

Civil Service LEADER

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Union

See Page 3

12½% Pay Raise Urged By CSEA Resolutions Committee

Rockefeller Revises Grievance Procedure

ALBANY, Sept. 9 — A revised executive order on grievance procedures for State employees, superseding the earlier order of former Governor Averill Harriman, was promulgated last week by Governor Nelson A. Rockefeller. The new order is essentially the same as the earlier one except that it provides that no State employee may be a member of the 3-member grievance appeals board.

Under the previous order, one member of the board could have been a State employee.

The executive order reads:

Preamble. In order to establish a more harmonious and cooperative relationship between the State and its employees, it is hereby declared to be the policy of this Administration and the purpose of this Order to provide for the settlement of differences through an orderly grievance procedure. It is also the policy of this Administration to assure to State employees the right to full freedom of association, self-organization and designation of representatives of their own choosing for the purpose of adjustment of their grievances, free from interference, restraint, coercion, or reprisal. All

the provisions of this Order shall be liberally construed for the accomplishment of this purpose.

Basic Standards and Principles

Every employee shall have the right to join or to continue as a member of any employee association or labor organization; provided, however, that no employee shall organize or help to organize or become a member of any society

or group of persons which teaches or advocates that the government of the United States or of any state or of any political subdivision thereof shall be overthrown by force or violence, or by any unlawful means.

Every employee shall have the right to present his grievance in accordance with the procedures (Continued on Page 16)

Panel Discussion Features Western Conference Meet

NEWARK, Sept. 9—A panel discussion entitled "How to Effectively Utilize Your Field Representatives" will be the feature at the fall meeting of the Western Conference of the Civil Service Employees Association to be held September 21 at the Elks Club in Newark.

The panel will be headed with Patrick G. Rogers, as moderator, supervisor of the field representatives for the Assn., and include Vernon A. Tapper, CSEA third vice president; Claude Rowell, CSEA fifth vice president; Henry Gdula, field representative; and James Powers, field representative. The panel discussion will be a continuation of the "Know Your CSEA Staff" series of the conference. The discussion will start at 1 p.m. on Saturday.

George DeLong, conference president, mentioned that invitations have been extended to all the incumbent State officers as well as their opponents in the coming State election of CSEA. It is expected that many of these candidates will be present so that they may meet with the Western Conference and get acquainted.

Panel at 1 p.m.

The panel discussion will start (Continued on Page 3)

Due to a printing error in last week's edition of The Leader, the first section of last week's column "Don't Repeat This!" was omitted. The column is reprinted in entirety on page 16 in this issue.

Delegates To Get 5-Point Resolution For Adoption At 53rd Annual Meeting

ALBANY, Sept. 9 — Delegates to the 53rd annual meeting of the Civil Service Employees Association in New York City next month will be asked to approve a resolution for a 12½ per cent salary increase for all State employees in 1964.

The salary request will be part of a package proposal which also includes a non-contributory health program and a non-contribution retirement system with guaranteed benefits, equal to 1/80th of final average salary for each year of service.

The proposals, drawn up by the Association's Salary Committee, will be submitted to some 700 delegates convening October 8, 9 and 10 at the Park Sheraton Hotel.

In asking for approval of the salary plan, the Committee, which is headed by Solomon Bendet, Insurance Department, will cite the substantial gains shown by wages in private industry since the last State pay hike in 1962 and will point out that the 1962 hike was based on a salary study made prior to October, 1960.

Along with the salary, health plan and retirement system requests, the committee will recommend that an adequate appropriation be provided for the re-allocation of positions and titles in State service where inequities exist and that legislation be

sought which would provide for the payment of accumulated sick leave credits to employees upon retirement, death or separation from State service.

If approved by the CSEA delegates, the package plan will be presented to Governor Rockefeller and the Legislature for action at the next session of the Legislature.

At present, the State pays the first five percent of the employee's contribution to his retirement plan. On the average, employees contribute approximately two percent of their annual salaries.

State health plan costs are shared by the State with single employees, with the State picking up one-third of the cost of family plans.

In addition to the Salary Committee requests, the delegates, representing some 115,000 CSEA members throughout the State, will act on an additional 100 resolutions dealing with public employment on State and local levels. Approved resolutions will be incorporated in the Association's 1964 legislative program.

Murphy Asks Community Chest, Red Cross Drive Support Of CSEA; Feily Pledges Backing

In a recent series of letters between Joseph Murphy, State Tax commissioner and Joseph F. Feily, president of the Civil Service Employees Association, a request was made by Commissioner Murphy, as the general chairman of the State Employees Division of the Community Chest-Red Cross Joint Appeal Drive, for support by the CSEA for the present drive. Feily, in response, assured complete support for the drive and added that the membership of the CSEA would do all in its power to boost the contributions to a greater total than last year's.

The letters are printed in full below:

Dear Joe:

Governor Rockefeller has again appointed me General Chairman of the State Employees' Division of the Community Chest-Red Cross Joint Appeal drive. The drive, confined to State government employees in the capital city area, begins September 16, and the general employee solicitation begins September 30.

Last year, we exceeded our quota by 115.2 per cent. We can all take a pat on the back for setting this all-time record of giving, and cer-

tainly the backbone of the success of our 1963 drive was the generosity and compassion of members of the CSEA.

As you know, we have been trying to get a payroll withholding plan for Joint Appeal contributions. We are closer to success but it will not be an accomplished fact for this year's drive. Thus, once more we must rely heavily on the "one shot" contribution, as well as on the installment pledge.

It has been called to my atten-

tion that the general employee solicitation in business and industrial and mercantile classifications in our Albany Community Chest-Red Cross drives has consistently turned in a per-capita average of between \$20 and \$30. In our case, the per-capita average in the general employee solicitation last year was \$6.

I am quite aware that many business and industrial organizations are not subjected to the al-

(Continued on Page 14)

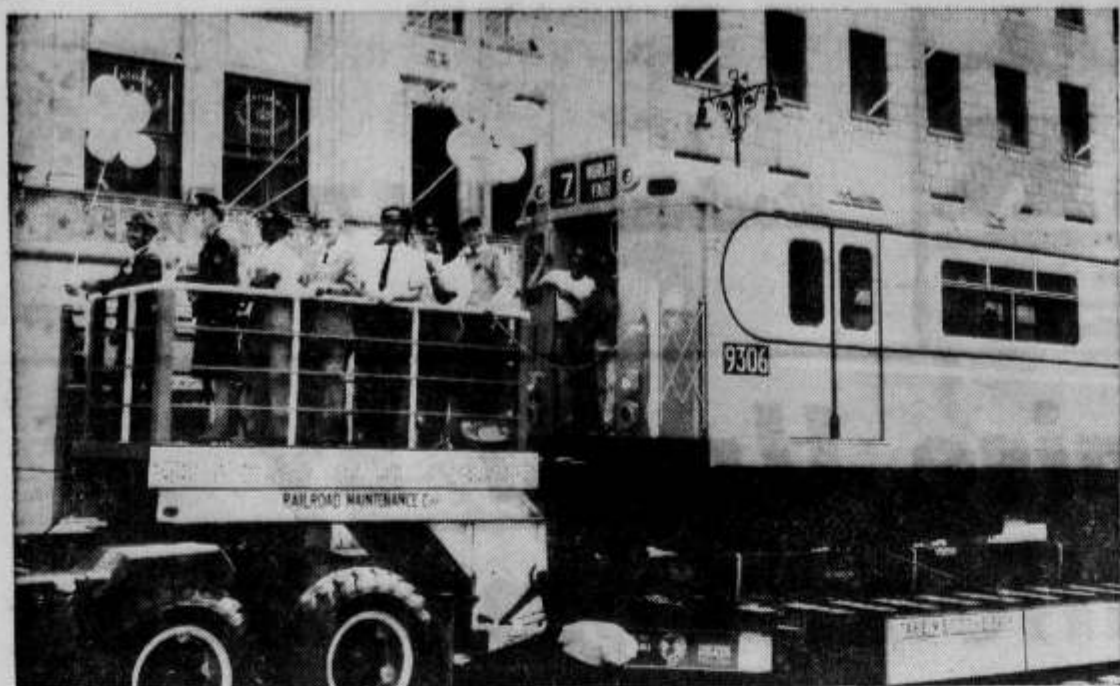
Don't Repeat This!

Lindsay Reported To Have Gubernatorial Ambitions For 1966

ALTHOUGH the next elections for state offices are not due until 1966, fever for the races is already beginning to build up. The spotlight is particularly focused on the gubernatorial nomination since it is expected that Governor Rockefeller will not seek re-election after his current term. It has been said that the Governor's mind is made up on this score, whether or not he gains the Republican nomination for the Presidential race in 1964.

In earlier columns, we reported that such leading GOP figures as Lieutenant Governor Malcolm Wilson, Assembly Speaker Joseph F. Carlino, Senate Majority Leader Walter J. Mahoney and At-

(Continued on Page 1)



TEAMWORK DISPLAYED —

One of the attractions of the New York City Labor Day Parade last week was this float which showed the number of employees who must work every day to keep the New York City Subway System in operation. Riding atop the tractor which pulled the float were employees in various civil service titles: motor-

man, switchman, conductor, railroad clerk (token agents), railroad porter, car inspector, towerman, structure maintainer, trackman, car maintainer, policeman, policewoman and clerical employee. The car used in the float is one of 430 new type IRT subway cars which are being delivered this month. Note the new picture windows.

Suggestion Award Program Pays For City & Employees

The Commissioners of five City agencies and sixteen City employees were presented with awards by Mayor Robert F. Wagner recently, for outstanding departmental participation in the Employees' Suggestion Program.

Thomas Jefferson Miley, chairman of the Suggestion Award Board presented an award to Mayor Robert F. Wagner for outstanding participation on the part of the employees of the Mayor's office.

In presenting the awards Mayor Wagner stated that the Employees' Suggestion Program had stimulated thousands of city employees to submit suggestions for improving the economy and efficiency of the City's operations.

\$1,951,000 Saved

Thus far 1,927 suggestions have been adopted and city employees have received \$82,385 in cash awards. The City has realized \$1,951,000 from one year's use of the adopted ideas. Although the majority of suggestions remain in effect for a number of years no attempt is made to place a dollar value on the amount of the recurring savings.

The Commissioners who received awards for the outstanding participation of their employees in the Suggestion Program were: Hilda G. Schwartz, director of Finance; Stanley H. Lowell, chairman of the Commission on Human Rights; Peter J. Reidy, commissioner, Department of Public Works; Arthur J. Benline, commissioner, Department of Air Pollution Control; Joseph E. O'Grady, chairman, Transit Authority.

The employees who received awards for their suggestions were: Henry Schafer, foreman, Transit Authority, Staten Island who received an award of \$450; Leopold Supfle, bus maintainer, Transit Authority, Brooklyn, who received an award of \$300; Otto Schulze,

signal maintainer, Transit Authority, Queens Village, received an award of \$160; Ellsworth Roberts, inspector, Department of Air Pollution Control, Queens, received an award of \$100; Luke V. Smith, senior accountant, Fire Department, Brooklyn, received an award of \$100; Felicia Shpritzer, policewoman, Police Department, Manhattan, received an award of \$100; Nathan Pollack, storekeeper Department of Purchase, Brooklyn, received an award of \$100; Gennaro D'Antonio, car maintainer, Transit Authority, Yonkers, received an award of \$100; Ralph Genova, bus maintainer, Transit Authority, Oceanside, received an award of \$90.

Others Awarded

Others receiving awards were: Eleanor Kurtz, supervising clerk, Department of Health, Laurelton, and Anthony Miele, senior clerk, Department of Health, Bronx, received equal awards of \$75 each; John T. McKenna, car maintainer, Transit Authority, Bronx, received an award of \$75; Anthony

A YEAR IN TOKYO

Abraham Holtz, principal of PS 25, Bronx, left early this week for a year in Tokyo. Holtz was selected to spend the academic year in Japan because he speaks fluent Japanese and is an excellent educator, according to Executive Deputy School Superintendent Bernard E. Donovan.

