

# Civil Service LEADER

America's Largest Weekly for Public Employees

Vol. XXXI, No. 21

Tuesday, January 20, 1970

Price Ten Cents

## Overtime For 'Snowbirds'?

See Page 3



**LEADERS AGREE** — Theodore C. Wenzl, left, president of the Civil Service Employees Assn., and Governor Nelson A. Rockefeller, greet one another following completion of negotiations on a tentative two-year wage and fringe benefit package covering more than 133,000 State employees represented by CSEA. Rockefeller promised his complete support of the tentative contract when it is presented to the Legislature, as he met with Wenzl and the other members of the four CSEA unit negotiating teams in the State Capitol.

## Motor Vehicle Dept. To Work With CSEA To Ease Workload

The Civil Service Employees Assn. has announced plans to meet at an early date with officials of the State Dept. of Motor Vehicles to discuss ways and means of easing strained working conditions on the part of the Department's employees.

### Last Call Nears

### Washington Birthday Weekend Bahamas Jaunt, Only \$195

For those entertaining the pleasant thought of sunning in the Grand Bahamas as part of a four-day jaunt, Feb 20 to 23, time is growing short. The trip, costing only \$195, is open to all members of the Civil Service Education & Recreation Assn., and covers the round-trip jet fare, deluxe breakfast and dinner, and hotel accommodations. To make your reservation, contact Samuel Emmett, 1060 East 28th St., Brooklyn, N.Y. After 5 p.m., call (212) 253-4488.

Thomas McDonough, Motor Vehicle Department representative on the CSEA board of directors, recently petitioned the State for its cooperation on alleviating the many complex problems facing cashiers, clerks and license clerks following an avalanche of complaints by employees throughout the State.

McDonough, following up on grievances, has already received some assurances of cooperation by Ellis T. Riker, administrative director of the Motor Vehicles Department in Albany.

### Staggering Workload

Numbered among the grievances are insufficient time for employees to set up their work-day; an

(Continued on Page 3)

## Complete Details Of General Contract

# CSEA Members To Vote On Pact During February

ALBANY—Members of the Civil Service Employees Assn. in the four collective bargaining units represented by the CSEA will vote early next month on terms of the contract worked out by their negotiators and the State Administration.

According to a tentative CSEA schedule, ballots will be mailed out to members on February 2 with a return deadline of February 16. Ballots will be counted on February 23. Complete details of the general contract follow. Details of individual unit contracts appear on pages 8 and 9.

### SALARIES

#### First Year—Seven And One-Half Percent—\$750 Minimum

A general salary increase of 7½ percent, with a \$750 minimum, effective April 1, 1970—\$250 of which is deferred until October 1, 1970—for all employees. Employees to whom the minimum applies will receive a \$500 annual increase effective on April 1, 1970, providing they were on the payroll on or before March 31, 1970. Employees covered by the minimum pay increase, who are on

the payroll on or before March 31, 1970, will receive \$250 minimum salary increase on October 1, 1970.

#### II—Second Year—Six Percent—\$525 Minimum

Salary provisions covering the second year of the contract call for an increase of six percent with a \$525 minimum to be effective on April 1, 1971. The \$525 minimum will be paid to those employees on the State payroll on or before March 31, 1970.

#### III—Extension of \$600 Minimums

The agreement calls for extension of the \$600 minimum increases negotiated for employees on the payroll as of March 31, 1968 and March 31, 1969 to em-

### Bulletin

Informal negotiations on wages and other benefits for members of the management-confidential and seasonal employee units in State service will begin this week between the Civil Service Employees Assn. and the Rockefeller Administration, it was learned at Leader press time.

On Feb. 27, the State Office of Employee Relations also will take up CSEA petitions to formally represent these employees, who have no official bargaining agent at this time.

Employees hired between April 1, 1969 and March 31, 1970 to eliminate salary inequities among employees having different hiring dates.

#### IV—Continuance of \$200 Location Pay Differential

Continuance of the \$200 location pay differential negotiated for employees in the nine-county New York Metropolitan Area effective April 1, 1969 is guaranteed.

(Continued on Page 3)

## Western Conference Will Meet Jan. 31

WEST SENECA—The Western Conference of the Civil Service Employees Assn. will meet at 1 p.m. Saturday, Jan. 31 in Building 80 at the West Seneca State Hospital.

Theodore C. Wenzl, president of (Continued on Page 14)

### - BULLETIN -

## Erie CSEA Wins White Collar Vote

BUFFALO—A clear-cut, decisive victory was won by the Civil Service Employees Assn. in the white collar bargaining unit of Erie County employees, the State Public Employment Relations Board announced on Saturday.

The smaller blue-collar unit election was still in doubt as The Leader went to press. An extraordinarily large number of of challenged ballots have to be decided upon by PERB before a decision can be made.

*Don't  
Repeat This!*

## The Six Mayors— Do They Have The Election's Answer?

OBSCURED by the more glamorous potential of personalities among Democrats seeking nominations for Governor, United States Senate, and other State-wide offices is

(Continued on Page 2)

65 famous columnists and cartoonists every Friday in the N. Y. Column, 20 cents on your newsstand.

## Metro Conference Sets Special Meet To Discuss Pact

Members of the Metropolitan New York Conference, Civil Service Employees Assn., will meet Saturday, January 24, to hear a definition and explanation of the contract recently negotiated on behalf of State employees in four units.

The meeting will begin at 12 (Continued on Page 14)



# DON'T REPEAT THIS!

(Continued from Page 1)  
 the dedicated attempt by Assembly Minority Leader Stanley Steingut to regain control of the State Assembly and possibly also the State Senate.

The opening salvo in that campaign will be fired at a fund raising dinner Wednesday at the Waldorf-Astoria Hotel in New York City, sponsored jointly by Steingut and his Senate counterpart, Senate Minority Leader Joseph Zaretzki. The guests of hon-

or at the dinner will be the Democratic members of the State Senate and Assembly. Politicians are also intrigued by the prospect of another guest at the dinner, Republican Mayor John V. Lindsay, who has been urged to join the festivities by a number of his supporters within the Democratic legislative delegation, knowing that Lindsay will receive a rousing welcome on that occasion.

Both Zaretzki and Steingut have been working in intimate har-

mony with Mayor Lindsay and the other five Mayors, who constitute the State's Big Six Mayors, who have been organized by Lindsay into a powerful pressure group demanding greater State aid for the State's urban centers. The first public joint session of the Big Six Mayors was sponsored by the Democratic legislative leaders in Albany last December 17.

### Newcomers & Oldtimers

The Big Six Mayors are a diverse group. In alphabetical order of their names, they include Lee Alexander, a young, aggressive, charismatic Democrat, who became Mayor of Syracuse after more than a quarter of a century of Republican domination of that City; Erastus Corning of Albany, a Democrat, who has been working intimately with Governor Rockefeller in the development of the South Mall project in Albany, whose 28th year as Mayor of Albany makes him the dean of all American mayors; Alfred Del Bello of Yonkers, like Alexander young and aggressive, and elected in a traditional Republican stronghold; John V. Lindsay of New York City; Stephen May, a Rochester Republican who upset Democratic Mayor Frank Lamb, largely because of a backlash response in Rochester to Negro demands for equal employment rights at Rochester's East-

man-Kodak plant; and Frank Sedita, a Democrat who has become an institution in Buffalo.

The Big Six Mayors are united in their disappointment with Gov. Rockefeller because his Annual Message to the Legislature did not, in their view, deal adequately with the problems of the State's urban centers. The Mayors want the State to begin a phased change over of education financing, to establish a program of State revenue sharing with local governments, a steps towards full State payment of the non-Federal share of welfare costs. When Governor Rockefeller met with the Big Six Mayors last Monday, he virtually rejected the demands of the Mayors' with the assertion that the State's cupboard was bare. At an intimate cocktail party in Steingut's office later that evening, Mayor Lindsay said that the Governor told the Mayor's to go "see that guy in the White House for a solution to the financial problems of the City."

### Urban Commitment

In contrast to the Governor's attitude, Steingut and Zaretzki are fully committed to the program of the Big Six Mayors. Their commitment is based on both their philosophical outlook and the realities of politics. Four years ago, with the liberal vote split between Democratic candidate for Governor, Frank O'Connor and Liberal Party candidate Franklin D. Roosevelt, Jr., Governor Rockefeller carried each of the Big Six Cities. If the Democrats can reverse the trend in these cities this year, they will have an excellent chance of capturing the Executive Suite as well as the State Legislature.

The durability of the Big Six coalition has given rise to an intriguing political problem that troubles the political leaders of all parties. The financial disparity in need between New York City and the other five cities is a tremendous one. For example, State education cuts imposed last year by the Governor will cost the

City of New York the staggering sum of \$287 million this year, but less than \$6 million for the City of Rochester with its newly-elected Republican Mayor. Indeed the total loss to the five cities other than New York in the Big Six amounts to only \$25 million, in contrast to the huge New York City loss. Cuts in State assistance for welfare and medical are reflected in similar proportions among the Big Six Cities. Under the circumstances, Republican politicians are convinced that the Governor can divide the Big Six and conquer with minimal outlays of State funds to satisfy the Mayors of the small units within the Big Six Mayors group.

### The Gamble

Steingut and Zaretzki are gambling on the inability of the Governor to accomplish that objective without exposing himself to charges of discrimination against New York City residents to a degree that might have repercussions throughout the State. The Governor is already faced with the charge that he is favoring residents of Nassau and Suffolk Counties with his proposal to extend a State loan to limit the fare increases proposed on the Long Island Railroad while re-

(Continued on Page 12)

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### MEXICO CITY-TAXCO-ACAPULCO--Only \$395

Feb. 13 to 22. Price includes jet transportation, transportation in Mexico, meals in Taxco, hotel rooms, sight-seeing. Write Mr. Emmett.

Note: The above tours available only to members of Civil Service Education & Recreation Assn. and their immediate families. If you wish, these tours may be charged to Master Charge.

### AIR AND SEA CRUISES--From Only \$296

Jet directly to Curaco and board the beautiful S.S. Regina for an eight-day island hopping cruise to Trinidad, Barbados, Martinique, St. Vincent and La Guaira. Departures are Feb. 7, Feb. 21 and March 7. For Feb. 7 and March 7 write to Blanche Rueth, 96 Whaley St., Freeport, N.Y., telephone (516) 489-1202 or, after 5 p.m. (516) FR 9-4529. For Feb. 21 write Miss Gulli Theen, P.O. Box 772, Times Square Station, New York, N.Y. 10036, telephone (212) PL 7-5821.

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# Wenzl Demands Time & A Half Pay For Employees Who Worked During December Snowstorm

ALBANY—President Theodore C. Wenzl of the Civil Service Employees Assn., which represents 90 percent of State workers, asked State Budget Director T. Norman Hurd last week to pay time-and-one-half overtime to those State employees working in State installations in Albany County who provided "essential services" for the State during December's record snowstorm.

Earlier last week, Civil Service Commission president Ersa H. Poston had announced that those State employees who could not get to work on Dec. 29, 30 and the afternoon of Dec. 31 would receive that time off without any charge to their leave credits, and that those State employees who were required to provide "essential services" during the storm be given compensatory time off for the time worked.

Wenzl challenged the granting of compensatory time off, saying: "Essential services were well maintained and the snow removal crews employed by the State did yeoman service under extraordinary conditions. This includes employees of the Department of Transportation, State University, and the Office of General Services in particular.

"To provide those people with only a day in lieu thereof is manifestly unfair. Had they not risen to the occasion, the State offices in the Capital District would have continued to limp along under great handicap. As a result of these extraordinary efforts by the snow removal crews, people were able to get to and from work much more easily and earlier than would otherwise have been the case . . .

"I ask that premium cash be provided for employees of the State in Albany County installations who worked on those snow days."

## Nassau Chap. To Air Details Of New Pact

MINEOLA—Details of the \$26-million contract will be explained at general membership meeting of the Nassau Chapter, Civil Service Employees Assn., tomorrow night, Wed., January 21.

Specifics of the many improvements in fringe benefits will be explained by chapter president Irving Flaumenbaum, regional attorney Richard C. Gaba, and others of the negotiating team. The two-year pact was recently endorsed by members by a 7-1 margin.

The meeting will start at 8:30 p.m. in the auditorium of County police headquarters.

## Columbia CSEA Wins Salary Raises

(From Leader Correspondent)

HUDSON — The Columbia County Board of Supervisors has approved a 1970-71 contract with the Civil Service Employees Assn. calling for pay increases of three to nine percent.

The contract provides for increases totaling \$107,000 for 400 employees.

It also calls for full payment by the county of hospital insurance and 50 percent for dependents, plus time-and-a-half pay for work on Saturdays and Sundays.

## \$700 Raise

# Malone Aides Finally Settle Pact Dispute

(From Leader Correspondent)

MALONE—Salary increases totaling \$700 over a two-year period are included in a new contract approved by the Village of Malone and its employees represented by the Malone unit of the Civil Service Employees Assn.

The new contract ends a labor dispute between the village and its employees which has been going on since the Spring of last year.

Under the terms of the agreement, employees will receive a \$400 pay increase retroactive to last June 1, and an increase of \$300 next June 1. The village's fiscal year ends May 31.

