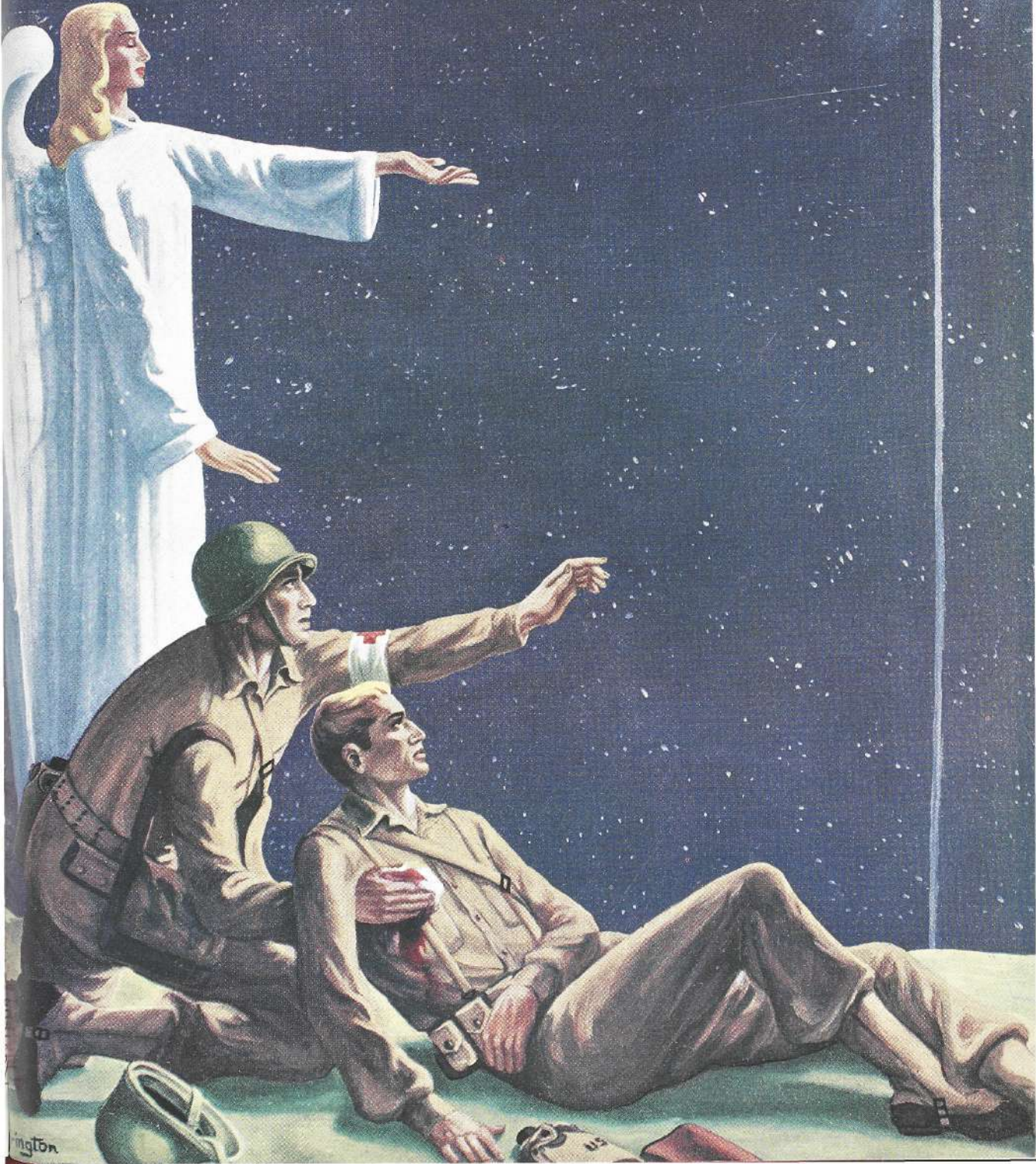


The State Employee

DECEMBER 1943 ★ VOLUME 12 ★ 10 CENTS



The Association's Program For 1944 is YOUR PROGRAM

Adjustment of ALL State salaries to meet present and provide for future increases in living costs.

Higher basic minimum entrance salary scale.

Bringing all State employees to minimum of their career service grade plus years of service.

Prompt adjustment and retroactive correction of errors or omissions in classification and salary standardization of positions in State institutions.

Full cash salary payments to institutional employees with permission to take meals or other accommodations within or without institutions.

Time and one-half for overtime.

Inclusion of non-statutory positions in competitive or non-competitive classification with career service opportunities.

Prison pay scales for Matteawan and Dannemora State hospital employees.

Safeguard and make uniform illness and vacation leaves in State service.

Optional retirement after twenty-five years of State service.

Legislative study of retirement system to consider higher retirement allowance for employees in lower pay grades.

Automobile and living allowances to meet increased costs of State employees required to travel.

Accord to women equal rights in civil service appointments and promotions.

Watchfulness as to rights of State employees now in armed services.

Upbuilding of New York State service to the highest possible efficiency.

Constant attention to civil service matters in the interest of State civil service employees.

YOU — as a State employee, wherever you may be located — cannot afford to fail to support fully and enthusiastically this program and the Association of State Civil Service Employees of the State of New York, which is sponsoring it on behalf of the thousands of State employees who are now members of the Association.

THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES OF THE STATE OF NEW YORK, INC.

HEADQUARTERS, STATE CAPITOL, ALBANY, N. Y.

Organized in 1910 — Present membership 27,000 (the largest all-State-employee organization in the United States) — Located at seat of State Government — Dues \$1.50 per year — less than 1/2 cent a day.

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The State Employee

VOL. 12, Number 8

DECEMBER, 1943

10 Cents a Copy

Cost of Living

The State worker is alert to the fact that the war emergency adjustment of State salaries for employees receiving less than \$4,000 per annum expires on March 30, 1944. The State worker is also aware that the adjustment which was announced by Governor Dewey and the Legislature on the last day of last year's legislative session, while a welcome relief, was not adequate to offset the tremendous increases in the cost of living and in tax and other demands upon the pay check.

The delegates to the Annual Meeting of the Association declared in a special resolution which was a compilation of many presented:

"THEREFORE, BE IT RESOLVED, That the Association urge upon the Governor and the Legislature the vital need for adjustment of all salaries to meet the full cost of living increases under a definite plan as previously urged by the Association and recognized in principle by the Legislature."

Under the plan referred to, the salaries of employees would be calculated in terms of real wages—an employee would receive adequate buying power by adjustment of salaries to correspond with the fluctuations in the cost of living.

The cost of living increase is not the only worry of the worker. The 20% withholding tax cuts severely into dollars for family necessities. Wage increases are few and far between for the white collar worker. The wide difference in wage income as between large groups of the Nation make it extremely difficult to measure the hardship and low standards imposed by war conditions on millions of citizens. The ability of many to bolster their living-costs by overtime work is not open to many State workers. Through the efforts of the Association last year, some employees of institutions were enabled to obtain overtime work

while caring for serious shortage in the ranks of attendants particularly.

In this article we outline the facts as to living costs as covered in the authentic data supplied by the Bureau of Labor Statistics. Each State employee should familiarize himself or herself with the factual material that is the common base for citizen discussion. It is not always easy to reconcile the tabulated figures with the status of the family budget. To show, as the figures do, that living costs have risen from 100.6 in September, 1939, when the present war started in Europe to 123.9 in September, 1943, four years later, or 23.9 per cent, does not tell the whole story for each family. This is true because while the average of many cost of living items has risen 23.9, food items average almost 38 per cent higher. Figures for New York City and for Buffalo are shown for comparison with the average for representative cities of the country at large covered in the other Bureau of Labor Statistics tables.

M. S. Rukeyser, International News Service Commentator, writing in the New York Journal-American, of November 28, 1943, points out:

"A typical market basket of food-stuffs which would have cost the consumer . . . \$1.95 in 1936 was priced at \$2.68 last month . . .

These prices relate to the following typical market basket items:

Prices in cents	1936	(Oct.) 1943
Eggs (Doz.)	37.1	67.2
Butter (lb.)	39.5	50.5
Round Beefsteak (lb.)	34.1	41.9
Bread (lb.)	8.2	8.9
Potatoes (lb.)	3.18	4.6
Flour (lb.)	4.76	6.26"

Mayor LaGuardia of New York City has indicated in a press conference that increases in salaries of New York City employees are imperative. He stated that increases have already been planned for the hospital services. He reminded that there had been a 33% rise in living costs in New York City from January 15, 1941, to August 15, 1943, and stated: "Our people in New York City, wage earners, would have absorbed this and suffered. But with the 20% withholding tax on top—they can't do it. We've got to do something about it."

The Association is committed to call upon the Governor and the Legislature for recognition of the need of emergency salary adjustment for employees at all salary levels. As presently limited, the needs of many hard hit family groups are ignored.

The proposal of the Association for a plan of granting emergency in-

Merry Christmas

and

Happy New Year

creases on a definite scale following the percentage rise in the cost of living, with reduction in emergency raises as the cost of living decreased, has particular merit in meeting contingencies which may not be foreseen when annual budgets are being prepared or when legislatures are not in session. The interplay of interests at this very time is fraught with grave peril to the thus far fairly successful efforts to hold living costs within fixed bounds. Should the checks and balances now employed be discarded or weakened, the rise in living costs may be very great and that, too, within a short period. How can the State or any other employing body protect the health or security of their workers without a definite long-time emergency salary adjustment plan?

It is desirable that you discuss the problem in your Chapter meetings and that, individually, you point out to your representative in the Legislature, the pressing need for more substantial adjustments than were made last year.

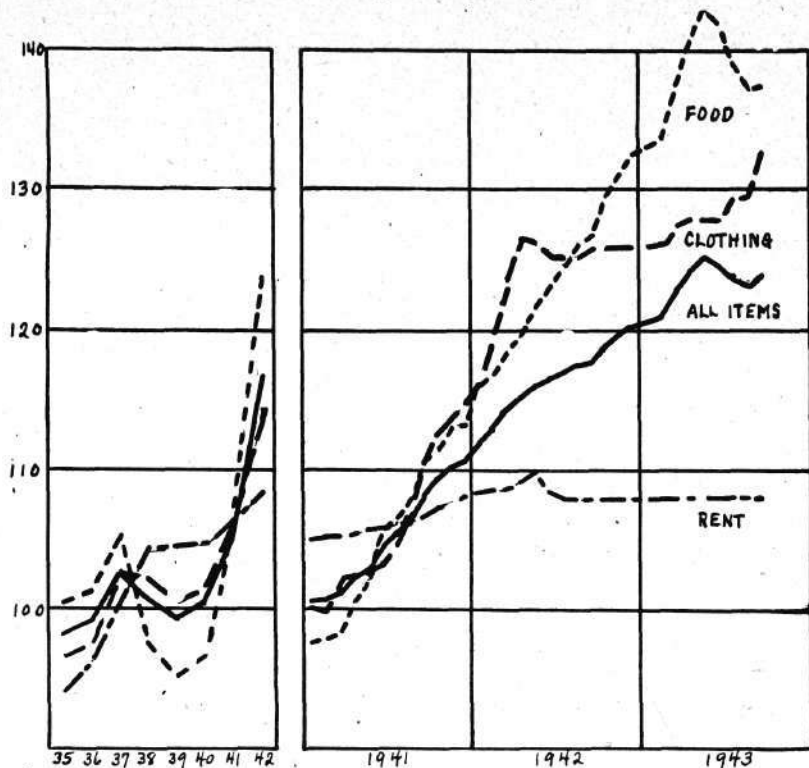
The period ahead is one that demands united effort on the part of State workers and public employees generally. Requests for increases in basic wage scales are very apt to meet with success in the future in many lines of private employment; not so with public employment. We place our faith in the Governor and the Legislature to heed the requests of State workers for their chance to live decently and accept their share of citizen responsibility as to taxes, war bonds, education of their children, and the support of their churches and of community health and community welfare. If, for no other reason, State civil service workers should unite wholeheartedly with the Association in membership and otherwise speak out honestly and sincerely for emergency adjustments that will enable them to support our American civilization.

**Back the
ATTACK**

Buy War Bonds

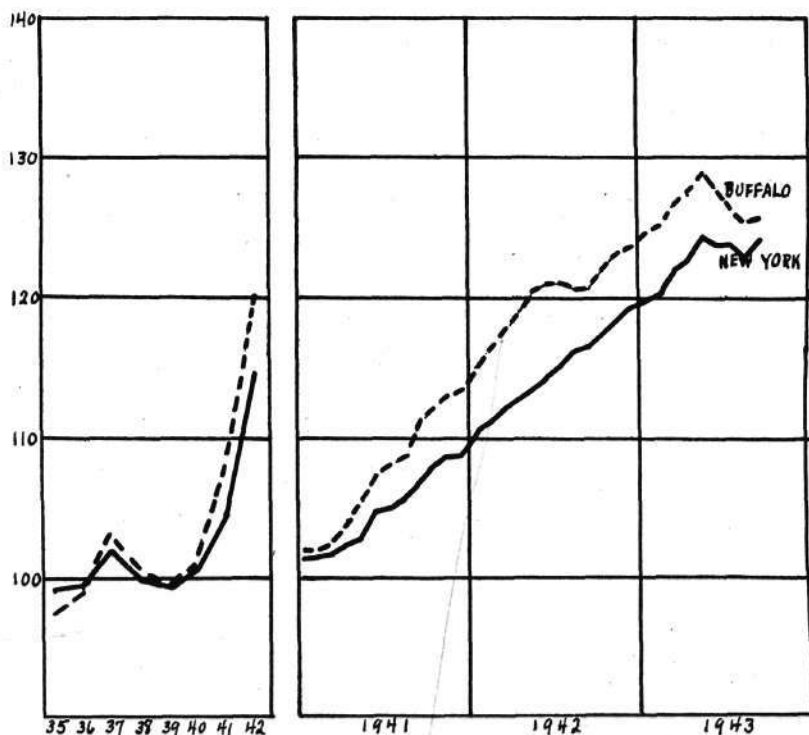
Cost of Living in the United States

U. S. Bureau of Labor Statistics
Index Numbers, Av. 1935-1939 = 100



Cost of Living in New York City and Buffalo

U. S. Bureau of Labor Statistics
Index Numbers, Av. 1935-1939 = 100



Indexes of the Cost of Goods Purchased by Wage Earners and Lower-Salaried Workers in Large Cities from 1935 Through October, 1943

(1935-39=100)

Years	<i>All items</i>	<i>Food</i>	<i>Clothing</i>	<i>Rent</i>	<i>Fuel, electricity and ice</i>	<i>House furnishings</i>	<i>Miscellaneous</i>
1935.....	98.1	100.4	96.8	94.2	100.7	94.8	98.1
1936.....	99.1	101.3	97.6	96.4	100.2	96.3	98.7
1937.....	102.7	105.3	102.8	100.9	100.2	104.3	101.0
1938.....	100.8	97.8	102.2	104.1	99.9	103.3	101.5
1939.....	99.4	95.2	100.5	104.3	99.0	101.3	100.7
1940.....	100.2	96.6	101.7	104.6	99.7	100.5	101.1
1941.....	105.2	105.5	106.3	106.2	102.2	107.3	104.0
1942.....	116.5	123.9	124.2	108.5	105.4	122.2	110.9
1941:							
Jan. 15.....	100.7	97.8	100.2	105.0	100.4	99.8	102.0
Feb. 15.....	100.8	97.9	99.9	105.1	100.9	100.1	101.9
Mar. 15.....	101.2	98.4	102.1	105.1	100.7	101.6	101.9
Apr. 15.....	102.2	100.6	102.3	105.4	100.9	102.2	102.2
May 15.....	102.9	102.1	102.7	105.8	101.0	102.9	102.5
June 15.....	104.6	105.9	103.3	105.8	101.4	105.3	103.3
July 15.....	105.3	106.7	104.8	106.1	102.3	107.4	103.7
Aug. 15.....	106.2	108.0	106.9	106.3	103.2	108.9	104.0
Sept. 15.....	108.1	110.8	110.8	106.8	103.7	112.0	105.0
Oct. 15.....	109.3	111.6	112.6	107.5	104.0	114.4	106.9
Nov. 15.....	110.2	113.1	113.8	107.8	104.0	115.6	107.4
Dec. 15.....	110.5	113.1	114.8	108.2	104.1	116.8	107.7
1942:							
Jan. 15.....	112.0	116.2	116.1	108.4	104.3	118.2	108.5
Feb. 15.....	112.9	116.8	119.0	108.6	104.4	119.7	109.4
Mar. 15.....	114.3	118.6	123.6	108.9	104.5	121.2	110.1
Apr. 15.....	115.1	119.6	126.5	109.2	104.3	121.9	110.6
May 15.....	116.0	121.6	126.2	109.9	104.9	122.2	110.9
June 15.....	116.4	123.2	125.3	108.5	105.0	122.3	110.9
July 15.....	117.0	124.6	125.3	108.0	106.3	122.8	111.1
Aug. 15.....	117.5	126.1	125.2	108.0	106.2	123.0	111.1
Sept. 15.....	117.8	126.6	125.8	108.0	106.2	123.6	111.4
Oct. 15.....	119.0	129.6	125.9	108.0	106.2	123.7	111.8
Nov. 15.....	119.8	131.1	125.9	108.0	106.2	123.9	112.7
Dec. 15.....	120.4	132.7	125.9	108.0	106.3	124.1	112.8
1943:							
Jan. 15.....	120.7	133.0	126.0	108.0	107.3	123.8	113.2
Feb. 15.....	121.0	133.6	126.2	108.0	107.2	124.1	113.6
Mar. 15.....	122.8	137.4	127.6	108.0	107.4	124.5	114.5
Apr. 15.....	124.1	140.6	127.9	108.0	107.5	124.8	114.9
May 15.....	125.1	143.0	127.9	108.0	107.6	125.1	115.3
June 15.....	124.8	141.9	127.9	108.0	107.7	125.4	115.7
July 15.....	123.9*	139.0†	129.1*	108.0	107.6*	125.6*	116.1*
Aug. 15.....	123.4*	137.2†	129.6*	108.0	107.7*	125.9*	116.5*
Sept. 15.....	123.9	137.4†	132.5	108.0	107.7	126.3	117.0
Oct. 15.....	124.4	138.2	133.0	108.0	107.9	126.5	117.6

* Revised Figure

† Based on Data for 56 Cities

Indexes of the Cost of Goods Purchased by Wage Earners and Lower-Salaried Workers in New York from 1935 Through October, 1943

(1935-39=100)

