

Civil Service LEADER

America's Largest Weekly for Public Employees

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\$1500 Pension To Legislature

LAURENCE J. HOLLISTER
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See Page 11

N. Y. State Sets 6% Increase on Base Pay; Assn. Calls It 'Inadequate, Unrealistic', Will Press for Higher Figure by Legislation

Changes in State Courses Are Listed

ALBANY, Jan. 28—The State Civil Service Department calls attention to changes in the schedule of evening training classes to be opened in New York City, February 18 and 19 by its Training Division in cooperation with the New York City Board of Education.

The evening stenography and typing courses will be given at Central Commercial High School, 214 East 42nd Street, near Third Avenue, Manhattan, instead of at Textile High School, as previously announced. A course in beginning shorthand (Gregg) has been added to the revised schedule.

The new time arrangement is as follows:

Pitman Stenographic Refresher, 6:00 to 8:40, Mondays and Wednesdays.

Gregg Stenographic Refresher, 6:00 to 8:40, Tuesdays and Thursdays.

Typing Refresher, 6:00 to 7:20, Mondays and Wednesdays.

Beginning Shorthand (Gregg), 7:20 to 8:40, Mondays and Wednesdays.

Training in many other business courses, trade subjects, and arts and crafts is also included in the present schedule. Registration closes February 11. Persons may register by mail by writing the Civil Service Training Division, 270 Broadway, New York 7, or in person at room 2301, 270 Broadway.

CSEA Drive For Members Moves Ahead

ALBANY, Jan. 28 — The Membership Committee of the Civil Service Employees Association met in Association Headquarters in Albany on January 4 to discuss and formulate plans for improvement and expansion of its state-wide campaign for membership. Committee co-chairmen Charles Methe, of Marcy State Hospital, and Vernon Tapper, City of Syracuse, presided. Other members attending included: Mildred Meskil, Commerce; Margaret Fenk, Utica State Hospital; Sue Long, Tax; Arthur Brodbeck, County of Erie; Ivan S. Flood, Westchester County; Lula Williams, Broome County; and Vito Ferro, Gowanda State Hospital.

Methods of introducing the Association to new employees were considered. Preparation of membership reports was discussed. Great emphasis was put on the vital need of selection by each chapter of a membership committee composed of sufficient "active" members to enable complete solicitation of all eligible employees and of the necessity to examine periodically the make-up of the chapter membership committee to assure that the "deadwood" is replaced with "active" members.

The ways and means of assuring successful chapter operation as a "must" to securing membership support were discussed.

How the 6% Pay Increase Applies to a Typical Salary

ALBANY, Jan. 28 — Governor Dewey has added a sum into the State executive budget providing a 6 percent increase on the basic pay of State employees.

The precise manner in which the 6 percent will be added to State pay was not clear as The LEADER was going to press. Best available information was that the 6 percent will be added to present base pay, and then last year's emergency increase will be added. On a \$3,000 salary for example, the calculations would be like this:

6 percent added to \$3,000.....\$180
12½ percent added to the first \$2,000 of salary.... 250
10 percent added to the next \$1,000 of salary..... 100

Total increase.....\$530
No Freeze

There is no freeze of either last year's or the new emergency compensation. However, a letter from Budget Director T. Norman Hurd hints that the possibility of such legislation is not completely ruled out.

The Civil Service Employees Association also seeks a new study of the over-all salary and title structure, to modernize and simplify the present classification and compensation system. [In next week's issue, The LEADER will show how the increase applies to a large number of typical salaries.]

ALBANY, Jan. 28 — The Civil Service Employees Association has turned down a six per cent pay increase, proffered by the State administration, as "inadequate and unrealistic." Although the sum to provide for such an increase will be in the Governor's printed budget, the Association executive committee has resolved to employ all "honorable" means to increase the figure. The Association will undertake an intensive legislative campaign coupled with a State-wide program designed to establish a broad public understanding of its views.

The 54,000-member organization, largest civil service group of its kind, is preparing legislation calling for a higher increase.

The executive committee, meeting on Thursday night in Albany, passed a resolution which reads:

"Resolved, that the State Executive Committee express its keen disappointment that agreement cannot be reached with the administration to arrive at a much needed upward adjustment in sal-

aries to meet living costs and to keep pace with comparable salaries in private industry and other governmental units; and that it diligently pursue now and through the present session of the Legislature, by all honorable means, a course designed to convince the Governor and the Legislature of the necessity and fairness of providing salary increases over and above the amount submitted as a final offer by the Director of the Budget today, January 24, 1952, to the Association, amounting to only 6 per cent increase on base pay.

'Basic Objectives'

Jesse B. McFarland, Association president, commented: "Obviously we cannot approve a pay increase offer which is far below what our facts and figures indicate it should be. During our negotiations we offered to compromise as far as we reasonably could, without impairing the basic objective of obtaining the best possible salary arrangement for State employees. We reached a point beyond which we could not go. We shall now have to use every available resource at our disposal to convince the Legislature and, we hope, the Governor, that a higher pay increase is required."



Foster Potter, chairman of the publicity committee of the Civil Service Employees Association, presided at a meeting of the committee at Association headquarters, Albany. From left, Mr. Potter, Agriculture & Markets; Norman F. Gallman, Tax; Philip Florman, Commerce; Jesse B. McFarland, President of Association; J. Arthur Mann, Standards & Purchase; Thomas Stowell, Commerce, and Meade Brown, CSEA public relations director.

Dewey Recommends \$570 Increase in Pay of All Present State Troopers

ALBANY, Jan. 28 — Governor Thomas E. Dewey last week formally followed through on his previously announced plan to increase the pay of State Troopers. The Governor's statement follows: "The New York State Division of Police, with an authorized strength of 900 men, is now operating with a force of 700 troopers and officers. The members of the State Police are working long and tedious hours in the performance of their duties. In my opinion, they are underpaid and their 'take home' pay in these days of high costs of living is not enough. To reward them and to encourage new men to join the

force to bring it to full strength, I recommend enactment of legislation that will:

"1. Raise the starting salary for new troopers from \$1,680 to \$2,250 a year.

"2. Give all present members of the State Police a flat increase of \$570 to bring their ranks and years of service properly in line with the increase in the starting pay.

"The Division of State Police is one of the finest law enforcement agencies in the world. I know the people of New York expect them to be paid adequately for the protective services they perform for all of the citizens of our State."

Bill Would End Promotion Test Fees

ALBANY, Jan. 28 — A bill introduced in the State Legislature last week would eliminate fees for promotion examinations has been urged by the Civil Service Employees Association and the Personnel Council of the State of New York.

The Arguments

There has also been a movement for eliminating fees on open-competitive examinations. But those proposing elimination of fees only on promotion tests held that fees for open competitive exams are sound, since they tend to discourage people from competing who have no real interest in the position. Thus, the fee on open competitive examinations, it is argued, furnishes eligible lists from which the majority of candidates are actually seeking appointment for the position applied for.

The same reasons do not, however, exist on promotion examinations. The only person eligible to take such tests are those who are already permanently employed as public employees. They have already demonstrated their interest in public service by accepting and performing their duties in a permanent civil service position. The fee is held to be unnecessary in this case, and to constitute a book-keeping problem for the Civil Service Commission that "doesn't pay for itself."

Kings Park Employees Dislike New Uniforms

Four hundred woman employees of Kings Park State Hospital on Long Island have signed a petition protesting to the Department of Mental Hygiene against the new uniforms they're expected to wear, beginning April 1. They say that the uniforms are not conducive to neat appearance because collars and cuffs are attached, sleeves are too long and too tight, the blue part of the uniform overlaps the white part, making a dingy appearance; skirt gores are too narrow and skirt too short, and cambray material is of inferior grade.

Daily Change

The way the uniform is made would require a daily change, compared to the two uniforms a week now permitted by the laundry, they fear. A minimum of four uniforms a week, and probably six, would be needed, say the employees.

In other institutions employees are reported to be dissatisfied with the new uniforms, too. The Kings Park group asks them to join in the protest.

A committee on uniforms has been established, which will act for the employees of all the institutions in the department. Elwood DeGraw, president of the Kings Park chapter of the Civil Service Employees Association, asks that all employees in other institutions send their protests to the Committee on Uniforms, 8 Elk Street, Albany, N. Y.

MONROE COUNTY ADOPTS PERSONNEL RULES

The Board of Supervisors of Monroe County has adopted personnel rules for county service. Attendance, work-week, employment year, overtime, sick leave, vacation, transfers and other leaves are covered. No grievance machinery is included.

Memo to State Legislators

From time to time, various members of the State Legislature have asked us about their personal retirement problems. The LEADER is glad to answer the queries of senators and assemblymen concerning their retirement and pension rights and benefits. Address Editor, Civil Service Leader, 97 Duane Street, New York City 7, N. Y.

Values of Membership in Civil Service Employees Assn.

By MAUREEN McSORLEY
Rockland State Hospital

The values inherent in belonging to your employee organization regardless of the position you occupy seem fairly obvious to those who are active for the group, but not so obvious to those who are new appointments or to those who have failed to maintain a close contact with the working unit in their own area of employment. It seems as though support would be given voluntarily and eagerly to an organization which is guided towards its goals through specific interest in its members and is primarily concerned with direct benefits to active and retired members.

Not So Simple

However, these matters are not so simple of solution. New employees must, and should, be convinced of the practical accomplishment and efficiency of the organization which is enlisting his membership. This is fair to both the individual and the organization. Those who are delinquent due to an increasing lethargy, or who

have broken with the organization because of some specific grievance, need to be reconvinced of the efficacy of a solidified front of paid-up memberships.