A Tokyo educator will change places with Holtz under the New York-Tokyo Sister-City Affiliation. These exchange educators will serve as resource persons in each other's school systems and communities. Each city will pay the salary of the exchange educators, in addition to transportation costs for their families.

Incristo, supervising clerk, Department of Air Pollution Control, Howard Beach, received an award of \$50; John A. Prisinzano, Remington Rand bookkeeping machine operator, Department of Finance, New York City, received an award of \$50; Frederick M. Niedrich, lieutenant, Police Department, Brooklyn, received an award of \$50; Mary Bogan, senior parking meter attendant, Department of Traffic, Bronx, received an award of \$50.

In addition to Miley the Suggestion Award Board is composed of Comptroller Abraham D. Beame, Deputy Mayor Charles H. Tenney, Director of the Budget William F. Shea and Personnel Director Theodore H. Lang.

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FIRE FLIES

by Joe Deasy, Jr.

Publicity chairmen of the various organizations within the Fire Department are urged to contact the Leader with news of their groups. Births, weddings and service parties are of interest to all members, both active and retired. Deadline for material is Thursday at noon for publication in the following week's paper.

Congratulations to John Scott of Ladder 30 who was presented with the Fireman of the Month Award for August. His award was given for the aerial ladder rescue of a man trapped in the fifth floor of a tenement. The award marks the third award to a member of the 16th Battalion in the past four months; Jack Kelly Lt.-E.69 in May; Bob Powers, Squad 1 in June and now Scott of 30 Truck. Seems that all winners come from the Seventh Ave. Valley.

Fast recovery is hoped for Larry Duenas, aide to B. C. James J. O'Brien No. 5, Bn. 16, who was stricken with chest pains a few weeks ago after three "workers." He has been released from St. Lukes Hospital after a week in bed. Larry is the 1962 winner of the James Gordon Bennett Medal for his rescue of three residents from a burning tenement last year. Seems that this Battalion raises only the best heroes.

A large number of additional budget lines for the title of lieutenant have been requested by Commissioner Thompson. Budget Director Shea is pressing for an early report on the investigation to determine exactly how many vacancies can be found. The present eligible list expires next Sunday.

The results of the UFOA elections are now history. John Corcoran has again been elected president; Charles Freeman, vice president; John Cashin, treasurer; Henry Fehling, financial secretary; Dick Sloan, recording secretary; Charlie Stephens, Sergeant at Arms; Elmer Ryan, chief's representative; Cliff Long, captain's representative and Vince McCarthy, lieutenant's representative.

Recent promotions and assignments:
To Battalion Chief:

Thomas Burke, 36th Bn. and Bartholomew Johnson, 21st Bn.

To Captain:

Clifford Goldstein, 4th Div., Warren Dunton, 12th Div., Frank Shortman, 14th Div., and John Wright, 13th Div.

To Lieutenant:

Alfred Galdi, 17th Bn., George Baetz, 1st Bn., Manuel Corrar, 36th Bn., Irving Millard, 37th Bn., Fred Fitting, 51st Bn., John Fichter, 52nd Bn., Charles Kroog, 31st Bn., Charles Kroog, 31st Bn., Charles H. Archul, 6th Bn., Leonard Yannotti, 43rd Bn., Fred Bartos, 10th Bn., William Francis, 23rd Bn., George Armstrong, 9th Bn., Wallace Storch, 54 Bn., James Witt, 45th Bn. and John Stenson, BuPers.

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AFSCME Blasted In Rochester Editorial

The Rochester Times-Union in an editorial Friday, August 30 took a firm position blasting the conduct of the Rochester city administration and a labor union which represents Rochester city employees. The editorial is reprinted in full below.

City Reaps Harvest Of Union Problems It Sowed

A city administration which encouraged and recognized a catch-all union for non-supervisory employees (except firemen and policemen) now must deal with problems its hasty action predictably caused.

So anxious was the city manager to meet union leaders' demands that he (and City Council) extended recognition on the basis of signed membership cards, omitting the secret representation election customary in private industry.

Now the union is flexing its muscles, picketing City Hall to back up demands for job security and a grievance procedure of its own design.

Some charges from both sides are alarming.

City officials say, for example, that the union asks that no employee be disciplined without a grievance committee's approval. Granting this prerogative would be an intolerable weakening of the city manager's authority, of course, and Manager Homer is quite correct in resisting any such demand.

The union in turn charges that administration and Democratic leaders have made city employment "a political football." If true (and charges of party enrollment by so many city employees indicate there may be some flame beneath the smoke), this is an attitude which should be remedied not because the union demands it but because all taxpayers, Republican and Democratic, are entitled to less partisan employment policies.

No doubt many meetings will be held to resolve matters at issue. The time spent in such discussion at City Hall would seem to "hinder or impede the administration of government" as specifically prohibited by the council's resolution of union recognition. But that could have been foreseen by the councilmen who clasped the union to Rochester's governmental bosom.

(Reprinted from the Rochester Times-Union)

Picketing, Dissension Mark Rochester-Union Friction

(From Leader Correspondent)

ROCHESTER, Sept. 9 — "The union picket line at City Hall is proof of the inadequacy of labor unions to negotiate employee benefits in public employment," according to Vincent Alessi, president of the Monroe County chap-Alessi, president of the Monroe County chapter of the Civil Service Employees Association.



FRUSTRATED UNION — Pickets representing the American Federation of State, County and Municipal Employees, AFL-CIO, are shown in front of the Rochester City Hall in protest, which last week went into its second week. The pickets represent the AFSCME which has sole bargaining rights in the City of Rochester, excluding police and firemen, but has had difficulty negotiating for grievance procedures which are a part of the program of the Monroe County employees program, which is represented by the Civil Service Employees Association.

Alessi's statement came on the heels of the second week of picketing in front of the Rochester City Hall by representatives of Local 1635, American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO last week. The union, sole bargaining agent for most municipal employees in Rochester, was blasted by City Manager Porter W. Homer, who accorded the union sole bargaining rights over the protests of the CSEA.

Alessi went on to say that "the CSEA has successfully negotiated effective grievance procedures in many political subdivisions of the State, including Monroe County, without demonstrations and name calling. In Monroe County, we have exactly the same type of grievance procedure that the union has tried to obtain in the city," he said.

Homer told The Democrat and Chronicle, two Rochester newspapers, that negotiators for the union refused to discuss a grievance procedure until two discharged union members were reinstated. He said that in one case a truck driver's negligence resulted in destruction of costly city equipment and in another a custodian left a city building unlocked over weekends and through nights. Local 1635 said city employment "is not based on merit but on politics."

Jack R. Cicotte, local representative of the union, said the grievance procedure outlined by the city not only gave Homer the right to overrule the grievance board on discharges but also rested the appointing power for all board members with him.

The picketing was also criticized by Patrick G. Rogers, supervisor of field representatives for the Association.

Rogers, here for consultations, predicted that the picket line would "spell the death" of the AFSCME in Rochester. He said it was a "feeble attempt by the union to pacify its thoroughly discontented membership," and added that when an employee pays \$4 a month dues "he wants some benefits, not a sideshow."

Homer's position was backed by (Continued on Page 14)

McFarland Featured Speaker At Suffolk Legislative Luncheon

(From Leader Correspondent)

PATCHOGUE, Sept. 9.—The Suffolk chapter, Civil Service Employees Association, will hold a legislative luncheon Saturday, Sept. 28 to brief Republican and Democratic candidates for town supervisor posts on the chapter's program for the coming months.

Tom Dobbs, chapter president, said that Henry J. MacFarland, director of Municipal Services Division of the State Civil Service Commission would be the guest speaker. Dobbs requested that luncheon reservations be made to Box 23, Bay Shore, as soon as possible. The CSEA is seeking approval of the state health plan and a 15 per cent pay boost.

Meanwhile Huntington Town Supervisor Robert Flynn, a Democrat, recently endorsed the chapter's drive for the health plan. He also said that a salary adjustment program recommended by the County Civil Service Commission constituted solid backing for CSEA salary demands.

Devine Appointed

ALBANY, Sept. 9.—David F. Devine of East Williston has been named to the State Dormitory Authority for a three-year term succeeding Robert H. McCarthy of Troy.

DE Chapter Offers Clerical Training

The Metropolitan Division of Employment chapter, Civil Service Employees Association, will offer a training course, starting September 26, for those members interested in the forthcoming clerical and stenographic examinations.

The course will be free to chapter members and a fee of \$5 will be charged to nonmembers. Registration will be held September 24 at 6 p.m. in room 1008, 370 Broadway, New York City. Classes will be conducted every Tuesday and Thursday, after the opening session on September 26. For further information, contact Irving Sandler, at P.O. Box 708, General Post Office, Brooklyn 1.

Div. Of Housing Chap. Organizes

The newly formed Division of Housing and Renewal chapter, Civil Service Employees Association, held its first meeting last week. The meeting was held to formally organize the chapter and to adopt the constitution and by-laws of the chapter. Plans were made at the meeting to start the nominations for future elections.

Francis Cadieux

OGDENSBURG, Sept. 9.—Francis R. Cadieux, 70, fire department chief who retired after 28 years service, died here recently. He had suffered from heart trouble. He was a World War I veteran, serving in France as a member of old Co. D.

Salary Increase Rejected By Onondaga Supervisors

(From Leader Correspondent)

SYRCAUSE, Sept. 9.—Hope faded last week for a general wage increase next year for Onondaga County employers, after the Board of Supervisors rejected a new job and salary plan submitted by County Executive John H. Mulroy.

The plan would have provided all county employees with five per cent pay boosts, ranging from \$150 to \$765 annually. Recent general increases have averaged about three percent for employees and seven percent for executives.

In defeating the plan, the Republican-controlled Board sent an "unofficial" recommendation to Mulroy that he lengthen by an executive order the work week to 35 hours without any increase in pay.

Mulroy had not commented on the recommendation by the end of the week, was reported "deeply disappointed" at the Board's action.

The plan's other features included lower starting salaries for county employees, but larger annual increments and higher maximums designed to encourage "career" service with the county.

It was also designed to correct inequities in the present salary plan—now 17 years old—by paying the job not the man holding the position.

The election jittery supervisors—all 38 are up for election this year—turned down the plan as too expensive and because, they said, "there's no need for it."

The plan had been completed after more than six months of study. Mulroy is not expected to

submit a new plan this year, but may suggest to the board a few selected increases, it was reported.

The Onondaga County chapter had criticized the proposed plan but only in reference to one section which would have raised the number of hours worked by county employees from 32½ to 35 per week.

Brooklyn State Patient Art Show

An exhibit of art, created by patients at the Brooklyn State Hospital, will open on Tuesday, September 10, at 2:00 p.m. and run through Saturday, September 24. The show, to be held in the Lobby of Building 10, 681 Clarkson Avenue, will be open to both the public and invited guests, and may be seen following the opening day, from 10 a.m. to 4 p.m.

Miss Champion Retires

Lillian Campion has recently retired from her position as secretary to Charles Dunbar, chief actuary in the State Insurance Department. Succeeding Miss Campion is Ruth T. Lewis.

Western Conf.

(Continued from Page 1)

promptly at 1 p.m. with a break at 3:15 p.m. to be followed at 3:30 p.m. by the business session. The time between 5:30 to 6:30 will be devoted to a cocktail hour followed by dinner at 7:30 p.m. Dancing will follow from 10 p.m. to 2 a.m.

The host committee has arranged some tours in the afternoon for the non-participating spouses of the delegates. The world famous Jackson-Perkins Rose Gardens as well as the equally famous Sarah Coventry Company, are on the agenda. A cost of \$4.50 per person will cover the entire day's proceedings.

FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

Where to Apply For Public Jobs

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

NEW YORK CITY—The Applications Section of the New York City Department of Personnel is located at 96 Duane St., New York 7, N.Y. (Manhattan). It is two blocks north of City Hall, just west of Broadway, across from The Leader office.

