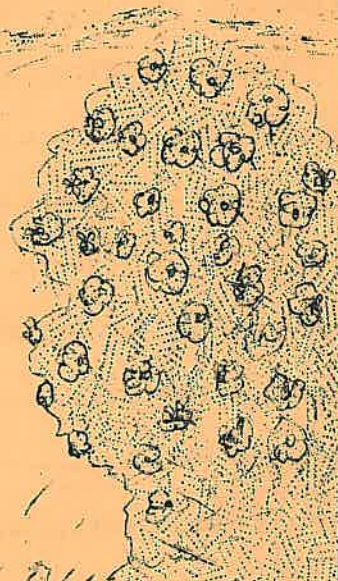
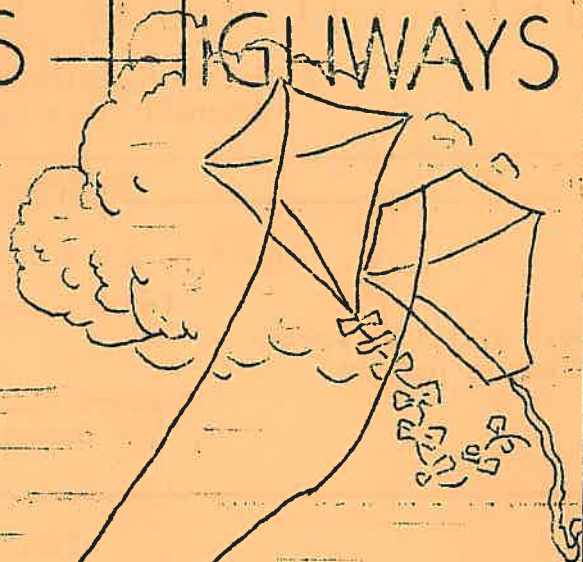


ARKANSAS HIGHWAYS

Vol. IV Nos. 3-4

March-April

1956



ARKANSAS HIGHWAYS

A Monthly Magazine for Employees of the
Arkansas State Highway Commission

VOL. IV

March-April 1956

Nos. 3-4

STATE HIGHWAY COMMISSION

Cecil S. Lynch, Chairman

Miss Willie A. Lawson
Glenn F. Wallace

Raymond F. Orr
James H. Crain

Herbert Eldridge, Director
W. Ward Goodman, Chief Engineer

TABLE OF CONTENTS

Right-of-Way Encroachments.....	J.C. Perkins, Sr.	4
Recruiting and Training for Top-Notch Personnel.....	H. R. Lucas	7
✓ S & A—At Your Service.....	Marjarine Turner	10
Seasonal Employment a Step Toward Highway Career...	Dennison Yates	16
Questions and Answers—A New Department.....		24
Preventable Accidents.....		14
Three Cheers for District 5.....		15
Contract Awards.....		3
Jest for Fun.....	Jimmy Zinn	27
Party Line Parade.....		17-23

CONTRACT AWARDS — FEBRUARY 29 AND APRIL 4

Arkansas County, No's. 153 and 146, Emanuel-Prestons Ferry Road, 12.715 miles of gravel base, and surfacing, to Forcum-Lannom, Inc., Dyersburg, Tennessee.

Benton County, No. 16, 1.240 miles of grading, surfacing, and 1 R.C. and Steel I-Beam Bridge, Fayetteville-Siloam Springs Road, to Forsgren Brothers, Fort Smith.

Conway and Yell Counties, No. 154, Steel I-Beam Bridge and 0.659 miles of gravel approaches, Centerville-Petit Jean State Park Road, A. K. McBride of Fort Smith, No. 27, 10.560 miles surfacing on Danville-Chickalah Road, Southeast Construction Company, Inc., Pine Bluff.

Crawford and Washington Counties, No's 59 and 156, 23.117 miles of surfacing on Van Buren-Siloam Springs Road, Four Brothers, Inc., of Sweet Home.