No fraternal, political, civic, or other club is as important to an employed person as that organization which seeks to bring happiness, satisfaction and economic security through your work. You are as close to the officers in your organization as you wish to be; they live with you during the working day, they are available to you during the after-work periods, they are subject to the same problems as you are and therefore can discuss these problems rationally and at length with you. They are willing and able to go to the "front office" for you, because they are convinced that a satisfied member is a power in itself.

Where Support Comes From

Our Civil Service Employees Association is seeking the membership of each and every employee and is willing to obtain as great benefits as is humanly possible for all of its employees. You

increase the hazards of your own employment by withholding your membership and support. And support comes through membership. The membership controls the organization completely in this Association. There is no specific interest in the needs of the officers except as these interests are coincident with those of the total group of employees.

Your salaries in general are below the standards which should prevail at this time, and only a solid membership is going to effect the change which all employees are desirous of achieving. It may cost you five dollars now but the return will qualify the basic expenditure. This is a mere trifle when you compare it with the fees which are requested by other unions to protect the rights of the employees. Perhaps you feel that we cannot effectually deal with your needs and grievances because the cost is so low. If you will join with us this year we, the active membership group, feel that the Association will prove their own point to your advantage, and you will be convinced.

A Few Questions

If you have dropped membership at some time because of a gripe or grievance, are you certain that you ever contacted the person who was in a position to help you; are you certain that what you wanted was possible of achievement through any kind of representation; are you certain that you allowed enough time for the necessary aid to be enlisted? Many of us are impatient, demanding, have little knowledge of procedures, particularly if we are tired or harassed by a lot of other little problems. Give the Association a break. These are men and women just like yourselves who are giving of their time and attention to your problems as an employee of the State. They are peculiarly and particularly interested in your problems since they also work for the State.

Why not come to the meetings once in a while and see and talk to the employees, and determine for yourselves the truth of the foregoing statements. Seeing is believing, and we are anxious to meet you as a member and to welcome you. Our officers come from all ranks of employees, as do committee heads and workers. There are no limitations, and new blood is ever welcome. We cannot go to the Red Cross for our transfusions but we must come directly to you as an employee.

The adjustment on salaries being sought by the Association would restore the purchasing power of the employee's dollar. YOU CAN HELP NOW. Join the chapter as soon as possible. Come to meetings. Be part of our solid, united front. Free riders achieve little for themselves, they are just a hindrance to greater achievement of benefits to the total group, and incidentally to themselves.

Can Be More Powerful

We have a strong respected Association, but it can be made more powerful, more effective, and stronger by addition of your membership. Our chapter is vital to the obtaining of maximum benefits for each individual member but the officers cannot operate in your favor effectively without your membership to back them up.

BORO HALL ACADEMY TO START ITS SPRING TERM

Boro Hall Academy, 427 Flatbush Avenue Extension, Brooklyn, will begin its Spring term on Wednesday, February 13. The academy prepares students for colleges and professional schools and for careers in business. It offers day and evening sessions.

The academy is accredited by the State Board of Regents and approved under the G. I. Bill of Rights.

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Truman Urges Job Insurance

WASHINGTON, Jan. 28 —In his budget message to Congress President Truman asked for legislation to cover Federal employees under unemployment insurance. "In the past," said the President,

"Federal employees relied on accumulated annual leave to provide income during temporary periods of unemployment. This is a distortion of the purpose of annual leave.

"Moreover, the amount of protection afforded through leave accumulation varies greatly among individuals and without any particular relationship to the likelihood of unemployment. Because of recent laws which temporarily stopped the accumulation of leave, and the new leave law of 1951 reducing the amount of leave permitted to most Federal employees, many of them are now without even this uncertain protection. This applies especially to the temporary workers hired during the present emergency."

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Oneida County Chapters Plan Joint Dinner Feb. 2, With Top Cast of Guests Present

Oneida County chapters, CSEA will hold their annual dinner on Saturday, February 2, at Hotel Hamilton.

Jesse B. McFarland, President of the Association, will be the principal speaker.

Margaret M. Fenk, President of Utica State Hospital Chapter and Ella Weikert, President of Utica Chapter, are co-chairmen.

Bigelow a Guest

Guests will be Dr. Newton Bigelow, Commissioner, Department of Mental Hygiene, and Mrs. Bigelow; Mayor Boyd E. Golder, Utica; Mayor and Mrs. David R. Townsend, Rome; Senator Fred J. Rath; and Assemblyman William B. Calli.

Dr. Bascom B. Young, Director, Utica State Hospital, and Mrs. Young; Dr. James P. Kelleher, Sr. Director, Rome State School, and Mrs. Kelleher; Dr. George L. Warner, Sr. Director, Marcy State

Hospital, and Mrs. Warner; Dr. John A. Howard, Assistant Director, Marcy State Hospital; Lawrence J. Maxwell, business officer, Utica State Hospital, and Mrs. Maxwell; H. Carleton Mason, business officer, Marcy State Hospital and Mrs. Mason.

The following Association officers will also be guests: John F. Powers, 1st vice-president; J. Allyn Stearns, 3rd vice president; Harry G. Fox, treasurer; Charlotte M. Clapper, secretary; Vernon A. Tapper, co-chairman, County Membership Committee and Helen B. Musto, vice-president, Central New York Conference.

The eight chapters participating are Barge Canal Eastcentral Unit, Broadacres, Fort Stanwix, Marcy State Hospital, Oneida County, Public Works District 2, Utica, and Utica State Hospital.

Reservations must be made not later than January 30.



The social committee of the Civil Service Employees Association met at Association headquarters to plan the annual dinner to be held on Thursday, March 6. The chairman is Helen Todd of the Conservation Department. From left, seated, Helen Forte, Civil Service; Isabelle O'Hagan, State; Helen Todd; Margaret Fenk, Utica State Hospital; Gladys Butts, Conservation-Oneonta; Rita Hughes, Tax; Joseph Lochner, CSEA executive secretary; Lea Remieux, State. Standing, John J. Joyce, Audit & Control; Sue Long, Tax; Matthew Fitzgerald, Motor Vehicle; Michael Dollard III, Budget.

Text of Decision on Time Off For Examiners' Sunday Travel

ALBANY, Jan. 28 — The decision of the Personnel Relations Board in the junior tax examiners' case was announced in last week's LEADER, with the promise that details would be published in the next issue. Herewith is the report of the Board:

The Personnel Relations Board, consisting of Allen S. Hubbard, Jr., Chairman; Orville J. Harrold, Department of Labor, and George H. Kline, Insurance Department, considered the complaint of eight junior tax examiners (G-10) in the Department of Taxation and Finance that they have not been allowed overtime for certain Sunday travel.

While the complaining employees did not refer their complaints to the Board within 20 days from the time the department head made his determination, as required by the Board's rules, the Board exercised its right to waive the time limit because the record shows that there are other junior tax examiners in the Department with identical complaints.

Facts

The complaints of the junior tax examiners arise from the fact

that once or at most twice a year during the State income tax return filing period they are required to travel to district offices of the department. The department requires that such employees report for work at the district office to which they are assigned by 8:30 a.m. on a Monday morning. This makes it necessary for them to travel on the preceding Sunday.

In refusing to grant the non-compensatory overtime, the department points to the following provision in its Rules and Regulations pertaining to overtime:

"No overtime will be allowed for time spent in traveling except when travel time of two hours or more is approved in advance for a special assignment, which travel is not considered part of the employee's usual duties."

The Department states that candidates for employment as junior tax examiners are advised at the time they accept employment that some travel during the tax return filing period will be required as a part of their duties. Accordingly the department has determined that under its rules they are not entitled to overtime for time spent traveling.

Findings and Recommendation

The Board finds that in view of the department's rule on overtime and the fact that the Sunday travel involved has been considered a part of the junior tax examiners' usual duties, the Department's action in refusing the requests for overtime was technically correct.

It is the Board's recommendation, however, that the department re-examine the equity of its present rule as it applies to those junior tax examiners who are required to travel on Sunday. Even though these employees are informed at the time they accept the position that during the tax return filing period they will be required to travel to a district office, the Board does not believe that such travel should be considered part of an employee's usual duties in the sense that they are the duties customarily performed. Rather, it seems to us that such periodic travel is more in the nature of a special assignment for which overtime may be approved.

Obviously employees doing a substantial amount of traveling as a part of their regular duties and whose actual working hours, therefore, are necessarily flexible are in a different category from employees who, upon reaching their destination, are expected to work an 8:30 to 5:00 day just as though they were working in their home office.

Since it clearly appears in the record that the Department has made it plain to the Junior Tax Examiners that they will be expected to travel as a part of their usual duties, we cannot now recommend that overtime be allowed for past travel on Sundays. On the other hand, we feel that the present rule is inequitable as it is applied to these employees and recommend that such travel not be considered part of their usual duties as this term is used in the Department's rule.

Chapter Active

In addition to the foregoing official report, the following information on how the appeal was waged shows how active the employees were:

Last spring shortly after the machinery had been set up for the Department, the junior tax exam-

iners brought their grievance. It was appealed through the departmental machinery to the Unit Committee and to the department head, at which level the grievance was denied in June.

