

# New program to ease members' problems

ALBANY — CSEA President William L. McGowan last week unveiled a comprehensive new program to benefit CSEA's state division members troubled by personal and family problems as the union announced creation of the CSEA Employee Assistance Program.

At a joint press conference in the state capitol with Meyer S. Frucher, Director of the Governor's Office of Employee Relations, President McGowan said that the new program, funded by a state grant, is designed to help employees cope with personal and family problems. The program, a first in state government, is the outgrowth of a successful pilot program.

"We are pleased to announce that through a joint effort with OER and the Division of Alcoholism and Alcohol Abuse, CSEA will administer an Employee Assistance Program designed to help our members come to grips with problems in their personal lives that could have

an impact on their professional lives," the union leader told the news conference.

It is estimated that 10 percent of the workforce in the private sector as well as the public sector suffer from serious behavioral or medical problems sometime in their careers. These problems could involve family, legal, financial, emotional, alcohol, drug abuse and health problems which could have an impact on the individuals performance on the job as well as his personal well-being.

Under the Employee Assistance Program, the employees' representative, CSEA, and the employer, join hands to help the employee deal with these problems through a program to let the employee seek and receive skilled personal counseling.

"Our concern for our members goes beyond the work location," President McGowan said in announcing the program. "Sooner or later we all

face serious problems in our lives and usually we can deal with them ourselves, but often there is a need for skilled counseling and the Employee Assistance Program will provide that for our members in the state bargaining units."

John Quinn, who spearheaded the EAP pilot program in the Mid-Hudson Valley area, has been appointed by President McGowan to direct the program which is financed by a \$187,000 grant.

"A modern labor union's responsibility to its membership goes beyond terms and conditions of employment," McGowan said. "Through our insurance programs and the new CSEA Employee Benefit Fund we have begun to address these other important needs. The Employee Assistance Program is another major step in that direction and like the others we intend to do our best to see to it that this first step leads to a greater degree of union service to all CSEA members, not just those in the state bargaining units."

Details on the new program will appear in future editions of The Public Sector.

## Public SECTOR

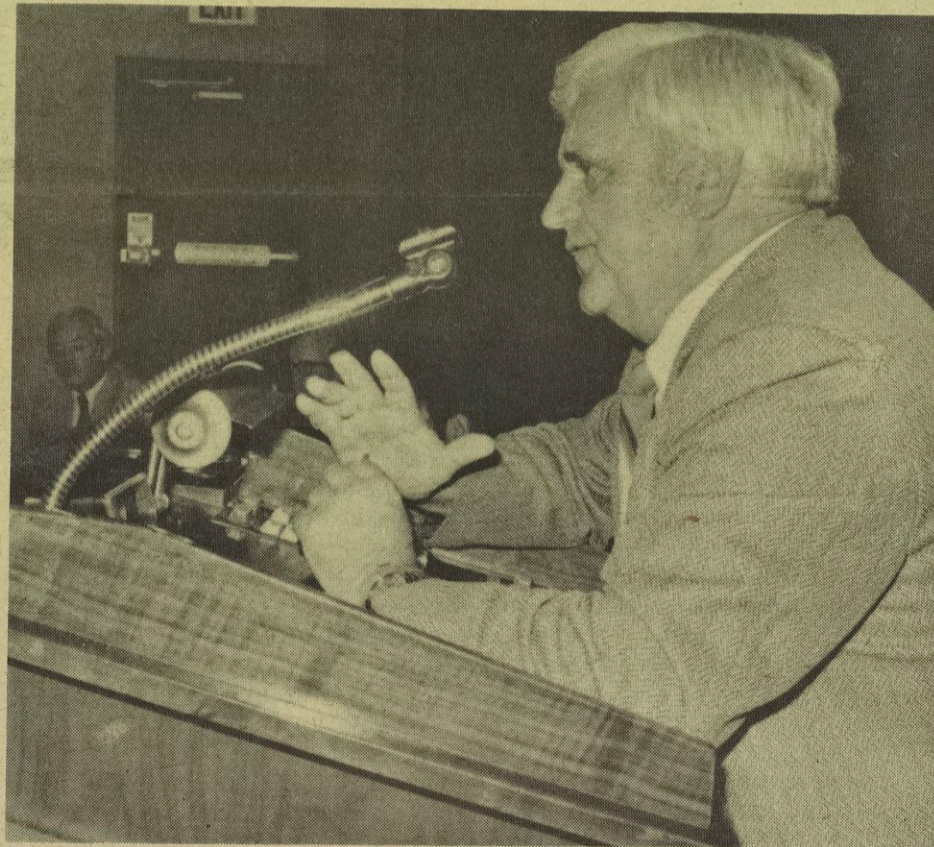
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Wednesday, October 17, 1979

At press time, CSEA and the Governor's Office of Employee Relations had reached a tentative agreement on a new performance evaluation system for state workers in the Administrative, Operational and Institutional bargaining units. The system, part of the new contracts in the three units, is a mechanism for the new accelerated increment system and for the awarding of new performance bonuses for outstanding employees. Negotiations for the new system have been heated, and the delay in reaching an agreement has temporarily delayed payment of the October increments. These payments will be made in the near future and retroactively.



CSEA PRESIDENT WILLIAM L. MCGOWAN recently called members of CSEA's state negotiating teams to Albany to brief them on efforts to arrive at agreement on a new performance evaluation system for CSEA-represented state workers. Here he tells them that negotiations have been heated and have delayed payment of October increments. A tentative agreement was announced just as The Public Sector went to press.

### McGowan sets series of meetings with leaders

SYRACUSE — The first in a series of factfinding sessions by CSEA President William L. McGowan with CSEA Local presidents has been scheduled for Tuesday, October 30 in Syracuse. The October 30 session is designed for Local presidents from CSEA's Central Region V, and eventually similar meetings will be held for Local leaders in the union's other five regions as well.

The October 30 meetings are scheduled in two sessions at the Onondaga Room of the Hotel Syracuse. At 2 p.m. that day,

President McGowan will meet with presidents of State Division Locals, Retiree Locals, Armory Locals and Faculty Student Association Locals. At 7:00 p.m., he will meet with presidents of County Division Locals and Educational Locals.

The purpose of the factfinding sessions is to keep open the lines of communication between CSEA Headquarters and Locals throughout the state. Local presidents have been asked to openly discuss with President McGowan any topic or subject they wish.

### OCA extends appeal period

ALBANY — The Office of Court Administration has agreed to a CSEA request that the deadline for notices of intent to appeal civil service status, classification, title or salary be extended.

OCA Personnel Director Vito Sorzano has told CSEA Collective Bargaining Specialist Pat Monachino that OCA will extend the original Oct. 1 deadline to Oct. 31. Meanwhile, the court agency has sent out copies of the new statewide classification plan for court employees, and copies of job specifications for court jobs, to the administrative judges of all courts. The union had asked that this be done so that the employees could know for sure whether they want to appeal any aspect of their job situation.

"Copies of the classification plan and the job specs should now have arrived at all court locations around the state," Manchino said. He urged that all court employees look at the documents as soon as possible, and file copies of their notices-of-intent-to-appeal with CSEA.

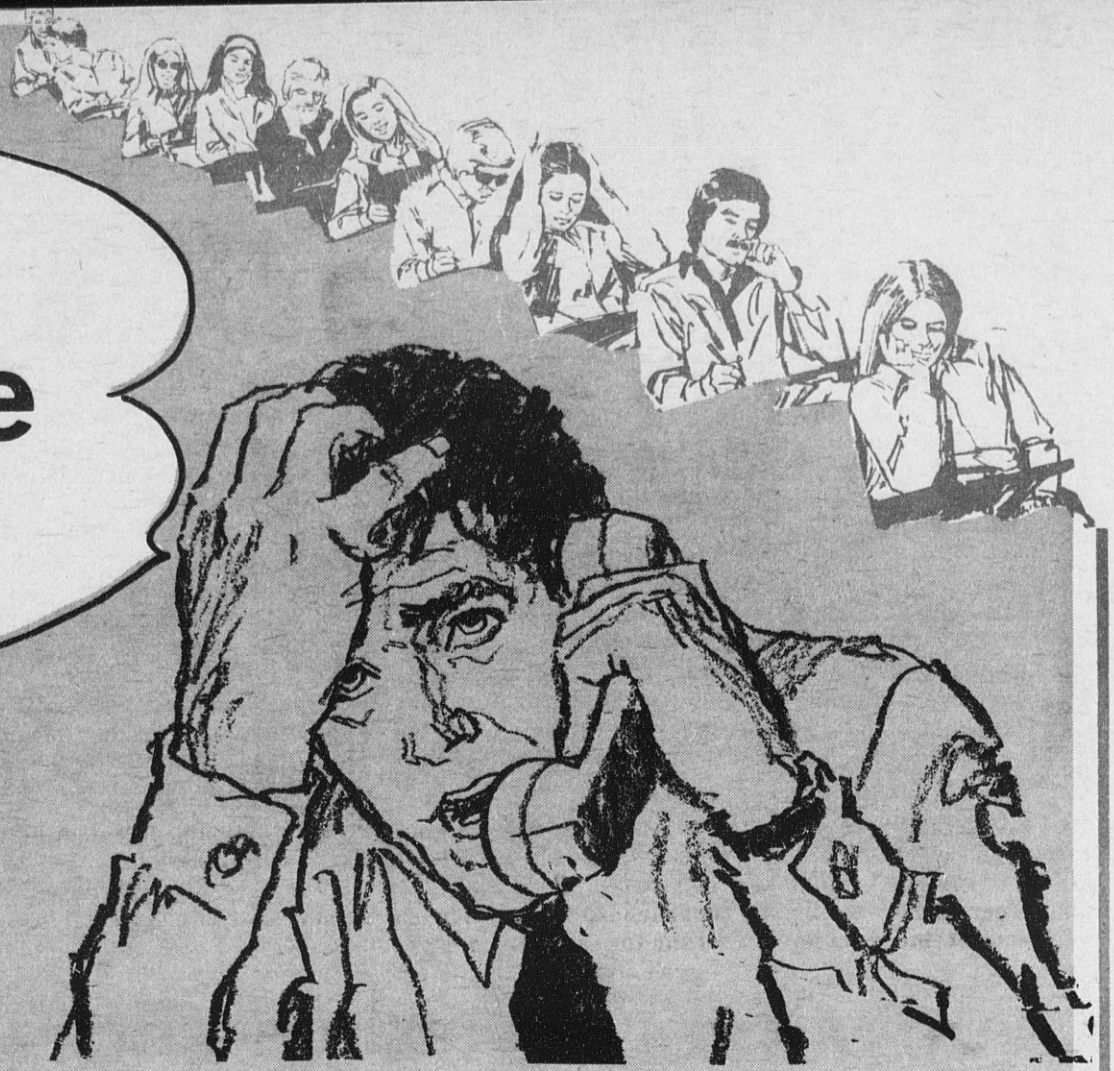
"So far, the CSEA research department has received only 300 copies of such notices, and the new classification plan affects thousands of people statewide," he said. "If you want CSEA assistance with your appeal, you have to send CSEA a copy of your intent-to-appeal notice."