Years	<i>All items</i>	<i>Food</i>	<i>Clothing</i>	<i>Rent</i>	<i>Fuel, electricity and ice</i>	<i>House furnishings</i>	<i>Miscellaneous</i>
1935.....	99.2	100.6	97.1	97.9	101.6	97.0	98.8
1936.....	99.4	101.0	97.7	98.4	100.9	98.8	98.2
1937.....	102.0	104.0	103.7	99.9	99.6	104.5	100.1
1938.....	100.0	97.8	101.5	101.6	99.2	100.8	101.1
1939.....	99.5	96.5	100.0	102.3	98.6	98.8	101.7
1940.....	100.8	98.6	101.1	102.6	99.9	97.8	102.7
1941.....	104.7	106.0	105.3	102.8	103.1	102.2	104.6
1942.....	114.7	122.2	123.9	103.1	106.2	117.2	110.2
1941:							
Jan. 15.....	101.2	99.6	100.4	102.7	100.8	95.7	103.3
Feb. 15.....	101.3	100.4	99.3	102.7	100.7	95.9	103.0
Mar. 15.....	101.5	99.8	101.6	102.7	103.5	96.6	103.3
Apr. 15.....	102.3	101.6	102.1	102.7	103.5	96.7	103.5
May 15.....	102.7	102.3	102.8	102.7	103.6	97.4	103.6
June 15.....	104.5	106.7	103.1	102.8	103.4	100.1	103.9
July 15.....	104.8	107.0	104.6	102.7	103.4	102.7	104.0
Aug. 15.....	105.5	107.8	106.3	102.8	103.8	103.8	104.4
Sept. 15.....	106.8	109.8	109.7	102.9	104.1	106.9	105.0
Oct. 15.....	108.0	111.4	111.1	102.9	104.1	109.7	106.6
Nov. 15.....	108.7	113.1	110.7	102.9	103.3	110.0	107.1
Dec. 15.....	108.7	112.5	111.3	103.0	103.3	111.2	107.5
1942:							
Jan. 15.....	110.3	115.4	113.5	102.9	103.5	112.9	108.4
Feb. 15.....	111.0	115.8	117.3	103.0	103.6	115.3	109.0
Mar. 15.....	112.0	116.5	122.3	103.1	103.6	117.2	109.3
Apr. 15.....	112.6	116.6	126.6	103.1	103.6	117.4	109.7
May 15.....	113.3	118.0	126.5	103.1	104.7	117.4	110.1
June 15.....	114.2	120.4	125.5	103.1	104.6	118.5	110.3
July 15.....	115.2	122.8	125.5	103.1	105.3	118.5	110.5
Aug. 15.....	116.2	125.1	125.5	103.1	109.0	118.0	110.5
Sept. 15.....	116.3	125.2	125.8	103.2	109.0	117.8	110.5
Oct. 15.....	117.4	128.0	125.8	103.3	109.0	117.5	110.5
Nov. 15.....	118.5	130.2	125.9	103.3	109.2	117.8	111.4
Dec. 15.....	119.3	132.3	126.2	103.2	109.2	117.9	111.6
1943:							
Jan. 15.....	119.8	133.1	126.6	103.2	110.7	117.6	112.0
Feb. 15.....	120.2	133.4	126.6	103.2	110.6	117.9	113.2
Mar. 15.....	122.0	138.0	127.0	103.2	110.6	118.3	113.2
Apr. 15.....	122.8	139.9	127.5	103.2	110.6	118.5	113.3
May 15.....	124.2	143.3	127.8	103.2	110.4	118.6	113.6
June 15.....	123.8	141.4	128.0	103.3	110.7	119.0	115.0
July 15.....	123.7*	140.5	129.8*	103.3	110.6	119.2*	115.1*
Aug. 15.....	122.8*	137.2	131.0	103.3	110.7	119.6*	116.1
Sept. 15.....	124.0	138.4	135.2	103.4	110.7	120.5	117.1
Oct. 15.....	124.4	138.7	136.4	103.4	111.8	120.6	117.4

* Revised Figure

Indexes of the Cost of Goods Purchased by Wage Earners and Lower-Salaried Workers in Buffalo from 1935 Through October, 1943

(1935-39=100)

Years	All items	Food	Clothing	Rent	Fuel, electricity and ice	House furnishings	Miscel- laneous
1935.....	97.5	100.7	97.3	91.6	102.6	95.1	96.7
1936.....	99.0	101.4	98.3	95.1	102.2	94.6	98.9
1937.....	103.1	104.7	102.8	101.8	100.3	106.0	102.5
1938.....	100.8	97.4	101.0	105.6	97.8	103.6	101.9
1939.....	99.5	95.9	100.5	105.8	97.0	100.7	100.0
1940.....	101.0	98.2	101.0	106.2	98.9	100.0	101.6
1941.....	107.5	108.5	106.1	110.5	101.1	109.2	106.3
1942.....	120.0	126.5	126.0	115.1	103.5	125.0	116.8
1941:							
Jan. 15.....	102.0	100.2	99.2	107.1	99.8	99.9	102.9
Feb. 15.....	102.0	100.2	99.2	107.1	99.8	99.8	103.0
Mar. 15.....	102.8	100.8	102.1	107.5	99.8	102.8	103.3
Apr. 15.....	104.1	103.2	102.2	109.3	99.7	103.4	103.8
May 15.....	105.5	106.0	102.5	110.0	99.7	103.7	105.1
June 15.....	107.3	110.1	103.1	109.9	99.8	107.5	105.7
July 15.....	108.0	110.8	104.5	110.6	101.2	109.9	106.0
Aug. 15.....	108.7	111.8	106.0	110.6	101.9	111.2	106.2
Sept. 15.....	110.9	114.1	110.8	112.7	102.4	114.6	107.7
Oct. 15.....	112.1	114.4	112.1	112.9	103.0	117.5	110.2
Nov. 15.....	112.9	115.2	114.5	113.9	103.2	119.4	110.6
Dec. 15.....	113.3	115.4	115.0	114.3	103.2	120.3	111.0
1942:							
Jan. 15.....	115.0	118.4	117.4	114.7	103.3	121.0	112.3
Feb. 15.....	116.2	119.6	120.2	114.7	103.3	123.8	113.8
Mar. 15.....	117.8	121.5	126.1	114.9	103.5	125.7	114.6
Apr. 15.....	119.0	122.4	128.7	116.3	103.1	126.0	116.2
May 15.....	120.5	125.2	129.3	117.9	103.5	126.1	117.1
June 15.....	120.9	127.3	127.2	115.5	103.6	125.9	118.8
July 15.....	120.9	127.8	127.2	114.6	103.6	126.1	118.8
Aug. 15.....	120.5	127.6	127.2	114.6	103.6	125.3	117.5
Sept. 15.....	120.5	127.6	127.2	114.6	103.6	125.1	117.4
Oct. 15.....	122.0	131.8	127.2	114.6	103.6	125.1	117.4
Nov. 15.....	123.0	133.7	127.1	114.6	103.6	125.1	118.8
Dec. 15.....	123.6	135.5	126.9	114.6	103.6	125.0	118.8
1943:							
Jan. 15.....	124.7	137.3	126.6	114.6	105.0	125.2	120.7
Feb. 15.....	125.0	138.1	126.4	114.6	105.0	125.2	121.1
Mar. 15.....	126.4	141.2	127.8	114.6	105.0	126.5	121.3
Apr. 15.....	127.4	144.0	128.0	114.6	105.0	126.5	121.4
May 15.....	128.8	147.8	127.5	114.6	105.0	126.5	121.8
June 15.....	127.8	145.2	127.6	114.6	104.8	126.6	121.6
July 15.....	126.2*	140.5	128.4*	114.6	104.8	126.6	121.6
Aug. 15.....	125.4*	137.9*	129.3*	114.6	104.8	126.6	121.6
Sept. 15.....	125.5	137.3	132.1	114.6	104.8	126.8	121.7
Oct. 15.....	126.1	138.5	132.4	114.6	104.8	126.7	122.3

* Revised Figure

Cost of Living of Wage Earners and Lower-Salaried Clerical Workers in Rochester and Syracuse, January, 1943, Through September, 1943

Source: The Conference Board
Index Numbers, January, 1939=100

ROCHESTER

Date	Weighted Total, All Items	Food	Housing	Clothing	Fuel and Light	House Furnishings	Sundries
1943 January	124.3	142.8	103.9	127.8	112.2	136.1	120.9
February	124.6	143.8	103.9	127.8	112.2	136.1	121.1
March	126.2	149.3	103.9	127.8	112.2	136.1	121.2
April	127.1	151.9	103.9	127.8	112.3	136.1	121.5
May	128.3	155.8	103.9	127.8	112.3	136.1	121.6
June	127.0	151.5	103.9	127.8	112.2	136.1	121.7
July	126.4	149.2	103.9	128.1	112.2	136.1	121.9
August	125.6	146.3	103.9	128.1	112.2	136.1	122.2
September	125.8	146.5	103.9	128.5	112.2	136.1	122.4

SYRACUSE

1943 January	124.2	143.7	116.2	126.3	109.1	127.4	113.1
February	124.7	145.4	116.2	126.3	109.1	127.4	113.2
March	125.8	149.1	116.2	126.3	109.1	127.4	113.4
April	127.2	153.6	116.2	126.3	109.2	127.4	113.5
May	127.3	154.3	116.2	125.3	109.2	127.4	113.7
June	128.6	157.3	116.2	125.8	109.0	127.4	115.2
July	126.9	150.4	116.2	127.2	109.0	128.4	115.3
August	125.6	145.4	116.2	127.8	109.0	129.7	115.6
September	126.0	146.1	116.2	128.2	109.0	130.0	115.8

Indexes of the Cost of Living to Moderate-Income Families in the Large Cities Combined, in New York and in Buffalo, July 15, August 15 and September 15, 1943

Indexes

(Average 1935-39 — =100)

Group	Large Cities Combined			New York			Buffalo		
	July 15	Aug. 15	Sept. 15	July 15	Aug. 15	Sept. 15	July 15	Aug. 15	Sept. 15
All items	123.9*	123.4*	123.9	123.7*	122.8*	124.0	126.2*	125.4*	125.5
Food	139.0†	137.2†	137.4†	140.5	137.2	138.4	140.5	137.9*	137.3
Clothing	129.1*	129.6*	132.5	129.8*	131.0	135.2	128.4*	129.3*	132.1
Rent	108.0	108.0	108.0	103.3	103.3	103.4	114.6	114.6	114.6
Fuel, electricity and ice	107.6*	107.7*	107.7	110.6	110.7	110.7	104.8	104.8	104.8
Housefurnish- ings	125.6*	125.9*	126.3	119.2*	119.6*	120.5	126.6	126.6	126.8
Miscellaneous	116.1*	116.5*	117.0	115.1*	116.1*	117.1	121.6	121.6	121.7

* Revised Figure

† Based on Data for 56 Cities.

Action and Plans

Daily meetings of officers, Counsel and Committee heads with a meeting of the Executive Committee on October 26th and a conference with the Civil Service Commission have signalized the period since the Annual Meeting on October 19th.

The thirty-six resolutions adopted by the delegates at the Annual Meeting were laid before the Governor as embracing a blue print for constructive employer action by the State of New York for 1944. The resolutions were acknowledged by Governor Dewey on November 12, 1943. The President's letter transmitting the resolutions and the Governor's acknowledgment follows:

November 10, 1943.

Honorable Thomas E. Dewey
Governor, State of New York
State Capitol
Albany, N. Y.

Dear Governor Dewey:

On behalf of the twenty-seven thousand members of this Association, I am sending to you herewith an advance copy of the November issue of "The State Employee," and I call your attention to pages 264, 265 and 266, which contain the consensus of opinion as to personnel matters of State employees as expressed by the over one hundred delegates from all parts of the State, and representing all of the services.

The officers and committees of the Association are convinced by reason of your words and actions, and also those of Judge Conway and Director Burton, that you wish to lift New York State government to the highest possible plane. We believe, therefore, that you wish to perfect such a personnel administration plan under the constitutional merit system provision as will place New York State in the forefront as an employer.

It is obvious that representative Civil Service employees, such as comprised within the large membership of this Association, can point out and suggest what all State employees feel would help materially to establish New York State as a progressive, humane employer in all ways. We believe that with the exception of the resolutions relating to the Retirement System, all of the sug-

gestions offered could be easily accomplished, some at once and others during the legislative session.

I earnestly and respectfully ask that you review each of the resolutions as representing what the employees under your authority believe should receive attention in regard to State employment, and that you take such steps, directly or through appropriate officers of State government, or through recommendation to the Legislature, as will result in definite and positive action. I believe that these resolutions give a remarkably clear picture of what an intelligent, efficient and progressive employee body construes to constitute as sound improvements in employment practices, and I believe that you will wish to adopt them.

Respectfully yours,
Harold J. Fisher,
President.

ACKNOWLEDGMENT:

State of New York
EXECUTIVE CHAMBER
Albany

Thomas E. Dewey
Governor

November 12, 1943.

Mr. Harold J. Fisher
President, The Association of State
Civil Service Employees
State Capitol
Albany, New York

Dear Mr. Fisher:

I have your letter of November 10th and will be happy to give very careful study to the resolutions adopted at the annual meeting of the Association of State Civil Service Employees.

Sincerely yours,
Thomas E. Dewey
Governor.

LEGISLATIVE PLANS

Many matters of vital importance to State employees will be acted upon by the Legislature at the forthcoming session. The Association's program was outlined in general terms in the resolutions adopted at the annual meeting and published in the November issue of "The State Employee," but it may be well to amplify some of these proposals so that everyone will fully understand and get behind the Association program

which merits the united support of every State employee.

Cost of Living Salary Adjustments

One of the most pressing problems is the adjustment of wages to meet the spiraling cost of living. This is an acute problem which faces Civil Service employees as well as other citizens who have a fixed rate of income. With the threatened breakdown of the "Little Steel" formula we are all faced with the possibility of a substantial rise in living costs. Thus far, the increase in the cost of living has been kept within reasonable bounds—approximately 10% each year. The exact figures are set forth in an article which appears on another page of this issue.

There is an ever-present danger that the rise in the cost of living may get out of hand as it did during the last war when it rose over 100%. This threat of inflation has more serious implications for State workers than for others because the salary rates that are fixed at the coming session will remain in effect, with no prospect of change, until April 1, 1945. The very real danger of inflation is reflected in the rapid rise in the total income received by individuals in the U. S. Incomes jumped \$15 billion in 1941 over 1940; another \$23 billion in 1942 and \$26 billion more in 1943. This tremendous increase has not been absorbed by increased taxes. In 1940, people had \$73 billion to spend after paying taxes. In 1942, they had \$126 billion and it is estimated that next year they will have an estimated \$136 billion to spend after paying taxes. There is always the danger that this tremendous buying power may break through the Federal price control restraints which are the major bulwark against inflation.

No one can foresee, with any degree of certainty, how high living costs will actually rise during the coming year. We are faced with the necessity of meeting a problem which is dependent largely upon the effectiveness of Federal price control measures.

The Association still believes that the most effective method of meeting this problem is through the adoption of a long range plan by which salaries are automatically adjusted

to the rise or fall in the cost of living. This plan is now in effect in Canada, New Zealand and in a number of municipalities in the United States. In Canada, which adopted this plan in 1941, the cost of living has risen only 3% as against a 20% rise in the United States during the same period.

The Association's plan, which is similar to the plan now in effect in Canada, was embodied in a bill passed by the Legislature in 1942 and we think the principles of that bill are as sound today as when the bill was originally passed. That proposal however, was vetoed by Governor Lehman. It was again submitted at the 1943 session together with an alternative bill which provided for a temporary cost of living bonus effective only during the present fiscal year. Employees will recall how Governor Dewey, on the last day of the session, recommended an emergency bonus bill, similar to the alternative plan submitted by the Association, which provided for an emergency 10% and 7½% increase in salaries in the lower brackets. When that plan was adopted, the cost of living had risen approximately 20%. It is now evident that the bonus should equitably be increased to meet the still higher living costs that will inevitably prevail during the coming fiscal year.

If the Association's long-range plan for an automatic adjustment of salaries to meet fluctuating living costs fail to receive legislative or administrative support, we will urge the reenactment of the existing bonus bill, together with a proportionate increase in rates. It would seem that, for the coming year, the bonus should be at least 15% on salaries up to \$2,000, 10% on salaries up to \$4,000 and 7½% on salaries in excess of \$4,000. Even such an increase may be inadequate if Federal price control measures fail to keep the cost of living rise within moderate limits. The bonus provisions should also be extended to cover employees of the Legislature and the Judiciary who are not included in the terms of the present law.

Institution Salaries

The extension of the Feld-Hamilton Law to Mental Hygiene employees has been a great disappointment to hospital workers as well as to the Association, because of the unusually high percentage of improper classifications and inadequate salary

schedules. This law, which was intended to bring the employees in Mental Hygiene institutions up to the level of employees in other departments, has, in effect, resulted in lower salary schedules for all too many positions. Some employees have received the benefit of higher rates. In other cases the new rates are substantially the same as at present. In many, many cases, however, the new rates are actually below the rates that were in effect prior to October 1.

When the results became known on October 1, hospital workers were demoralized and discouraged. They are still disturbed but they are hopeful in view of studies and appeals now in progress that there will be prompt correction of all errors. Considerable progress has already been made. Following conferences between the Association and administrative officers the following steps have already been taken to alleviate the situation: (1) The salary cuts that would have been put into effect on October 1 have been rescinded. Employees have the definite assurance that they will not receive a salary reduction. (2) Title reclassification will be made retroactive to October 1, 1943, so that no employee will lose anything by reason of an initial mistake in his title. Employees who have been denied an increment on October 1, because their salary was above the maximum for their title, will receive a retroactive increment as of October 1, if they are subsequently given a higher title which entitles them to an increment. Consequently, no employee will be prejudiced in any way by the delay in establishing a proper title for his position. (3) The improper classification of many employees in the "maintenance" category will be corrected by the Classification Board under a ruling of the Budget Director set forth in full elsewhere in this issue. (4) Present employees will be exempted from the proposal to establish certain executive positions at a lower level in institutions having a patient population of less than 4,000.

These are all steps in the right direction, but much more remains to be done. We must all recognize that the Feld-Hamilton Law contemplates that errors in classification and inequalities in salary rates will be corrected through the usual process of appeals to the Classification Board

and the Standardization Board. There are, however, a number of inequitable salary allocations which can and should be promptly corrected by action of the Budget Director without the necessity of awaiting the outcome of the usual appeal procedure.

The correction of improper title classification is now proceeding through the appeals that are presently being heard by the Classification Division. The Association is hopeful that negotiations now in progress will result in the prompt correction of many inadequate salary rates. The remedy is largely through administrative action but the Association is prepared to request the introduction of legislation to correct any inequitable situations which are not corrected by administrative action.

An essential part of this program is the adoption of a salary schedule for employees who are now in the N.S. or labor category. This can be solved in two ways: (1) By adopting the Association's recommendation to bring as many as possible of these employees into the non-competitive class, and (2) by the adoption of a schedule, either administrative or statutory, for those employees who remain in the labor classification. This too, is primarily an administrative problem which can be handled without the necessity of legislation, but the Association is prepared to advocate such legislation as may be necessary, depending upon the outcome of negotiations now in progress.