In December, Sue Long, the president of the Tax Department chapter, CSEA, mentioned the matter to John J. Kelly, Jr., assistant counsel, CSEA, and asked what could be done concerning an appeal to the Board at that time. The time within which to appeal had long since expired, but it would have been a useless gesture to go all through the departmental procedure again merely for the purpose of perfecting an appeal to the Board within the time required. Therefore, the appeal was filed with the Board, the chapter noting the fact that the time had expired, but pointing out that no one was prejudiced by the lapse of time, and urging the Board to take jurisdiction. The department agreed and made no objection to the assumption of jurisdiction by the Board. The Board then considered the appeal and decided on the merits as indicated in the decision. There was no hearing. Decision was based on the record of the grievance.

The Board's decision does not distinguish between overtime pay and compensatory time off. However, it was the contention of the appellants that they should receive compensatory time off for travel on Sunday. The importance of the distinction is this: compensatory time off can be given by the department head under Department Rules, since it requires no further expenditure of money; payment in cash for overtime requires the approval of the Budget Director and is an inter-departmental matter. It is not that the appellants would not want payment in cash for overtime; they did not ask for that but for compensatory time off.

The decision is considered indicative of the utility to which the Board and machinery could be put if it were used more frequently by the CSEA membership. It is encouraging that the Board recognizes the inequity of the rule, and that the Board urges the department to review the rule, to provide for "overtime" where such Sunday travel is necessary.

\$120 Raise Won in Chemung; \$600 Bonus Put in Base Pay

ELMIRA, Jan. 28—Increases in pay for salaried and hourly paid county employees of Chemung County were approved recently, by the Board of Supervisors.

In unanimous action, the Board granted a \$120 annual cost-of-living adjustment to most salaried workers, and approved a 5½-cent hourly boost for hourly paid employees of the Highway Department.

Also approved without dissent was the incorporation of \$600 of the cost-of-living bonus into the base pay of workers. This action raises the minimum and maximum basic pay rates for jobs in the county's 11 salary classifications by \$600.

Funds to finance the wage program will be provided from the contingent fund of \$25,000 which was set up in the 1952 county budget to meet unanticipated expenses.

The bonus received by county

workers last year was \$840 above base rates. Six hundred dollars of that total has been incorporated into base pay. The other \$240 of last year's bonus is continued along with the new adjustment of \$120 on a temporary basis.

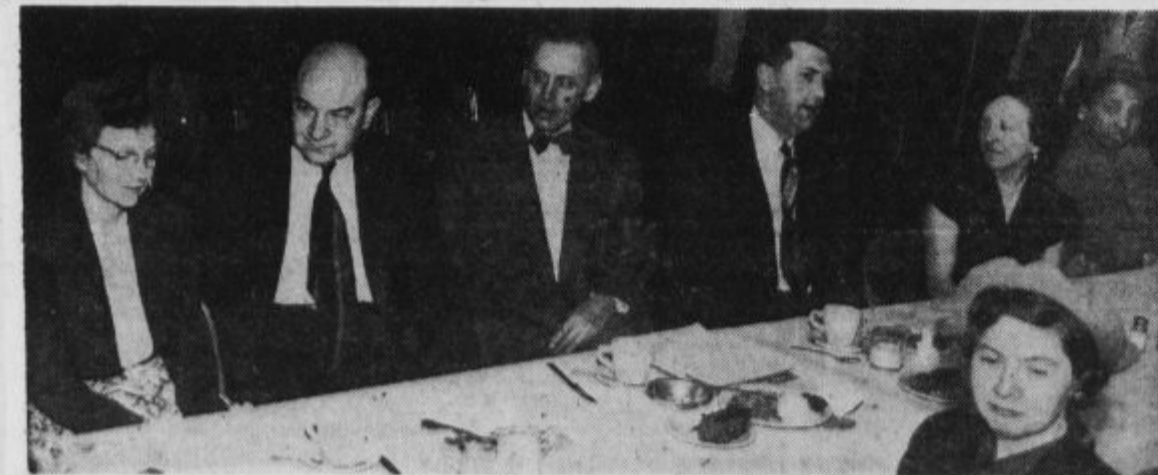
Participating in the \$120 bonus will be all full-time salaried employees and the county sealer, dog warden, clerk of the Board of Supervisors, chief probation officer, the superintendent and assistant to the medical director of the County Sanatorium, and the county service officer.

MOORE APPOINTS FOOTE

ALBANY, Jan. 28—Lieutenant Governor Frank C. Moore appointed Donald H. Foote, Commissioner of Commerce of the City of Rochester, as a member of the Committee on Constitutional Tax and Debt Limitations and City-School Fiscal Relations. Mr. Foote succeeds Carl S. Hallauer of Rochester, resigned.



The Ulster County chapter of the CSEA was praised by Mayor Oscar V. Newkirk of Kingston at a recent chapter meeting. Standing, from left, William Scanlon, of Ter Bush & Powell; Mayor Newkirk, Lieutenant James P. Martin, the chapter president, and P. Glavey O'Brien. Seated, James Pigott, CSEA field representative; Dorothy Cunningham, chapter secretary; Martin Kelly, financial secretary, and Fred P. Paulus, treasurer.



The Commerce Department chapter of the Civil Service Employees Association held a luncheon meeting at Association headquarters, Albany. Officers and guests included (from left) Ruth Saxby, Division representative; Alfred J. Worsdell, Deputy Commissioner; George E. Haynes, president of the chapter; John J. Kelly, Jr., CSEA legal staff; Jane Oliver, chapter secretary, and Alice Edwards, treasurer. Ethel Metzendorf is in the foreground. The main topic discussed was a salary increase. Mr. Haynes presided.

Registration at Institute to Start On February 2

Registration for the Spring semester at the State University's Institute of Applied Arts and Sciences will be held on Saturday, February 2, 10 a. m. to 2 p. m., and from Monday, February 4 through Wednesday, February 6, from 6 p. m. to 9 p. m. There are no specific requirements for admission.

Courses include chemistry, commercial art and photography, dental laboratory, electronics and power, hotel management, hotel catering, legal and medical executive assisting, mechanical technology, medical laboratory, retail distribution, structural technology, mathematics and science, communication skills, and general education.

Persons interested may visit the Institute at 300 Pearl Street, Brooklyn, or phone TR 5-3954. Spring semester starts February 8.

Activities of Civil Service Employees Assn. Chapters

Barge Canal

A MEETING of the East Central unit of the Barge Canal chapter, CSEA, was held at the Barge Canal terminal, Utica. President Carl Trowbridge presided.

A minute of silence was observed in memory of William Otwin, electrical supervisor of the Utica section, who died recently after 27 years as a State employee.

A committee was appointed to make arrangements for the annual East Central unit dinner: G. Green, D. Drum, L. Mielcareski, H. Markle, J. Peters, B. Ladd, J. Schremp, Mr. Wickert and E. Ahern.

The next meeting will be held February 11 at the Barge Canal terminal, Utica, to be presided over by J. Peters, vice president of the unit. President Trowbridge is vacationing in Florida. Vice president Peters makes a special request that every member make an effort to attend this meeting as an important subject is to be discussed.

Motor Vehicle Dept.

MICHAEL J. LESTER, president of the Motor Vehicle chapter, CSEA, and general chairman of the testimonial dinner to be held at the DeWitt Clinton Hotel on Monday, February 4, honoring Clifford J. Fletcher, former Commissioner of the Motor Vehicle Bureau, announced that amongst those who have accepted invitations are Spencer E. Bates, Commissioner of the Department of Taxation and Finance, and Allen J. Goodrich, Commissioner of the State Tax Commission.

Mr. Lester also pointed out that entertainment will be provided and will be followed by dancing.

Motor Vehicles, Albany

THE MOTOR VEHICLE Chapter of the Civil Service Employees Association is sponsoring a testimonial dinner to honor Clifford J. Fletcher, former Commissioner of Motor Vehicles, who recently resigned; and to welcome his successor, Commissioner James R. Macduff. The dinner will be held

in the Chrystal Room of the DeWitt Clinton Hotel, Albany, N. Y. on Monday, February 4, at 6:30 p.m.

Guest speaker will be J. Raymond McGovern, State Comptroller. Invited guests include Spencer E. Bates, president of the New York State Tax Commission, Mrs. Clifford J. Fletcher and Mrs. James R. Macduff. Employees from various district offices of the Tax Department and of the New York City office of the Motor Vehicle Bureau have been invited.

General Chairman of the Dinner Committee is Michael Lester; Chairman of the Publicity Committee, Alfred Castellano; Chairman of the Ticket and Gift Committee, Alfred H. Weissbard.

State Insurance

A GROUP of State Insurance Fundites attended the Veterans of Foreign Wars entertainment and dance on January 18 at the Manhattan Center. The affair lasted till the wee hours and all had a splendid time.

It might be a good idea to make a note of this affair for next year. It is amazing that with today's high prices it is possible to pay only a nominal admission for such an enjoyable event.

Bill Price deserves high praise for his successful and capable management as chairman of the affair.

A very hot Personnel team's climb to second place in the Bowling League's standings is causing everyone to sit up and take notice. Last week they conquered the

Claims Soph team to extend their winning streak to 10 straight games for 13 points. Bert Profeta continued his impressive high score bowling with scores of 181, 158 and 180 for an average of 173, and thus played a big part in the success of his team.

The Orphans are still out in front of the pack by 6½ points. They played a capable Claims Srs. team which started the evening with a "big game" of 900 pins. Ed O'Donnell was a big factor in this game with his gross score of 232 which netted him individual high honors for the evening. But the Orphans, as has been their custom, came back to win the remaining games and emerge victorious with 3 points. Ed Kretsch was the sparkplug of his team with a series score of 590 to tie the season record held by his teammate Garfinkel. The Orphans also lead the league in most 200 games with 15. Claims Srs. and Personnel are tied for second in this department also.