Hours are 9 A.M. to 4 P.M. Monday through Friday, and Saturdays from 9 to 12 noon. Telephone COrtland 7-8880.

Mailed requests for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filing of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department and must be postmarked no later than twelve o'clock midnight on the day following the last day of receipt of applications.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 8th Avenue Line. The IRT Lexington Avenue Line stop to use is the Brooklyn Bridge stop and the BMT Brighton local's stop is City Hall. Both lines have exits to Duane Street, one block from the Personnel Department.

STATE — First floor at 270 Broadway, New York 7, N. Y., corner of Chambers St., telephone BArcley 7-1616, Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; State Office Building, Syracuse; and 500 Midtown Tower, Rochester (Wednesdays only).

Any of these addresses may be used for jobs with the State. The State's New York City Office is two blocks south on Broadway from the City Personnel Department's Broadway entrance, so the same transportation instructions apply. Mailed applications need not include return envelopes.

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

FEDERAL — Second U.S. Civil Service Region Office, News Building, 220 East 42nd Street (at 2nd Ave.), New York 17, N. Y., just west of the United Nations building. Take the IRT Lexington Ave. Line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

Hours are 8:30 a.m. to 5 p.m., Monday through Friday. Telephone number is YU 6-2626.

Applications are also obtainable at main post offices, except the New York, N.Y., Post Office. Boards of examiners at the particular installations offering the tests also may be applied to for further information and application forms. No return envelopes are required with mailed requests for application forms.

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U.S. Service News Items

By MARY ANN BANKS



TO THE TOP — The highest cash suggestion awards for the 1963 fiscal year were presented recently to postal clerk Abraham Levy (far left), and Arnold D. Rabby, Assistant Postmaster Martin Shapiro (far right), was on hand to assist Brooklyn Postmaster Edward J. Quigley in the presentation of trophies.

Federal Pay Plan Being Considered By Both House & Senate

Civil Service Commission Chairman John W. Macy testified before the Senate Post Office and Civil Service Committee during the first session of the Federal pay raise hearings last week.

Macy spoke in support of President Kennedy's supplemental increase which would provide an average increase of 4.7 percent for classified employees and 3.2 percent for postal employees effective next January.

The House Committee hearings are expected to begin this week. More specifically, hearings are tentatively scheduled for September 10, 11, 12, 17, and 18. It has been reported that a bill is expected by October 1.

P.O. To Promote Christmas Seals

Postmaster of New York Robert K. Christenberry recently announced that the Post Office Department will again engage in a joint effort with the National Tuberculosis Association to promote the sale of the Association's 1963 Christmas Seal and the new 5-cent Christmas stamp.

The new 5-cent Christmas stamp reproduces a three-color painting of the National Christmas Tree on the eastern Ellipse near the White House.

The new Christmas seal of the National Tuberculosis Association is designed for affixing in pairs or blocks of four, so two wintery scenes are reproduced—a jolly snowman on one seal, his snowhouse on another. Both seals feature the familiar red double-barred cross of the Association.

"Singing Mailmen" Of Miami Touring U.S. On Their Own Time, Money

Miami, Florida's "Singing Mailmen" appeared in New York City last week. The 21-man choral group, made up of working Post Office employees, were here as part of a concert tour which will take them from the Southern tip of the United States to Canada.

The group, at no cost to the Government, plans to publicize the Post Office Department's new

ZIP Code improved mail service program and promote the attributes of their home town as a tourist resort.

The concerts, scheduled from August 26 through September 8, are presented free of charge. The mailmen are, incidentally, making the trip on their own vacation time.

Periodic Physicals At Government Expense Recommended by Budget

Federal employees can expect greatly expanded health and medical service in the near future. The Budget Bureau is scheduled to release a directive will provide for these new services known as industrial or preventive medicine.

The theory behind this directive is that expanded service will reduce absenteeism and increase individual output. Periodic examinations at government expense, referrals to private physicians, and follow-up checks have been suggested.

A few agencies such as the Defense Department and Health, Education, and Welfare already have somewhat expanded Government health service. In general, present policy has limited such services.

FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

Vice President By Health Plan

Appointment of Douglas A. Larsen as vice president communication of Associated Hospital Service of New York (Blue Cross), and of United Medical Services, Inc. (Blue Shield) has been announced by J. Douglas Colman, president of AHS, and Dr. Leonard J. Raider, president of UMS.

Larsen has served as assistant vice president, General Dynamics Corporation and for 18 years was a newspaper reporter and columnist in Washington, D.C.

Asst. Administrator

There is an immediate opening in the Department of Development, Bureau of Urban Renewal in New Rochelle for an assistant urban renewal administrator at a salary of \$7,970 to \$10,370. Residency for the title has been opened to Connecticut and New Jersey. For further information write the Commission at 515 North Ave., New Rochelle.

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John J. Healy was graduated from Siena College, Loudonville, New York in 1951 with a B.S. Degree in Economics.

Jack has represented Ter Bush & Powell, Inc. in and around the Capitol District Area since 1962.

Prior to joining Ter Bush & Powell, Inc., Mr. Healy was a store manager and district supervisor of the Firestone Tire & Rubber Company and represented The Connecticut General Life Insurance Company. Jack served in the U.S. Army and graduated from the Army Finance School.

Jack and his wife have three children and live in Delmar, New York. He is active in civic and community affairs; participates in golf, swimming; and is actively interested in vocal and musical organizations.



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Correction Department Is Offering Position As Commissary Manager

The New York City Department of Personnel has opened filing for the position of commissary manager in the Department of Correction. This grade 10 position pays from \$4,550 to \$5,990 per annum and is open to candidates who are high school graduates with one year of full time paid experience in the operation or maintenance of a supply system for any large institution or shop.

Should the candidate have not less than six months of experience prior to the examination, he may take the examination and complete the one year experience requirements prior to the appointment.

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The written examination, which is valued at 100 percent for placement on the eligible list, may contain questions on proper administration and supervision of a commissary; ordering storing and distributing of merchandise; record keeping and simple financial accounting and control practices and other related topics. A seventy percent passing mark is required.

Filing at 96 Duane St., New York City, will continue until Sept.

ember 24. Filing in person may be from 9 a.m. to 4 p.m. and on Saturdays from 9 a.m. until noon. Application requests by mail will be honored if the request is accompanied by a stamped, five-cent self addressed 9 1/2 inch envelope for each application request.

HEARING ORDERED

he Civil Service Commission has ordered a public hearing scheduled for today (Sept. 10) on a resolution to establish various new hospital administrative titles and reallocate the salary increment scale for various existing hospital administrative titles.

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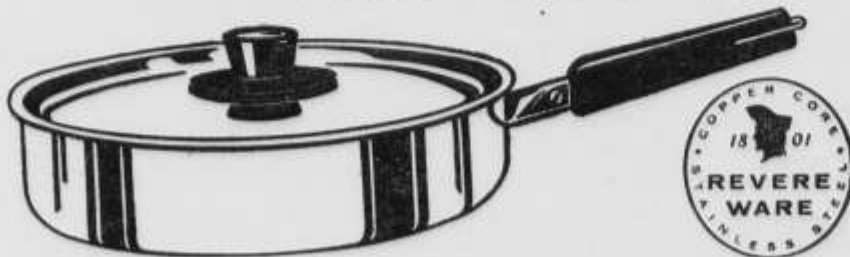
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TUESDAY, SEPTEMBER 10, 1963

Rain Checks Not Valid On Health Plan Pledge

THE Patrolmen's Benevolent Association will hold its annual convention at Tannersville this week to discuss current legislative plans as well as the negotiations with New York City for 1963-64 fiscal year.

One of the major points on the agenda is the non-contributory health insurance plan choice for all members. This choice is the desire of all City employees who feel that the one present plan which is offered does not fit their needs. Such a choice is now being offered by New York State and the Federal Government.

The New York City Board of Estimate has had the choice of health plan legislation on its agenda for several years. Each time the plan choice comes before the Board, it is tabled for "further study."

It is about time that the Board of Estimate stopped studying the proposal and took some action. Or will the Mayor wait until next election day before making the promise once again.

We must remind the mayor that, like a ticket to a ball game, each promise is good for one election. And City employees will not accept rain-checks.

Parity Pay

THE resolutions committee of the State Civil Service Employees Association will submit to the membership at its annual meeting in New York City next month, a resolution calling for an across-the-board salary increase of twelve and one-half percent. In addition, a non-contributory pension system and a non-contributory health plan are being recommended.

The committee, after studying the results of several surveys of employment in outside industry, finds that the employees working for the State receive a salary 13 percent lower than their fellow employees in private establishments.

Most businesses, in addition, provide for pension systems without any contributions on the part of the employees. This too, the employees rightly feel they deserve.

Governor Rockefeller, in declaring Public Works Week recently, cited the employees working for the Department of Public Works as vital cogs in the operation of the department. The Governor realizes that State, local or Federal governments cannot operate without loyal public employees. But their employment should not and must not be dependent solely upon their patriotism and dedication to their job.

By allowing salaries to lag behind private industry, the State is coming dangerously close to finding itself in a position where employees take public jobs until they have gained sufficient experience to qualify for the more highly paying jobs in private industry.

Public employees cannot be allowed to become second-class citizens through inadequate salaries and fringe benefits.

Ozanam Guild Plans First Fall Meeting

The Ozanam Guild, composed of Catholic employees in the Department of Welfare, will hold its first meeting of the Fall season on Tuesday, September 10 at 122 East 22nd Street. The meeting will begin at 5:00 p.m.

President Blanche M. Vitullo announced that tickets, booster books, and other material per-

taining to the Annual Benefit Scholarship Fund Dance, which is being held on November 15, will be distributed. Final plans for the October 25th Women's Retreat will also be made at this time.

Chemists Tested

The New York City Department of Personnel recently gave a test for the position of junior chemist to 153 candidates

This Week's Civil Service Television List

Television programs of interest to civil service employees are broadcast daily over WNYC, Channel 31.

This week's programs telecast over New York City's television include:

Tuesday, September 10

- 4:00 p.m.—Around the Clock—Police Department Training Program. "Personnel Safety".
- 5:00 p.m.—Nutrition and You—Iva Bennett of the Nutrition Bureau and guest.
- 5:15 p.m.—The Big Picture—U.S. Army film series.
- 8:00 p.m.—Nutrition and You—Iva Bennett of the Nutrition Bureau and guest.
- 8:30 p.m.—Army Special—U.S. Army film series.

Wednesday, September 11

- 4:00 p.m.—Around the Clock—Police Department Training Program. "Personnel Safety".
- 5:00 p.m.—Nutrition and You—Iva Bennett, Nutrition Bureau and guest.
- 7:30 p.m.—On the Job—Fire Department Training Program.
- 9:30 p.m.—City Close-up—City Official interviewed by Seymour N. Siegel. TODAY: "Walter Detmar, Dir. Bldg. Ser. Dept. of Public Works".
- 10:30 p.m.—Your Lions Share—New York Public Library program.

Thursday, September 12

- 4:00 p.m.—Around the Clock—Police Department Training Program.
- 6:30 p.m.—Airman's World—U.S. Air Force film series.
- 7:30 p.m.—On the Job—Fire Department Training Course.

Friday, September 13

- 4:00 p.m.—Around the Clock—Police Department Training Program. "Personnel Safety".
- 5:00 p.m.—Nutrition and You—Iva Bennett, Nutrition Bureau, and guest.
- 6:00 p.m.—The Big Picture—U.S. Army film series.
- 7:30 p.m.—Your Lions Share—New York Public Library series.

Saturday, September 14

- 3:30 p.m.—The Big Picture—U.S. Army film series.
- 7:30 p.m.—On the Job—Fire Department Training course.
- 8:00 p.m.—Citizenship Education—Film lectures in civic studies.
- 9:00 p.m.—Report on Education—New York State Education Department series.

Social Security

Below are questions on Social Security problems sent in by our readers and answered by a legal expert in the field. Anyone with a question on Social Security should write it out and send it to the Social Security Editor, Civil Service Leader, 97 Duane St., New York 7, N.Y.

