

discharged employees and the Civil Service Commission has received only four or five appeals for hearing. In these latter cases, findings have been in favor of the employee or supervisor about equally.

4. WHO PAYS FOR CIVIL SERVICE?

Civil Service costs are paid by pro rata assessment of all state divisions who have civil service employees. (This was done because of the difficulty of making a general appropriation which would distribute these administrative costs equitably as between a large number of different revenue accounts under which state employees are paid.) The Oregon Civil Service budget, which is reviewed with other department budgets, on the basis of per employee costs is considerably less than most other public jurisdictions which have a comparable Civil Service law to administer. (It is also interesting to note that recent studies show many larger private business organizations spent substantially more for personnel activities than is usually the case among public jurisdictions.)

5. ARE ALL EMPLOYEES ON A 40-HOUR WORK WEEK?

The 40-hour work week is in effect for slightly over half of the state employees. In many types of work the Civil Service Commission has ruled that a 40-hour work week is not practical, particularly under present employment conditions. The Commission has, however, tried to recognize longer working hours in the salary rate and has consistently fought for similar working hours for its employees who do the same kind of work. Department heads have authority to use a five day week when they believe it desirable so long as all necessary services are provided by the department on Saturdays and, where necessary, Sundays. The work or plan for Oregon employees is similar to the prevailing practices of private employment in Oregon.

6. ARE CIVIL SERVICE EXAMINATIONS PRACTICAL?

The Civil Service Commission makes every effort to prepare examinations which will fairly measure knowledge and ability. Individual work assignments of the employees vary somewhat in each classification and it would be both wasteful and impractical to test each individual employee on the basis of his one specific job. (Because of transfer and promotional opportunities it is more desirable to recruit a generally well-rounded employee than an employee who knows only one thing. Examinations are not 100% accurate but it has been proven through experience that applicants who rank highest on examination results will have greater probability of job success than those who do poorly.) In all cases there is a further test of a six month probation period during which time the employee's performance is observed. This period serves as a definite part of the examination process.

7. ARE RETIREMENT AND CIVIL SERVICE THE SAME THING?

Civil Service Administration is completely separate from the administration of State Retirement (Public Employees Retirement Board.) These systems operate under two separate acts, although they are related in that they are aimed at improving the standards of the public service.

8. CAN I ADD THE 2-DAY EMERGENCY TO MY VACATION?

No. The Civil Service Rules expressly forbid the linking of this leave to any other paid leave. The 2-day emergency leave is provided only for unforeseen events for which the regular leave does not make provision.

9. IF I BELIEVE MY CLASSIFICATION IS NOT CORRECT BUT MY SUPERVISOR DOES NOT SUPPORT ME, CAN I APPEAL DIRECTLY TO THE CIVIL SERVICE COMMISSION?

Yes. The Civil Service Rules provide that a request to review the classifica-