The contract also calls for 11 paid holidays; vacations of two weeks after one year of service, three weeks after five years for some employees and seven years for others, and four weeks after 15 years of service; a major medical health insurance plan for employees, with dependents covered by employee payments, and other improvements in fringe benefits.

## Syracuse State School Chapter To Honor Three

SYRACUSE—The Syracuse State School chapter of the Civil Service Employees Assn. will honor the school's director, assistant director, and business officer on Jan. 31 for "their contributions to the well-being and morale of the employees," according to Clarence Laufer, chapter president.

Theodore C. Wenzl, CSEA president, will be the principal speaker at the testimonial dinner honoring Dr. George Buchholtz, director; Dr. Lloyd Watts, assistant director; and Percy Canfield, business officer. The affair will begin at 7 p.m. at Rafael's Restaurant, State Fair Boulevard, Syracuse.

John C. Rice, associate counsel for CSEA, will be the toastmaster. Laufer praised the three men for "maintaining excellent labor-management relations and joining with the CSEA chapter in a spirit of mutual cooperation on resolving any and all employees problems."

A social hour will begin at 6:30 p.m. Tickets can be obtained from Theodore Brooks, vice president, who is chairman of the dinner, or Ann Clark and Jan Danko, committee members. Dancing will follow the dinner.



**UNIT TEAMS** — Members of the four unit collective bargaining teams of the Civil Service Employees Assn., meet at CSEA's Albany Headquarters

to hear and vote on tentative contract terms for the four units, which they overwhelmingly approved. The four contracts are now subject to individual ratification by CSEA members in each unit.

# CSEA, MV Dept. Agree On Workload

(Continued from Page 1)

overlay of the work schedule past regular working hours; extra computer duties forced upon cashiers; the inadequate staffing of district offices; an insufficient number of district offices to properly service the public; and a staggering workload.

Riker, in pledging relief for the employees, notified McDonough of the following steps now being taken by his department:

- A study team is currently making suggestion for improvement in all terminal operations. When the report is completed, the Motor Vehicle Department will review the recommendations and implement those it feels will improve the situation as soon as possible.

- Staggered hours are now in effect and arrangements are being made to close district doors at 4:30 p.m. pending State approval.

- A budget request has been made to increase the number of cashier positions in each office to relieve the pressure on present employees.

- He (Riker) has requested the Dept. of Civil Service to reallocate motor vehicle license operators to Grade-7.

- His department is reviewing staffing ratios in both cashiering and application examining sections with a view toward establishing better supervisory control in those areas.

Riker also assured McDonough he would welcome any suggestions the employees care to make to help ease existing pressures.

William Farrell, metropolitan field representative for CSEA, working closely with McDonough, on the many problems facing Motor Vehicle employees, has emphasized the need for immediate action to forestall a complete breakdown in worker morale.

Farrell, on the firing line of employee grievances, points out

the following facts:

- Because of the length of lines in district offices, both the motorist and employee are under constant mental strain;
- Crowding of Motor Vehicle offices is no longer seasonal but year-round;
- Employees feel they have been neglected too long by the State with regard to proper staffing and salaries;

The following is typical of Motor Vehicle employee complaints:

"We have learned to accept and tolerate a great deal from the public by just putting ourselves in their place. Their anger is certainly justified.

"Not a day goes by that some incident does not occur. Some-

thing must be done to relieve the stress and strain, to say nothing of the dissension the job is creating among fellow employees. The job is a grueling one. The situation is critical. It is imperative that something be done quickly before it affects the physical and mental well-being of the examiners.

"We have been instructed to cater to the public and create a good public image but when people have to wait on line for hours to transact a renewal for registration, this is hardly a step in that direction.

"Why the public tolerates this is hard to understand. There is no question but that we are overcrowded, overworked and understaffed."

## General Contract Terms

(Continued from Page 1)

### V—Extension of \$200 Location Pay Differential To Monroe County

Payment of new \$200 location pay differential for State employees working in State facilities located in Monroe County, effective April 1, 1970 through March 31, 1971, is provided.

### VI—Continuance of Inconvenience Pay Differential

Continuance of the \$300 inconvenience pay differential negotiated for employees working on shifts, four hours of which fall between 6 p.m. and 6 a.m., effective April 1, 1969 is guaranteed.

### VII—Guarantee of All Existing Geographic and Shift Differentials

Continuance of all area geographic differentials and area shift differentials now in effect at their present level with-

out any diminution as a result of our negotiated pay increase are guaranteed to prevent absorption of the pay raise by reduction of existing differentials.

### VIII—Guarantee Full Pay Increase On Promotions

Application of the negotiated full minimum pay increase upon promotion.

### IX—Guaranteed Minimum Annual Salaries of \$6,000

A guaranteed minimum annual salary of \$6,000, effective April 1, 1971, for all State employees on the payroll for no less than 26 bi-weekly payroll periods. Other employees will come under the new minimum salary as they complete one year's service.

In conjunction with the establishment of the \$6,000 minimum annual salary, the present \$4,900 minimum annual salary for State employees outside of the New York Metropolitan Area and the

(Continued on Page 16)



## Planner Positions Close Down Jan. 27

Make plans to apply for planner positions with the City of New York if you can meet the standards listed below, keeping in mind the filing closing date of Jan. 27. Salaries now start at \$11,300.

A baccalaureate degree from an accredited college with specialization in city planning, engineering, architecture, landscape architecture, public administration,

economics, sociology, statistics, geography, law, or related field, and four years of progressively responsible experience in city planning; or a satisfactory equivalent combination of education and experience.

However, a baccalaureate degree is required of all candidates. Graduate work, leading to an M.A. in City Planning or a masters degree in engineering, architecture, public administration, economics, sociology, statistics, geography, law, or related field may be substituted for up to two years ex-

perience.

Tentative test date is March 12, 1970. Non-citizens may apply. Questions on this exam should be directed to the Dept. of Personnel, 49 Thomas St., Manhattan. Applications are available there as well. Filing hours are generally weekdays, 9 to 5, and Saturdays, 9 to 1.

## School Custodian Supr. Post Open

You'll have to file before Jan. 27 if you're interested in possible appointment to the post of district superintendent of school custodians, paying \$13,458, declares the Dept. of Personnel.

Here are the qualifications to meet if you want to apply:

Graduation from high school and seven years experience in connection with buildings similar or equivalent to school buildings, in charge of the cleaning and mechanical operation; or graduation as a civil, mechanical or electrical engineer and six years of experience in building operation or maintenance; or a satisfactory

equivalent.

Candidates must possess a valid New York City Stationary Engineer's License or a New York State Professional Engineer's License at the time of investigation.

More information may be forthcoming directly from the department; contact them at 49 Thomas St., Manhattan, during the weekday or Saturday morning filing hours.

## Police Aides

A total of 1342 candidates for police administrative aide took the City's written examination recently.

# Crash Diets

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## LEGAL NOTICE

MORGAN HOLDING COMPANY formed as Limited Partnership to own premises 117-14 Union Turnpike, Queens, N.Y. Certif. filed N.Y. Co. Clk Dec. 5, 1969. Term of Partnership to Dec. 31, 1984. General Partner: Seymour A. Berger, 88 Continental Ave., Forest Hills, N.Y. Limited Partners: Ruth Fisher, 10709 Lockridge Dr., Silver Spring, Md.; Shirley E. Margolis, 7-15 Fairhaven Pl., Fairlawn, N.J. Partners have contributed their interests in above premises to the partnership. Limited Partners share in profits and losses 25% each. No additional contributions required of Limited Partners. Contributions of Limited Partners returnable on termination. Jerome Berger, 1255 Overlook Rd., New Rochelle, N.Y., may succeed to General Partner interest in event of retirement, death or incompetence of General Partner. A limited partner may substitute assignee as provided in Certificate.

## LEGAL NOTICE

CERTIFICATE OF LIMITED PARTNERSHIP OF WELLINGTON & CO. (Filed pursuant to §91 of Partnership Law of State of New York) We, the undersigned, desiring to form a limited partnership effective as of the 1st day of February, 1970, to be known as WELLINGTON & CO., pursuant to the Limited Partnership Law of the State of New York, DO HEREBY CERTIFY as follows: I. The name of the partnership shall be WELLINGTON & CO. II. The character of the business of the partnership shall be buying and selling and dealing in securities and commodities, either as principal or as agent, and such other business as may from time to time be determined by a majority in interest of the general partners. III. The location of the principal place of business of the partnership shall be 120 Broadway, New York, New York 10005. IV. The name and place of residence of each general and limited partner of the partnership is as follows: General Partners: Herbert G. Wellington, Jr., Piping Rock Road, Locust Valley, New York; Robert G. Merrill, Mutton-town Road, Syosset, New York; Stephen M. Cortman, 82 Grandview Boulevard, Yonkers, New York; David S. Taylor, Piping Rock Road, Locust Valley, New York; Allen K. Eastman, 401 Highland Avenue, South Norwalk, Connecticut; Limited Partner: Raymond B. Haynes, 1088 Park Avenue, New York, New York 10028. V. The term of the partnership shall continue until the partnership is terminated by a majority in interest of the general partners upon not less than thirty days' notice. VI. The cash contribution of the limited partner to the capital of the partnership shall be as follows: Raymond B. Haynes, \$20,000. VII. The limited partner of the partnership has not agreed to make any additional contribution to the partnership. VIII. The contribution of the limited partner shall be returned upon his retirement or death or upon termination of the partnership. IX. The limited partner shall receive from the partnership, so long as he remains a limited partner, a fee payable at the rate of \$12,000 per year. X. The limited partner shall not have the right to substitute an assignee as contributor in his place. XI. The partners of the partnership shall not have the right to admit additional limited partners without the consent of all partners. XII. No limited partner shall have any priority over any other limited partner as to contributions or as to compensation by way of income. XIII. The remaining general partner or partners shall have the right to continue the business of the partnership upon the death, retirement or insanity of a general partner. XIV. The limited partner shall have no right to demand and receive property other than cash in return for his capital contribution. The foregoing instrument was duly executed and filed in the Office of the Clerk of New York County.

## 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.

## CITY

NEW YORK CITY—The Applications Section of the New York City Department of Personnel is located at 49 Thomas St., New York, N.Y. 10013. It is three blocks north of City Hall, one block west of Broadway.

Applications: Filing Period — Applications issued and received Monday through Friday from 9 a.m. to 5 p.m., except Thursday from 8:30 a.m. to 5:30 p.m., and Saturday from 9 a.m. to 12 noon.

Application blanks are obtainable free either by the applicant in person or by his representative at the Application Section of the Department of Personnel at 49 Thomas Street, New York, N.Y. 10013. Telephone 566-8720.

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 the last day of filing or as stated otherwise in the examination announcement.

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 QT and RR local's stop is City Hall. Both lines have exits to Duane Street, a short walk from the Personnel Department.

## STATE

STATE—Department of Civil Service, 1350 Ave of the Americas, N.Y. 10036, phone 765-3811; Gov. Alfred E. Smith State Office Building and the State Office Campus, Albany 12226; Suite 750, 1 West Genesee St., Buffalo 14202; State Office Bldg., Syracuse, 13202; 500 Midtown Tower, Rochester, 14604 (Wednesdays only).

After 5 p.m. telephone, (212) 765-3811, give the job title in which you are interested, plus your name and address.

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

## FEDERAL

FEDERAL — New York Region, U.S. Civil Service Commission, Federal Plaza at Duane and Lafayette Sts., New York, N.Y. 10007 Take the IRT Lexington Ave. Line to Worth St. and walk two blocks north, or any other train to Chambers St. or City Hall stop.

Monday through Friday hours are 8:30 a.m. to 6 p.m., and offices stay open Saturdays, 9 a.m. to 1 p.m. The telephone is (212) 264-0422.

Applications are also obtainable at main post office 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.

## Guidance for People Who Have Not Finished High School

Information is available to men and women 17 or over who have not finished high school, advising how they can complete their education at home in spare time. Information explains how you can receive credit for work already completed, and covers selection of courses to meet your needs whether you plan to attend college or advance to a better job. According to government reports high

school graduates earn on the average \$75,000 more in their lifetime (from \$25 to \$50 higher weekly pay) than those who did not finish. Without cost or obligation learn how you can be helped. Write for FREE High School Brochure today. Approved for Veterans Training. American School, Dept. 9 AP-87 276 Fifth Ave. (30th St.), New York, N.Y. 10001 or phone BR 9-2604.

## What color is a telephone call?

The color may be blue, orange, green, brown or slate. Or it may be one of these used in combination with white, red, black, yellow or violet.

When you make a telephone call, it travels over a brightly colored pair of wires. The color doesn't affect your phone calls. But it sure makes life a lot easier for the men who install your phones. You see, the wires run from your house to a cable. And through the cable to your telephone central office. This cable may contain as many as 900 different wire pairs.

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## Minimal Requirements

# Judicial Conference Calling Attention To Photostat Jobs

Filing is progressing for open-competitive exam No. 45-095, photostat operator, announces the Administrative Board of the Judicial Conference, and such applications will be accepted only until the deadline date of Jan. 30.

