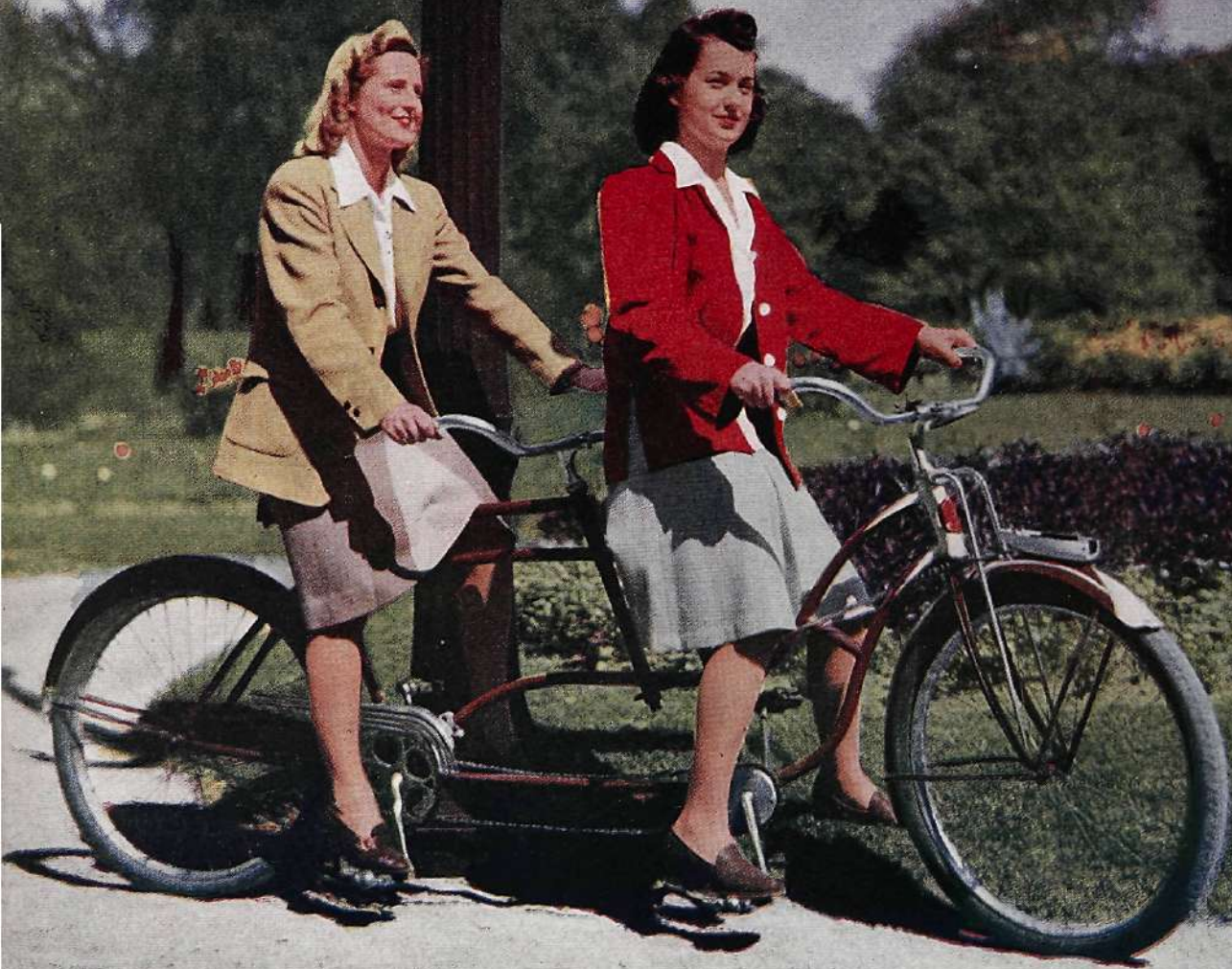


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# STATE EMPLOYEE

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# The State Employee

VOL. 11, Number 6

SEPTEMBER, 1942

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## Nominating Committee Reports

In accordance with the provisions of the Constitution of the Association, the Executive Committee at its meeting on July 21, 1942, selected a Nominating Committee consisting of former presidents of the Association as follows: William F. McDonough, Chairman, Mrs. Beulah Bailey Thull and John A. Cromie.

The nominating Committee, after giving full consideration to all facts and petitions presented to it by individual members and groups of members, filed with the Secretary of the Association on August 15, 1942, the following report:

### Nominating Committee Report

"The undersigned Nominating Committee as selected by the Executive Committee at its meeting July 21, 1942, having considered all matters coming before it relative to candidates for the year 1943, respectfully submits the following candidates for offices and membership on the executive committee for the year 1943:

#### Officers

For President, Harold J. Fisher, Department of State  
For First Vice-President, Charles L. Campbell, Department of Civil Service  
For Second Vice-President, John L. Livingstone, Hudson River State Hospital, Poughkeepsie  
For Third Vice-President, J. Earl Kelly, Department of Taxation and Finance  
For Secretary, Janet Macfarlane, Department of Mental Hygiene  
For Treasurer, Earl P. Pfannebecker, Department of Taxation and Finance.

#### Executive Committee

Department of Agriculture and Markets—William F. McDonough  
Department of Audit and Control—Benjamin F. Newell  
Department of Banking—Elizabeth Staley

Department of Civil Service—Helen H. Houle  
Department of Conservation—Arthur S. Hopkins  
Department of Correction—Harry Fritz  
Department of Education—Wayne W. Soper  
Department of Executive—Charles H. Foster  
Department of Health—Clifford C. Shoro  
Department of Insurance—Harry S. Deevey  
Department of Labor—Christopher J. Fee  
Department of Labor—Francis C. Maher  
Department of Mental Hygiene—Patrick J. McCormack  
Department of Public Service—William J. Hunt  
Department of Public Works—Edward J. Ramer  
Department of Social Welfare—Jesse B. McFarland  
Department of State—Harold J. Fisher  
Department of Taxation and Finance—John A. Cromie.

"Signed by: Beulah Bailey Thull, John A. Cromie and William F. McDonough, Chairman; Nominating Committee.

"Dated, August 15, 1942."

Provisions of the Association's Constitution relative to the nomination and election of officers and members on the executive committee with which all Association members should be familiar are:

"Section 2. Independent Nominations. Nominations for officers may be made, subscribed with the names of not less than ten per cent of the eligible members of the Association, and nominations for members of the Executive Committee may also be made subscribed with the names of not less than ten per cent

of the eligible members in the department making such nomination, and the names of such candidates shall be printed on the official ballot, if such nominations are filed with the Secretary not less than thirty days prior to the annual meeting."

#### Annual Meeting and Election

"Section 3. Officers and members of the Executive Committee shall be elected by ballot at the annual meeting which will be deemed to continue from nine o'clock A.M. to eight o'clock P.M. on the third Tuesday of each October. When the meeting is not actually convened, the headquarters of the Association shall be open to receive properly prepared ballots either by mail or in person from any eligible member of the Association. Ballots with the names of all duly nominated candidates printed thereon shall be distributed in the official magazine or otherwise made available to members at all offices or locations designated by the Executive Committee, at least ten days prior to the Annual Meeting date. The ballots or the envelopes in which ballots are enclosed by the member shall be marked 'ballot,' and such envelope or ballots shall also bear the signature of the member and the name of the department in which he is employed."

#### Board of Canvassers

"Section 4. The Executive Committee shall appoint a Board of Canvassers of at least three members of the Association to determine the validity of nominating petitions and to count the ballots. The persons receiving the greatest number of votes for the respective offices or positions shall be duly elected for the ensuing year. Any person whose name is printed on the ballot may be present during the canvass of the ballots. In case of a tie vote, a new ballot shall be taken under rules established by the Executive Committee."

# State Workers' Service

With appropriately impressive ceremonies a service flag, honoring all State employees serving with the Nation's armed forces, was dedicated on September 4th. The flag was presented by the Association, and will hang continuously from the second floor balcony over the front steps of the State Capitol for the duration of the war. Governor Herbert H. Lehman made the dedication address and the flag was unfurled by Mrs. Lehman. The flag now shows that 3,452 State employees from all branches of State government are in military service, and this figure will be changed from time to time as the number increases.

The ceremony itself was preceded by patriotic carillon music by Floyd Walters, played from the Albany City Hall Tower, during which detachments of the State Guard and Military Police Unit stationed in Albany, as well as uniformed representatives of the U. S. Navy, Army, Marines and Coast Guard, the State Police, veteran organizations and other groups were orderly arranged about the Capitol steps. National, State and military flags were carried by color bearers and guards wearing the uniform of their respective military unit. All in all the gathering presented a very colorful spectacle.

The ceremonies were broadcast over Radio Station WABY, Albany, and loud speakers were arranged so that the entire program would be audible to the hundreds of State workers, who, in spite of the rainy weather, gathered in front of the Capitol to witness the proceedings.

The Association's Service Flag Committee, appointed by President Harold J. Fisher, which arranged the outstandingly successful event, included: William F. McDonough, Chairman, Assistant Director, Division of Milk Control, Department of Agriculture and Markets; James J. Mahoney, Acting Secretary to the Governor; John J. McNulty, Superintendent of Division of Public Buildings, Public Works Department; Thomas E. Stowell, Assistant Director of Public Health Education, Health Department; Capt. George P. Dutton, Assistant Superintendent of State Police; Col. Fred-

erick A. Thiessen, Assistant Adjutant General, State of New York; Arthur F. Maloy, Senior Budget Examiner, Division of the Budget; and John Burgin, Head Account Clerk in the Department of Public Works.

As the ceremonies opened, Miss Annette McCullough, of the Bureau of Motor Vehicles, a well-known radio artist, sang "A Soldier Dreams," accompanied on the piano by John VanLack of the Division of the Budget. State department heads and officials then proceeded down the front steps of the Capitol and took their places. Governor and Mrs. Lehman, accompanied by Brigadier General Ames T. Brown and a military escort, proceeded to the platform from which the ceremonies ensued.

Mr. McDonough introduced the Very Rev. Henry W. Roth, Dean of the Cathedral of All Saints, who represented the Protestant Diocese; Rabbi Bernard J. Bamberger, Congregation Beth Emeth, representing the Jewish Diocese; and Rev. William H. Hunt, pastor of St. John's Church, representing the Catholic Diocese; each of whom offered a brief prayer for the employees in military service. Father Hunt wore the uniform of a U. S. Army Chaplain, as he was scheduled to leave for military service immediately following the dedication ceremonies.

## President Fisher's Remarks

Governor Lehman was introduced by President Fisher who said:

"These Capitol steps have been the scene of many patriotic and stirring events. In 1918, Governor Alfred E. Smith here presented medals to members of the State service who distinguished themselves in the First World War fight for freedom—a war nobly won. Today we gather in solemn ceremony to pay tribute to many of our fellow workers now departed on another crusade to preserve human freedom.

"The first World War was a mighty struggle. It tried the souls of civilized peoples and found them true. Today's conflict is another great trial. It finds the soul of America bravely alert. It, too will be won with honor.

"The Association, of which I have the honor to be President, has been, I am proud to say, in the fore-

front of the citizenry devoted to making America strong. The files of the President of the United States and the records of Congress contain copies of a resolution passed by our Association in 1940 urging preparedness and cooperation with the forces of freedom throughout the world and pledging our wholehearted support to such action.

"The flag we unfurl today is a symbol of the answer of our fellow-workers to re-establish God's Kingdom and justice on earth and also of our love and respect for our fellow-workers now and hereafter assigned to active war efforts.

"This flag is well made. It is tough and strong of fibre and fabric. It represents our fighting brothers whose entry into the armed forces of the Nation it commemorates. They are strong of spirit and heart. But as the flowers 'that wreath the sword makes not the blade less strong' so we recall these men for their peaceful virtues and their good services to their State and society. May they soon return to these ways.

"With deep feeling we sadly record that at least two of these stars of blue have already changed to gold.

"Long before Pearl Harbor, the esteemed Governor of this State foresaw the gathering storm and extended himself to meet it. Therefore, it is not only a great pleasure but most fitting and gratifying to the Association that he, our State Commander-in-Chief, and our gracious First Lady, Mrs. Lehman, shall dedicate and unfurl our service flag."

## Governor Lehman's Address

The following is Governor Lehman's address at the dedication:

"This is a very proud moment for me. It is a high honor to be privileged as Chief Executive of the State to dedicate this Service Flag to the brave men and women in the State service who have entered the armed forces of our country.

"More than 3,400 Civil Service employees of the State have already left their civilian posts to enter military service. We, the other servants of the State, who must remain at our civil task are proud of our fellow workers who fight on the battle

# Flag Dedicated Sept. 4th

fronts for the survival of our country and for the preservation of the freedoms which alone make life worth living. We know that they will give their utmost in toil, hardship and suffering and, in some cases, in life itself. Wherever they may be, whatever duty calls them, they will carry with them our loyal affection and our high gratitude. On behalf of all the people of the State I send them a message of appreciation, loyalty and goodwill.

"I am proud too that thousands of other civil servants, who have not been able to enter the armed forces because of age or dependency or physical disability are in every department of State government carrying on their own work and frequently the work of those who have left, with impressive vigor and industry and determination. Great added responsibilities have been placed on them. Increased demands on their time and effort have been made. They have loyally met every responsibility and every demand. They realize that if democracy as we know it is to survive, we on the home front must maintain our standards of government and back up to the fullest extent possible the men and women who are risking their lives every day on the field of battle.

"We meet here at a time of dire danger and stress in American life. Our very existence is threatened by attack both on the Pacific and on the Atlantic by ruthless, power-crazed enemies who respect neither the laws of God nor of man. The preservation of civilization itself hangs in the balance. Nazism and freedom cannot live side by side. We must win this war or become slaves. We must win this war or freedom will disappear utterly from the face of the earth. There cannot be any compromise until we have carried through the task we have undertaken. Men cannot compromise with the forces of evil.

"We must recognize that there are grave and bitter days ahead. Suffering and death are inevitable. No one of us can escape paying a price in life and limb or in tears and suffering.

"We have had a lot of bad news. Let us face that fact without equi-

vocation. We are going to suffer other black discouragements. Let us concede that too.

"I am confident, however, that we can and will win this war if we face the situation courageously and honestly and act as brave and determined men not only on the battlefield but on the home front.

"But we will win only if each citizen in each country of the United Nations is bound closely to his fellow citizens in a common compelling cause and if each nation is linked with every other nation fighting for freedom, justice and security, in an unshakeable determination to

smash Hitler and his allies. We only delude and render ourselves impotent if we continue to think that victory will come easily. Wishful thinking is not going to help us. Wishful thinking is not going to break the enemy. Victory will come to us only if we are joined together in a common resolve so great that it cannot be weakened, and by a purpose so high that it cannot be questioned. Nazism and Fascism and all other evil works must be destroyed and wiped utterly from the face of the earth. I am certain that this is the spirit of America. I am confident that each one of us



Mrs. Herbert H. Lehman unfurls the service flag, as Governor Lehman, Brigadier General Ames T. Brown, Association President Harold J. Fisher, and Chairman of the Service Flag Committee William F. McDonough, and representatives of the Nation's armed forces look on.

will see our task through, regardless of effort or cost or sacrifice. We will carry through to a successful conclusion the holy task to which we have pledged our lives, our fortunes and our sacred honor. We will not falter; we will not draw back.

