

perform satisfactorily the jobs for which they were certified, State Highway Commissioner Ransford J. Abbott said. On the other hand, many competent engineers with 20 or 25 years of practical experience failed to pass the examinations, or were too low on the list to receive appointments. (From Better Roads, October 1950.)

Civil Service News

By James M. Clinton

Veterans' Rights

The rights of veterans under the Civil Service Act is being given study by the Commission in view of the present world situation. Legislation may be proposed to clarify the rights of Oregonians and state employees serving in the Korean war and other like emergencies that may arise. Some of the procedures being discussed are: provisions for war service indefinite appointments in the event of war, modification of examination activities during war time, "war veteran" status of those in the service during the present situation and other situations which may arise.

Merit Rating Time

Those departments which rate employees annually at the end of the year will soon receive merit rating forms from the Commission. All but a few departments rate employees at this time. The Commission is advocating that more care than ever be taken to making fair and objective ratings. Salary increases, layoffs and many other personnel actions may depend upon the ratings during the coming year.

Vacation Policy Questions

Many questions have been received concerning the new vacation policy, especially as to the eligibility of individual employees for prior service credit. Rule XVIII, Section 3, paragraph b of the Rules and Regulations defines eligibility for past service as well as for future credit. One of the common misunderstandings appears to be a confusion between prior service allowed by the Retirement Board and the provisions of Rule XVIII. The

Retirement Board allows only a five year break in service. The Civil Service Rule allows only a 15 day break following resignations. Breaks are allowed for layoff and leave without pay and only the time absent from the job is deducted. Military leave counts as straight service.

Adult Education Classes

Employees in the Salem area are urged to take advantage of the classes offered by the Special and Adult Education Division of the Salem Public Schools. Groups of state employees may form their own classes in subjects relating to their jobs or they may form classes in hobbies and crafts for their own amusement. Classes already decided upon are Advanced Shorthand beginning Nov. 27th. Bookkeeping and Accounting classes beginning on November 29th. A class in beginning shorthand for persons who can type but do not know shorthand will start early in January. Employees interested may contact George D. Porter at the Public Schools office.

Supervisory Training

A class in supervision for the state's top level supervisors is being planned for January. The class will be given under the guidance of the State Department of Vocational Education. The class will cover: Problems of Handling People, The Supervisor as an Instructor, Improvements in Job Methods, and Organization and Management of Production.

Political Activity

The Federal Government has issued a reminder to the States that many state employees are subject to the Federal Hatch Act relating to political activity. This makes many employees subject to both the provisions of the Civil Service Act and the Hatch Act. Provisions of the Hatch Act are too lengthy to quote here, however the qualifying phrase which makes that act applicable to state employees is: "No officer or employee of any State or local agency whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or by a Federal agency shall" etc. The Federal Government has also pointed out that the