With the written test scheduled for Feb. 28, successful candidates will become eligible for positions in the Surrogates' Courts and County Clerk Offices in New York City, starting at \$5,300. To be qualified, however, an individual will need a year of experience in the operation of photostatic and related equipment.

A comprehensive set of responsible duties awaits those appointed, for example:

Under supervision, operates photostatic equipment in duplicating documents and other records, wills, deeds, military discharges and other papers; adjusts lighting and lens; fixes, washes, dries, presses, trims and sorts material photostated; prepares photographic developing and fixing solutions following prescribed formulas; performs related clerical tasks; may operate microfilm equipment; maintains and makes minor repairs to equipment.

The written test is designed to test for: clerical aptitude, office practices, ability to understand and interpret written material relative to photographic duplicating machines and related equipment.

Application announcements, and further information can be obtained from: The Judicial Conference, Personnel Office, Examinations Unit, 270 Broadway, New York, New York 10007.

## Police Cite Need For Lab Chemists

The N.Y.C. Police Department is seeking to hire four provisional civilian chemists for assignments in the Police Crime Laboratory. The positions begin at \$10,500 to \$12,950 per year. The hours of duty rotate to meet the needs of the service.

To qualify for appointment, candidates must possess a baccalaureate degree with a major in chemistry, chemical engineering, or pharmacy—plus three years of satisfactory paid experience in chemical work or teaching.

For further information and an interview call William F. Quigley, Civilian Personnel Office, at 577-7750.

**Retired**  
ALBANY—Mrs. Marie Parnell, a career employee with the State Motor Vehicle Department, has retired as a senior clerk. She first joined State service in 1937.

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## RETIRING?

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**FRANCHISES and BUSINESS OPPORTUNITY SECTION**  
HAS TO OFFER . . . Page 13

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Direct from one of America's largest franchised distributors of National brand stereo hi-fi equipment at near wholesale prices.

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TUESDAY, JANUARY 20, 1970

## A Just Cause

THE time is now long past for the State Legislature to approve a genuine cost-of-living increase in public employees' pensions.

For many years, the New York City firefighters and policemen have led the way for such a benefit. They have fought hard and have made some inroads into the problem.

Dedicated public employees have served with distinction and pride during their careers. It is not unusual for some of them to have served 40 and 50 years, able to look forward to a few short years of health in which to enjoy their retirement.

Others, such as firefighters and policemen must retire early—after 20 or 30 years. Their jobs are that tough. Their hearts and lungs will show the scars of a job that reduces a strong, powerful young man to a prematurely aged senior citizen in short time. But their job must be done.

These are the men who suffer. Their earlier retirement gives them, hopefully, a longer retirement period. But the dollar worth of their pension allowance certainly is reduced by the increasing cost-of-living.

To force these people who have served so well the public interest to seek public assistance to supplement their pension is criminal.

The answer is simple. Peg the pension allowance on the current salary of employees in the titles from which they retired. Their cause is just. So should be the Legislature.

## Your Public Relations IQ

By LEO J. MARGOLIN



## Upgrading Education, Skills

UPGRADING OF both education and skills for all public employees will be among the most important developments for civil service during the decade of the 1970s.

AS WE HAVE pointed out in recent columns, the demands for greater know-how among civil servants will be more intense than ever before.

AND FOR GOOD reason—the problems will be more complex, the new technologies will need more study and practice, and the taxpayers will insist on more production for more money.

ONE OF THE first tangible signs of this new development is among law enforcement officers, particularly the police.

MORE AND MORE police departments are insisting that their cops be college graduates. Two we know of are Ventura, Calif. and State College, Pa.

IN CALIFORNIA, more than 30 police departments insist on at least two years of college for new police officers. This is the reason for the expansion of two-year police science curricula in

many community colleges throughout the United States.

BY 1974, all uniformed officers of the Nassau County Police Department will be required to have at least two years of college before they can be promoted.

IN NEW YORK CITY, upgrading has been a fact of life within the Police Department for many years. The John Jay College of Criminal Justice, formerly the College of Police Science, is a four-year College within The City University of New York.

DURING THE SPRING 1969 semester, 1,256 members of New York City Police Department were enrolled as students, most of whom were candidates for baccalaureate degrees. (Currently the College's total enrollment is about 2,600.)

(Continued on Page 15)

## Civil Service Television

Television programs of interest to civil service employees are broadcast daily over WNYC, Channel 31. Next week's programs are listed below.

Monday, January 26

3:00 p.m.—Return to Nursing—"Intramuscular Injections." Refresher course for nurses, lesson 7.

4:00 p.m. (color)—Around the Clock—"Emergency Tactics." New York Police Academy series for in-service training.

7:30 p.m.—On the Job—"Siamese & Gates" New York City Fire Department training series.

9:00 p.m. (color)—New York Report—Lester Smith hosts interviews between City officials and visiting newsmen.

Tuesday, January 27

3:00 p.m.—Return to Nursing—"Intramuscular Injections." Refresher course for nurses, lesson 7.

4:00 p.m. (color)—Around the Clock—"Emergency Tactics." New York Police Academy series for in-service training.

Wednesday, January 28

3:00 p.m.—Return to Nursing—"The Patient With Peptic Ulcer: Diagnosis." The nurse's role in diagnostic tests. Refresher course for nurses, lesson 8.

4:00 p.m. (color)—Around the Clock—"Emergency Tactics." New York Police Academy series for in-service training.

Thursday, January 29

3:00 p.m.—Return to Nursing—"The Patient With Peptic Ulcer: Diagnosis." The nurse's role in diagnostic tests.

4:00 p.m. (color)—Around the Clock—"Emergency Tactics." New York Police Academy series for in-service training.

7:30 p.m. (color)—On the Job—"Con Edison Distribution Facilities." New York City Fire Department training series.

Friday, January 30

11:00 a.m. (color)—Staff Meeting On the Air—The City Department of Social Services series for staff and the public. "Give A Mother A Chance." Documentary and drama about rehabilitation programs for ADC mothers.

4:00 p.m. (color)—Around the Clock—"Emergency Tactics." New York Police Academy series for in-service training.

Saturday, January 31

4:00 p.m.—The Registered Nurse—Program 9: "Leob Center—Vision of Lydia Hall." Program 10: "Leob Center—The Patient Charts the Course."

7:30 p.m. (color)—On the Job—"Con Edison Distribution Facilities." New York City Fire Department training series.

## LETTERS TO THE EDITOR Says Provisionals Delay Appointments

Editor, The Leader:

This is a comment to your enlightening Dec. 30, 1969 editorial, "Who's Responsible for 7,200 Provisional Aides."

I have been interviewed and am awaiting an appointment to a position in the Queen's County Clerk's Office, Jamaica, since June, 1969.

I have since found out that a

(Continued on Page 10)

## Civil Service Law & You

By WILLIAM GOFFEN



(Mr. Goffen, a member of the New York Bar, teaches law at the College of the City of New York, is the author of many books and articles and co-authored "New York Criminal Law.")

## Veterans Preference

AFTER ALMOST two years of service as a railroad clerk, a competitive civil service employee was shocked by receipt of a copy of a disturbing letter from the Personnel Department of the City of New York addressed to the New York City Transit Authority. The letter ordered that the date of his permanent appointment from the eligible list on November 6, 1967 be adjusted to August 22, 1969, and that such 19 months of service be recorded as provisional, with the result that he was deprived of valuable seniority and other rights. The ruling was based upon a determination that the employee had improperly been granted veteran preference.

THANKS TO the very fair review procedures of the Department of Personnel, the matter did not end there. The employee utilized the opportunity to appeal to the City Civil Service Commission.

A VETERAN is allowed additional credit in competitive examinations if he served in the Armed Forces of the United States in time of war, was honorably discharged, "was a resident of this State at the time of entrance into the armed forces," and is a resident of New York at the time of application for appointment.

WHEN THE employee enlisted in 1943 he was a resident of Chicago, Illinois. Three years later, he took title together with his mother and aunts to a ten family house in New York City. In 1951, he acquired his own apartment in that house. From then on, his Army records recognize his New York house as his residence.

THE EMPLOYEE'S automobile registration forms commencing with 1955 designated his New York address as his residence. From 1960 until the termination of his Army services on May 31, 1963, he voted in New York by absentee ballot.

AT A HEARING at which the facts were fully presented, Commissioners Milton Samorodin and James W. Smith readily conceded that the employee had been a New York resident since 1946. They also conceded that he had served in the Armed Forces in time of war, both in Korea and in Vietnam, and that he had been honorably discharged.

THE COMMISSIONERS properly limited the issue to the question whether the employee met the statutory requirement of New York residence "at the time of entrance into the armed forces." The employee's initial enlistment in the Armed Forces was in 1943. His final discharge was 20 years later, but during those 20 years of military service three were four 24-hour interruptions. As established by the United States Army form entitled "Armed Forces of the United States Report of Transfer or Discharge," the interruptions were caused by the employee's unconditional resignation, followed by re-entry into the Armed Forces 24 hours later. Such prompt re-entry may have been influenced by benefits granted by the Army to competent personnel to encourage their prompt return to the Armed Forces.

THE EMPLOYEE'S re-entrance into the Armed Forces was years after he had become a New York resident. Still, the problem for the City Civil Service Commission was whether the legislative intent was to restrict veteran preference to those who were residents of New York on their initial entrance into the Armed Forces.

JUDICIAL OPINION declares a legislative intent and public policy to interpret statutes in favor of veterans. Thus, the Court has written:

The statute and rules of the Commission should be liberally construed in favor of veterans to give full force and effect to the manifest legislative intent to prefer veterans in promotion examinations for honorable service in the armed forces during times of war.

MOREOVER, THE statutory language at issue is clear, and under accepted principles of statutory construction, plain language should be construed as written. Accordingly, the Civil Service Commission held that New York residence should not be confined to initial entrance into the Armed Forces and granted the employee's appeal, restoring his veteran preference and disabled veteran preference. Thus, the Commission created a new and important precedent for its guidance in future matters of a similar nature.



## Madison County Needs Patrolmen

Police patrolmen are being sought for positions in the villages of Madison County. Filing closes January 28, and the written test will be held February 28.

The salary varies according to village. Requirements, however, are the same for all jobs. They are a high school diploma or equivalency, good physical and medical characteristics, age between 19 and 29 to take the test and 20 to 29 for appointment, and possession of a New York State driver's license. Residency is not required.

For further information and an application contact the Madison County Civil Service Commission, County Office Building, Wampsville 13163; or call 315-366-2341.

### Auto Mechanic Test

A written test was taken by 71 candidates for promotion to foreman auto mechanic recently.

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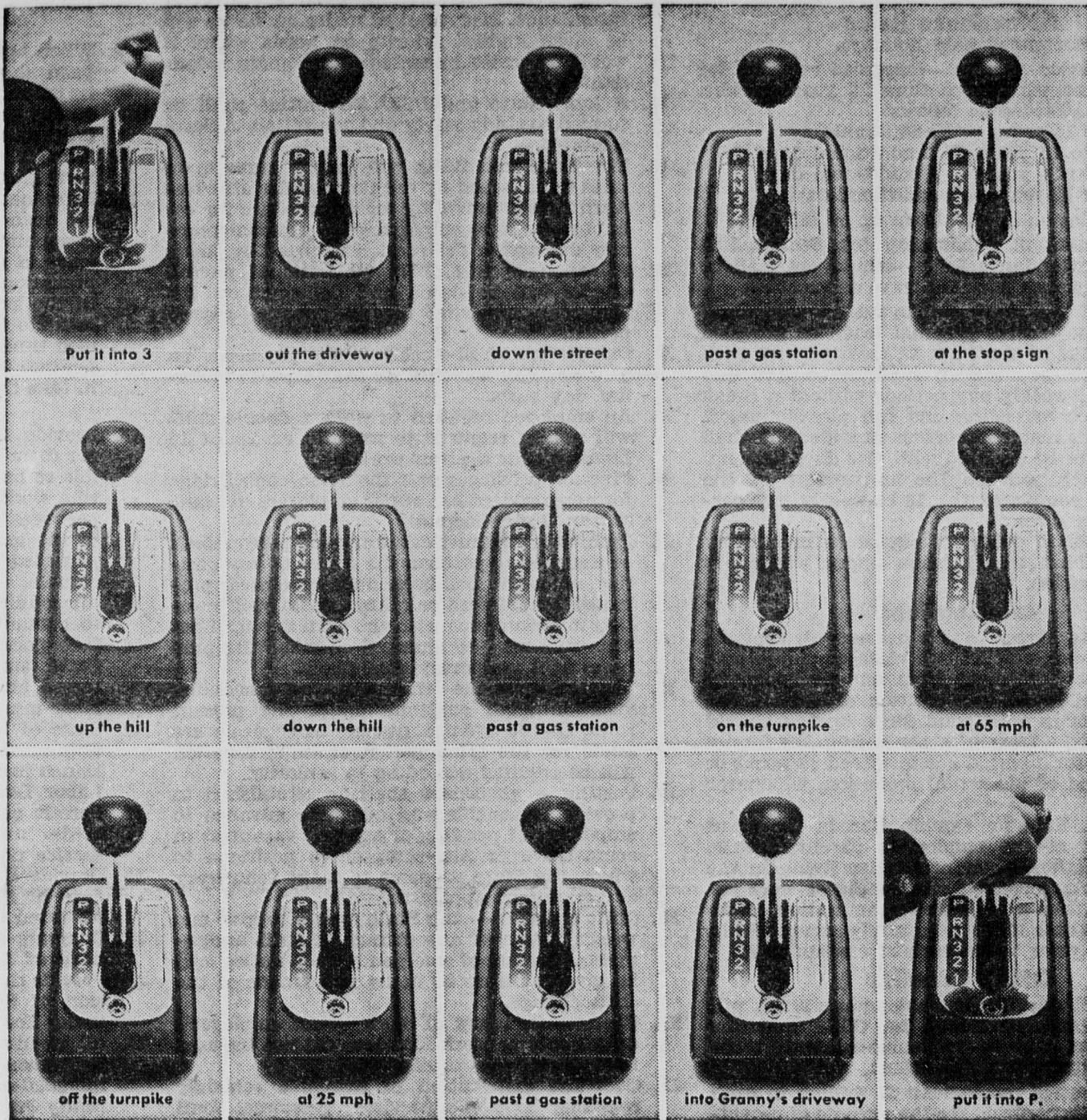
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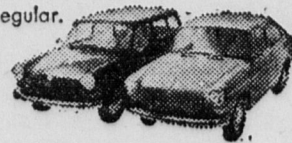
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  - 20 to 24 years — 1 additional day
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  - 30 to 34 years — 3 additional days
  - over 35 years — 4 additional days.
3. Accumulation of sick leave up to 165 days.
4. Amendment of Subdivision (c), Section 21.6 of the Attendance Rules—employees shall be allowed to use personal leave as vacation.
5. An employee whose employment is temporary shall also receive personal leave as provided herein but he shall not be credited with such leave until he has been employed continuously for 13 bi-weekly pay periods without a break in service exceeding one full payroll period. Except as herein otherwise provided, he shall thereafter be credited with five days personal leave each year on the anniversary of the date he completed the 13 bi-weekly pay periods of service.
6. A new State policy in regard to mandatory occupational injury leave under workmen's compensation.