"Thirty-four hundred of our fellow workers in the State service are risking their lives on many fronts in this crucial struggle for the life of our beloved country. Lip service and glib expressions of admiration for them are not enough. They will get us nowhere. We in the State service and all the millions of other loyal men and women throughout the Nation who cannot serve on the battle fronts must dedicate their lives to an unshakeable and militant support of our just and holy cause.

"We must serve with hearts and minds and souls and hands. We must shrink from no sacrifice; we must be dismayed by no risk; we must refuse no responsibility or effort. Like our brothers and sisters who have gone forth to war we must give our all. And we must give all in no grudging spirit but willingly, nay eagerly. I am absolutely confident that that will always be the spirit of the splendid men and women in the State service, with many of whom I have had the great privilege of working for fourteen years, and to whom I shall always be grateful.

"With the help of God we shall persevere to the end of the hard road, confident that if we do our duty victory will come to us and to our allies. And when that happy time comes, as it surely will come, we will again build a world of peace and justice and goodwill among nations and individuals—a world of security in which every man may worship his God according to the dictates of his conscience, and in which he will be able to think and to speak and to act as he sees fit, so long as he does not use his freedom or his strength to injure his neighbor.

"That is the cause for which our fathers fought in '76.

"That is the cause for which we older men fought a quarter of a century ago.

"That is the cause for which our sons are fighting now.

"On behalf of my fellow State workers and myself, I give a solemn pledge to the men and women who

have temporarily gone from our ranks and in whose honor we are dedicating this Flag today, that we will never fail them."

When Governor Lehman's address ended, Mrs. Lehman and President Fisher ascended the Capitol steps to the second floor landing, and Mrs. Lehman pulled a cord which automatically unfurled the flag. The ceremonies were concluded by the singing of the "Star Spangled Banner," led by Miss McCullough.

The service flag itself is about 18' x 15', white with a wide red border. The numerals representing the employees in military service are formed of blue stars on the white center of the flag. The numerals presently appearing on the flag are "3452." To secure this total President Fisher wrote to the head of each State Department, institution, commission and authority, to the Senate and Assembly, asking that the Association be advised at the end of each month as to the accumulative total of employees of each State agency in the armed forces. Each agency is also requested to advise as to the names of employees who die in military service so that each such employee may be properly honored by the placing of a gold star on the service flag. The Association seeks the cooperation of departments and institutions in this matter so that the numerals in the service flag may be revised properly and that due homage may be paid to all State workers devoting their time and effort, and even their lives if necessary, to protect the American way of life.

The service flag was procured and presented in accordance with a resolution adapted by the Executive Committee of the Association at their meeting on July 21st.

The 3,452 total employees in military service is broken down into departments and institutions as follows:

Dept. of Agriculture & Markets.....	21
Dept. of Audit & Control.....	55
Dept. of Banking.....	7
Dept. of Civil Service.....	13
Dept. of Conservation (Proper).....	59
Long Island State Park Com.....	12
Niagara Frontier St. Pk. Com. ....	4
Alleghany State Park Com. ....	4
Finger Lakes St. Pk. Com.....	18
Taconic State Park Com.....	8
Cent. N. Y. St. Pk. Com.....	1
Thous. Is. St. Park Com.....	3

Dept. of Correction (Proper).....	8
Albion St. Training School.....	1
Attica State Prison.....	18
Auburn State Prison.....	16
Matteawan State Hospital.....	55
Westfield State Farm.....	4
Great Meadow Prison.....	13
Dannemora State Hospital.....	13
Elmira State Reformatory.....	8
Napanoch State Institute.....	9
Clinton Prison.....	25
Sing Sing Prison.....	32
W. Coxsackie St. Institute.....	17
Walkill State Prison.....	8
Woodbourne State Prison.....	20
Dept. of Education (Proper).....	23
Albany Teachers College.....	3
Buffalo Teachers College.....	1
Oswego Teachers College.....	1
Plattsburg Teachers College.....	1
Potsdam Teachers College.....	1
Ithaca College of Agriculture.....	47
Ithaca Veterinary College.....	3
Ithaca College of Home Econ. ....	1
State College of Forestry.....	3
State College of Ceramics.....	1
Agricul. Experiment Station.....	9
Merchant Marine Academy.....	19
Farmingdale Agricul. School.....	4
Executive Chamber.....	4
Div. of Parole.....	13
Div. of Alcoholic Bev. Con.....	15
Div. of Standards & Purchase.....	3
Div. of State Police.....	164
Div. of Military & Naval Aff. ....	42
Div. of Commerce.....	6
Div. of the Budget.....	3
Dept. of Health (Proper).....	41
Div. of Lab. & Research.....	33
Buffalo Health Institute.....	10
Homer Folks Hospital.....	1
Hermann Biggs Hospital.....	3
Ray Brook Hospital.....	15
Mt. Morris Hospital.....	4
W. Haverstraw Recon. Home.....	11
Dept. of Insurance.....	8
Dept. of Labor (Proper).....	40
Div. of Unemploy. Ins.....	188
State Insurance Fund.....	83
Bd. of Stand. & Appeals.....	2
Labor Relations Board.....	3
Dept. of Men. Hygiene (Proper).....	2
Binghamton State Hospital.....	57
Brooklyn State Hospital.....	138
Buffalo State Hospital.....	46
Cent. Islip State Hospital.....	146
Gowanda State Hospital.....	60
Hudson River State Hospital.....	136
Kings Park State Hospital.....	120
Manhattan State Hospital.....	46
Marcy State Hospital.....	59
Middletown State Hospital.....	50
Rochester State Hospital.....	72
St. Lawrence State Hospital.....	44

(Continued on Page 196)

# \$300<sup>00</sup> IN WAR BONDS TO BE AWARDED

## IN "BETTER BUSINESS IN STATE GOVERNMENT" CONTEST

At the March 3rd meeting of the Executive Committee of the Association the following resolution was adopted unanimously:

"Whereas, it is the duty of officers and employees of government to maintain high efficiency at all times, and

"Whereas, changes in business and governmental needs and opportunities are occurring continually with the expansion and growth of our democracy, and

"Whereas, it is a fundamental concern of this Association to safeguard and promote the highest type of public service,

"Therefore, Be it resolved, that this committee directs the President to appoint a sub-committee to study and submit to the Executive Committee a definite plan of awards for members of the Association who submit ideas or plans, the adoption of which in the opinion of a proper award group, result in increasing the efficiency of functioning of any bureau, division, office or department of State government."

In accordance with this resolution President Fisher announced the appointment of the following sub-committee: Arthur S. Hopkins, Department of Conservation, Chairman; William F. McDonough, Department of Agriculture and Markets; and Clifford C. Shoro, Department of Health.

The following plan was submitted to the Executive Committee at its meeting on July 21st, and was approved and a vote of thanks was extended to the sub-committee for its good work:

### Better Business in State Government Contest

The Association of State Civil Service Employees of the State of New York, Inc., in order to aid in maintaining the highest efficiency in State government particularly during the war period as well as permanently, announces the following contest for definite ideas or plans which will promote the functioning of any bu-

reau, division, office or department of State government. This contest will be governed by the following rules:

1. **Who May Compete.** Any member of The Association of State Civil Service Employees of the State of New York, Inc., may compete except officers, members of the Executive Committee or any State employee selected as a judge.

2. **Awards.** The Association will award defense bonds in the face amounts of \$150, \$100, and \$50 respectively, for the ideas or plans adjudged first, second and third. In the case of ties for first, second or third place, duplicate awards will be made. Other meritorious suggestions may receive honorable mention at the discretion of the judges. The decision of the judges will be final.

3. **Judges.** All entries in this contest will be judged by a board of six judges. Invited to act as judges in the contest will be the Governor, the State Comptroller, the Attorney General, the Speaker of the Assembly and a representative of the Senate. The President of the Association will also act as a judge.

4. **Judging.** Entries will be judged upon the following points:

- A. Originality.
- B. Need as indicated by increased efficiency.
- C. Accuracy in setting forth conditions to be improved.
- D. Clarity and completeness of plan.

5. **Length.** Entries may be of any length required to set forth the proposed plan.

6. **Submission.** All entries must be submitted in triplicate to the office of The Association of State Civil Service Employees, Inc., before 5:00 P.M. (EWT) on December 31, 1942. Manuscripts must be typewritten on one side of the paper only, and each one shall be signed by a nom de plume. Attached to each entry must be a sealed envelope endorsed on

the outside, with the title of the proposed plan, the nom de plume of the contestant, and must contain a sheet of paper setting forth the title of the plan, the nom de plume, the real name, address, department and position of the contestant. Each such manuscript in triplicate and envelope shall be submitted in a sealed envelope or package which will be endorsed on the outside by the Association with the date of its receipt. No such envelopes or packages will be opened until after January 1, 1943, and the identity of the contestants will be kept secret until after the judges have rendered their decision.

7. **Announcement of winners.** Announcements of the winners and the presentation of awards will be made at the annual dinner of the Association in Albany during the winter of 1943. Subsequent to the announcement of the winners, the winning entries and any receiving honorable mention will be referred to the head of the department concerned. No announcement will be made of the names of any competitor except those winning one of the awards mentioned above.

In accordance with the rules and provisions of the contest, all members of the Association are invited to prepare and submit their proposals for increased efficiency to the Association's Headquarters, Room 156, State Capitol, Albany, N. Y., before 5:00 P.M. (EWT), December 31, 1942.

**YOU CAN STILL  
PURCHASE . . .**

**ASSOCIATION**

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**FROM**

**ASSOCIATION  
HEADQUARTERS**

# YOUR 10% Is Important

By HON. JOSEPH V. O'LEARY  
State Comptroller

The progress of the State payroll deduction plan towards the 10% goal set by the Federal government continues to be slow.

During March of the present year, purchases by employees were at the rate of \$2,880,000 a year. In July, the last month for which complete data are available, the figure had increased to about \$4,400,000. Since the State payrolls from all funds amount to more than \$95,000,000 annually, we are obviously—even after making due allowance for temporary employees—just about half-way to the goal.

The reasons for this failure on the part of State employees to respond fully to the call of their country are difficult to discern. While it is true that nation-wide purchases of war bonds have thus far fallen short of the monthly quotas set by the Treasury Department, the margin of failure there is nowhere near as large as it is for State employees.

New York State, as you know,

was one of the first—and, probably, the first—large governmental unit in the United States to put a payroll deduction plan into operation. Apparently nothing has been neglected to acquaint employees with the benefits they will derive from buying war bonds. It has been repeatedly shown that patriotic considerations and selfish interests unite in making the duty to buy war bonds one of first importance. Can it be possible that any State employee fails to realize this now?

There is no doubt, of course, that the average employee of the State is just as patriotic, just as determined to back up his country in its fight for freedom and security, as is anyone else. The lists of those now serving in the armed forces—the rolls of honor of the various departments—prove this. Nevertheless, for some reason or another, the impelling need for civilian sacrifice in order to win out seems not to be fully understood. For how else can we explain the failure to heed the 10% call at this time?

It is true that the United Nations are not going to lose this war even if you, or you, or even all of us fail to buy the 10% quota of war bonds, fixed by the government. Greater than the inadequacies of any individual, or group of individuals, is the determination and will of the people as a whole. The war must be financed; and if one way—the voluntary way—fails, others will be tried and will succeed. Of this, each of us may be absolutely certain.

But granting all this, the effort to sell bonds on a purely voluntary basis is a test of and a challenge to our democratic processes; those very processes, it may as well be noted now, out of which the civil service laws of this State have evolved, and by which, alone, you, your family and your job are protected.

No one can dispute that for most employees the loan of a substantial part of their income to the government represents a real sacrifice. This is true even although the return of loan, with interest, is absolutely guaranteed. It is true even although, in the long run, those who make the immediate sacrifices to buy bonds are going to be better off than those who do not. For it means going without many things that we American people have come to regard as necessities.

And yet, what do these small sacrifices mean when placed beside the mother's sacrifice of her son; or the soldier's willingness to sacrifice his life? The question answers itself. What we civilians, shielded from the dangers of actual combat, can and should do to help win the war pales into insignificance when compared with the sacrifices of those directly touched by the conflict. Is not this alone, if there were no other, sufficient reason for us to determine now to do the little that is asked of us in the way of buying war bonds?

And now a few words along different lines to all purchasers of bonds. Many inquiries have been received regarding apparent delays in the delivery of bonds and other similar matters. The following set of questions and answers relating to the more common of these inquiries should help to clear them up:

## STATE OF NEW YORK



# 100% ENROLLMENT

*This certificate is awarded to*

*for having enrolled 100% of its employees in the*  
**COMPTROLLER'S PAYROLL DEDUCTION PLAN**  
*for the purchase of WAR BONDS*

*Dated.....*  
*Albany, New York*

STATE COMPTROLLER

Employees of any State bureau, division, department or institution should not be content or satisfied until they qualify to be awarded the certificate pictured above, which is awarded by the State Comptroller if 100% of employees enroll in the Comptroller's Payroll Deduction Plan for the purchase of War Bonds.



*Q. When will my War Bond for which I authorized a deduction, be delivered to me?*

A. It will be dated the first day of the month in which final payment is made, but ordinarily will not be delivered for several weeks thereafter. In checking the date of the bond, please note that deductions as of the last day of any month are counted as paid during the following month. Thus, if the last payment is made for the payroll period September 15-30, the bond will be dated October 1st.

*Q. Why isn't my bond delivered to me directly after I am paid? Why wait several weeks?*

A. Because many payrolls do not reach the Comptroller's Bond Unit until some time after the close of the payroll period. After payrolls are received, thousands of accounts must be credited with the deductions; then bonds must be ordered from the issuing Bank; and, finally, the bonds must be issued and mailed. All these procedures are necessary for your protection.

*Q. Does this interval between final payment on a bond and its delivery reduce interest?*

A. No! Interest starts on the date shown on the bond, which is the first day of the month in which the bond is paid for.

*Q. Can't some of us call for our bonds, thus saving registered mail costs?*

A. This would result in considerable confusion, as it would involve a trip to the issuing bank and making proper identification, all of which would make more work. Mailing is quicker and easier.

*Q. Who pays the cost of registered mail delivery?*

A. The Federal Reserve pays the cost. They suggest and prefer this method.

*Q. May I have my bond sent to my office as there is no one at home to receive it?*

A. Yes! Write to the State Comptroller, State Office Building, Albany, making request to mail bonds to your office address.

*Q. What is the most frequent cause of unusual delays in delivering bond?*



First of State Bureaus to receive 100% War Bond Purchase Certificates. In the picture above are Joseph T. Byrne, Deputy Commissioner of Social Welfare, Dr. Edward S. Godfrey, Commissioner of Health, William J. Dougherty, Executive Assistant to the State Comptroller, and Francis J. Burns, Deputy State Comptroller.

A. Failure to fill out the authorization card properly, particularly the name or names of the parties to whom the bond is to be issued. If in doubt, consult your payroll department on this point.

### The Capitol's Fire Engine

Intricate enough to hold the interest of any visiting firemen, the State Capitol's up-to-date homemade fire engine was unveiled at the first daytime air raid drill in the seat of State government at Albany last month.

State government ceased to function for twenty minutes as employees hastened in orderly fashion to designated "safe areas" in hallways, and air raid wardens manned sixty emergency posts. Cynosure of all eyes was the fire apparatus designed by John J. McNulty, superintendent of public buildings, and Frank Collihan, chief guard.

Pushed by four employees with Charles Murphy, captain of the fire watch, as chief, the engine mounts extinguishers, searchlights and hose lines.