Monachino asked for the extension of the appeals deadline in a letter to Mr. Sorzano Sept. 13. The reasons for the request was that OCA had still not sent copies of the necessary documents to the court locations.

"How can the employees know whether or not they want to appeal their position in the plan, when they haven't seen the plan or their job specs yet?" he asked at the time.

# What's with the list?

Tens of thousands of people annually take one or more civil service examinations, and most people now in civil service will have taken an examination at some point in their career. From those examinations come, ultimately, the all-important lists which tell you not only how well (or poorly) you scored, but how your score ranks in comparison to others who also took the same examination. As long as there have been civil service examinations there has been the persistent question, "What's with the list?" The following is the updated answer to that question, as prepared by the New York State Department of Civil Service.



Those who compete in New York State civil service examinations and appointing officers who are awaiting lists of persons eligible for appointment often ask the question "What's with the list?" When only a few candidates take a short-answer test, it is difficult to understand why several weeks pass before the list is ready. The explanation is not simple, but this is it:

An examination is not a game in which the examiner succeeds as the candidate fails. Nor is it one in which the examiner seeks to outwit or humiliate the candidate. The examiner's concern is to determine objectively which candidates possess the necessary knowledge and skills to satisfactorily perform the duties of the position. Not only must the examination sort out the qualified from the unqualified but it also aims at ranking in relative order those who are qualified. This is a technical process which requires a high degree of skill. The ideal examination is one in which good recruitment and an appropriate test produce a result which meets existing and future needs.

No one likes delays. The staff of the Department of Civil Service is just as much annoyed by them as are others. That is why many changes have been introduced to compress the time cycle involved in rating and why seeking improvements is a continuing part of our work. We must be careful, however, that in our endeavor to speed up processing, quality is not impaired. This would be a graver injustice to the candidates than having them wait longer to know how they did in the examination.

It would be a simple matter for us to give priority to certain examinations and complete rating

them quickly. This is not a satisfactory solution (although we sometimes must resort to it) because it usually meets one need at the expense of others.

At any given time, the sheer volume of examination activities is staggering. Examinations are held on about 15 scheduled dates a year (usually Saturdays) at 38 State and more than 100 local test centers. In recent years, more than 600 State and more than 3,000 local written tests were conducted annually. We have tested as many as 30,000 candidates in one day.

It is our responsibility to maintain security and integrity in the examination process. This calls for fair treatment of all candidates and for controls to insure meeting these objectives. To make certain that no one candidate can benefit from unauthorized access to test materials, we enforce measures to protect those test materials at each step in the examination procedure.

After an examination is administered, all papers are returned from the testing centers to Albany for rating. When the papers arrive, they must be accounted for and checked for discrepancies. This is an important initial step in maintaining tight security and preserving the integrity of the entire examination process.

A rating key must be prepared for use in the preliminary scoring of answer sheets. The answer sheets are scanned for double answers, extraneous marks and messy erasures. If this is not done, scoring errors will occur.

In many examinations, we invite candidates to return at a later date to review the questions and the tentative key (correct) answers. The written comments and criticisms received from all can-

didates who choose to make this review are analyzed in depth by the examining staff. In addition, the answer sheets are rated, and candidates' responses to each question are tallied.

The responses are reviewed, along with the candidates' comments, to determine whether there is reason to suspect the correctness of any tentative key answer. This review process also helps to reveal faulty or ambiguous questions and ensures that no candidate is harmed because a poorly constructed question was used.

In accordance with recent court decisions and the federal Uniform Guidelines on Employee Selection Procedures, many types of tests are further evaluated to determine if their content is valid in reflecting a candidate's ability to carry out the duties and responsibilities of the positions for which the tests are given.

The results of this analysis are transmitted with recommendations to an appeals consultant. The consultant, in turn, reviews the record, and may request information or discuss certain questions with the examining staff. The consultant then submits a report and recommendations to an appeals committee of the Civil Service Commission. The recommendations of the committee are then considered and acted upon by the Civil Service Commission. This arduous procedure is designed to perfect the rating key which is then uniformly applied to all papers.

A frequency distribution is next prepared showing raw scores for all candidates. For example, the distribution might show that one candidate in a 90-question test had 84 correct responses, two had 81

correct responses, and so on for all candidates. This distribution form carries a great deal of data pertinent to the examination and to the positions to be filled.

The distribution form is analyzed and discussed by the responsible examiners. Where necessary, conferences are held with informed persons who can help us reach decisions about the difficulty level of the test, the quality of the competition and the kinds of persons needed to perform effectively in the positions to be filled. The passing point in the examination is then set as is the formula to be used in converting the raw test scores to final scores. Not until final scores are computed do we initiate the procedure which reveals the identity of candidates.

Derogatory items on the applications of passed candidates must be checked out if these have not already been cleared. This may involve questions of residence, conviction records, or licenses. The claims of candidates for additional credits as veterans or disabled veterans must also be determined and, where in order, the credits added to the candidates' scores. If there are other tests to be held, such as orals, performance or physical agility, these must be administered. These other tests frequently require involved arrangements for facilities.

When the examining staff has finished its work, materials in most examinations must then be processed through computer equipment for preparation of the official list of successful candidates, notices to all candidates of the result of the examination and other related documents.

That's the answer to the perennial question: "What's with the list?"

# Region VI political action



**BUFFALO CITY CSEA LOCAL 003 officers were installed recently by outgoing president Peter Blaauboer. From left in foreground are President Patricia Pflieger, Executive Vice President Marcia Reinagel, Operational Vice President Gilbert Collins, Administrative Vice President Kathleen Fetzer, and Corresponding Secretary Delphine Bliss. Blaauboer is shown at the microphone in the rear installing the new slate of officers. A brass plaque and honorary life year for serving as training coordinator and parliamentarian.**

## County time schedule sparks IP

**TROY** — The Rensselaer County Unit of the Civil Service Employees Assn. has filed improper practice charges against County officials, hoping to force them to discontinue a variable start time system which was implemented without the union's agreement and which has already begun to cause staffing shortages.

The County instituted the system, commonly known as flex-time, just after agreeing to a new contract,

effective January 1980, which contains a provision making it mandatory for the County to consult with the CSEA in such a matter, says Unit President Karen Messier.

Ms. Messier cited an example in the Department of Nursing where the clerical staff gets off work early in the afternoon, leaving the field personnel with no one to do their paperwork for the rest of the day.

"CSEA believes that the County

wants flex-time mainly for its own benefit. They're keeping the offices open longer with the same staff," she said. "The union wants the system thrown out until 1980, so that we will have time to look at all the ramifications of it and see that it is adjusted so that everyone benefits."

### Local 335 meeting

**BATAVIA** — Judiciary Local 335 of Region VI will hold a general membership meeting at 7 p.m. on Thursday, October 18 at the Treadway Inn, Batavia, to answer questions on classification and the contract in general between the Office of Court Administration and CSEA. All Local 335 members are urged to attend.

## Court employees win leave time

**ALBANY** — As a result of a grievance filed by the Civil Service Employees Assn., employees of the New York State Court of Claims and the Appellate Division, Third Department, will be awarded some 80 hours leave for overtime owed to them because a new contract containing a provision shortening their work week was implemented late.

According to Julia Filippone, president of the Capital Region Judiciary Local, in June of 1978 employees ratified a two year contract, retroactive to April of that year, which reduced the work week from 37½ hours to 35. But the Office of Court Administration did not officially sign it until February of 1979 and it was not implemented until March 1979, during which time the employees continued to work their regular hours.

Employees who worked during that period, but who have since left State employment, will receive overtime pay, says Ms. Filippone.

## Calendar of EVENTS

### October

- 17-19 — Public Employee Conference meeting, Concord Hotel, Kiamisha Lake.
- 18 — Local 002 general membership meeting, First Ward Legion, Clinton and Grace Streets, Binghamton, 7:30 p.m.
- 19 — Tompkins County Local 855 dinner dance, Hillendale Golf Course, 6 p.m.
- 21 — Board of Directors meeting, Concord Hotel, Kiamisha Lake.
- 21 — 26 — Annual Meeting, Concord Hotel, Kiamisha Lake.

### November

- 2 — Nassau County Local 830 31st annual dinner dance, 7:30 p.m., Valley Stream Park Inn, Valley Stream.
- 3 — Capital Region IV School District Committee workshop, Thruway House, Albany.
- 3 — Capital Region IV State Bargaining Units committees workshops, Thruway House, Albany.
- 16-18 — Capital Region IV Fall Conference, Lake Placid Club, Lake Placid.



**STATE DEPARTMENT OF TAXATION CSEA Local 690 officers are, from left, top row, Thomas O'Dennell, treasurer; Joseph Ross, delegate; Thomas Cray, delegate; William Burdick, third vice president; middle row, Milton K. Yawda, delegate; Helen F. Butrym, secretary; Michale Jegabbi, delegate; Mary Jaro, second vice president; and front row, Lee Johnson, first vice president; Carmen Bagnoli, president; John V. Gully, board of directors representative; and Molly Konczewski, delegate.**

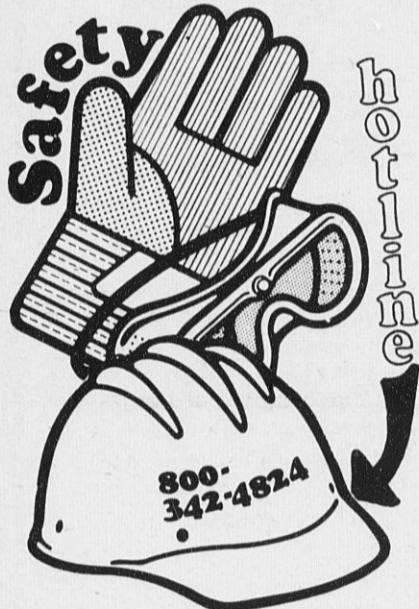
# Seminars on career plans

ALBANY — Civil Service Employees Assn. represented women employed by New York State will be participating in an eight week series of seminars on career planning this Fall and Spring, which may become available to Local CSEA leaders for presentation to their members.

"The Next Step," a program aimed at helping under-employed women get ahead in State government will be presented in Albany, Utica and Binghamton by the Center for Women in Government through a federal government grant.