I'll be 62 on September 19, 1963. Can I apply for my social security now, or do I have to wait until I'm 62?

You can apply three months before you're 62—June in your case.

How much social security work credit do I need to get disability checks?

You need at least five years work under social security out of the ten year period just before you became disabled.

My friend tells me that the

Your Public Relations IQ

By LEO J. MARGOLIN



Mr. Margolin is Adjunct Professor of Public Relations in the New York University School of Public Administration and is Vice President, Public Relations, of A. J. Armstrong Co., Inc.

The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper.

The Annual Report

ANNUAL REPORTS are the picture window through which the taxpayers can look into a government agency to see for themselves the accomplishments of the previous twelve months. It is public relations at its highest level.

NOW IS THE TIME—although more than three months before the year's end—to begin planning the annual report of any government agency. At this very moment, hundreds of corporate public relations executives are already planning their companies' 1963 annual report.

THE PUBLIC RELATIONS implications of an annual report are so vastly important that the great amount of time spent is always a sound investment. The annual report performs so many affirmative functions for a government agency as to be almost indispensable.

THE PRINCIPAL use of the annual report is to do precisely that—report. In effect, it is an account of the agency's stewardship, a justification for its existence—and, of course, its budget.

IT IS ALSO a method for obtaining the understanding and support of the taxpayer, particularly if the agency has been an unusually difficult assignment and is subject to criticism.

A TYPICAL example of such an agency is the New York City Housing Authority. Does this agency have a continuing public relations problem? We'll give the staggering statistics in a moment, and we'll also tell you that one of the agency's busiest executives is Oscar Kanny, director of public relations.

THE AUTHORITY had 107 developments at the end of 1962; 1,494 buildings housing 120,465 families, estimated to equal 474,600 persons. This is a population greater than the states of Delaware, Vermont, Wyoming, Nevada and Alaska, and larger than such cities as Columbus, Ohio; Louisville, Kentucky, and Phoenix, Arizona.

THE POLICE FORCE of the Authority—755 men—is larger than the police departments of Minneapolis, Louisville, Rochester, Syracuse, and Atlanta. It is actually the 24th largest police force in the U.S.

THE APPROACH of the Authority's last annual report is unique. It uses the technique of "myth-smashing," candidly printing the myth and then smashing the myth to bits with facts.

FOR EXAMPLE, Myth No. 1—"Tenants in public housing get inadequate protection against crime"—is effectively knocked down with the hard facts about the Authority's police force.

IT THEN PROCEEDS to demolish 12 myths about the Authority specifically and public housing generally. In disposing of these myths with hard facts, the Authority tells its story with great effectiveness. Intelligent and liberal use of photographs and imaginative art work result in an annual report which could easily be a prize-winner in competition.

GOVERNMENT AGENCIES lacking adequate budget should not abandon the idea of an annual report. Civil servants are capable of remarkable ingenuity when challenged with a problem such as: How do we publish an annual report on peanut, or non-existent, budget?

THERE'S ALWAYS an agency's mimeograph machine, on which remarkable things can be done with color and line drawings. Even such an annual report is better than none. Annual reports are the prime information conduits to legislators, budget directors, the press, citizens' groups and should receive top priority on an agency's "must do" list.

only way my social security check can be increased is by Congress passing a law raising everyone's benefit. Is this true?

Not entirely. If you have had significant earnings after you began receiving social security, you may be eligible for a refiguring of your monthly benefit amount to include those higher earnings. Your nearest social security office will be glad to discuss this with you.

"I am a widow with two young children. If I remarry, should I report this to the social security office and, if so, when should the report be made?"

You should report a month before your marriage. Social security payments for a widow stop with the check for the month before the remarriage takes place. Payments for the children will continue, and may even be increased.

DON'T REPEAT THIS

(Continued from Page 1)
 torney General Louis J. Lefkowitz rate as strong contenders for the nomination.

Lindsay Ready

Word comes now that another prominent Republican has his eye on the Governor's chair in Albany, although his activity towards that goal has largely been kept under wraps to date. Newest contender said to be laying plans for 1966 is U.S. Representative John V. Lindsay of Manhattan.

Rumors of Lindsay's ambition to be Governor of New York began

during the 1962 mayoralty race in New York City. It is reported that GOP startegists tried to interest Lindsay in running against Mayor Wagner at that time, but failed to win him to the contest. Although Lindsay's reasons for refusing to run were not made public, (the approach to him was made discretely) it is believed he felt that Wagner could not be defeated and that in losing a mayoralty campaign Lindsay would hurt his own political future.

Failed to Support Governor

The first real sign that Lindsay has plans for his own came during the recent contest among Manhattan Republicans for endorsement as councilman-at-large the newly created City office that will be in effect next year. Lindsay refused to back Richard S. Aldrich, a cousin of Governor Rockefeller's as the Manhattan GOP organization's candidate. By so doing, Lindsay, in effect, for the first time disassociated himself from the Governor. This act was taken by some political observers as an indication that Lindsay was setting out to build an image of himself in the GOP figure with no strings attached. Further, the poor showing made by Aldrich in the primary last week confirms Lindsey's judgment.

It is reported that Lindsay's reasoning is that Rockefeller's departure from Albany in 1966 will leave a vacuum in GOP State leadership. He is said to think the men who are now leading possibilities are either too liberal or too conservative. Lindsay apparently feels he can fill the role of a middle-of-the-road candidate, the only type of candidate he be-

lieves can again capture the governorship for the Republicans after Rockefeller leaves.

Ironie Parallel

Ironically, Lindsay's image will essentially parallel the same line as Rockefeller's—a basically liberal Republican with a conservative fiscal approach to state government.

At this writing, there is little general information as to how Lindsay plans to work his way toward the nomination in 1966. Politics are volatile and Lindsay knows this. Therefore, he certainly will not reveal his ambitions until the last possible minute. But the word right now is that, despite the lack of anything but indirect signs, Lindsay has set the governorship of New York as his goal.

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Jewish Assn. To Meet

The Jewish State Employees Association of New York held an officers meeting at the State Office Bldg., 80 Centre St., room 160 at 5:15 p.m. on September 9. The meeting featured the selection of the nominating com-

mittee, discussion of future activities of the association.

An Arlington, Virginia, veteran parleyed a \$4,100 GI loan into a chain of beauty salons and school doing a gross annual business of \$1.5 million.

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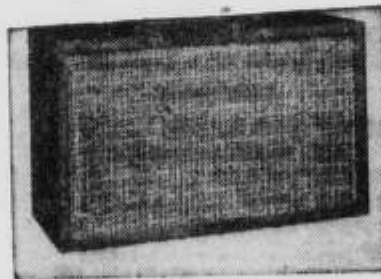
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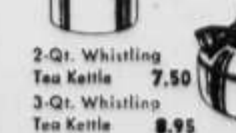
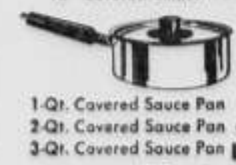
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Pay Increases For 344 Upgraded Titles Now In Final Step

The New York City Civil Service Commission will hold a public hearing on the upgrading of 344 New York City job titles on Tuesday, September 17. These upgrades were approved earlier by action of either the Career and Salary Board of Appeals, the Collective bargaining officials or original jurisdiction as well as by the Mayor. The final step before the salary increases become effective is the September 17 public hearing.

All salary increases and upgrades are retroactive to July 1 but the three steps must be approved before the salary is made final. Lump sum checks will be distributed to all affected employees in the near future if the action is approved at the hearing. Those titles before the commission are:

Class of Positions	Old Salary Grade No.	New Salary Grade No.	Class of Positions	Old Salary Grade No.	New Salary Grade No.
Accounting					
Principal Accountant	26	28	Principal electrical inspector	24	26
Assistant chief accountant	29	30	Chief electrical inspector	29	31
Aqueduct Police					
Aqueduct patrolman	10	12	Supervising elevator inspector	21	23
Aqueduct sergeant	12	15	Heating and ventilation inspector	15	17
Aqueduct captain	15	18	Senior heating and ventilation inspector	18	20
Attendance					
Messenger	5	6	Supervising heating and ventilation inspector	21	23
Auditor of Accounts					
Supervising auditor of accounts	20	22	Senior hull and machinery inspector	18	20
Principal auditor of accounts	24	26	Painting inspector	15	17
Senior principal auditor of accounts	26	28	Senior painting inspector	18	20
Assistant chief auditor of accounts	29	30	Pipe laying inspector	15	17
Auxiliary Dental					
Dental assistant	6	7	Supervising plumbing inspector	15	17
Dental hygienist	8	10	Railroad signal inspector	15	17
Bridge Operation					
Assistant bridge operator	8	10	Senior steel construction inspector	18	20
Bridge operator	13	15	Third rail inspector	15	17
Bridge operator-in-charge	13	15	Senior third rail inspector	18	20
Supervisor of bridge operations	16	18	Waterfront construction inspector	15	17
Budget Examining					
Assistant budget examiner	15	17	Senior waterfront construction inspector	18	20
Budget examiner	19	21	Inspector of markets, weights and measures	10	12
Senior budget examiner	21	23	Senior inspector of markets, weights and measures	13	15
Principal budget examiner	25	27	Supervising inspector of markets weights and measures	16	18
Senior principal budget examiner	27	29	Chief inspector of markets, weights and measures	20	22
Supervising principal budget examiner	29	31	Water use inspector	11	13
Assistant chief budget examiner	31	32	Senior water use inspector	14	16
Building and Construction Inspector					
Blasting inspector	12	15	Supervising water use inspector	17	19
Senior blasting inspector	15	18	Principal water use inspector	21	23
Supervising boiler inspector	21	23	Chief water use inspector	27	29
Inspector of borough works	15	17	Cataloging		
Inspector of cement tests	15	17	Editor, standard stock catalog	16	17
Inspector of concrete tests	15	17	Child Welfare Consultant		
Supervising construction inspector	21	23	Consultant (child welfare)	18	20
Principal construction inspector	24	26	Consultant (day camp)	18	20
Demolition inspector	15	17	Consultant (early childhood education)	18	20
Supervising demolition inspector	21	23	Consultant (parent education)	18	20
Electrical inspector	15	17	Business Inspection		
Senior electrical inspector	18	20	Inspector of markets, weights and measures	10	12
Supervising electrical inspector	21	23	Senior inspector of markets, weights and measures	13	15

(Continued from Page 8)

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Engineering Titles Open In N.Y.C.

Assistant valuation engineer positions with the State Department of Public Service in New York City will be filled as a result of a State Civil Service examination on October 19. The salary for the position ranges from \$7,740 a year to start to \$9,355 after five years. Applications will be accepted to September 16.

Applications and additional information may be obtained from Field Recruitment Unit 104, New York State Department of Civil Service, the State Campus, Albany.

Because the veterans are reaching middle age and beyond, the Veterans Administration's medical research program accents the field of gerontology, with a goal of keeping the older veterans in good health, independent, and self-supporting.