Permanent \$1,200 Minimum

The 1943 law, which increased salaries in the lower brackets to a minimum of \$1,200, was a temporary measure, effective only for the current fiscal year. It was an important step forward but some legislation must, of necessity, be introduced this year to set up these new rates on a permanent basis. In proposing legislation along these lines, the Association will make every effort to safeguard promotion rights and earned increment credit.

Merit Awards

The State has never had any systematic plan of payments or rewards for suggestions and ideas which result in unusual improvements and economies. We have lagged behind private industry and the Federal government in this respect. Private in-

(Continued on page 320)

The Winning Short Story

The winning Short Story this month was the work of Miss Mary M. Brophy, public health nurse for the State Department of Health, of Monticello, who receives the \$10 check posted monthly by the Association for the best literary effort.

The Short Story Contest continues to be one of the most popular features ever inaugurated by "The State Employee," and many worthy entries are being received at Association headquarters.

All stories, to receive consideration in the contest, must relate in some way to state service. They must be kept within 600 words' length, and all manuscripts become the property of The Association of State Civil Service Employees' Association. All stories must bear name of author which will be published with the story.

Beginning next month, a short sketch and picture of the winner of previous month will be published, that other State employees may be introduced through these columns to the successful writers.

Why not try your hand at writing? You, too, may be just as successful as was Miss Brophy when she sat down and wrote "A Binding Case," which may be found in the adjoining columns.

A BINDING CASE

Submitted by MARY M. BROPHY

The first case for the morning and the public health nurse was weary even before she had climbed the rocky ascent of a mountain somewhere in Monticello.

Dr. Blank had reported the case to her at his office, saying, "Miss Ryan, I should be very grateful if you would call on Mrs. O'Leary and induce her with your Irish charm to remove those filthy pungent bandages from her legs. I'll wager she has them covered with the same rags for the past ten years." Then with a twinkle and a knowing grin he added, "She is just another one of those many cases I have never been paid for, though I suspect from gossip that she has a bank roll hidden away somewhere. I'm warning you too, ahead of time that she is a tough customer. I can't seem to influence her to carry out my orders and no nurse as yet has been able to do so."

So with fears of the old lady mounting in her breast Miss Ryan tried to prolong her steps, but the five minute interval, taken to complete the climb, seemed to have changed hands with a few seconds and fiendishly hustled her to the top before she realized she had reached it.

Swallowing her emotions she guided her way up a pair of crumbling steps and rapped at a battered door before her. This was answered with rumblings, rustlings, and thumpings within. The door was finally jerked open by a pouting old Cain raiser. Her uncombed bleached hair hung as slovenly as a yak's and the lines of her face like spreading cobwebs had caught and imprisoned many blackheads. With decisive annoyance she glared at Miss Ryan and shouted.

"Well, what do you want?" Then noticing the bag and uniform she altered her tone a bit. "Oh! you're a nurse. Come in then and don't stand out there gaping at me." Miss Ryan entered with the old lady waddling close at her heels and continuing to shout.

"I suppose you're another busy body Dr. Blank has insisted on sending me. All you nurses are alike, a bunch of bossy, nose upstarts."

Blushing at the reception given her, Miss Ryan managed to smile and introduce herself.

"Yes, I am the nurse Dr. Blank sent you, Miss Ryan. I'll be glad to be of any service to you. By the way, how are you feeling this fine morning?"

"Quite all right girl, quite all right, and I don't be needing any of your services," she snapped. Then noticing Miss Ryan's grieved expression, changed her tone a bit. "But 'tis nice of you to be asking for me" and consciously squinting her nose continued, "I guess it's these troublesome romantic pains in me limbs that make me fly off the handle. I get very lonesome too. Because I'm old, wrinkled and helpless few people ever come up to call or ask about me anymore."

"You certainly don't appear to be old, Mrs. O'Leary, and your bright eyes and alert expressions remind me of my mother, who thank God, is still living."

"Saints preserve us, and is she now? That's fine and indeed 'tis she too, should be grateful to be having such a fine daughter as you." Then leaning on her cane she eyed Miss Ryan up and down before adding, "Sure and I'll be thinking you and me handsome devil of a nephew ought to be getting together."

Miss Ryan laughed and replied that she would be delighted to meet her charming nephew, then realizing she had broken the barrier of the old lady's resistance, started to proceed cautiously to get her to remove the bandages.

"Now, Mrs. O'Leary, won't you let me help you and give the same good care to your legs that you have been giving them with the additional knowledge I have and the orders Dr. Blank as given me?"

(Continued on page 316)

Uncle Sam says: Prepare now for next winter.

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The Editorial Page

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Christmas Comradeship

Christmas is Christ's Day—a day beautiful beyond days and beyond calendars. All of the veneer of time and custom and commercialism drops clear of the spiritual Christmas which follows midnight of December 24th. Then it is the day of the Babe, the Youth, the Man—the Day of God!

Those thirty-three birthdays of Christ emphasize what a young man He was during those mighty adventures that mark His days the greatest of any in all the history of the ages: We forget that His wisdom was Divine. We forgetfully attribute His knowledge and power to age, and the Christ of the Cross with all the man-inflicted wounds of His body color with many years rather than few our mental picture of the Saviour.

But every day, in our homes, in our schools, within every unit of our fighting men, young fellows—healthy, care-free, adventurous youths—pause again and again in silent or vocal prayer to the youthful Christ. From every battle-front

comes the same message of religious thoughtfulness on the part of the most daring and the most human of the youth of the Air, of the Navy, of the Marines, the Army and the other fighting groups. Those who know Christ know how close He is in danger and in every test of high courage. Many a football player, a runner, a swimmer, a sportsman of every class has inevitably breathed a prayer to Christ as he stood tense awaiting the starting signal. So the paratroopers stepping forth into thin air, the bomber crew solemn with the responsibility that is theirs, the long line of straining men awaiting the zero hour of attack, all see Christ at their side and without this spiritual communion their hazards would be fearbound and their only strength that of the muscles of sodden men without the thrill or the impulse that springs from the magic of spiritual vigor. And when the engagement is over, and there is brief rest in camp or cantonment, it is Christ who links the fighter-youth with his mother and home, his wife and children, his sweetheart and friends. He knows that prayers are love in action and that "back home" the spiritual life is vibrant and magnificent and that it brightens the whole home-front, lifting it above grossness and pettiness into the realms of the true grandeur of the men Christ loved.

In the great war production plants, in the monotonous wrapping of bandages by sacrificing Red Cross women, in the somber sadness of hospitals, Christ gives cheer and courage and hope. In prison camp and jungle fastness and submerged fighting craft, Christ is close to youth and age alike.

"We cannot put His presence by;

We meet Him everywhere,—
Upon the quiet village street,
The busy market square;
The mansion and the tenement
Attest His presence there.
Upon the funnelled ships at sea
He sets His shining feet.

The distant ends of Empire
Not in vain His name repeat;
And, like the fragrance of the rose
He makes the whole world sweet."

Youth has never had a more daring, adventurous Leader than Christ. His strength and vigor were thrown fully and fearlessly into the struggles of His day. With splendid contempt and honest wrath He attacked and routed the scavengers and brigands and charlatans of His time. Personal courage led Him to defy the corrupt regardless of their power or pomp. No wonder that the youth of 1943 speak his name with full confidence in their every important moment, or that they find Him the most glorious Adventurer and Warrior of all time. Glory to God in the Highest—Peace on Earth to Men of Good Will! May the Holy Christ-mastide bring to all the World the spiritual joy of comradeship with Christ!

Post-War and Merit System

Will the merit system survive the war and post-war periods? With the need seemingly recognized by every business, profession and other human agency for post-war planning now, is the merit system to be without such planning? What will happen to the public service in the district, the state, the nation, when ten million or more men and women with the armed forces return to peaceful pursuits? Will political opportunists make political office the prize of battle glory? Will entry to civil positions be the reward of particular training and particular ability as shown by proper competitive tests, or will such entry rest upon military valor or sacrifice? Will high school and college youth for years to come, not called to the colors, be denied equal opportunity to engage in public service solely upon the basis of their capacity to do the work, or must they wait upon preference based upon armed service in which they had no chance to distinguish

themselves? What will be the effect of this upon eager, ambitious youth who on every count as Americans are entitled to equal opportunity for successful careers with every other American? Will career service be extended by extending merit system competition to the many positions next to elective and policy-forming which are now exempt?

We have in New York State an administration that by every word and act indicates vigorous thought to post-war planning. No phase of pre-war, war-period or post-war is so intimately wrapped up with the success of democratic achievement as attention to the personnel of local, state and national government. The success of a governmental unit's policy covering recruitment, in-service training, promotions, security of tenure and working conditions affecting its own personnel is the only true measure of the ability of any government on any level to deal with labor and labor problems as a whole. And—mark this well—the justice accorded to those who work for salaries and wages and the intelligence which is shown in dealing with the economic and social matters affecting the millions who come within this category will determine forever the political and moral success of any government. There is no suggestion here of drawing a line between those who work for others and those who employ others. The fact arises naturally because of the tremendous majority everywhere of those who work for wages and their dependents. We suggest strongly that post-war planning NOW with reference to public personnel and the merit system is an outstanding **must** for those charged with particular responsibility and for citizens as a whole.

Front Cover

The November cover was so excellent and brought forth so many favorable comments, that we called again upon the talented young artist, Doris Harrington, of Burlington, Vt., for our Christmas cover page. The tragedy of battlefields is softened by the nobility of faith and hope. The artist has glimpsed the spiritual exaltation of great sacrifice and transferred it to canvas.

We believe our readers will look again and again at the cover of this issue and always with a deep sense of gratitude and love for those who bear the dreadful scourge of bloody conflict.

Conference With Civil Service Commission

In accordance with resolution established at the Annual Meeting, prompt action was taken to lay before the Civil Service Commission the plea for proper classification of the many positions now in the Non-statutory group and the bringing of these positions into the competitive or non-competitive classification. On October 25th, the President brought the matter to the attention of the Civil Service Commission in the following letter addressed to Judge Conway, President of the Commission:

"I am bringing to your attention a resolution adopted at the Annual Meeting of the Association on October 19th, 1943, relating to inclusion in the competitive class of a number of positions now having only non-statutory recognition.

"This matter is intimately related to the sound classification and salary allocations of many positions in the Mental Hygiene and some other institutions. The workers involved in the institutional service have to do with food and hygiene and farms particularly.

"The work is of vital importance to the welfare of the patients. Some of the workers, we are told, are among the most efficient and loyal in the institutions.

"We believe that there is an appropriate place for practically all the non-statutory positions under one or the other of the Feld-Hamilton classes and grades now existent and we respectfully ask for a special hearing before your Commission to present the facts as we see them.

"We hope that the Commission will take the necessary steps to amend the rules and regulations in respect to exempt labor positions by removing from the list of positions all those that can be properly filled by competitive or non-competitive examinations."

This letter was acknowledged by President Conway and on November 15th, President Fisher, Counsel DeGraff, Doctor Frank L. Tolman, Messrs. Leo F. Gurry, John A. McDonald, Frederick J. Walters, Herman Redmond, Charles McBreen and Mrs. Lucy Baumgras, representing various institutions, conferred with President Conway of the Civil Service Commission and other of-

ficers of the Department of Civil Service. The employee committee recommended that present non-statutory positions be reclassified into the competitive or non-competitive classes, pointing out that the positions in question cannot reasonably be considered as unskilled labor positions because all of them involve supervision of inmates and all such employees require training and experience in their respective duties, which brings them outside the category of unskilled laborers. The prompt reclassification into the competitive or non-competitive classes of Laundry employees, Farm workers, Assistant Housekeepers, Kitchen Helpers and other employees now in the non-statutory, or labor, categories was strongly recommended.

The Civil Service Commission assured the Committee that its recommendations would receive careful and prompt consideration and that definite action would be taken at the earliest practicable moment. The Committee was also assured that, pending official action, no competitive or non-competitive employee would be prejudiced in his civil service rights by reason of his present allocation to a Non-Statutory position.

Elsewhere

From Chicago Tribune:
"Springfield, Ill., Nov. 3 (AP)—Settlement of job and salary reclassification complaints of some 3,700 state hospital employees was agreed upon today at a conference between representatives of an AFL employees' union and welfare department officials.

"We are perfectly content now and there will be no more strike threats," said Mrs. Helen Sewell, Chicago, representative of the union.

"Dissatisfaction over application of the new state reclassification law brought threats of a walkout by 1,400 employees at the Kankakee and Manteno state hospitals but it was postponed for 'cooling off' period which ended Oct. 13. Welfare officials said all institutions recently were notified of definite pay roll dates for November and December."

"Salvage is service"

Budget Decisions

Reports of action taken by the Association with reference to the extension of the career service law to Mental Hygiene institutions has been complete through the columns of "The State Employee" in October and November issues and through special bulletins.

We print below contents of letter written by Director of the Budget, John E. Burton, to Dr. Frederick MacCurdy on November 16th, 1943, a copy of which was forwarded to President Fisher of the Association:

"November 16, 1943.

Dear Dr. MacCurdy:

We have examined carefully the results of the Mental Hygiene classification and are prepared, as far as the Budget Office is concerned, to take a final position on certain matters that have been raised.

1. Classification of presently filled positions on basis of institution size.

—When we agreed to permit all existing superintendents and stewards to be classified in the top position regardless of institution size (with replacements after October 1, 1943 to follow specifications) we proceeded on a statement of facts that they would all turn up with a maximum gross salary anyway. An analysis of the October 1-15 payroll indicates that this is not the case and many of them have a number of increments coming to them in the top classification.

This presents an inequitable situation as between the superintendents and stewards and certain other positions that were classified on October 1 on the basis of institution size. In all fairness the incumbents in the other positions under consideration should be classified to the higher title, and then any replacements would follow the original specifications.

We understand the higher titles involved are: Director of Clinical Laboratory (laboratory approval instead of size), Associate Dentist, Head Baker, Chief Laundry Supervisor, and Head Stationary Engineer. This suspension of the new factors in the specifications for present incumbents is allowed because they are a new element introduced into the specifications.

2. **Maintenance men.**—It is recognized that many "maintenance men" classifications were made because it was impossible for the Classification Board to distinguish between the maintenance men and journeymen. This problem is not one of salary allocation but should be solved largely in the classification appeals. This office does reserve the right to review the maintenance setup resulting from the classifications to see that the organization is within proper bonds.

3. **Nurses' salary.**—It is the opinion of this office that the salary for staff nurses should remain at the basis \$1400-1900 range. The studies that we made of pay scales in other institutions both inside and outside of the state for purposes of reviewing the Salary Board's original allocation indicated the equitableness of the range. The analysis of the actual payrolls for October 1-15 gives the following result for all of the Mental Hygiene institutions:

Gross Salaries of Staff Nurses, October 1, 1943

Salary Range	Number of Nurses
Less than \$1300	1
\$1300-1399	51
1400-1499	128
1500-1599	41
1600-1699	40
1700-1799	26
1800-1899	41
1900-1999	32
2000 or over	27
Total	387

The War Emergency Compensation of 10% is paid in addition to the above salaries, excluding the value of maintenance. The interim increments of \$100 by Chapter 721 of 1942 and \$100 by Chapter 186 of 1943 are reflected in the above salaries, i.e., the increment plan has already been in effect since July 1, 1942. If they were removed the distribution of the number of nurses would be pushed lower in the salary ranges.

4. **Attendants' salary.**—It is also the opinion of this office that the salary for attendants should remain at the basic \$1200-1600 range. Our analysis of the payroll shows:

Gross Salaries of Attendants, Sept. 30 and Oct. 1, 1943

Salary Range	No. of Attendants Sept. 30	Oct. 1
Less than \$1100	10	
\$1100-1199	987	
1200-1299	1565	2561
1300-1399	804	805
1400-1499	1607	1607
1500-1599	968	968
1600-1699	345	345
1700-1799	45	45
1800 and over	5	5
Total	6336	6336

The War Emergency Compensation of 10% is also paid in addition to the above salaries, excluding the value of maintenance. The interim increments are incorporated above as in the case of the nurses.

The distribution of attendants by salary range is shown for September 30 and October 1 to indicate the salary increases given 997 attendants in the October 1-15 payroll.

The above matters do not represent all of the problems facing us in this classification and allocation. This communication should serve as an interim report, as it were, with further problems to be solved as soon as possible."

The Association is gratified that some improvements have already been made, but it does not agree with the recommendation that the present rates for nurses and attendants are satisfactory. We feel that a breakdown of the present salaries for all positions in the ward service demonstrates that the present schedules for nurses and attendants, as well as for many other groups, are inadequate.

(Continued on page 321)

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Petition Governor Dewey

The matter of pay scales for employees of the Matteawan State Hospital at Beacon and of the Dannemora State Hospital at Dannemora has been laid directly in the hands of the Governor through petitions signed by the workers at each institution.

Since the Legislative Survey of 1930 with its objective of correcting the "chaotic," "By-guess-or-by-God" situation relative to State salaries, the civil service employees at Matteawan and Dannemora have patiently waited for a fair pay plan.

When the Feld-Hamilton law of 1937 brought a sound system of job appraisal for departmental workers and many others, it was not applied to Matteawan or Dannemora. An appeal to the Attorney General upheld the employees' contention that the law covered these workers. The Classification Board classified the positions and allocated salaries. The Division of the Budget has not seen fit to place the recommendations of the Boards in the annual appropriation measures since that time and inasmuch as the Feld-Hamilton salary allocations do not become effective until provided for in the Executive Budget, the employees have been left at scales of pay that are archaic and entirely out of line with the scales applying in the prisons of the State.

At Matteawan, the patients are made up of persons charged with crime but who before trial are adjudged insane. At Dannemora, the patients are convicted criminals who while serving terms in one or the other of the prisons are adjudged insane and taken from the prison line-up to Dannemora State Hospital line-up.

There is nothing particularly healing of criminal tendencies in insanity and thus the employees of Matteawan and Dannemora have to deal with a very uncertain human being indeed. It is plain that few citizens would choose to guard or care for a person with known criminal tendencies who is also mentally ill.

The workers in these two institutions—so very necessary in the prison system—ask only the simple justice of being rated as to salaries on the same level as the workers in other prisons. These institutions are "prisons" in a very real sense. Nothing is more absurd than to use the designation of "hospital" as a cloak

for differentiating between the salaries paid at Matteawan and Dannemora and those paid in other prisons.

The Association has waged a continuous battle to gain the point of prison wages for those who do prison work.

The facts of a sound wage policy are seemingly grossly disregarded in delaying justice to the employees at Matteawan and Dannemora. The character of the work performed—the duties and responsibilities—aside from the distressing surroundings and environment arising from the dreadful affliction of the patients involved, call for wages that compensate as fully as wages can ever compensate for this type of service.

For the Red Cross

In these times when the great concern of the American Red Cross is war activities, many people forget that the Red Cross works in time of peace as well as war, and in times of war, continues its service to civilian victims of disasters. During 1942 aid was rendered to 119,295 people in the United States. In 45 states there were 178 disasters which took a total of 1,101 lives and injured another 3,205 people.

Fires accounted for 68 of these disasters, 42 being floods, 37 being tornadoes, with plant and mine explosions, train, bus, and air plane crashes the others.