The team standings as of the January 15th meeting are as follows:

Team	W	L	Pts.
Orphans	27	15	39
Personnel	24½	17½	32½
Claims Srs.	24	18	30
Medical	21½	20½	29½
Claims Soph	22	20	29
Accounts	19	23	27
Payroll	20	22	26
Safety	20	22	25
Policyholders	15	27	22
Underwriters	17	25	20

The team highs for the night

Southern Conference Meets Feb. 16

WARWICK, Jan. 28 — A meeting of the Southern Regional Conference will be held on Saturday, February 16, at Rockland State Hospital. Dr. Theodore Wenzl, of the State Education Department, is the scheduled speaker.

The business session will begin at 3 p.m., and dinner will be served at the Silver Pheasant Inn at 7:30 p.m.

Francis A. MacDonald, Conference president, will preside over the sessions.

LEGAL NOTICE

SUPREME COURT, COUNTY OF BRONX, New York Lien Corp., plaintiff, against Silrex Realty Co., Inc., Max Marx, Judet A. Wilson, Esther Kinberg, Hans Jensen, Thomas McTighe, "Mrs. Thomas McTighe", said name being fictitious, true name unknown to plaintiff, person intended being the wife, if any, of Thomas McTighe and all of the above, if living, and if they or any of them be dead, then it is intended to sue their heirs-at-law, devisees, distributees, next-of-kin, executors, wives, widows, legatees and creditors, and their respective successors in interest, wives, widows, heirs-at-law, next-of-kin, devisees, distributees, creditors and successors in interest, all of whom and whose names and whereabouts are unknown to the plaintiff and who are joined and designated herein as a class as "Unknown Defendants", defendants.

To the above named defendants: You are hereby summoned to answer the complaint in this action, and to serve a copy of your answer, or if the complaint is not served with this summons, to serve a Notice of Appearance on the plaintiff's attorney within twenty (20) days after the service of this summons, exclusive of the day of service. In case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated: New York, October 6th, 1951.
HARRY HAUSKNECHT,
Attorney for Plaintiff.

Office and P. O. Address, 135 Broadway, New York, New York.

Plaintiff's address is 135 Broadway, New York, New York. Plaintiff designates Bronx County as the place of trial. To the above named defendants:

The foregoing supplemental summons is served upon you by publication pursuant to an order of Hon. S. Samuel DiFalco, Justice of the Supreme Court of the State of New York, dated December 6, 1951, and filed with the amended complaint in the office of the Clerk of Bronx County, 161st Street and Grand Concourse, in the Borough of The Bronx, City of New York.

This action is brought to foreclose several transfers of tax liens sold by the City of New York to the plaintiff. You are interested in the First, Fifth, Eighth and Thirteenth Causes of Action of the amended complaint, which are for the foreclosure of the following liens: Bronx Lien No. 53273, in the sum of \$3,716.96 with interest at 12% per annum from March 5, 1940, affecting Section 16, Block 4457, Lot 50 on the Tax Map of Bronx County; Bronx Lien No. 63855, in the sum of \$1,607.54 with interest at 12% per annum from March 23, 1943, affecting Section 15, Block 4220, Lot 4 on the Tax Map of Bronx County; Bronx Lien No. 65849, in the sum of \$946.64 with interest at 12% per annum from July 27, 1943, affecting Section 17, Block 4981, Lot 1 on the Tax Map of Bronx County; and Bronx Lien No. 55193, in the sum of \$1,047.28 with interest at 12% per annum from July 2, 1940, affecting Section 16, Block 4704, Lot 55 on the Tax Map of Bronx County.

Dated: New York, December 13, 1951.
HARRY HAUSKNECHT,
Attorney for Plaintiff.

Office and P. O. Address, 135 Broadway, New York, New York.

go to Claims Srs., Medical and Accounts with respective scores of 900, 903 and 885. Some of the boys have new bowling balls and their scores are beginning to reflect the additional advantage this gives them.

Brooklyn State Hospital

THE following committees were set up for the coming year by the Brooklyn State Hospital Chapter, CSEA:

Social: Mrs. Marie Conforti, chairman; Catherine Sullivan; Frank Cole, Mrs. Mary Bussing, Jacob Ramseur, Rudolph Rauch, Dr. Theodore Neumann, Sidney Halkin, Camille Paleski, Mildred Patterson, Clara Straker, Mrs. Carrie McCourt.

Legislative: Frances L. Wilson, chairman, Thomas H. Conkling, Janet Lauterstein, Edith Weingarten, Mrs. Etta Karnow.

Guidance: Arnold Moses, chairman, Frances L. Wilson, Thomas H. Conkling, Katherine Collins, William J. Farrell, Mrs. Lida MacDonald, Mrs. Josephine Kelly, Mrs. Marie Conforti.

Financial: Mrs. Josephine Kelly, chairman, Lawrence Gamache, John Drogue.

Employees in the East Building who have not joined the Association are urged to do so. They may contact George Lillenthal, Angelo Prainito and Jacob Ramseur, who

(Continued on page 5)

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Activities of Assn. Chapters

(Continued from page 4)

are members of the membership committee. . . .

Mr. and Mrs. William Farrell entertained their many friends and relatives at a christening party for their son Paul, at Kelly's Cafe. An enjoyable evening was had by all. . . .

Congratulations to Mr. and Mrs. Martin Stamler on their new addition, a baby girl.

Congratulations to Mr. and Mrs. Anthony Genduso on the birth of a potential future president. . . . Congratulations to Mr. and Mrs. John Droge who celebrated their 32nd anniversary this past week. . . . All of the employees are happy to know that Arthur Landry has returned stateside after spending a protracted assignment in the Korean battle zone while serving in the Navy. . . . John B. Gurrieri, at present on military leave from the hospital, was a recent visitor and extends his best wishes to all for the New Year.

Mr. and Mrs. Michael Guastelo are enjoying a sojourn in the New England States. William Harnett is spending his vacation on Long Island; Thomas McNellis is in Pennsylvania, Franklin Kazmer in New Jersey; Harry Smith up in the snow banks of Fayetteville, N. Y. Leroy Brown is also enjoying a winter vacation. . . .

Jack Rennie, popular plumber, is making a satisfactory recovery from his recent operation. The following employees are also recovering satisfactorily in the sick-bay: Anna Hiltenbrand, Martha Higgins, Margaret Dowling, Mary O'Connor, Mae Tansy, I. Watson, C. Clarke, Maria Natale, I. Burnside, S. Van Praag. . . .

Sorry to know that the popular

stenographer in Bldg. 10, Margaret Del Canto, has left the hospital. . . . Sincere sympathy to Mrs. Schroeder on the recent death of her father, and to Mr. and Mrs. Schaeffer on the death of Mr. Schaeffer's father.

Binghamton

THE EXECUTIVE and Social Committees of the Binghamton Chapter, CSEA, held a regular meeting at the Johnson City American Legion Club House on January 17. The following were named by President Gerald Reilly on the nominating committee: Mental Hygiene, Michael Kirska, F. Reilly, H. Dougherty; A.B.C. Board, Ernest L. Conlon; Institute Applied Arts, Tracy Cone; Public Works, Helen Van Atta; and Labor Dept., Marjory Casshione.

Philip C. Myers, Division of Veterans Affairs, was appointed chairman of the social committee. He is making plans for the annual dinner dance to be held May 24 at the Johnson City Legion Club. The chapter is fortunate in being able to secure the Legion's beautiful ball room on that date, but Phil is one of the top brass down there and all are assured a good time.

Mrs. Florence E. Drew, secretary, attended the Central Conference meeting at Ithaca and gave a report of the meeting. She told of the message that President Jesse McFarland gave on the highlights of the Association's legislative program.

Congratulations to the South and West buildings of the State hospital for being the first units of the chapter to receive their 100% membership certificates.

Deepest sympathy to Luther

Arnold on the death of his sister. The following are ill: Mrs. Florence Ciperano, Marion Goodrich, Edward Rozelle, and James Clements.

Buffalo

BUFFALO chapter, CSEA, met on January 16, after a dinner at the University Post. Celeste Rosenkranz, president, presided. Joseph Kinsella, senior parole officer, was principal speaker. He outlined the history and work of his department. A lively question-and-answer period followed.

Mr. Kinsella pointed out that the parole officer's work is twofold — rehabilitate the criminal to take his normal place in society, and protect the public. He stated that the New York State parole system is the best in the country and that other states have sent representatives to study the system.

The chapter has passed a resolution that all delegates and alternates attending a minimum of 75 per cent of the chapter meetings from September to June of this year will be guests of the chapter at the June election meeting.

Al Killian, 1st vice president and social chairman, would like to hear from the representatives of the various departments in the chapter on a formal dinner party in the spring or another informal party such as we all enjoyed last November at low-cost admission. Please voice your opinion to Al before the next meeting. You can telephone him at Jackson 1020.

The chapter was happy to welcome back its secretary, Mary Mahoney, after a long siege of colds and influenza. Charlotte Tropman, program chairman, was back on the job making arrangements for the January meeting after her recent illness and we were all glad to see her. We understand Jack Sperling passed first on the list of eligibles for an accountant examination for his department — Congratulations Jack! Helen Lonergan, Workmen's Compensation Board, has been selected by her department for an intensive study course in NYC.

Grace Hillery, vice president, Western Conference, announced details of the Western Conference meeting held in Buffalo on January 26.

The next meeting of the chapter is scheduled for February 13. It will be a dinner meeting at the University Post.