Crittenden County, Marion-Turrell Road, U. S. 61, 6 Slab Span Bridges to S. M. Dixon, Contractor, Warren.

Drew County, Monticello-Tillar Road, No. 4, 12.909 miles of base and surfacing to Southeast Construction, Pine Bluff.

Green and Clay Counties, No. 90, 11.760 miles gravel base, surfacing, Delaplaine-Highway 135 Road to D. F. Jones Construction Company of Little Rock, No. 34, 7.938 miles gravel base and surfacing, Beech Grove-Highway 135 Road, BucTon Construction Company of Hazen.

Jefferson and Grant Counties, U. S. 65, remodeling and widening of 6 Bridges on Pine Bluff-Little Rock Road to Fairchild Construction Company, Ltd., Warren. U. S. 65, 4.560 miles grading, resurfacing, Pine Bluff-Grady Road, Tecon Paving Company of Dallas, Texas.

Lawrence County, No. 25, 2.061 miles of gravel base and surfacing, Powhatan-Black Rock Road, Mississippi Valley Contracting Company, Inc., of Paragould.

Mississippi County, No. 18, 3.557 miles of grading, surfacing, and 1 R.C. Slab Span Bridge, Blytheville-Manila Road, to S. J. Cohen Company, Blytheville.

Pulaski and Faulkner Counties, U.S. 65, 7.070 miles of widening and resurfacing, Little Rock-Pine Bluff Road, Ben Hogan and Company, Little Rock, No. 5, 14.481 miles surfacing on Macon-Vilonia Road, to Four Brothers, Inc. of Sweet Home.

Pulaski County, U. S. 70, 0.681 miles grading, P.C. concrete pavement on right lane, 1 R.C. Overpass, Little Rock-Benton Road, Ben Hogan and Company, Little Rock, U. S. 70, 6.448 miles resurfacing, A.P.T. Construction Company, North Little Rock.

St. Francis County, No. 38, 2.550 miles grading, gravel base, to BucTon Construction Company, Hazen.

Saline and Grant Counties, No. 88, 3.141 miles surfacing, Benton-Lonsdale Road, to D.B. Hill, Contractor, Little Rock. No. 35, 18.111 miles grading, surfacing, and 2 R.C. Bridges, Benton-Sheridan Road, to Reynolds and Williams, Little Rock.

White County, Pangburn-Sunnydale Road, No. 124, 0.321 miles grading, gravel approaches, 1 I-Beam bridge, to E. E. Barber Construction Company, of Fort Smith.

Woodruff and Cross Counties, No. 145, 4.266 miles gravel base and surfacing on Penrose-Fairoaks Road, West Memphis Asphalt Company, West Memphis, No. 33, 11.132 miles surfacing on Little Dixie-Gregory Road, J.M. Reed and Son, Judsonia.

RIGHT-OF-WAY ENCROACHMENTS

by J. C. Perkins, Sr.

District Engineer, District 1

Right-of-way encroachments is a subject that has been discussed many times. We are having a lot of encroachments in the way of commercial signs, fences, and sometimes buildings. There are several reasons why people encroach on our rights-of-way, some of which are as follows:

1. Failure of the Highway Department to have our right-of-way line properly marked so the public can ascertain the right-of-way limits.

2. Failure of the Department to utilize the existing right-of-way by not having it clear and the drainage ditches set back to the right-of-way line.

3. Many people don't want to know where our right-of-way line is located and make no effort to find out.

For several years the Design Division of the Department has provided on the plans for the construction of right-of-way markers on contract jobs. After the job is completed and finalized it is the responsibility of the Maintenance Division to see that these markers are kept in place, but in some sections of the State the farmers plow them up and turn them under which makes it very difficult to keep them erected in the proper place.