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# Editorial Page

## THE STATE EMPLOYEE

Official Publication of

THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES

OF THE STATE OF NEW YORK, Inc.  
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## "The Story of State Government" in Book Form

Filling a distinct need in its field, and offering a comprehensive picture of the administration in which the individual State employee is a vital cog, "The Story of State Government" now is available in book form through the sponsorship of The Association of State Civil Service Employees of the State of New York, Inc.

"The Story of State Government" is a non-technical treatise on the organization, services and functions of the eighteen departments that make up our State governmental structure. Ready for its public bow, in one paper-bound volume of 300 pages, the story has been edited by Charles A. Brind, Jr., as editor of "The State Employee," and Arthur K. Getman, as associate editor for "The Story of State Government."

The descriptive articles were prepared under the supervision of the chief executive officers of the various departments, which affords them the ring of true authenticity and accuracy as to detail.

The document is bound to provide helpful material for officials of government, both State and Federal, students of social studies in secondary schools and students of government and public affairs in technical institutes, junior colleges, colleges and universities.

Each individual chapter provides a storehouse of information, since each is a brief digest of the general plan of organization, administrative methods, and the objectives and character of the services available to the public, in each department of our State government.

In the Foreword the editors have outlined briefly the steps that have led to the present development of State government as follows:

It will be clear to all that the scope and complexity of State governmental activities have expanded enormously in recent decades. To the primary functions and activities of government provided in the early plans of the founding fathers have been added an increasingly large number of functions to meet the needs of the people and to maintain a reasonable balance in the social and economic forces which increase in complexity each decade. As our population has grown and as our contacts with each other have been widely expanded the independence of the pioneer has given way to increasing interdependence in our generation. Likewise there has come an increasing measure of social and economic control which appear absolutely necessary for the protection and welfare of the average citizen. Early functions of government dealt chiefly with certain anti-social actions as compared with the current demands for creative and leadership functions of government touching such fields as education, correction, conservation, food production, public buildings, commerce, legal commitments, finance and the like. Inevitably there has been substantial growth in the number of employees. Likewise there has been a rapid specialization of personnel paralleling the scope and complexity of modern life. Such

specialization has required the employment of persons technically and professionally equipped through training and basic experience to deal with the difficult details of public administration. Thus a genuine and efficient merit system in public service came into being. Step by step that system has been refined and improved until at the present time the personnel in State employment represent the highest level of efficiency in public administration ever experienced in New York State.

Single copies are available at \$1 each. The advantageous rate available to schools and other organizations, on book lots, is 85 cents each in lots of 10 to 20, and 75 cents each in lots of more than 20 copies.

## That Golden Star

"Our air forces attacked enemy positions last night. Two of our fighters are missing"—"Only one of our motor gunboats suffered slight damage. Casualties were few." The news is brief.

Every time a man goes down fighting, a golden star flashes in the heavens. We try to catch the glory of it with a golden star in our home window or on our service flag.

We prize the gold star as a symbol. It brings the old familiar foot-steps, the laughter, the caress more often to our minds. It will make us more thoughtful of the living all about us. It will help to do away with fault-reminding and careless hurts of comrades of the hour:

"So many little faults we find—  
We see them for not blind  
Is love. We see them, but if you and I  
Perhaps remember them some by and by  
They will not be  
Faults then, grave faults, to you and me,  
But just odd ways, mistakes, or even  
less—  
Remembrances to bless.  
Days change so many things—yes, hours;  
We see so differently in suns and  
showers.  
Mistaken words tonight  
May be so cherished by tomorrow's light,  
We may be patient, for we know  
There's such a little way to go."

Those who die in defense of our life and liberty are sanctified by the everlasting praise "Greater love hath no man than that he lay down his

life for his friend." No symbol we prize is so personalized as the gold star. The comrade it immortalizes walks all the way with us to guide, to counsel, to encourage. "If we break faith—" but we shall never break faith with those who died whether in Flanders fields or Solomon Islands, or New Guinea. We shall not lose our way because of the lustre of golden stars!

A golden star will be placed upon the State workers' service flag for each State employee who dies in military service.

## Action — Not Words!

Only an active people could produce the abundance of words that pile up daily on the pages of newspapers, magazines and books in this land of the Free. If wars were won with words, if production were a matter of quantity of expression, if seeds were nourished to maturity with printer's ink, most of the cares of today would be at an end.

We know, however, that action really records more substantially than words. We know that men of today stepping from active career to active career and with a ready spirit to undertake any work required is the way to victory. Let history be replete with words; let the present thrill to action. We cannot stand too much speech or too many lines of type when what is needed is action.

In thoughtful moments we realize how easily any and every human action may be directed with few words. Long arguments in court, lengthy opinions by judges, solemn word-long sermons on virtue, pages of political discourse—all boiled down to conciseness and clarity of expression would be a welcome relief to millions of Americans. There is no doubt but that peaceful years have led the world to too many words. There is no question that we should forego them now. This applies to presidents and peoples alike.

The New Testament is not arbitrary in directing or teaching the Christian Religion, yet it is brief. It is full of apt illustrations and is simplicity itself as compared with a government bulletin or a columnist's profuseness of criticism, or a volume of court decisions.

For those in the service of each arm of government, national and local, the call is to prompt, intelligent action, day in and day out. We are

face to face with a situation which calls for sacrifice. But it must not be the kind of sacrifice that is content with words. It must be more work, harder work—sacrifice through effort—sacrifice through creative action.

If we feel that the work we are doing is not creative, helpful, necessary, then we should not hesitate to change to work that we honestly believe is more constructive. If we doubt that we are lending our utmost in our talent and physical strength, then we should study and plan to achieve such a result. This is not the psychology of war alone. It applies in peace as well. It is pathetic to find the evening of life mocking a man with the poverty of accomplishment, and the time element limiting any catching up. Now is the zero hour to do—for—

"Yesterday is only a dream, and tomorrow is only a vision;

But today, well lived, makes every  
Yesterday a dream of happiness,  
And every Tomorrow a Vision of  
Hope."

## The Front Cover

Take a good look at the front cover of this month's issue of "The State Employee," for many of our State employees may, in the not too distant future, be availing themselves of the same type of transportation facilities as are the attractive, "easy to look at" bicycling models.

Take it from these young ladies, who are actually State employees—Alma Duffy of the Department of Audit and Control (on the front seat of the bike), and Marguerite "Connie" Condon of the Bureau of Motor Vehicles, that bicycling to work is refreshingly healthful, and besides, it's patriotic in these days of tire and gasoline rationing.

Throughout the State these days, State employees are doing their patriotic bit, and getting to work as of yore despite the strict rationing program. Thousands are cooperating in the "Share-the-ride" program with fellow State employees and neighbors, who are fortunate enough to have a fairly up-to-date car and tires to match.

Thousands of others, in the larger cities, are riding to work standing on crowded buses which formerly had always afforded them seats. Still others have wheeled out their victory bikes, just as have the Misses Duffy and Condon on the front cover. It is also reported that several State

workers now roller-skate to work, but this may not be advisable for all employees.

The girls assure us that it's a lot of fun, and much more conducive to a healthful complexion than any of the lures the cosmetic shops hold out. Although our models on the front cover are taking their chances by wearing the "real things," the old bane of the girl bicyclist has even been solved—the run in the silk stockings. Many sport "liquid stockings," which leads us to wonder just what other changes this old war is destined to bring about.

When it was reported that the Misses Duffy and Condon were cycling to work, Tom Stowell, our well known entertainment and publicity arranger for the Association, was asked if he could get a picture for our Front Cover. As you can see, Tom came through with "something." The photo was taken by William Kennedy, cameraman on the staff of the State Health Department.

## Ballots in Next Issue

Ballots for use of members of the Association in voting for officers and members of the Executive Committee for 1942 will be printed in the October issue of "The State Employee."

Members are urged to use their voting franchise. It must be remembered that the success of the Association in securing the improvements in working conditions sought by its members depends always upon an active membership and intelligent leadership democratically selected.

Upon receiving your October issue of "The State Employee," use the ballots contained therein and send them to Association Headquarters promptly. Urge your fellow employees to do likewise.

**WIN WAR BONDS**

**"Better Business in  
State Government"  
Contest**

**See Page 187**

# Story of State Government

## CHAPTER XXIV: DIV. of MILITARY and NAVAL AFFAIRS

*The following is the twenty-fourth and final chapter of a series of articles devoted to New York State Government. This series is in charge of our Editorial Board Member, A. K. Getman, of the State Education Department Staff. This story is being published in book form by the Association, as explained elsewhere in this issue.*

BY BRIG. GEN. AMES T. BROWN  
*The Adjutant General, State of New York*

As the President of the United States is Commander-in-Chief of all the armed forces of the country, so the Governor is Commander-in-Chief of all the armed forces of the State. The Adjutant General serves not only as Chief of Staff for the Governor as Commander-in-Chief but in his capacity as advisor to him on military and naval affairs serves also in the capacity of Secretary of War and Secretary of the Navy of the State. All orders, directives, etc., are issued by him "by command of the Governor."

The appointment and duties of The Adjutant General are prescribed by the constitution and laws of the State. The constitution provides that the Governor shall appoint The Adjutant General and the law prescribes his qualifications and duties. Briefly, he must be a commissioned officer of the National Guard of the State and by virtue of his office shall have the rank of Brigadier General but if he has held the rank of Brigadier General in the National Guard of the State for a period of not less than five years, three of which have been served as Adjutant General, the Governor may at his discretion and with the consent of the Senate promote him to the rank of Major General.

The duties of The Adjutant General are:

1. He shall superintend the preparation of all returns and reports required by the United States of the State.

2. He shall keep a register of all the land and naval forces of the State and file all records and papers pertaining thereto.

3. He shall cause to be prepared and issued all books, forms, etc., necessary for proper administration of the armed forces.

4. He is charged with the safe-keeping and repairing of all arms, ordnance and equipment of the military and naval forces belonging to the State or issued to it by the United States.

To carry out his functions the law provides that The Adjutant General



BRIG. GEN. AMES T. BROWN  
*The Adjutant General*

shall have such assistants, clerks, employees and laborers as may be necessary who shall be appointed by him and removable at his discretion.

The present organization of The Adjutant General's Department is:

The Assistant Adjutant General, Executive Officer.

An Assistant Adjutant General in charge of equipment and supply.

The Finance Bureau.

The Personnel Bureau.

The Bureau of Grounds and Structures.

The Bureau of Veterans and Soldiers Affairs.

The War Records Bureau.

The Bureau of World War Records.

The Bureau of Files, Mail and Distribution.

The functions of these officers and bureaus are quite clearly indicated by their titles and any detailed analysis of their functions would be superfluous.

Aside from the day to day functioning of the department in carrying on the present operations of the armed forces of the State, it must be borne in mind that records made and maintained there are to a very great extent of a permanent character, not for use just today but for generations to come. This requires a high degree of accuracy in their preparation and careful handling and storage, as certain of these records once lost or destroyed cannot be replaced. It is likewise necessary that these records be so maintained that they are immediately available for reference, otherwise their value is materially lessened. This fact has been particularly demonstrated since the entry of this country into the war; thousands of men who were inducted into Federal service, by Presidential Executive Order, or who have since joined the armed forces through the Selective Service System or otherwise and who had had prior service in the New York National Guard, have called upon this department for records of such service. If such records could not have been furnished the former members of the armed forces of the State would have been placed at a serious disadvantage as regards their Federal service.

Upon the nomination of Governor Herbert H. Lehman, President Roosevelt appointed Brigadier General Ames T. Brown, the present Adjutant General, State Director of Selective Service for the State of New York, in which capacity he was inducted into Federal service on October 7, 1940. Since his induction General Brown has served in the dual capacity of Director of Selective Service and as Adjutant General of the State.

# Civil Service Notes

BY THEODORE BECKER  
*New York State Department of  
Civil Service*

## Pay Differentials

According to a recent decision by the Court of Appeals, a public employee who enlisted in the United States Marine Corps Reserve after the war was declared, but prior to April 2, 1942, with full knowledge that he would be ordered to report for active service immediately upon enlistment was held entitled, nevertheless, to receive the pay differential provided under Section 245 of the Military Law. (**Williams v. Walsh**). The Court decided also that departmental orders prohibiting such enlistment without consent could not bar such pay differential.

Still undecided by the higher courts is the matter of pay differentials for public employees who, after service as draftees, were released from active duty and placed in the Enlisted Reserve Corps prior to April 2, 1942, and who were thereafter ordered back into active service. Two lower courts have rendered conflicting decisions on the right of such persons to receive pay differentials.

## Substitute Appointments

Recent amendments to the Military Law (Section 246, subdivision 3) and to the Civil Service Rules (Rule VIII-12) have clarified the manner of filling military leave vacancies by substitute appointments and the rights and privileges of such appointees. Substitute appointments are made on a temporary basis not to extend beyond the period of the military leave of the permanent employee whose position is filled. This period may extend beyond the termination of the war where the permanent employee's enlistment extends beyond the end of the war. Appointment must be made from appropriate preferred or promotion lists, if such lists are available. Where no appropriate preferred or promotion lists are in existence, the appointing officer or body may either: (a) use the appropriate open competitive lists, or (b) nominate persons in the direct promotional line for non-competitive examinations by the State Civil Service Commission.

In the absence of any appropriate lists, substitute appointments may be made by the selection of any persons nominated by the appointing officer or body and found qualified by the Commission after non-competitive examination. Should an appropriate eligible list become available after a substitute (not appointed from a list) has been appointed, he need not, at the discretion of the appointing officer or body, be discharged to make a place for a person on the eligible list.

The salaries of substitute appointees, on appointment, cannot be greater than the salary being received by the lowest paid employee receiving less than the "Feld-Hamilton" minimum, nor can it exceed the minimum salary of the grade, except as otherwise provided by section 41 of the Civil Service Law. A substitute employee, however, is entitled to receive the same annual increments in his substitute position that are provided for the permanent employee.

A permanent employee who is given a substitute appointment, whether in his own or in another department, is entitled to receive a mandatory leave of absence from his permanent position for the duration of his substitute appointment. In addition, he is entitled to the same rights and privileges he would have been entitled to receive if he had continued to serve in his permanent position, and such substitute appointment cannot prejudice his rights with reference to promotion, transfer, reinstatement or retention in the service.

Persons interested in substitute appointments, who, in the past, have indicated their unwillingness to accept ordinary temporary appointments from eligible lists should advise the State Civil Service Commission that they wish to be considered for temporary substitute appointments.

## Temporary War Appointments

Following the lead of the United States Civil Service Commission, the New York State Civil Service Commission has adopted a rule (Rule VII-A) authorizing "temporary war appointments" not to ex-

tend beyond six months after the termination of the war. Such appointments must be especially authorized by the Commission and can be granted only in cases where vacancies occur in positions requiring special physical, technical or educational qualifications. Before such authorization will be allowed by the Commission, satisfactory evidence must be presented that competitive examinations or competitive eligible lists will not produce personnel of the standard of quality obtainable under normal conditions. Temporary war appointments are made in the same manner as substitute appointments. A permanent employee occupying a position to which the Civil Service Rules apply, who accepts a temporary war appointment with the consent of his present appointing officer, must be granted a leave of absence from his former position until the termination of such appointment, and the temporary vacancy resulting from this leave of absence can be filled only on a temporary basis for a like period.

## Military Leaves

The Attorney-General has rendered several formal opinions recently relating to military leaves of absence under Section 246 of the Military Law.