Tompkins County

A HAM DINNER for members, husbands, wives and friends will be held by the Tompkins chapter, CSEA, at 7:30 p.m. Tuesday, February 6 at the Lehigh Valley Hotel, Ithaca. Gene Bailey is chairman of the event. Laurence J. Hollister, field representative, CSEA, and Mr. Vanderbilt will speak on group insurance.

This is the chapter's first dinner of the season. A large attendance is expected. Early reservations are requested.

Central N. Y. Conference Sets New Date

UTICA, Jan. 28—A meeting of the Central New York Regional Conference was held on Saturday, January 12, at the Hotel Clinton in Ithaca. The business session was held in the afternoon. Dinner and a social evening followed.

Among CSEA guests present were Jesse B. McFarland, president, Harry Fox, treasurer, and Ernest L. Conlon, 4th vice president.

April 19 was selected for the next Conference meeting to be held in Oneonta in conjunction with Oneonta chapter's annual dinner.

The following legislative committee was appointed by Conference President Edward J. Riverkamp, Jr.:

Charles Methé, Marcy State Hospital, chairman; Paul Swartwood, State College, Ithaca; Gerald Reilly, Binghamton; Louis Fearon, Ft. Stanwix Chapter, Rome; John Graveline, St. Lawrence State Hospital, Ogdensburg; Helen B. Musto, State College, Ithaca.

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19

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TUESDAY, JANUARY 29, 1952

No Alternative But To Try for More

A six per cent increase in the base pay of State employees is patently what it is being called—"inadequate and unrealistic." The Civil Service Employees Association obviously could not, on the facts or on the basis of principle, approve such an offer.

Moreover, it isn't as though the administration had a tight money problem. It appears clear that a better arrangement could quite easily have been made without causing any undue strain on the State budget.

Federal salaries are higher than those of the State for comparable work. Pay in private industry continues upward. We feel that a reference to wage stabilization and inflation, in State Budget Director Hurd's explanation of the 6 per cent decision, is without substance, since such raises as these do not require approval of the Federal government. Nor can it be validly argued that State employees—or for that matter any other group of public employees—should be compelled to bear the brunt of inflation more heavily than other segments of the population.

A spontaneous reaction among members of the State executive committee of the CSEA, meeting in Albany last Thursday, was that the 6 per cent proposal will cause "a tremendous groundswell of resentment" among employees. There is no alternative now but for the representatives of these employees to continue their campaign for a better increase, by carrying their case to the public, and by unremitting effort with the administration and with the Legislature.

But They're Still Behind the 8-Ball

A few comments on some NYC current events affecting civil service.

First: We feel that Manhattan Borough President Robert F. Wagner makes a good suggestion: that the Board of Estimate set aside a date to hear municipal employees on their salary needs, BEFORE the executive budget is completed. The City's employees have long felt that the hearings as now conducted are cut and dried, just meaningless circuses. Mr. Wagner's suggestion should be adopted by the Board.

Second: It is clear that Comptroller Joseph makes a lot of sense with his recent lectures on municipal finance. One item that got big play last week was his attack on the number of provisionals upon the City payroll. From reading the newspapers, you would think that all of these are political hacks and stumblebums collecting pay for doing nothing. Undoubtedly a lot of them are. Mr. Joseph does render a service, however, in sharply calling public attention to the problem of provisionals. At the same time, responsible reflection compels recognition of the fact that vacancies can't always be filled; and that if you were to lop off the provisional investigators (say) in the Welfare Department, or the provisional attendants in the Hospital Department, without filling the jobs from civil service eligible lists, much suffering would be inflicted upon segments of the City's population who depend upon the services rendered them by provisionals holding the positions.

Of course, even in a time of tight manpower shortage, proper salary levels would increase the ability to recruit through civil service examination. Proper salaries would

Your Life and Your Pension

By HERMAN BERNARD

BIRTH, marriage and death are considered milestones of life, but retirement is forcing its way into the vital road. As now rated, retirement seems to be placed somewhere between marriage and death, and rather pronouncedly toward the end.

How to get the most out of retirement is one of the major problems of the day, yet far from being even nearly solved. During the past decade many more groups were covered by pension systems of private industry, more were brought under Social Security, and Social Security was opened to public employees who do not have any, or any adequate, pension system of their own.

Topic Shunned

The subject of retirement is avoided by many persons as distasteful. The husband nearing retirement age does not want to talk even to his wife about it. The advertisements showing pictures of couples still relatively young engaging in rounds of relaxation and pleasure under the soft shadows of beach palms and at retreats along the Riviera will not unloosen the tongue. The picture is too good but the retirement pay usually is not.

Young women in public employ regard the retirement system as a savings bank; they look forward to marriage, and withdrawing their annuity contributions, with interest. The young in private employ, deplore the fact that they can withdraw nothing, because the pension system is tentative. Youth, in general, looks upon retirement, if at all, as requiring no present consideration.

Nature Takes a Hand

Men and women 10 years or so removed from retirement age begin to feel need of considering the subject, but defer plans because so much can happen in a decade. The first thing one knows, one's optional retirement date is upon him, or his compulsory retirement date has arrived. Those stages seem to many to be the time for decision.

The question then arises whether one should, if he could, live a life of ease in retirement. But Nature has set up a minimum requirement for retirement. It is, as a rule, that one should not stop exercising his faculties, within the limits of his constitution. Nature punishes the idling offenders by killing them off before their time. Inexcusable idleness becomes a form of slow suicide.

Moral Promise Broken

The life of ease itself doesn't appear easy to public employees, and most others. Their retirement allowance normally wouldn't permit them to live on even near their former scale. Half pay? The prospective pensioner could well use double pay.

The employer provides every cent that he promises, but retirement allowances haven't kept pace with rising costs, even under systems which have raised the pensions of those already retired, like the U. S. Civil Service Retirement System, for the civilian employees. Similar action is under way for those pensioned from the military. The purchasing power of the pension dollar should have a standard value, not the pension itself, otherwise the legal promise has been kept by the employer, but the moral promise has been broken.

'Sheer Foolishness'

The need for keeping active, maintaining one's self-respect, the feeling of being a useful part of a



Assemblyman Frank Becker of Nassau (center), chairman, Legislative Committee for the Recodification of the Military Law, attended a recent meeting of the Army Employees, Metropolitan Area. He discussed plans for legislation for Army employees. From left, Colonel Baskerville, Commanding Officer 369th AAA Group; Assemblyman Becker and Bill Maher, president. Standing from left, George Fisher, treasurer; Frank Wallace, secretary, executive committee; Henry Clark, vice president, Ben F. Aluis, vice president of Army Employees Conference, State of New York, Jack DeLisi and Frank M. Gonsalves, members of the Executive Committee.

moving world and not a discard of the work system, is pronounced. Perhaps the word "retirement" had better be eliminated, because when one used to speak of retiring one meant to start doing nothing.

The period of retirement today could be considerable. It would be a waste of manpower for a healthy person to do nothing, say, from age 55, the lowest age of ordinary retirement under nearly all public systems, until he passes on at, say, 80. Somewhere during this period the propriety of idling might arise, but for biological reasons.

As pointed out by Father Richard M. McKeon, director of the School of Industrial Relations, Le Moyne College, Syracuse, "it is sheer foolishness" to shift from "a productive career to entire idleness." The mind and body have an occupational need, even if the pocket has not.

Years Versus Years

Some form of gradual reduction of one's work load as he approaches retirement age would be appropriate, and some corporations are making this experiment. A gradual shift from full occupation to limited activities then covers a longer period, and more safely for the employee. Also, retirement need not be continued forever on a chronological age basis; biological age should play a part.

The minimum optional retirement age could be reduced; the compulsory retirement age could be repealed and no specific age substituted. A man or woman may be young in body and mind while old in years, or old in body and mind while young in years. So a more liberal disability retirement plan would be fitting, based upon premature superannuation, except that another word would have to be found for "superannuation." Calendar years would play no part in the decision.

Too many men and women past 70 are holding too many key jobs in industry and government today to make it possible to support the theory that age 70 must remain a compulsory retirement age.

What! No Let-Up?

If one works for 35 years on his job, and also during retirement, when is he ever going to stop working? May not the slave-driver destroy the whole idea of retirement, that a person may at last

enjoy freedom from standard hours and tasks. But the so-called slave-driver happens to be beneficial Nature, and the necessity of doing almost all one may comfortably perform can not be denied her. Vacation periods for the occupied retired persons could be lengthened, and their activities freed from strain and tension, but sudden, full withdrawal from the active world presages disintegration.

Occupation during retirement could be of any suitable kind. It doesn't have to be a regular job. Under Social Security, there would be no pension if one held a regular job. Keeping in contact with people and events, engaging in social, religious, civic or political activities, even putting around the garden in summer and breeding tropical fish in winter, suffice.

The Loafing Decade

Decision on what to do will be partly determined by age. At 55 a male pensioner has an average life expectancy of about 19 years. He might even be tempted to start a new business. Why not, since he is in the prime of life? A woman retiring at 55 has an average life expectancy of 22½ years. After that age, the prospects reverse themselves. At 60 a man may look forward to about 17 years, a woman to 15½; at 70, 11 for the man, 10 for the woman.

Somewhere there is room for doing nothing, but ordinarily not until one is within 10 years of the end.

Vets Aided by New U. S. Rule On Eligibles

WASHINGTON, Jan. 28 —Many Korean veterans, some of them disabled, returning to the U. S. for military discharge, found to their dismay that U. S. eligible registers on which their names appeared had been cancelled because the Whitten Amendment did not permit permanent appointments.