It has been general practice in the Delta country for farmers to cultivate the land inside of our right-of-way line. The majority of our secondary highways do not have a system of marking the rights-of-way. We discussed this problem in our

District and set up a system of marking these rights-of-way by using old grader blades, placing them at intervals where they can be easily seen. These blades are painted white on the lower portion with about 8 inches of Omaha Orange on the top and we are marking RW on them. We believe this will prove effective and can be accomplished with a minimum of expense.

We are having a lot of trouble on these secondary highways, especially where the ditch line is not back to the right-of-way line or where there is a berm between our present ditch and the right-of-way line. It seems that the general public does not consider that this space belongs to the Highway Department and they, naturally, build fences out to the ditch line. This also holds good for commercial signs. These are placed just back of the ditch line and on trees and fence posts, creating a hard situation to control. In most instances when our area foremen find this condition before the placing of these signs or fences is completed, they have been able to confer with the party and, in most cases, are successful in getting them moved back to the proper location. We have had fairly good cooperation in cases of this kind; but if the fences or signs or other encroachments are completed when found, in very few instances have we been able to get them removed. This is one problem requiring an understanding of how to proceed in

order to get results. It is my opinion that if we get our right-of-way line properly marked, right-of-way clear, keep it clean, and get our ditch lines set back to our right-of-way line, our encroachments will be held to a minimum.

Area Foremen...Star

Keeping encroachments off our highways requires constant supervision, and it is the responsibility of the area foremen to keep close watch on the highways in their areas in order to keep encroachments off. Then the question arises, "How often should an area foreman see each of his highways?" In considering this, we should take into consideration that an area foreman has other duties to perform. He has to be at his headquarters each morning in order to direct his work. He must inspect some of the work as it is being accomplished, especially cutting out or patching our asphaltic pavements, also grading and ditch work. In general, he has to spend some time each day directing the activities of his crew.

I have an estimate of the miles each area foreman in District 1 will have to drive in order to inspect all of the highways in his area. In Division 1, each area foreman has an average of 185 miles of highway in his area, 72 percent of which are paved highways; and we estimate that he will have to drive 250 miles per day in order for him to see his highways each day. In Division 10, each area foreman has an average of 226 miles of highway in his area, of which 70 percent are paved; and we estimate that he must travel 275 to 300 miles per day in order to inspect all of his highways.

The highways in thickly populated areas should be inspected by the area foreman each day, as most encroachments occur in these areas, and he should see the remainder of his highways at least three times a week. In District 1, this procedure would be satisfactory to keep our encroachments under control or hold them to a minimum; however, it might not be a proper approach to the problems in other Districts which would, naturally, have to be worked out by each District Engineer.

Let's Solve the Problem

Consider the following questions, which cover only a few of our many encroachment problems. With mutual cooperation and blending of ideas, perhaps we can find the right and proper solutions to these as well as other questions concerning encroachments on our rights-of-way.

1. Should we let farmers cultivate our rights-of-way or stop this practice and keep them clean with our own forces?

2. How should we proceed when we find a man constructing a fence, driveway, or other encroachment on our right-of-way and when we ask him to stop, he refuses to do so...or promises that he will stop, but later goes ahead and completes the construction?

3. How should we proceed to get the encroachments off of our rights-of-way which have been there for some years?

4. Are overhanging canopies considered an encroachment when the building itself is off of the right-of-way? If so, how should we proceed to get them off?

5. Do power companies have the legal right to furnish current to the electric signs that are on our rights-of-way?

Recruiting

Interview

Selection

Placement

Training

Frequent
Contacts

Group
Meetings

HOW DO YOU
RATE
AS A SUPERVISOR?
Check yourself and
your personnel work
by the following
article
...

Cooperation

Commendation

Follow-Up

Promotion

Good
Management

Teamwork

Good
Results

Recruiting and Training } FOR A TOP-NOTCH PERSONNEL

by H. R. Lucas

District Engineer, District 2

A pile of dirt and pieces of equipment, even though every necessary piece is on hand, does not make a road. The possession of all the qualities of a supervisor does not, in itself, make a successful supervisor. In each case, the material must be handled skillfully, each piece placed where it can be of the greatest service, and all fitted into a useful Highway Department.

