

lieu of layoff, to a lower class for which they are qualified, providing they have greater service credit for the lower class than persons serving in that class. In computing service credit count the time they may have served in the lower class plus time served in higher classifications.

7. Terminate employees in inverse order of service credit in the class (or demote as appropriate) as computed below. Service credit is a combination of Merit Rating and seniority. For the purposes of establishing service credit, only the last two Merit Ratings on record in the Civil Service Commission office shall be used to establish the point credit for each employee. The point credit shall be determined by adding together the points for each of the two ratings and dividing by two. In the event only one rating has been made for the employee in question, the score for that rating shall be counted. If no ratings have been made for the employee, a Merit Rating shall be completed as soon as the necessity for layoff is determined. Eligibility for seniority credit shall be determined in the same manner as eligibility for advanced vacation leave credits (Rule XVIII, Section 3, Paragraph B).

Credit for Merit Ratings:

Outstanding	85 points
Excellent	75 points
Good	60 points
Fair	10 points
Unsatisfactory	0 points

Credit for Seniority:

Five points for each month of service from date of appointment to class. Only full months of service shall be counted except where total score for Merit Rating and Seniority has resulted in a tie, in which case actual days service over full months shall be used to break the tie. (See Rules for determination of further tie scores.)

Add total points and layoff in inverse order of total score.

This procedure for computing service credit shall also be used whenever it is necessary to establish such credit in conformity with the Civil Service Rules and Regulations, in-

cluding the establishment of rank order on all reemployment eligible lists.

Very truly yours,
James M. Clinton
Acting Director

Civil Service News

The Civil Service Commission has announced examinations for laborers, maintenance employees, custodial employees and other non-skilled classes. These examinations are greatly simplified. Effect of the examinations will be largely to provide trial service and regular status for these employees. After this transaction is completed during the month of January approximately 75 per cent of the state employees will have full Civil Service status.

Proposed Legislation

The Civil Service Commission will propose an amendment to the Civil Service Act to the current session of the legislature which will provide stand-by powers to the Commission to adopt by rule provisions for "War Service Indefinite" appointments if this becomes necessary. The present provisions of the Act restrict temporary appointments and provisional appointments to 90 days. The amendment would provide for appointments to extend for the duration of a war emergency only. The purpose of such appointments would be to refrain from filling state positions permanently while large numbers of the state's younger citizens are in the armed forces and unable to compete for permanent state jobs.

Civil Service Posts

Comparative studies of Civil Service costs show that the per employee costs of administering civil service is twice as high in California and Washington. Twenty-one states have Civil Service agencies. Only nine other states, however, have complete programs involving pay, classification, examination, training, merit ratings, payroll audit-

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