

At this time any employee may request a change of allocation if he feels that his position has not been correctly classified. Department heads also may request a change in the allocations of any positions under their supervision if they believe inaccurate allocations have been made.

The classification plan when in actual operation will be useful in a number of ways. First of all, it will provide an orderly and systematic basis for personnel policies, understandable to employees and supervisors alike. It will serve as a guide in the preparation of practical employment tests. The classification plan will facilitate transfers, promotions, employee service ratings and other personnel transactions. The plan also will serve as a basis for the development of an equitable and standardized pay plan.

Because of the importance to all employees in the classified service of having an effective position classification plan as soon as possible, employees are urged to fill out their classification questionnaires promptly and accurately.

The State Civil Service Commission at 319 Capitol Building, Salem, will be glad to answer any questions that may arise in connection with the proper completion of the questionnaires.

Some people have no respect for age unless it is bottled.

Retirement System Progress Report

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through their governing body, they notify the retirement board no later than May 1, 1946 of their desire to exclude their employees from the system.

The problem confronting sub-divisions is of course the cost. Plans are in the making to furnish sub-divisions with estimates of contribution rates for future service both as effecting employees and employers.

It is hoped to have these rates available within 60 to 90 days.

To estimate the costs of prior service benefits entails a great deal more work and will necessarily take considerably more time.

Since the extent of prior service credits to employees of sub-divisions is flexible and to be determined largely by the sub-divisions themselves, it is hoped that all of them may see fit to remain in the system and begin participation therein on July 1, 1946 leaving the matter of prior service benefits and costs, for later determination. Such determination would not need to be agreed upon before budget time for the year 1947 inasmuch as no retirement benefits are to be paid prior to July 1, 1947.

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