The Fall session has been filled, but Irene Carr, statewide secretary and a member of the CSEA Women's Committee, is urging women to plan to seek admission for the next session.

According to Freta Murzon from CWG, this series applies to state workers only, but plans are being made to revise the curriculum and make it available to union groups in the political sub-divisions, possibly late next Spring.



## Meaders new local president

NEW YORK CITY — Margaret Meaders, who had previously been secretary and first vice-president of CSEA Manhattan Developmental CSEA Local 443, was sworn in as president of that local recently in ceremonies at the CSEA regional office in New York City.

Newly elected CSEA Region II President Jimmy Gripper along with Ms. Meaders and the local's other officers: Keith Edwards, first vice-president; Patricia Boyer, second vice-president; Joseph Michael, third vice-president; Verdell Whitehead, secretary; and Mozelle Bellamy, treasurer.

### KEEP CSEA INFORMED ON MAILING ADDRESS

In the event that you change your mailing address, please fill out the below form and send it to:

CSEA, Inc., P.O. Box 125, Capitol Station, Albany, New York 12224.  
This form is also available from local presidents for CSEA members, but is reproduced here for convenience.

#### Change of Address for 'The Public Sector'

Please allow 3-4 weeks for change to take effect.

My present label reads exactly as shown here (or affix mailing label)

Name \_\_\_\_\_ Local Number \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### MY NEW ADDRESS IS:

Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Agency where employed \_\_\_\_\_  
My social security no. \_\_\_\_\_ Agency No. \_\_\_\_\_

## LETTERS to the Editor

Editor, The Public Sector,

I wish to relay my sincere thanks to the C.S.E.A. members in Region 6 who elected me to the position of Third Vice President of Region 6 C.S.E.A.! I am very grateful for your support and I look forward to serving you. Because I enthusiastically endorse communication with the rank and file, I am hopeful that you will let me know your concerns and/or thoughts on how I can best serve you, the members. Please feel free to contact me for help and assistance through the Region 6 office at 4245 Union Road, Cheektowaga, NY 14225, or at 716-593-1990, my office.

Sincerely,  
Annette M. Harding  
Region 6 Third Vice President

## Kain appointed to county health status committee

ITHACA — Bryan Kain, president of the CSEA-represented members of the Tompkins County Highway Department, has been appointed a member of the federally funded Tompkins County Health Status and Environment Committee. The committee, established under the U.S. Department of Health, Education and Welfare, is probing job-related health hazards in the county.

Kain is the only public employee on the committee which contains other union representatives, businessmen, doctors and educators. His actual status on the committee

is as a private citizen with a major interest in job-related safety.

Kain said he expects to be involved in the committee's inspections for health hazards of public and private facilities. The committee is canvassing area doctors to find out the extent of job-related illnesses and injuries, he said.

Some of the areas the committee will be concerned with are job-related hypertension, fumes and time-delayed respiratory illnesses (asbestosis, lung cancer).

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# Some progress reported on Plaza safety hazards

ALBANY — The filing of a pair of grievances by a CSEA shop steward followed by a productive meeting between the union and management has resulted in progress being made towards correcting a number of the dangerous health and safety conditions at the Empire State Plaza which were cited in the grievances.

CSEA Capital Region IV Director John Corcoran reports that the dangerous conditions involved the bottom level (88-foot level) of the Empire State Plaza complex, four floors below the main concourse. A dozen State Office of General Services (OGS) maintenance and trade employees work in the area involved.

The problems include:

- Toxic fumes.
- Lack of fire safety procedures and equipment.
- Lack of warning systems.
- No washup facilities.
- Lack of ventilation.

The unsafe conditions led to two grievances being filed by a shop steward, Joe Laviano; one to OGS and one to the State Health Department where the 12 employees work.

The most dangerous of the hazardous conditions is the occasional buildup of highly toxic, explosive and flammable hydrogen sulfide gas on the 88-foot level.

Most of the time, the poison gas, which smells like rotten eggs, is exhausted from the Health Department laboratories below the concourse through the Tower Building and up through the Tower Building into the atmosphere, Laviano said.

However, when the exhaust system shuts down, the gas accumulates where the OGS employees work, he said.

Corcoran said this last occurred on Sept. 28, when the employees were forced to evacuate.

Hydrogen sulfide causes illness at concentrations as small as 18 parts per million and is fatal at concentrations above 400 parts per million.

Corcoran, Laviano and CSEA Collective Bargaining Specialist Nels Carlson met with OGS officials on the grievance on Oct. 3. OGS agreed to make certain changes which Corcoran reported as follows:

—Within 24 hours of the meeting, a pressure-monitoring system was installed at the base of the tower which needs to be checked constantly. An alarm system which activates when the pressure reaches

a certain point still needs to be installed.

—The storage of materials in non-approved areas was supposed to be removed within 24 hours, which was partially accomplished as of Oct. 10.

—Within 48 hours, the painting and proper identification of fire extinguishers, fire alarm boxes and emergency telephones was completed.

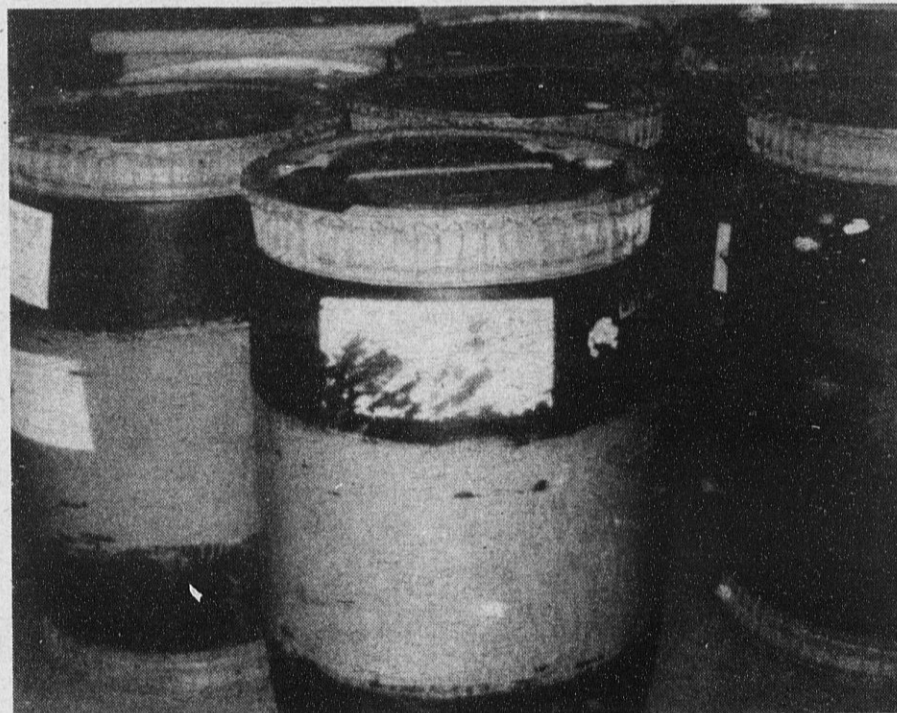
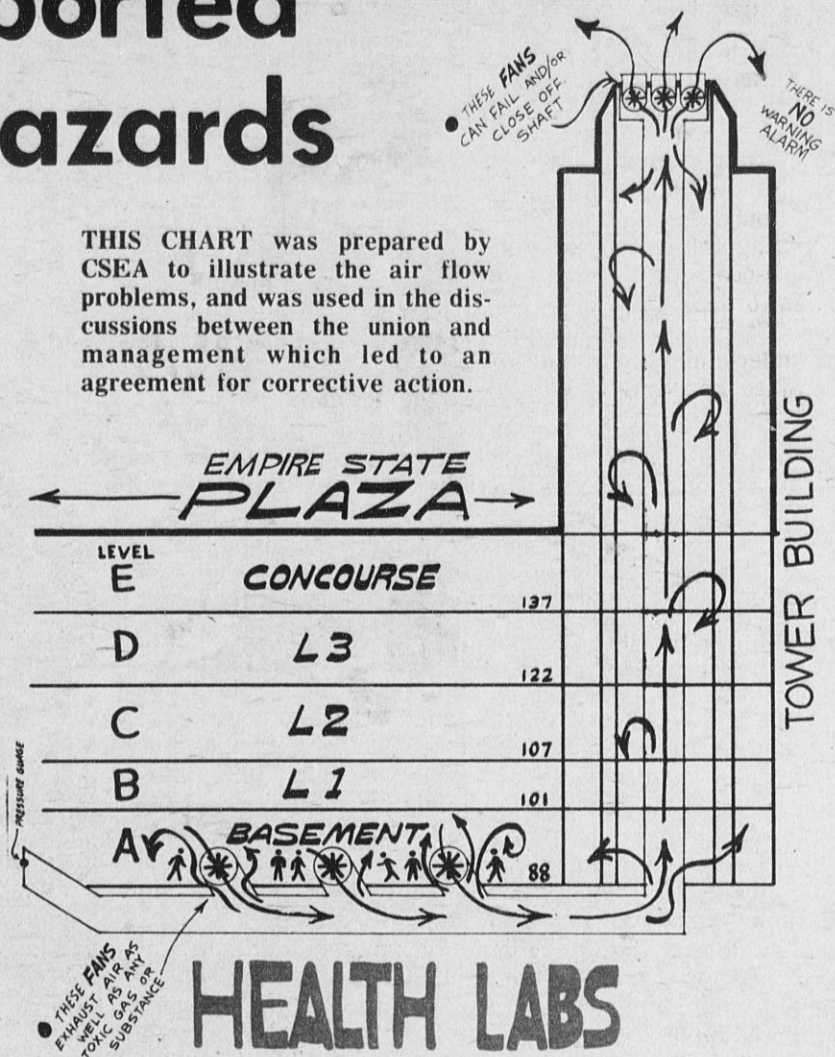
A second meeting with OGS is scheduled for Oct. 17, Corcoran said.

While progress is being made with OGS, Corcoran was critical of the management of the Health Department laboratories. "They are not giving proper attention and providing stringent-enough safeguards to exhausting gases from the labs," he said.

He hopes Health Department officials also will attend the Oct. 17 meeting.