In his opinion of July 7, 1942, it was held that public employees who become members of the **Women's Army Auxiliary Corps** are entitled to be protected in their civil service employment and rights under Section 246 of the Military Law. This means that such employees must be given mandatory leaves of absence for the duration of their military service in the WAACS and must be reinstated if they make demand for reinstatement within sixty days after their discharge. In other words, women in the public service who join the WAACS have the same protection as men who enlist in or are inducted into the regular army. No formal opinion has been rendered regarding the status of public employees who join the WAVES.

In an opinion rendered on July 3, 1942, the Attorney-General ruled that members of the **Army Specialist Corps** will not be engaged in the

performance of military duty as defined in the Military Law, and, therefore, are not entitled to the mandatory leaves of absence accorded to the WAACS and other members of the Federal armed forces. However, since the Army Specialist Corps will be in the employ of the Federal government, they are eligible to receive renewable one year leaves of absence, provided for in Civil Service Rule XVI-1b, in the discretion of the appointing officer or body and with the approval of the Budget Director.

On August 24, 1942, the Attorney General held that while members of the **U. S. Coast Guard Reserves** who are ordered to active duty as performing military duty under the provisions of Section 246 of the Military Law, so as to entitle them to leaves of absence from public employment, members of the **Coast Guard Auxiliary** who absent themselves to perform active duty are not so entitled. The Coast Guard Auxiliary is expressly declared by law to be a non-military organization. However, leaves of absence for the periods covering the tours of active duty of members of the auxiliary can be granted by appointing officers or bodies with the consent of the Budget Director under Civil Service Rule XVI-1b.

Public employees who absent themselves from their public employment to work in war industries are not entitled to military leaves of absence as a right, although such leaves may be granted under Civil Service Rule XVI, according to an opinion of the Attorney General dated August 19, 1942. Such leaves may be granted to temporary employees in the exempt class but "such leave would not continue in existence a position of a temporary character where the need for such services subsequently ceases to exist."

#### Seniority for Lay-off Purposes

The seniority of persons affected by a lay-off is computed from the dates of their original appointment in the service, provided such service has been continuous and unbroken since original appointment. According to a recent ruling by the Court of Appeals, one of the ways in which such service can be broken is by a resignation, even where such resignation is followed by a reinstatement within one year as authorized by the Civil Service Rules. After such reinstatement, the length of

service for lay-off purposes must be measured from the date of reinstatement (**Doering v. Hinrichs**).

In computing the seniority for lay-off purposes of a person who was originally appointed to a position in the exempt class and who was thereafter transferred to the competitive class upon the re-classification of his position to the competitive class, the date of transfer to the competitive class, rather than the date of appointment to the exempt position, constitutes the date of original appointment in the service, according to a recent opinion of the Attorney General (July 20, 1942).

#### Odds and Ends

Did you hear the round-table discussion on the subject of "State Civil Service Rights of Men and Women in the Armed Forces" conducted by members of the State Department of Civil Service and broadcast over radio station WNYC, New York City, last month? If so, your comments are solicited by **Jean Erlanger** of the Evaluation Unit of the department who arranged the program. Participating in the discussion were **Eugenia G. McLaughlin**, Chief of the Examinations Division; **Joseph Schechter**, Counsel to the Commission; **Joseph A. Kretzmer**, Administrative Supervisor of Civil Service Records; and **O. K. Weaver**, Associate Personnel Technician.

**Joseph P. (Joe) Tammany**, the Association's Executive Committee member from the Civil Service Department, who has been in the Navy for several months, writes that he feels fine (despite a summer in Cuba) and sends his regards to friends in civil service. Joe's one aim right now, he says, is to render the Axis some very "uncivil" service.

#### Promotion Eligible Lists

The following are State promotion lists promulgated recently:

**Assistant Account Clerk**, Department of Audit and Control, No. 3245.

**Assistant Audit Clerk**, Department of Audit and Control, No. 3205.

**Assistant District Engineer**, Department of Public Works, No. 3228.

**Assistant File Clerk**, Department of Insurance, No. 5055.

**Assistant File Clerk** (Albany Office), Department of Social Welfare, No. 5065.

**Assistant Statistics Clerk** (Albany Office), Department of Insurance, No. 5047.

**Associate Special Tax Investigator** (Special Investigation Bureau), Department of Taxation and Finance, No. 5019.

**Assistant Statistics Clerk** (Albany Office), Department of Social Welfare, No. 5001.

**Assistant Stenographer**, Department of Civil Service, No. 5039.

**Captain**, Department of Correction, No. 3172.

**Chief Clerk** (Office Appliance), Administration Division, Department of Taxation and Finance, No. 5149.

**Head Account Clerk** (Tax and Wage Records Bureau), D.P.U.I., No. 3125.

**Institution Steward**, Department of Correction, No. 3161.

**Junior Assistant in Marketing**, Department of Agriculture and Markets, No. 3243.

**Junior Civil Engineer** (General), Division of Engineering, Department of Public Works, No. 3058.

**Junior Civil Engineer** (Highways), Department of Public Works, No. 3113.

**Lieutenant**, Department of Correction, No. 3171.

**Principal Law Clerk**, D.P.U.I., No. 5504.

**Principal Statistics Clerk** (Albany Office), Department of Education, No. 5050.

**Principal Stores Clerk**, Department of Social Welfare, No. 5136.

**Senior Personnel Technician**, Department of Civil Service, No. 3231.

**Senior Special Tax Investigator** (Special Investigation Bureau), Department of Taxation and Finance, No. 5018.

**Senior Stenographer**, Department of Correction, No. 5060.

**Senior Stenographer** (Rehabilitation), Department of Education, No. 5037.

**Senior Stores Clerk**, Department of Social Welfare, No. 5092.

**Sergeant**, Department of Correction, No. 3170.

**Special Attendant** (Clerk), Department of Mental Hygiene, No. 5030.

**Special Attendant** (Dietitian), Department of Mental Hygiene, No. 5073.

**Special Attendant** (Stenographer), Department of Mental Hygiene, No. 3175.

# The Capitol Beat . . . . .

Unemployed workers in New York State received unemployment insurance benefits totaling \$9,311,323 in the form of 642,122 individual checks during July, Industrial Commissioner Frieda S. Miller reports.

New York City's unemployed workers received 82.5 per cent of the grand total, approximately the same proportion of the total they had received during June, Commissioner Miller said.

\* \* \*

It hasn't been recorded how many State employees the news should affect, but there'll be no open season in the State this year on snow geese, Roos's goose, swans and Wilson's snipe or jacksnipe. And incidentally, the Conservation Department reports, this year's season for wild ducks, geese, including brant, and coots, rails and gallinules, is seventy days. Which means the hunter has ten days more than he did last year.

\* \* \*

Incorporated stock companies chartered in New York State in the first seven months of 1942 totaled 5,693, compared with 8,999 in the corresponding period of 1941. The July total was 627, as against 1,187 in July, 1941. Said Secretary of State Michael F. Walsh, who made public the figures: "I can only repeat what I have said on several previous occasions this year. We do not expect any change for the better while the country is at war."

\* \* \*

Somewhat grimly, the Division of Standards and Purchase announced it was scrutinizing bids from seventeen firms who would sell New York State identification tags to be worn by children of the State. The State War Council already has given the go-ahead signal to the plan worked out by William E. Cashin, identification director, State Department of Correction. The tags, of processed fibre bearing each child's name and serial number, would be purchased by county and local war councils for about one cent each.

\* \* \*

Leave it to John L. Halpin, efficient secretary of the State Conservation Department, to dig up the unusual stories. He reports many

of Conservation's employees are actively aiding the war effort, but it remained for Game Protector Chester Griffith of Schenectady to do it in a manner somewhat out of the ordinary. In the report of extra-curricular activities of the protectors, filed with Commissioner Osborne, was this notation after Griffith's name: "Three days assisting in the harvesting of hay and oats on farms in Schenectady County, gratis, on days off."

\* \* \*

To several thousand automobile owners, since the beginning of 1942, New York State has granted license plate refunds, Commissioner John Splain reports. The owners were those called into the armed forces. Motorists in this category may turn in their plates and receive a refund with a twelfth of the original registration fee deducted for each month since the date of registration, less \$1.

\* \* \*

Encouraging is the report from Industrial Commissioner Frieda S. Miller that factory employment in New York State increased by 1.6 per cent between mid-June and mid-July, with factory payrolls 3.1 per cent higher in the same period. Said Commissioner Miller: "Thousands of additional workers employed by food canners in the State accounted for a large part of the net increase for the month."

\* \* \*

New face in an old job is that of William M. Foss, provisional appointee to the post of head of the Bureau of Pest Control, Division of Lands and Forests. Conservation Commissioner Osborne appointed Mr. Foss to the position vacated recently by Henry L. McIntyre, retired after thirty-five years' State and Federal service. Mr. Foss, who had been supervising forester for the last twelve years, had been in charge of all CCC work under Conservation Department's jurisdiction since its inception in 1933.

\* \* \*

Since the last issue of "The State Employee" went to press in June, events transpiring on Capitol Hill include:

Daniel R. Spratt, thirty years a

State employee and deputy commissioner and director of local assessments and special franchise tax valuations in Taxation and Finance, retired and headed for his home at Poughkeepsie and a well-earned rest. To fill the vacancy Tax Commissioner Carroll E. Mealey announced the provisional promotion of Raymond B. Slack, who had been Mr. Spratt's assistant.

\* \* \*

Walter T. Brown, seven years secretary to Governor Lehman, closed his desk and entered active duty as an army captain. In his stead Governor Lehman appointed, as acting secretary, James J. Mahoney, familiar figure about the executive offices for thirty years and the Governor's assistant secretary for nineteen years, and David J. Walsh, has become acting assistant secretary.

\* \* \*

Dr. George D. Stoddard became, on July 1, president of the University of the State of New York and State Commissioner of Education. To Commissioner Stoddard, regarded as one of the nation's foremost authorities in the field of child development, "The State Employee" extends best wishes for a happy and successful administration. He succeeds Dr. Ernest E. Cole, who, having reached the retirement age of seventy years, announced he would continue the practice of law in Albany.

\* \* \*

Walter W. Westall of White Plains, former assemblyman and State senator, became counsel to the State Economy Commission. He was chairman of the Legislative Reorganization Committee of 1926, which carried out recommendations of the commission headed by Charles Evans Hughes.

\* \* \*

Comptroller Joseph V. O'Leary reported that the State's invested funds totaled \$323,195,017 at the close of the fiscal year June 30, an increase of \$21,935,283 over the previous year. Far and away the largest single fund was that of the State Employees' Retirement System, with investments totaling \$167,650,914 as compared with \$151,510,967 a year ago.

# Rochester Parade

To the \$4,800 post of executive secretary to the State Commission for Post-War Planning of Public Works went Holden A. Evans, Jr., of Albany, by appointment of J. Buckley Bryan, State budget director and chairman of the commission. Well-known in State circles is Mr. Evans, former associate of Abbot Low Moffat, Assembly Ways and Means Committee chairman, in fiscal work.

\* \* \*

The not-so-lowly tomato, source of valuable vitamins, came into its own during "Tomato Week," designated officially as the week of August 17. The State told of the tomato's value, urged its canning. Girl Scouts, as a Tomato Week feature, handed out tomatoes and even salt from shakers, in downtown Albany and about Capitol Hill. First to receive his tomato was Dr. Edward S. Rogers, State Health Department, who knows the tomato's value.

\* \* \*

The State Highway Department revealed it had placed, at traffic light intersections on main highways near Albany, a new type "anti-skid" highway coating. Specifically, the "safety mat" sections entail the use of ore mine tailings, or stone waste from Adirondack mines. Author of the plan, designed to reduce skidding accidents, is J. Willard Holler, Albany district engineer. The ore tailings, laid on tar and rolled, already have proven their efficacy, Capt. Arthur W. Brandt, State highways superintendent, disclosed in announcing the plan would be broadened to include other highways.

\* \* \*

The State took official cognizance, at vacation's end, of the farm labor shortage and its effect on the State's milk yield. With many a young farmer turning to war plants with their higher wages, milking machines have become the order of the day. To initiate the younger farm children in the intricacies of the machine, Ralph C. S. Sutliff, supervisor in the Bureau of Agricultural Education, announced plans for school courses under joint Health and Education Department auspices. Milking machine salesmen will be on hand with their equipment for practical demonstrations, with teachers doing the instructing.



Members of the Rochester Chapter of the Association joined their fellow citizens in Rochester's War-Week Parade held recently. About 50,000 citizens participated in what proved the largest parade ever staged in Rochester. The line of march covered approximately four miles and was seven hours in passing. A float entered into the parade by the Rochester Chapter is pictured above. On the float are Audrey Gilson, Fannie Tandler and John Lyons of the State Division of Highways, and Sylvia DeLaeger, Patricia Laurim and Marion Kleisley of the State Insurance Fund. The floats entered by State employees were conceived by Neil J. Goodman and Raymond Munroe and built by members of the State Department of Public Works.

## State Workers' Service Flag Dedicated

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<b>TOTAL.....</b>	<b>3,452</b>

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**See Page 187**



# Local Government in N. Y.

## TOWN STRUCTURE

It is more difficult to reconcile efficiency with home rule in the town than in any other unit of local government, for the town is less of a functional area than the city, the village, or even the county. No unit is more embedded in tradition than the town. The New York State Commission for the Revision of the Tax Laws after an exhaustive study of local government found that highway construction and maintenance, assessment of property and the collection of taxes, police protection and the administration of health and welfare could be discharged more cheaply and efficiently by the county than by the town.

If these functions were handed over to the county there would be very little left of the town as a political entity. The essential elements of a system of local government near to the people and subject to local control would be largely lost. The determined stand of the Association of Towns of the State of New York against any move which might destroy the essentials of home rule shows that the people are very much aroused less they lose self government. The Association has sought and secured legislation which has removed many of the obstacles standing in the way of a more efficient administration of town functions. Apparently there is a great deal of vitality in the township concept in New York State.

There is no one answer to the township problem in New York. The 932 towns of the State vary in population from less than 100 to more than 180,000. Some need re-organization badly, while others present no problem whatever.

**Organization and Structure of Town Government.** Since the Constitution contains no reference to the organization of towns, the Legislature has full powers in regard to their formation, alteration, or abolition. Only one officer, the justice of the peace, is required by the Constitution. Aside from this office the remaining structure of town government is determined by statute. Far-reaching changes were effected by

the enactment of the New Town Law in 1934. This law seeks to provide a form of government better adjusted to the individual needs of the various towns, by dividing all towns into two classes, chiefly on the basis of population, and providing a somewhat different form of government for each.

Towns of the first class comprise all towns of 10,000 population and over, but exclude towns in Broome and Suffolk counties and include all the towns in Westchester county.