Improved financial conditions due to war production activities were reflected in reports of the American Red Cross on rehabilitation. In practically every area visited by disaster, Red Cross expenditures were less than ordinarily required. This was because practically all able bodied people are employed and declined aid, preferring to take care of their needs.

In the light of world wide operations of the American Red Cross in meeting needs of the armed forces, the work of Disaster Service is temporarily eclipsed. Yet the frequency of disasters average more than three a week, which emphasizes the necessity for such service.

Have you given a pint of blood to save a life? The response to appeals for donors has been gratifying. However, because one may give only one pint of blood every eight weeks, new donors must constantly be recruited. Call your local Red Cross Headquarters for information. You will be proud to be a donor.

Safety In Home

The tragic toll of accidents in the United States each year, totaling the casualties of minor battle fronts, is a grave reflection upon the intelligence of the American people.

The American Red Cross, and other helpful agencies, have done much to caution and to inform the worker in the factory, field and home as to the simple precautions which if adopted by individual citizens, would lessen the load upon hospitals, nurses and physicians immeasurably, and, what should be most welcome to all patriotic people—prevent absenteeism and conserve many good dollars now spent for medical and surgical aid.

At a meeting of the Greater New York Safety Council and the Home and Farm Safety Advisory Committee of the New York State Department of Health, and arranged with the cooperation of other groups, held on October 18th, the following five point program was recommended for community action:

1. Organize a Woman's Home Safety Conference for your neighborhood.
2. Recommend speakers on home safety for club or other occasions.
3. Check your home carefully for accident hazards and eliminate the danger spots.
4. Show interest in your school safety program and help make it a success.
5. Formulate classes in home accident prevention with the assistance of the local chapter, American Red Cross.

Unless you do these things you will be disregarding one of the most common sense ways of conserving health and vigor. Civilized living calls for the elimination of accidents.

GIVE THE PRESENT

WITH A FUTURE

GIVE WAR

BONDS

●
MYERS

Civil Service Notes

By **THEODORE BECKER**
State Department of Civil Service
**Departmental Personnel
Representatives Conference**

EDITOR'S NOTE: The conference here proposed is a splendid forward step in civil service administration.

The State Department of Civil Service has called a two-day conference of departmental personnel representatives to discuss some of the personnel practices and procedures of the operating departments and of the Civil Service Department, Comptroller's Office and the Director of the Budget, so that means of ironing out existing difficulties and streamlining present practices and procedures may be formulated. With this end in view, the various personnel matters under consideration will be discussed from the several points of view represented by the Department of Civil Service, by the operating departments, and by the Comptroller's and Budget Director's offices. The conference, which is scheduled to be held at the State Office Building, Tuesday and Wednesday, December 28th and 29th, 1943, will be featured by a luncheon on Tuesday at which **Judge J. Edward Conway**, President of the State Civil Service Commission, will speak on "The Philosophy of the Commission." Commissioner **Louise C. Gerry** will preside at the Tuesday morning session, and Commissioner **Howard G. E. Smith** will preside at the Wednesday morning session. The conference will be closed with a summary by **Charles L. Campbell**, Administrative Director of the Department of Civil Service.

The program of the conference follows:

DECEMBER 28th, 1943

Morning Session — 9:30 A.M.

Commissioner **Gerry**, presiding
Introductory remarks by **Charles L. Campbell**.

I

- (a) **Getting Employees Placed, Their Servicing**; by **F. H. Densler**, consultant, and **J. A. Kretchner**, Administrative Supervisor of Civil Service Records, Civil Service.
- (b) **The Budget's Point of View on the Above Subject**, by **Charles**

Foster, Division of the Budget.

- (c) **An Operating Department's Point of View on the Above Subject**, by **T. E. Halpin**, Division of Placement and Unemployment Insurance, Department of Labor.
- (d) **General Discussion**
Luncheon

Judge J. Edward Conway, presiding
General Introduction—"The Philosophy of the Commission."

Afternoon Session — 2:00 P.M.

II

- (a) **Getting Employees Paid**, by **Catherine C. Geier**, Payroll Auditor, Civil Service.
- (b) **The Comptroller's Point of View on the Above Subject**, by **John Joyce**, Audit & Control.
- (c) **An Operating Department's Point of View on the Above Subject**, by **Florence P. Grimm**, The State Insurance Fund.
- (c) **General Discussion**.

DECEMBER 29th, 1943

Morning Session — 9:30 A.M.
Commissioner Smith, presiding

III

- (a) **Getting Employees Recruited and Promoted**, by **Mrs. E. G. McLaughlin**, Director of Examinations, Civil Service.
- (b) **An Operating Department's Point of View on the Above Subject**, by **F. L. Schumacher**, Social Welfare.
- (c) **General Discussion**.

IV

- (a) **Getting Positions Classified and Reclassified**, by **J. Earl Kelly**, Director of Classification, Civil Service.
- (b) **An Operating Department's Point of View on the Above Subject**, by **Mrs. Hazel Ford**, Taxation & Finance.
- (c) **General Discussion**.

Luncheon — Recess

Afternoon Session — 2:00 P.M.

IV — Continued

- (a) **The Civil Service Law and Rules**, by **Joseph Schechter**, Counsel, Civil Service.
- (b) **General Discussion**.
Conference Summary by **Charles L. Campbell**.

If the proposed conference is successful, it is expected that similar conferences will be called from time to time.

Reinstatement After Military Service

An employee, who has been on military leave, is entitled to reinstatement pursuant to Section 246 (2) of the Military Law, by making demand of his appointing officer during the period of sixty days following the "termination of military duty."

Termination of military duty, however, does not always occur simultaneously with the granting of an honorable discharge. There are at least two instances where "termination of military duty" may be indefinitely postponed even after honorable discharge.

First, where the employee has been discharged on condition that he engage in essential war work, and the employee actually does such work, he is deemed to continue on military leave for the duration of such work. In this case, the sixty day period does not start until such work terminates.

Second, where the employee, honorably discharged, has incurred a temporary disability arising out of and in the course of his military duty, he is deemed to continue on military leave until his temporary disability terminates. In this case the sixty day period does not start until the temporary disability has ceased.

Of course, military leave also continues for a reasonable time after honorable discharge to permit the employee to return to the State.

Where an employee has not taken advantage of his right to demand reinstatement during the sixty day period following termination of his military duty, he may still be reinstated, at the discretion of his appointing officer, within the period of one year following the termination of his military duty.

Civil Service in the Courts

Disabled War Veterans. Under the State Constitution, disabled war veterans are entitled to preference in appointment from an open competitive or promotion eligible list upon which their names appear. Such veterans must be appointed before any eligibles on the list who are not disabled veterans may be appointed. Under Rule VIII (2) of the Rules for the Classified Civil Service, pro-

vision is made for the manner of appointment where three or more disabled war veterans appear on a list. In such case, the appointing officer may select any one of three highest ranking disabled veterans, and need not appoint them in one-two-three order.

In a recent opinion of the Appellate Division (Fourth Department), this rule was held valid. (**Burns v. Lyons**).

Collective Bargaining. Holding that civil service employees could not engage in collective bargaining, the Supreme Court, Albany County, decided in a recent case, being appealed, that an incorporated Association of federal employees, lacking this power, could not be considered a labor union under New York State laws forbidding discrimination against prospective members on the basis of race, color or creed. Said the Court:

"To tolerate or recognize any combination of Civil Service employees of the Government as a labor organization or union is not only incompatible with the spirit of democracy, but inconsistent with every principle upon which our Government is founded. Nothing is more dangerous to public welfare than to admit that hired servants of the state can dictate to the Government the hours, the wages and conditions under which they will carry on essential services vital to the welfare, safety and security of the citizen. To admit as true that Government employees have power to halt or check the functions of Government, unless their demands are satisfied, is to transfer to them all legislative, executive and judicial power. Nothing would be more ridiculous.

"The reasons are obvious which forbid acceptance of any such doctrine. Government is formed for the benefit of all persons, and the duty of all to support it is equally clear. Nothing is more certain than the indispensable necessity of government, and equally true, that unless the people surrender some of their natural rights to the Government it cannot operate. Much as we all recognize the value and the necessity of collective bargaining in industrial and social life, nonetheless, such bargaining is impossible between the Government and its employees, by reason of the very nature of the Government itself. The formidable and familiar weapon in industrial strife

and warfare—the strike—is without justification when used against the Government. When so used, it is rebellion against constituted authority.

"Plaintiff is not only not a labor organization within the terms of its charter, but it does not exist nor is it constituted for the purpose in whole or in part of collective bargaining. The mere fact that the American Federation of Labor issued to plaintiff a Certificate of Affiliation, in no manner repeals, rescinds or amends the charter granted plaintiff to transact insurance business. The acceptance by plaintiff of such Certificate of Affiliation was an ultra vires act not within the powers conferred on plaintiff by the State of New Hampshire, and is of no force or effect.

"Collective bargaining has no place in government service. The employer is the whole people. It is impossible for administrative officials to bind the Government of the United States or the State of New York by any agreement made between them and representatives of any union. Government officials and employees are governed and guided by laws which must be obeyed and which cannot be abrogated or set aside by any agreement of employees and officials." (**Railway Mail Association v. Murphy**).

Private Contractors. In a recent proceeding brought in the New York County Supreme Court to compel the City of New York to discontinue the practice of engaging private engineering and architectural firms and their staffs upon a contract basis to prepare plans and specifications for a post-war planning program, the Court held that "the award of contracts for architectural and engineering work does not constitute a method for making 'appointments' in the 'civil service' of the City." Ruling that the contracts did not create an employer-employee relationship, inasmuch as the City does not control the office organizations of the firms, had nothing to do with the persons employed by the firms, does not prescribe the hours of their employment, and is not the sole client of the firms, the Court concluded that "nothing contained in the Constitution of the State of New York or in the provisions of the Civil Service Law prohibits the City of New York from awarding contracts for architectural and engineering services to private

concerns in connection with the Post-War Planning Program." (**Civil Service Technical Guild v. LaGuardia**).

Civil Service Procedure. The salaries to be paid employees appointed as temporary replacements for employees on leave of absence under Civil Service Rule XVI (1b) to engage in essential war industries or to enter the service of the Federal Government are covered in the following memorandum issued to all State Appointing Officers on November 3, 1943, by **Charles L. Campbell**, Administrative Director, State Department of Civil Service:

"The Division of the Budget, the Department of Audit and Control and the State Civil Service Department have concurred in the following procedure relating to salary adjustments and increments for appointees filling Rule XVI (1-b) leave of absence vacancies:

1. Salary to be Paid to Temporary Appointees in Leave of Absence Vacancies

A. If there are no employees in the same title and grade in the same salary adjustment unit receiving less than the minimum, the temporary leave of absence appointee shall receive the minimum salary of the grade or as otherwise provided in Section 41 of the Civil Service Law.

B. If there are permanent employees in the same salary adjustment unit receiving salaries lower than the minimum, then the temporary leave of absence appointee shall be paid a salary equal to that of the lowest paid permanent employee in the same title and grade.

2. Salary Adjustments

For the purpose of salary adjustments under the Feld-Ostertag Law, a temporary leave of absence appointee who is receiving a below-the-minimum salary shall be entitled to receive salary adjustments on the same basis as a permanent employee. However, the temporary leave of absence appointee can receive no more total salary than the salary received by the lowest paid permanent employee in the same title and grade in the same salary adjustment unit.

3. Salary Increments

Temporary leave of absence appointees who have served in such temporary positions for more than six months in a fiscal year are entitled to receive the salary increments provided by the Feld-Hamil-
(Continued on page 309)

News From All

Matteawan Chapter News

A new American Red Cross first aid class and refresher course has been started at the hospital.

P. H. Larrabee is somewhere in South America. He is a former president of the Matteawan State Hospital Employees' Association, also a Red Cross instructor, and in charge of occupational therapy.

First Lieut. John C. Macewitz, former employee of the hospital, has returned to Fort Knox, Ky., after spending a 15-day leave with his mother.

The committee reports fine progress in the National War Chest Fund.

Binghamton Chapter News

Officers of Binghamton Chapter, Association of State Civil Service Employees, were nominated for the coming year at a chapter meeting in the State Hospital, November 9.

Daniel Foley, president, was nominated for reelection at the annual election and installation in January. Other officers nominated were:

First vice-president, James V. Maney; Second vice-president, W. F. Stott; executive secretary, Laurence J. Hollister; secretary, Miss Frances Riley; and treasurer, S. H. Anderson. Delegates to the State organization were nominated as follows:

Mr. Stott, Albert E. Launt, Duane Howard, Harold Boyce, Mr. Maney and Frank Bell.

Dannemora Chapter News

Employees of Dannemora State Hospital serving in the armed forces, who recently visited the institution, were: Pfc. Dorothy McCasland, Cpl. Gaylord Wray, Cpl. Alfred De Fayette, Pfc. Clifford Tripp, Petty Officer John A. Bigelow, Cpl. Roger Bigelow, and Pfc. George Lewis.

Maurice Fifield and Francis Lareau have joined the armed forces. Norman Ford, Walter Davey, Felix Joyall and Ralph Kilroy have returned to duty at the state hospital after receiving honorable discharges from the U. S. Army.

The Rev. Ambrose J. Hyland, Catholic chaplain of Clinton Prison

and Dannemora State Hospital, was reported by Jimmy Fidler, newspaper columnist and radio commentator, to be in Hollywood arranging for the sale of movie rights to his copyrighted book which contains the story of the building of the Church of St. Dismas, the Good Thief at Clinton Prison. The movie, according to Fidler's broadcast, will be filmed along the lines of "Boys' Town," which told the story of Father Flanagan's endeavors to aid youth.

A membership drive has started at Dannemora State Hospital, with the executive committee in charge:

Herbert Lucia, retired head farmer at Dannemora State Hospital, was the victim of a hunting accident which resulted in his death on November 17. The employees of Dannemora State Hospital extend their sympathy to the bereaved family.

Thomas Indian School Chapter

Members of the Thomas Indian School Chapter of the State Employees' Association gave a farewell party for Miss Ida Bunn upon her retirement from State service October 1.

Miss Bunn had ably served the institution for 39 years, first as stenographer, and from 1911 until her retirement as a steward. She was the recipient of many gifts. The entertainment consisted of community singing and a duet by Mrs. Pauline Seneca and Frank Beauvais, both former pupils of the school. Mrs. Sadie Tesch of Gowanda furnished music for square dancing, and light refreshments were served.

Sonyea News

The annual meeting of the Craig Colony chapter of the Association was held Wednesday evening, November 10th at the Letchworth and all groups of employees were well represented. It was announced that regular monthly meetings will be held on the second Wednesday of each month.

The following were elected officers of the chapter: Dr. V. I. Bonafede, president; J. Walter Mannix, vice-president; Margaret Jones, secretary; and Glenn Green, treasurer.

A resolution was adopted and sent to the mother of the late Mildred Allen by the chapter and was written into the records of the chapter in her memory. Miss Allen, who joined the Second Army Nurse Corps as a First Lieutenant in October, 1942, contracted pneumonia while on duty in North Africa and died July 17, 1943. She was an active member of the Association since her first employment in State service in 1929.

Miss Dorothy Herkimer is confined at Peterson Hospital recovering from an appendectomy.

Homer Burgett of Dansville is a new employee on the colony farm.

Charles Eaton is on a vacation from his duties at the West Group.

Dr. Eugene Davidoff, a member of the medical staff of Craig Colony, was mentioned in a story by Robert D. Potter, science editor of the American Weekly. The story was published in the Sunday, November 14th, edition.

Wassaic Chapter News

An executive meeting of the Wassaic Chapter of the State Civil Service Employees' Association took place Monday, November 8, in the clubrooms. Treasurer Steen reported a balance of \$160.49 on hand. President Edward Cowles presided.

A meeting of the Wassaic State School Observation Post was held November 4, with our ground area supervisor, Stanley Vincent, presiding. Also attending were Lt. John G. Niemeyer, ground observer of the First Fighter Command; Pfc. Douglas Vought of the Signal Corps, and District Director Gregory J. Gilman of Poughkeepsie.



Over the State

Dr. Steblen, our chief observer, and the staff of observers, were complimented on the observation post's excellent cooperation. Our regional director, Mrs. Hazel Depner, was commended for the fine work the recognition classes have done. Doctor Steblen was awarded the Wings of a chief observer, Mrs. Depner was given the regular army medal for merit, and everyone present who had given three months or more of service was awarded a pin with Army Air Force wings.

The members of X-3, the hospital staff of nurses and friends, were hostesses to a farewell party given November 15 to Miss Mary Rosen-son, who has resigned to join the SPARS. She was presented with a pen and pencil set by her co-workers, and with an overnight bag by the members of X-3.

Flowers were awarded to Mrs. West and Flo Williams. A guest was Miss Anne Berrish, who is employed at Hudson River State Hospital and formerly was employed at Wassaic. Those present were Alice Clyde, Ruth Wheeler, Ethel West, Etta Bergman, Carrie Bouer, Mae Rosenson, Flossie Burke, Flo Williams, Anne Wilson, Gertrude Stiller, Matilda Culich, Miss Farley, Miss Innocent, Miss McDonald, Miss Haslett, Margaret Doran, Anna Keseg, Mrs. M. Monogue and Miss Rosenson.

The entire school regrets the loss of Dr. and Mrs. Paul O'Connell and daughter Barbara, who have left us to live on Long Island where Dr. O'Connell is opening an office of his own.

We also regret the loss of Mrs. Gertrude Bump Evans, who has left us to take up her duties with Dr. O'Connell, and who will make her home on Long Island as well. Had Mrs. Evans remained until December she would have rounded out 12 years of service at Wassaic.

The employees and friends of Mrs. Sophie Terwilliger were shocked to hear of her sudden death on October 28.

Long Island Inter-County Parks Chapter

At an Executive meeting held on Tuesday, November 23rd, President

Harry Lemily spoke on the progress of the chapter during the past year. Some of the members were surprised to hear of so many new members taken in during the year. The activities and accomplishments of the Association were reviewed.

The following officers were elected for the year 1944:

President, Harry Lemily; Vice-president, Fred Kelly; Secretary, Fred Mott; Treasurer, Frank Keiser; Financial Secretary, Fred Keller; Social Committee, Charles Zimmer; Sergeant-at-arms, Fred Peterson.

All members holding office are members of the Membership Committee. Grievance Committee for the coming year: Harry Lemily, Fred Kelly, Fred Mott. Alternates: Fred Keller and Mike Cole.

Cigarettes Appreciated

Still they come, those letters of appreciation from servicemen to whom, in all corners of the globe, State employees have been sending cigarettes.

Latest of the notes of gratitude to reach Association headquarters are from Cpl. John R. Adams, somewhere in England, who writes: "Hi ya, people—As the English would say, decent of you old chaps. The smokes were great and thanks a million. And keep everything intact in the states."

And from Pvt. Marceline Diaz, whose whereabouts were not revealed: "Thank you very much for the cigarettes you have sent us."