### Examinations

1. The State agrees that a permanent, competitive, or non-competitive class employee who accepts appointment from an open competitive eligible list to a position within his own agency, or in a different State Agency, should be granted a leave of absence from his former position for a period not to exceed 26 weeks or the period of his actual probation, whichever is less.
2. Alternate date for examination in the event of death of the employee's parent, spouse, child, brother, sister or relative living in the employee's household. An employee may request to take a scheduled examination on an alternate date if death in family occurs within 72 hours prior to the time of examination.

### Other Benefits

1. A career ladder for the attendants series will be bilaterally developed by CSEA and the State, and will be implemented within the time limits of this agreement.
2. The State will recommend \$1 million in each year of this contract for the purpose of providing education and in-service training for employees included in this unit.
3. CSEA and the State through the formation of a joint committee shall study the feasibility of developing career ladders for other occupational groups within the unit.
4. Spot cooling evaporation devices will be installed in the laundries in all Mental Hygiene institutions at a cost not to exceed \$190,000.
5. The Department of Mental Hygiene will install additional lunchroom facilities in its institutions during the fiscal year 1970-71 for institution employees at a cost not to exceed \$100,000. These lunchroom facilities are for the express use of those employees who bring their lunches to work.
6. The State agrees to purchase 7,987 lockers this year and an additional 2,500 lockers next year for use by its institution employees.
7. An employee shall have a reasonable opportunity to review his personal history folder in the presence of an appropriate official of the department or agency upon 15 days notice, and to file a response of reasonable length to anything contained therein which such employee deems to be adverse. The personal history folder shall contain all memoranda or documents relating to such employee which contain criticism, commendation, appraisal or rating of such employee's performance on his job. Copies of such memoranda or documents shall be sent to such employee simultaneously with their being placed in his personal history folder.
8. The establishment of a roster for stand-by assignments. During the second year of this agreement those individuals who are required to stand-by will be provided premium pay of 5 percent of their daily rate of pay.
9. In the event of illness an employee will be required to notify his or her supervisor 1 hour prior to the beginning of his or her workday.

10. On all male services in the Department of Mental Hygiene, every practicable effort will be made including but not limited to rescheduling, to have at least one male attendant in attendance. Placement of males on wards will be given highest priority on wards where it would be most hazardous for female attendants.
11. A joint State and CSEA committee shall be formed to study safety and sanitation in State facilities.
12. The State and CSEA will jointly agree upon rules to be issued by the Comptroller effective April 1, 1970 providing for a procedure for reimbursement to employees for personal property damage or destruction incurred by them.
13. Effective April 1, 1970 institutional payroll checks will be dated and delivered on the Thursday following the end of the payroll period.
14. Calculation of bi-weekly salary payments on a 10 workday basis rather than on a 14 calendar day basis.
15. An employee required to work a double shift will not be required to work in excess of 16 hours within a given workday.
16. Free toll privileges over the Triborough Bridge for non-resident car owner employees of Manhattan State Hospital.
17. Prohibition against detailing—no person shall be assigned to perform the duties of any position unless he has been duly appointed, promoted, transferred or reinstated to such position in accordance with the Civil Service Law. This rule may be changed only for the purposes of a temporary emergency.
18. Vacation schedule—the method of scheduling vacation shall continue under the present rules. In the event a number of requests are made for the same period of time, vacation will be credited according to seniority.
19. Posting — procedure shall be established to provide reasonable and adequate advance to employees of pending or existing vacancies in competitive or non-competitive positions to which the State proposes to make temporary or permanent appointments.
20. Shift changes — the State agrees to give one week's notice of any change of shift assignments. In cases of emergency, such notice may be given at least 48 hours in advance of the shift change.
21. Changes in hours of work — an employee's duty hours or work location will not be used for the purposes of discipline.
22. Overtime distribution of available schedule overtime for non-supervisory personnel shall be made equitably among qualified employees who normally do such work on a rotational basis.
23. Permit payroll deductions for State employee credit unions for both savings and repayment of loans.
24. Travel allowance increased as follows:
  - \$19 per diem in Upstate New York
  - \$20 minimum for out-of-State travel
  - \$24 per diem for New York City
 The above allowances will be used for meals and lodging at the employee's discretion.
25. The present 10 cents a mile reimbursement will be increased October 1, 1970 to 10.5 cents per mile on April 1, 1971 to 11 cents per mile.

## Administrative Services

### Attendance Rules

1. Remove present restrictions on the use of personal leave. (Personal leave may be used as vacation). Approval of personal leave will not be unreasonably withheld by an appointing authority.
2. Sick leave may be accumulated up to 165 days.
3. Increase vacation allowance by one additional day after 20 years of service; two days after 25 years; four days after 30 years; five days after 35 years.
4. Vacation leave accruals may be accumulated up to 40 days; 30 days accumulation paid upon separation or retirement.
5. Time off without charge to leave credits due to extraordinary circumstances; whereas, an employee reports to work in good faith and through no fault of his own, conditions made it impossible to work.
6. Guarantee eleven paid holidays.
7. Mandatory leave with full pay to all employees absent from duties because of occupational

injury or disease.

8. Mandatory half pay leave provided suitable documentation as to illness is submitted and all leave credits have been exhausted.

### Examinations

9. When appointments from an eligible list have been stayed by a court order, the list shall be extended for a period of 60 days, with such 60 day period to run from the date the court order is vacated.
10. Expand pre-examination training courses throughout the State.
11. Permanent competitive employee who passes an open competitive examination, and who is appointed from the ensuing list, be granted leave of absence from former position during probationary period.
12. In the event that a death occurs in the immediate family, within 72 hours of the scheduled time of an examination and proper notification is given, an employee will be allowed to take the examination on an alternate date.

### Other Benefits

13. Provide that employees currently paid on a per diem basis who are determined to be eligible to be paid on an annual salary basis and who work a fixed number of hours, five days per week shall be eligible to observe holidays to the same extent that all employees compensated on an annual salary basis are so eligible.
14. Air conditioning in all State facilities referred to committee to be developed.
15. Free parking facilities and privileges for all State employees at State-owned buildings, leased building or other facilities referred to labor-management committee for study.
16. State of New York recognizes that a certain minimum standard of safety must be maintained in accordance with the New York State Labor Law.
17. Permit payroll deduction for State employee credit unions for savings and loans without service charge.
18. Provide that paychecks be dated on the last date of the payroll period, and that checks be dated the same day they are issued.
19. Compute employees' salaries calculated on basis of five day work week.
20. Provide that all civilian employees of the Division of State Police be afforded protection under Section 75 of the Civil Service Law.
21. All civilian personnel presently in the NYS Policemen and Firemen Retirement System be included under the 20-year, half pay plan currently in effect for members of the State Police.
22. Reimburse salary loss suffered by employees of the Division of Employment whose positions were adversely affected by automation prior to May 23 1966.
23. State of New York agrees to develop bi-laterally a clerical career program. A joint committee will be established to develop
  - High school equivalency program;
  - In-service training (geared towards preparation for promotional opportunities);
  - Administrative cross-over series; incorporating college credits to be applied for use in promotional opportunities in the administrative series program.

A sum of \$500,000 will be allocated to cover cost of implementation.

- Utilization of the State University of New York facilities and programs also included. Guarantee program will not be aborted for any reason during the length of the contract.
24. Meal & lodging overnight allowance increased:
    - \$19 per diem Upstate New York
    - \$20 minimum out-of-State travel
    - \$24 per diem for New York City
  25. Free toll privileges over Triborough Bridge for non-resident employees at Manhattan State Hospital.
  26. State will print copies of this agreement for employees of the Administrative Services Unit.
  27. New employees will receive CSEA membership packet upon personnel appointment interview.
  28. Mileage increased to 10.5 cents per mile Jan. 10, 1970 and to 11 cents per mile Jan. 4, 1971.
  29. Comprehensive safety education program for field personnel of the Department of Transportation.



# Full Terms Of Individual Unit Contracts

(Continued from Page 8)

## Operational Services

### Attendance Rules

1. Amendment of Subdivision (c), Section 21.6 of the Attendance Rules—employees shall be allowed to use personal leave as vacation.
2. Sick leave may be accumulated up to 165 days.
3. Additional vacation credited annually in accordance with the following schedule:

Completed Years of Continuous Service	Additional Vacation Credits
20 to 24	1 day
25 to 29	2 days
30 to 34	3 days
35 and over	4 days
4. Guarantee of 11 holidays.
5. The State will make appropriate amendments to the Attendance Rules to insure that, under the State's policy with respect to workmen's compensation leave, employees necessarily absent from work because of injuries or illnesses which are clearly job-related shall be protected against loss of income and/or leave credits within the limits prescribed therein.
6. Seniority will be a factor in the selection of vacations, pass days and shift assignments, and in the distribution of available scheduled overtime for non-supervisory work.

### Examinations

1. Where an eligible list has been stayed by a court order and notwithstanding the establishment of a subsequent eligible list for the same title, the original eligible list shall remain in existence for a period of at least 60 days following the termination of the court stay but no longer than the statutory 4-year period.
  2. The State will recommend an appropriation of \$300,000 in each year of the contract for implementation of a program for technical training and skills development.
- The State agrees that a permanent, competitive, or non-competitive class employee who accepts appointment from an open competitive eligible list to a position within his own agency, or in a different State agency, should be granted a leave of absence from his former position for a period not to exceed 26 weeks or the period of his actual probation, whichever is less.
4. State agrees to rescheduling of the examination on an alternative date when a death occurs in the immediate family within 7 days prior to the time of examination. The rescheduled exam shall not be prescribed less than 7 days following death in the family, or on the day of funeral.
  5. One week of vacation in the summer for Barge Canal Operational employees who have at least 15 years of service.

### Other Benefits

1. Joint labor-management committee to study safety standards for the protection of employee's well-being.
2. Permit payroll deduction for State employee credit unions for both savings and repayment of loans.
3. Enactment of Statewide regulations providing for the uniform administration of the procedure for reimbursement to employees for personal property, damage or destruction as provided for by Subdivision 12 of Section 8 of the State Finance Law.
4. Effective April 1, 1970, the checks issued on the so-called "Institutional Payroll" will be dated and delivered on the Thursday following the end of the payroll period.
5. Calculation of bi-weekly salary payments on a 10-working-day basis rather than a 14-calendar-day basis.
6. Meal and overnight allowance increased as follows:

\$19 per diem in Upstate New York
\$20 minimum for out-of-State travel
\$24 per diem for New York City

The above allowances will be used for meals and lodging at the employee's discretion.
7. The present 10 cents a mile reimbursement

will be increased October 1, 1970 to 10.5 cents per mile and on April 1, 1971 to 11 cents per mile.

8. In contract-recognition of need for joint labor-management committee to study career ladder proposals.

In a letter from Classification & Compensation to CSEA—statement as to what the maintenance career ladder proposals may include.
9. The Department of Transportation shall not require an employee on emergency snow removal to work more than 16 consecutive hours in 24 hours. Provided that an employee may voluntarily elect to work in excess of 16 consecutive hours.
10. No person shall be employed under any title not appropriate to the duties to be performed and, except upon assignment by proper authority during the continuance of a temporary emergency situation, no person shall be assigned to perform the duties of any position unless he has been duly appointed, promoted, transferred or reinstated to such position in accordance with the provisions of the Civil Service Law, Rules and Regulations. Out-of-title grievances may be made through the grievance machinery to the OER level without prior certification from Classification & Compensation that out-of-title work is involved.
11. Employees who are required to be available at a telephone and prepared to return to work within a specific time at a given work area will be placed upon a stand-by call-back roster. This provision shall have no application to circumstances where an employee is available but not required to work.