One such veteran, Joseph C. Reuter, refused appointment to the New York, N. Y., and Brooklyn, N. Y. Post Offices, carried his case to the U. S. Civil Service Commission. Result: The Commission soon will order that all such eligibles' names be restored to any future list. Old lists may be revived to include their names only.

Waiver To Be Required

The Commission has decided, although no official order has yet been issued, that anybody who was on a Federal register before entering the armed forces, is entitled to restoration of his name to a register.

Rosell Was Consulted

The central office of the Commission is reported to have consulted James E. Rosell, director of the Second Regional Office of the Commission (New York and New Jersey), and to have received his recommendation that Mr. Reuter's application be granted.

LUMBER INSPECTORS WANTED

The Army engineers in NYC have jobs for lumber inspectors. Apply to Personnel Branch, Corps of Engineers, U. S. Army, 80 Lafayette Street, New York 13, N. Y.

also decrease the rate of turnover, bring into the service a higher grade of employee, and give more stability to City operations.

It has always struck us as interesting how many problems can be solved by the procedure of paying people what they should be paid.

Third: The Griffenhagen hearings began this week. No provision has been made, however, to hear the grievances of individuals who feel they have been allotted titles or salaries out of line with their actual duties. We have suggested before, and we repeat now, that appeals machinery is needed for these persons, and the earlier such machinery is set up, the more chance there will be for the adoption of a modern classification and wage structure.

And fourth: The City's employees have still not been offered a pay raise, are still behind the 8-ball.

State Program of 'Sizing Up' Tells Employees All

ALBANY, Jan. 28—New York State's new program of sizing up employees is under way—swimmingly.

Says Philip E. Hagerty, director of personnel research for the State Civil Service Department: "The idea of streamlining things appeals to the rater and the new idea of letting the employee know all about the program, which so vitally concerns him, appeals to every employee. These two ideas of simplicity and widespread information about the program represent a real departure from the past."

"Letting the employee know" is done via a little 4-page brochure on Work Performance Evaluation, telling in simple terms just how he is appraised, and explaining to raters just how they are to do the job.

The supervisor rates the employee on eight different factors: quality of work; quantity of work; work habits; work interest; relationships with people; promotability; resourcefulness; supervisory skills. Then his total judgment is recorded in one of three categories: excellent; completely satisfactory; or fair.

The report of work performance breaks down the eight points into a total of 76 "pertinent points." Here they are:

Quality of Work

1. Work frequently has to be done over.
2. Rarely makes an error in any work.
3. Makes more errors than the average employee doing this type of work.
4. Is alert to possibility of errors and applies methods to minimize them.
5. Work is completely acceptable.
6. Completed work shows care and good judgment in its preparation.

Quantity of Work

7. Must be prodded to achieve quota.
8. Consistently achieves maximum production.
9. Wastes time on job and production suffers.
10. Keeps work up to schedule.
11. Maintains good production though under pressure.

Work Habits

12. Does a good job but requires supervisory pressure to keep him going ahead.
13. May absent himself from work without adequate notice.
14. Can do better work, but doesn't.
15. Exhibits reasonably sound judgment.
16. Frequently requires help of supervisor in organizing work.
17. Work must be carefully checked.
18. Can always be depended upon to turn in a good job.
19. Gives up easily when difficulties arise.
20. Goes ahead on own job at a steady pace.
21. Doesn't see own shortcomings even when shown their effects.
22. Puts off making decisions until forced to do so.
23. Completes assignments in order of importance; uses time to best advantage.
24. Undependable; needs constant watching and direction.
25. Makes quick and accurate decisions.
26. Should be more businesslike in manner.
27. Work is usually performed in an efficient manner.
28. Has difficulty in following prescribed work procedures.
29. Seeks other work when temporarily idled on own job.

Work Interest

30. Progressing slowly but surely.
31. Lacks understanding of the overall meaning of the job.
32. Displays little or no interest in his work.
33. Does not respond to training in work procedures.
34. Willing worker at all times.
35. Quick to grasp information passed on to him.
36. Would be more satisfied with other work assignments.
37. Shows intimate knowledge of all phases of his work.
38. Job knowledge adequate for generally satisfactory work.
39. Takes unusual interest in his work.

40. Adapts himself easily to work assignments.

41. Receptive to new ideas and methods of work.

42. Can be relied upon to handle other phases of the work when needed.

Relationships With People
43. Subordinates self and personal interests to the good of the organization.

44. Receives constructive criticism well.

45. Has little feeling of loyalty to his department.

46. Works well with others—is a real team worker.

47. Loyal to his co-workers.

48. Is unfriendly and often antagonizes those with whom he is in contact.

49. Inclined to be troublesome.

50. Treats confidential matters as such.

51. Tries to run things his own way.

Promotability

52. Ready for additional responsibility now.

53. Capable of doing more important work.

54. Has not demonstrated ability to progress further.

55. More likely to slip back than to advance.

56. Has difficulty breaking-in on new duties and procedures.

57. Good prospect for promotion, but needs further seasoning.

58. Has the ability and determination to progress to higher grades.

59. Frequently assigned to fill-in on higher level work.

60. Thinks ahead of the job.

Resourcefulness

61. Does things without being told.

62. Very valuable in starting a new operation.

63. Needs very little training to catch on to new work methods.

64. Grasps new ideas slowly.

65. Makes use of what is available to get the job done.

66. Usually finds ways and means of meeting emergencies.

67. Lacks self-confidence.

Supervisory Skills, Etc.

68. Very skillful in handling difficult situations.

69. More inclined to "Boss" his subordinates than to "Lead" them.

70. Might be more considerate of others.

71. Very tactful in dealing with public and associates.

72. Plans work load of unit to meet normal deadlines.

73. Good in routine supervisory job.

74. Unwilling to accept responsibility.

75. Good at training others in the details of the job.

76. Consistently guides work group to maximum effectiveness.

Official Sees Value In Transit Report On Grievance Bureau

The recommendation to the Mayor's Committee on Management Survey by Coverdale & Colpitts and Day & Zimmerman, Inc., that the authority of the Board of Transportation's labor relations office be broadened to include public relations and personnel was called sound by Deputy Commissioner John J. Woods, in charge of the Board's labor relations office. All policy would still be decided by the Board, which would, however, be relieved of handling many minor details. But limited authority in the broadened field, as existed before, would prove unsatisfactory again, he warned.

The report's recommendation that less time be spent by the Deputy Commissioner's office on advisory and conciliatory services regarding "minor differences" met with Mr. Woods' strong objection. He said that settlement of grievances at the initial level was of utmost importance. He wanted such services increased and even favored training supervisors to render such services more effectively.

The joint report called employee morale in the operating division extremely low and found no real reason for it, since the men receive excellent benefits. The Board is reported to have recognized the justice of this criticism.

The joint study cost NYC \$335,000.

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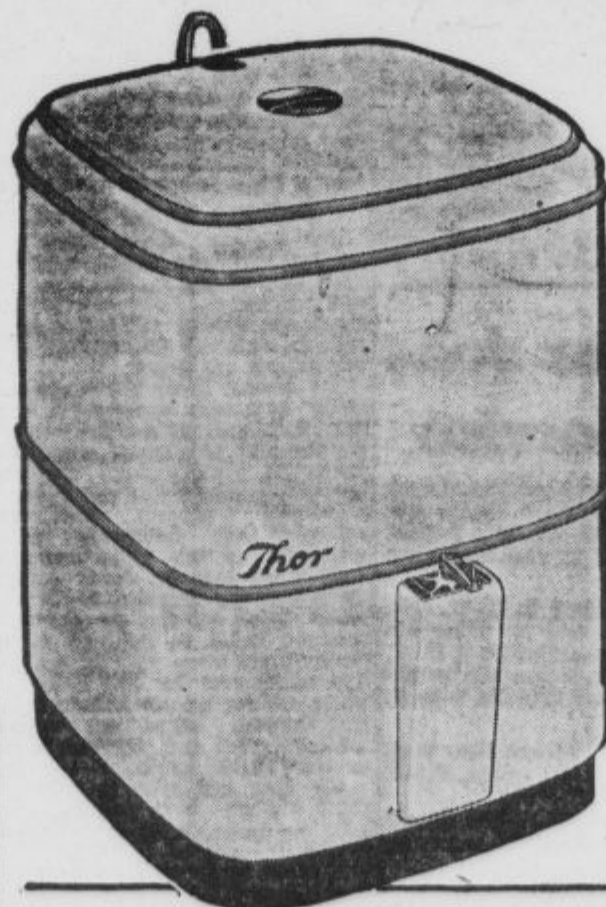
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State Rent Agency Calls For Lawyers, Inspectors

Opportunities for lawyers for "immediate" jobs with the Temporary State Housing Rent Commission in NYC are offered through two exams now open—one for attorney, \$4,710 to \$5,774, the other as junior attorney, \$3,846 to \$4,639. The salaries are those at the start and after five annual increments, but subject to any increase to be enacted by the Legislature.

Also to be filled are two jobs with the Commission as senior rent inspector, \$3,846 to \$4,639, and 33 throughout the State as rent inspector, \$3,237 to \$3,996, of which 11 are in NYC. The other rent inspector jobs are with the Commission at Poughkeepsie, Albany, Elmira, Jamestown, Niagara Falls, Schenectady, Binghamton, Buffalo, Rochester, Geneva and Watertown.