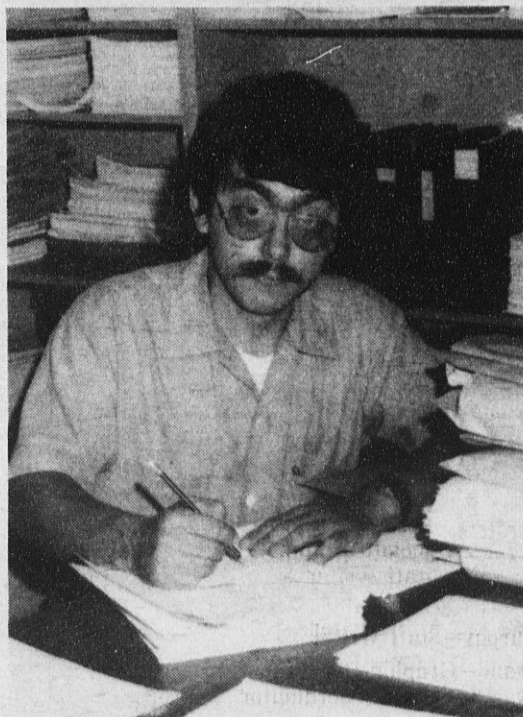
Action on these hazardous conditions followed a call to the CSEA Safety Hotline.

THIS CHART was prepared by CSEA to illustrate the air flow problems, and was used in the discussions between the union and management which led to an agreement for corrective action.

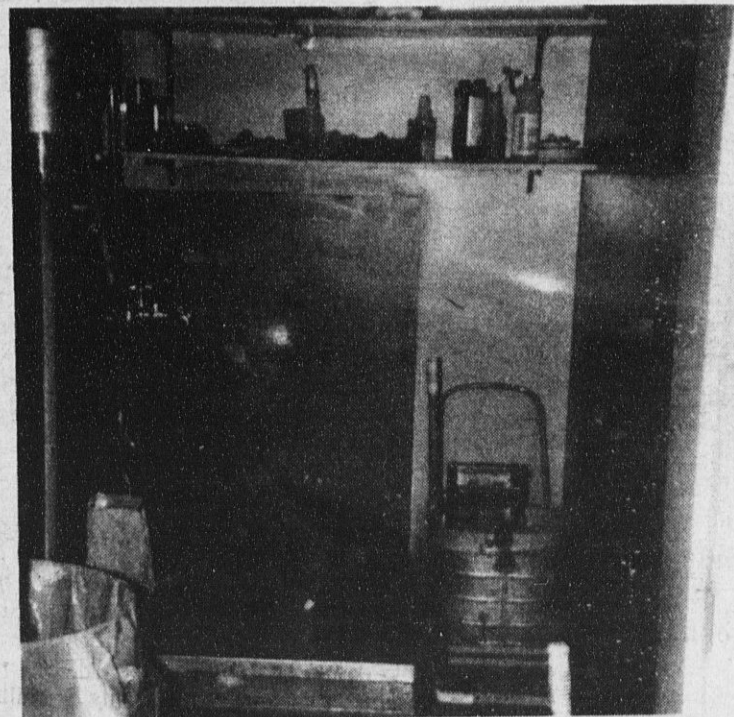


DRUMS OF MURIATIC ACID are among the materials improperly stored on the 88-foot level of the Empire State Plaza. The removal of the improperly stored materials was partially completed as of Oct. 10, CSEA Region IV Director John Corcoran said.

THE OGS EMPLOYEES who work on the 88-foot level of the Empire State Plaza are provided with these meager and inadequate facilities for washing up. The employees work in maintenance and in trades.



SHOP STEWARD Joe Laviano filed two grievances on behalf of the 12 Office of General Services (OGS) employees who work on the 88-foot level of the Empire State Plaza where dangerous working conditions exist. The grievances led to progress towards correcting the dangerous conditions.





As a result of the CSEA-State of New York contracts, a new CSEA Employee Benefit Fund was established to provide new and improved benefits to CSEA members. The fund started operations on July 1, 1979, and has been providing dental and prescription benefits since.

ONE PARK PLACE, ALBANY, NEW YORK 12205

COLONIE — "The CSEA Employee Benefit Fund (EBF) is interested in spending money to pay claims, not like insurance companies who don't want to pay just claims," Thomas P. Collins, EBF director, said when explaining the philosophy behind the new fund.

EBF programs include both dental and prescription benefits for full-time, part-time and seasonal members of the administrative, institutional and operational state bargaining units.

Collins further explained the philosophy behind EBF as follows: "CSEA wanted better consideration of its members. We were not happy with the old insurance."

"The benefit fund also provides a way for the union to show how it works for its members."

EBF policies are set by its trustees: CSEA President William L. McGowan, statewide Secretary Irene Carr, Region V President James Moore, Elaine Mootry of State Mental Hygiene in Region VI and Louis Mannellino of State Department of Transportation in Region I.

McGowan is chairman of EBF, Moore is treasurer and Ms. Carr is secretary.

While the trustees set policies, it is the job of the nine employees of EBF to carry out those policies.

Collins, a Certified Public Accountant, heads the staff as director. Other members of the staff are: Thomas J. Linden, assistant director; Kathy Barnes, office manager; Pat Nerbonne, Gloria Casele, Sandra Gamble and Pat Headwell, eligibility clerks; Lou Ann Rasmussen, secretary; and Estelle Thomas, receptionist/stenographer.

Collins, Linden and Ms. Barnes are former CSEA staff employees. Collins was comptroller and Linden was executive assistant to President McGowan before being hired by EBF.

The dental program is self-insured by EBF. All claims and predeterminations (inquiries about benefits and eligibility) come into the EBF office at One Park Place in Colonie (the postal address is Albany, N.Y. 12205).

After eligibility is checked, the claims are sent to the dental division of Ter Bush & Powell in New York City to determine the amount to be paid, and the member's dental history is updated.

Upon notification from Ter Bush & Powell, the claim is paid by check issued from an EBF account.

The prescription program is with Blue Cross. EBF pays a monthly fee based on the number of persons in the program. EBF keeps the eligibility lists up to date by supplying Blue Cross with additions and deletions.

All members are issued plastic cards, and when purchasing a prescription at a participating pharmacy pay only one dollar. The pharmacy submits the rest of the bill to Blue Cross for payment. If a non-participating pharmacy is used, the member will be reimbursed by Blue Cross.

The dental program works under a fee schedule. In the first three months of the program, 12,000 claims were paid. Half of those claims were paid in full to dental clinics which in general accept the EBF fee schedule.

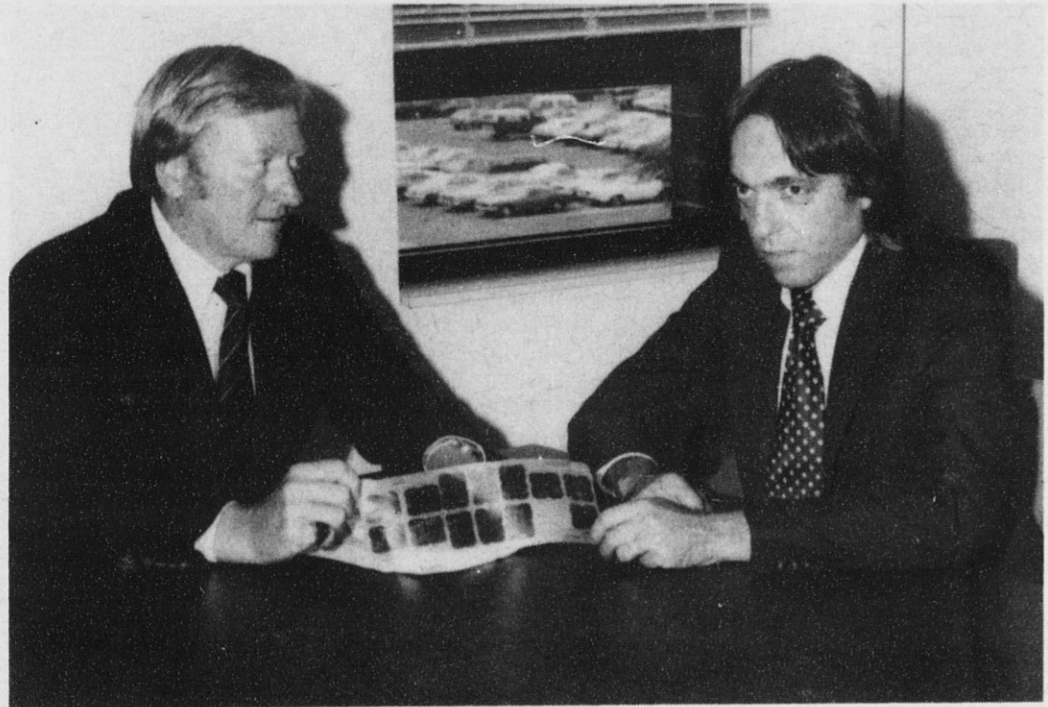
Collins said the trustees are working to improve the dental program fee schedule for the benefit of the members.

One improvement in both the dental and prescription programs is the reduction in the waiting period from 90 to 28 days before being covered by the programs.

While almost all claims have been handled without problems, there have been some appeals, complaints and inquiries to EBF. Both Collins and Linden are involved in settling such problems as they occur.

Linden also has been speaking to members of state CSEA locals explaining EBF benefits and has been setting up the mechanism for local subdivisions to participate in EBF.

Local subdivisions are eligible to participate in both benefit programs or in only the dental program if they are covered by the State Health Insurance plans which will include a separate prescription plan as of Jan. 1, 1980, Linden said.



Above, EMPLOYEE BENEFIT FUND Director and Assistant Director, from left respectively, Thomas P. Collins and Thomas J. Linden review a member's appeal of a dental claim under the new CSEA Employment Benefit Fund.



Left AN ELIGIBILITY PROBLEM is discussed by Eligibility Clerk Sandra Gamble, seated, and Office Manager Kathy Barnes.



Below, ELIGIBILITY CLERK Gloria Casele used the computer terminal to check the eligibility of members filing dental claims to the CSEA Employee Benefit Fund.

# The CSEA EMPLOYEE BENEFIT FUND Prescription Drug Program

Our CSEA Prescription Drug Program covers you and your dependents.

Let the "DEP" shown under "Type of Contract" on the face of your card mean that you and your eligible dependents, if any, are covered. A dependent is defined as your spouse and unmarried dependent children (including step-children or legally adopted children), from birth up to age 19 - or up to age 25 if such a child is a full-time student. In addition, coverage is extended to include unmarried children 19 years of age or older who are incapable of self-support by reason of physical or mental disability and who became so incapable before reaching age 19.

## HOW TO USE THIS PROGRAM

When you require prescription drugs, present your prescription and your identification card at a participating pharmacy and complete a simple claim form. You pay the participating pharmacist only \$1.00 for each covered drug. The program reimburses the balance directly to the pharmacist.

**PARTICIPATING PHARMACIES:** Most pharmacies in New York State participate in the CSEA Employee Benefit Fund Prescription Drug Program which is administered by the Blue Cross Plans of New York State. These pharmacies display the familiar Blue Cross symbol.

