

tional examinations. (In many cases at present, such vacancies are filled by out-of-state applicants or non-departmental employees at the sacrifice of opportunity to those qualified employees already trained for such positions within the Department).

3. That it be mandatory that each State employee be given a copy of his merit rating. (Departments now have varying policies and many employees do not know how they rate in their work.)

4. That the staff of the Civil Service Commission be adequate to more ably administer the Act and to render more efficient service in accord with the intent of the Act.

5. That the OSEA increase its activities in defending Civil Service, that it support those friendly to Civil Service and that it assist in the education and discipline of those who neglect or fail to cooperate in making the Act serve its true purpose of furthering the welfare of the State and employee.

6. That the Civil Service Commission provide employee representation in Civil Service matters in those departments or agencies where such is not provided by the department or agency administrator. (Cases are known where so-called Civil Service representatives are not really such, and are not concerned with employees' problems failing to give consideration to employee requests for understandings of the Civil Service Act, Rules and Regulations).

7. To strengthen and protect an employee's reasonable rights to tenure of office to the end that unjust dismissals or demotions shall not occur.

#### **Policies On Working Conditions Adopted**

1. To obtain uniformity of the basic work week on a 5-day, 40-hour basis, and to reduce insofar as practicable the long hours of employment required in some agencies.

2. That where overtime work (in excess of the established basic work week) is required, payment to be made by compensatory time-off or by straight-time cash payment, at the employee's option. (Present general practice is to require the employee to

take his payment in time-off at the times permitted by the employer and with further possibility that even such may be lost by the employee).

3. That vacation leaves earned by the employee be charged against his vacation exactly as used; that the work day per month earned for vacation be used as vacation credit for one working day of vacation. (Present rules charge employees 6 earned vacation days for a 5-day work-week vacation).

4. That the present limitation of 90 days of sick leave accumulation be removed. (Employees now earn 1 day of sick leave credit per month of service, but the accumulations of non-taken credit is limited arbitrarily).

5. That the legal holidays of the State be not diminished in number.

6. That vacation leave credits be increased by an additional  $\frac{1}{4}$  day per month for each 5 years of service rendered by the employee, to a maximum of one additional day per month. (This is a recognition to faithfulness of service and as an incentive to remain and improve in efficiency; the principle is widely adopted).

7. That State Departments set their pay days at a reasonable date and meet them regularly. (Some agencies vary considerably, to the embarrassment of the employees and the consternation of the employees' creditors).

#### **Salaries and Wages**

For the first time since 1943, when the OSEA WAS CREATED, THERE WERE NO RESOLUTIONS received from the members asking for increases in wages and salaries. The delegates, chosen by their local chapters and representing the thinking of a majority of all State employees, were in agreement that the perennial wage problem is now one mostly of individual adjustment to eliminate some inequities.

It was the opinion of the convention that the wage and salary problem is not now an issue due to the recent actions of the legislature, Board of Control, some administrators, and the Civil Service Commission in recognizing and acting favorably on this matter, and thus bringing the State's rates of pay more nearly to the basis of "par-