

### Going Outside for Coffee

Almost as bad, from the point of view of office morale and wasted time, is the surprisingly prevalent practice of leaving the office floor entirely for a cup of coffee in a nearby commercial restaurant. Employees who enjoy sufficient freedom of movement to leave their desks are usually just the ones whose availability is important to the operation. Understandably, companies don't like to crack down, especially on creative and executive personnel.

A large oil company writes: "Around the Philadelphia office there are numerous restaurants, and some employees have patronized them during working hours for coffee. We have not attempted to stop this unwritten privilege, but we have taken steps to prevent abuses when employees are away from their desks for too long a period."

"In our main office we make no provision for employees to enjoy a morning or afternoon break for coffee or cokes," another company writes. "However contrary to our policy in this regard, many of the employees do habitually leave the office buildings to enjoy a midmorning or midafternoon refresher at a drug store or restaurant. The management is giving this problem serious consideration at the present time."

A larger chemical company, employing 700 draftsmen in one department, figured that trips of technical personnel to a restaurant in the building for coffee cost them \$10,000 worth of nickel-a-minute time a year. They were able to save much of this time by installing coffee vending machines on the drafting floor.

For the large office, machines vending coffee in paper cups appear to be the most satisfactory arrangement, although they are so new that only one of the companies checked by the Institute reported them. Most present machines require a potential clientele of at least 200 in order to interest operators, but smaller machines are on the way. Operators figure that a coffee vending machine in an office will sell one cup of coffee for every two employees.

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## Civil Service Examinations

The State Civil Service Commission, Public Service Building, Salem, has issued the following list of examinations to be held on an open continuous basis. Applications on Form CS-100 will be accepted until further notice.

### Continuous Examinations

Examinations given on a continuous basis for promotion only: State-wide promotion (SWP), division promotion (DP).

- Accountant I—SWP-DP.
- Accountant II—\*DP.
- Accounting Clerk—SWP-DP.
- Accounts Executive I—\*DP.
- Accounts Executive II—\*SWP-\*DP.
- Bookkeeping Machine Operator II—SWP-\*DP.
- Clerk II—SWP-DP.
- Clerk IV—SWP-\*DP.
- Clerk V—SWP-\*DP.
- Clerk Typist III—SWP-DP.
- Clerk Stenographer III—SWP-DP.
- Field Auditor II—\*DP.
- Field Examiner II—\*DP.
- Hospital Aide II—DP.
- Income Tax Auditor IV—\*DP.
- Income Tax Auditor V—\*DP.
- Key Punch Supervisor—SWP-DP.
- PBX Operator I—SWP-DP.
- PBX Operator II—\*SWP-\*DP.
- Practical Nurse I—D.
- Tabulating Machine Operator II—SWP-DP.

Examinations given on a continuous basis for all qualified persons, whether or not they are presently employed by the state.

- Bookkeeping Machine Operator I.
- Bookkeeping Machine Operator II.
- Calculating Machine Operator.
- \*Child Welfare Worker I.
- \*Child Welfare Worker II.
- \*Child Welfare Supervisor I.
- \*Child Welfare Supervisor II.
- Civil Engineer I.
- Clerk I (Will close June 30, 1950.)
- Clerk Typist I.
- Clerk Typist II.
- Clerk Stenographer I.
- Clerk Stenographer II.
- Clerk Stenographer III.
- County Welfare Administrator I.

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