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 STATE UNIVERSITY OF NEW YORK
CLASS SCHEDULE FOR THE FALL SEMESTER—1963

Monday

State and Local Government I 3:30 - 5:30
 American Governmental Institutions 5:50 - 7:50
 International Approach in Modern Society 5:50 - 7:50
 Correctional Institutional Management 5:50 - 7:50
 Statistics for Administrators 5:50 - 7:50
 State and Local Government I 8:00 - 10:00
 Ancient and Medieval Political Thought 8:00 - 10:00
 Criminology I 8:00 - 10:00
 Quantitative Methodology for Data Processing 8:00 - 10:00

Tuesday

Scope and Nature of Political Science 3:30 - 5:30
 Operations of American Foreign Relations 5:50 - 7:50
 Political Behavior 5:50 - 7:50
 Social Work Practice 5:50 - 7:50
 Scope and Nature of Political Science 8:00 - 10:00
 Seminar in Labor Relations 8:00 - 10:00
 Crime Prevention 8:00 - 10:00

Wednesday

Theories of Administrative Organization 3:30 - 5:30
 Legal Environment of Public Administration 5:50 - 7:50
 Comparative Government 5:50 - 7:50
 Program Seminar in Social Welfare Administration 5:50 - 7:50
 Theories of Administrative Organization 8:00 - 10:00
 Comparative Analysis of Political Systems 8:00 - 10:00
 Constitutional Law I 8:00 - 10:00

Thursday

Public Personnel Administration 3:30 - 5:30
 Public Budgeting and Financial Administration I 5:50 - 7:50
 Decision-Making in Administration 5:50 - 7:50
 The Chief Executive 5:50 - 7:50
 Public Personnel Administration 8:00 - 10:00
 Administrative Law I 8:00 - 10:00
 Governmental Problems of Metropolitan Areas 8:00 - 10:00

Friday

Public Budgeting and Financial Administration I 3:30 - 5:30
 American Political Parties 5:50 - 7:50
 The International Political System 5:50 - 7:50

Registration: September 19 and 20; 11:00 a.m. to 8:00 p.m.
 September 21; 9:00 a.m. to 12:00 m.
 5 Englewood Place, Albany, New York
CLASSES BEGIN SEPTEMBER 23, 1963

For further information call GR 4-7670 or write to:
GRADUATE SCHOOL OF PUBLIC AFFAIRS
 5 Englewood Place, Albany, New York 12203

Seven H.A. Employees Cited For Suggestion Program Participation

Three cash awards—one for \$25 and two for \$10 each, in addition to four honorable mention certificates were distributed among seven employees of the New York City Housing Authority at a special ceremony in the Authority's Board Room, 299 Broadway, recently.

Francis V. Madigan, member of the Authority presented the cash and honorable mention awards. In presenting the awards, Mr. Madigan praised the winners for their keen interest in their work.

The \$25 award was presented to Joseph Paul Pecorella, Brooklyn, assistant resident superintendent, Marcy Houses, for his suggestion that replacement parts for thermostat be obtained rather than sending the entire units back to the factory for needed repairs.

Charles Poppo, Brooklyn, maintenance man, Douglass Houses, received a \$10 award for his suggestion that replacement cords for bathroom dryers be pre-cut to exact size at the maintenance shop, saving time and material on the job.

A \$10 award was given to Raymond Daniel, Flushing, assistant superintendent, Pomonok Houses, for his suggestion to improve the method of attaching metal signs to walls near incinerator hoppers. He previously was a winner of a \$50 award.

William Rosen, Brooklyn, supervising groundsman, Marlboro Houses, received honorable mention for his suggestion, involving revision and improvement of grounds reports, saving clerical time and permitting better control of grounds reports.

Frances Gorman, New York, and Sarah Grunfeld, Glen Oaks, both of the Tenant Selection Division, share an honorable mention award for an improved method of handling letters of inquiry regarding rentals.

Ann Rubenstein, New York, senior stenographer, Lillian Wald Houses, received an honorable mention for her suggestion regarding a revision in the procedure of recording sealed bids received from contractors.

Raymond Wise, Maspeth, Queens, foreman of bricklayers, received an honorable mention for his suggestion improving delivery and distribution of structural

supplies.

Thus far in 1963 the Authority has presented one \$100 award; five \$25 awards; 13 for \$10 and eight honorable mentions for suggestions saving time and money and expediting procedures.

During 1962 the Authority presented employees with one \$100 award, one \$75, one \$50, eight \$25, 30 for \$10 and eight honorable mentions.

Printing Jobs Plentiful Now, School Class Set

Exceeding all records in previous years, the printing industry in the metropolitan New York area has a larger number of jobs awaiting placement in all phases of the trade than ever before.

In particular, silk screen printing offers many unusual opportunities today. The rapid pace of new developments in less than a decade in this field, including new photographic techniques and fully automatic presses, has catapulted

this process into a major phase of printing.

Many recruits into the high-paying printing trade are being trained by Manhattan Schools of Printing, at its main center, 88 West Broadway, New York City, and its New Jersey division, 214 Market St., Newark. One of the world's largest printing schools, the training centers offer individualized practical courses in offset lithography, linotype, Ludlow, presswork, composition, makeup, color presswork, and screen process printing.

Enrollment for the Fall Semester, which begins September 2nd, is now in progress.

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Write for catalog "L", and for a special folder for City Employees on the Municipal Personnel Program, offered in cooperation with The New York City Department of Personnel, to The City College, School of General Studies, Division of Adult Education 138th St. and Convent Ave., New York 31, N.Y. or PHONE: Wadsworth 6-5409 or ADIronclack 4-2000, Ext. 203.

Dept. of Agriculture Seeking Engineers

The Board of U.S. Civil Service Examiners has announced that filing is being accepted for the positions of engineering aide, GS-2; engineering aide, GS-3; and conservation engineering aide, GS-4 with the Department of Agriculture, Soil Conservation Service.

The GS-2 position starts at \$3,500 per annum; the GS-3 position at \$3,760 per annum, and the GS-4 position at \$4,040 per annum.

For further information and application forms write the Director, New York Region, U.S. Civil Service Commission, News Bldg., 220 E. 42 St., New York 17.

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(Continued from Page 8)

Class of Positions	Old Salary Grade No.	New Salary Grade No.	Grade No.	Grade No.
Institutional Service				
*Cook	8	11	8	11
*Senior cook	11	13	11	13
*Institution barber	10	12	10	12
*Senior baker	10	12	10	12
Laundry				
Laundry foreman	10	11	10	11
Laundry supervisor	13	15	13	15
Superintendent of laundries	19	20	19	20
Management Analysis				
Assistant management analyst	15	17	15	17
Management analyst	19	21	19	21
Senior management analyst	21	23	21	23
Principal management analyst	25	27	25	27
Senior principal management analyst	27	29	27	29
Supervising principal management analyst	29	31	29	31
Assistant director of management analysis	31	32	31	32
Material Expediting				
Materials expeditor	15	16	15	16
Chief materials expeditor	19	20	19	20
Medical and Hospital Administrative—Physicians (Except in Department of Health)				
*Physician	20	23	20	23
Director of out-patient department	24	27	24	27
Director of physical medicine	25	28	25	28
Assistant medical examiner (office of the Chief Medical Examiner)	23	26	23	26
Associate medical examiner (office of the Chief Medical Examiner)	28	31	28	31
Medical Officer (Department of Sanitation)	20	23	20	23
Chief medical officer (Department of Sanitation)	23	26	23	26
Methods Analyst				
Junior methods analyst	15	17	15	17
Methods analyst	19	21	19	21
Senior methods analyst	21	23	21	23
Principal methods analyst	25	27	25	27
Miscellaneous				
Assistant deputy comptroller	25	27	25	27
Assistant secretary (Education)	30	31	30	31
Assistant secretary (Public Works)	23	24	23	24
Assistant to city clerk	20	21	20	21
Assistant to commissioner	23	24	23	24
Assistant to commissioner (motor maintenance)	28	29	28	29
Assistant to commissioner (Water Supply Gas and Electricity)	28	29	28	29
Auditor of printing	16	17	16	17
Borough superintendent of school buildings	26	28	26	28
Director of hospital housekeeping and laundry services	28	29	28	29
Director of intersection control	26	28	26	28
Editorial assistant	11	14	11	14
Information assistant	9	11	9	11
Parking meter collector	9	11	9	11
Proofreader	12	13	12	13
Public relations assistant	15	16	15	16
Safety officer	12	16	12	16
*Miscellaneous Position for Present Incumbents Only				
*Cement tester	15	17	15	17
*Senior bookkeeper (Incumbents who were in Grade 3 of Part 2, the Clerical Service of the Classified on June 3, 1937)	11	13	11	13
*Senior bookkeeper (Incumbents in Grade 4 of Part 2, the Clerical Service of the Classified Service on June 3, 1937)	11	13	11	13
*Senior examining inspector	16	17	16	17
Mortgage Tax Examiner				
Mortgage tax examiner	16	17	16	17
Motor Vehicle Operator				
Supervisor of motor transport	17	20	17	20
Office Appliance Maintenance				
Typewriter maintainer	9	11	9	11
Senior typewriter maintainer	11	12	11	12
Supervising typewriter maintainer	13	14	13	14
Office Appliance Operator				
Supervising tabulator operator (IBM)	12	13	12	13
Administrative assistant (IBM Equipment)	15	16	15	16
Supervising tabulator operator (Remington Rand)	12	13	12	13
*Supervising typewriter bookkeeper	12	13	12	13
Personal Property Appraising				
Appraiser (personal property)	17	20	17	20
Personnel Examining				
Assistant personnel examiner	15	17	15	17
Personnel examiner	19	21	19	21
*Personnel examiner (classification)	19	21	19	21
*Personnel examiner (examining)	19	21	19	21
*Personnel examiner (research)	19	21	19	21
*Personnel examiner (training)	19	21	19	21
*Personnel examiner (engineering)	20	21	20	21
Personnel examiner (railroad)	20	22	20	22
Senior personnel examiner	21	22	21	22
Senior personnel examiner (Classification)	21	23	21	23
Senior personnel examiner (examining)	21	23	21	23
Senior personnel examiner (research)	21	23	21	23
(Continued on Page 12)				

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Columbia County Farms & Acreages

CHARMING HOUSE on 4 wooded acres accessible year round, beautiful pine kitchen, stone fireplace. \$11,500. ARTHUR LEE of RED ROCK, East Chatham, NY, CH 2-7342; 2-6361.

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(Continued on Page 10)