Second Year of Agreement — State will pay five percent of the daily rate of pay to an employee on a stand-by call-back roster who is eligible to earn overtime for each day after April 1, 1971.
12. Free toll privileges over the Triborough Bridge for the non-resident car owner employees at Manhattan State Hospital.
13. An employee shall have a reasonable opportunity to review his personal history folder in the presence of an appropriate official of the department or agency upon 15 days notice, and to file a response of reasonable length to anything contained therein which such employee deems to be adverse. The personal history folder shall contain all memoranda or documents relating to such employee which contain criticism, commendation, appraisal or rating of such employee's performance on his job. Copies of such memoranda or documents shall be sent to such employee simultaneously with their being placed in his personal history folder.

## Professional, Scientific, Technical Services

### Attendance

1. Remove present restrictions on the use of personal leave, it may now be used as annual leave (vacation). Personal leave will not be unreasonably withheld.
2. Sick leave may be accumulated up to 165 days.
3. Long service vacation—Increased vacation for employees with more than 20 years service. Will be awarded as follows:

20 - 24 years	— one additional day
25 - 29 years	— two additional days
30 - 34 years	— three additional days
over 35 years	— four additional days
4. Increase maximum annual leave accruals to 40 days—State accepts this demand with payment for unused vacation upon separation or death limited to a maximum of 30 days.
5. Saturday holidays—Friday, May 29, as Memorial Day in 1970, equivalent time off for July 4, 1970. Either December 24, 1971 or December 31, 1971.
6. A new State policy in regard to mandatory occupational injury leave under workmen's compensation.
7. Professional conference leave — State and CSEA agree that each employee in the unit will be allowed four days to attend an unlimited number of conferences of recognized professional organizations of which the employee

is a member, such conferences to be directly related to the employee's profession or professional duties; attendance is with prior approval, consistent with staffing needs and limited to 10 percent of the profession in the department. Such leave is not cumulative.

8. Three days personal leave for institution teachers, with no restriction as to use.
9. Leave for professional examinations — The State agrees to allow each employee in the Professional, Scientific and Technical Unit an unlimited number of days off, exclusive of travel time, for one examination per year. Exam must be in their field.
10. State agrees to pay per diem employees for specially declared holidays on which the employees was scheduled to work.

### Examinations

1. When appointments from an eligible list have been stayed by a court order, the list shall be extended for a period of 60 days before any superceding list is put into effect, but not beyond the statutory expiration date of the list.
2. The State agrees that a permanent employee who passes an open competitive examination be granted a leave of absence from his former position for the length of the probation period or 26 weeks, whichever is less.
3. Alternate date for examination—In the event of a death of the employee's mother, father, grandfather, brother, sister, child, spouse or any other relative living in the household, the employee may request to take the exam on an alternate date. Death must occur at least seven days prior to the exam. The new test date shall be not sooner than seven days after the burial.

### Miscellaneous

1. The State will endeavor, wherever practicable, to provide safety standards for employees commensurate with those presently in effect in the private sector (Labor Law).
2. State will make payroll deductions for the employee at his request and forward same to Employee Credit Unions as payment toward loans or for savings purposes.
3. Payroll checks date will conform to the date it is received by the employee.
4. Compute employees salaries on the basis of a five-day workweek instead of the current seven.
5. Travel allowance increased as follows:

\$19 per diem in Upstate New York
\$20 minimum for out-of-State travel
\$24 per diem for New York City

The above allowances will be used for meals and lodging at the employees' discretion.
6. The present 10 cents a mile reimbursement will be increased October 1, 1970 to 10.5 cents per mile and on April 1, 1971 to 11 cents per mile.
7. At formal hearings of the Civil Service Commission on appeals from a determination of the Director of Classification and Compensation, a stenographer will be allowed.
8. Joint State-CSEA committee to study the problem of extended travel with \$25,000 to cover costs available April 1, 1971.
9. State agrees that physicians and psychiatrists who work their regular shift and then are on-call in the institution for 16 hours will be permitted to take the following day off.
10. Nurses and nurse anesthetists on-call for operating room duty pursuant to a roster will receive five percent of their daily pay rate for the day they are on call.
11. Joint study committee to explore the problem of uniform allowances.
12. Career Ladders—CSEA will, in the future, be involved in the planning stages of all career ladder plans for this unit.
13. State agrees that engineers in charge of projects will receive State cars where needed with no mileage restriction.
14. State will print and distribute copies of this contract.
15. No professional, scientific and technical employee will be required to clock in and out (does not apply to those eligible for overtime).
16. Safety education program for Department of Transportation field personnel.
17. The State will provide \$400,000 in increased education benefits for the professional, scientific and technical unit, to be administered  
*by a joint committee.*



**TRAVEL AGENT CLASS  
BEGINNING FEB. 5**

An intensive evening training program for men and women interested in working in travel agencies, or in organizing tours, cruises, group and individual travel will open Thursday, Feb. 5 at Eastern School, 721 Broadway, N.Y. 10003 AL 4-5029. For information write or call for Form 88.

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**Real Estate License  
Course Opens Feb. 3**

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

**LETTERS**

(Continued from Page 6)

new chief clerk has been appointed after election and brought with him four of his party friends who are in as provisionals.

"Good Old Dirty Politics and Provisionals." There are sufficient legitimate lists to give people jobs. When will this situation ever be removed from civil service?

A copy of this letter is being sent to Mr. Sol Hoberman, (Chairman of the Civil Service Commission).

MIRIAM SEIDMAN  
Laurelton, N.Y.

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**Project Coordinator  
Applicants Awaited**

Applications continue up until Jan. 23, reports the City Personnel Dept. for the \$13,000 job of administrative project coordinator.

Basic requirements for candidates are as follows:

A baccalaureate degree from an accredited college or university in engineering or architecture or related field and five years of responsible experience as a project manager of similar title in charge of a multi-million dollar construction project from inception to completion; or a high school diploma or equivalent and nine years of responsible experience as a project manager of similar title in charge of a multi-million dollar construction project from in-

ception to completion; or 15 years of responsible experience as a project manager or similar title in charge of a multi-million dollar construction project from inception to completion; or a satisfactory equivalent.

Candidates will not have to take a written test. Appointments may be made at a salary consistent with the managerial pay plan depending upon assignment. The minimum salary in this pay plan is \$15,700.

Further information and application forms may be acquired at departmental offices at 49 Thomas St., Manhattan, during

**Architect Filing**

Architects may apply for City jobs paying \$12,450 to start beginning Jan. 26 at the Department of Personnel, 49 Thomas St., Manhattan.

**Appointed**

John D. Silvera has been appointed deputy director for community relations, it is announced by Jack M. Sable, director of the New York State Office for Community Affairs.

weekdays, and Saturdays until 1 p.m.

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Herman Badillo, Former Bronx Borough President
- THE NEW YORK MASTER PLAN**  
Thurs. 6 P.M., \$30 (8 Sess.)  
Richard K. Bernstein, Former Exec. Dir., Dept. of City Planning
- BLACK CITIZENS IN NEW YORK**  
Tues. 6 P.M., \$30 (8 Sess.)  
James E. Booker, Journalist
- ZONING**  
Wed. 6 P.M., \$30 (8 Sess.)  
Jack C. Smith, Planning Cons.
- THE CHALLENGE OF THE GHETTO**  
Wed. 6 P.M., \$60 (15 Sess.)  
Herbert Hill, National Labor Dir., NAACP
- URBAN RENEWAL IN N.Y.C.**  
Wed. 6 P.M., \$30 (8 Sess.)  
George M. Raymond, Chairman, Dept. of City and Regional Planning, Pratt Institute
- URBAN MINORITY AFFAIRS REPORTING**  
Tues. 8:10 P.M., \$30 (8 Sess.)  
Fred Powledge, Author
- LEGAL ASPECTS OF HOUSING IN N.Y.C.**  
Thurs. 8:10 P.M., \$30 (8 Sess.)  
Eugene J. Morris, Attorney
- NEW YORK SCHOOLS: CRISIS AND CHALLENGE**  
Tues. 8:10 P.M., \$60 (15 Sess.)  
Leonard Buder, Education Specialist, N.Y. Times
- COMPUTER SCIENCES AND THE CITY**  
Tues. 6 P.M., \$30 (8 Sess.)  
Emanuel S. Savas, Deputy City Administrator
- THE POLICE AND THE COMMUNITY**  
Thurs. 8:10 P.M., \$30 (8 Sess.)  
Vincent L. Broderick, Former N.Y.C. Police Commissioner
- THE NEW POLITICS OF NEW YORK**  
Thurs. 8:10 P.M., \$30 (8 Sess.)  
Edward N. Costikyan, Former Reform Leader of Tammany Hall
- CIVIL DISORDERS AND CIVIL LIBERTIES**  
Mon. 8:10 P.M., \$30 (8 Sess.)  
William M. Kunstler, Attorney
- AGENDA FOR NEW YORK A Lecture Series**  
Mon. 6 P.M., \$30 (8 Sess.)  
Co-Chairmen: Lyle C. Fitch, President, Institute of Public Administration, and Henry Cohen, Dir., Center for N.Y.C. Affairs
- FUNDING FOR COMMUNITY DEVELOPMENT PROGRAMS**  
Tues. 8:10 P.M., \$30 (8 Sess.)  
Regis King, Campaign Dir., United Fund
- THE URBAN CRISIS: VIEWS FROM THE LEFT**  
Mon. 8:10 P.M., \$30 (8 Sess.)  
Tom Kahn, Exec. Dir., League for Industrial Democracy
- NEW POLITICS OF HEALTH**  
Wed. 8:10 P.M., \$60 (15 Sess.)  
Harry Becker, Professor, Einstein College of Medicine
- FOLK SONGS OF THE CITY**  
Wed. 6 P.M., \$25 (6 Sess.)  
Theodore Bikel and Oscar Brand
- THE REVOLUTION IN COMMUNITY MENTAL HEALTH**  
Mon. 6 P.M., \$30 (8 Sess.)  
Tom Levin, Asst. Prof., Einstein College of Medicine
- MANAGEMENT PRINCIPLES FOR COMMUNITY ACTION AGENCIES**  
Tues. 6 P.M., \$30 (8 Sess.)  
Meyer M. Kailo, Former Deputy Bronx Borough President
- NARCOTIC ADDICTION AND DRUG ABUSE**  
Thurs. 6 P.M., \$30 (8 Sess.)  
Henry Brill, Dir., Pilgrim State Hospital, and Leon Brill, Co-Dir., Drug Abuse Section, Lincoln Hosp.
- STAFF DEVELOPMENT FOR COMMUNITY ORGANIZATION**  
Thurs. 8:10 P.M., \$30 (8 Sess.)  
Barry A. Passelt, President Systems for Change

Semester begins Feb. 2.  
Registration starts Jan. 12.

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# This Week's City Eligible Lists

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1 John F Wall, Louis M Fonte, James G Venter, George J Obremski, James P Rodgers, Frank S Lemanski, Ernest E Edwards, Charles Garrebroglio, Jerome R Pavlat, Vincent A Dalessandro, George Hernandez, Henry E Mateja, Carmelo M Quijano, Ronald A Elliott, Nathan Pelner, Michael N Carlucci, Gaetano Parisi, Savalatore Macco, Ignazio Rotori, eBnnie G House, Jose Torres, Thomas F McGee, Thomas Dean, Fred J Clemente, Willie Wren Sr., Joseh D Princiato, Richard A Herr, Anthony F Martino, John Menechino.

31 Frank J Wisniewski, Aloyzy Nelckraz, Dominick Rotondi, Jacques L Overdiep, William L Thomas, Joseph V Amico, Vittorio S Dicario, Andrew Wozniak Jr., Miguel Rodriguez, Peter J Spano, So Dorby, William Wozniak, Marco Bellasalmio, William Glasner, Lowell N Boykin, Leslie B Williams, IMichael J Kelly, Biagio Zarcone, Bartolo A Tizio, Dominick A Musto, William B Campbell, Mitchell L Lytch, Peter Hartung, Alexander Cox, Paul Sanzone, Raleigh L Mitchell, Charles Abrahams, Walter W Howard, Michael Dobrowsky, Jacob Zeilingold.

Carmine P Villardi, Carmine J Bifulco, Siu Y Kiwk, Orseto J Digeronimo, William Crespo, Walter E Ferriggi, William Dixon, Louis Coppa, Emanuel K Hardy, Nathan Margolies, Alfred F Colantuoni, Robert W Eckert, Francis J Callahan, Anthony Vitagliano, Thomas J Lambert, Peter T Fontana, Charles Dimino, Angelo Apicella, Eugene Brodecki, Vincent S Finacchiaro, Albert C Mers, Angelo T Verdi, Marty Andolfo, Phil A Broomfield, Sol Brunner, Frank P Moreno, Jaime B Alexis, Domenico A Bello, Charles J Wahlig, Dominick J Dello.