The problem now before the Department is to protect today's Highway System, and to plan and build for tomorrow's future. Since we are a highly technical organization, it is of utmost importance that we always have a well-trained and educated personnel. Recruiting and training personnel is every supervisor's business... a responsibility which should be assumed in a manner that will bring credit to our Department as a whole.

Recruiting is the term usually applied to the discovery and development of good sources of supply so that we shall always have a good number of applications for all vacancies. There are two main sources of supply for employees: inside and outside of the Department. It is well to look first within the organization for employees capable of filling vacancies. Such a procedure offers opportunity for promotion to worthy employees. Selection and placement cannot be well done unless the facts are at hand as to qualifications and interests. Recruit new men suited for

Highway work, who will be interested in their work and have a desire to work into something better. The age of an employee should govern the type of work for which he is suited. It is to the Department's interest to employ and train a younger man for skilled work as the length of years he will be of service to us protects our investment. Also, the younger employee can do much heavier manual work.

The interview is the most commonly used method of obtaining information... an exchange of thought as to the nature of the work and the qualifications of the applicant is essential. This kind of an interview usually goes with the "hunch" method of selection. The conference between the interviewer and the applicant is a give-and-take of thought yet, as a matter of fact, it is an act of primary importance in our Highway organization. The character of the person being interviewed should always be taken into consideration. Select people who are likely to promote good public relations for the Department. Courtesy should be one of the chief qualifications for all employees. We rely upon two types of references to furnish background information on new applicants: business and personal. Most letters of recommendation are read in an attitude of critical inspection for the slightest suggestion of flaws. It is costly to assign an employee to work for which he is not qualified.

Careful selection by the supervisor will assure that each applicant employed is suited for the work to which he is assigned: one of the first essentials to job happiness and morale. The employee should be informed regarding the benefits offered by the Department in the way of vacations, sick leave, Retirement, Social Security, and Workmen's Compensation. He should have definite information concerning the wages he is to receive, when he is to receive his wages and in what form. Any word of welcome and encouragement, especially from someone in authority, will count much in building the feeling of worthwhileness so necessary to the best work of our organization.

Success in a supervisor's job involves the ability to use every single effort an employee possesses. Frequent contacts are highly desirable during the first few days an employee is in the Department. At this time, more can be done to make or mar the employee's future success and happiness than can be done in weeks at any other time. There is little chance of a person being happy in his work if he does not possess the temperament or intellect required to do the work successfully; nor will he be happy if the work assigned to him is so simple, so routine, that it uses only a fraction of his intellect or skill. Personnel work, if it is genuine, must be personal work. The follow-up of the new employee is usually a casual chat: he is asked how he is getting along, how he likes his work, and how he likes the surroundings. If a complaint is justified, it should be corrected by adjustment. If it is imaginary, it should be corrected by explanation.

Good training eliminates the need for correction and layoff. Experience in the type of work to be performed is of great value, but we should train our people to fit in wherever needed. A large part of all supervisory work is teaching. Through this means a supervisor imparts to others the knowledge and skill he possesses. The employees under his supervision should be trained to do all phases of the work in which they are engaged. Each employee should be familiar with all equipment and what can be expected of each piece. A supervisor may be able to give correct answers to a set of questions on how each job should be handled yet, in practice, he may not handle it that way. Efficient management includes both knowing what to do and doing it regularly. It is this effective combination which is essential to the successful supervisor. He must have the skill to carry out new methods and to meet unusual problems in dealing with the people under his supervision.