Class of Positions	Old Salary Grade No.	New Salary Grade No.
Senior personnel examiner (training)	21	23
Senior personnel examiner (engineering)	23	25
Senior personnel examiner (railroad)	23	25
Supervising personnel examiner (classification)	24	26
Supervising personnel examiner (examining)	24	26
Supervising personnel examiner (recruitment)	24	26
Supervising personnel examiner (research)	24	26
Supervising personnel examiner (training)	24	26
Supervising personnel examiner (engineering)	25	27
Supervising personnel examiner (railroad)	25	27
Principal personnel examiner	26	28
Principal personnel examiner (classification)	26	27
Principal personnel examiner (examining)	26	28
Principal personnel examiner (research)	26	28
Principal personnel examiner (training)	26	28
Principal personnel examiner (engineering)	28	30
Principal personnel examiner (railroad)	28	30
Assistant director of classification and compensation	29	31
Assistant director of examinations	29	31
Director of training	29	31
Pharmacy		
Pharmacist	13	15
Senior pharmacist	15	17
Supervising pharmacist	17	19
Principal pharmacist	19	22
Chief pharmacist	23	26
Professional Department Librarian		
Department supervising librarian	16	18
Department principal librarian	17	19
Project Development Coordinator		
Assistant project development coordinator	18	20
Project development coordinator	24	26
Senior project development coordinator	26	29
Public Health Education		
Public health educator	14	16
Senior public health educator	18	20
Assistant director of bureau of public health education	21	23
Director of bureau of public health education	27	29
Public Health and Safety Inspectional		
Public health sanitarian	13	16
Senior public health sanitarian	18	20
Supervising public health sanitarian	21	23
Principal public health sanitarian	24	26
Chief public health sanitarian	27	29
Institutional inspector	12	14
Senior institutional inspector	14	16
Supervising institutional inspector	17	19
Transportation inspector	13	15
Senior transportation inspector	16	18
Public Services		
Assistant public services officer	7	11
Public services officer	11	15
Purchase Inspection		
Purchase inspector	15	17
Purchase inspector (automotive equipment)	15	17
Purchase inspector (drugs and chemicals)	15	17
Purchase inspector (equipment)	15	17
Purchase inspector (foods)	15	17
Purchase inspector (fuel)	15	17
Purchase inspector (fuel and supplies)	15	17
Purchase inspector (furniture)	15	17
Purchase inspector (lumber)	15	17
Purchase inspector (mill steel)	15	17
Purchase inspector (pianos)	15	17
Purchase inspector (pipes and castings)	15	17
Purchase inspector (printing and stationery)	15	17
Purchase inspector (repairs and supplies)	15	17
Purchase inspector (school bus service)	15	17
Purchase inspector (shop steel)	15	17
Purchase inspector (textiles)	15	17
Senior purchase inspector	18	20
Senior purchase inspector (automotive equipment)	18	20
Senior purchase inspector (drugs and chemicals)	18	20
Senior purchase inspector (equipment)	18	20
Senior purchase inspector (foods)	18	20
Senior purchase inspector (fuel)	18	20
Senior purchase inspector (fuel and supplies)	18	20
Senior purchase inspector (furniture)	18	20
Senior purchase inspector (lumber)	18	20
Senior purchase inspector (mill steel)	18	20
Senior purchase inspector (pianos)	18	20
Senior purchase inspector (pipes and castings)	18	20
Senior purchase inspector (printing and supplies)	18	20
Senior purchase inspector (repairs and supplies)	18	20
Senior purchase inspector (school bus service)	18	20
Senior purchase inspector (shop steel)	18	20
Senior purchase inspector (textiles)	18	20
Senior purchase inspector (shop steel)	18	20
Senior purchase inspector (textiles)	18	20
Chief purchase inspector	30	31
Real Estate Appraising		
Appraiser (real estate)	18	21
Senior appraiser (real estate)	22	25
Supervising appraiser (real estate)	25	28
Real Estate Management		
Real estate manager	14	16
Recreation		
Supervisor of recreation	20	23
Assistant director of recreation	21	26
Director of recreation	26	32
Rehabilitation Therapy		
Occupational therapist	11	13
Senior occupational therapist	14	16
Physical therapist	11	13
Senior physical therapist	14	16
Speech and hearing therapist	11	13
Rent and Rehabilitation Rent Examining		
Occupational Sub-Group		
Assistant rent examiner	10	12
Rent examiner	13	15
Senior rent examiner	16	18
Rent Inspection Occupation Sub-Group		
Rent inspector	11	13
Senior rent inspector	14	16
Satisfaction Clerk		
Satisfaction Clerk	12	13
Senior satisfaction clerk	15	16
Sheriff		
***Senior deputy sheriff	16	17
Supervising deputy sheriff	15	18
Chief deputy sheriff	24	26
Principal chief deputy sheriff	25	30
Under sheriff	30	32
Shorthand Reporter		
Supervising shorthand reporter	15	16
Principal shorthand reporter	18	19
Social Service		
Consultant (public health social work)	18	20
Senior consultant (public health social work)	22	24
Chief consultant (public health social work)	25	27
Special Crafts and Operational		
Window shade repairer	9	12
Special Officer		
Special officer	\$3,500-\$4,580	\$4,200-\$5,280
Senior special officer	8	11
Subprofessional Department Librarian		
Department library aide	5	6
Stenographic and Typing		
Supervising stenographer	12	13
*Supervising typist	12	13
Tax Assessing		
Assistant assessor	11	14
Assessor	18	21
Senior assessor	22	25
Supervising assessor	26	29
Title Examining		
Title Examiner	10	11
Senior title examiner	13	14
Traffic Device Maintenance		
Senior foreman (traffic device maintenance)	17	18

* For present incumbents only.
 ** In addition to the entitled rate received in the salary grade, these classes of positions shall be further entitled to the same wage adjustment as is presently given or in the future may be given to the class of positions of Uniformed Court Officer. These increases shall be exclusive of the salary grade.
 *** In addition to the entitled rate received in the salary grade, the employees in the title of Senior Deputy Sheriff shall be entitled to wage adjustment of \$350, effective July 1, 1963, and in the future will received a wage adjustment in the same amount as granted to employees in the title of Deputy Sheriff. These increases shall be exclusive of the salary grade.

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TO BUY, RENT OR
 SELL A HOME — PAGE 11

Exam Study Books
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Promotion Points & Plaudits Awarded 526 Members Of City Police Department

Five hundred and twenty-six members of the New York City Police Department are going to be a few points richer on the next promotion examination.

Through commendations for valor, such points are earned on a sliding scale and are added to the record and seniority portion of the examination. This portion is weighed at 50 percent of the final mark. Therefore, an exceptional police duty award, worth .25 percent towards the record and seniority section is actually .125 percent added to the final mark. Meritorious police duty awards carry .50 towards the record portion; Commendations are worth .75 percent and honorable mention adds 1.25 to the record and seniority section.

Only two members of the department won the honorable mention award in the recent publication of valor awards—Patrolmen Jesse Brown and Edward Muller of the 24th Precinct. They were on radio patrol on March 28 when they shot and killed a man who was shooting at them while in the process of fleeing a bank, holding a bank guard as hostage. The man was, in addition, wanted for forgery of stolen travelers checks.

The single commendation winner was Patrolman Donald Jones of the 17th Precinct. While off-duty and breaking up an altercation, Ptl. Jones was hot by one of three men involved. After shooting the patrolman, the three fled with Jones returning the fire. The assailants were later apprehended by other patrolmen.

Seventeen members of the de-

partment received meritorious police duty awards. They are: Lt. John F. Enright, Detectives Andrew Bentley and James Stephen of the 24th Squad; Lt. Frank Turchiano and Detective Michael Cassale of the Central Office Bureaus and Squads; Detectives Robert O'Neill and John Dolan of the 46th Squad and Patrolman Henry Colarusso and John Conway of the 46th Pct.; Patrolmen James E. Marra and John F. Walsh of the 20th Pct.; Patrolmen Harold Hughes and Joseph DiPaola of the 84th Pct.; Patrolmen Leonard Fitchett and David Johnson of the 73rd Pct.; Patrolman Danile Ivers of the 71st Pct. and Patrolman Peter Kunik of the 84th Pct.

Those who were awarded the excellent police duty pins were: For Grand Larceny (Automobile)—Windram, Warren; Higham, Leroy; Gast, Floyd H.; Mitchell, Thomas F.; Smith, Donald; Zecca, Anthony; Vitell, Michael; Manzi, Vincent; Bettini, Paul; Konchalski, Joseph; Brooks, Samuel; Mangelis, John; Arfmann, Neil; LoGuidice, James V.; Cipriano, Joseph; Luceli, Albert; Berger, Murray, Esposito; Anthony J. Grimes; William T.; Kornbrette, Howard; Procino, Louis V.; Loehner, John; Zachary, William; Judge, John Carbone, William J. Pezza, Vincent J. Williams, John W. Zangrillo, Vito McGee, Peter Sciales, John Walsh, William Haws, Philip McHugh, Edward C. Wallace, John.

The following members of the Force, having made three or more arrests for Intoxicated Driving, are awarded Excellent Police Duty:

Konchalski, Joseph; Capetta, Frederick; Roche, Thomas; Lavin, Brian; Buccino, Peter Muldoon, Dennis J. Meehan, John J. Volpe, William R. Jamison, Elliott McGovern, Charles Dunne, Jay C. Kalbacher, Charles Brown, Raymond H. Bennett, James E., Jr. Miller, Frank, Spalluto Jr., Michael J., Jr. Cross, Albert J. O'Connell, John T. Harkins, Robert Cotter, Warren N. Pawelski, James M. Reardon, Edward H. Kinsella, Richard Jones, William A. Manning, Richard T. Harron, Edward Armads, Bernard Ortiz, Victor Bray, John A. McGhee, Frank Meuser, Stanley.

The following were cited for excellent police duty:

- 1st Pct.—Cox, Patrick J.; Mueger, Edward F.; Penty, Charles E.
- 3rd Pct.—Holland, Thomas A.
- 5th Pct.—Chase, Robert.
- 6th Sqd.—Karoglou, Nicholas; Scollin, Frank; Williams, Ronald.
- 7th Pct.—Fikar, Emil J.; Terrasi, Charles J.; O'Donnell, Joseph M.

(Continued on Page 15)



NEWLY APPOINTED — Dr. Paul M. Schneider, the newly appointed director of the Binghamton State Hospital, is shown making his first rounds at a reception held in his honor at the hospital. Nurses introducing themselves to Dr. Schneider are (from left) Hilda S. Kelly and Twila Bennett. Dr. Schneider was the former assistant director of the Manhattan State Hospital.

LEGAL NOTICE

SNELL, FREDERICK CHARLES. — CITATION. — File No. P 930, 1963. — The People of the State of New York, By the Grace of God Free and Independent. To the heirs at law, next of kin and distributees of FREDERICK CHARLES SNELL, deceased, if living, and if any of them be dead, to their heirs at law, next of kin, distributees, legatees, executors, administrators, assigns and successors in interest, whose names are unknown and cannot be ascertained after due diligence.

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 504 in the Hall of Records in the County of New York, New York, on October 9, 1963, at 10:00 A.M., why a certain writing dated November 10th, 1961, which has been offered for probate by HAROLD J. HICKS, residing at 1870 Byrd Drive, East Meadow, L. I., N. Y., should not be probated as the last Will and Testament, relating to real and personal property, of FREDERICK CHARLES SNELL, deceased, who was at the time of his death a resident of 233 East 86th Street, in the County of New York, New York.

Dated, Attested and Sealed, August 29, 1963.

HON. JOSEPH A. COX,
(L.S.) Surrogate, New York County.
PHILIP A. DONAHUE,
Clerk.

LEGAL NOTICE

CITATION. — THE PEOPLE OF THE STATE OF NEW YORK. By the Grace of God, Free and Independent. TO: ATTORNEY GENERAL OF THE STATE OF NEW YORK; and to "John Doe" the name "John Doe" being fictitious the alleged husband of Gertrude Skinner, also known as Judy Skinner, deceased, if living and if dead, to the executors, administrators, distributees and assigns of "John Doe" deceased, whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; and to the distributees of Gertrude Skinner, also known as Judy Skinner, deceased, whose names and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; being the persons interested as creditors, distributees or otherwise in the estate of Gertrude Skinner, deceased, who at the time of her death was a resident of Woodward Hotel, 210 West 55th Street, New York, N.Y.

Send GREETING:
Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased:

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 22nd day of October, 1963, at ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

IN TESTIMONY WHEREOF, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

(Seal) WITNESS, Honorable Joseph A. Cox, a Surrogate of our said County, at the County of New York, the 21st day of August, in the year of our Lord one thousand nine hundred and sixty-three.

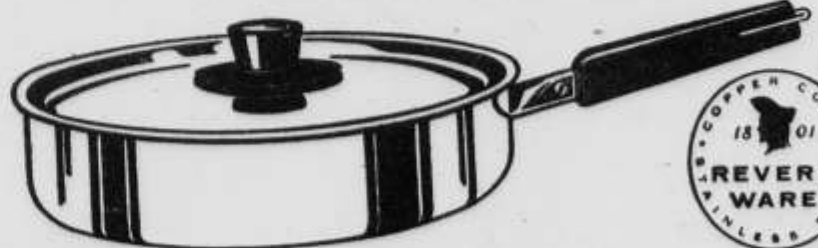
(Seal) Philip A. Donahue,
Clerk of the Surrogate's Court.

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1-Qt. Covered Sauce Pan
2-Qt. Covered Sauce Pan
3-Qt. Covered Sauce Pan



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5-Qt. Covered Dutch Oven



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ADD \$3.50 for 2 Complete Meals
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*36 of 329 Rooms

OCEAN AT LINCOLN RD. MALL, MIAMI BEACH

Feily Pledges CSEA Support For Community Chest-Red Cross Drive

(Continued from Page 1) most constant barrage of solicitations that we are in State government. I am also aware that in many other business organizations, charitable contributions are made through a payroll withholding plan.

Nonetheless, I do hope that we can improve our position this year by trying to increase our per-capita giving. I am not going to suggest that we follow the outside business-industry objective of giving one hour's pay per month to the Community Chest-Red Cross Joint Appeal. That might be too big a jump this year—although a commendable one.

I am suggesting we shoot for one day's pay as our annual goal for this year's Joint Appeal drive for every State employee below Grade 23. (Everyone above that grade is automatically solicited in the advanced gifts phase of the drive and you may be interested to know that the per-capita average has consistently run a good deal higher than a day's pay).

