

ing up in the state service. Now individuals who have qualified through competitive examinations will be certified to these vacancies as they occur. During the past year sixteen promotional examinations have been conducted. Announcements have recently been issued on many other classes for which promotional examinations will be given in the very near future. Many employees will receive promotional opportunities as these examinations are given. The tempo of the examination program is now at a high point and will continue to increase during the coming year.

Work Hours Being Standardized

Since its establishment, the Civil Service Commission has worked constantly toward the standardization of hours of work for state employees. By rule the Commission established the 40-hour week for most categories of employment. This resulted in a 5-day week for many positions. Hours have been substantially reduced in state institutions, but it has not been possible to date to completely establish equity in hours because of budgetary limitations. However, the new Civil Service Pay Plan and the institutional budgets which will be recommended to the next legislature provide for a 40-hour week for many institutional employees and for a pay differential for classifications which require 44 and 48-hour work weeks. Budget requests provide for a sufficient number of additional positions to make the shorter work weeks possible.

Leaves, Vacations and Holidays

Prior to the adoption of the Civil Service Rules and Regulations, there was no established policy on sick leave. Some departments were very liberal in granting sick leave with pay, while others provided none at all. In numerous departments, there was no consistency in application of sick leave to individual employees. Some were penalized while others received leave far and above what might normally be expected. The present sick leave program establishes definite accruals in an ade-

quate amount and provides for complete equity of treatment of all classified employees.

Vacation leave provisions also varied between departments prior to the establishment of the Civil Service program. Vacation was granted at the discretion of the appointing authority, and while some departments had well developed policies, practices varied greatly between departments. Many employees received no vacation leave while in other cases an appointing authority might grant as much as four weeks per year. The Civil Service rules establish equity among all classified employees in accumulation of leave as well as in its application.

In the past, many employees received no credit for Holidays. For example, Highway hourly rate employees and the majority of employees in institutions were not granted the established holidays while the majority of state employees received time off or were given additional pay if required to work on these days. Fair and equal treatment with regard to holidays is now assured all employees in the Civil Service regulations.

Employees' Problems Cared For

The Civil Service Commission has received numerous appeals from employees on dismissal, pay, and many other items. A solution to a majority of these appeals has been worked out without the necessity of carrying the appeal to the Commission itself. Though there are several such situations every month, each individual case receives no particular publicity; thus the value of such assistance is apparent only to individuals concerned. These cases are settled through the regular procedure of a thorough investigation of each case that is brought to the attention of the Civil Service staff. Very often the appeal may result from a misunderstanding of the Civil Service Rules and Regulations or accepted policy. A discussion with the appointing authority and the employee results in application of success-