The organization setup should be such that there is no confusion in anyone's mind as to his duties or responsibilities. Conditions should be such that working proves to be a very satisfying social experience as well as a means of making a livelihood. A condition most important to morale is the feeling on the part of each worker that his supervisor and the Department will always play fair with him; that criticism, praise, promotion, layoff, or whatever may come, will be handed out on the basis of merit only. The supervisor must keep worry of any kind from interfering with his efficiency and the efficiency of those working under his supervision. He must be calm and not

become upset by criticism or unpleasant embarrassment. It is his job to correct the causes of these conditions.

It is always better to ask that a job be done, even though there is authority to order it done. The skillful supervisor tries to assign each job in a way that adds to, rather than takes away from, an employee's feeling of personal worth. With each assignment he says, in essence, "This is an important job and has to be done just right. I am asking you to do it because I know you will do it right."

Promotion is the stepping up of an employee to a position in which he can render greater service to the Department. This increases interest in training and in the self-development necessary in the preparation for promotion. Job rating is a valuable guiding tool in establishing lines of promotion, and in the selection and training program. Job evaluation has the same relative advantages for salaried positions as it does for hourly or day-rate positions. The supervisor must be careful to see that too large a share of the complimentary comment is not given to only two or three in the Division, even though these people are outstanding and really deserve all that is said about them. There is no one whose work is so poor that there is not something which can honestly be commended. Take the trouble to find that something and you will discover, as many other supervisors have, that both the quality of work and the attitude will improve. There will then be more which can be praised.

When openings in higher brackets occur, fill the vacancies from the men in the organization. This will encourage all

employees to strive for something better and do a better job. An employee will have more interest and pride in his work if he is learning, and sees that advancement will be his if he applies himself and shows a desire for higher knowledge and promotion. If we have trained these men, we know what they can do. A foreman or supervisor, who is on his toes, can soon select the men who have a sincere interest in their work and who could be trained for more responsible jobs. Those who have no desire to learn, or progress with the times, should be weeded out.

There must be an intimate personal relationship between the supervisor and the individual worker. Any Departmental meetings or schools help promote good relations and morale. Meetings conducted in the locality where the men work are especially worthwhile. The smaller group meetings offer the individual the opportunity of expressing his thoughts and making suggestions for improvements.

It is a very important duty of the supervisor to see that his Division is a member of the whole Highway team, and not merely an individual Division. This requires a spirit of cooperativeness. Our task takes a lot of teamwork and know-how on the part of each person serving the Department. We are proud of our profession and have a lot of praise for the personnel in our Highway organization. The people we work with are the best.

Take good care of each "today," and look confidently toward the future. As we continue to grow, our Highway Department and the people of Arkansas can be assured of a top-notch program in personnel, accomplishments, and service.

S & A—AT YOUR SERVICE

by Marjarine Turner, Statistician
Statistics and Analyses Division

"May we have a map of Benton County?"

"It is necessary that we know the exact limits of Magnolia, will you send us this information?"

"How can we ease congestion and confusion in our central business district?"

"What are the vertical and horizontal clearances of the bridge over the White River at DeVall's Bluff?"

"How much gasoline was sold last year in the State, and just what is the average daily traffic between Russellville and Morrilton?"

Questions like these and many others are answered daily by the Division of Statistics and Analyses.

Highway Planning Survey

This office was established in 1936 as the Highway Planning Survey, a joint undertaking of the Highway Department and the Public Roads Administration, in accordance with the Hayden-Cartwright Act of 1934, which specified that a certain percent of the Federal funds apportioned to states for highway construction be spent on fact-finding studies related to highway problems. Fred J. Herring, Engineer with the Department since 1934, was designated as engineer in charge of the new office and immediately began field surveys and the collection of basic data for the Department. With the submission of initial reports of Highway Planning

Surveys, the Public Roads Administration recognized the value of continuing the work and keeping the data currently useful, and requested that the Highway Planning Surveys be made permanent and basic units of Highway Departments. In 1939 the Highway Planning Survey in Arkansas was designated as the Division of Statistics and Analyses. During the past 20 years this Division has continually progressed and developed under the competent direction of Mr. Herring to its multitudinous and complex activities of today.