Fast Hiring Indicated

For the attorney job the application fee is \$4 and the vacancies in NYC are to be filled "immediately," but there is no mention of how many. The requirements are admission to the Bar of New

York State, plus either (a) four years of law practice subsequent to such admission, or (b) three years of such practice after such admission and a college degree, or (c) a satisfactory equivalent of (a) (b) or (c).

The written test will deal with administrative law, legal terminology and forms, law office and court procedure, legal research and individual investigation; rules of evidence, analysis of evidence and writing of reports and opinions, legislative procedure and bill drafting.

Open Till Feb. 15

The last day to apply for this test, as for the others, is Friday, February 15. All exams will be held Saturday, March 22.

Junior Attorney Test

The junior attorney test, No. 4353, requires admission to the Bar of New York State, and either (a) two years of the practice outlined above, or (b) one year of such practice and a college degree, or (c) satisfactory equivalent of (a), (b) or (c). The written test will deal with the same general topics as in the attorney exam.

Application fee is \$3. The junior attorney jobs with the Housing Commission also are to be filled "immediately" and the number of vacancies isn't stated.

The attorney and junior attorney exams are not solely for filling jobs with that Commission, but are applicable to other State departments and agencies. The vacancies in other agencies. The the Rent Commission are expected to arise later.

There are also promotion exams open, for filling jobs in State departments and agencies, but not in all of them, as attorney and head law clerk, \$4,710 to \$5,774 and junior attorney and principal law clerk, \$3,846 to \$4,639. For instance, the attorney promotion does not include the Rent Commission. These are two exams, Nos. 3237 and 3238, respectively. Promotion lists are used before open-competitive ones.

Note: The LEADER regrets that this information about the attorney positions mentioned in last week's headline, was inadvertently omitted, except for a short mention on page 12.

State Clerk Exams Close On Feb. 4

The last day to apply for four State clerk exams is Monday, February 4. The exams are:

4300. Clerk; mail and supply clerk.

4301. Account clerk.

4302. File clerk.

4303. Statistics clerk.

The pay starts at \$2,833 and rises, through five annual increments, to \$3,833. The pay would be subject to any raise enacted by the Legislature, effective April 1 next. No appointments may be expected before September.

There will be nearly 2,000 appointments throughout the State. The lists will be established early in September.

Candidates for clerk may also compete for mail and supply clerk if they so state in their application. No extra filing fee would be required in that case.

The application fee is \$1 for each of the four exams.

Extra Exam Centers

The written test which all candidates will take will include alphabetizing, name and address checking, arithmetic, vocabulary, and reading comprehension. Additional specialized tests will be given to account clerk, file clerk and statistics clerk candidates.

The pass mark will be 75 per cent.

There are no minimum educational or experience requirements.

The exams will be held at 24 special centers in addition to the 42 regular centers. The special centers follow:

Albion, Arcade, Beacon, Cairo, Catskill, Chatham, Cobleskill, Coxsack, Dannemora, Delhi, Dover Plains, Fillmore, Geneseo, Gowanda, Granville, Holley, Hudson, Huntington, Iliion, Niagara Falls, Ossining, Rome, Warwick and Whitehall.

The jobs are in hospitals, schools, and other institutions and offices at or near examination centers.

High school students may take the examination while still in school, to qualify for appointment in September.

U. S. CAREER GROUP TO MEET

The Federal Career Employees Association will meet on January 30, at 6:30 p.m., in Room 304, Y.M.C.A., 215 West 23rd Street, NYC.

'Indefinite' P. O. Aides Can Look Forward to Permanent Appointment

WASHINGTON, Jan. 28 — Eligibles on U. S. post office lists who were given only indefinite appointments, have been told unofficially at the U. S. Civil Service Commission that more permanent appointments would be ordered. The official ruling is expected late in March or early in April.

One reason why it will take so much time to get the order through is that it would necessarily affect all other U. S. departments and agencies.

The 1951 modification of the Whitten Amendment provided, among other things, that no department may exceed the number of permanent employees it had on September 30, 1950. The Ameri-

can Federation of Labor postal unions construed this to authorize permanent appointments up to that limit. They had the unusual advantage of support by the Post Office Department itself.

Fitzgerald Active

Patrick J. Fitzgerald, president of the New York Federation of Post Office Clerks, played a prominent part in arguing the case before the Commission.

1,800 in New York

In the New York, N. Y., post office alone about 1,800 indefinite appointees would be affected immediately, and in a matter of months several thousand more. In Brooklyn about 200 would get early benefit, and another 500 later.

Eligible Lists

- | | | | |
|---|--|--|--|
| <p>STATE</p> <p>Open-Competitive</p> <p>LAUNDRY SUPERVISOR, State Departments.</p> <ul style="list-style-type: none"> 1. Fallon, Arnold J., Elmhurst . . . 90835 2. Clark, Thomas M., Bronx . . . 90165 3. North, Anthony L., Gowanda 89335 4. Hernandez, Richard, Bklyn . . . 88500 5. Yanalstny, R. B., Batavia . . . 88335 6. Robson, Mabel E., Gowanda 86335 7. Jacques, Milton I., Oranburg 85335 8. Flynn, Alexis P., Utica . . . 85000 9. Porter, John H., Newark . . . 84835 10. Quinlan, Thomas E., Pkpsaig 84500 11. Gettler, Frank, Bellerose . . . 84165 12. McCarthy, Alice T., Buffalo . . . 84000 13. Ryan, Michael, Kings Pk . . . 83665 14. Borowski, Theodore, Helmut 83335 15. Bryan, Ursula M., Orangeburg 82500 16. Cuciarale, Henry, Utica . . . 81835 17. Hickok, Winnie W., Rome . . . 81335 18. Larosa, Katherine, Staten Isl 80665 19. Hiler, Douglas S., Ctr Lelp . . . 80500 20. Weinman, Joseph, NYC . . . 80500 21. Gracynay, I., Clinton . . . 77000 22. Robsine, Lorne E., Colins Str 76335 23. Larson, Alva N., Staten Isl . . . 76000 | | <p>SENIOR ARCHITECT, State Departments.</p> <ul style="list-style-type: none"> 1. Bowes, David M., Albany . . . 62425 2. Walsh, Vincent P., Syracuse . . . 61825 3. Simpson, Joseph J., Glendale 81425 4. Roberts, William E., Rochester 88750 5. Batka, Joseph L. I., City . . . 82350 6. Rooney, Thomas E., Horseheads 81925 7. Coffe, Charles E., Voorheevl 81725 8. Cooney, Arthur E., Bronx . . . 80975 9. Sayer, Jack M., Plattsburg . . . 80575 10. Marvin, Keith A., Rochester . . . 80100 | |
| <p>COUNTY AND VILLAGE</p> <p>Open-Competitive</p> <p>ASSESSMENT CLERK, Office of the Assessor, Town of Mamaroneck, Westchester County.</p> <ul style="list-style-type: none"> 1. Knight, Grace, Larchmont . . . 99300 2. Kane, Charles F., Larchmont . . . 87100 | | <p>FLUMBER, Westchester County.</p> <ul style="list-style-type: none"> 1. Allinger, Fred C., Hawthorne 87600 2. Angevine, George N., Terrytown 86800 3. Donnelly, Daniel C., Yonkers . . . 86200 4. Ciofredi, William, Pleasantvl 79600 | |
| <p>CLERK, Wyoming County.</p> <ul style="list-style-type: none"> 1. Steggs, Rita F., Attica . . . 89000 2. Vanallen, Virginia, Warsaw . . . 87000 3. Coleman, Blanche S., Perry . . . 86000 4. Wateon, Edwin E., Warsaw . . . 76000 | | <p>LEGAL NOTICE</p> <p>CITATION—The People of the State of New York, By The Grace of God Free and Independent, To MARGARET SULLIVAN, ELIZABETH DOWLING, WILLIAM CONWAY, MARGARET BRETT, WALTER CONWAY, MARY O'CONNELL the next of kin and heirs at law of ANNIE SWEETMAN, deceased, send greeting:</p> <p>WHEREAS, ROBERT J. KEEGAN, JR., who resides at 1924 University Avenue, Bronx County, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing relating to both real and personal property, duly proved as the last will and testament of ANNIE SWEETMAN, deceased, who was at the time of her death a resident of 563 West 144th Street, the County of New York.</p> <p>THEREFORE, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 21st day of February, one thousand nine hundred and fifty-two at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.</p> <p>IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.</p> <p>WITNESS, Honorable William T. Collins, Surrogate of our said County of New York, at said county, the 7th day of January in the year of our Lord one thousand nine hundred and fifty-two.</p> <p>Seal PHILIP A. DONAHUE, Clerk of the Surrogate's Court.</p> | |

- SENIOR CIVIL ENGINEER (HIGHWAY PLANNING), Bureau of Highway Planning, Department of Public Works.**
- 1. Tweedie, Andrew G., Delmar . . . 88065
 - 2. Lechner, Samuel, Bronx . . . 86000
 - 3. Hupp, Loyd D., Rochester . . . 80000
- YOUTH COMMISSION RECREATION PROGRAM SUPERVISOR, New York State Youth Commission, Executive Department.**
- 1. Lutzin, Sidney G., Albany . . . 105000
 - 2. Stone, Willard B., Voorheevl 102420
 - 3. Joseph, Frank, Bklyn . . . 91880
 - 4. Clark, Thomas J., Rochester . . . 88380
- CHIEF ACTUARY (CASUALTY), Insurance Department All Appointments Subject to Investigation.**
- 1. Harwayne, Frank, NYC . . . 100000
 - 2. Peters, Stefan, Berkeley, Cal. 94000
 - 3. Shapiro, George J., Bklyn . . . 90000
 - 4. Graham, Charles M., Bklyn . . . 88000
 - 5. Wolfram, Dick, Dedham, Mass. 86000
 - 6. Munterich, George, Franklin Sq 85000
 - 7. Rosenberg, Norman, Los Angeles 81000
 - 8. Moore, George, B. Orange, N. J. 75000

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U. S. Pay Queries

HOW SHOULD the in-grade advancements be handled under the new U. S. pay law?—A. L. The act is retroactive. It requires, in effect, that the employee's compensation be adjusted for the period between its effective date (July 6, 1951) and its enactment date (November 24, 1951). The pay status must be reflected, for that period, on the same basis as if the amended pay schedules had been operative during that period.