**NON-PARTICIPATING PHARMACIES:** If you elect to use a pharmacy which does not participate in this program, you still have coverage. In this case, however, you pay the pharmacist full price, obtain a receipt and forward it with an appropriate claim form to your local Blue Cross Plan office for reimbursement.

## EXPIRATION DATE

You can use this program starting July 1, 1979. Your identification card is valid for 6 months and bears an expiration date. A new card will be issued in time for use before the expiration date of your present card.

Reimbursements for prescription drugs will NOT be made for transactions in which an expired identification card is used.

## What your CSEA Prescription Drug Program covers:

This program provides coverage for drugs which, under Federal or State law, may be dispensed only upon prescription written by a physician. Also, insulin is covered even though sold without a prescription.

Under the program, drugs may be dispensed in a quantity sufficient for 34 consecutive days for each original prescription or refill, with one exception: certain drugs for chronic illnesses may be dispensed in quantities up to 100-unit doses even though that quantity may exceed a thirty-four day supply.

## What your CSEA Prescription Drug Program does NOT cover:

1. Drugs which do not, by law, require a prescription, except insulin and drugs specifically designated by Blue Cross.
2. Devices of any type, even though such devices may require a prescription order such as, but not limited to, contraceptive devices, therapeutic devices, artificial appliances, hypodermic needles, syringes or similar devices.
3. Administration or injection of any drugs.
4. Vitamins, except those which by law require a prescription order.
5. Drugs labeled as limited by Federal Law to experimental or investigational use, also blood or blood plasma.
6. Allergy vaccines unless obtained from a pharmacy pursuant to a prescription.
7. Drugs dispensed to a member while a patient in a hospital, nursing home or other institution.
8. Drugs provided for or available to a member to the extent covered under any other prescription drug coverage plan or policy or insurance or under the laws of the United States of America or any state or political subdivision thereof, including, but not limited to, any Worker's Compensation Act or similar legislation whether or not the member claims compensation or receives benefits thereunder and whether or not any recovery is had by the member against a third party for damages.
9. Where the prescription indicates that a generic equivalent may be substituted, the plan will pay only the cost of such generic equivalent.

## Termination

Your prescription drug benefits end on the day you leave your present employment, unless you are otherwise informed. You must return your identification card to the CSEA Employee Benefit Fund upon termination.

## Questions?

If you have any questions about this program, they should be directed to the Prescription Drug Department of your local Blue Cross Plan.

**NOTE:** This literature is intended as a source of general information only. Complete details, terms and conditions are contained in the Group Contract held by the CSEA Employee Benefit Fund. This program provides prescription drug benefits only.

## Dear Member

Your health and welfare are important to your union because you are important to your union. We expect our new welfare fund to improve benefits throughout the course of our three year contract and I look forward to working with you to see that our members are provided with the best possible health care available.

Fraternally,

*William L. McGowan*  
Bill McGowan

# Dental Benefits

## Who is covered?

**Employee**  
All full-time employees of the Administrative, Institutional, and Operational bargaining units covered by the collective bargaining agreement between the State of New York and the C.S.E.A. Also any other bargaining units agreed to subsequent to this print-out.

**Spouse of employee**, as defined in item 1.

## Dependent Children

Unmarried dependent children who have not reached their 19th birthday are eligible to be enrolled in the plan. Unmarried dependent children who are full-time students and who have not reached their 25th birthday may continue to be covered.

Any unmarried child, regardless of age, who is incapable of self-sustaining employment by reason of mental retardation or physical handicap, and who became so incapacitated prior to attainment of age 18 and who resides with and is wholly dependent on the covered employee for support.

**Note:** An employee may not be covered both as an employee and as a dependent of an employee.

## Is there a waiting period?

Employees who were covered under the present State plan will automatically be covered for benefits immediately when the Plan begins on July 1, 1979. Employees hired after July 1, 1979 will become eligible for benefits as soon as they complete 90 days of continuous service in covered employment.

## How is eligibility terminated?

Your eligibility for benefits is terminated as of the effective date your employment is terminated. Your dependents' eligibility for benefits is terminated as of the date on which your dependent ceases to be an eligible dependent, as defined previously.

## Choice of Dentists

Eligible persons may avail themselves of the services of any duly licensed dentist.

## Is there a deductible?

There is no deductible feature to be satisfied in the new C.S.E.A. Dental Plan.

## Where may claim forms be obtained?

Claim forms may be obtained from the fund office, regional offices, satellite offices, and employment offices where employee works.

## How is a claim filed?

The procedure is simple:

1. Obtain a claim form from the Fund Office by writing to P.O. Box 11-206, Albany, N.Y. 12211 or from your Regional, Satellite or local office where you work.

All claims received by the C.S.E.A. Employee Benefit Fund Office and all correspondence must contain the following essential items of information:

- a) Name of Member
- b) Address
- c) Social Security Number.

An incomplete claim form will be returned to you for further information which may cause a delay in your benefit payment.

2. Complete the employee and patient section and give it to your dentist to fill out after you have completed a course of treatment.

3. When you have completed a course of dental treatment and you and your dentist have completed the appropriate sections of the claim form, sign it and mail to:

C.S.E.A. Employee Benefit Fund  
P.O. Box 11-206  
Albany, N.Y. 12211

Claims should be reported to the Fund Office within 30 days after completion of treatment.

## Is there a pre-determination of benefits?

If a treatment or series of treatments is expected to exceed \$250.00, it is recommended that your dentist indicate on the claim form under "pre-determination of benefits" that the claim is being submitted for a pre-determination of benefits evaluation.

Mail the claim to the Fund Office. In a short period of time the claim will be evaluated and returned to the member indicating the amount of the allowance provided under the C.S.E.A. Dental Plan. This procedure assures that you will know in advance what services are covered and what the C.S.E.A. Employee Benefit Fund will pay.

## How are dental benefits paid?

Benefits will be paid directly to you through the C.S.E.A. Employee Benefit Fund Office. You may assign benefits to your dentist and the Fund will make payment directly. However, the form should not be signed until the work and the form has been completed by your dentist.

## Coordination of benefits

Since it is not intended that you receive greater benefits than the actual expenses covered, the amount of benefits payable under the C.S.E.A. Dental Plan will take into account any coverage you, your spouse, or dependents have under other group plans; that is, the benefits under the C.S.E.A. Dental Plan will be coordinated with the benefits of the other group plans.

If you have any questions about your C.S.E.A. Dental Plan please get in touch with the C.S.E.A. Employee Benefit Fund Office by writing to:

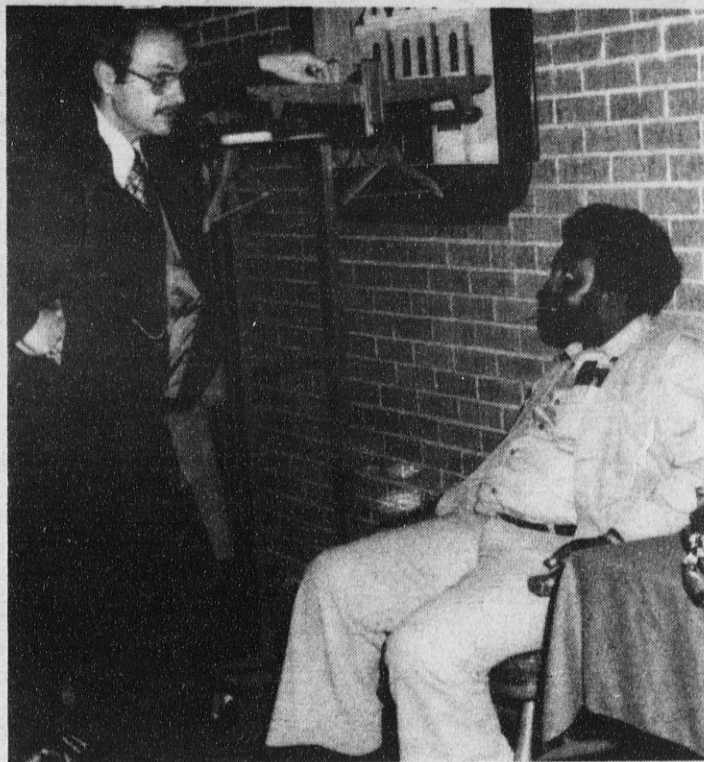
C.S.E.A. Employee Benefit Fund  
P.O. Box 11-206  
Albany, N.Y. 12211

You may also call Area Code 518-459-8463 or 8464. We will be glad to answer any questions and to make sure that you receive all benefits to which you are entitled.



STEWARD TRAINING INSTRUCTOR Marnie Kirchgessner, right discusses the new Region V Stewards' Training Program with Dave Williams, AFSCME education director, at the region's recent fall conference. Ms. Kirchgessner was one of 14 CSEA members trained by AFSCME in July to be a steward instructor in the region.

Right, REGION V DIRECTOR Frank Martello, left, and Steward Training Instructor Ralph Young discuss the new program which started Oct. 1.



## Central Region V program for steward training opens

EAST SYRACUSE — The new Central Region V Stewards' Training Program started Oct. 1, CSEA regional President James Moore has announced. "A union is only as good as its stewards being able to enforce the contract," Moore said.

He said the new program is available to the 80 locals and the more than 300 units in the Central Region.

The training will be provided by 14 CSEA members who underwent an AFSCME training program in July.

The instructors are: Mary Lauson, Pat Crandall, Pat Smith, Dorothy Penner, Bob Allen, Ralph Young, Delores Herrig, Oneta Mae Britton, Nancy Roark, Claire McGrath, Ron Spinner, Dick Brown, Marnie Kirchgessner and Don Crandall.

The new program came about through the efforts of Moore, Region V Director Frank Martello, AFSCME Education Director Dave Williams and AFSCME New York State Education Director Robert McEnroe.

### File form with regional office

LIVERPOOL — Locals and units in Central Region V wishing to take advantage of the new Stewards' Training Program must obtain the necessary form from the regional office and return it filled out, Regional Director Frank Martello said.

The regional office is at 290 Elwood Davis Drive, Liverpool, N.Y. 13088.

The signatures of the local president and the field representative are required on the form. The field representative must be available on the dates the training is held.

The program consists of six hours of training — three evenings or one all-day session — and more than one local or unit will be combined into groups of 15-20 stewards.

The regional office is coordinating the program, and preference is being given to requests as they come in, Martello said.

He said the local or unit has the responsibility for arranging the room and for any food. The instructor will provide the training materials.

### 14 instructors trained by AFSCME

EAST SYRACUSE — The new Region V Stewards' Training Program combines the programs of Cornell University and of AFSCME, Dave Williams, AFSCME education director, said at the Region V Fall Conference on Sept. 29.

