

STATION NEWS

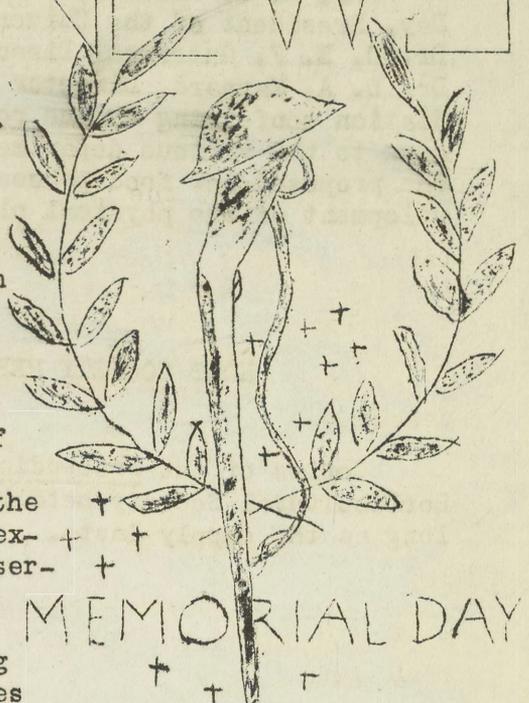
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Geneva, N. Y.

STATION EMPLOYEES

About 125 employees of the Station met in Jordan Hall last Saturday and heard Director Heinicke discuss the duties, responsibilities, and privileges of both professional and nonprofessional workers at the Station. So far as we know, it was the first time that such specific information on what is expected of Station personnel has been propounded since Doctor Sturtevant published his "Rules and Regulations" in the first annual report in 1883. Doctor Heinicke also expressed his appreciation of the efficient and loyal service rendered by the Station group as a whole during the trying war years, often in the face of tempting offers elsewhere. An Employee Handbook is now being prepared at Ithaca for employees of the State Colleges and Experiment Stations, and the substance of this Handbook formed the basis for Director Heinicke's remarks. The publication will be made available to all present employees as well as to newcomers. In discussing the recent classification of all regular Station employees, based on information supplied by each person in a questionnaire, Director Heinicke outlined the basis upon which advancement within a group would be determined. An efficiency rating of each employee will take into account the following factors:



For All Employees

- Ability to get along with people
- Ability to organize work
- Accuracy of judgment
- Alertness to new ideas
- Appearance and manner
- Attendance
- Dependability
- Industry
- Knowledge of the job
- Loyalty
- Maintenance of equipment
- Physical fitness
- Presentability of work
- Rate of progress
- Resourcefulness
- Skill
- Tactfulness and cooperation
- Volume of work produced

For administrative, professional and supervisory employees only

- Ability to make decisions
- Attitude toward subordinate or superiors
- Character of control or discipline
- Control of emotions
- Cooperation with other staff members
- Distribution of time and energy
- Effectiveness in laying out work and
- Effectiveness in teaching
- Effectiveness in promoting high working morale
- Effectiveness in devising procedures
- Effectiveness in adapting program to related programs
- Effectiveness in delegating authority
- Quality of Research
- Rate of development
- Resourcefulness

The Handbook will also contain information on the retirement system, group insurance, workmen's compensation, vacations, leaves of absence, and many other matters of general interest.

SPRAY SERVICE CONFERENCE

Spray Service specialists and county agents from western New York counties and extension specialists from Ithaca will meet with Station entomologists and plant pathologists on Friday, June 1st, to review seasonal developments with respect to orchard insect pests and diseases and to plan the season's control program.

REVIEWED PROGRAM

Mr. H. E. Babcock, Chairman of the Cornell Board of Trustees; Dr. Edmund E. Day, President of the University; Dean W. I. Myers, of the College of Agriculture; Dr. C. E. F. Guterma, Director of the Cornell University Experiment Station; and Dr. L. A. Maynard, Director of the School of Nutrition, spent last Friday at the Station conferring on the relationships of the food processing research underway here to the various departments at Ithaca engaged in food research. The plans for the proposed new food processing building to be erected here and for the future development of the physical plant in general were also reviewed.

HORT SOCIETY REPORT

Copies of the Proceedings of the ninetieth annual meeting of the New York State Horticultural Society held last January are available in the Editor's office as long as the supply lasts.

PLANT DISEASE SURVEYOR

Mr. A. J. Braun of Ohio State University visited the Station Monday. Mr. Braun is engaged as a plant pathologist with the Emergency Plant Disease Prevention Survey being made by the U. S. Department of Agriculture. He is covering Ohio and Michigan.

ENSIGN JAHN

Our congratulations to Gunter Jahn upon his commissioning as an ensign in the U. S. Navy. Ensign Jahn has been home for the past few days on a brief furlough between completion of work at the Naval Reserve Midshipmen's School at Northwestern University and transfer to Bowdoin College at Brunswick, Maine.

MISS HART MARRIED

Miss Margaret E. Hart, research assistant in Plant Pathology, was married to Francis Orcutt Saturday afternoon, May 26th, at her home in Penn Yan. Miss Eleanor Warren was bridesmaid. Mr. Orcutt is employed at the Bell Aircraft plant in Niagara Falls. Our congratulations and best wishes to Mr. and Mrs. Orcutt!
