

Federal Employees Pay Act

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the holiday rate, and this is to be paid in lieu of the regular rate. In other words, the extra compensation amounts to one-half day's pay. Such additional pay will not apply when the employee is in a leave status and will not be part of basic pay for overtime pay computation purposes.

Alabama Employees Under Retirement Plan

During the 1945 session of the Alabama legislature, recently adjourned, a bill was passed providing a retirement system for state employees which will become effective October 1. The plan provides for the deduction of 3½ per cent of employees' salaries, to be matched by state funds to build up credits from which an annuity and pension will be paid each employee upon retirement. An employee may voluntarily retire at 60 years of age but it is obligatory that he retire when he becomes 70. The amount of prior service for which credit is to be given is a maximum of twelve years.

A move to repeal the state civil service law during the legislative session was unsuccessful when a bill to accomplish this died in committee.

Your Questionnaire

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duties of the position with the employee concerned and with his supervisor or supervisors. The classification staff will not contact personally each employee for in most cases sufficient data to establish classification will already be available. This does not mean, however, that those employees who are interviewed have failed to fill out their questionnaire properly. Staff members may also make a spot check of a few positions in a tentative class to make sure that the proper allocation of positions has been made.

When these steps have been completed, tentative written specifications or descriptions will be prepared for each class of positions and submitted to departments for review by supervisors and employees. At this time suggestions regarding additional classes, abolishment of classes or change in content of class specifications will be received by the classification staff. When this review has been completed, the necessary revisions will be made and the classification plan will be submitted to the Civil Service Commission for its review.

When the classification plan has been approved, a list of position allocations will be sent to each department head and each employee will receive a notification as to his position allocation.

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