Williams said the New York State School of Industrial and Labor Relations-Cornell University stewards training program, developed in 1969, was combined with AFSCME's series of slide/sound presentation, developed in 1974.

The 14 new instructors were "taught

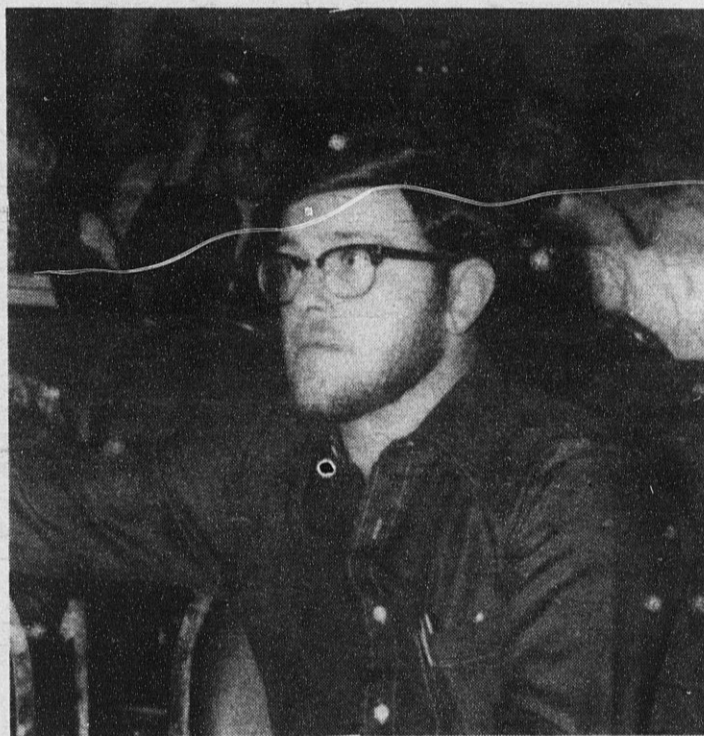
how to use both of those programs" in July.

"A steward is a leader who changes the behavior of others. It is not our nature to confront those with some control over our economic future.

"A steward must do that and effect a change in that attitude," Williams said.

The slide/sound presentations are of actual situations and how stewards dealt with those situations.

"Education allows you to be free to make a choice from possible solutions," he said.



Dick Brown Steward Instructor



Claire McGrath Steward Instructor

"It has always been my belief that the Union Steward is the backbone of any Union, and the credibility of any Local can be determined by how effectually its contract is administered. It is also my belief that it is the responsibility of the Union to provide its Stewards with the knowledge to perform in a confident manner."

— James Moore, CSEA Region V President

# Women's Committee proposal gets attention

ALBANY — The CSEA Women's Committee Resolution, which will be presented to the union's delegates at the annual CSEA convention next week, has received national attention in a major labor newsletter.

The October AFSCME International Women's Letter, which is mailed to more than 1,000 key AFSCME women throughout the country each month, features a story on the proposed resolution, its

history, purpose and potential. The resolution reads: "Be it resolved that CSEA strive to eliminate unnecessary college degree practices and inappropriate educational requirements for civil service exams, and substitute years of experience."

Since the statewide Women's Committee issued a call in The Public Sector two weeks ago for examples of existing jobs for which degrees are currently required but for which experience would be a more appropriate

requirement, dozens of descriptions of such jobs have been sent to committee co-chairs Janice Schaff and Joanna Williams. It is inequities such as these that Ms. Schaff says the resolution will redress. Ms. Schaff, President of the Yonkers School District Unit of CSEA, will be a delegate to the convention and will present the resolution on behalf of the committee.

"Passage of this resolution will help not just women, but all CSEA

members," she said. "It is a simple recognition of the fact that education can come from life, as well as from books."

One of the first replies to the committee's call for examples was from a man from Long Island. He has written a book on how to take civil service exams, yet his application for a job as proctor at civil service exams was rejected. The reason? Lack of a college degree.

"We hope adoption of our resolution leads to CSEA-drafted legislation requiring a study of civil service job requirements involving inappropriate or unnecessary qualifications," Ms. Schaff noted. "That would be the beginning of realistic promotional opportunities on the local level, from one end of the state to the other."

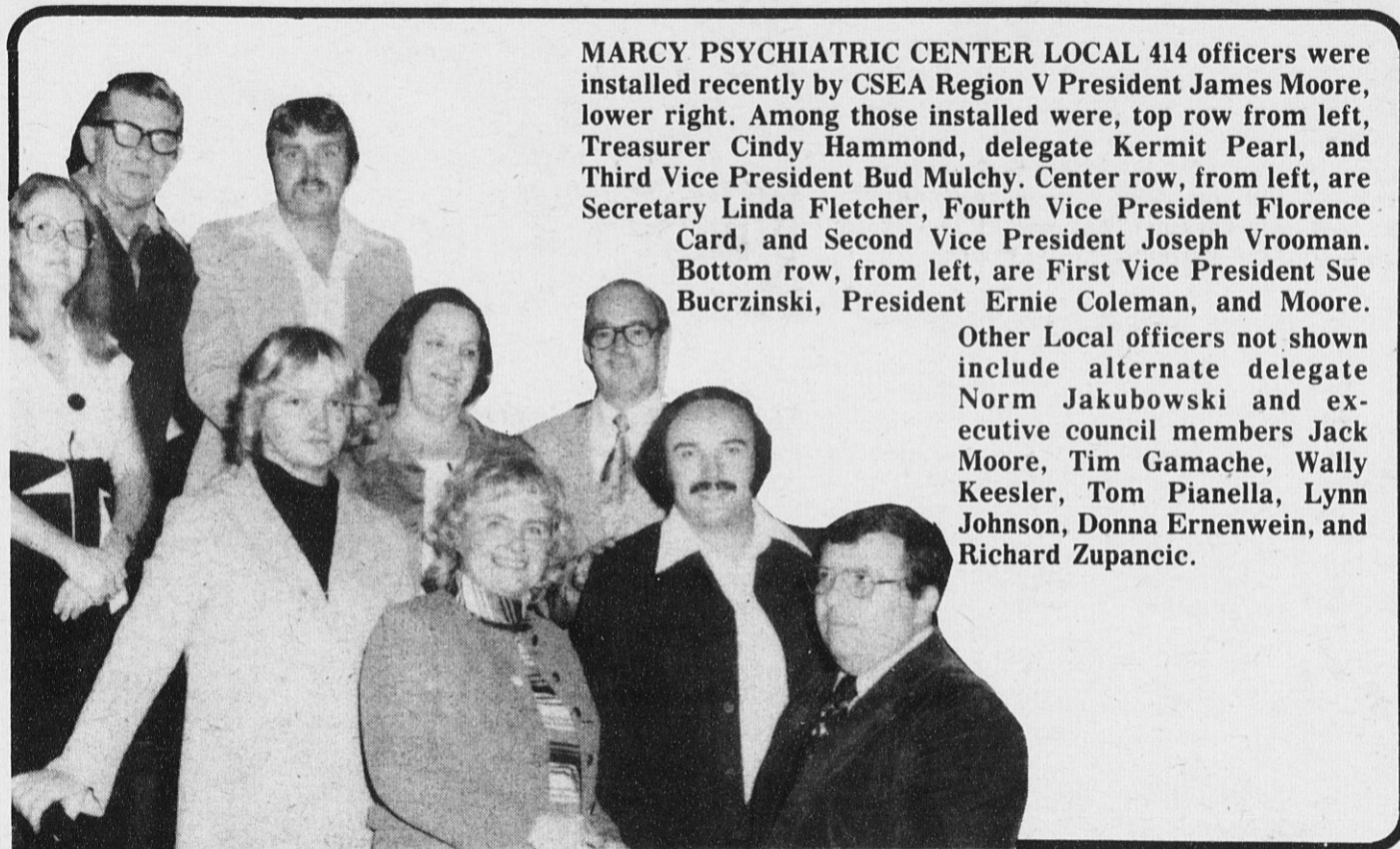
She added that the new CSEA-negotiated contract for the Statewide Administrative Services bargaining unit, in effect since April 1, 1979, addresses the problem for that group of 38,000 state employees. The contract's historic "CSEA (Clerical and Secretarial Employees Advancement) Program" calls for greater consideration of years of experience in testing and promotional situations.

"But the CSEA Program is directly applicable only to the statewide Administrative Unit employees," Ms. Schaff explained. "Passage of our resolution will put CSEA as a union four-square behind the concept of increased advancement opportunity on the local level, too — where most of CSEA's membership is."

The AFSCME Women's Letter article on the resolution was first discussed at the Oct. 2-3 meeting of the AFSCME International Committee on Women's Rights, at AFSCME headquarters in Washington. CSEA Statewide Secretary Irene Carr, appointed to the AFSCME committee by AFSCME International President Jerry Wurf early this year, was at the meeting when the new issue of the Women's Letter, with a big story on the proposed resolution, was distributed.

"There were about 20 women from all over the country in attendance, and they all commented about the resolution and its possible use as a model nationwide," Ms. Carr said. "They then discussed our new CSEA Program, which has already been used as an example of effective negotiations at regional AFSCME women's workshops. Georgia McGhee, the only woman AFSCME International vice president, said that her fellow state employees in Michigan are now trying to negotiate a program similar to ours out there."

CSEA, a union whose membership is approximately 50% women, has been a leader in securing effective affirmative action for women, minorities and the disadvantaged in public employment. But recent elections have given the union its most representative leadership ever, within its own ranks. Jimmy Gripper of Brooklyn, elected President of CSEA Region II, became the union's first black statewide vice president; and women now make up 39% of the Board of Directors (44 of 114 seats). In addition, 30% of all CSEA local presidents (92 of 312) are now women. Both figures are large gains over the previous totals.



MARCY PSYCHIATRIC CENTER LOCAL 414 officers were installed recently by CSEA Region V President James Moore, lower right. Among those installed were, top row from left, Treasurer Cindy Hammond, delegate Kermit Pearl, and Third Vice President Bud Mulchy. Center row, from left, are Secretary Linda Fletcher, Fourth Vice President Florence Card, and Second Vice President Joseph Vrooman. Bottom row, from left, are First Vice President Sue Bucrzinski, President Ernie Coleman, and Moore.

Other Local officers not shown include alternate delegate Norm Jakubowski and executive council members Jack Moore, Tim Gamache, Wally Kessler, Tom Pianella, Lynn Johnson, Donna Ernenwein, and Richard Zupancic.