*Appearing on this page is the second of a series of three articles dealing with local government under the authorship of W. Seward Salisbury, Head of the Social Studies Department, Oswego State Normal School. Dr. Salisbury from his wide studies in the field of local and State government is making a unique contribution in the present services. His clear analysis of the current trends and issues, his graphic outlines and his devotion to high standards of citizenship are certain to impress our readers.*

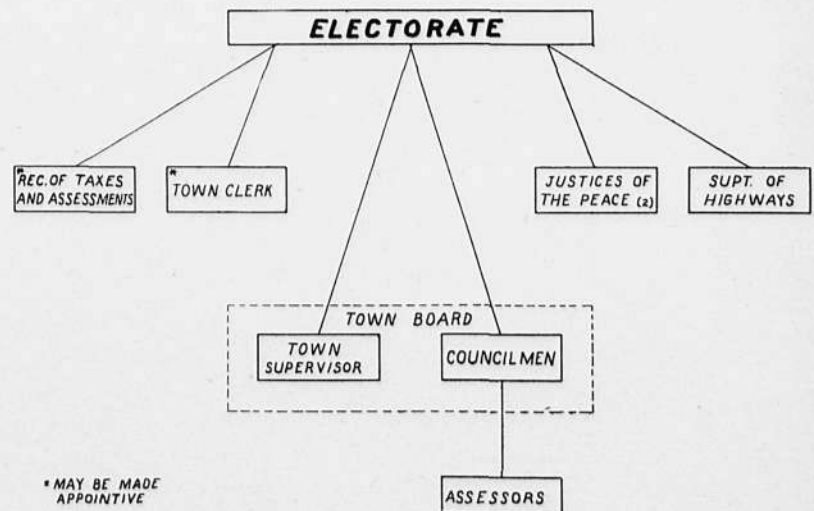
A. K. Getman,  
Editorial Board Member.

Any town, if it has a population of 5,000 or more, or adjoins a city of 300,000 or more, has an assessed valuation of \$10,000,000 or more, may elect to become a town of the first class. Forty-eight towns of the State necessarily fall into the category of first class towns. Approximately 75 others may change from second to first class category. There are over 800 towns which have a population of less than 5,000.

**Elective Officials Required.** The present law requires the election of a town supervisor and an additional supervisor in towns with a population exceeding one-half of the county population. Two justices of the peace must be elected in towns of the first class, although this number may be raised in towns having a population of 35,000 or over to four. Up until 1939 second class towns were required to elect four justices of the peace. These towns may now elect two justices and two councilmen. In towns of less than 300 population and with taxable property assessed at less than \$100,000 the number of justices is reduced to one.

Four councilmen who are members of the town board and perform the functions formerly performed by justices of the peace in this respect must be elected in towns of the first

### TOWN STRUCTURE: FIRST CLASS



class. Towns may choose to increase the number of councilmen to six.

A town clerk must be elected, although the office may be made appointive in both first and second class towns by resolution of the town board subject to a permissive referendum. Similarly, a town superintendent must be elected although this office may likewise be made appointive subject to a permissive referendum.

The offices of collector and school district collector are abolished in first class towns and a receiver of taxes and assessments is elected or appointed to perform their functions. A collector of taxes is elected in towns of the second class, although this office may likewise be abolished and the functions transferred to the town clerk by resolution of the town board.

Three assessors are elected in towns of the second class, although any town may by resolution of the town board subject to permissive re-

ferendum make these offices appointive. Any town by action of the town board subject to permissive referendum may also elect to have only one appointive assessor. Assessors in towns of the first class are appointed by the town board.

The town board consists of the supervisor and the town councilmen in towns of the first class, and the supervisor and justices of the peace and councilmen in towns of the second class. The town board is also the board of health.

**Appointive Officials Required.** Inspectors of elections and clerks must be appointed for the respective election districts. Towns of the second class may choose to make the office of assessor appointive with either three or one assessors. In towns of the first class the assessor or assessors must be appointed. In both classes the superintendent of highways and the town clerk may be made appointive officials.

The Public Welfare Law requires the appointment by the town board of a public welfare officer, although the supervisor may be authorized to act as such. The Public Health Law requires the appointment of a registrar of vital statistics. The town clerk and the local health officer are eligible for this office. If the town is not a part of a consolidated health district, the Public Health Law requires the appointment of one local health officer. The Agriculture and Markets Law requires the appointment of one or more enumerators to prepare a list of dog owners, except in Nassau county where such enumeration is the responsibility of the county police.

**Optional Town Officials.** There are no optional elective officials under the new Town Law. The town board may appoint a temporary auditor for a periodic audit of the town fiscal accounts. In first class towns the board may appoint a town comptroller. First class towns may appoint a town attorney, a town engineer, a police commissioner or commissioners, a police department, a zoning commission, and a planning board.

Second class towns which have adopted the budget system may likewise appoint a town attorney, town engineer, as many constables as necessary, a zoning commission, and a planning board. Other minor officials may be appointed where there is felt to be a need of their services.

**Functions of Town Government.** The supervisor is the executive head of the town. He has important financial duties; is town treasurer, disburses town moneys, keeps books of account, must report annually on the town indebtedness to the county board of supervisors, files a financial report annually with the State Comptroller and with the town clerk, and is held in strict accounting for funds appropriated in accordance with the annual budget in towns operating under the budget system. He must attend the meetings of the county board of supervisors.

The town clerk has custody of town records, is the clerk of the town board, is tax collector in second class towns which have abolished the office of collector, issues licenses and permits, performs various other clerical duties which may be conferred upon him by the town board.

## Bowling Champs

Champions of the State Insurance Fund Bowling League this year was the Payroll Audit five, which was awarded the trophy donated by the State Fund staff. The trophy was awarded at the league's bowling dinner, climaxing the regular season. Runner-up in the competition was the Misfit-Orphan team, which had to win a roll-off game to finish in second place. E. Reincker, of the Underwriting Team, received the prize for the highest individual average.



The Payroll Audit Team of the State Insurance Fund Bowling League, which won the season's honors. Left to right, front: Bonchetto, Kotasek and Blayha, and rear: Onorato, Pirk and Franz.

The town board exercises the legislative powers of the town. It has complete control of the town finances, may acquire or convey real property, determines in most cases the compensation of town officers, may fill vacancies in any town office, may award town contracts and grant franchises, and the like. The town board may enact ordinances, rules and regulations covering a variety of subjects ranging from the elimination of nuisances to the installation of electrical equipment. The board may engage in almost any activity which it believes will promote the general welfare. Under the new Town Law the powers of boards of commissioners for the various special districts are vested in the town board.

Beginning January, 1943, a budget system is compulsory for all second class as well as first class towns. The town board is charged with the preparation and adoption of this budget. The board conducts a public hearing and makes an annual estimate based on detailed estimates of expenditure submitted by the administrative officers, boards, departments and commissions of the town and of the various districts in it of the revenues and expenditures of the town and of each district separately, for the next fiscal year.

**Recent Developments in Town Government.** In recognition of the fact that towns have an unusual opportunity to improve the administration of town services, local officials have organized themselves into an Association of Towns of the State of New York. This Association has been responsible for the inauguration of a broad program of training schools for town officers. Such training schools as those for town welfare officers, for justices of the peace, for town highway superintendents, for town clerks, have been held to instruct town officials in the best means of discharging the responsibilities of their offices efficiently and economically.

Another forward step has been the abolition of the fee system of compensation through the requirement that all towns run their fiscal affairs upon a budget basis beginning, January, 1943. Under the budget plan all fees collected by town officers and employees must be paid to the supervisor and deposited in the general fund.

The requirement that towns as well as other local units of government select their employees according to a merit system meeting the approval of the State Civil Service Commission should generally raise the standard of local services.

Many towns are improving the assessment of property by taking advantage of the permissive legislation which allows the appointment of one assessor in place of three elected assessors. This does not automatically improve assessment, but it does make it possible to pay the individual assessor more than is paid each of three assessors. In these circumstances it is usually possible to obtain a better qualified official. With adequate property maps and better records of taxable property such an official is in a position to perform a more fair and scientific appraisal of property for tax purposes.

Some towns have abolished the office of tax collector and given his duties to the town clerk. Collection by the town clerk usually results in a more efficient use of the clerk's time as well as being of a decided convenience to the people of the town.

Some towns have chosen to fill the offices of town clerk, highway superintendent, and assessor or assessors by appointment rather than by election. Opinion differs as to the relative merits of appointment versus election for these officers. These towns believe, however, there is a better chance of securing com-

petent officials through appointment and that there is less likelihood of turning capable employees out without cause.

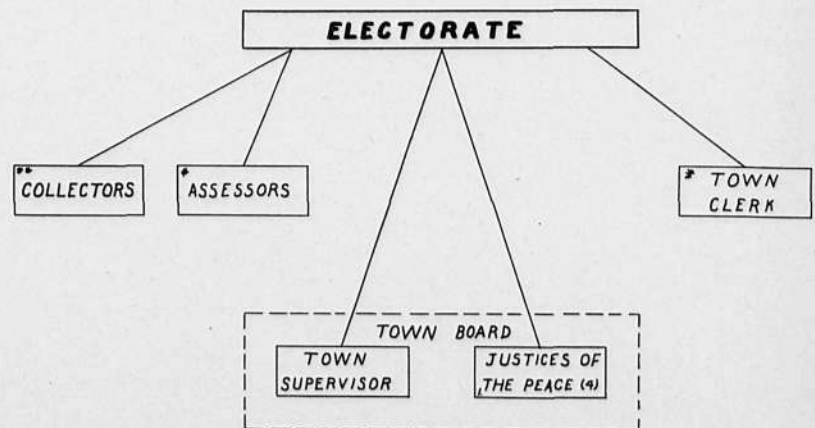
Some towns have increased the effectiveness of the town highway superintendent through cooperative arrangements with the county highway superintendent. In Monroe County the justices of the peace hold their courts at stated and regular intervals. The county assigns an assistant district attorney to meet with the respective justices' courts to advise the judge and assist with the prosecution of the cases. Other counties are likewise taking steps to improve and standardize the work of the justices of the peace on a county-wide basis.

### VILLAGES

The Constitution expressly authorizes the Legislature to provide for the organization of incorporated villages. But an amendment of 1874 prohibits the Legislature from passing a private or local bill incorporating villages. The Legislature cannot incorporate a village by special act and the boundaries of villages incorporated since 1874 can only be extended or diminished by action of the locality involved. The general Village Law prescribes the procedure for the dissolution of a village, upon the adoption of such a proposition by the electors of such village.

**Structure of Village Government.** There are no village officers required by the Constitution. The general Village Law established the general

### TOWN STRUCTURE : SECOND CLASS



- \* MAY BE MADE APPOINTIVE.
- \*\* MAY BE ABOLISHED AND FUNCTIONS TRANSFERRED.
- 1 TOWN BOARD MAY BE COMPOSED OF TWO JUSTICES OF THE PEACE AND TWO COUNCILMEN.

structure of village government and provides for the formation, alteration and dissolution of villages generally, upon petition of residents or taxpayers. Villages are divided into those of the first, second, third, and fourth class, on the basis of populations consisting respectively of (1) 5,000 or more; (2) 3,000 to 5,000; (3) 1,000 to 3,000; and (4) less than 1,000. First class villages may operate under home rule status. There are some advantages accruing to villages under home rule organization which are not available under the general Village Law.

There are 554 incorporated villages, which vary in population from less than 100 to more than 22,000. They are municipal corporations relatively independent of the other local units of government, although their property is subject to the town tax. The village is distinctly a functional unit, and under the Village Law is capable of a high degree of adaptation to modern village problems.

**Required Officials.** All village officers are appointed by the village board of trustees, with the exception of a board of trustees itself, a police justice, and in a few instances a receiver of taxes and assessments. The board of trustees consists of a mayor and four trustees, except that the board may resolve to have six trustees in villages of the first and second class, or two in villages of the third and fourth class. The mayor and trustees are required officials in all villages. The police justice is a required elective official in every village of the first class, and may be elected in any other village upon resolution of the board of trustees.

Other required officials appointed by the board of trustees are a village treasurer, a village clerk, either one or three assessors, and inspectors of election. The Public Health Law requires the appointment of a registrar of vital statistics and a health officer.

**Permitted Officials.** A large number of other officials and employees are permitted to be appointed according to the needs of each village; engineers, clerks, auditor, stenographers, firemen, planning board, pound keeper, park commissioner, etc.

The compensation of all village officers or boards, other than the mayor, trustees, and members of separate boards of commissioners

may be fixed by the board of trustees. The mayor, trustees and boards of commissioners serve without compensation except that members of the board of trustees when acting either as inspectors of election or as village assessors or board of review, are entitled to compensation fixed by law for inspectors of election and town assessors. The board of trustees may, however, subject to permissive referendum, fix the annual compensation of the mayor, or trustees, or both, or members of separate boards of commissioners, at sums not to exceed; (1) in villages of the first class: mayor, \$1,200; trustees, \$600; commissioners, \$300; (2) in villages of the second class: mayor, \$600; trustees and commissioners, \$300; (3) in villages of the third and fourth class: mayor, \$300; trustees and commissioners, \$200.

**Functions of Village Government.** The mayor is the executive officer of the village and responsible for the enforcement of the laws, prosecution of offenses, recovery of penalties, and supervision of police and other subordinate village officers. He may also recommend the adoption of necessary measures to the board of trustees.

The powers and duties of the board of trustees extend generally to all matters relating to the government of the village, the management of its business, and the preservation of good order, peace, health, safety and welfare of its inhabitants and protection of their property. They may enact ordinances regulating all such matters.

The board of trustees exercises practically all the financial powers of the village, including the levy of special assessments, audit of bills, accounts and claims against the village, the assessment, levy and collection of village taxes, and the borrowing of money and contracting of indebtedness, subject, of course, to the 9½ percent constitutional limitation on assessed valuation. The board is charged with the adoption after a public hearing, of an annual village budget, which must not, however, exceed the 2 per cent constitutional limitation of the total of taxable property.

The village treasurer is the chief fiscal officer, having charge of the receipt and expenditure of village moneys, etc. The village clerk is custodian of all village books, records, papers and reports. The receiver of

taxes and assessments, in villages having such officers, has all the powers and duties exercised by either the collector of taxes or the treasurer of such villages. All fees collected by him belong to the village and are paid into the general village fund.

The police justice is the village judicial officer, with exclusive jurisdiction over violations of village ordinances. He has criminal jurisdiction over misdemeanors, over the examination of persons charged with commission of a felony, and over charges of disorderly conduct or vagrancy. He has the same powers as a justice of the peace in issuing warrants for the arrest of persons charged with the commission of a crime or disorderly conduct in a county including any portion of such village. He has the same civil jurisdiction as a justice of the peace in any civil action to which a resident of the village is a party, except that the limitation on the amount is \$500 instead of \$200. The town clerk furnishes him with jury lists in the same manner as justice of the peace.

In villages operating under the village manager plan, all legislative powers are vested in the boards of trustees, consisting of the mayor and town trustees, while administrative and executive powers are vested in a village manager, appointed by the board.

### SPECIAL DISTRICTS

In response to a demand for more services, particularly in outlying areas adjacent to the centers of population, the Legislature has provided for the creation of additional political units in specified areas. These districts permit the performance of certain functions rather than the exercise of the miscellaneous powers of government. The special improvement district seemed the best means of meeting new demands without completely overhauling the traditional pattern of local government.

Many special districts have been added since the first were authorized in 1880. There are over 2,700 special districts in New York State at the present time covering a wide range of purposes: water supply, fire protection, street lighting, waste collection, sewage disposal, streets, sidewalks, health, drainage, park, public dock, and others. Most of these districts are in the highly urbanized counties—Erie, Monroe, Westchester, and Nassau.

(Continued on Page 213)

# Our Group Plan

## OF ACCIDENT AND SICKNESS INSURANCE

BY BEULAH BAILEY THULL  
Chairman, Group Insurance  
Committee

Nothing in this world is unchangeable, even our own group plan of Accident and Sickness Insurance is subject to minor changes. Your insurance committee thought it wise to print annually in "The State Employee" (our primary medium for reaching the entire association membership) a simple statement of the coverage, the cost and the pertinent facts pertaining to our Accident and Sickness Insurance.