Contributions and pledges to the Joint Appeal are, of course, tax-deductible. Any giver may specify on his pledge card whether he wants to make his contribution in a lump sum or in installments.

We in State government have traditionally been regarded as the

strong right arm whose strength provides the push to put these drives over the top. As responsible and compassionate residents of this community, we cannot afford indifference to the plight of our needy and afflicted neighbors.

I urge you to give this suggestion your earnest consideration and, I hope your unreserved support.

JOSEPH H. MURPHY
General Chairman

Dear Commissioner Murphy:

Congratulations on your appointment as chairman of the State Employees Division of this year's Community Chest-Red Cross Joint Appeal drive. I am confident that under your leadership state employees once more will do the job that, because of their traditional generosity, the people of Albany have come to expect of them.

I assure you that the membership of CSEA in the Albany area will be more than willing to do all it is capable of doing in helping to send this year's quota even higher over the top than last year's.

It is unfortunate that a payroll deduction plan for contributions is not yet available, but a "one-shot" contribution, utilizing the installment pledge, should en-

able us to go over the top once more. However, I do feel that your suggestion of a goal of one day's pay per employee below Grade 23, while admirable, is somewhat high at this particular time. I would suggest, as an alternative, that we seek approximately \$.20 per agency benefiting from the drive from each employee. Based on the 32 or 33 local agencies participating, this would mean a total of approximately \$6.50 from each employee below Grade 23. Let me assure you, however, that whatever goal is ultimately sought, you will receive my full cooperation in the drive.

Personally, I intend writing to CSEA's chapter leaders in Albany, urging them to cooperate with you and your departmental coordinators and chairman to the best of their ability and to offer whatever services they can as chapter representatives and as individuals.

Despite—as you so aptly put it—"the almost constant barrage of solicitations" to which state employees are subjected, particularly in this area, I am confident that these employees will go all out to maintain the admirable record of generosity they have so unselfishly built over the years.

JOSEPH F. FEILY
President
Civil Service Employees Assn.



SILVER ANNIVERSARY — Claude E. Rowell, fifth vice president of the State CSEA, holds one of the many gifts presented to him and Mrs. Rowell at a recent silver wedding anniversary party in Rochester recently. More than 115 relatives and friends, including CSEA third vice president Vernon Tapper and CSEA treasurer Theodore Wenzel, were on hand to help celebrate the 25-year marriage. Both Rowells are members of the Civil Service Employees Association.

State Assures No Loss Of Time For CD Exercises

ALBANY, Sept. 9 — State employees may take part in Civil Defense exercises without loss of pay or leave time. The new personnel policy was announced here by Raymond J. Barbuti, the State's acting Civil Defense director.

The policy of additional time off for Civil Defense drills, recently approved by Governor Rockefeller, is expected, Barbuti said, to provide a more equitable situation for State workers who are Civil Defense volunteers. It also is expected to help in recruiting other State employes into Civil Defense ranks.

Wealth of Skills

"We have among our great number of public employees," Barbuti said, "a wealth of skills of special value in times of emergency. We hope the new leave policy will allow us to draw further upon this important manpower reserve."

The new personnel policy allows State employees who are Civil Defense volunteers with either

State or local Civil Defense groups to take part in training exercises including operations involving actual natural disasters for up to five working days per year without suffering any loss of pay or charge against their leave credits.

The new time off provisions has been added to attendance rules for State workers.

Barrett Honored For Welfare Work

ALBANY, Sept. 9—State Senate Finance Chairman Elisha T. Barrett of Suffolk County has been presented a certificate by the twelfth Annual National Conference on Support of Dependents for his work over the years in the State Legislature in the welfare area.

Barrett is the sponsor of the so-called Non-Support of Dependents Act, which was originally adopted in New York State and how has been made into law by all the 50 states.

Probation Unit Elects Diviney

Francis J. Diviney, second vice president of the Nassau County chapter, Civil Service Employees Association, was recently elected president of the Probation unit of the chapter. Also elected were Robert DeStefano, vice president; Daniel Ebbin, treasurer; Flora Cloudman, recording secretary; and Eleanor Bristol, corresponding secretary. The new officers will be installed at the September meeting by Irving Flamenbaum, Nassau chapter president.

Hammond Director

WATERTOWN, Sept. 9—George A. Hammond, Cape Vincent, for six years senior civil engineer for District 7, New York state public works department, has been appointed director of engineering for the East Hudson Parkway Authority.



CITATIONS — Hempstead Town Councilman James E. Niehoff, second from right, looks on as Hempstead Town Tax Receiver Henry Von Elm, right, presents citations to, left to right: Karl L. Jones of Valley Stream, tax clerk; William Dayton of Lynbrook, administrative director and Earl Albright of Hempstead, supervising tax cashier, in appreciation of the combined 112 years of service to the Hempstead Tax Department. All retired recently — Dayton after 46½ years, Albright with 39½ years and Jones with 26 years. All were members of the Nassau chapter, Civil Service Employees Association.

STATE ELIGIBLE LISTS

ADMINISTRATIVE SERVICES, 6-18— INTERDEPARTMENTAL—OPTION F

- 1 Croteau, D., Bexford 903
- 2 Albrecht, R., Scotia 890
- 3 Shaw, W., Albany 890
- 4 Hatch, G., Albany 854
- 5 Elmendorf, G., Waterford 839
- 6 Lafitte, V., Watervliet 833
- 7 Miller, D., Albany 825
- 8 Blessing, D., Albany 823
- 9 McMullen, M., Albany 822
- 10 Fatica, J., Ravena 811
- 11 Schwartz, M., Buffalo 809
- 12 Henderson, D., Albany 796
- 13 Skripak, B., Averill 788
- 14 Lally, T., Saratoga 760
- 15 Gans, L., Albany 747

ADMINISTRATIVE SERVICES, 6-18 INTERDEPARTMENTAL—OPTION F

- 1 Schwarz, M., Buffalo 983
- 2 Donnan, S., Albany 973
- 3 Brown, E., Albany 946
- 4 Elmendorf, G., Waterford 944
- 5 Ferry, A., Schenectady 907
- 6 Alfasso, H., Albany 900
- 7 Finkel, D., Brooklyn 888
- 8 Bruzel, L., Bronx 888
- 9 Kleinknecht, D., Albany 880
- 10 Gasiotier, K., Albany 874
- 11 Fondeller, L., Jamaica 809
- 12 Fatica, J., Ravena 850
- 13 Gabriel, J., Hempstead 850
- 14 Hamilton, E., 845
- 15 Daly, J., Albany 828
- 16 Maselli, J., Schenectady 827
- 17 McElvene, J., Albany 825
- 18 Haskell, D., Rome 825
- 19 Dixon, W., Ballston 823
- 20 Troiani, A., Schenectady 816
- 21 Paulino, R., Albany 808
- 22 Cowen, L., Lauretton 805
- 23 Lawrence, J., 803
- 24 McNamara, J., Albany 801
- 25 Cassidy, R., Schenectady 799
- 26 Wilson, C., Delmar 791
- 27 McKern, E., Albany 791
- 28 Early, J., Schenectady 790
- 29 Maczek, F., Albany 787
- 30 Salerno, M., Albany 785
- 31 Walsh, G., Troy 782
- 32 Hausgaard, O., Bronx 773
- 33 Davis, W., Albany 770
- 34 Haemann, J., Albany 770
- 35 Mattola, J., Albany 763
- 36 Delmar, G., Albany 761
- 37 Lachman, M., Bronx 758
- 38 Pawlowski, A., Buffalo 758
- 39 Marra, C., 757
- 40 Bouchard, R., Watervliet 757
- 41 Gashell, D., Latham 756
- 42 Weema, J., Brooklyn 756
- 43 Carlson, L., Eastleton 756
- 44 Lora, R., Schenectady 753
- 45 Jackson, S., Albany 752
- 46 Delaney, T., Altamont 751

Rochester

(Continued from Page 3)

Robert E. O'Brien, county Democratic chairman, who described the city administration as "a friend of labor in Rochester." He said the union demands that the city take no action "to censure, suspend or dismiss any employee who is a union member until these two spokesmen for the union have been consulted." He referred to Cicotte and the union attorney, Arthur Chatman.

Homer told the Rochester Times-Union that discussions with the union broke down over a fundamental issue, "whether the city would give up its responsibility for the discipline of city employees. Cicotte and Chatman demanded that no employee be fired or disciplined without the union first approving such action."

The city manager noted that there is a grievance procedure now before the City Council. He said anyone could speak on it at a council meeting.

One of the signs carried by pickets proclaimed that Homer refused to bargain with the union. Others protested "discharges without hearings" and said "city workers want job security based on performance, not politics."

The picket line apparently had little effect on city business, and there was, observers agreed, as much traffic in City Hall as

SUPERVISING CONSTRUCTION SAFETY INSPECTOR—LABOR

- 1 Allava, J., Bronxville 951
- 2 Lanfranchi, A., Brooklyn 884
- 3 Estess, R., Bronx 880
- 4 Magill, R., Rochester 871
- 5 Lund, N., Staten Isl 841
- 6 Worsell, L., Albany 839

Genesee State Chap. Holds Annual Picnic

The State University at Genesee chapter, Civil Service Employees Assn., recently held its annual summer picnic at Long Point Park, Conesus.

Members of the chapter were awarded door prizes and culminating the evening was the presentation of two \$25 savings bonds to Thomas Bovill and Robert Barton. Activities during the day included children's games, free rides and a horseshoe tournament.

Police Heroes Are Cited

(Continued from Page 13)

9th Pct.—Finnegan, John; Graffia, Anthony.

10th Pct.—Mannion, Thomas F.; Smith, Albert L.; Dempsey, Lawrence; Hoffman, Joseph C.; DeStefano, Leopold; Kane, Edward; Sappio, George; Milana, Thomas.

11th Det. Dist.—Jackson, William E.

13th Pct.—Brennan, George A.

15th Pct.—Newbeck, George A.

16th Div.—Brown, Leonard M.; Daly, John F., Jr.

17th Pct.—Kaufman, Ralph; Jones, Donald.

18th Sqd.—Sullivan, Francis; Murphy, Edward E.; Quill, Daniel J.

19th Pct.—Uhlich, Arthur;

Staack, Frank; Seiter, Joseph A.; Mannion, Thomas J.; Connolly, Peter; Schneider, Richard.

20th Pct.—Riley, Louis; Walsh, John F.; Starace, Peter; Oates, Thomas; Provenza, Charles.

23rd Pct.—Porette, George E.; McQueen, Gerald; McCarthy, Gerald; Modesto, William.

24th Pct.—Perkins, Phillip; Grosso, John; Pacelli, Catello; Enright, John F.; Smith, Alfred E.; Torres, Manuel.

25th—Beekman, Clifford; Skillman, Marshall; Florie, Philip; Reisert, Robert J.; Mahone, Robert L.; Chacon, Louis; Schertzer, Lawrence; Burke, Robert A.; Heard, Ramon.

28th Pct.—Cody, Thomas A.; Flynn, Vincent; Lafferty, John;

McCabe, John P.; Donohue, John; Still, Donald; Peirce, Andrew; Johnson, John; Dall, Robert; Belashuk, Walter; Windisch, Peter; Fleming, William; Young James; McNamara, Michael; Hassan, James; Johnson, John; Lynch, Thomas; Milligan, David; Garber, Harold; Basalari, Thomas; Bisbee, Robert; Roebuck, Waldemar; Finer, Roy; Ahern, John J. Spivey, Leroy.

30th Pct.—Lazerman, Jacob.

32nd Pct.—McCarthy, Jeremiah; McGurk, Vincent; Feehan, John; Lowe, Andrew; Ledek, Robert; Purnty, Francis; Sollecito, Angelo; Rock, Robert J.; Hughes, Leroy; Donovan, Francis; Mattias, John A.; Bartoszek, Peter C.; Wallace, Don; McLaren, William; Hayes, Patrick; Madonia, Gus; Houseman, Richard; Powell, Clarence; McDonough, Michael; Ziccardi, Frank; Cappock, Richard; Murphy, Michael J.; Schaetzle, Howard G.; Carey, James M.