Serving Service

The Division, "S & A" to give its more familiar name, has been called a "Service Organization" and, we think, rightly so since its vast accumulation of information is available to any individual or agency that desires it. Data on highway finance, traffic, and the physical characteristics of highways are gathered, assembled, compiled and made available to the Department and the public through reports, charts, graphs, and State, county, and special maps. Although the office is divided into sections, each with a definite responsibility, some special reports require the work of more than one section. A part of the work undertaken by this Division and by similar organizations in other states is done in cooperation with the U.S. Bureau of Public Roads.

Monthly and Annual Reports

Monthly analyses and reports of highway income, motor fuel tax, and motor vehicle registration are distributed to 100 governmental and commercial agencies and individuals. Continuing traffic counts taken at 22 fixed automatic recorders and 176 portable recorder stations form the bases for monthly reports of traffic on our State highways.

Annual reports include highway income and expenditures, motor vehicle registration and registration fees, motor fuel gallonage and tax collections, local road receipts and disbursements, debt service requirements, mileage of State highways and of Federal Aid systems by surface types, and miles of State highways constructed during the year.

These monthly and annual reports are sent to the Bureau of Public Roads and are used as bases for comparison with similar data from other States.

Complete Logs and Listings

Field crews from the Road Inventory Section make an on-the-ground check of the location and physical condition of all roads. They record the type and condition of road surfaces and all bridges, overpasses, and underpasses; the physical characteristics of railroad grade crossings; the location of rural dwellings, churches, schools, businesses; and, any other cultural feature that may have a bearing on road needs. City limits of all towns and cities over 500 population are checked. Office personnel analyze and code this information for IBM punch cards.

NO PALMISTRY

NO FORTUNE TELLING

NO CRYSTAL BALL

NO ASTROLOGY

S & A
Foretells the Future
with
Factual Data
from
Continuous Studies

DID YOU KNOW THIS? In addition to the continuing traffic counts at automatic and portable recorder stations, highway distribution counts are made at 504 locations in the State. These distribution counts show the convergence and the dispersion of traffic along any given highway and are shown on State maps by traffic flow bands

Complete logs of highways and bridges by route and section and by county are tabulated from the road inventory cards. These logs, which provide a continuous inventory of the State highway system, show all the data obtained in the field and have proved very useful to highway personnel. Twelve copies have been distributed to offices in the building and District Engineers receive logs of the highways and bridges in their Districts. Listings of route termini have been made and distributed in the same way as the highway logs. Listings of State highway mileage by surface type, by route and section, are sent to District and Division offices for use in placing maintenance charges according to surface type. Logs are also made of Federal Aid systems, including the Federal Aid secondary system of county roads.

Up-to-Date County and State Maps

Another important use of road inventory data is in the drawing and revision of county and State maps. Popularity of the county maps is shown by the fact that 8,000 prints were used last year by the Highway Department, and city, county, other State and governmental agencies. There are 200 city maps of towns of over 500 population, and urban area maps of all towns over 5,000 have been drawn. Other maps produced include State and county maps showing: Federal Aid systems, route and section numbers of all State highways, traffic volumes on State highways and county roads. Nearly 150,000 copies of the printed tourist map were distributed last year and a greater number will probably be distributed this year.

Some of the other maps prepared show construction progress and record, maintenance work accomplished, and structures on the highway system with vertical and horizontal clearances.

A great variety of miscellaneous work is done in the Drafting Section for other Divisions. Names are lettered on service award certificates for Personnel, make-up forms are prepared for Accounting, charts and graphs are made for Federal Aid, layouts and displays are planned for the Livestock Show, and other work is done when requested. Charts, graphs, diagrams, and sketches are prepared for special publications and reports.