## Law Department EAP prepares to start

ALBANY — The Employee Assistance Program (EAP) for 1,100 employees of the New York State Department of Law should be operating by November for employees in Albany and New York City and should be expanding to other departmental facilities in 1980, Mary Hester, chairman of the department's EAP Committee, said.

EAP will provide counselling and referral services to department employees on a wide range of problems including alcohol/drug, psychological/emotional, family/marital, medical, legal and financial.

The program initially will be for Law Department employees in the Justice Building of Empire State Plaza in Albany and in 2 World Trade

Center and the Harlem (upper Manhattan) offices in New York City, Ms. Hester said.

Other department facilities are in Hauppauge, Auburn, Binghamton, Buffalo, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown and Monticello.

The totally voluntary program provides confidential counselling through an employee assistance coordinator. While no coordinators have been appointed to date, two department employees have undergone training by the State Division of Alcoholism and Alcohol Abuse: Thomas Turley in Albany and Phyllis Vernon at 2 World Trade Center.

EAP came about through the joint efforts of CSEA Local 672, members of the PS&T Unit and department management/confidential employees.

In January, 1979, a committee of Local 672 members and management employees started working on the program. The committee continued to function after PS&T members no longer belonged to CSEA.

The committee members are Mary Powell and Joseph Mikrut of CSEA, Michael O'Brien and Sarah Stewart of management and Ms. Hester, Lionel Jardine and Leonard Fine of PS&T.

The committee started under Local 672 President George Reiniger, and the new president, Grace Dennis, signed the EAP policy statement for CSEA on Sept. 26.

Other signers of the statement are Attorney General Robert Abrams and a representative of PEF.

## Ms. Pattison backed in Dutchess



Lucille Pattison  
Dutchess County Executive

Dutchess County Executive Lucille Pattison has been endorsed for reelection by Region III of the Civil Service Employees Assn.

"In her short term of office, Pattison has committed herself to a good working relationship with us," James J. Lennon, CSEA Southern Region president, said. "We've had the kind of management-union relationship we've always strived for."

The endorsement came, Lennon said, after both candidates for the position were interviewed by the political action committee. The decision was the result of a unanimous vote.

Ellis Adams, Dutchess County CSEA Local president, also spoke of the endorsement. "Pattison is doing things right," he said. "Under her administration we feel we've been given a fair shake. We've been treated with respect and dignity," he said. "Pattison is a candidate with dynamic leadership qualities and an open door policy."



## OPEN CONTINUOUS STATE JOB CALENDAR

Title	Salary	Exam No.
Senior Medical Records Technician	\$10,624	20-102
Pharmacist (salary varies with location)	\$14,388-\$15,562	20-129
Assistant Sanitary Engineer	\$16,040	20-122
Senior Sanitary Engineer	\$18,301	20-123
Clinical Physician I	\$27,942	20-118
Clinical Physician II	\$31,055	20-119
Assistant Clinical Physician	\$25,161	20-117
Attorney	\$14,850	20-113
Assistant Attorney	\$12,397	20-113
Attorney Trainee	\$11,723	20-113
Junior Engineer (Bachelor's Degree)	\$12,890	20-109
Junior Engineer (Master's Degree)	\$13,876	20-109
Dental Hygienist	\$8,950	20-107
Licensed Practical Nurse	\$8,051	20-106
Nutrition Services Consultant	\$13,404	20-139
Stationary Engineer	\$10,042	20-100
Senior Stationary Engineer	\$11,250	20-101
Occupational Therapy Assistant I	\$9,029	20-174
Occupational Therapy Assistant I (Spanish Speaking)	\$9,029	20-174
Vocational Rehabilitation Counselor	\$14,142	20-140
Vocational Rehabilitation Counselor Trainee	\$11,983	20-140
Medical Record Technician	\$9,481	20-143
Histology Technician	\$8,051	20-170
Professional Positions in Auditing and Accounting	\$11,250	20-200
Computer Programmer	\$11,250	20-220
Computer Programmer (Scientific)	\$11,250	20-222
Senior Programmer	\$14,075	20-221
Senior Computer Programmer (Scientific)	\$14,075	20-223
Mobility Instructor	\$11,904	20-224
Instructor of the Blind	\$11,250	20-225
Health Services Nurse (salary varies with location)	\$11,250-\$12,025	20-226
Senior Heating and Ventilating Engineer	\$18,301	20-227
Senior Sanitary Engineer (Design)	\$18,301	20-228
Senior Building Electrical Engineer	\$18,301	20-229
Senior Building Structural Engineer	\$18,301	20-230
Senior Mechanical Construction Engineer	\$18,301	20-231
Senior Plumbing Engineer	\$18,301	20-232
Assistant Stationary Engineer	\$7,616	20-303
Electroencephalograph Technician	\$7,616	20-308
Radiologic Technologist (salary varies with location)	\$8,454-\$10,369	20-334
Medical Record Administrator	\$11,904	20-348
Food Service Worker I	\$6,456	20-352
Mental Hygiene Therapy Aide Trainee	\$7,204	20-394
Mental Hygiene Therapy Aide Trainee (Spanish Speaking)	\$7,204	20-394
Associate Actuary (Casualty)	\$18,369	20-416
Principal Actuary (Casualty)	\$22,364	20-417
Supervising Actuary (Casualty)	\$26,516	20-418
Assistant Actuary	\$10,714	20-556
Nurse I	\$10,624	20-584
Nurse II	\$11,904	20-585
Nurse II (Psychiatric)	\$11,904	20-586
Nurse II (Rehabilitation)	\$11,904	20-587
Medical Specialist II	\$33,705	20-840
Medical Specialist I	\$27,942	20-841
Psychiatrist I	\$27,942	20-842
Psychiatrist II	\$33,705	20-843
Social Services Management Trainee	\$10,824	20-875
Social Services Management Specialist	\$11,450	20-875
Social Services Management Trainee (Spanish Speaking)	\$10,824	20-876
Social Services Management Specialist (Spanish Speaking)	\$11,450	20-876
Industrial Training Supervisor (salary varies depending on specialty)	\$10,624-\$12,583	20-877
Physical Therapist	\$11,337	20-880
Physical Therapist (Spanish Speaking)	\$11,337	20-880
Senior Physical Therapist	\$12,670	20-881
Senior Physical Therapist (Spanish Speaking)	\$12,670	20-881
Speech Pathologist	\$12,670	20-883
Audiologist	\$12,670	20-882
Assistant Speech Pathologist	\$11,337	20-884
Assistant Audiologist	\$11,337	20-885
Dietician Trainee	\$10,624	20-888
Dietician	\$11,250	20-887
Supervising Dietician	\$13,304	20-886
Stenographer (NYC only)	\$6,650	20-890
Typist (NYC only)	\$6,071	20-891
Senior Occupational Therapist	\$12,670	20-894
Senior Occupational Therapist (Spanish Speaking)	\$12,670	20-894
Occupational Therapist	\$11,337	20-895
Occupational Therapist (Spanish Speaking)	\$11,337	20-895

You may contact the following offices of the New York State Department of Civil Service for announcements, applications, and other details concerning examinations for the positions listed above.  
 State Office Building Campus, First Floor, Building I, Albany, New York 12239 (518) 457-6216.  
 2 World Trade Center, 55th Floor, New York City 10047 (212) 488-4248.  
 Suite 750, Genesee Building, West Genesee Street, Buffalo, New York 14202 (716) 842-4260.

## COMPETITIVE PROMOTIONAL EXAMS

(State Employees Only)

FILING ENDS OCTOBER 29, 1979

Chief Institution Safety Officer I	\$13,885	36-806
Chief Institution Safety Officer II	14,680	36-806
Senior Institution Safety Officer	11,695	36-659
Senior Stationary Engineer	13,125	36-865
Medical Test Assistant Trainee	8,825	36-857
Chief, Bureau of General Continuing Education	30,800	39-401
Senior Medical Social Worker	17,320	39-383
Assistant Sanitary Engineer	17,320	30-207
Commissary Clerk II	8,825	36-655
Commissary Clerk III	9,865	36-656
Commissary Clerk IV	11,695	36-657
Canal Equipment Specialist, Assistant	14,680	36-868
Senior Engineering Materials Analyst	16,420	36-862
Associate Engineering Materials Analyst	21,345	36-863
Principal Engineering Materials Analyst	26,390	36-864
Engineering Materials Technician	9,330	36-834
Senior Engineering Materials Technician	11,060	36-835
Principal Engineering Materials Technician	13,125	36-836
Supervisor of Lottery Drawings & Ticket Distribution	21,345	36-867
Supervisor of Claims Validation & Prize Payments	16,420	36-866
Assistant Building Construction Project Manager	17,320	36-795
Senior Drafting Technician (Electrical)	11,060	36-858
Principal Drafting Technician (Electrical)	13,885	36-859
Senior Drafting Technician (Mechanical)	11,060	36-860
Principal Drafting Technician (Mechanical)	13,885	36-861

## Directory of Regional Offices

### REGION 1 — Long Island (516) 691-1170

Irving Flaumenbaum, President  
Ed Cleary, Regional Director

### REGION 4 — Capital Region (518) 489-5424

Joseph McDermott, President  
John Corcoran, Regional Director

### REGION 2 — Metro Region (212) 962-3090

Jimmy Gripper, President  
George Bispham, Regional Director

### REGION 5 — Central Region (315) 451-6330

James Moore, President  
Frank Martello, Regional Director

### REGION 3 — Southern Region (914) 896-8180

James Lennon, President  
Thomas Luposello, Regional Director

### REGION 6 — Western Region (716) 634-3540

Robert Lattimer, President  
Lee Frank, Regional Director

## STATE OPEN COMPETITIVE JOB CALENDAR

FILING ENDS NOVEMBER 5, 1979

Title	Salary	Exam No.
Building Construction Project Mgr., Sr.	\$18,301	25-099
Central Medical Supply Technician	8,345	25-082
Commissary Clerk IV	11,695	25-078
Commissary Clerk III	9,865	25-079
Commissary Clerk II	8,825	25-080
Commissary Clerk I	7,900	25-081
Drafting Technician (Electrical), Sr.	9,481	25-086
Drafting Technician (Mechanical), Sr.	9,481	25-087
Engineering Materials Technician	7,997	25-096
Engineering Materials Technician, Sr.	9,481	25-097
Environmental Conservation Officer Trainee I	11,995	25-069
Environmental Conservation Officer Trainee II	12,713	25-069
Horticultural Inspector	10,624	25-085
Horticultural Inspector Trainee	9,348	25-085
Horticulturist	9,481	25-084
Institution Safety Officer	10,114	24-928
Probation Program Consultant	17,365	25-098
Toll Collector	9,865	25-095
Thruway Toll Collector	8,917	25-095
Chief Baker	13,885	27-980
Dental Program Coordinator	17,365	27-977
Librarian (Reference), Principal	25,000	27-986
Medical Social Worker A	11,250	27-970
Medical Social Worker B	13,304	27-971
Public Health Consultant	14,850	27-985
Senior Medical Social Worker	14,850	27-972
Supervising Public Health Dental Hygienist	12,196	27-9

## Increments questioned

MINEOLA — The president of Nassau County CSEA Local 830 says he has received information that the automatic longevity increments due some county employees may, at times, not have been paid. So Nicholas Abbatiello is reminding Local 830 members who feel they did not receive an increment due them, to contact the individual's department personnel office.

