he was appointed Scoutmaster of Industry Troop 120 in 1943.

"Doc" Funk is assigned as Boys' Supervisor to the Junior and Intermediate cottage groups during the week. From these groups he chooses candidates for scouting and on Thursday of each week he devotes all of his time to scouting Thursday is known as Scout night at Industry. This is when the chosen boys from the several groups meet together as a Troop on the campus in front of the School Building. Troop 120 is presently sponsored by the Rochester Rotary Club and they are contributing a Scout Building which is in the process of construction, so that "Doc" Funk can have a permanent headquarters for his Troop activities.

This building is to cost a sizeable sum of money and it indicates the high regard the Rotarians of Rochester have for the accomplishments of Troop 120 under the leadership of "Doc" Funk.

"Doc" has had 25 years of service in scouting. He is an Eagle Scout, and has won the following high honors in scouting.

1. Scoutmaster Key.
2. Fifteen year pin for teaching First Aid to the Scouts for the American Red Cross.
3. "Order of the Arrow"—Vigil Honor, and his title in this order is the Indian name Man-Na-Sch,

which means Man Building. The Vigil Honor is given to a leader in scouting in recognition for exceptional leadership.

4. The Wood Badge awarded to "Doc" Funk in June of this year at the Schiff Reservation by the Chief Scout Executive Dr. Schuck.

These are some of the most treasured honor awards "Doc" possesses, and here is how Troop 120 has fared under "Doc" leadership.

1. In 1949 Troop 120 won the "Silver Spur" Award at the Tomahawk Camporee. This was the



EDWARD 'DOC' FUNK, who has done such fine work with Boy Scouts at Industry State School.

summer camping award of this organization.

2. In the winter of 1949 Troop 120 won the winter camping award, "Operation Zero".

3. In 1951 they received the "Round Up" award at the Tomahawk Camporee.

4. In 1952 Troop 120 won National recognition and received the "Forward on Liberty's Team award". They also took "Operation Snowflake award" at the Toma-

Geo. Deveneau Heads Newest Thruway Unit

ELSMERE, July 16—George J. Deveneau of Watervliet, New York has been elected as the first president of the Thruway Headquarters Chapter, Civil Service Employees Association, it was announced at the group's organizational meeting held in the Thruway Administration Building in Elsmere, Tuesday, June 26.

Other officers chosen were: vice president, Liberty A. Sarinelli of Albany, New York, secretary, Ethel Carney of Delmar, New York; treasurer, Joseph T. Grovenger, Albany, New York, and delegate, Joseph E. Hogan of Troy, New York.

All were installed by Francis M. Casey, field representative of the 65,000 member association of civil service employees.

Some 90 percent of the Thruway's local employees are in the competitive class of New York State Civil Service. 120 out of the approximately 225 employees of the Thruway headquarters staff are already members of The Civil Service Employees Association, Inc.

hawk Winter Camporee, and also the "Springree" award in the Spring Camporee.

5. In 1953 Scout Laguna of Troop 120 was awarded the "Order of the Arrow" and the Troop won National recognition again, when they were awarded the "Forward Liberty's Team" medal, for their scouting work this year.

At the Rochester Scout Council Summer Camp Massawepie, which is located in the heart of the Adirondacks and registers from 1,200 to 1,800 Scouts, Troop 120 won the honor "Table Award."

5. In 1954 Troop 120 won the award "Polar Bear" at the Tomahawk operation and also, the "Forward on Liberty's Team" National recognition award. The Troop also won the Honor Unit—"Round-Up", Boy Scouts of America, for their outstanding work in camping during the 3rd period of Camp Pioneer at Massawepie, Scouts summer camp. One of the Scouts in this Troop, Scout Garrison, also won the award as the outstanding camper out of 1200 Scouts at Massawepie during this period. Troop 120 won the "Special Recognition Toe" award. This is an award for sound leadership and the citation reads as follows: "Presented to Troop 120 for their outstanding camping during the third period of 1954 at Camp Pioneer Massawepie Scout Camp.

"Special Recognition Toe" for sound leadership and active program participation. Construction of new camp sites, trails, complete clearings and other improvements. Perfect inspection and records, construction of fireplaces on Mount Arab, and construction of fireplaces on Mount Mooselard and cooperation with Camp improvement projects."

In 1955 Scout Kirk won the "Order of the Arrow". The Troop won the inspection award in camping this year and also were awarded the "Frolics" award for initiating special projects within the camp, e.g. laying of water lines; laying out parking areas; parade grounds and building fireplaces. Troop 120 also took the "Conservation Award" of the Tomahawks. This was awarded to the Troop with most advancement awards for the year.

In 1956 the Troop has already received the "Unit Inspection" Commissioner's Award for this year and we can look forward to seeing Troop 120 going on winning additional scouting laurels under the leadership of "Doc" Funk.

"Doc" has over the years been able to cooperate successfully with all staff at this institution and his good relationships in the area have proven of inestimable value in the advancement of scouting at Industry. It also indicates the versatility of our Boys' Supervisors, who have the skills that contribute so much in the vast program that the Administration has planned in the rehabilitation of the boys who are sent to us for this purpose.

Columbia Association Plans Basket Party

The Columbia Association of State Employees will hold its first annual basket party on Sunday, July 29 at Semler's Midland Park, Grant City, Staten Island.

There will be plenty of refreshments, including free beer and soda. Judging from the response to ticket sales, the association looks forward to a successful party.



KINGS PARK HONORS RETIRING PRESIDENT: Ivan C. Mandigo, right, was presented with a gift when he retired recently as president of Kings Park State Hospital chapter, CSEA. Seen making the presentation are Mrs. Margaret Lyons, first vice president, left, and J. William Mason, new president.