From Capt. Hubert C. Hahn: "This is just a line to let you know that as Transport Chaplain, I distributed the cigarettes that you were so kind to send to our boys. Feel assured that the men appreciated the smokes."

Other acknowledgments came from Maj. Emmett G. Jones, transport chaplain at the New York Port of Embarkation, Pvt. William Kalkut, who hails from New York City and says he received the cigarettes "somewhere in England," and Cpl. Beauford Gore, who is overseas and reports: "All of us appreciate the kind thoughts that accompany these gifts."

Executive Committee Meeting

The first meeting of the newly elected Executive Committee occurred on October 26th. The following were present: Harold J. Fisher, President, presiding; Vice Presidents Clifford C. Shoro, Milton Schwartz, John A. McDonald; Treasurer, Earl P. Pfannebecker; Secretary, Janet Macfarlane; Counsel, John T. DeGraff; William F. McDonough, Executive Representative; Mildred O. Meskil, Elizabeth V. Staley, Helen H. Houle, William M. Foss, Wayne W. Soper, Charles H. Foster, Harry S. Deevey, Christopher J. Fee, Frank O. Osborn, William Hunt, Edward J. Ramer, Jesse B. McFarland, John A. Cromie.

There was general discussion of the program for the new year and approval of resolutions for financial provision for carrying on of headquarters, printing of "The State Employee," and other business matters.

A plan for providing weekly information throughout the year relative to the Association and its program was discussed and this will be finally approved if satisfactory arrangements can be made and sufficient finances are available.

A resolution presented at the Annual Meeting calling for action to eliminate veteran preference in civil service promotion and to revise present full preference for disabled veterans so as to preserve justice for citizens who were unable to perform active war duty, and for veterans who served honorably but who were not disabled, was referred to the Legislative Committee.

Contract Hiring Condemned

There was spirited discussion of a second resolution presented to the Resolutions Committee at the Annual Meeting and referred by that Committee to the Executive Committee. The resolution referred to the question of employment of stenographers, typists or others under contract and without regard for constitutional processes of recruitment. Such procedure easily leads to gross abuse of appointive power and the by-passing of sound civil service experience gained throughout many years. The lack of control over such

New Officials

groups leaves the service at the mercy of strikes or other delaying and costly action. The plea of savings through contract employment of hearing stenographers is not at all apparent and the dangers inherent in the plan readily condemn it. The resolution is as follows:

"WHEREAS, The Constitution of the State of New York provides that wherever practicable positions in the State service, shall be filled by competitive examination, and

WHEREAS, There are some positions filled by exempt employees in titles and classifications commonly filled by competitive service, to wit: a group of Workmen's Compensation referees, and

WHEREAS, The provisions of the constitution are circumvented by the contract hire of clerical help to wit: Hearing Stenographers and Typists in the Motor Vehicle Bureau and Public Service Commission, thereby eliminating a promotion field which is desirable in the Career system,

THEREFORE, BE IT RESOLVED, That this Association take appropriate action to request the Civil Service Commission to carry out the intent of Article V, Section 6, of the State Constitution."

Following the action of the Executive Committee in repudiating the contract plan, the matter was laid before the Civil Service Commission under date of November 9th by means of the following letter addressed to Honorable J. Edward Conway, President of the Commission:

"The matter of employment of Hearing Stenographers, Typists and other Clerical employees under contract and without the safeguards as to examination, promotion, etc., contained in the Civil Service law and rules, has been brought to the attention of the Executive Committee of the Association by various groups.

"It is the opinion of the Executive Committee that this practice invites serious abuse of merit principles and that while its adoption may have been to effect savings, such a result is not always apparent.

"On behalf of the Association, I respectfully urge that the Commission take action to assure that all of the positions referred to may be properly filled in accord with established civil service procedure."



HON. JOHN A. WHITE
Conservation Commissioner

New York's new Conservation Commissioner, John A. White of Bath—assumed his new duties September 2nd, immediately after appointment by Governor Thomas E. Dewey.

Long prominent in conservation affairs by reason of his activities in the New York State Conservation Council, the organization of sportsmen in this State, Mr. White brings experience and many other valuable assets to the position.

During 1937 and 1938, Mr. White served as vice president of the Steuben County Federation of Conservation Clubs and from 1939 through 1941, he was president of that organization. He was appointed in 1939 by former Commissioner Lithgow Osborne as a member of the Advisory Council of the Department and served in that capacity until April 1, 1943.

At the annual meeting of the New York State Conservation Council in December, 1942, he was elected president of that State-wide body. This State-wide organization suggests conservation legislation to the Legislature and to the Conservation Department, cooperates with the Department and also with the Federal Fish and Wildlife Service.

Mr. White was born in Hammondsport, N. Y., September 24,

(Continued on page 320)



HON. EDWARD CORSI
Industrial Commissioner

Governor Thomas E. Dewey on November 20 appointed Edward Corsi of New York City, Chairman of the State Industrial Board, as Industrial Commissioner. Commissioner Corsi succeeds Deputy Industrial Commissioner Michael J. Murphy who had been Acting Industrial Commissioner since the resignation of Freida B. Miller last December.

Commissioner Corsi was appointed Chairman of the Industrial Board by Governor Dewey last February. Prior to that he was chairman of the New York City Enemy Alien Hearing Board and the Workmen's Compensation Commission of New York City.

An attorney, the new Commissioner has devoted much of his career to public welfare service. He was born in Italy in 1897, coming to this country when he was 10 years old. He was educated in St. Francis Xavier Parochial School and Fordham Law School, New York City.

He served as Director of the Federal Census for New York in 1930 and the following year was appointed by President Hoover as Commissioner of Immigration and Naturalization at Ellis Island. President Roosevelt reappointed him to this post in 1933. In 1934 he was named Director of the Relief Administration of New York City and later became

(Continued on page 321)

Civil Service Notes

(Continued from page 305)

ton Law. If a permanent employee has been temporarily assigned, transferred, or promoted to such leave of absence vacancy then time spent therein may be credited as increment-earning service in his permanent position. However, it should be noted that an employee who is on leave of absence to engage in essential war industries or in the service of the Federal Government under Rule XVI (1-b) is not entitled to have the time spent on such leave credited as increment-earning service."

The Bulletin Board

Open competitive examinations are scheduled to be held for the following positions on January 22, 1944. Applications for these examinations must be filed by January 5, 1944.

6188. **Junior X-Ray Technician** (Diagnosis), State and County Departments and Institutions. Usual salary range \$1400 to \$1900. Application fee \$1.00. At present, a vacancy exists in the Division of Tuberculosis, Department of Health.

6190. **Milk Inspector**, Division of Sanitation, Department of Health. Usual salary range \$2100 to \$2600. Application fee \$2.00.

6191. **Office Machine Operator** (Tabulating—IBM), State and County Departments and Institutions. Usual salary range \$1200 to \$1700. Application fee \$1.00. At present, several vacancies exist.

6192. **Parkway Foreman**, Taconic State Park Commission, Division of Parks, Conservation Department. Usual salary range \$1800 to \$2300. Application fee \$1.00. At present, five vacancies exist.

6193. **Senior Dentist**, State and County Departments and Institutions. Usual salary range \$3120 to \$3870. Application fee \$3.00. At present a vacancy exists at Clinton prison, Department of Correction.

(Candidates may compete also in No. 6182, Dentist. A separate appli-

cation and fee must be filed for each.)

6195. **Senior Housing Accountant**, Division of Housing, Executive Department. Usual salary range \$3120 to \$3870. Application fee \$3.00. At present, one vacancy exists.

6196. **Senior Identification Officer**, Department of Correction. Usual salary \$2000 to \$2500. Application fee \$2.00. At present, vacancies exist at several of the State Correctional Institutions. Male appointments only will be made at institutions for male inmates.

6198. **Senior Laboratory Technician** (Analytical Chemistry), State and County Departments and Institutions. Usual salary range \$1650 to \$2150. Application fee \$1.00. At present, a vacancy exists in the Division of Bedding, Department of Labor.

6199. **Senior Laboratory Technician** (Serology), Division of Laboratories and Research, Department of Health. Usual salary range \$1650 to \$2150. Application fee \$1.00.

6180. **Assistant Principal of Nurses' Training School**, Department of Mental Hygiene. Usual salary range \$2400 to \$3000 with suitable deductions for maintenance where allowed. Application fee \$2.00. At present, a vacancy exists at Creedmoor State Hospital, at \$1500 and maintenance.

6181. **Buoy Light Tender**, Division of Canals and Waterways, Department of Public Works. Usual salary range \$1200 to \$1700. Application fee \$1.00. At present, several vacancies exist.

6182. **Dentist**, State and County Departments and Institutions. Usual salary range \$2400 to \$3000. Application fee \$2.00. At present, a vacancy exists at Elmira Reformatory, Department of Correction.

(If eligible, candidates may compete also in No. 6294, Senior Dentist. A separate application and fee must be filed for each.)

6183. **Employment Assistant for the Blind**, Type A, Bureau of Ser-

vices for the Blind, Department of Social Welfare. Usual salary range \$1800 to \$2300. Application fee \$1.00. Competition in this examination is not limited to the blind or partially blind as in Examination No. 6194 for Type B, but is open to sighted persons. It is expected to appoint a sighted person to the existing vacancy.

6194. **Employment Assistant for the Blind**, Type B, Bureau of Services for the Blind, Department of Social Welfare. Usual salary range \$1800 to \$2300. Application fee \$1.00. **Candidates for this examination must be totally or partially blind within the legal definition of blindness, and must state the degree of loss of sight on their application, furnishing satisfactory proof.**

6184. **Head Cook**, State and County Departments and Institutions. Usual salary range \$2000 to \$2400. Application fee \$1.00. At present a vacancy exists for a male Head Cook at the Institution for Male Defective Delinquents at Nanpanoch, Department of Correction.

6185. **Home Teacher for the Blind**, Bureau of Services for the Blind, Department of Social Welfare. Usual salary range \$1400 to \$1900. Application fee \$1.00.

6186. **Industrial Code Referee**, Department of Labor. Usual salary range \$5200 to \$6450. Application fee \$5.00. At present, a vacancy exists in the New York Office, at \$4400.

6150. **Junior Insurance Qualifications Examiner**, Insurance Department. Usual salary range \$2700 to \$3300. Application fee \$2.00.

6187. **Junior Office Machine Operator** (Calculating), State and County Departments. Due to war conditions, the minimum salary will probably be \$1320 until at least March 31, 1944, although the usual salary range for this position is \$900 to \$1400. Application fee \$5.00. At present, vacancies exist in the New York Office of the State Insurance Fund.

BUY WAR BONDS

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121 NORTH PEARL STREET

ESTABLISHED 1898

"Our Business Is Growing"
UNUSUAL FLORAL ARRANGEMENTS
We Grow Our Own

You and the Legislature

This is a list of **your** representatives in the Senate and of **your** representatives in the Assembly.

Each member of the Association should make it a point to become well acquainted with his or her Senator and Assemblyman. And, each member of the Association should acquaint their representatives with the program of the Association for 1944 as outlined in the resolutions carried in "The State Employee," for November.

As we have pointed out in previous years, the personal contacts of members of the Association, and the direct statements made by them to their legislative representatives are of inestimable value to your officers, committees and counsel in their contacts in the Capitol with Senators and Assemblymen.

The cost of living legislation and career service legislation are examples of matters workers should speak about directly to their legislative representatives. You can detail your actual experiences as to the effect of increased living and tax costs, and such are often more convincing than general statistics on these subjects.

Chapters may well have a committee whose function would be to speak directly to senators or assemblymen as to the definite projects of the Association at appropriate times and to invite the legislative representatives to address their Chapter meetings as frequently as they will.

KEEP AND USE THIS LIST.

LEGISLATURE FOR 1944

Senators

NOTE: Senators and Assemblymen elected at general election in 1943 to fill unexpired term are indicated with asterisk (*).

Dist. Pol.	Name and Address
1 Rep.	Perry B. Duryea, Montauk, L. I.
2 Rep.	Seymour Halpern, 83-80 118th St., Kew Gardens, Long Island
3 Dem.	*John V. Downey, 32-27 83rd St., Jackson Heights
4 Dem.	Carmine J. Marasco, 1679 71st St., Brooklyn
5 Dem.	William Kirnan, 516 17th St., Brooklyn
6 Dem.	Edward J. Coughlin, 175 St. James Pl., Brooklyn
7 Dem.	Louis B. Heller, 595 Willoughby Ave., Brooklyn
8 Dem.	Samuel L. Greenberg, 1375 Ocean Ave., Brooklyn
9 Dem.	*James A. Corcoran, 167 Barbey St., Brooklyn
10 Dem.	Jeremiah F. Twomey, 911 Manhattan Ave., Brooklyn
11 Dem.	James J. Crawford, 589 Bedford Ave., Brooklyn
12 Dem.	Elmer F. Quinn, 95 Christopher St., N. Y. C.
13 Dem.	Francis J. Mahoney, 421 West 18th St., N. Y. C.
14 Dem.	William J. Murray, 471 Grand St., N. Y. C.
15 Rep.	Lester Baum, 525 West End Ave., N. Y. C.
16 Dem.	James G. Donovan, 400 East 58th St., N. Y. C.
17 Rep.	Frederic R. Coudert, Jr., 988 5th Ave., N. Y. C.
18 Rep.	Richard A. DiCostanzo, 165 East 102nd St., N. Y. C.
19 Dem.	Charles D. Perry, 126 West 122nd St., N. Y. C.
20 Dem.	Alexander A. Falk, 75 Park Terrace East, N. Y. C.
21 Dem.	Lazarus Joseph, 910 Grand Concourse, N. Y. C.
22 Dem.	Carl Pack, 750 Namida St., N. Y. C.
23 Dem.	John J. Dunnigan, 1945 Bogart Ave., N. Y. C.
24 Rep.	Robert S. Bainbridge, Clove Rd., Staten Island
25 Rep.	Pliny W. Williamson, 11 Heathcote Rd., Scarsdale
26 Rep.	William F. Condon, 25 Hollis Terrace, Yonkers
27 Rep.	Thomas C. Desmond, Newburgh
28 Rep.	Frederic H. Bontecou, Millbrook
29 Rep.	Arthur H. Wicks, Kingston
30 Dem.	Julian B. Erway, 37 Morris St., Albany
31 Rep.	Clifford C. Hastings, West Sand Lake
32 Rep.	Gilbert T. Seelye, Burnt Hills

33 Rep.	Benjamin F. Feinberg, Plattsburg
34 Rep.	Rhoda Fox Graves, 130 Clinton St., Gouverneur
35 Rep.	Fred A. Young, Lowville
36 Rep.	William H. Hampton, 118 Arlington Rd., Utica
37 Rep.	Isaac B. Mitchell, Lafargeville
38 Rep.	G. Frank Wallace, 217 Crawford Ave., Syracuse
39 Rep.	Walter W. Stokes, Middlefield
40 Rep.	Floyd E. Anderson, 702½ Chenango St., Port Dickinson
41 Rep.	Chauncey B. Hammond, Elmira
42 Rep.	Henry W. Griffith, Palmyra
43 Rep.	Earle S. Warner, Phelps
44 Rep.	†Joe R. Hanley, Perry
45 Rep.	Rodney B. Janes, Pittsford
46 Rep.	Allen J. Oliver, 316 Inglewood Dr., Rochester
47 Rep.	William Bewley, Carlisle Gardens, Lockport
48 Rep.	Walter J. Mahoney, 6 Saybrook Pl., Buffalo
49 Dem.	Stephen J. Wojtkowiak, 349 Koons Ave., Buffalo
50 Rep.	Charles O. Burney, Jr., 168 Cayuga Rd., Williamsville
51 Rep.	George H. Pierce, 1121 W. Hanley St., Olean

† Elected Lieutenant Governor to fill term expiring in 1946. Special election to fill vacancy for Senator to be announced later.

Members of Assembly

Dist. Pol.	Name and Address
ALBANY COUNTY	
1 Dem.	George W. Foy, 76 Lenox Ave., Albany
2 Dem.	Mortimer A. Cullen, 47 No. Manning Blvd., Albany
3 Rep.	John McBain, 2332 Broadway, Watervliet
ALLEGANY COUNTY	
Rep.	William H. MacKenzie, Belmont
BRONX COUNTY	
1 Dem.	Matthew J. H. McLaughlin, 410 East 159th St., Bronx
2 Dem.	Patrick J. Fogarty, 446 East 140th St., Bronx
3 Dem.	Arthur Wachtel, 818 Manida St., Bronx
4 Dem.	Isidore Dollinger, 1250 Franklin Ave., Bronx
5 Dem.	Julius J. Gans, 1016 Faile St., Bronx
6 Dem.	Peter A. Quinn, 1641 Metropolitan Ave., Bronx
7 Dem.	Louis Bennett, 787 East 185th St., Bronx
8 Dem.	John A. Devany, Jr., 120 West 183rd St., Bronx
BROOME COUNTY	
1 Rep.	Richard H. Knauf, 4 Wagner St., Binghamton
2 Rep.	Orlo M. Brees, 201 E. Franklin St., Endicott
Rep.	Leo P. Noonan, Farmersville
CATTARAUGUS COUNTY	
CAYUGA COUNTY	
Rep.	James H. Chase, Aurora
CHAUTAQUA COUNTY	
1 Rep.	E. Herman Magnuson, 31 Locust St., Jamestown
2 Rep.	Herman B. Graf, 155 Temple St., Fredonia
CHEMUNG COUNTY	
Rep.	Harry J. Tift, Horseheads
CHENANGO COUNTY	
Rep.	Irving M. Ives, Norwich
CLINTON COUNTY	
Rep.	Leslie G. Ryan, Rouses Point
COLUMBIA COUNTY	
Rep.	Fred A. Washburn, 105 No. 5th St., Hudson
CORTLAND COUNTY	
Rep.	Harold L. Creal, Homer
DELAWARE COUNTY	
Rep.	Elmer J. Kellam, Hancock
DUTCHESS COUNTY	
1 Rep.	Howard N. Allen, Pawling
2 Rep.	Ernest I. Hatfield, Hyde Park
ERIE COUNTY	
1 Rep.	Frank A. Gugno, 438 Busti Ave., Buffalo
2 Rep.	Harold B. Ehrlich, 1195 Elmwood Ave., Buffalo
3 Rep.	William J. Butler, 65 Rose St., Buffalo
4 Dem.	John P. Quinn, 125 Peabody St., Buffalo
5 Dem.	Philip V. Baczkowski, 379 Peckham St., Buffalo
6 Rep.	Jerome C. Krenheder, 171 Laurel St., Buffalo
7 Rep.	Justin C. Morgan, 143 Doncaster Rd., Kenmore
8 Rep.	John R. Pillion, 61 Magnolia Ave., Lackawanna