Abbatiello reminded members, however, that longevity increments are due in the 11th and 15th year in job title, not in years of overall service, as many people seem to believe.

If an employee was not paid the increment prior to this year when percentage increases were given all employees, the affected employee would be owed more money than just the increment.

Abbatiello urges all employees who discover they were not paid their increments to contact the unit presidents or CSEA department representatives.



UPSTATE MEDICAL CENTER CSEA LOCAL 615 officers were installed recently. From left, front row, are Second Vice President Ann Harris, First Vice President Ken Burwell, President Bob Vincent, Secretary Kathy Collins, Treasurer Dusty Cole, and Recording Secretary Sue Braendale. From left, second row, are stewards Gladis Smith and Chuck Lacardo, and delegates Dave Derienzo and Bill O'Neill. Not shown are chief steward William LaPoint and stewards Mac Williams and Eileen Diffon.

## insurance advisor

As an attempt to provide a broad range of services to its membership, The Civil Service Employees Association will run a bi-weekly column to be known as the "Insurance Advisor." The purpose of this column will be to make all our members aware of the benefits available to them and to answer as many questions as possible concerning the provision of these benefits. We encourage you to submit our inquiries directly to The Civil Service Employees Association, c/o Michael Carroll, 33 Elk Street, Albany, New York 12224. We pledge to answer these questions as quickly as possible.

## More important health insurance information

In addition to the information provided in the September 26, 1979 and October 3, 1979 issues of *The Public Sector*, the following information is provided to assist CSEA membership in determining which health insurance option is most suited to their individual needs.

Employees contemplating a change of option should keep in mind the fact that each of the available options is based on a different approach toward providing protection against the costs of medical care.

The Statewide Plan, although offering few preventive services, is designed to provide a comprehensive program of protection against most medical expenses, with an emphasis on insurance against the often catastrophic costs that result from major illness. The plan also provides greatest flexibility in the selection of physicians or other providers of services. In recognition of the broad protection available and to provide an incentive for the prudent utilization of benefits, the Statewide Plan has both an annual deductible as well as a co-insurance feature for charges covered under the major medical portion of the plan. Hospital charges covered by Blue Cross are not subject to these features.

The G.H.I. Option, on the other hand, places greater emphasis on preventive care and on first dollar coverage for enrollees. For this reason, there are neither deductible nor co-insurance charges for such items as physical examinations, well baby care and home and office visits. These charges are reimbursed on a first dollar basis up to the scheduled maximum payment. This feature makes the G.H.I. Option attractive

to some families. At the same time, however, families still in the child-bearing years could be significantly affected by enrolling in this option since Statewide Plan benefits for obstetrical charges will be substantially higher than those provided by G.H.I. Equally important is the fact that G.H.I. has no major medical coverage and payments to physicians are limited to a schedule of allowances. For this reason, enrollees contemplating a change to the G.H.I. Option should also note that unless they utilize a G.H.I. participating physician for surgery, they will be personally responsible for the difference between any charges incurred for physicians' services and the amount of the G.H.I. allowance toward those charges.

Health Maintenance Organizations, in turn, are based on an approach totally different from that of either the Statewide Plan or the G.H.I. Option in that these organizations provide medical services rather than reimburse enrollees for the cost of services received elsewhere. In addition, each of these organizations provide hospitalization coverage as a part of its contract, rather than through the Blue Cross portion of the State Program.

Consequently, there is ordinarily only a nominal charge for services received by enrollees in this option.

The major drawbacks to this option are that it is only available to enrollees who live in an area served by an HMO facility, that all services must be received from staff members of the HMO or by referral to outside physicians and finally that only emergency and limited care is available to enrollees who require services outside the area served by the HMO.

Aside from reviewing the benefits of each option in terms of their own particular needs, enrollees contemplating a change of option should also be aware of the following:

- a. In the event both husband and wife are eligible for coverage under the program as employees, they may each enroll, or be enrolled, in the program without restriction as to the plan elected or the nature of coverage selected. In all cases where such coverage is provided, there will be coordination of benefits. However, no employee may elect coverage under the plan with more than one employer.
- b. By January 1, 1980, there will no longer be an exclusion of benefits for pregnancies existing on the date of transfer to either the Statewide Plan or the G.H.I. Option. In addition, HMO's have always provided benefits for pregnancies existing on the effective date of coverage. Thus, it is now possible for employees to choose an option which will provide a higher level of maternity benefits, even for a pregnancy existing on January 1, 1980. Regardless of the negotiating unit to which an employee's position is assigned, maternity benefits will continue to be available for all pregnancies beginning prior to January 1, 1980, regardless of the employment status of the enrollee on the date that covered services are provided. After January 1, 1980, benefits will generally not be available for pregnancies beginning on and after

that date unless the enrollee is actively participating in the health insurance program at the time services are received.

- c. Under the terms of current contract amendments, both G.H.I. and the carriers of the Statewide Plan will provide benefits to employees and dependents who are confined in a hospital or other institution, or at home under the care of a physician on the date of a transfer from an HMO to either of these options, but only to the extent that the services are not covered by the HMO.

In the case of a transfer between G.H.I. and the Statewide Plan, the carrier of the option from which the employee is transferring will retain a liability for benefits for the periods specified in their contracts.

At present, the Employee Insurance Section of the Civil Service Department is working with each of the insurance carriers of the health insurance program to develop a series of individual brochures describing the benefits provided by each of the carriers. The Employee Insurance Section is also preparing a separate brochure which will set forth the various administrative aspects of the program including such items as eligibility requirements, establishment of effective dates of coverage, continuation in retirement, etc. Unfortunately, because of the time elements involved, it does not appear that all of this material can be prepared, printed and distributed before the conclusion of the October transfer period.

# Political seminar held in Region VI

By Dawn LePore

BATAVIA — The key to a successful political action campaign lies not in simply following the "big" races, but in starting small in one's hometown contests, according to Bernard Ryan, CSEA Director of Legislative and Political Action.

"You have to start by changing things at home and working your way up," Ryan said. "You have to attack the problem in the small town and city races."

Ryan explained that local officials have impact that reaches far beyond the home district, affecting important statewide issues.

"If you can get your county executive to say he is in favor of a comprehensive health and safety program, no one (state legislator) from the area can't say 'Local government says it will cost too much.'"

Together with several other members of the combined CSEA/AFSCME political action team, Ryan spent a recent Saturday here conducting a seminar for about 35 Region 6 members. The team also included Tom Haley and Eileen Shaughnessy from CSEA, Maggie Drezin AFSCME's New York State Coordinator for Legislative and Political Action and Ed Draves, also from AFSCME.

Ryan announced that Draves would be available at any time to assist Region 6 with any problems

or questions they might have through the course of fall elections.

During the workshop, one of a series being held across the state, Ryan emphasized the importance of throwing aside political labels when considering candidates.

"There's no such thing as a Republican or a Democrat or a Liberal or a Conservative," he said. "Those labels don't work anymore. You do yourself and the union a disservice if you think that way. We have to deal with the individual."

The seminar covered every aspect of conducting a political action campaign — from tracking past voting patterns, setting up a successful candidate's night, and how to work most effectively for a candidate to the final, most important element — getting the vote out.

While the current law allows a maximum five-cent contribution for each registered voter in a district, Ryan said that just turning the money over to a selected candidate is not the best way to support him or her.

"Use the money for services rather than for direct contributions," he said. "Rent a hall, install a phone bank, pay for refreshments for workers or for transportation."

"The most important thing you can give a candidate is manpower," Haley added. Whenever possible, efforts should be made to

communicate with local AFSCME members, who are also covered under the five-cent regulation, Ms. Drezin said. If AFSCME and CSEA are together on an issue or candidate, working together could help both groups get farther.

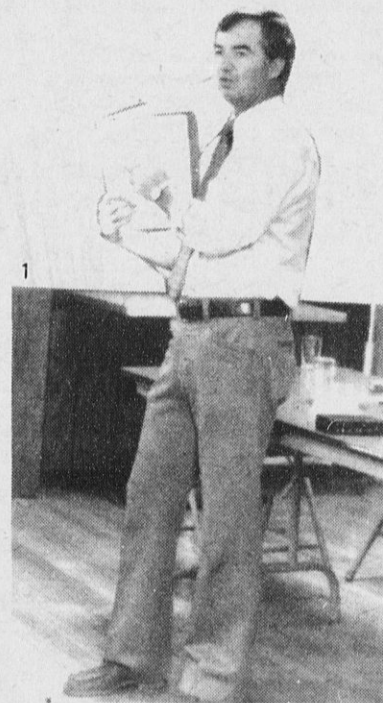
"Four hundred people can make or break a legislative race," she explained.

Here's what the group had to say on:

— **YOUR MEMBERSHIP:** Get them involved from day one. Hold a registration drive. Sponsor a candidate's night. Set up car pools to get everyone to the polls.

— **ISSUES:** Get the candidates to take a stand on the record — a good way is to send each a questionnaire with the topics you want answers on — contracting out, a health and safety plan, agency shop, etc. Stay away from hot potatoes like abortion and the death penalty.

— **CANVASSING:** Practice first by simulating all possible situations you'll run across. Have maps marked out. Wear good shoes. Use 3 X 5 cards to index responses. Smile. **ON THE PHONE:** Be polite, give them your message and then get on with your next call. Follow up on positive responses with literature.



1 — BERNARD RYAN, Director of CSEA/AFSCME Legislative and Political Action, details the process of developing an effective political action campaign.

2 — EILEEN SHAUGHNESSY tells union members how important it is to know and understand voting patterns in planning how to conduct a political action program.

3 — PHONE BANKS can strongly influence the outcome of an election, and staff member Ed Draves details how to set up and operate the most effective type of phone bank. Draves has been specifically assigned to work with Region VI political action efforts.

4 — ROLE PLAYING a potential situation involved with canvassing of voters, Tom Haley, a research specialist with the CSEA/AFSCME Legislative and Political Action department, acts out the problem with June Fenner of the Erie County Educational Employees CSEA Local 868.