Our present Group Plan of Accident and Sickness Insurance became effective June 1, 1936. The policies are underwritten by the Commercial Casualty Insurance Co., 10 Park Place, Newark, N. J. The underwriting agent is Ter-Bush & Powell, Inc., 423 State Street, Schenectady, N. Y. The claim adjustors are:

J. C. Morrison, 75 State Street, Albany, N. Y.

M. H. Pawley, White Building, Buffalo, N. Y.

J. F. Kirby, 55 John Street, New York City.

Henry A. Metzter, Lincoln Alliance Building, Rochester, N. Y.

This means that one of the above offices must be notified within ten days after your disability starts. If you are prompt in notifying the company, the company will be prompt in paying you. Since June 1, 1936, the company has paid over \$620,000 in claims to the members of our group insurance. It would seem that as a group we could never win a Health Medal.

### Classification

For the purpose of Accident and Sickness Insurance the State employees are divided into two general classifications: (1) Clerical and office employees; (2) All other employees.

Likewise there are two forms of Insurance available to employees who belong to our association. Both forms are identical as far as sickness is concerned but differ in accident coverage. The forms are (1) Full occupational and non-occupational accident coverage and full

sickness indemnity for one year; (2) Non-occupational accident coverage and full sickness indemnity. In this one the accident coverage is for five years, but the sickness coverage is one year.

Form (1) means that the policy covers all accidents which occur any time, anywhere, anyhow, with a few exceptions, and all sicknesses.

Form (2) covers only accidents which happen while you are not on the State's time, but like Form 1 covers all sicknesses. All State employees must be covered by Workmen's Compensation. Thus if Workmen's Compensation covers the employee while at work and the group policy covers him while at home or at play, even under Form 2, the employee has twenty-four hours per day of accident coverage.

### Accidents

The coverage for accidents which make it impossible for one to go to work starts on the day of the accident. It continues until one is able to return to work, that is if said time is not more than a year under Form 1, and five years under Form 2. If an accident is a non-disabling one which does not prevent one from being on the job, the company will reimburse the insured for physician or surgical expenses incurred to a maximum of one week indemnity under the policy. That is if your policy provides for \$20 a week payment then you could get surgical or doctor's expenses up to \$20 for a non-disabling accident. Accidental death and dismemberment is paid for in accordance with the terms of the policy issued to the individual members. No payment is made for death due to natural causes.

### Sickness

In sickness one must be sick seven days with no compensation. The compensation from the insurance company starts on the eighth day of disability and can continue for a year, if one should be sick that long. One does not need to be house confined to claim the indemnity, that is, unless one is on vacation or leave of absence, but it is mandatory that one see a licensed physician for professional services at least once every seven days during the period of disability. This rule applies to disability from accidents as well as sickness. Remember that the maximum payment for sickness disability is one year.

The fact that an employee is kept on the State payroll during a period of illness or accident disability has no effect whatever upon the benefit moneys received from the insurance company. This is one time when it is legal to be on two payrolls at one time.

### Payment of Premiums

In the majority of cases we have payroll deductions for the Accident and Sickness Insurance. However, if one does not wish a payroll deduction, an annual or semi-annual premium may be paid directly to Ter-Bush & Powell, Inc. Also if a member of the group plan is off the State payroll because of leave of absence (military leave excepted) payment of premiums may be made directly to Ter-Bush & Powell, Inc. Members leaving State service should notify Ter-Bush & Powell, Inc., if they want to continue their insurance. It is up to the discretion of the company whether or not it may be continued.

### Amount of Insurance and Cost

Annual Salary	Monthly Indemnity	Semi-Monthly Premiums		
		Office & Clerical Workers, Class 1 Form 1)	Full occupational coverage (Class 2, Form 1)	Non-occupational coverage (Class 2, Form 2) (Green app. card)
Less than \$600.....	\$30	\$.50	\$.75	\$.50
\$600, less than \$1,000....	50	.80	1.20	.80
\$1,000, less than \$1,200....	60	1.00	1.50	1.00
\$1,200, less than \$1,600....	75	1.20	1.80	1.20
\$1,600 and over.....	100	1.55	2.35	1.55

## Pointers

If an insured employee rides on a transport passenger plane as a paying passenger he is covered, but stunt-flying, private flying, or any other kind of flying is not covered.

Tuberculosis is limited to twelve months in the aggregate.

One can not be paid for indemnity for two disabilities at one and the same time—that is you cannot collect at the same time for both accident and sickness.

There is no indemnity for child birth unless the policy has already been in force ten consecutive months. Also the company will only pay four weeks for any one pregnancy but they might be persuaded to pay double for twins.

The insurance does not cover death, disability or loss sustained while in the military service or caused by war. It would seem that accidents from bombings are excluded.

One must put in a benefit claim within twenty days of the date of accident or ten days of being taken sick.

The company has the right to have you examined by their own doctors. Sometimes family doctors are too lenient with the patient.

### Employees Eligible for Insurance

All employees of the State of New York who are members of the Association, or eligible for membership, may apply for insurance under this plan. The policy issued under the plan will be void unless the applicant is on duty and regularly employed at the time the insurance becomes effective. Applications are accepted or declined on the basis of the information contained in the application and at the sole discretion of the insurance company.

### No Medical Examination—Correct Application

No medical examination is necessary. However, it is important that the questions on the application relative to medical history are answered truthfully and completely because if a claim is submitted at a later date and is investigated, and if the medical information given by the application is incorrect, or incomplete, the insurance company has the right to refuse to pay the claim and continue the insurance coverage. This is the time for the "whole truth and nothing but the truth."

## Effective Date—Insurance Policies

The insurance issued under the accident and sickness insurance plan is put into effect as soon as possible after the application is approved by the insurance company. A policy is issued to each member insured under the plan. Loss of this policy should be reported to Ter-Bush & Powell, Inc., so that a replacement may be furnished.

### Termination or Cancellation of Insurance

Insurance issued under the plan of accident and sickness insurance may be cancelled by the insurance company only when (a) policyholder ceases to pay premiums due, (b) policyholder attains age 70, (c) policyholder ceases to be a member of the Association or (d) all policies issued under the group plan are cancelled. The insurance can be cancelled by the policyholder by notifying the State Comptroller, State Office Building, Albany, N. Y., to stop deductions from his salary to cover premiums due on the insurance.

### Necessity of Membership

Maintenance of membership in the Association is necessary for continuance in the Group Plan of Accident and Sickness Insurance. After a reasonable time, continued failure of a policyholder to maintain membership will result in the Association's notifying the State Comptroller to cease deductions from the salary of the insured. When such deductions cease the insurance terminates. Reinstatement can then be made only at the discretion of the insurance company and if the one time member joins again.

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## Volunteer for Victory

It isn't merely "V for Victory" with Benjamin Potoker, associate reviewing examiner, claims bureau of the Division of Placement and Unemployment Insurance in Albany. With Mr. Potoker, it is "Volunteer for Victory."

He relays, to the public and to State workers generally, the appeal of Lieut.-Col. William E. Whittington, regional commander of the Albany Aircraft Warning Station, for more civilian volunteers to man plane spotting posts. Says Mr. Potoker:

"Let us all get behind the colonel one hundred percent, and establish a large staff of volunteers to assist in this vital war need. Men and women, with good eyesight and hearing, who are citizens of the United States and over eighteen years of age, are eligible for this work. I am proud to be a volunteer of the Albany Aircraft Warning Station. You will be, likewise. So what are we waiting for? Let's get going."

## FOR A LOVELIER COMPLEXION—



## DRINK MILK!

Best basis for beauty is the vital, glowing health you promote by drinking milk every day. But more than that, milk is a rich source of calcium which many specialists prescribe for a clear complexion. So to aid your beauty, and refresh your thirst...deliciously, and economically... drink milk!

The State of New York Says:

**SATISFY THIRST  
FORTIFY HEALTH  
DRINK MILK!**



THE STATE OF NEW YORK

# Our Representative's "Handbook"

So that Association representatives may be in a position to adequately advise members of their privileges and rights under Civil Service, Workmen's Compensation, and Retirement Laws and other rules and regulations affecting them, the Executive Committee of the Association at its meeting on March 3rd, adopted the following resolution:

"Be it resolved, That the President be authorized to appoint a special committee to compile a handbook for Association representatives, containing information relative to rules and regulations affecting employees and any other information of value to employees."

President Fisher subsequently appointed Charles H. Foster of the Division of the Budget as Chairman of this special committee to be assisted by: Charles L. Campbell, Civil Service Department; William Kilian, Civil Service Department; Dr. Albert Hall, Education Department; Dr. Frank L. Tolman, Education Department; Patrick McCormack, Mental Hygiene Department; John W. Henry, Labor Department; Louis Drexler, Civil Service Department; Warren Welch, Public Works Department and Edmund Schreiner, Health Department.

A detailed outline of the material to be contained in the handbook was prepared by Mr. Foster and his committee, and assignments to prepare particular sections of the book were given to members of the committee and other persons in key positions in State service who are experts on the subjects covered in the section of the book assigned to them.

Many sections of the proposed handbook have already been tentatively prepared, and it is hoped that the first copies will be available at the Association's Annual Meeting on October 20, 1942.

Information covering the following subjects will be contained in the handbook: Career opportunities and responsibilities; the organization of the Association treating its right to organize, its history, constitution, organization, its work as representative of employees, and a detailed explanation of its services such as "The State Employee," group insurance, hospitalization, etc.; what State

Civil Service is; procedure for appointment to civil service positions, explaining transfers, reinstatements, promotions, demotions, etc.; a statement as to how civil service examinations are conducted; an article on classification and reclassification of positions and employees' rights therein; information as to the Feld-Hamilton Salary Plan and other statutory salaries and employees' rights therefor; an explanation of service record ratings, in service training, lay-off and dismissal procedure; a statement on working conditions treating leaves, hours of work, overtime, tardiness, etc.; articles on workmen's compensation laws and regulations, retirement rules and regulations, the rights of employees in military service, and the fiscal organization of the State.

Because of the broad scope of the proposed book, and the probability that the finished product will be of considerable size, it is quite certain that copies will not be made available for all of the Association's 35,000 members throughout the State. It is planned, however, to distribute copies to chapter officials, representatives and generally enough to assure that a copy will be available for reference in all State offices, bureaus, divisions, departments and institutions. Because of the fact that it cannot be distributed to all members, it is also planned to print various sections of the handbook in issues of "The State Employee" and if these issues are retained for reference the employees will have the information contained in the handbook readily available at all times.

A tentative draft of Section VII of the Representatives Handbook has been prepared and follows:

## Association Representatives Handbook

### Section VII—The Feld-Hamilton Salary Career Plan

**Purpose** The Career Law was enacted to increase the efficiency of the service of the State, "to attract unusual merit and ability to the service of the State of New York, to stimulate higher efficiency among the personnel, to provide skilled leadership in administrative departments, to reward merit

and to ensure to the people and to the taxpayers the highest return in service for the necessary costs of government." The wage policy of the State is defined as "Equal Pay for Equal Work, regular increases in pay in proper proportion to increase of ability, increase of output and increase of quality of work demonstrated in service."

The law provides what is believed to be a fair entering wage and advancement with increasing pay where earned, to a maximum salary for the job. Promotion to higher positions of greater responsibility and higher pay rates is made probable by the provisions of the Civil Service Law that vacant positions shall be filled by promotion wherever possible.

**How it Works** To understand the working of the law, it is necessary to know the work of the two chief agencies concerned with the administration of the salary plan, The Classification Board in the Civil Service Commission and the Temporary Salary Standardization Board appointed by the Governor.

The salary plan is based upon and conditioned by the necessary civil service procedure of the State. Sound classification of positions, proper descriptive titles and accurate job analysis are necessary to its proper functioning.

As explained in the previous section, classification has the function of sorting and grouping all the thousands of individual positions into a smaller number of "classes" of positions with simple uniform descriptive titles, most of which have grade designations as part of the title as **Junior Clerk, Assistant Clerk, Senior Clerk**, etc.

**Temporary Salary Standardization Board** The determination of salaries to be paid the various kinds of "classes" of positions is entrusted to the Temporary Salary Standardization Board.

The Salary Board is not free to determine arbitrarily individual salaries. The Legislature has erected a general framework within which the Standardization Board must operate and has provided certain general di-

rections to the Board as to where different kinds of jobs shall be allocated.

This framework, consists of general salary scales and increments for "occupational groups" or closely related or similar kinds of positions in the State service.

The Salary Board is directed by law to place each different kind or "class" of position in an appropriate service and salary grade as provided by in the law. The resulting salary is the same as that shown in the salary tables in the law for the service and grade established by the Salary Board.

Let us see if we can get the fundamentals of allocation clear by a few examples.

Suppose you are a Senior Clerk in the Department of Taxation and Finance. Your job is similar to that of many other Senior Clerks in other departments. All these belong to the "class" Senior Clerks and bear the same title. All clerks by definition in the law belong in the Clerical Service with the Symbol III. The grade is determined by the Salary Board on the relationship of the duties, responsibilities, etc., of Senior Clerk to other classes of clerical positions, both lower and higher. The Salary Board has determined grade 2 as the "appropriate" grade of the clerical service for all Senior Clerks, so the allocation is III:2, or Service III Grade 2, Salary \$1,600 to \$2,100, Annual Increment \$100.

All titles of positions in the competitive and non-competitive classes of the classified service have been allocated to "appropriate" salary services and grades and the allocations are printed in the annual reports of the Salary Board. If any new titles are created or approved by the Civil Service Commission, the Salary Board allocates those titles. The Budget and Appropriation Act carry the allocations also. All new appointments are made at the minimum except where the first temporary salary adjustment provision comes into play.

**Temporary Adjustments** When the salary plan was put into effect, the financial situation of the State did not make it possible to increase the budget in the amount required to increase each employee's salary to the sum to which he was entitled on the basis of his mini-

imum rate plus increments corresponding to his years of service in the position. The Feld-Hamilton Law included an adjustment feature by which he was advanced from his current salary each year by the amount of his increment until he reached his maximum. This meant that he would start at his current salary instead of the minimum and if below the minimum he would receive more than five increments until he reached his maximum salary. As many employees were far below the minimum this salary adjustment often involved a process of many years duration. The Feld-Ostertag Law was therefore designed to bring employees receiving less than the minimum to their proper salary more rapidly by providing a further temporary adjustment. When a position became vacant the law directed that present employees should be advanced as far as budget items at or below the minimum permitted and that the new appointment must be made at the lowest salary in the adjustment series.

For purposes of such salary adjustments each department is divided into salary adjustment units consisting of a bureau, division unit or some combination of these, within which the salary adjustments take place.

**Annual Increments** The annual increments provided in the law are in general five per cent of the entering salary except that a minimum limit of \$100 increases this percentage to over ten per cent in the lower grades.

Increments accrue on July 1 each year to those with an additional year of service. Persons at the maximum receive no increments. Persons near the maximum where the increment would exceed the maximum receive the amount required to bring them to the maximum. Persons appointed before January are credited with a year's service. Persons appointed after January 1 do not receive their first increment until July 1 of the following year.

Increments are paid only as earned by satisfactory performance of the job. Service ratings must be satisfactory. Unsatisfactory ratings, approved by the Civil Service Commission, result in canceling of the increments until a satisfactory rating is earned.