Step Increase

AN EMPLOYEE was entitled to an increase from the first to the second step of his grade on the effective date of the new act. Should his retroactive increase be based on the second-step pay?—O. W. T.

The Classification Act, as amended by Public Law 201, provides that increases granted by law after June 30, 1951, shall not be construed as an equivalent increase. Hence no reason exists why the employee should not be entitled retroactively to the within-grade promotion to the second rate of his grade. The coincidence of the effective date of the law and the time when the in-grade promotion was to be effective is immaterial.

Same Retroactive Effect

A WITHIN-GRADE promotion was granted to a U. S. employee between the effective date of the new law, July 6, 1951, and the enactment date, November 24, 1951. Does the employee receive the second-step pay for the period?—T. C. S.

If the adjustment had been applied currently, the employee would have received the minimum of the new grade, so the promotion to the grade should be reflected back to July 6, with the pay increase included.

Longevity Step Limitation

A U. S. EMPLOYEE advances to his first longevity step. Is his pay increase retroactive as to his second longevity step?—I. K.

No. The law requires that an employee be in the longevity grade three years before he may advance to the next longevity step. This has not been changed.

State Trooper Promotion Lists Announced

Table listing State Trooper promotion candidates, including names, ranks (Lieutenant, Troop A, B, C, D, Sergeant), and scores. Columns include names, ranks, and scores for various troopers across different groups.

NYC Eligible Lists

Table listing NYC eligible candidates for various positions: Structure Maintainer, Group B, O.C., NYCTS, and others, with names and scores.

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30-Day Police Pension Law Gets Second Test

The legality of the NYC local law passed by the Council, requiring members of the uniformed force of the Police Department to give 30 days' notice before retirement, will be argued today or tomorrow in the Appellate Division, First Department. The case is that of Walter A. Gorman vs. NYC and involves both constitutional pension law and the authority of the Council to pass any pension legislation.

Previously policemen retired on handing in their papers. The new requirement was attacked by the Patrolmen's Benevolent Association as a violation of the State Constitutional provision which makes pensions contractual and declares that they shall not be diminished or impaired. Also, the PBA challenged the authority of the Council to pass pension legislation.

Mr. Gorman was successful on both points before Supreme Court Justice Thomas T. J. Corcoran. The City appealed to the Appellate Division. Assistant Corporation

Counsel Bernard Richland will argue the appeal, opposing James H. Tully, counsel to the PBA.

The question of contractual integrity and impairment of benefits also arises in a case, yet to be argued, attacking the local law requiring members of the uniformed force of the Police Department to retire on reaching age 63. The question of the Council's power to pass pension legislation is at issue also. The PBA is taking no sides in that case.

The appeal to be argued in the 30-day case is considered by both sides as having possible effect on the age-63 law. In the age-63 case, Charles Humbertel vs. NYC, in which there are 253 plaintiffs, the men's attorney is Leopold V. Rossi. The plaintiffs are opposed not only by Assistant Corporation Counsel Richland but also by Attorney Peter Schneider of 10 East 40th Street, Manhattan, a former policeman representing 350 eligibles on the sergeant promotion list and 50 on the captain list. The eligibles

want the law upheld because promotion opportunities would increase markedly.

The plaintiffs in the age-63 case seek a declaratory judgment on the pleadings.

Attorney Schneider in his brief maintains that the age-63 law is constitutional and otherwise legal because pension rights are predicated on holding one's position, and are not granted for a lifetime. He argues that the Council has authority to limit the occupancy of a job. The alternative, he adds, would be to keep the men on the job indefinitely.

The captain list expires on March 16 and the eligibles are anxious to have promotions made before then. Some promotions that were supposed to have been made on January 11 last were postponed; only those vacancies resulting from usual retirement were filled.

All promotion eligibles are rooting for full filling of vacancies, including those resulting from the forced retirements for age, because it may be two years before the case is decided by the Court of Appeals. They don't want to wait that long, especially with eligible lists expiring meanwhile.

The Corporation Counsel's office has consented to let the forcibly retired police cash their pension checks without impairing their rights in the age-63 suit. The City's answer in that suit is due today.

17-Year Olds Can Earn Good Pay as Typists

Stenographers and typists are needed by defense agencies in the Metropolitan District. Any person at least age 17 may apply. There is no maximum age limit. No specific education or experience is required.

All candidates will take a written intelligence test. Practical tests in typing and stenography will be given, also. Stenographers should be able to take dictation at 80 words a minute.

Starting pay for stenographers is \$2,750; typists, \$2,500. The work-week is 40-hours. The exams are No. 2-7 (52).

Apply to the U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y., or at post offices, excepting the New York, New York, post office.

In New York, exams will be held in Manhattan, Brooklyn, Flushing, Jamaica and Yonkers.

Steno Training Course Starts In Albany

ALBANY, Jan. 28—The next daytime stenographic refresher training course in Albany begins February 4 at Albany High School.

All nominated persons are eligible for the course, which is conducted by the Civil Service Department's Training Division in cooperation with the Albany Board of Education. Two-hour classes are held four afternoons a week for four weeks. The course is repeated throughout the school year.

January 31 is the last date on which enrollments will be accepted. State employees who take the course must be nominated for it by their supervisors. Appointing officers in each State agency may make three nominations for the next course.

Further information may be obtained from the Civil Service Department Training Division, 40 Steuben Street, Albany.

LEGAL NOTICE

At a Special Term, Part II, of the City Court of the City of New York, held in and for the County of New York, at the Courthouse at 52 Chambers Street, in the Borough of Manhattan, on the 17th day of January, 1952.

PRESENT: HON. FRANCIS E. RIVERS, Justice.

In the Matter of the Application of GULLAMINA PONCE, as Guardian of MARIA ALICIA, an infant over the age of eighteen years, for leave to change her name to LILLIAN PONCE.

Upon reading and filing the petition of GULLAMINA PONCE, Guardian and Foster-mother of MARIA ALICIA, and the affidavit of the said MARIA ALICIA, both duly verified the 28th day of December 1951, praying for leave for the infant, MARIA ALICIA, to assume the name of LILLIAN PONCE, without permission of any Court, which was their legal right to do under the Laws of this State, and that they desire a record thereof and legal permission from a Court of Record, and the Court being satisfied that the averments contained in said petition are true, and that there is no reasonable objection to the change of the name proposed:

NOW, therefore, on motion of SOL WALTER COHEN, attorney for petitioner, it is

ORDERED, that the infant MARIA ALICIA, be and she is hereby authorized to assume the name of LILLIAN PONCE, on and after the 30 days of February, 1952, upon condition however, that the petitioner shall comply with the further provisions of this Order, and it is further ORDERED, that this order and the aforementioned petition be entered and filed within ten days from the date hereof in the Office of the Clerk of this Court, and that a copy of this Order shall within ten days from the date of entry hereof be published once in the Civil Service Leader, a newspaper published in the City and County of New York, and that within forty days after the making of this order proof of such publication shall be filed with the Clerk of the City Court of the City of New York in the County of New York; and it is further

ORDERED, that following the filing of the petition and order, as hereinbefore directed, and the publication of such order, and the filing of proof of publication thereof, that on and after the 26th day of February, 1952, the infant petitioner shall be known by the name of LILLIAN PONCE, and by no other name.

ENTERED F. E. R. J. C. C.

CITATION—The People of the State of New York, by the Grace of God Free and Independent. To: SAMUEL GAIM CANES, the alleged decedent herein, a person who has disappeared under circumstances affording reasonable grounds to believe that he is dead, and to ANNA BOS CANES, his wife, who disappeared under circumstances affording reasonable grounds to believe that she is dead; PHILLIPS QUERIDO and MOZES JOSUA QUERIDO; Public Administrator of the County of New York, State Tax Commission, SEND GREETING:

WHEREAS, HAROLD BEENHOUWER, who resides at No. 80 Knightsbridge Road, Great Neck, County of Nassau, State of New York, has lately applied to the Surrogate's Court of our County of New York for the issuance of Ancillary Letters of Administration with the Will Annexed on the Estate of the said SAMUEL GAIM CANES, the alleged decedent herein, who last resided at Amsterdam, Kingdom of The Netherlands;

THEREFORE, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, on the 7th day of March, 1952, at half past ten o'clock in the forenoon of that day, why a decree should not be made determining that said SAMUEL GAIM CANES is dead and determining also that said ANNA BOS CANES died simultaneously with him; and why Ancillary Letters of Administration with the Will Annexed on the goods, chattels and credits of SAMUEL GAIM CANES shall not be granted to HAROLD BEENHOUWER.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable WILLIAM T. COLLINS, a Surrogate of said County of New York, at said County, the 24th day of January in the year of our Lord one thousand nine hundred and fifty-two.

PHILIP A. DONAHUE, Clerk of the Surrogate's Court.

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