91 Russell Rinchiuso, Michael M Scire, Anthony M Cello, eGorge Johannesson, Reuben Hochheiser, Louis Salvagno, Chris Tsiatsis, Gerald R Iovino, Thomas E Murphy, Rupert C Richards, Joseph Schmebri, Louis Conti, Victor A Segarich, Julio Barich, Alfred A Minniti, John Tarrago, Fank J Petrolino, Stanley T Jablonski, Consalvo O Caruso, Donald C Lal, James E Caddell, Eugene Debose, Joseph J Modlin, William Nicholalides, Wellesley Bailey, homas Romano, Frank J Negri, William J Miller, John T Tucker, Harry Bell.

121 Charles Pfister, Henry L Williams, Manuel C Magano, Curtis J Allen, Jimmy McKnight, Richard Turman, Stanley Odom, Robert J Kotulski, Victor Altilio.

## Methods Analyst

1 Meyer Adams, Martin Flemenbaum, Nathan Messerer, Howard E McGaughy, Joseph O Ammlung, Abram B Goldstein, Soren T Smith, Jacob M Weisel, Peter Karlin, Martin E Lerner, Israel Siperstein, Morris Hornik, Lawrence E Berke, Jack Braunstein, Arthur M Nudell, Isaac Cohen, Abraham J Bealick, Louis Epstein, Edgar Nogueroles, Beatrice Denenfield, oDnald Lemay, Stanley Edelman, Florence Danish.

## Public Health Educator

1 Kenneth B Faris, Harriet E Stollman, Constance Campbell, Helen T Dentini, Christine Allette, Manuel Plotsker, Ralph M Donza.

## Surgeon, Police Department

1 Herman Steinberg, Philip

Glotzer, William R Grafe, Theodore Reich, Julius J Liechtling, Maurice J Zimmerman, Felix Wimpfheimer, Edward Weissman, Clarence G Robinson, Robert Rosenblum, Arthur Bauman, Xenophon C Callas, Henry Mannix Jr., Bernard Siedenberg, Lawrence R Ross, Robert E Miller, Stoyan P Rosenthal, Josef H Neiman, Martin Finkel, Peter Wedeen, John L Wolff, Daniel S Choy, Seth F Abramson, Alfred Miller Myron Gilbert, Kenneth A Forde, Marshall F Weiss, Charles Sharifroff, Stanley C Fell, Walter Delgaudio.

31 Ludwig Klein, Arthur Sicular, Bertram J Newman, David M Niceberg, Murray S Weissbach, Cyril J Jones, Eugene Antellis, Callisto A Danese, Harold Fishbone, David Bar, Charles K McSherry, David J Kavee, Simra E Shein, Jonah D Kosovsky, Nathaniel Wisch, Daniel H Present, Jack Budow, Wally Gordon, Richard H Nachtigall, Gordon M Koota, Harold Bernanke, Noel H Kleppel, Hugh W Smith, Lowell H Kane, Richard Seruplan, Francisco Suarez, Julius P Duic, Raul A Trillo, Matthew L Greenberg, Joseph Hilsenrath.

61 Jerome W Feldstein, Alan Charnelle, Harvey A Turner, Walter F Pizzi, Turhan Uysal, Norman D Rochman, Harry Weinrauch, Harry Washor, Lawrence Yaeger, Mark S Masch, Luciano Martinucci, Tyler I Freeman, Michael M Mesbah, Maurice Willer, Stuart A Sofferman, arvin Kagen, Eugene U Thiessen, Donald H Schmidt, Alan Mortazavi, Yeung H Cheung.

## Shop Clerk

1 Louis A Bjune, Morris Surofsky, Alex Weinberg, Morris Sidansky, Gilbert J Falkenstein, Ralh F Gentle, Daniel H Sullivan, Meyer L Katzman, Moe Denker, Barry L Golembe, James Pellegriano, Anis F George Victor P Leidman, Morris Taub, Vernon E Geery, Morrise Bndet, Alonzo B Bowen, Abe A Rabiner, Nicholas M Koconas, James A Purcell, Paul B Ettelson, James E Frey, George H Reiss, John Andrews, Richard E Cross, Hugo T Casola, Wallace J Kingman, Lawrence Oshins, Gerard Lamastra, Marc A Levy.

31 James W Rhone, James N Monroe, Ira C Welll, William Raksen, Emmett W Adams, Seymour E Miller, Bernard Werba, Michael J Turkovich, George F Brisco, Norman L Berger, Thomas Merchant, Donald A Levy, Thomas E Leftwick, Ignazio G Visalli, Edmund P Mallamo, Irving B Siegel, Eugene F McKeever, Thomas J Giacchino, Theodore R Sanders, Frank J Disco, Solomon Cohen, Saul Strauss, Jerald Abrams, Alvin B Kornfeld, Patrick A McCallin, Joseh Dangelo, Robert M Petrocelli, Pat Ruocco, Phillmer H Pavell, Sambuel A Margolis.

61 Leonard J Messina, James C Finkel, Bruno Puxant, John Tarrago, Joseph G Victor, Charles I Weitz, James T Ryan, Thomas E Murray, Rodney Carter, Leonard Eisenberg, Arthur A Stone, Thurman Smith, Leroy N Ladson, Louis Zipper, William J Fox, Victor Stahl, Vincent Deagresta, Jeffrey Nadler, Michael F McVey, Alexander Scholnick, Alexander Lesch, Joseph Mlenak, Abraham Glasser, Louis Klein, Newel C Carlos, John J Petruzzi, Robert Boehmer, Frank Benedetti, Joseph Russo, Samuel J Kushner.

91 Julius Kestenbaum, Herman

Rothblatt, Leon E Jefferson, Gerard A Capiello, Stephen A Antellis, Edward J Roche, Robert E Moran, Arthur J Conrad, Nicholas Demaria, Herbert Senie, Isidore Stieglitz, Rocco J Angerame, Joseph Martinez, Anthony C Barzyz Jr., Abraham Turetsky, Henry V Gesek, Eugene Bruno, Sidney Waldhauser, Leonard E Pell, Jack Stoller, Walter Kopec, Henrnanodo O Montoya, Murray Gorenstein, Alex Meyers, Robert M Weinblatt, Irving Aschkenes, Elbert Allen Jr., Clifford C Campbell, Mark L Sporn, William McGann.

121 Daniel J McConway, Frank Sills, Anthony A Trapani, Sidney Finkel, Abraham Botwinick, Joseph Arnow, Arthur S Kattz, Jules E Cohen, Vincent N Caggiano, Louis Reich, Raymon A Molsan, Charles H Bowery, Chaim Gauriell, Harry Rarhi, Paul L Ly, Arthur J Gilbert, alvin R Ward, Samuel L Ray, Joseph Diorlo, Al Moore, Donald Brown, Harold C Ifill, Stanley Albert, Horace Dunning Jr., Isidore I Schneider, John P McCarthy, Joseph G Massaro, William Cowen, Anthony L Bartolotta, Max Goldman.

151 Travis L Harris, Max Obshatcko, James H Johnson, Luis R Rrodriguez, Stephen E Bowles, William M Terry, Lewis A Garrett, Frank A Melendez, Harry Schaeffer, Charles P Grannum, John D Grant, Juan R Rivera, Robert P Rodriguez, Dennis H Williams, John E Demattia, Ronald Mordchnick.

## Public Health Sanitarian

1 Robert L Williams, Vincent D Daly, Patrick J O'Neill, Blaine E Smith, Henry Williams, James J Martin, Pantelis T Milous, Roland D Clark Jr., David J Frost, Joseph L Rizzo, Albert Jaffee, Louis Gurian, Mingo W Dicks, Edward Rasp, Elisha Thomas, Charles H Patterson, John E Demattia, Edward T Dinkelaker, Robert A Malone, Barbara G Bazemore, Louis Goldberg, John J IPnerio, Simon S Russin 3rd, Louis Kaufman, Charles A Wolf, Elmo O'Reilly, Joseh D Bryan Jr., Sam R Petrocelli, Curtis C Haven.

31 Jose A Carrero, Michael Cafarella, Mashoko S Chinhenzwah, Thaddeus F Aubry, Leo M Freid, John P Chowanes, Eddie Humhrey, Stephen V Carvutto, Stanley M Hoffman, Miguel J Trespalcios, Jack M Robinson, Robert Hernandez, Sylvester Allison.

## Assistant to Chief Engineer Coordinator of Engineering

1 Philip W Crapo, Thomas E Diana.

## Senior Radio Operator

1 Henry J McQuade Jr., Robert J Stankevitz, James C Bowman, James G. Schneider.

## Ass't Project Development Coordinator

1 Louis Wexler, Conrad J O'Bregon, Francis A. Juliano, Tupper W Thomas, Sarah M Mucclforti, Marion B Petersen, Charles oVlipini, Alyce T. Slosberg.

## Research Asst. Test

A technical-oral examination was given to nine candidates for research assistant (youth activities) in New York City recently.

## Entries For Planner Accepted Continuously

Applications for two titles in urban planning, starting at \$9,600 and \$12,585 respectively, will be accepted by the State Civil

# Queens, L.I. Residents Can File For Summer Jobs As Traffic & Park Officer

According to the Long Island State Park Comm., about 35 vacancies for jobs as traffic and park officer are expected within their facilities during the 1970 summer season, and it's not too early to entertain thought of applying now. The filing deadline, in fact, arrives on January 26, while the exam is slated for Feb. 28.

To qualify, candidates require having been legal residents of Nassau, Queens or Suffolk by four months prior to the test date, in addition to meeting certain training, age, physical and medical, and character qualifications. Pay begins at the rate of \$3.24 an hour plus uniform. A more detailed elaboration of requirements follows.

**Training and Experience:** On or before the date of the written test, candidates must be high school graduates or possess a high school equivalency diploma. Satisfactory office, business, industrial, supervisory, or full-time military experience or experience in dealing with the public, may be substituted for high school on a year-for-year basis.

**Age:** Candidates must be not less than 20 years of age and must not have reached their 34th birthday by the date of the written test. Eligibility for initial appointment begins when a candidate reaches his 21st birthday.

**Physical and Medical:** Candidates must be physically strong and active; free from all mental ties, or diseases; have satisfactory hearing and eyesight (vision at least 20/20 in each eye with or without corrective lenses and not less than 20/40 in each eye unaided); and be at least 5 feet 9 inches in height in bare feet, and weigh at least 150 pounds stripped with weight in proportion to height.

Detailed physical and medical requirements can be obtained by writing to the Physical-Medical Unit, New York State Department of Civil Service, Albany, New York 12226.

**Character:** Candidates must have excellent moral character and habits. Conviction of a felony will bar and conviction of a misdemeanor or other offenses may bar examination or appointment.

Last but not least, a driver's permit is also among the requisites for appointment. Now, let's look at the general duties you'll assume should you make the grade.

Traffic and park officers patrol the State parks and parkways under the jurisdiction of the Long Island State Park Commission in order to enforce laws and park ordinances and to give assistance, information, and protection to the public. A specified district of a park or parkway is patrolled on foot, horseback, motorcycle, or in a radio car. Desk duty, responsibility for maintaining station police blotters and the police radio log, and other allied police responsibilities may be assigned to individual officers.

## About The Subject Matter

Written test is meant to check for knowledge, skills, and/or abilities in such areas as: understand-

Service Dept. continuously.

Outlines of likely duties and test content to be expected appear in Job Bulletin No. 20-188, as well as current qualification standards. Write or visit the nearest department office for further details.

ing and interpreting provisions of the New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law; exercising good judgment in the police field; and preparing written reports.

Candidates who are successful in the written test will be required to pass a qualifying medical test. Failure on a qualifying test will bar candidates from the eligible list. Candidates must meet the medical and physical requirements at the time of examination and also at the time of appointment.

Note that the address of the New York City Offices of the Department of Civil Service has been changed to 1350 Avenue of the Americas at 55th Street, Zip Code 10019. Write them to obtain additional details.

# City Spurs Search For Laundry Aides; File Continuously

The busy search to seek laundry aides by the City Personnel Dept. is emerging into a whirlwind recruitment drive as the number of prospects taking advantage of the file-continuously provision picks up steam.

Hundreds of jobs reported must be filled, requiring mainly initiative to learn laundering skills rather than actual experience or previous training. Under current pay scales, salary is placed at \$4,360 to \$5,850 per year plus the realization of plenty of fringes.

Fringes forecast for potential laundry aides focus on annual and sick leave, paid holidays and vacations. Other benefits to expect are memberships in a very generous health insurance and retiree pension plan, both subsidized directly by the City government.

Place for filing remains departmental offices at 49 Thomas St., Manhattan, at the hours stipulated in the regular column of this newspaper, "Where to Apply for Public Jobs." No mail requests are permitted for this title, as the filing itself sets into motion an immediate test of the applicant to spark rapid hiring.

## Follow-Up Physical

A competitive physical test and qualifying medical will be given on the day of filing an application. The physical exam will be rated 100 percent. The Department reports that many vacancies are ready to be filled, and appointment should be quite rapid as all examination processes for certification for employment will be completed on application day or shortly thereafter.