ESSEX COUNTY

Rep. Sheldon F. Wickes, Ticonderoga

FRANKLIN COUNTY

Rep. William L. Doige, Chateaugay

FULTON-HAMILTON COUNTIES

Rep. Joseph R. Younglove, 14 Hoosac St., Johnstown

GENESEE COUNTY

Rep. Herbert A. Rapp, Darien Center

GREENE COUNTY

Rep. William E. Brady, Coxsackie

HERKIMER COUNTY

Rep. Leo A. Lawrence, Herkimer

JEFFERSON COUNTY

Rep. Russell Wright, 274 TenEyck St., Watertown

KINGS COUNTY

1 Rep. Lewis W. Olliffe, 199 Bergen St., Brooklyn

2 Dem. Leo F. Rayfiel, 1818 Avenue I., Brooklyn

3 Dem. Mary A. Gillen, 82 Pioneer St., Brooklyn

4 Dem. Bernard Austin, 559 Bedford Ave., Brooklyn

5 Dem. John R. Starkey, 916 Putnam Ave., Brooklyn

6 Rep. Robert J. Crews, 100 Hart St., Brooklyn

7 Dem. John F. Furey, 338 55th St., Brooklyn

8 Dem. Charles J. Beckinella, 615 Warren St., Brooklyn

9 Dem. Edgar F. Moran, 447 81st St., Brooklyn

10 Dem. Walter E. Cooke, 541 Dean St., Brooklyn

11 Dem. Eugene F. Bannigan, 745 Lincoln Pl., Brooklyn

12 Dem. James W. Feely, 300 11th St., Brooklyn

13 Dem. Ralph Schwartz, 288 Ainslee St., Brooklyn

14 Dem. Harry Gittleston, 287 So. 2nd St., Brooklyn

15 Dem. John Smolenski, 1044 Manhattan Ave., Brooklyn

16 Dem. Louis I. Friedman, 2094 East 4th St., Brooklyn

17 Dem. Fred G. Moritt, 650 Greene Ave., Brooklyn

18 Dem. Irwin Steingut, 706 Eastern Parkway, Brooklyn

19 Dem. Max M. Turshen, 503 Bushwick Ave., Brooklyn

20 Dem. Roy H. Rudd, 1110 Jefferson Ave., Brooklyn

21 Dem. Thomas A. Dwyer, 821 East 22nd St., Brooklyn

22 Dem. *Anthony J. Travia, 34 Jerome St., Brooklyn

23 Dem. Alfred A. Lama, 1828 Eastern Parkway, Brooklyn

LEWIS COUNTY

Rep. Benjamin H. Demo, Croghan

LIVINGSTON COUNTY

Rep. Joseph W. Ward, Caledonia

MADISON COUNTY

Rep. Wheeler Milmoe, Canastota

MONROE COUNTY

1 Rep. Frank J. Sellmayer, 2203 Westfall Rd., Rochester

2 Rep. Abraham Schulman, 353 Culver Rd., Rochester

3 Rep. George T. Manning, 165½ Alexander St., Rochester

4 Rep. Thomas F. Riley, 24 Lapham St., Rochester

5 Rep. William B. Mann, Brockport

MONTGOMERY COUNTY

Rep. John F. Bennisson, Fort Plain

NASSAU COUNTY

1 Rep. John D. Bennett, Rockville Centre

2 Rep. William S. Hults, Jr., Port Washington

NEW YORK COUNTY

1 Rep. John J. Lamula, 10 Monroe St., New York City

2 Dem. Louis DeSalvio, 425 West Broadway, N. Y. C.

3 Dem. Maurice E. Downing, 402 West 20th St., N. Y. C.

4 Dem. Leonard Farbstein, 504 Grand St., N. Y. C.

5 Dem. Owen McGivern, 431 West 44th St., N. Y. C.

6 Dem. Sidney Moses, 295 East 7th St., N. Y. C.

7 Dem. Irwin D. Davidson, 144 West 86th St., N. Y. C.

8 Dem. Stephen J. Jarema, 137 Avenue A., N. Y. C.

9 Dem. Ira H. Holley, 272 West 90th St., N. Y. C.

10 Rep. MacNeil Mitchell, 137 East 38th St., N. Y. C.

11 Dem. Patrick H. Sullivan, 601 West 113th St., N. Y. C.

12 Dem. Franvis X. McGowan, 235 East 22nd St., N. Y. C.

13 Dem. James T. McNamara, 195 Claremont Ave., N. Y. C.

14 Dem. Warren J. McCarron, 405 East 72nd St., N. Y. C.

15 Rep. *John R. Brook, 125 East 93rd St., N. Y. C.

16 Dem. John P. Morrissey, 343 East 87th St., N. Y. C.

17 Dem. Hulan E. Jack, 45 West 110th St., N. Y. C.

18 Rep. Hamlet O. Catenaccio, 156 East 117th St., N. Y. C.

19 Dem. Daniel L. Burrows, 2257 7th Ave., N. Y. C.

20 Dem. Frank Rossetti, 431 East 116th St., N. Y. C.

21 Dem. William T. Andrews, 270 Convent Ave., N. Y. C.

22 Dem. Daniel Flynn, 3657 Broadway, N. Y. C.

23 Dem. William J. A. Glancy, 160 Cabrini Blvd., N. Y. C.

NIAGARA COUNTY

1 Rep. Jacob E. Hollinger, Middleport

2 Rep. Harry D. Sutor, Youngstown

ONEIDA COUNTY

1 Dem. Frank A. Emma, 1608 Gibson Rd., Utica

2 Rep. Harry G. Converse, Deansboro

3 Rep. C. Dean Williams, Remsen

ONODAGA COUNTY

1 Rep. Leo W. Breed, R. D. No. 1, Baldwinsville

2 Rep. George B. Parsons, 125 Jefferson Et., East Syracuse

3 Rep. Frank J. Costello, 1030 E. Genesee St., Syracuse

ONTARIO COUNTY

Rep. Harry R. Marble, R. D., Holcomb

ORANGE COUNTY

1 Rep. Lee B. Mailler, Cornwall

2 Rep. Wilson C. VanDuzer, Middletown

ORLEANS COUNTY

Rep. John S. Thompson, 216 Park Ave., Medina

OSWEGO COUNTY

Rep. *Henry D. Coville, Central Square

OTSEGO COUNTY

Rep. Chester T. Backus, Morris

PUTNAM COUNTY

Rep. D. Mallory Stephens, Brewster

QUEENS COUNTY

1 Dem. Charles J. Dalzell, 22-26 33rd St., Astoria

2 Dem. William E. Clancy, 6149 Linden St., Ridgewood

3 Dem. *Maurice Adda, 7-14 150th St., Whitestone

4 Dem. William F. Bowe, 3539 159th St., Flushing

5 Dem. John H. Ferril, 428 Beach 137th St., Rockaway Beach

6 Rep. George Archinal, 77-32 78th St., Glendale

RENSELAER COUNTY

1 ALP. J. Eugene Zimmer, 1857 Highland Ave., Troy

2 Rep. John S. Finch, R. D. No. 2, Schodack Center, Castleton

RICHMOND COUNTY

1 Dem. Charles Bormann, 89 Broad St., Staten Island

2 Rep. S. Robert Molinari, 155 New Dorp Land, Staten Island

ROCKLAND COUNTY

Rep. Robert Walmsley, Upper Nyack

ST. LAWRENCE COUNTY

1 Rep. Grant F. Daniels, Ogdensburg

2 Rep. Allan P. Sill, Massena

SARATOGA COUNTY

Rep. Richard J. Sherman, 1 Russell St., Saratoga Springs

SCHENECTADY COUNTY

1 Rep. Oswald D. Heck, Stop 10, Troy Rd., Schenectady

2 Rep. *Wendell C. Wilber, Delanson

SCHOHARIE COUNTY

Rep. Arthur L. Parsons, Central Bridge

SCHUYLER COUNTY

Rep. Edward K. Corwin, R. F. D. No. 2, Watkins Glen

SENECA COUNTY

Rep. Lawrence W. VanCleaf, Seneca Falls

STEBUEN COUNTY

1 Rep. Edith C. Cheney, 64 E. Third St., Corning

2 Rep. William M. Stuart, Canistota

SUFFOLK COUNTY

1 Rep. Edmund R. Lupton, Mattituck

2 Rep. Elisha T. Barrett, Birghtwaters

SULLIVAN COUNTY

Rep. Ronald M. Albee, Roscoe

TIOGA COUNTY

Rep. Myron D. Albro, Lounsberry

TOMPKINS COUNTY

Rep. Stanley C. Shaw, 315 N. Geneva St., Ithaca

ULSTER COUNTY

Rep. John F. Wadlin, Highland

WARREN COUNTY

Rep. Harry A. Reoux, Warrensburg

WASHINGTON COUNTY

Rep. Henry Neddo, Whitehall

WAYNE COUNTY

Rep. Henry V. Wilson, Red Creek

WESTCHESTER COUNTY

1 Rep. Christopher H. Lawrence, Lawrence Park, Bronxville

2 Rep. Theodore Hlii, Jr., Jefferson Valley, Peekskill

3 Rep. James E. Owens, 75 State St., Ossining

4 Rep. Jane T. Todd, 41 No. Broadway, Tarrytown

5 Rep. Malcolm Wilson, 632 Van Cortland Park Ave., Yonkers

WYOMING COUNTY

Rep. Harold C. Osterreich, Attica

YATES COUNTY

Rep. Fred S. Hollowell, R. F. D. No. 2, Penn Yan

QUESTION BOX

Question: I have read in the newspapers that under a recent Act of Congress persons who leave employment to enter the United States Maritime Service are entitled to be reinstated to their jobs after the war. Does this apply to State employees?—G.W.

Answer: The law of which you probably read is Public Law No. 87, enacted June 23, 1943. This law gives members of the United States Maritime Service who have substantially continuous service in the Merchant Marine the same re-employment privileges in their former Federal or private employment that members of the United States armed forces are given under Federal law. However, this law does not give them the same status as members of the United States armed forces for other purposes. Nor does it require the State to reemploy persons who leave State service to enter the United States Maritime Service. The law merely recommends such restoration, stating: "If such position was in the employ of any State or political subdivision thereof, it is hereby declared to be the sense of Congress that such person should be restored to such position or to a position of like seniority, status and pay."

The Federal Law, therefore, does not grant reinstatement rights to State employees joining the United States Maritime Service.

Under the New York State Military Law, State employees who leave State service to perform "military duty" as defined in such law must be reinstated upon timely application. The Attorney-General has ruled that service with the United States Maritime Service is not military duty under the terms of the State Military Law. Unless the definition is changed by statute to include service in the United States Maritime Service, State employees who join the Merchant Marine will not be entitled to mandatory leaves of absence. However, under the State Civil Service Commission's Rule XVI (1b), such employees may, in the discretion of their appointing officer and with the approval of the Budget Director, be

granted successive one year leaves of absence not to extend beyond six months after the termination of the war.

Question: I have worked for the State since 1921—22 years of service. I receive about \$2,400 a year. How much pension would I get a year?—R.S.

Answer: The short way of computing this retirement allowance would be computing 22/70ths, if the member is contributing at the 60 year rate, of \$2,400 and the retirement allowance would be approximately \$754.29 per annum payable in monthly installments. The inquirer uses the word "pension." We presume the member means retirement allowance which is composed of annuity from the contributions of the member and pension from the municipality employing the member.

Question: At present I am in the 55 year pension plan and expect to retire in 3 years. By that time I will have completed 20 years of service. My 5 year average salary will be \$2,400.00. This will give me a pension of \$800.00. Can I contribute an additional amount so that my pension will \$1,000.00, and if so, how much?

Answer: At one time under Subdivision 1 of Section 58, sixth paragraph, a member could deposit additional money either in lump sum or regularly on the payroll to purchase additional annuity to increase

the retirement allowance. But the Legislature by Chapter 856 of the Laws of 1939 took away this privilege previously granted to members by Law, for the reason that the Retirement System was paying 4% interest on these moneys and retiring on a 4% income basis while the System was unable to invest its funds to produce 4% which fact was the reason for reducing the interest rate from 4% to 3% as of July 1, 1943.

Question: An employee has been a clerk for five years. One year ago, as the result of an open competitive examination, he was appointed to the position of Payroll Examiner. For purposes of promotion to the position of Senior Payroll Examiner, from what date does this seniority start; the date he originally entered the service as a clerk or the date he was appointed to the position of Payroll Examiner?—S.K.

Answer: If there was no break between service as a clerk and appointment as payroll examiner, i.e., if no more than three days elapsed between the two services, then for purposes of promotion from Payroll Examiner, seniority is computed from the date of entrance into service as a clerk.

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For Wives of Service Men

New York State Emergency Maternity and Infant Care Program Information for Applicants

This Service is Available to:

1. Pregnant wives of men serving in the 4th, 5th, 6th and 7th grades of the Army, Navy, Marine Corps or Coast Guard.

2. Infants under 1 year of age of men serving in the grades listed above.

The Services that May Be Requested Are:

1. Medical maternity care and hospitalization during confinement if recommended by the attending physician.

2. Medical care of sick infants and hospitalization during such illness if recommended by the attending physician.

3. Health supervision of well infants. This service is to be provided in child health conferences or clinics without means test if such are available in the community. Where such services are not available, request for pediatric supervision will be considered.

Except in emergencies, payment cannot be made for maternity care given before the date of application. Therefore, application for maternity care should be filed only if the baby is not yet born. Application should be submitted early in pregnancy in order that the full benefits of the plan may be realized. Whether maternity care is granted or denied, the wife may apply for infant care.

How to Apply for Medical Maternity Care:

1. As soon as the application form (EMIC No. 2) is received, fill out the upper half of it completely. Be careful to check the service requested. Write out your husband's rank; do not use initials. Sign and write the date of signing in the spaces indicated. The doctor fills out the remaining half of the form.

2. Take the form to your doctor without delay. Take with you your allowance card or your Government check, or a letter from your husband on which his serial number is written so that the doctor may compare it with the number as you have written it on the upper part of the form.

3. Mail the completed application form to the District State Health Officer for the district in which you live. These districts are listed on the

back half of the application forms. (This is not an authorization).

The applicant will be notified by mail whether her physician has been authorized to give the requested care. **Keep this notice of authorization.**

How to Apply for Hospital Maternity Care:

1. If the physician for medical care recommends hospitalization, obtain an application form (EMIC No. 3) at the hospital, fill out the upper half of the form and sign your name and the date of signing in the spaces indicated. The lower part of the form is to be filled in and signed by the hospital administrator.

2. Mail the completed form, without delay, to the District State Health Officer for the district in which you live.

How to Apply for Medical Care of a Sick Infant:

1. Obtain an application form (EMIC No. 2) from the District State Health Office, or from one of the other places listed at the end of this circular. This is the same form as that used for requesting maternity care.

2. Fill out the upper part of the form, being careful to indicate the name and date of birth of the infant and to check the service requested in the appropriate square.

3. Ask your physician to fill out and sign the lower portion of the form. He will indicate the diagnosis and state whether or not hospital care is necessary.

4. Mail the application, without delay, to the appropriate District State Health Officer.

How to Apply for Hospital Care of a Sick Infant:

1. Obtain a form (EMIC No. 3) at the hospital, fill out the upper part and sign your name and the date of

signing in the appropriate spaces. The hospital will fill in and sign the lower portion.

2. Mail this application, without delay, to the appropriate District State Health Officer.

Terms of the Plan

What the Plan Provides:

The physician's service for maternity care under the plan includes prenatal care, delivery, care of mother and baby immediately after delivery and examination of mother and baby six weeks after delivery.

Physician's service for care for a sick infant provides for an illness period not to exceed three weeks, during which time not more than 8 house calls (or 12 office or hospital calls) may be made.

The hospital maternity care rate includes all costs for care of mother and infant while in the hospital.

The hospital rate for care of sick infants also includes all hospital costs while the infant is in the hospital.

Period Covered by the Authorization:

Medical maternity care may be authorized from the date the application is signed by the wife through the date of the final examination of mother and infant 6 weeks after delivery.

Hospital maternity care may be authorized for not more than two weeks, starting with the date of admission for confinement.

Medical care of a sick infant may be authorized for an illness period of three weeks, starting with the date of the physician's first visit, provided that visit is not more than one week prior to the date of the application. In other words, medical care given to a sick infant more than one week before the application is signed cannot be authorized. Therefore, it

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is important that applications for such care be completed and sent promptly to the District State Health Officer.

Hospital care for a sick infant may be authorized for a period not to exceed two weeks, starting with the date of admission, but not more than one week before the date the application is signed.

Renewal of Authorization:

If a longer period of medical or hospital care than that provided for in the original authorization is needed, the physician may request a renewal of the authorization. This request for renewal must state the reason why the additional care is needed and must be sent to the District State Health Officer before the expiration date of the original authorization. A visit by a consultant may be required before such renewal is granted.

Hospital care can be authorized in approved hospitals only.

Hospital Care Cannot Be Authorized Unless:

1. Medical care has already been authorized under The Emergency Maternity and Infant Care Plan; or
2. Medical care is to be paid for under an insurance plan; or
3. Medical care is to be given by the attending and resident staff of the hospital without charge to the patient or her family.

When application is made for both medical and hospital care under the State Emergency Maternity and Infant Care Plan, the physician must accept medical authorization before hospital authorization can be issued.

When application for hospital care is made under 2 or 3, above, a statement of the facts should be made in the application form, EMIC No. 3.

Emergency maternity and infant care funds cannot be used to supplement other funds for the payment of an additional fee to the physician or for the purchase of more expensive hospital accommodations than are possible at the rates allowed by the plan.

Unless physician and hospital cooperate with the State Department of Health by accepting patients in accordance with the terms of the State Emergency Maternity and Infant Care Plan, care cannot be authorized.

This service is not a loan. The money to pay for the care under the State plan does not come out of the husband's pay or his family's allot-

ment. Payment for these services is made from a fund appropriated by Congress for the purpose of providing safe maternity and infant care for the wives and infants of service men without cost to the wife or her family.

Application forms may be obtained from the District State Health Officer for the district in which you live. A list of these districts, with the name of the State Health Officer, is given below. Physicians, hospitals, the American Red Cross, welfare offices and service relief offices may have forms for distribution. They can always be obtained from the District Officers of the State Department of Health listed.

District Health Offices

- Albany, N. Y.
Dr. F. E. Coughlin, 217 Lark St. (4-5522), Albany, Columbia, Rensselaer and Schenectady Counties.
- Amsterdam, N. Y.
Dr. James J. Quinlivan, 268 Guy Park Ave. (2615), Fulton and Montgomery Counties.
- Batavia, N. Y.
Dr. G. R. Gray, 35 State St. (5597), Genesee, Orleans and Wyoming Counties.
- Binghamton, N. Y.
Dr. R. M. Vincent, 709 Kilmer (Press Bldg.) (2-4237), Broome, Chenango and Tioga Counties.
- Buffalo, N. Y.
Dr. A. S. Dean, 65 Court St. (Wash. 4720), Erie and Niagara Counties.
- Geneva, N. Y.
Dr. D. M. Griswold, Geneva General Hospital (2672), Ontario, Seneca and Yates Counties.
- Glens Falls, N. Y.
Dr. B. Diefendorf, 412 Rogers Bldg. (2-0929); Saratoga, Warren and Washington Counties.
- Gouverneur, N. Y.
Dr. S. W. Sayer, Masonic Bldg. (78), Jefferson, Lewis and St. Lawrence Counties.