(Continued on Page 213)



First Lieut. Theodore Williams

Another prominent figure in State employee organization activities has left for military service. He is First Lieutenant Theodore Williams, former Sergeant at Sing Sing Prison, who is on active duty at Fort Oglethorpe, Georgia.

Lieut. Williams began his civil service career at Sing Sing on June 6, 1932, as a prison guard, as a result of receiving highest rating on the State-wide civil service eligible list for that position. On February 1, 1938, he was appointed to Sergeant.

Lieut. Williams is a veteran of World War I, having enlisted in 1915, and was twice wounded in action. In 1923 he was honorably discharged from the Royal British Army. He is well known in Association activities, having been the first president of the Sing Sing Prison Chapter when it was organized in 1940.

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## A New State Activity

Newest adjunct of the New York State government, the State Typewriter Repair Bureau, already has proven its worth by effecting a substantial savings in the cost of maintaining typewriters in use in various State offices.

The bureau, created by order of Governor Lehman and a special act of the 1942 Legislature, now occupies the top floor of the Plaza Building in downtown Albany. The bureau is under supervision of John T. Higgins, commissioner of standards and purchase, who has appointed Farren A. Lique, one of his aides, to head the division.

The State, faced with the realization that no new typewriters would be available, and aware its 7,000 typewriters (2,154 in Albany, 1,900 in New York City, the remainder in other State offices) must meet the State's need for the duration, conducted surveys preliminary to setting up its own repair bureau. Studied by Commissioner Higgins and his aides were New York City's municipal repair bureau, and that of the General Electric Company.

Under the State's present plan all typewriters not in regular use must be pooled; all surplus machines picked up and stored with the repair unit; all spare parts picked up and stored, and pooled machines used on a 90-day loan basis when regular machines are being repaired.

"Riding herd" on the State typewriter supply are four repair men, three clerks and a laborer. The bureau by September 1 had collected a surplus of fifty typewriters, built up a substantial stock of repair parts and installed a compressor-type laundry by which the machines are steamed and chemically-cleaned.

During August, first month of operation for the bureau, the unit reported 231 repair calls at a total cost of \$277, compared with an estimate of \$462 if the work had been done by private firms. During the month eighteen typewriters were overhauled at a cost of \$119, as against an estimated cost of \$324.

The repair men, recruited from typewriter companies whose operations were curtailed or cancelled by the government's typewriter freezing order, are familiar with the various makes of typewriters used by the State.

## Education Courses

As this magazine was placed in the mails the first classes of educational courses sponsored by the Association at Siena College, Loudonville, N. Y., were meeting. These courses, as planned by the Education Committee of the Association, recently appointed by President Fisher, will be conducted by the College Faculty and are available to State workers in the Albany area, wherein no such opportunity has existed heretofore. The courses offered were designed to be of practical value and to meet the definite needs of employees and help them prepare for promotion in their civil service careers.

Each course will consist of one class of two hours duration each week for fifteen weeks. State employees satisfactorily completing courses will receive Regent's Public Service Training Certificates by the Bureau of Public Service Training of the State Education Department. Such certificates, when submitted applications for civil service examinations, will be recognized by the State Civil Service Commission.

The courses offered are Effective Writing; Effective Speaking; Personnel Administration; Staff Supervision; State Government and Bacteriology. The courses in Personnel Administration, State Government and Staff Supervision will be supplemented by lectures to be given by persons holding key positions in their particular field in State government and private industry. The first meetings of the classes will take place during the week of September 14th.

The Education Committee which arranged the educational program consisted of: Eugenia McLaughlin, Chairman, Chief of Division of Examinations of the Civil Service Department; Lottie Edward, Assistant, Teacher Certification, Education Department; Dr. Albert Hall, Director of Office of War Training Programs, New York War Council and Chief of the Bureau of Public Service Training, State Education Department; Dr. Istar Haupt, Associate Examiner, Civil Service Department; Dr. David Schneider, Director, Bureau of Research and Statistics, Social Welfare Department; Catherine Shanahan, Senior Personnel Technician, Civil Service Department; Elizabeth Slattery, Bureau of Motor

Vehicles; Dr. Frank L. Tolman, Director of Division of Adult Education and Library Extension, Education Department; and Beulah Bailey Thull, Tax Research Assistant, Tax Department.

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# Local Activities

## Letchworth Village Activities

Posted on the bulletin board of the Letchworth Village Community Club is the annual report of Letchworth Village Chapter for 1941-42, which indicates that a total of 660 employees of the institution have joined the State-wide association in 1942. Eighty per cent of these members are also members of the local employees' chapter.

The Chapter's executive committee met on August 20th and selected a nominating committee for the election of officers in October. A resolution was adopted providing for the sending of writing portfolios to the chapter's members in the armed forces, which totals thirty-six in the various branches.

A corn roast, sponsored by the Chapter, was held at the Real Folks Rest, Mt. Ivy, on August 25th. The roast was well attended and the net proceeds will be used to buy gifts for the institution's employees in military service. The committee in charge of the affair included: Mary Kitchen, Chairman; Leslie S. Ware, David Roche, Louis Marx, and Harry Hansen. Assisting the committee at the roast were: Joe Prudente, Alex Hitsman, Alfred Balde-schweiler, Harry Branson, Daniel Hughes, Charles Fader and Hugh Grant. Mina Hardt was ably assisted by Sue Avery and Genevieve Rutski in seeing that all were served plenty of corn and other refreshments.

### To Association Members:

When you have finished reading this issue of "The State Employee," loan it to any fellow State employee who is not a member of the Association. In this way non-members may be acquainted with the work and services of the Association and their membership support obtained. Membership is important to the success of the Association and the recognition accorded it by government leaders.

The Editor.



MISS JOSEPHINE JERUM

## Two Stars More

The first two stars honoring women employees were added Friday, August 28th, to the service flag of The State Insurance Fund by Lt.-Col. Nicholas W. Muller, Executive Director of the Fund, when it became known that Josephine Jerum, Law Clerk, and Mrs. Harriet Westin, of the Actuarial Department, had been sworn in as members of the W.A.A.C. Their enlistment brought the total of State Fund employees in military service to eighty-five.

Miss Jerum has been employed in the legal department of the State Fund for the last five years. Mrs. Westin was a temporary employee in the actuarial department of the fund and was active as an air raid warden when she enlisted.

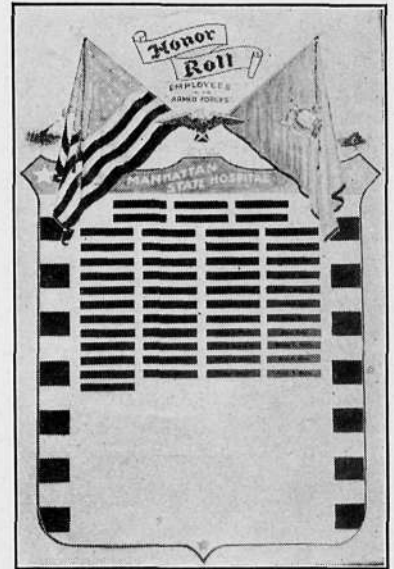
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## Manhattan Chapter Honors Employees in Military Service

A placque bearing the names of thirty-four employees of Manhattan State Hospital who are now in military service was presented to the hospital at ceremonies in the newly decorated Amusement Hall on the grounds of the hospital on August 6th. President of the Manhattan State Hospital Civil Service Employees Chapter, Sam W. Silver, read each of the names of employees in military service. Mr. Silver was chairman of the committee on arrangements of the affair.



Dr. John H. Travis, Superintendent of the Hospital, accepted the placque on behalf of the hospital. The placque was made possible through the cooperation and generosity of employees and staff of the hospital and friends.

When the name of Richard Fitzgerald was announced, the following telegram was read: "Washington, D. C., June 23, 1942, Mrs. Matilda Nuehlmeier, 1728 Hunter Avenue, New York City; Deeply regret to inform you that your nephew, Corporal Richard J. Fitzgerald, has been reported missing in action at sea since June 7th. Letter follows. (Signed) the Adjutant-General."

# Over the State

There was hushed silence after the telegram had been read, and Ernest DeMarco, director of the orchestra which furnished the music for the event, rendered a bugle solo, playing "Taps."

After the dedication of the plaque, a Victory Dance and Lawn Party was conducted, with refreshments being served on the lawn of the institution. Invited guests included Congressman Vito Marcantonio, State Senator Charles Muzzicatto, Assemblyman Hamlin O. Catanacio, and others.

Among the messages of regret for non-attendance, which Chairman Silver read, was one from the chapter's staunch friend, Dr. William Seaman Bainbridge, retired army surgeon in the Naval Reserve.

## Oneonta Chapter Picnic

One hundred and seventy-five members of the Oneonta Chapter of the Association enjoyed a picnic at Wilber Park on Sunday, June 28th. The committee in charge of arrangements was headed by Erma Chamberlain on the staff of the Homer Folks State Tuberculosis Hospital at Oneonta.

## Coxsackie Service Flag

The Coxsackie Chapter of the Association recently purchased a service flag to honor the employees of the State Vocational Institution who entered the armed forces of the Nation. Presentation of the flag was made by Walter T. Mason, President of the Chapter, and was accepted on behalf of the institution by Superintendent D. D. Scarborough. At the date of the presentation the flag contained seventeen stars, and additional stars will be added from time to time as more employees of the institution leave for military service.

## Elmira Election

At the Annual Meeting of the Elmira State Reformatory Chapter of the Association held recently, the following employees were elected as officers to serve for the ensuing year: President, William T. Murphy; Vice-President, John Gallagher; Treasurer; Thomas Jones, Secretary, Francis Weaver. Mr. Murphy was selected as the Delegate of the Chapter to attend meetings of the Association.

## Ogdensburg Notes

A number of employees of St. Lawrence State Hospital, Ogdensburg, recently spent several days in training at Camp Smith, Peekskill, N. Y., as members of Company F, 6th Regiment, New York Guard. Those attending included: Warren T. Reilly, C. Gilbert Beck, Robert F. King, M. Howard Wainwright, Harold B. Northam, Thomas King and two former employees; Elmer Sears and James Heagle. From all reports, the camp session proved most interesting and instructive.

Social events during August featured the local employees' Association fall picnic and outing held at Camp Laurent on the St. Lawrence River. Under the capable direction of the Committee in charge, headed by Eleanor Thayer, and assisted by Matt Roshirt, Roy Smith, Janet Brainard, Bill Vines and Carl Dowdall, a picnic lunch of hot dogs, coffee, doughnuts, etc., was served at 7:30 P.M., followed by dancing in the club house.

Among the hospital employees who have enrolled in the radio technical school offered by the Signal Corps of the Army at the Ogdensburg Free Academy are Larry Legnault, Wilfred Landry, Mary Taylor, James F. Robinson, Robert F. King and C. Gilbert Beck. Enlistment in the Signal Corps is a prerequisite of the course which takes eight months. At the completion of the course, members are called to active duty with the Signal Corps.

Recent visitors at the hospital were the following employees now in military service: Pvt. George Travis, Lt. Commander Harold Berman, and Wesley Baker.

## Woodbourne Chapter News

Members of the Woodbourne Prison Chapter of the Association were grieved at the loss of Samuel Andrews, kitchenkeeper at the Woodbourne Institution, who passed away at Monticello Hospital after a very brief illness. On the evening of August 10th an assemblage of fellow employees honored his memory.

## State Employee Distinguishes Himself

Dr. Harry L. Freedman, who was up until his enlistment into military service, the representative of the Association at Clinton Prison, Danemora, is contributing something worthwhile to army life, according to an article contained in "The Signal Corps Message," a weekly newspaper published at Fort Monmouth, N. J.

The article in part states: "Pioneering in the field, the Signal Corps Replacement Training Center has set up a Classification Clinic, with 1st Lieutenant Harry L. Freedman, Medical Corps, a psychiatrist, as Director. Here men who are having difficulty in adjusting to Army life are helped with their problems and are thus enabled to get the most from their army training. In setting up such a Guidance Center, the Signal Corps Replacement Training Center has taken another step in using the most advanced educational and psychological techniques in the training of Signal Corps men. Education, business and other institutions have been finding increased efficiency in their personnel after the organization of such clinics, which have helped students or employees make a good adjustment to the school or job."

## Wassaic School News

Lyda Monroe, Secretary of the Wassaic State School Chapter of the Association, writes that due to the fact that James Sweeney, Editor of the School News, the monthly publication of the Chapter, is scheduled to join the armed forces during September, that the Executive Council of the Chapter will publish the School News until a successor to Mr. Sweeney has been named.

The Chapter would welcome exchange items from the publications issued by employees of other State institutions.

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# Poughkeepsie Activities

As this issue goes to press the Graduation Exercises of the Hudson River State Hospital School of Nursing at the Assembly Hall, on Friday evening, September 11th is being arranged. Presiding at the event will be Dr. John R. Ross, Superintendent of the hospital. Invocation will be given by Rev. Francis B. Whitcomb. May V. Jerrell, Assistant Principal of the School of Nursing, will give the Nightingale Pledge. Prizes will be presented by the Principal of the School, Gladys E. Russell. Presentation of diplomas will be made by Mrs. Charles J. Corbally, President of the institution's Board of Visitors, and Hon. Charles J. Corbally will address the graduates. Benediction will be given by Rev. Charles Schmidt.

Members of the nursing school who will receive diplomas are: Catherine Ballard, Estelle K. Chupka, Helen C. Dudek, Helen M. Opitz, Florence G. Wadlin, Evelyn K. Walley, Francis Cuda, Leo E. Darmody, Harold E. Hodder and Charles Leedecke.

Employees of H. R. S. H. gave a farewell party on August 14th for Walter G. Murphy, Social Worker, and Margaret B. Murphy, Occupational Therapist, at the hospital, who retired from State service on August

31st. A chest of sterling silverware, a set of cathedral Bronze book ends and a huge basket of flowers were presented to Mr. and Mrs. Murphy. Rev. Charles F. Schmidt; John Livingstone, President of the H. R. S. H. Employees' Association; Dr. Wirt C. Groom; Mrs. Emma Hanlon; and Andrew J. Delaney, took part in the program. The committee in charge of the affair included Mr. Livingstone, Louis I. Garrison, August Eitzen, Mrs. Margaret L. Schoonmaker and Mrs. Mary Jane Freer.

The Hudson River State Hospital Men's golf team defeated Harlem Valley State Hospital's team recently and at the same time the women's team from Poughkeepsie defeated the women's team from Harlem Valley. In a special match Andrew J. Delaney, Steward at H. R. S. H. defeated Joe Anderson, Assistant Steward at Harlem Valley.

A farewell party is being arranged by the H. R. S. H. Employees' Association for Mary A. Gallagher and Julia A. Mannis, on September 18th. Miss Mannis retired on September 1st after having served almost thirty-four years, and Miss Gallagher will retire on October 1st after completing forty-two years service.

The Annual Field Day and Car-

nival of the Hudson River State Hospital took place at the Hospital Recreational Field on August 26th. A successful program, enjoyed by patients as well as employees, was held. Music was furnished by the Patient's carnival band. Features included morning exercises by the physical training classes, dashes by both women and men patients, stilt walks, shoe races, obstacle races, hurdle races, and a roll out the barrel race.

The Annual Meeting and election of officers of H. R. S. H. Employees' Association will be held on September 16th at 8 P.M. The annual report of the treasurer of the Association was recently distributed to all employees.

