

tion of a position may come from either an employee or an appointing authority. Such questions should first be discussed with your supervisor, however.

10. IF THERE ARE NO POSITIONS TO WHICH I MAY BE PROMOTED IN MY DEPARTMENT, WHAT USE IS THERE FOR ME TO TAKE A PROMOTIONAL EXAMINATION?

If you pass satisfactorily, you will be placed upon a state-wide promotion list and certified to another department where vacancies in higher level classes do exist.

11. I DIDN'T GET MY ANNUAL INCREASE IN SALARY LAST JULY. AREN'T THESE RAISES AUTOMATIC EVERY YEAR?

No. Salary advancements are not automatic but are made upon recommendation of the appointing authority. These salary advancements are given to employees whose merit rating has been high through the year.

12. I HAVE NOTICED PERSONS OF GREATER SENIORITY BEING LAID OFF BEFORE PERSONS OF LESS SENIORITY WHENEVER A REDUCTION OF FORCE IS NECESSARY. DOESN'T CIVIL SERVICE

GUARD AGAINST THINGS LIKE THIS?

Whenever there is a layoff, persons are laid off in inverse order of their service credit. Length of service and merit rating are considered to establish service credit. It is conceivable that a person of less service could have a higher service credit due to his merit rating.

13. HOW DO I GET A PROMOTION TO A HIGHER CLASSIFICATION?

In those classifications where examinations are given, an employee must have passed and ranked in an examination for that classification. In all other classifications, he must be conditionally promoted by the Appointing Authority.

14. WE ARE ENTITLED TO ONE DAY OF VACATION PER MONTH OF SERVICE. I WORK ONLY FIVE DAYS A WEEK, YET MY VACATION TIME IS TAKEN OFF AT THE RATE OF SIX DAYS PER WEEK. HOW COME?

Vacations are figured at one day per month of service. The business week of the state is figured as six days by law. Therefore vacations are counted as running from Monday through Saturday regardless of the work week of the employee.



## *Public Employees Retirement System Executive Secretary Tells Activities*

At the request of the staff, Mr. Jerry S. Sayler, Executive Secretary of the States' Retirement System, has considerably furnished us with a brief report of the System's actions and status.

It will be remembered that the Retirement Act applies to teachers, city and county employees and others in public service besides those in State employ and numbers some 25,000 members. Its benefits as a true welfare mea-

sure are becoming known and will prove of lasting benefit to its members both employee and employer as it continues to function. Mr. Sayler's report follows:

"Enclosed please find a copy of our accounting balance sheet as of July 1, 1947.

"This statement is in the hands of the State Printer and soon will be available for distribution in pamphlet form. I