

SUGGESTION AWARD SYSTEM UNDER WAY

A suggestion award system for the state service is fast becoming a reality.

The law creating the system became effective on July 1. Immediately following this date, the governor appointed Warne Nunn of the Public Utilities Commission as Secretary and also appointed a Suggestion Award Board. Members of the Board are G. S. Paxson (Highway), Chairman; W. F. Gaarenstroom (Finance and Administration) and Melvin H. Cleveland (Civil Service).

The Board has held several meetings and is now in the process of formulating a set of rules and procedures. When such rules and procedures have been adopted, they will be made available to employees.

Employees will be mailed a pamphlet outlining the program.

Forms for reporting suggestions are now being printed.

Each department head will appoint a suggestion award committee to which employees may go for full information.

The Board expects the program to be in full operation by September 15.

SOMETHING NEW HAS BEEN ADDED!

In an effort to assist the officers responsible for collection of dues and thereby reduce dues delinquency, a new method of mailing dues notices has been devised.

On August 20 each chapter secretary will receive a supply of dues notices from Headquarters. These notices are in the form of a dual purpose envelope, one to be used for mailing to the member and another attached envelope for the return of the remittance to the secretary. Both these envelopes will be pre-addressed and one will be furnished for each member whose dues are due on September 1.

The member need only insert a check or money order for the amount of dues shown on the notice, write their return address on the envelope, seal, stamp and mail. The return envelope has been pre-addressed with the chapter secretary's name and address.

Chapter dues records should be made ready to handle this mailing of notices now. The September dues paying members slips (chapter copy) should be sorted into a separate group as outlined in the Simplified Accounting Procedure Manual furnished with the accounting system last winter. One notice will be furnished for each slip in this group and will be in the same alphabetical order.

The chapter officer handling dues should mail or otherwise distribute these notices before, and as near as possible to the September payday. Your chapter officers and Headquarters staff will appreciate the cooperation of each member.

If your dreams don't come true perhaps you are oversleeping.

GRIEVANCE PROCEDURE

In February, 1954, OSEA added a new staff member who was assigned the job of assisting chapters with their grievance problems. Mr. Rudy Meffert, after much study, devised a procedure that was workable and relatively simple yet it recognized and contained the basic principles of sound grievance procedure. "Good grievance procedure on the chapter level," said Meffert, "is most important. Thoughtful handling of a complaint may result in the development of a valuable employee and it may repay many times over in good service to the state." Meffert pointed out that no complaint is too small to be considered by a chapter grievance committee.

First, the employee should do all possible to reach an understanding with his supervisor. Second, if this fails he should then approach his chapter. Third, only when the resources of the chapter have been exhausted should a third or outside party be brought in. It is only when this situation exists that headquarters should be asked for help.

OSEA's most notorious failures in this field have been cases in which the chapter was by-passed or failed to function properly.

Grievance procedure is outlined in the handbook.

ORIENTATION MEETINGS BEING SCHEDULED

The board of directors has approved a request by the staff to hold another series of orientation meetings for chapter officers.

The object of the meetings is to acquaint chapter officers with methods of record keeping, reporting, handling and reporting of grievances and to suggest methods for the general conduct of chapter business. The agenda will include a broad range of subjects of interest to all chapter officers.

Both dates and topics are being worked out now in the headquarters office. Whenever possible, dates will be arranged to conflict as little as possible with regular work days, however, it may be necessary to schedule some meetings during the work day or evening.

The new revised handbook will be ready for distribution at these meetings.

STAFF REPRESENTATIVE RESIGNS

As the Sentinel goes to press, word comes that Bob Ashby has resigned his position as Staff Representative for OSEA effective July 31, 1955. Bob has been on the staff since July 1, 1953.

His job has been primarily that of working with chapters on chapter organization.

A TIMELY TIP

The soundest advice that man can heed: Don't plant more garden than your wife can weed.

"If you can spare me five minutes," announced the door-to-door canvasser, "I can show you how you can earn twice the money you are now getting."

"Don't bother," replied the man-of-the-house (a state employee), "I do that now."