A meeting of the Dutchess County Medical Society is scheduled to be held at the Hudson River State Hospital on Wednesday evening, September 9th. Golf will be played during the day prior to the meeting and dinner and the meeting will be held at Ryon Hall on the institution grounds at 7:30 P.M. A scientific paper on "Tuberculosis and Collapse Therapy In All Its Phases," will be given by Dr. Louis R. Davidson, Post Graduate Hospital, New York City.



Employees of the Building Department of Hudson River State Hospital gave a farewell party at the Yacht Club on Saturday, August 22nd, for John Hogan, who left the institution to join the armed forces of the Nation. Guests at the party included Chief of Police of Poughkeepsie George Leadbitter and Philip Mylod, member of the Dutchess County Draft Board. Harry Yerry and William Beck were co-chairmen of the committee on arrangements for the affair.

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# Mental Hygiene Delegates Meet



The above delegates representing employees of the State Mental Hygiene Institutions attended the Annual Meeting and Election of Officers of the Association of Employees of the Department of Mental Hygiene of the State of New York held in Albany on September 10th.

Reelected as officers of the Association for the ensuing year were: President, John A. McDonald, Rochester State Hospital; Vice-President, John L. Livingstone, Hudson River State Hospital, Poughkeepsie; and Secretary-Treasurer, Mrs. Lucy S. Baumgrass. A complete story of the proceedings of the meeting will be carried in the October issue of "The State Employee."

In the picture above are, reading from left to right, front row: Milton Davis, Gilbert Beck, Roscoe Griffith, Robert Colburn, George White, Alexander Maran, Sam W. Silver, John L. Florence and Andrew Harris. Second row: Jesse Davis, Anne Nichols, Arthur Gifford, Katherine Collins, Catherine Jones, Lucy S. Baumgrass, August Eitzen, Louis Garrison, Norman Mahar and David Roch. Third row: William Kondrat, Ruth Stedman, Charles Sandwick, Richard Gilmer, Herman Redmond, Louis Illig, Ellis Truax, J. M. Johnson and Joseph Scholl. Fourth row: Andrew Steward, E. J. Holley, Andrew Augustine, Fred Walters, Willis Markle, Leo Gurry, Samuel Decker and Tracy Wilmarth. Fifth row: Lance Blydenough, Patrick Clerkin, Leo Crotty, John McDonald, Harry Schwartz, Charles McBreen, John Livingstone and John Schochoy.

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# Your Retirement System

Judging from the number of inquiries received at Association Headquarters, many employees lack general information concerning the splendid retirement system of which they are members. Much information in little space is contained in "Information Relative to the New York State Employees' Retirement System," an eight page pamphlet issued by the State Comptroller.

So that Association members may become more familiar with the benefits of their retirement plan, a portion of the pamphlet referred to heretofore is printed herewith:

## Benefits of State System

The benefits of the State Retirement System are as follows:

(a) Superannuation retirement at age 60 regardless of years of service. The retirement allowance at age 60 will be approximately 1/70 of one's average salary for last five years of service or any five consecutive years of service when an actual member for each year of service. If a member has had 25 years of service and if final average salary has been \$1,800 his retirement allowance will be approximately 25/70 of \$1,800 or \$642.86 at age 60. Members may arrange to pay extra contributions to retire at age 55 and receive 1/60 of final average salary instead of 1/70. Retirement is compulsory at age of 70 except as provided in subdivision 2 of section 62.

(b) If a member of the State Retirement System becomes physically or mentally disabled, and so determined by the Medical Board of the Retirement System, after completing 15 years of allowable service, he will receive a retirement allowance of at least one-fourth of final average salary except in a few instances. Using the above example 25 years of service would produce a retirement allowance equal to 25/70 of \$1,800 multiplied by 9/10 or \$578.57.

(c) If a member of the State Retirement System who has not attained age 60 becomes disabled by accident sustained in the performance of duty his retirement allowance will equal the annuity purchasable by the contributions of the member plus a pension amounting to three-fourths of final average sal-

ary. Using the example under (a) the retirement allowance on account of such accident would be \$1,350 per annum and the annuity, of course, would depend on the amount of money to the credit of the member in the System. If a member has attained age 60 the benefit payable is the same as for superannuation retirement, item (a).

(d) If a member of the State Retirement System is killed in the performance of duty, the retirement allowance to the widow or children or dependent father or mother is equal to one-half final average salary as long as the widow remains unmarried or as long as the children are under 18 years of age. Using the example under (a) the benefit payable would be \$900, together with return of contributions.

(e) If the services of a member of the Retirement System have been discontinued through no fault or delinquency of his own after 20 years of service, a retirement allowance is payable. Different conditions as to kind of service produce different amounts of retirement allowances.

(f) If a member of the State Retirement System dies from ordinary causes while in service or within 12 months after leaving service if not employed in such 12 months, a member having at least one year of member service, one-twelfth of his salary for last year of service will be paid for each year of service up to 50 per cent of last year's salary to the person named as beneficiary. This means that if the member has had six years of service and if his last year's salary was \$1,800, the beneficiary would receive not only the contributions, see (h), made by the member to the funds but also a single payment of \$900. Either the member, or on the death of the member, the person nominated by him to receive his death benefit, may provide by written designation duly executed and filed with the comptroller that the above mentioned death benefit shall be paid to the person designated in the form of an annuity, the amount thereof to be determined at the time of the member's death on the basis of the age of the beneficiary at that time

as the actuarial equivalent of the death benefit.

(g) A member under 60 years of age with three years of member service may borrow, with the approval of the Comptroller, an amount not to exceed 50 per cent of his contributions, or any lesser amount which can be repaid before attaining age 60 in installments. Such member must begin at once to repay with interest the amount so borrowed in installments of not less than his normal contributions.

For the purposes of this feature member service in a local plan taken

(Continued on Page 214)

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I can truthfully say your organization is fair and most considerate. My illness and the payments I received from you are perfect examples to prove to those who do not have your insurance, that it is a really good thing to buy.

Very truly yours,

(Signed)

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April 25, 1942

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## Albion News

May I. Carothers is the new president of our Albion Chapter. She succeeds Mrs. Lula A. V. B. Bell. Other officers elected at the same time were Blanche Lawton, vice-president; Nellie E. Brooks, secretary; and Elizabeth L. Dean, treasurer.

Sixty-three members of the chapter who attended a dinner at the Van Vleet Tea Room were afforded a special treat—they were delightfully entertained by the men of the organization. The dinner was followed by a short program, George L. Neidert acting as toastmaster and introducing the speakers: Judge Bernard Ryan of Albion, and Mrs. Elizabeth V. Robinson, assistant superintendent of the Albion State Training School. Later cards and dancing were enjoyed by all.

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## Additions

In carrying the list of employees of State departments, institutions, divisions, commissions, boards and authorities in military service in the June issue of "The State Employee," the Association made every possible effort to include all employees. However, in securing the necessary information from so many sources it is manifestly impossible to be certain that full information is obtained.

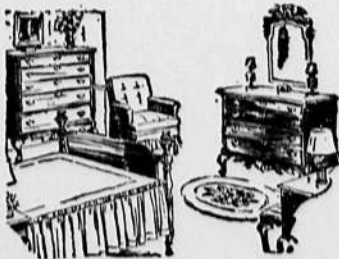
It has been called to the Association's attention that Jack Burgan, U. S. Navy, Harry J. Kapp, U. S. Army, and Salvatore Mazzara, U. S. Coast Guard, all employees of the State Division of Commerce, were not included in the list of employees now with the armed forces carried in the June issue of "The State Employee."

Also missing from the list in the June issue was John J. Wetzel, of the Public Service Department, who was inducted into the Navy as a Lieutenant in January, 1941; also Howard Brummer, U. S. Army, an employee in Local Office No. 17 of the Division of Employment and Unemployment Insurance.

The total employees of Pilgrim State Hospital in military service as appearing in the June issue should have been 129 instead of 34.

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## Representatives Handbook

(Continued from Page 204)

**Maintenance and Commutation** The salary fixed by the Temporary Salary Standardization Board is a total salary. Where the employee receives part of his pay in room, board or meals, laundry, etc., the value of such services or goods is deducted. Thus far such deduction has been made by a differential, generally the difference between the full salary of the position and the salary of the next lower grade of position.

The Budget Bureau has made careful studies of costs of maintenance and plans to establish fair and reasonable charges which will be paid by the employee either in cash or by deduction from his salary check. All commutation in lieu of maintenance will of course be canceled.

The Feld-Hamilton annual increments will after July 1, 1943, supersede the old Mental Hygiene plan of time service and increments.

**Temporary and Part-times Employees** The Feld-Hamilton Law excludes certain types of positions. These are:

I. Positions whose salaries are otherwise fixed by statute. Many such statutes have been repealed. Others doubtless will be, as it seems to be the policy of the State to have a single uniform salary plan for the entire service.

II. Exempt and labor positions as not in the competitive or non-competitive class.

III. Part-time, temporary and seasonal positions.

It should be noted that the Division of the Budget has followed the practice of making salary increases in N.S. (non-statutory) positions (those not covered by the Feld-Hamilton Law) in general conformity with the Feld-Hamilton Plan.

Salaries in the State service are always subject to pressure. Most of the pressure from outside State service is for the lowest possible pay for the fewest possible persons. Some of the pressure is for high pay for certain individuals without much regard as to the nature of the position.

The principles of equal pay for equal work and for career opportunities in the State service can only be maintained by an alert, intelligent and highly efficient State staff, conscious of its obligations and its just deserts.

## A Salute



P.F.C. CHARLES J. KEARSEY

Private First Class Charles J. Kearsey, an employee of Wassaic State School, now serving with the U. S. Army, sent the above photo to the editor of "The State Employee." He asks us to say that he salutes with his rifle all members of the Association and especially his many good friends at Wassaic.

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See Back Cover

## Local Government

(Continued from Page 200)

In general, districts are formed by petition to the town, county, or village board, signed by owners of one-half or more of the taxable property within the proposed unit. Originally these special districts were governed by a board of commissioners, appointed or elected. More recently there has developed a tendency to vest the administration of the affairs of the special district in the county, town, or village board. Construction maintenance costs are assessed upon the property in the district either according to the assessed valuation or the benefits received.

Further creation of independent units has been substantially limited by the recent revision of the Constitution. With the opportunity for general reorganization of local government special units appear to be of diminishing value. They tend to confuse rather than to simplify government and are frequently of doubtful value.

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## Your Retirement System

(Continued from Page 210)

over by this system shall be considered as member service in this system.

(h) If no form of retirement has been attained by a member on leaving service for any cause all contributions made by the member plus interest at 4 per cent compounded annually will be returned to the member on his demand. However, if the member withdraws his contributions, thereby ceasing membership, on return to service and membership, he will do so as a new entrant without credit for service rendered prior to last date of entry, except as provided in subdivisions 1 and 5 of section 61 of the retirement law.

If one returns to service after withdrawal, subdivision 1 of section 61 permits the redeposit of such withdrawn amount in installments, as the member may elect, except that such payments shall be made within a period no greater than the number of months involved in the member service lost by such withdrawal, and on completion of payment of such withdrawn amount the member shall be credited with all allowable service rendered prior to such withdrawal, provided, however, that said member shall render at least five years of member service after first day of re-entry into service after last withdrawal.

A member who has attained age 60 with less than five years of allowable service, may elect to withdraw his contributions in lieu of a retirement allowance.

The contributor may designate a beneficiary to receive the contributions in lump sum or in the form of an annuity. On the death of the contributor, the person nominated by him to receive his accumulated contributions, may provide by written designation duly executed and filed with the Comptroller that the contributions shall be paid to him as an annuity, the amount thereof to be determined at the time of the member's death on the basis of the age of the beneficiary at that time as the actuarial equivalent of the accumulated contributions.

### Maintenance Values

The maintenance value for institution employees who receive main-

tenance is considered for contribution and retirement purposes in the State System as one-half the value of the cash salary.

### Optional Benefits

At the time of retirement each member of the State Retirement System may elect how he desires to have his retirement allowance paid, that is:

0. Without optional modification, which means all payments to cease on death.

1. Option No. 1, which provides for a lump sum amount of the reserve not paid to the member to be paid to the beneficiary designated by the member or the estate of the member.

2. Option No. 2, which provides that the same amount shall be paid to the beneficiary as is paid to the member should the beneficiary survive the member.

3. Option No. 3, which provides that one-half the amount paid to the member shall be paid to the beneficiary on the death of the member should the beneficiary survive the member.

4. Under Option No. 4, a member may elect to have the payments made in accordance with any desire, the same meeting with the approval of the Comptroller and being actuarially correct.

The beneficiary under any option must have an insurable interest in the life of the member.

If the retirement allowance is \$1,000, and if the member is 60 years of age and the beneficiary 60 years of age, the optional benefits will be approximately as follows, all payments monthly except lump sum under Option 1.

Option 1. \$833.50 to member during life and if \$10,384 has not been paid to member at the time of his death, the balance would be paid to beneficiary or estate of member. This means that if a member retires and selects Option 1 and lives but a year, \$9,550.50 would be paid to the beneficiary or estate in one lump sum. If beneficiary dies without member naming a new beneficiary, amount is paid to estate.

Option 2. \$733.30 per year payable to the member for life with same amount to beneficiary after death of member should beneficiary survive member.

Option 3. \$846.10 per year payable to member for life with \$423.05

payable to beneficiary after death of member should beneficiary survive member.

Different ages would produce different amounts.

## Testimonial

Unsolicited and dramatic in its simplicity, here is a compliment paid by a State employee to the advantages of Health and Accident Civil Service Employees' Insurance.

The State employee is E. Lillian McWenig, assistant supervising nurse in the State Health Department at Utica, who writes to the editor of "The State Employee":

"Following two fracture accidents caused by falls on slippery pavements in 1941 and 1942, \$889 was paid to me in \$100 monthly installments until I was able to return to my work. The validity of each claim was established without inconvenience or embarrassment to me or my family.

"I appreciated receiving the substantial amount of money during a long period of illness and convalescence, and I feel that the purchase of this low cost insurance should receive the serious consideration of every State employee who does not now have it."

## Game Protectors Meet

On August 18th the Game Protectors' Chapter of the Association held its Annual Meeting and Election of Officers. Chester Griffith, Schenectady, N. Y., was reelected President for the ensuing year. Selected to assist Mr. Griffith were Vice-President, Everett Larkin, Clarence, N. Y.; Secretary, Everett Rogers, Stillwater, N. Y.; Treasurer, Dwinal Kerst, Schroon Lake, N. Y. Mr. Griffith was also elected as a delegate to represent the chapter at Association meetings.

The chief item of discussion was the extension of the Feld-Hamilton Civil Service Law to the Game Protectors effective July 1, 1943, which was provided by a statute enacted into law during the last session of the Legislature.

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# Story of State Government

## STATE OF NEW YORK

PUBLISHED BY

THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES  
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A publication containing a non-technical description of the organization, services and activities of the eighteen departments of government of the State of New York, prepared under the direction of the chief executive officers of such departments, as carried in THE STATE EMPLOYEE magazine from November 1939 to September 1942, and with each chapter brought up to date.

The document has been edited by Charles A. Brind, Jr., Counsel, New York State Education Department, Editor of THE STATE EMPLOYEE, and former president of The Association of State Civil Service Employees, and Arthur K. Getman, Chief, Agricultural Education Bureau of the New York State Education Department, and Associate Editor for the "Story of State Government."

HON. WALTER T. BROWN  
EXECUTIVE CHAMBERS  
STATE CAPITOL  
ALBANY, N. Y.

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