Hornell, N. Y.
Dr. J. A. Conway, Highway Bldg. (1038), Allegany, Chemung and Steuben Counties.

Ithaca, N. Y.
Dr. R. D. Fear, Carey Bldg., 314 E. State St. (2495), Schuyler and Tompkins Counties.

Jamestown, N. Y.
Dr. W. C. Levy (Acting DSHO), 601 Hotel Jamestown Bldg. (6-731), Cattaraugus and Chautauqua Counties.

Kingston, N. Y.
Dr. B. F. Mattison, 61 Albany Ave. (3277), Greene and Ulster Counties.

Middletown, N. Y.
Dr. H. L. Chant, 34 South St. (5087), Orange, Rockland and Sullivan Counties.

New York City
Dr. P. J. Raffle, 80 Centre St. (Cortland 7-9800, Ext. 662), Nassau, Suffolk and Westchester Counties.

Oneonta, N. Y.
Dr. R. D. Champlin, 16 Dietz St. (1187), Delaware, Otsego and Schoharie Counties.

Poughkeepsie, N. Y.
Dr. B. E. Roberts, 35 Market St. (Bardavon Bldg.), (129), Dutchess and Putnam Counties.

Rochester, N. Y.
Dr. P. A. Lembcke, 510 Terminal Bldg. (Main 2183), Livingston, Monroe and Wayne Counties.

Saranac Lake, N. Y.
Dr. J. P. Garen, Paul Smith Bldg. (490), Clinton, Essex, Franklin and Hamilton Counties.

Syracuse, N. Y.
Dr. C. A. Sargent, 411 Herald Bldg. (3-0166), Cayuga, Cortland, Onondaga and Oswego Counties.

Utica, N. Y.
Dr. S. Hyman, 18 Pearl St. (Ainsworth Bldg.), (2-5137), Herkimer, Madison and Oneida Counties.

Telephone numbers are in parenthesis.

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Job Specifications

(Continued from November Issue)

SENIOR PHYSICIAN (Group of Classes) 7-4
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Titles in the group applied in the Department of Mental Hygiene:

Senior Physician (Psychiatry)

Senior Physician (Internal Medicine)

Senior Physician (Surgery)

Definition: Directs and is responsible for either psychiatric, general medical, or surgical care of patients in a major section of a mental hospital, state school or Craig Colony; does related work as required.

Distinguishing Features: A Senior Physician is fully responsible to the clinical director for supervision of less experienced physicians in the psychiatric, surgical or general medical care of a large number of assigned patients. The work calls for thorough knowledge of modern developments in the theory and practice of the specialty, and the ability to coordinate and oversee the work of subordinates in the professional care of patients.

Example: Psychiatry: Directs less experienced medical officers in psychiatric care of patients in a major subdivision of a mental hospital, state school, or Craig Colony, such as a large continued treatment service, the reception service, or an active shock therapy service; examines all patients in his service; makes diagnosis and reviews the diagnosis of his subordinates; prescribes and supervises treatment and medications; recommends the parole or discharge of improved patients; conducts out-patient and other psychiatric clinics; attends and actively participates in staff meetings; may conduct research studies in psychiatry; oversees the work of attendants and nurses in his group of wards; supervises the keeping of medical histories.

Internal Medicine: Consults with other staff medical officers in furnishing general medical care for patients in all subdivisions of a mental hospital, state school or Craig Colony; is responsible for the diagnosis and appropriate therapy in regard to internal medicine both for patients and employees; attends and participates in the staff meetings; prepares or supervises the preparation of the histories in regard to such internal medical cases; supervises and participates in the training of junior physicians and nurses in internal medicine; is responsible for the control and treatment of communicable diseases occurring in the hospital.

Surgery: Consults with other staff medical officers regarding conditions requiring surgical correction; performs all routine general surgery; attends staff meetings; is responsible for the supervision and maintenance of the clinical and operating surgical facilities; oversees and directs the surgical personnel; maintains or supervises the maintenance of the surgical and operative records and the training of ju-

nior physicians and nurses in surgery; assists the various surgical specialists and consulting surgeons.

Minimum Requirements: Possession of a license to practice medicine in New York State; 4 years of satisfactory experience as a practicing physician, 3 of which shall have been in the field of specialization indicated by the title; 1 year of post-graduate medical study in the special field will be equivalent to a year of the above special experience. In the field of psychiatry he shall obtain a post-graduate course in psychiatry and neurology with emphasis on therapy and therapeutic procedures to qualify for physician in psychiatry.

Desirable Qualifications: A Good knowledge of modern developments in the theory and practice of the specialization; ability to supervise and oversee the work of subordinate physicians and ward personnel; mature medical judgment; especial skill in diagnosis; devotion to the ideals of the medical profession; bearing and personality which will inspire confidence from patients and from the public.

PHYSICIAN (Group of Classes) 7-3
Salary Range \$3120-3870 Inc. \$150
Titles in the group applied in the Department of Mental Hygiene:

Physician (Psychiatry)

Physician (Internal Medicine)

Physician (Surgery)

Definition: Performs general and specialized psychiatric, medical or surgical service for patients of a mental hospital, state school or Craig Colony; does related work as required.

Distinguishing Features: A position in this class involves responsibility to a higher ranking medical officer for general and specialized care of assigned patients. The work calls for experience in psychiatry, internal medicine or surgery and frequently involves supervision of ward service personnel and subordinate medical personnel.

Example: In a mental hospital, examines new admissions and assigned cases; makes diagnosis; prescribes and supervises medications and treatments; performs minor surgery; administers anaesthesia and assists at operations; in addition to specialized care of mentally ill or defective patients, is responsible for general medical care of assigned patients and employees; makes ward rounds; makes notes and supervises the keeping of case histories; interviews parents and other informants to secure data on the background of patients; attends and presents cases at staff meetings; at Craig Colony, cares for epileptic patients; or, in a correction institution, examines inmates for parole, classifies the inmates, conducts research studies in the relation of crime to mental condition.

Minimum Requirements: Possession of a license to practice medicine in New York State, one year internship

and in addition, one year of satisfactory experience in psychiatry in an approved hospital or one year residency in internal medicine or surgery.

Desirable Qualifications: Knowledge of the theory and practice of medicine, with particular emphasis on the field of specialization indicated in the title; good judgment; devotion to the ideals of the medical profession; some supervisory ability; tact; good physical condition.

RESIDENT PHYSICIAN Exempt Salary Range \$2400 Flat

Definition: Performs specialized medical service under close supervision from a more experienced physician; does related work as required.

Distinguishing Features: This is an advanced training position for physicians who wish to gain experience in psychiatry, internal medicine or surgery. The work of the class is varied and voluminous, but does not presuppose specialization. Experienced specialists are available for consultation and exercise close supervision over physicians in this class, but the Resident Physician is fully responsible for the professional quality of his own work.



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- † Pay no more than ceiling prices, buy rationed goods *only* with stamps.
- † Pay off old debts and avoid making new ones.
- † Don't ask more money for goods you sell or work you do.
- † Provide for the future with adequate life insurance and savings.
- † Buy all the War Bonds you can afford and hold them.

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Example: In a state social welfare, correction, mental hygiene, tuberculosis or cancer institution, conducts physical examinations of new admissions; assists in diagnosing ailments; compiles medical histories of patients; prescribes medications and treatments; supervises tube feedings and medications including antiluetic treatments; performs minor surgery; assists at operations; makes ward rounds; examines and gives medical treatment to employees of the institution under the direction of the internist or surgeon; conducts mental examinations and keeps notes on patients' mental progress; confers with relatives on past history of patients as directed; attends staff meetings; assists specialists in administering treatments.

Minimum Requirements: Eligibility to obtain a license to practice medicine in New York State, and completion of an internship of not less than one year in either internal medicine or surgery.

Desirable Qualifications: Knowledge of the principles and practice of medicine and surgery; sympathetic understanding of the mentally and physically ill; pleasing personality; good judgment; tact; good physical condition.

MEDICAL INTERNE Exempt Salary \$1800 Flat

Definition: Assists in the medical care of inmates of a state institution; does related work as required.

Distinguishing Features: This is a training position designed for persons who have been graduated from medical school. The work offers an opportunity to gain practical medical experience under close supervision from practicing physicians in psychiatry, general medicine and surgery and specialized fields, except obstetrics, and in some instances pediatrics.

Example: Under direction and supervision of higher ranking medical officers, conducts physical examinations; compiles medical histories; prescribes medications and treatments; performs minor surgery; makes ward rounds; examines and gives medical care to institution employees; may give anaesthesia and assist at operations; may do elementary work in the fields of psychiatry, cancer or tuberculosis.

Minimum Requirements: Graduation from an approved medical school.

Desirable Qualifications: Thorough academic knowledge of medicine; pleasing personality; tact; good judgment; good physical condition.

(Continued on page 317)

A Binding Case

(Continued from page 299)

"No, I won't young lady. Nobody's hands but me own touches these legs, not even Dr. Blank's, and he knows more about taking care of them than you do."

"Of course he does, Mrs. O'Leary. I only called to carry out his orders. See, he has written them down here for me," replied Miss Ryan, presenting the paper for her to read.

Thumping her cane and scowling with rage, Mrs. O'Leary shouted: "I don't care if the King of Ulster wrote them, you don't touch me legs, sec."

Miss Ryan colored, sighed and in glancing about the room in an effort to disguise her feeling of defeat spied a valuable assortment of antique glassware. This instantly reminded her of a teaching of Dale Carnegie—"Talk in the terms of the other man's interest." Then to herself, "As a last resort I'll try it and if it doesn't work I'll rush down to his institute and precipitate him."

"My! what a fine collection of chinaware you have there, Mrs. O'Leary, and such an odd glass case in the shape of a trunk. No doubt it came from Ireland, for no other country could sketch such lifelike shamrocks on its sides."

She reached for it to better examine it but on doing so felt her arm suspended in mid air by the quick action of the old lady's strong hand.

"No, you don't. I seen you gawking at me box. You can look at it all you want from a distance but you just can't go pawing it."

"I beg your pardon, Mrs. O'Leary, I meant no offense. You see, antique glass collecting is my hobby too, and when I have a few dollars to spare I invariably weaken and invest my money in them."

Mrs. O'Leary pouted for a moment like a spoiled child who in defense does not wish to admit she has displayed bad manners. She soon threw off her guilty feeling though, slowly raised her lowered eyes and studied Miss Ryan a few seconds before darting out the following question:

"Indeed, 'tis fine that you too, should be interested in old china, girl, and would you be having any you don't want?"

Miss Ryan was quite startled at this unexpected request and had to ponder a moment before replying.

"I think I might, Mrs. O'Leary, I often have one or two pieces I don't care for."

"Well now, girl, you are an angel to be thinking of the likes of me and offering me such."

Then she lapsed into silence, looked up at her box on her mantle, scratched her head, wrinkled her brow, thought for a moment, then looked down at her bandaged leg, pondered about that for a second, then quickly jerking up her head, looked straight at Miss Ryan and said:

"By the way, I'll admit me legs have been bothering me of late and giving me no end of trouble. I think I'll let you take off these bandages and see what you can do for me."

The nurse needed no second command. In an instant she was down on all fours, carrying out the unpleasant task of removing the dirty rags which had as many swathings and were as bulging as a Turkish turban. She was on the second layer when she felt a crumbled mass under the raveling. The next twist revealed a pile of green backs. The sight stupefied her. She looked up at the startled face of her patient. In the same instant Mrs. O'Leary jerked her leg away from under the nurse and shrieked.

The saints preserve us! 'Tis you to find out where I hid me money all these years.. I knew I had me hoard stored away somewhere but I didn't know whether it was in me box or wrapped up in me bandages."

**"Let your legs be bare
and cute,
Save your hose for a
parachute"**

BUY MORE WAR BONDS TODAY

Specifications

(Continued from page 316)

X-RAY

X-RAY TECHNICIAN 2-2b
Salary Range \$1650-2150 Inc. \$100

Definition: Operates x-ray apparatus and performs other technical duties in an x-ray laboratory or clinic; does related work as required.

Distinguishing Features: This position functions under the supervision of either a physician, or in a large laboratory, under the Senior X-Ray Technician in charge. It involves considerable responsibility for technical work important to the welfare of patients. It may include supervision of Junior X-Ray Technicians or X-Ray Aides in routine tasks.

Example: Arranges patients for treatment or radiography; takes radiographs; develops x-ray plates and prepares solutions or supervises an assistant in this work; analyzes radiography from a technical standpoint and assists physicians in making fluoroscopic examinations; requisitions supplies and materials; keeps files of radiographs and photographic prints; is responsible for the care of apparatus and equipment; does general photographic work.

Minimum Requirements: (a) Graduation from a standard senior high school and 3 years of experience in the operation of various types of x-ray apparatus and its auxiliary equipment; OR

(b) Graduation from a standard senior high school supplemented by a satisfactory course in x-ray technique and 2 years of experience in the operation of various types of x-ray apparatus and its auxiliary equipment; OR

(c) A satisfactory equivalent combination of foregoing education and experience.

X-RAY AIDE 2-1b
Salary Range \$1150-1650 Inc. \$100

Definition: Performs simple and non-technical duties in an x-ray laboratory or clinic; does related work as required.

Distinguishing Features: The work of this position is relatively simple and routine in character and is performed under the close supervision of an X-Ray Technician. The incumbent exercises no supervision and is not responsible for the final results of the x-ray diagnosis or therapy.

Example: Develops x-ray films, develops, trims, and keeps a file of x-ray films; prepares developing solutions; does relatively simple clerical work for the x-ray department; prepares patients for x-ray; helps in assembling and taking down x-ray machinery and the making of minor repairs and adjustments; is responsible for the general cleanliness of the x-ray room, equipment, and the condition of the dark room.

Minimum Requirements: (a) Graduation from a standard senior high school, preferably supplemented by an approved course or some experience in x-ray technique; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

Desirable Qualifications: Ability to follow oral instructions; mental alertness; neatness; accuracy.

INSTITUTION PHOTOGRAPHER 2-2b
Salary Range \$1650-2150 Inc. \$100

Definition: Takes identification photographs and does general photographic work in a state institution; does related work as required.

Distinguishing Features: A position in this class requires a semi-skilled photographer. The emphasis is primarily upon large scale production of identification photographs rather than on artistic camera work.

Example: Photographs all patients upon admission to the institution; may take photographs of inmates upon departure; may take identification fingerprints of all employees; takes pictures of employees, grounds, buildings, and class rooms; takes pictures of unusual operations or laboratory specimens for the medical staff; develops all film and plates; makes contact prints and enlargements from negatives; when not taking and processing photographs may assist the X-Ray Technician; may make photostats; keeps the dark room in order and files negatives and prints.

Minimum Requirements: (a) 2 years of satisfactory experience in commercial photography; OR

(b) 4 years of experience with home photography including taking, developing and printing photographs and using and maintaining dark room equipment.

Desirable Qualifications: Knowledge of chemical solutions used in dark room work; knowledge of film speeds, correct lighting and correct shutter speed and diaphragm opening for best results under varying conditions.

**SOCIAL — EDUCATION
INSTITUTION EDUCATION
SUPERVISOR (Group of Classes)** 7-2

Salary Range \$2400-3000 Inc. \$120

Titles of Classes in the Group:

General
Vocational
Recreation and Physical
Education

Definition: Is responsible for a major phase of the educational program in a large institution where such activities are extensive; or, in an institution with a smaller educational program, supervises the entire curricula; does related work as required.

Distinguishing Features: A position in this class involves supervision over a single phase of a large institutional education program, or over a complete though less extensive program. In the former instance, the work is subject to supervision from the Institution Education Director. When the incumbent is in full charge of the program, he is subject to direction from the central office of the department. Although obliged to follow established standards and subject to review, the incumbent has considerable independence in planning and administering the work. Supervision is exercised over teachers and instructors. Since the main object of the educational pro-

gram is rehabilitation, the incumbent has considerable responsibility for influencing students and for directing their activities into useful channels.

Example: Supervises educational activities in the field indicated by the title of the class; schedules classes, and assigns subjects to teachers and instructors; plans curricula and approves syllabus and instructional material for each course; supervises instructors and inspects classes; coordinates teaching program with other institutional activities; is responsible for maintaining records of student progress; attends and takes an active part in staff meetings and classification clinics; supervises related extra-curricular activities; submits reports to the superintendent of the institution and to the Institution Education Director or the central office; submits information to the parole office; assists in preparing school budget; may supervise school library; may interview inmates to find previous education and experience; assigns inmates to classes; confers with students about their personal problems; in correction institutions, is responsible for inmate teacher training.

Minimum Requirements: General: Graduation from a recognized college, university or institution for teacher training with a bachelor's degree including or supplemented by 6 credit hours in courses dealing with educational supervision and administration, together with 6 additional credit hours in graduate study, and 2 years of teaching experience.

Vocational: Eligibility for certification by the New York State Education Department to teach the subject of major assignment which includes completion of Junior High School and 60 credit hours in approved courses for training teachers of shop subjects and five years of experience in the trade to be taught together with 2 years of teaching experience.

Physical Education: Graduation from a recognized college, university or institution for teacher training with a bachelor's degree; eligibility for certification by the New York State Education Department to teach physical education and 2 years of teaching experience.

Desirable Qualifications: Considerable knowledge of educational methods in the specialized field; administrative and supervisory ability; sympathetic understanding of the problems of students; tact; resourcefulness; good judgment; in the correction institutions, some familiarity with the fundamentals of sociology, psychology, and/or penology.

INSTITUTION TEACHER 7-1
Salary Range \$1800-2300 Inc. \$100

Definition: Teaches elementary, secondary, or special subjects including related trade subjects, to inmates of state institutions; does related work as required.

Distinguishing Features: Positions in this class involve teaching as a part of the program of rehabilitation in institutions under the jurisdiction of the Department of Correction, Health, Mental Hygiene, and Social Welfare.

The work is subject to supervision from an Institution Education Supervisor or Director as to methods of teaching and syllabi followed. The incumbent exercises no supervision over other employees, but may have responsibility for selecting, training and supervising inmate teachers. Although each position in this class involves teaching in a specialized field, no specialization is indicated in the title. This is to allow greater flexibility in the assignment of these positions to various subjects taught in the institutions.

Example: Teaches students according to either New York State Regents Syllabi or special syllabi adapted to institution program; assists in preparing such syllabi and other instructional materials; conducts classes or teaches inmates individually in cell or at bedside; supervises study methods; selects, trains, and supervises inmate teachers; maintains classroom discipline; attends staff meetings; acts as advisor to individual student and inmate clubs; maintains student progress records; submits reports to superiors on individual and group progress.

Minimum Requirements: Graduation from a recognized college, university, or institution for teacher training with a bachelor's degree and eligibility for certification by the New York State Education Department to teach the subject of major assignments.