A laundry worker sorts, weighs and counts clean and soiled laundry appliances; prepares work for, feeds, receives and folds linen at a flat-work ironer; folds, counts and packs clothes and laundry for delivery to wards; may load and unload trucks with laundry and supplies; and cleans working areas and equipment.



# Levitt Asks Legislature For Advance Funding Of Pension Supplement

ALBANY—State Comptroller Arthur Levitt has asked the Legislature to provide advance funding of the State's cost-of-living pension supplement.

The cost of the supplement, which links retirement benefits with the Federal consumer price index, has been met on a pay-as-you-go basis.

"Funding this benefit," Levitt said, "will permit us to meet this

obligation in an orderly manner by prepayment. Such a procedure will protect the State and other public employers against unex-

pected lump-sum costs if prices continue to rise at a substantial rate."

Under the proposed legislation, contributions to fund the supplemental benefit would begin on March 31, the last day of the current fiscal year.

Levitt said the proposal would not increase the total contribution made by employers this year to the New York State Employees' Retirement System and the New York State Policemen's and Firemen's Retirement System.

The Comptroller also has asked the Legislature to extend, through September 30, 1971, the present law providing for the supplemental retirement allowance.

## Don't Repeat This

(Continued from Page 2)  
fusing to take similar action to limit the fare increases on the City's transit system to a quarter. Moreover, the Democratic leaders are convinced that he cannot aid some of the cities without incurring the wrath of suburban and rural counties who have also been seriously injured by State budget cuts last year. For the Governor to extend further aid to these counties, towns, and school districts would, in their view, require State appropriations beyond the point that the Governor would care to go.

Advance sales to the Steingut-Zaretzki dinner assure its finan-

cial success and the Democratic leaders are confident that political success will also be chalked up in November.

## P. R. Column

(Continued from Page 6)  
**THE DISTRIBUTION** of these policemen-students should be of special interest to all civil servants—four Deputy Inspectors, 30 Captains, 81 Lieutenants, 125 Sergeants, 81 Detectives, 745 Patrolmen, 18 Probationary Patrolmen, nine Policewomen, 163 Trainees.

**THE AVERAGE** credit load of each policeman-student is seven, slightly less than half the student a full-time college student would be pursuing.

**IN ADDITION**, the school is host to scores of police officers from 42 other police departments and law enforcement agencies throughout the Metropolitan Area.

**AN INTERESTING** sidelight: 40 members of the New York Fire Department are also included in the student body of The John Jay College of Criminal Justice.

**WHAT APPLIES** to civil servants in law enforcement, applies equally to all civil servants.

**UPGRADING IS** the order of the 1970s decade for better civil service performance and maintaining superior public relations.

### Named

ALBANY—Thomas J. Cashman of Glenville has been named principal nuclear engineer for the State Health Department.

## The Statewide Plan:



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The best method to become a junior methods analyst for the City, starting at \$9,950, is to score satisfactorily on the test set for March 21—but first you must file with the Dept. of Personnel, by Jan. 27.

A baccalaureate degree issued after completion of a four year course in an accredited college or university, plus one year of satisfactory full-time experience in the field of methods and procedures analysis in a business or industrial organization, research or management engineering firm, or in a governmental agency; or a satisfactory equivalent is needed.

Graduate work in public administration, business administration, industrial engineering, or other related field may be substituted on a pro-rated basis. Persons who will meet these requirements by June 1970 will be admitted to the examination. Applicants-to-be may file at the department offices, located at 49

Thomas St. in Manhattan, during regularly filing hours. All weekdays maintain a 9 to 5 schedule except Thursday, where applications are taken up to 5:30 p.m.

### COMMISSIONER OF SOCIAL SERVICES TOMPKINS COUNTY

Commissioner will be responsible for the total Social Services program for Tompkins County. Candidate must possess a bachelor's degree from a four-year school, plus four years of full-time experience in a health, education, or social agency, two years of which must have been in an administrative or supervisory capacity. Send resume in confidence to: Hugh Hurlbut, Commissioner of Personnel, Room 7, Court House, Ithaca, New York 14850

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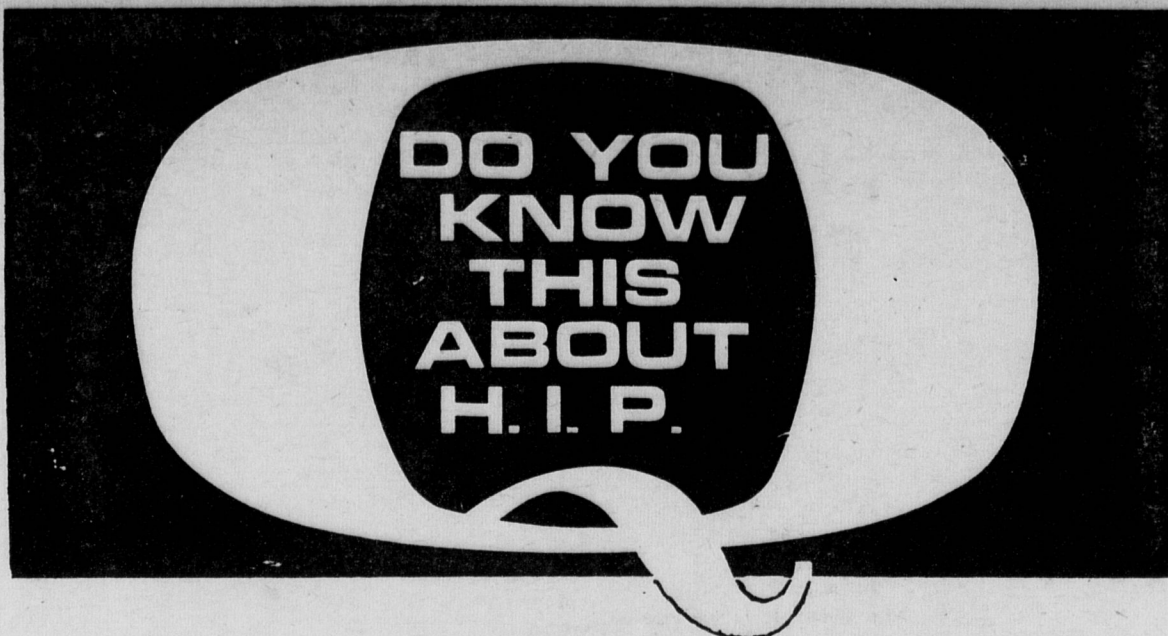
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The H.I.P. emergency service handles an average of 2,000 such calls a week, with the demand rising to a peak during the winter months.

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**Utica Regional  
Office Receives  
State Officers**

(From Leader Correspondent)

UTICA—The Oneida County Civil Service Employees Assn. chapter's new business office got a visit from CSEA State-wide officers last week. Ten officers from around the State dropped in to look over the set-up to use it as a possible example for future offices in other areas. The office is located on Lansing St. and is still open on a part-time basis. Full-time operation is expected shortly.

Nicholas Cimino, president of the State Transportation Department chapter in Utica, reports that a permanent answering service is available for any one who would like to contact chapter chairmen for any reason.

On the negotiating scene, State fact-finder George Baum sat down with both sides in the County contract dispute last week and is now examining the proposals. It is expected that it will take two weeks to make recommendations.

**Metro Conference**

(Continued from Page 1)

noon with luncheon at Lauritano's Restaurant, Eastchester Rd. and Boston Post Rd. in the Bronx.

Randolph V. Jacobs, Conference president, in calling the meeting said "It is of the utmost importance that our members be thoroughly briefed on all points of the contract before voting on it."

William Blom and Thomas Coyle, staff members of CSEA headquarters in Albany, will be on hand to answer questions. Dr. Theodore Wenzl, CSEA president, will also address the delegates attending the meeting.

**Western Conf.**

(Continued from Page 1)

CSEA and Joseph D. Lochner, executive director, will address the conference. John S. Adamski, president of the Western Conference, will preside over the meeting.

Celeste Rosenkranz, chairman of CSEA's Education Committee, will distribute the 1970 edition of the CSEA Chapter Officers' Manual to all chapters and units represented at the Conference session. Miss Rosenkranz will also preside over a regular meeting of the education committee to be held sometime during the session.

Also attending the meeting of the education committee will be E. Norbert Zahm, director of education and training for CSEA.

**Suffolk Dinner-Dance  
Set For February 20**

SUFFOLK—The Suffolk Psychiatric Hospital chapter of the Civil Service Employees Assn. is holding its first installation dinner-dance Friday, Feb. 20 at 8 p.m. at the La Grange Inn on Montauk Highway in West Islip.

Tickets for the dinner-dance are available at the Suffolk Psychiatric Hospital Payroll Office through Mrs. Agnes Miller.

**Follow The Leader.  
To Keep Informed.**



# Males Of 21-45 Age Bracket With H.S. Diploma Wanted For License Examiner Title

A bulletin has been issued, designated No. 23-143, asking for males between 21 and 45 who possess driving permits and would like to be considered for motor vehicle license examiner titles. One more week for filing remains.

These jobs, which have a \$6,860-\$8,410 pay range, are situated in the offices of the State Dept. of Motor Vehicles located in Albany, Binghamton, Bronx, Brooklyn, Buffalo, Jamaica, Mineola, New York, Rochester, Syracuse, Utica and White Plains. Maximum salaries are reached in five increments; additionally, those hired are granted an allowance for uniforms. In the N.Y.C. metropolitan area, pay scales run \$7,060 to \$8,610.

In the job bulletin, which can be obtained from any regional office of the State Dept. of Civil Service, minimum qualifications are outlined and basically call for a high school diploma or equivalency, or two year of background as a driving instructor. There are certain physical, medical and character requirements. While the test is slated for Feb. 26, filing period remains open until Jan. 26 and applications can be requested by mail or in person from the local office of the State Dept. of Civil Service.

### Sound Physical Shape

One of the criteria sought out are applicants in good physical shape.

### Physical and Medical Requirements

#### LEGAL NOTICE

**CERTIFICATE OF LIMITED PARTNERSHIP OF 17 BATTERY PLACE NORTH ASSOCIATES, PURSUANT TO SECTION 91 OF THE PARTNERSHIP LAW.** — We, the undersigned, having formed 17 BATTERY PLACE NORTH ASSOCIATES, a Limited Partnership, pursuant to the laws of the State of New York, hereby certify this 23rd day of December, 1969, that: I. The name of the Limited Partnership is 17 BATTERY PLACE NORTH ASSOCIATES. II. The business of the partnership shall consist of the ownership, construction, operation and management of two office buildings at 17 Battery Place, the City, County and State of New York, including the development, financing, refinancing and operation of all improvements which may be constructed thereon. III. The principal place of business of the Limited Partnership shall be Arthur G. Cohen, 60 East 56th Street, New York, New York. IV. The name and place of residence or business of each member of the partnership is as follows: Partners: Arthur G. Cohen, 205 Point Road, Great Neck, New York; Arthur G. Cohen, as Trustee under Indenture dated October 17, 1966 created by Jane Levien, 250 Kings Point Road, Great Neck, New York; Marshall Rose, 250 East 69th Street, New York, New York. Limited Partners: 17 Battery Place Associates, 60 East 56th Street, New York, New York; American Road Equity Corporation, The American Road Dearborn, Michigan. V. The term of the partnership shall commence on the date of the filing of the Certificate of Limited Partnership in the Office of the Clerk of the County of New York, and shall terminate on the 31st day of May, 2000, unless sooner terminated pursuant to the provisions of the partnership agreement. VI. Each limited partner shall contribute to the capital of the partnership the amount set forth next to his or her name: Limited Partners: 17 Battery Place Associates, \$9,120,000.00 being the agreed value of such limited partner's interest in a certain leasehold, a memo of which was recorded in Liber 307, Page 295 in the Register's Office, New York County; American Road Equity Corporation, \$1,000,000.00. VII. No limited partner is obligated to contribute additional capital contribution to the partnership. VIII. There is no agreement of a time when contribution of each limited partner is to be returned. IX. The limited partners are to receive the following share of profits by reason of their respective contributions: Limited Partners: 17 Battery Place Associates, 57%; American Road Equity Corporation, 25% of first \$600,000 of profits until the end of 10th fiscal year after the year a certificate of occupancy is issued for the new building to be constructed and thereafter 25% of first \$1,000,000 of profits. X. No partner may assign his interest without consent of all other partners. XI. No additional limited partners may be admitted without consent of all partners. XII. No priority is given any limited partners over other limited partners as to compensation by way of income. XIII. Remaining general partner or partners are given the right to continue the business on the death, retirement or insanity of a general partner by electing to do so. XIV. No right is given to a limited partner to demand and receive property other than cash in return for his contribution. The foregoing instrument was duly executed and filed in the Office of the Clerk of New York County.

Candidates must be at least 5 feet 6 inches in height in bare feet with weight in proportion to height. They must have satisfactory hearing (ability to hear and identify words spoken or whispered nearby without the use of a hearing aid); satisfactory eyesight (vision must be at least 20/40 in each eye, corrective lenses or glasses permitted); satisfactory color vision. Candidates must be free from any physical or mental defect, deformity, amputation or condition that would impair ability to perform satisfactorily the duties of the position. Candidates must meet the physical and medical requirements established for this position at the time of examination and at the time of appointment. A statement of these requirements may be obtained by writing to the Medical Review Unit, State Department of Civil Service, The State Office Building Campus, Albany, New York 12226.