40th Pct.—Groves, Edward; McNabb, David Brown, Jason A.; O'Brien, Gerald; Howard, Norman; Sheridan, John J.; Monaco, Louis.

41st Pct.—McGraw, James; Roche, William J.; Rago, Joseph; Ascone, Vincent; Kelly, Thomas J.; Minnis, Leroy; Smith, John T.; DeCola, Martin; Schrang, Germain; Vitelli, Michael; Murray, Herbert; Grogan, Eugene; Stewart, Valentine; Oliveto, Pasquale; Schechter, Leo; Greene, Henry; Mustin, John; Picco, Edwin J.

(TO BE CONTINUED)

State Seeks Caseworkers

The New York State Department of Civil Service is now recruiting for the position of social caseworker. The title has an annual salary of up to \$5,680. There are more than 200 vacancies in the State in this title.

Caseworkers investigate the need for assistance and care at public expense and render case-work services to families and individuals in need and to children in foster homes or institutions.

Some local welfare department require that applicants for this examination have a bachelor's degree by July 1964. Other welfare departments will accept those

with one year of experience as a registered professional nurse, or four years experience in social work or in teaching. New York State residence is not required to take this examination.

Applications and additional information may be obtained by writing New York State Department of Civil Service, the State Campus, Albany.

A total of 7,800,000 World War II veterans—more than half the total of 15 million who served in that war—received education and training under the GI bill.

Real Estate License Course Opens Oct. 3

The Fall term in "Principles and Practices of Real Estate," for men and women interested in buying and selling property, opens Thurs., Oct. 3, at Eastern School, 721 Broadway, N.Y. 3, AL 4-5029. This 3 months, evening course is approved by the State Division of Licensing Services as equal to one year's experience towards the broker's license.

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SHOPPING FOR LAND OR HOMES
LOOK AT PAGE 11 FOR LISTINGS

New Grievance Procedure Ordered By Rockefeller

(Continued from Page 1)

prescribed hereunder, with or without a representative of his own choosing, free from interference, coercion, restraint, discrimination or reprisal. There shall be no discrimination against any employee because such employee has formed, joined, or chosen to be represented by any employee organization for the purposes of this Order.

It is a fundamental responsibility of supervisors at all levels to consider, and, commensurate with authority delegated by the head of the department or agency, to take appropriate action promptly and fairly on a grievance of any subordinate employee or employees. To this end, appropriate authority shall be delegated to supervisors by heads of departments and agencies.

The head of each State department or agency shall be responsible for carrying out the provisions of this Order and the regulations prescribed hereunder and maintaining the standards herein prescribed in his department or agency.

The heads of State departments and agencies, or their designated representatives shall hold conferences at appropriate times with employee representatives on problems relating to conditions of employment and the continued improvement of the public service. Proposed new rules or modifications of existing rules governing working conditions should, wherever practicable, be announced in advance and discussed in conference with employee representatives before they are established. Employees are encouraged to contribute their experiences and their ideas to the solution of problems in the public service and to acquire a feeling of identification with the objectives of their department or agency.

Informal resolution of differences prior to initiation of action under the formal grievance procedures is encouraged.

Grievances; Procedural Requirements

Departmental procedures. The head of each State department or agency shall, subject to the approval of the Grievance Appeals Board established pursuant to this Order, establish normal procedures for submission of grievances by employees and or prompt and orderly consideration and determination of such grievances by supervisors and the department or agency head. Wherever practicable, with due consideration to organization, size and geographic spread of a department or agency, procedures for such department or agency shall provide for no more than two procedural stages, as follows:

The first stage shall consist of the employee's presentation of his grievance to his immediate supervisor who shall, to the extent necessary or appropriate, consult with and permit the employee to consult with any of his higher ranking supervisors in direct line below the level of the department or agency head, or his designated representative, or with the agency personnel officer. Discussion and resolution of grievances in the first stage

shall be on an oral basis. Group grievances should be presented in the first instance to the lowest ranking supervisor common to all employees in the group.

The final departmental stage shall be a determination by the department or agency head or, at his election, by a duly designated representative with full responsibility for determination of grievances in the final department stage.

If a grievance is not satisfactorily settled at a lower stage, the employee may request a review and determination thereof by the head of the department or agency or his designated representative. The specific nature of the grievance and the facts relating thereto shall be reduced to writing jointly or separately by the employee and by the appropriate supervisor. The head of the department or agency, or his designated representative, shall, on request of the employee, hold an informal hearing at which the employee and his representative may appear and present oral statements, or he may designate one or more officers or employees of the department or agency to conduct such informal hearing and to submit a report thereon with recommendations. The final determination of such grievance shall be made by the head of the department or agency or his designated representative.

Wherever it is not practicable to limit departmental or agency procedures to two stages, such additional intermediate stages as may be necessary and the procedures applicable thereto may be established, subject to the approval of the Grievance Appeals Board.

Representation. An employee shall be entitled to a representative of his own choosing in the presentation and processing of a grievance at all stages under this Order.

Time limitations. The formal procedures established by each department and agency shall specify time limitations for the processing of grievances at each stage in order to insure prompt consideration and determination of employee grievances.

Employee information. Each department and agency head shall take such steps as may be necessary to insure that all employees and supervisors under his jurisdiction may be fully informed of the grievance procedures adopted pursuant to this Order and of their rights and obligations thereunder.

Time off for the processing of grievances. An employee and his representative, if a State employee, shall be allowed such time off from his regular duties as may be necessary and reasonable for the processing of a grievance under the procedures adopted pursuant to this Order without loss of pay or vacation or other time credits.

Grievance Appeals Board

There is hereby established in the Department of Civil Service a board to be known as the Grievance Appeals Board, which shall

consist of three members appointed by and who shall serve at the pleasure of the President of the Civil Service Commission. No person regularly employed in a full-time position in the State service shall be eligible for appointment to the Board. One member shall be designated by the President of the Civil Service Commission to serve as Chairman of the Board. The compensation of members of the Board shall be fixed by the President of the Civil Service Commission with approval of the Director of the Budget.

General Powers and Duties

The Board is hereby charged with the responsibility and empowered in conformity with the standards, principles and procedures herein set forth:

To establish and maintain a program for resolving employee grievances relating to conditions of employment in the State service.

To promulgate such regulations as may be necessary to carry out the provisions of this Order, and to review and approve formal grievance procedures established by departments and agencies pursuant to this Order and such regulations.

To publish and distribute appropriate pamphlets and other publications so that all employees may be fully informed of their privileges and rights under this Order.

To render advice and assistance to administrative officers of State departments and agencies and to employees, respectively in any matter relating to the establishment or use of the procedures provided for or adopted pursuant to this Order.

To require the head of each State department or agency to submit reports from time to time of the manner in which this Order and the regulations prescribed thereunder have been and are administered in such department or agency, and of such other related matters as the Board may require.

To hold hearings, to conduct investigations, to appoint fact-finding or advisory committees, to require the attendance of officers and employees of the State as witnesses, and to require the production or examination of records, books and papers of State departments or agencies relating to administration of the grievance procedure.

To report to the President of the Civil Service Commission for appropriate action the failure of any department or agency to establish properly or maintain satisfactorily the standards, principles, determinations and procedures embodied in, or authorized by this Order.

Appeals

An employee, within a time limit and upon compliance with the regulations of the Board, may appeal to the Board from a determination of the head of his department or agency, or his designated representative, as the case may be, made pursuant to this Order. Such employee shall be granted a hearing on such appeal before the Board, at which he shall be entitled to a representative of his own choosing, except that with the consent of the employee such hearing may be con-

Don't Repeat This!

Both Republicans And Democrats Like Alexander Aldrich

WHEN this column printed our readers' choices for nominations to the ranks of "bright young men" in the Republican Party, Alexander Aldrich was the pick not only of two GOP correspondents but also the favorite of a Democratic reader.

Aldrich, who is called Sam by his friends, is director of the State Division of Youth and, currently is serving his first cousin Governor Rockefeller in one of the most sensitive of Administration posts — Chairman of the Special Cabinet Committee on Civil Rights.

In manner, speech and appearance Aldrich is an excellent choice for the job. His calm voice and approach to the delicate problems involved in civil rights demonstrations has unravelled many a tense situation where "sit-ins" have taken place. While Rockefeller sets most policies in this area, he does trust Aldrich's independent judgment.

At 35, Aldrich has a public service career dating back to 1956 when he was named secretary of the New York City Police Department and, later, Deputy Police Commissioner in charge of the department's youth program. He went from City government to State service when he accepted the directorship of the State Division of Youth.

Noted For Integrity

Although not a spot-light seeker, Aldrich has come to the attention of numerous GOP leaders who have noted his ability as a trouble-shooter for the Governor

ducted by one or more members of the Board instead of the full Board. If the appeal involves the enforcement of a law, a civil service rule or regulation or a written rule, regulation or order of a department or agency, the findings of fact and the recommendation of the Board shall be transmitted to the departments or agencies involved for appropriate action in accordance with the facts found by the Board. In all other cases, the determination of the Board shall contain a statement of the facts and an advisory recommendation to the departments or agencies involved. Copies of the determination of the Board shall be sent to the employee involved, to his representative and to the President of the State Civil Service Commission, and a copy shall be filed in the Department of Civil Service as a public record.

Report to the Governor

The President of the Civil Service Commission shall report to the Governor the failure of any department or agency to establish properly or maintain satisfactorily the standards, principles, determinations or procedures embodied in, or authorized by this Order.

Application

The provisions of this Order shall apply to employees in the Executive branch of the State government.

The provisions of this Order and the procedures established thereunder shall be applicable in any department or agency to con-

in the civil rights job mentioned above. One Republican remarked to this writer that "one of Aldrich's greatest assets is ability to convince you at once of his integrity. He's got a rough task to perform and he's consistently come through. He has the confidence of Negro leaders in the community and is trusted by the people in CORE, NAACP, the Urban League and other organizations."

While Aldrich has primarily served in the administrative side of government, he is "exhilarated by the political side as well. He doesn't feel that, in his present position, he can indulge in politics. Looking ahead, however, he admits that he would "enjoy the chance to compete in the political arena." At the moment, he has no definite plans.

He's Talked About

But Aldrich is definitely being talked about. To many GOPsters, he represents the type of well-educated, articulate young man that adds strongly to the party image. A graduate of Harvard College and the Harvard Law School, he also holds a degree in public administration.

One of readers wrote saying, "Aldrich is devoted to government service and puts his whole heart into anything he does. He takes on responsibility willingly and I have yet to see a problem that held any fear for him. By one of two routes—executive appointment or election to office—Aldrich is a bright young man on the way up."

Prediction: Aldrich is a resident of Columbia County where U.S. Representative J. Ernest Wharton, who represents Columbia, Dutchess, Greene, Schoharie and Ulster Counties, is reported to be planning retirement. Expect Aldrich to "be invited" to seek the Congressional seat in 1964. The Columbia County GOP organization will push for his nomination.

ditions which are in whole or in part subject to the control of the head of such department or agency, and which involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory and disciplinary practice, unjust treatment by fellow workers, unreasonable assignment of working hours or personal time allowances, unfair or unreasonable work quotas, and all other grievances relating to conditions of employment; provided, however, that this Order shall not apply to matters which are reviewable under administrative procedures established by law or under the rules of the State Civil Service Commission, or the rules of other departments or agencies having the force and effect of law.

The Executive Order heretofore issued on August 5, 1955 is hereby revoked and superseded by this Executive Order. Grievances initiated but not finally resolved prior to the effective date of this Order may be continued at appropriate procedural stages under this Order.

Mosher Secretary

ALBANY, Sept. 9—Howard J. Mosher of Delmar is the new secretary of the State Board of Chiropractic Examiners in the State Education Department at \$18,076 a year.