Desirable Qualifications: Knowledge of current educational theory and methods; ability to inspire cooperation in students; sympathetic understanding of the problems of students, initiative; good judgment; in the correction institutions, understanding of the fundamentals of sociology, psychology and/or penology.

RECREATION INSTRUCTOR

7-1
Salary Range \$1800-2300 Inc. \$100

Definition: Is in charge of recreational programs and instruction in physical education for male or female inmates of a large institution or for all inmates of a smaller institution; does related work as required.

Distinguishing Features: Positions in this class involve planning and coordinating a program of recreational physical education as a therapeutic measure. Work is performed under the supervision of the chief occupational therapist. The Recreation Instructor usually supervises one or more assistants and may have responsibility for selecting, training and supervising inmate helpers.

Example: Organizes recreational programs, dances, field days, picnics, and competitive sports for inmates; plans recreational activities to be carried on by supervisors, nurses and attendants; teaches and drills inmates in callisthenics, marching, and the use of gymnasium apparatus; coaches groups in various games and sports such as badminton, baseball, and reports individual and group progress to the head of the Occupational Therapy unit.

Minimum Requirements: (a) Grad-

uation from a recognized college or university with specialization in recreation or physical education; OR

(b) A satisfactory equivalent combination of the foregoing education and experience.

Desirable Qualifications: Considerable knowledge of current theory and methods of physical education; considerable physical strength, agility and skill at team and individual sports; sympathetic understanding of the problems of patients; ability to inspire cooperation from patients; initiative; tact; good judgment.

ASSISTANT RECREATION INSTRUCTOR

2-2a
Salary Range \$1400-1900 Inc. \$100

Definition: Assists in supervising recreational programs and physical education classes in a state institution; does related work as required.

Distinguishing Features: Positions in this class involve supervision and instruction of inmates in physical training and recreation. The work is performed under direction from the Recreation Instructor.

Example: Teaches and trains inmates in callisthenics, marching, and the use of gymnasium apparatus; supervises games and sports, such as badminton, basketball, football, handball, and volleyball; teaches folk dancing; assists in directing and organizing field days, picnics, dances and competitive sports; takes inmates for walks; maintains student progress records.

Minimum Requirements: (a) Graduation from a standard senior high school and 2 years of satisfactory experience in directing recreational activities; OR

(b) Graduation from a 4 year course in a recognized college or university with 6 credit hours in physical education or recreation; OR

(c) A satisfactory equivalent combination of the foregoing education and experience.

Desirable Qualifications: Some knowledge of current theory and methods of physical education; physical strength; agility and skill at team and individual sports; sympathetic understanding of the problems of patients; ability to secure cooperation from patients; initiative; tact; good judgment.

(To be continued in January issue)



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A Message to Mental Hygiene Employees

J. EARL KELLY

Director of Classification,
Dept. of Civil Service

EDITOR'S NOTE: This bulletin sent by the Director of Classification to Mental Hygiene Institutions seems so timely we print it in full.

This message is intended for the employees of our Mental Hygiene Institutions who, during the past two months have filed appeals with the Classification Board for a change of title. It is also meant for those who may not yet have filed such an appeal but intend to do so. You may still file an appeal, even though it is now more than fifteen days since you were notified of your new title under the Feld-Hamilton Law. The Classification Board never has and will not now rest upon technicalities. You may have been ill, may not have clearly understood your rights or may have felt that your present title is wrong but you didn't know just what new title you should ask for. No matter what may be your reason for not having filed an appeal earlier, if you are dissatisfied with your new title and you feel that it does not properly describe your duties, file an appeal now. It may even be that you consider it a waste of time to appeal—that it will not make any difference anyway. Such an attitude is thoroughly wrong. Give the Classification Board at least a chance to discuss the matter with you and decide whether you have a meritorious case. We are not trying to add to the 3500 appeals already received, but we want to make perfectly sure that when we have finished hearing the appeals we will have spoken to every employee who is dissatisfied with his new title. We want to do this reclassification job right and just as soon as possible.

That gives rise to another thought. You can readily understand that it is impossible for us to hear all of the appeals as quickly as many of you would like. It is equally impossible for us to write to each one of you individually in the meantime concerning your appeal. At the same time, it isn't quite fair to keep people in the dark about what we are doing. We know that this reclassification is tremendously important to you, because it effects your job. We cannot think of very many things more important than that. Consequently,

Classification Board has adopted this means of discussing openly and frankly with you its program, what it has been doing so far, and what it expects to accomplish.

As most of you already know, the Classification Board started the big job of holding hearings on appeals on October 19th at Harlem Valley State Hospital. Since then, we have held similar hearings at Newark State School, Syracuse State School, Binghamton State Hospital and Central Islip State Hospital. We have not heard all of the appeals filed by employees of the Institutions already visited, but we have covered as many as the available time would permit. Consequently, we must again visit these Institutions and hear the remainder of the employees who have appeals on file.

For the past two weeks, the Classification Board has had to remain at Albany in order to act upon a very large number of classification matters for all of the other State departments. This task alone involves a study of several hundred positions. Not only must each such request receive the Board's careful consideration, but the whole job must be completed within the next week in order to have the changes reflected in next year's Budget.

This time limitation does not apply to your appeals. The Director of the Budget, the Commissioner of Mental Hygiene, the Comptroller and the Classification Board have agreed upon and worked out a plan under which all title changes resulting from the appeals which you have filed will be retroactive—that is back dated—to October 1, 1943, regardless of the date upon which the reclassification is approved. The reason for this is quite apparent. Such a change in title is made to correct an error which was committed on October 1, 1943, in the assignment of the original title. In fairness, therefore, the correction should be brought back to that date. Furthermore, this means that any employee who would have been entitled to a higher salary on October 1, 1943, if his position had been properly classified in the beginning, will, upon correction, be paid the difference back to October 1, 1943. Civil service personnel will, in such cases, show the effective date

of the title changes as October 1, 1943. From the foregoing, you will readily see that even though the Classification Board cannot reach your Institution and hear your appeal until perhaps the early part of 1944, **you shall in no manner suffer by the delay.**

In some of the Institutions at which we have already held hearings, we have encountered a number of false rumors. A few typical examples are that if the Classification Board does not hear an appeal within 90 days from the date on which it was filed the appeal becomes a "dead issue," and again that the Board is purposely delaying the hearings in the hope that numerous employees will lose interest and forget about the whole thing. These, and similar rumors, are not only false and baseless but are calculated to stir up unrest and needless worry. Employees may feel perfectly free at any time to get their facts straight from the Classification Board and be able to "spike" such groundless reports.

And now for a word about the hearings. To the average person, the word "hearing" signifies some sort of formal legal proceeding. They expect that they will be required to testify under oath and that a courtroom atmosphere will prevail. Employees whose appeals have already been heard will readily proclaim that such is not true of the Classification Board hearings. In fact, it is really a mistake to call them "hearings." The Board does not ask employees to testify under oath—it does not even ask them to "testify." It simply discusses with the employee in an informal manner the nature of his work and his reasons for feeling that his title should be changed. To do our work correctly and fairly, we must be sure that the employee feels perfectly at ease and that he freely talks over his case with us. A stenographic record of the conversation is made, because it is impossible for the Board members to keep fully in mind the many details mentioned in hundreds of appeals. It has frequently found that in making its decisions it must refer to these minutes in order to completely recall the case. They are solely and only for the use of the Classification Board and are not available to anyone else.

Longer Probation

New Hospital Attendants

OFFICIAL ANNOUNCEMENT

At a meeting of the State Civil Service Commission held September 15, 1943, the following resolution was adopted:

WHEREAS, New appointees as Attendants and Nurses in the ward service of the Mental Hygiene Institutions will hereafter be required to take an in-service training course of at least six months duration prior to assignment to full responsibility of their positions, and

WHEREAS, The purpose of this in-service training is to provide reasonable assurance that the trainee has an aptitude as well as the necessary skill for the duties to be performed, and

WHEREAS, After completion of the in-service training, the employee will be assigned to ward duty for a probationary period under careful supervision, now

THEREFORE BE IT

RESOLVED, That Rule XII, section 1c be amended to read as follows:

'In State Institutions except mental hygiene the probationary term for positions of attendants and nurses shall be three months; provided, however, that if the conduct, capacity or fitness of the probationer after one month of service be not satisfactory, his services may be discontinued at any time during the remainder of the probationary term.'

And that there be added section 1d to read as follows:

'In mental hygiene institutions the probationary term for positions of attendants and nurses shall be nine months; provided, however, that if the conduct, capacity or fitness of the probationer after three months of service be not satisfactory, his services may be discontinued at any time during the remainder of the probationary term.'

Executive Officer
F. H. Densler
October 27, 1943
Thomas E. Dewey
Governor."

ATTEST
APPROVED
(Sig.)

**"Pile it up, save every
scrap
To lick the German and
the Jap"**

Action and Plans

(Continued from page 298)

Industry has achieved remarkable results by adopting the practice of paying for ideas. Suggestions made by employees for saving man hours, for producing better work and for streamlining work procedures have resulted in savings of thousands of dollars.

We believe that the State should establish a system for rewarding employees for such ideas as well as for unusual merit and efficiency. For example: Key punch operators in the Division of Unemployment Insurance work under a carefully supervised performance schedule. A production of less than 425 cards per hour is considered unsatisfactory. A production of 426-500 cards per hour is satisfactory but a few operators of exceptional ability regularly, year after year, punch as high as 650 to 700 cards per hour. Under the present system these exceptional employees receive no reward whatever for their unusual performance.

The Association intends to request the introduction of legislation to create a system of awards for unusual competence or performance as well as for inventive genius or for exceptional, practical suggestions which improve the State service for the benefit of its citizens. We intend to suggest the creation of a board, to be appointed by the Governor, to be known as the "Merit Award Board" or some similar name. This board should, we believe, have a modest appropriation at its disposal and should be empowered to reward employees, not only publicly, but also through the medium of cash payments or additional increments. Such a system would afford opportunities for public recognition of outstanding performance and the improvement in morale and efficiency would result in actual economy to the taxpayers of the State.

Unemployment Insurance

Private employees who are laid off for lack of work have, for several years, received unemployment insurance benefits to tide them over until such time as they can find a new job. State workers are entitled to the same protection. While State employment is reputed to be relatively secure, employees who are laid off from time to time have exactly the same needs as those who are laid off in private industry. The Associa-

tion has a practical bill to meet this situation at a minimum of cost to the State and we hope for its adoption at the forthcoming session.

Many Other Measures

These are but a few of the major proposals adopted at the last meeting. All the others are receiving the careful consideration of the Legislative Committee. Further information with reference to the Association bills will be set forth in succeeding issues of "The State Employee" as well as in special bulletins issued from time to time.

New Officials

(Continued from page 308)

1901. He received his elementary education in schools at Hammondsport and Buffalo and also at Freeport and Hempstead. His father was an associate of Glenn Curtiss in the Curtiss Airplane Company, whose factories were located at these places. Returning to Buffalo with his family, Mr. White later attended Buffalo Technical High School. In 1919 he moved to Bath and became associated with the hardware firm of Gould and Nowlen and in 1933 assumed full control of this company.

He is married and has one daughter.

**"When paratroopers
float through the air,
Old rubber boots helped
put them there"**

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TELEPHONE 5-3581

Budget Decisions

(Continued from page 302)

quate and inequitable. It would seem that the breakdown of the two positions set forth in Director Burton's letter is not sufficiently complete to justify a final decision.

Our study of existing rates, as shown by the payrolls for the first half of October, indicates that many of the existing allocations require adjustment. It is recognized, of course, that the complete adjustment of all salary inequalities will require the recommendation of the Salary Standardization Board and the approval of the Budget Director after the usual appeal machinery is utilized. We are still hopeful, however, that a number of vital and obviously necessary changes may be made promptly in the direction of the Budget Director, in order to avoid the delays incident to the appeal procedure.

The Association will, in line with the mandate adopted at the annual meeting, make every attempt to convince the Governor and the State agencies involved of the urgent necessity of making the revisions we have suggested.

New Officials

(Continued from page 308)

First Deputy Commissioner of the New York City Welfare Department in charge of social service.

In 1938, Commissioner Corsi was Republican Delegate to the New York State Constitutional Convention where he championed many social welfare and labor amendments to the State Constitution which provided for old age, unemployment and health insurance, public relief, the eight-hour workday, collective bargaining and other measures. In that year he was also Republican candidate for the United States Senate.

Yes, we're BUSY . . .

But not too busy to
wish you

**A VERY MERRY
CHRISTMAS**

Waterville
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New Jersey Commission Acts

(From N. Y. Times, Nov. 30, 1943)

"TRENTON, Nov. 30 (AP)—Declaring that salary increases already granted to State employees were insufficient to cope with increased living costs, the New Jersey Civil Service Commission announced today that it would recommend a further increase to take effect Jan. 1.

Its recommendations to the Governor and Legislature, the commission said in a statement, would include:

Granting an additional increment of at least 10 per cent for all State employees earning less than \$5,000 a year, to start with the new year. Such a raise, the commission explained, would be computed in addition to a 10 per cent general increase and 5 per cent war adjustment granted for the current year.

Continuance of the current increase and war adjustment through the 1944-45 fiscal year.

Legislation making permanent part or all of the increments as may be considered temporary and as coming within the maximum of the revised salary schedules which the commission hopes to see completed for the whole State service before July 1.

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COME . . . enjoy this pleasant change from the crowds, the rush and clatter of ordinary restaurants. You won't have to wait for a table. You won't be pushed around. You won't need to cup your ears to hear what others at your table are saying.

Come to the De Witt Clinton Main Dining Room and really ENJOY your meals. The food will meet your fondest hopes and the low, popular prices will please you.

LUNCHEON
12 to 2
DINNER
6 to 9

Accident and Sickness

ADVANTAGES EXPLAINED

Compare These Advantages

The cost of this broad-form cover saves you from one-third to one-half the price of an ordinary individual policy, which usually contain a lot of restrictions, such as:

(a) Your Group Plan Policy requires House Confinement only during leave of absence or vacation periods. Individual policies usually make House Confinement necessary for all sickness.

(b) We cover all diseases, whether they are common to both men and women, or not, and **DEFINITELY**, state that we **PAY** for pregnancy and childbirth for a period not to exceed one month. Some individual policies eliminate certain women's diseases and, in some cases, certain men's disabilities. They usually cover just illnesses common to both sexes. Your Group Plan Policy does not carry this restriction.

(c) Should you develop heart trouble, arthritis, diabetes, or any other chronic disease, the Group Plan would cover your disability, and when you go back to work you will still have your coverage, provided you have paid your premiums through your disability. If you should be unfortunate enough to have a recurrence of your previous sickness, as is often the case, you can collect again, as we make no restriction as to the number claims you have. This is one of the exceptional advantages of your policy, it cannot be terminated as long as the group remains in force, your premiums are paid, your dues to the Association are paid, you remain in active State Service, and you have not reached age seventy.

(d) Your Company is not a Mutual Company, so you are not liable to assessment. It is also not a Benefit Association, so the premiums you pay for this Insurance are the only premiums that you can be required to pay. No additional assessment at any time can be made for this Insurance. You **MUST** of course keep up your dues to the Association at all times.

(e) All mental or nervous diseases are covered under the Group

Plan Policy, while in the usual individual policies you will often find that such conditions are excluded.

(f) Our Broad Form **Accidental Bodily Injury** insuring clause protects you against disability resulting from any injury. Many individual policies require **Accidental Means** as the case of the accident which means all accidents are not covered. **Check this item as it is very important to you.**

(g) Your Group Plan Policy pays for **five years** coverage for non-occupational accidents, and will pay for one year for occupational accidents when properly applied for, while the average individual policies pay accident indemnity for only twelve months.

(h) Your Group Plan Policy covers all disabilities **unknown** to you at the time the application was taken, although such disability might have had its inception before the application was signed. Individual policies usually pay for disabilities having their inception or commencement thirty days or so after the policy becomes effective. This is certainly a very broad point in favor of the Group Plan of Accident and Sickness Insurance.

(i) Your period of disability **begins when you become disabled** and not after your first visit to the doctor as is often required in many individual policies. This point is very important as you are often sick or injured several days before you may be able to get or need medical attention.

(j) The convenient payroll method of paying for the Group Plan Policy is one of its greatest advantages. A small deduction may be made from your pay each pay day; you do not then have a large premium to pay quarterly, semi-annually, or annually, as in the case of individual policies.

So often a policy is lapsed unintentionally as the notice may be mislaid or lost. When small deductions are made each pay day, there is **NOT** that danger of an unintentional lapse of this very valuable

coverage, because of course there is always the chance that your health condition has changed and you may not be able to get coverage again.

YOU

The Group Plan Policy may be taken by any employee of the State of New York, who is accepted by the Company after completing an application, providing he is not over fifty-nine years of age. Once you are insured, you may carry this insurance up to age seventy. Each and every employee who reads this should consider this matter seriously and should urge his or her fellow-workers to read this carefully and get complete data on the Group Plan of Accident and Sickness Insurance, so that the broad form cover can be issued by the Company at the earliest possible moment.

SAVE

Your Group Plan of Accident and Sickness Insurance will save you money and in addition it is broader than many individual policies offered to you at higher cost. You need this protection, and you need it now. Buy now while you are in good health so you will have it when you really need it.

Don't, above all things, let anyone tell you another policy is just as good. Compare the items shown herein—they are all VERY IMPORTANT.

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This very low cost group plan of Accident and Sickness Insurance is available to all Employees of the State of New York, up to age 59.

Once you are insured you may continue this coverage without increase in premium to age 70 as long as you are actively employed by payment of your premiums and membership in the Association.

It is only necessary to complete carefully an application containing questions about previous medical history; **No physical examination is required.**

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Low Cost
Easy Payments
Broad Coverage
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Five Year Accident Coverage
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Pregnancy Covered

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To State Workers » »

PERMANENT AND PROVISIONAL

Who Are Not Members of The Association of State Civil Service Employees of the State of New York:

Does not common sense, just plain good judgment, tell you that you need the strength which comes from organization? Of course it does. And the same common sense plus your regard for respectability and intelligence, tells you that you want a responsible, dignified, substantial workers' Association to live with and to represent you.

Thanks to the inspiration of wise men and women, working generously and fearlessly without thought of personal sacrifice, you have such an organization ready at hand — an organization which since 1910 has upheld the best traditions of the old guilds and set the leading, outstanding pattern for present day worker unity — The Association of State Civil Service Employees.

The Association of State Civil Service Employees is cooperative in character. Cooperatives do not prosper by membership fees — they and their members prosper by sharing together. Total dues for entire year including "The State Employee" Magazine — One Dollar and fifty cents! Your membership in the Association is your guarantee that you are helping your own State service, your fellow employee and yourself.

We leave the matter of membership to your common sense, good judgment and sense of loyalty. Your membership now will cover all of 1944 and balance of 1943.

TO THE 27,000 PRESENT MEMBERS OF THE ASSOCIATION OF STATE CIVIL SERVICE EMPLOYEES OF THE STATE OF NEW YORK:

This is renewal time for you — we urge that you obtain your new Membership card early — Now!

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