License and character requirements: All entrants must be licensed and have been continuously licensed to drive automobiles in New York State, without any revocation of license, for the three year period immediately preceding and including the date of

examination (i.e., from February 28, 1967 to February 28, 1970) and up to date of appointment.

Those applying must be of good character and will be subject to thorough investigation. The following will disqualify for examination and appointment: Revocation or suspension of a license to drive in New York State during or after such three-year period; Convictions during or after such three-year period of any violations of law or ordinance for which mandatory revocation of a driving license could follow in New York State.

The following are examples of conditions which may disqualify for examination and appointment:

Revocation or suspension of a license to drive, whether in New York State or elsewhere prior to the three-year period; Record of frequent accidents; Conviction of a felony, misdemeanor, or any other violation of law.

A motor vehicle license examiner examines candidates for motor vehicle operator, chauffeur, and instructor licenses and investigates applications for dealers, driving school, and private service bureau licenses. He conducts road tests, as scheduled at various license issuing offices

within a district area, to determine the fitness of applicants for driver licenses; administers examinations to commercial driving school instructor applicants; and conducts investigations of dealers, transporters, driving schools, and private service bureaus upon application for license or upon request of a hearing referee, and re-examines drivers upon request of an insurance company or hearing referee. A motor vehicle license examiner also prepares reports; assists in office work during certain periods of the year; and may be called upon to address various groups regarding driver and/or traffic safety.

Written test designed to test for knowledge, skills, and/or abilities in such areas as: (1) The New York State Vehicle and Traffic Law, (2) The operation, control and mechanics of modern automobiles, and of safe driving practices; (3) Preparing written reports; (4) Using good judgment in the license examining field.

Copies of the current edition of the Vehicle and Traffic Law may be obtained by writing to the Department of Motor Vehicles, 504 Central Avenue, Albany, New York 12226. Orders must be accompanied by a check or money order in the amount of 65 cents. Copies of the current edition of the Driver's Manual may be obtained free in County and State Motor Vehicle offices.

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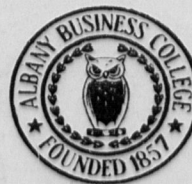
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# Terms Of General Contract

CIVIL SERVICE LEADER, Tuesday, January 20, 1970

(Continued from Page 3)

\$5,200 minimum annual salary for State employees working in the New York Metropolitan Area are continued through March 31, 1971.

## X—Elimination of First Step In All Grades

Eliminate first step of every grade beginning April 1, 1971.

## XI—Holiday Pay

When an employee is required to work on a holiday, he or she will be compensated with another day's pay instead of a day off in lieu thereof. If the holiday falls on a scheduled day and work is beyond the regular work week, time and a half pay for the holiday work will be paid in addition to regular pay for the day in the paycheck.

## XII—Joint Committee To Study Procedure Regarding One-Half Pay Minimum For Emergency Call-Back Work

A joint CSEA-State committee will look into the problems regarding minimum one-half day pay for callback emergency work as negotiated last year to solve the problems relative thereto.

## Welfare Fund

A joint CSEA-State labor management committee will be established to jointly study feasibility and scope of welfare fund for State employees and report their recommendation by April 1, 1971.

## Retirement

(Benefits Effective April 4, 1970 Unless Otherwise Stated)

1. The present 25-year half-pay career retirement plan will be modified as follows:

a. The 1/50th of final average salary will be accorded upon completion of twenty years of service instead of 25 years at present; the 1/50th benefit will be accorded for all years of service if the twenty years is completed prior to retirement. (At 1/60th benefit for all years in excess of 25.) Under this improved plan, the maximum pension benefit is limited to 3/4ths of final average salary.

b. Vesting at 1/50th will now be possible upon completion of 20 years of service instead of 25 years as at present. Vesting after ten years of service but less than 20 years' service will still continue on the 1/60th benefit basis.

c. The 25-year half-pay career retirement plan, including the foregoing improvements, will become a permanent provision of the Retirement and Social Security Law. Practically all new retirement benefits accorded during the past several years have been provided on a temporary year-to-year basis.

2. Survivors' death benefit for State employees who retire on or after April 1, 1970, with a minimum of ten years of service, will be increased from \$2,000 to \$3,000.

3. Unused sick leave credit upon retirement will be convertible to retirement member service credit on a day-for-day basis up to a maximum of six months' service credit.

4. Retirement credit, to a maximum of three years, will be available to World War II veterans who were residents of New York State at the time of entrance into the armed service and who were not in State service at the time they entered military service. At present retirement credit is avail-

able only to those veterans who were in the Retirement System at the time they entered military service upon payment of annuity and pension contributions for the period of military service claimed.

5. A CSEA-State joint labor management committee will be established to study changes in eligibility provisions (elimination of current minimum retirement age) of major pension systems negotiated in the State. The committee will report by January 1, 1971. The State or CSEA is then free to request reopening of negotiations to implement any recommendations of such committee.

6. Increase interest on member contributions held by the Retirement System to a rate equal to the rate of earnings in the Retirement System to a maximum of 5 percent in the same manner as prescribed under the existing special interest program.

7. The cost of living supplementation program for retirees will be revised to reflect increases in the cost of living to 1969 and effective date of change advanced from October 1 to June 1.

8. The State will provide a form to be signed by State employees to waive their right for eligibility for participation in the New York State Employees Retirement System. This will assure that the State will bring the opportunity for eligibility to the attention of all State employees and to the attention of new employees when hired. The employee will thus definitely apply for the Retirement System or waive his right to apply. This only applies to those employees outside the competitive and non-competitive classes who are not mandated to participate.

9. The State will provide deductions from a retiree's pension at his or her option to cover the costs of his or her CSEA dues and life insurance, in the same manner as his or her State health plan costs are now deducted.

10. Members of the State's Teachers' Retirement System employed by the State, will be provided with a one-time opportunity prior to March 31, 1971 to transfer to the State Employees Retirement System by filing the appropriate application, if they so desire.

11. State employees who are eligible for retirement credit under provisions of the Military Law and who failed to make payments for military service credit within the statutory time limit will be given another opportunity to obtain retirement credit for such service by electing to deposit the necessary funds over a period of time, provided the initial contribution is made on or before March 31, 1971, and the period of payment does not exceed the period of credit being claimed. If partial payment is made, the amount of credit shall be pro rated.

12. Employees of the State Education Department who are members of the State Teachers' Retirement System shall be permitted to repay loans to such System by payroll deduction in a manner comparable to that of State employees.

13. State employees who formerly belonged to another retirement system in the State and who failed to transfer service credit from such system to obtain credit for such previous service will be allowed an opportunity to obtain such credit by depositing

in the State Employees Retirement System an amount equal to the contributions withdrawn from his former system, plus interest to date. Such member may elect to deposit such funds over a period of time, provided the initial contribution is made on or before March 1, 1971, and the period of repayment does not exceed the period of credit being claimed. If partial payment is made, the amount of credit shall be pro rated.

14. Employees in the Division of Employment who were transferred to the Federal War Manpower Commission during World War II and who immediately thereafter returned to State Service, and who did not claim credit for such Federal service, shall have an opportunity to claim credit for such service by depositing in the State Employees Retirement System an amount equal to the retirement contributions they would have made during such period of Federal service plus, interest to date, provided such deposit is made on or before March 31, 1971. Such a member may elect to deposit such funds over a period of time, provided the initial contribution is made on or before March 31, 1971, and the period of repayment does not exceed the period of credit being claimed. If partial payment is made, the amount of credit shall be pro rated.

## Employee Health Insurance

(New Benefits Effective April 1, 1970 Unless Otherwise Stated)

1. Effective April 1, 1971, contribution of active and retired employees for dependent coverage will be reduced in half. In previous years CSEA negotiated reductions so that now employees only pay for half the cost of dependent coverage.

2. Maximum maternity benefits under Blue Cross hospitalization will increase from \$150 to \$200, effective 4/1/70

3. Reimbursement for cost of independent ambulance service for in-patient hospital admission to maximum of \$25. Heretofore ambulance service only provided when ambulance owned by Blue Cross member hospital. 4/1/70

4. Radiation therapy paid in full when administered in out-patient department of Blue Cross member hospital. 4/1/70

5. Increase maximum from 30 days to 120 days of hospital care for pulmonary tuberculosis. 4/1/70

6. Joint State-CSEA labor management committee to jointly:

a. Develop details of dental insurance plan to cover State employees to be made effective April 1, 1971.

b. Consider the method by which income limitations can be removed from Blue Shield coverage, effective April 1, 1971 so that a larger number of State employees will receive paid-in-full benefits.

c. Develop a mechanism for converting health insurance benefits negotiated under Statewide plan to comparable benefits for those employees covered under the GHI and HIP options.

d. Meet and confer on the administration of the health insurance program as it affects State employees represented by CSEA.

Above improved benefits under health insurance program will be

made available to political subdivisions covered under the State health insurance program except as to the dental plan to be established on April 1, 1971.

## Grievance Procedure

Grievances with references to interpretation or violation of the work contract will proceed through three steps and then to the State Office of Employee Relations and if not settled satisfactorily will then go to binding arbitration to the extent permitted by Article 75 of the CPLR. The arbitrator will be mutually chosen by CSEA and the State and in the event of a disagreement as to choosing of the arbitrator—he will be selected by lot from a drawing of the names on the panel available.

Grievances concerning unsatisfactory work conditions or practices will proceed through approximately the same first three steps as for grievances concerning interpretation of the contract but will then, if not satisfactorily settled, go to an impartial outside grievance appeals board similar or the same as that now provided under the State grievance procedure now available as result of the Governor's Executive Order on Grievances.

Under both procedures described above, the employee can select only CSEA as his representative or a fellow employee or suitable representative but not another employee organization.

## Disciplinary Procedure

Protection against disciplinary action as provided by Section 75 of the Civil Service Law is supplemented by the CSEA-State agreement to provide an impartial hearing officer for disciplinary hearings who can render a binding decision on the employee's innocence or guilt. The hearing officer will be mutually chosen by CSEA and the State from a panel and cannot be an officer or employee of the agency in which the employee affected is employed. with 5 yrs of service

The State will provide a letter to CSEA guaranteeing that no labor class employee shall be dismissed or otherwise terminated without fifteen days written notice and a statement furnished by the State giving the reasons for the employee's dismissal or termination. The employee will be given the opportunity to reply and his reply shall become part of his employment record or file

## Employee Organization Rights

### Exclusive Negotiations

With reference to employees in the four bargaining units in which CSEA is certified, the State will not negotiate or meet with any other employee organization

### Exclusive Check-Off

CSEA shall have exclusive payroll deduction of membership dues and insurance premiums with this privilege accorded to no other employee organization in the four units in which CSEA is certified.

### Bulletin Boards

CSEA shall have exclusive bulletin board space on State bulletin boards in work locations of employees in the four units repre-

sented by CSEA. Number and location of bulletin boards and arrangement for their use by CSEA shall be subject to mutual understandings at departmental or agency level.

### Access To Employees

CSEA shall have exclusive access during working hours to employees in the four units in which it is certified to consult regarding membership services and programs which shall not interfere with work duties or performance and shall be reasonably controlled.

### Identify Employees In Units

The State will furnish CSEA names and addresses of all employees in each of the four units on a quarterly basis as well as names of employees who terminated employment with the first of such listings furnished as soon as feasible after the effective date of the agreement.

### Meeting Space

CSEA is accorded the privilege of using meeting space in State owned or leased buildings on a reasonable basis.

### Agency Negotiations

Exclusive negotiations with CSEA concerning terms and conditions of employment will be conducted at departmental, institution and work locations levels which can result in written agreements if either requests. The procedure to cover this will be arranged by the State-CSEA labor management committee through bi-lateral agreement.

### Time Off

Employee organization leave provisions will be established in the State attendance rules to provide time off without charge to accumulated leave credits for CSEA members for delegate meetings, Board of Directors meetings, for investigation of claimed or actual grievances and processing of same and for departmental negotiations and for CSEA negotiating teams for the time necessary to prepare and conduct negotiations. The State will advise its agencies that they are authorized to arrange with CSEA and/or its chapters for time off including travel time to attend CSEA standing and special committee meetings.

### Agency Shop

If the "agency shop" is made legal in New York State by amendment to the law, and is made available in any substantial size public jurisdiction in the State, then the CSEA-State contract will be reopened to negotiate the agency shop under the contract.

### Prior Benefits Guaranteed

All employee benefits and privileges contained in written laws, rules and regulations, Statewide and departmental, are guaranteed to continue during the term of the contract which does allow the State to administer the merit system, reclassify employees, re-allocate their salary grades, etc., but disputes arising therefrom will be handled through the grievance procedures which provides binding arbitration as the final step.

### No Strikes

The proposed agreement includes a provision which is in accord with the Taylor Law that CSEA shall not engage in a strike nor cause, instigate, encourage or condone a strike and shall exert its best efforts to prevent and terminate any work stoppage.