Historical and Current Construction

The Road Life Section maintains a complete historical and current listing of all construction work. From this record it is possible to determine the average service life of the several types of surfaces and to estimate the amount and cost of replacement required for each year in the future. The Department has long felt a need for information on work accomplished in the Districts, and this Section has set up a continuing record of that work beginning on July 1, 1954. The data are kept up to date by monthly status reports from the Districts and Divisions on work accomplished monthly.

Special Traffic Surveys

During the past year the Traffic Section made 19 studies of high accident highways and intersections. There were 62 special traffic surveys made: 36 in towns under 5,000 population, 20 in cities of 5,000 to 25,000, and 6 in cities over

25,000. Of these surveys, 37 included study of traffic on local streets. The surveys were made at the request of municipal officials for assistance in solving traffic problems. Also, origin-and-destination surveys were made in Jonesboro, Fort Smith, and Blytheville. These surveys were made to determine travel characteristics and the desired routes of travel.

Establishing Trends

Every year, at the request of the Bureau of Public Roads trucks are weighed for a 2-week period at repeat locations on the major highways. During the truck-weighing operations, manual vehicle classification counts are made of all traffic passing the weighing stations. Data obtained in these surveys are used to establish trends in traffic classification, in weights and weight distribution of commercial vehicles, and the quantities of goods transported.

For Example

That the routine work of Statistics and Analyses is of necessity on a continuing basis is clearly illustrated by using one example. When the new Little Rock to Benton highway was completed, revisions were made on the following: (1) State and Federal Aid primary highway logs, to reflect new mileage, surface type, location, culture, and so forth; (2) log of highway structures; (3) Interstate System mileage; (4) route and termini books; (5) State, and Pulaski and Saline County maps; (6) traffic volume and traffic flow maps; (7) route and section maps; and, (8) tourist maps.

An Evacuation Study was made last year in cooperation with the Bureau of Public Roads. This was a study of highways and highway capacities in and around Little Rock and Fort Smith to determine whether the inhabitants of the cities could be evacuated over existing facilities in case of an atomic attack.

S & A cooperates with other Divisions in furnishing detailed information to the Highway Commission on each road on which an improvement is requested by a delegation. Traffic, location and type of highway, and a map showing all pertinent information for each request, are furnished by this Division.

During the legislative sessions this Division keeps on file and makes a daily report of all bills introduced which have any bearing on highway affairs. Comprehensive reports on highway matters are prepared for the Legislative Council. This Division is responsible for the compiling and editing of the Biennial Report of the Highway Department.

Diverse Requests

Requests for information of various kinds pour into this office in a steady stream. Students and teachers want information about highways and their use. Oil companies, service stations, chain tourist courts, and other agencies, request traffic counts at specific locations. Map companies ask for up-to-date information on types of highway surfaces and relocation of highways. All requests are answered to the fullest extent possible.

To sum it all up, as one Section Head aptly put it, "We feel that we do everything from soup to nuts."

FEBRUARY-MARCH PREVENTABLE ACCIDENTS

Division 1 - Total 3

- 2/15/56, car door closed, cutting finger.
- 2/25/56, mashed fingers placing rock.
- 2/27/56, injured side breaking up premix.

Division 2 - Total 1

- 2/29/56, lumber slipped, injuring wrist.

Division 3 - Total 4

- 2/10/56, automobile accident, no injury.
- 2/14/56, automobile accident, no injury.
- 2/6/56, particle injured left eye.
- 2/22/56, cut left leg repairing bridge.

Division 4 - Total 0

Division 5 - Total 1

- 2/26/56, struck right eye on throttle lever while reaching for pilot wheel.

Division 6 - Total 4

- 2/7/56, pulled muscles repairing grader.
- 2/15/56, injured rib leaning over the spreader to get asphalt thermometer.
- 2/23/56, turned ankle, pulling ligament.
- 2/28/56, stepped on nail, injured foot.

Division 7 - Total 1

- 2/1/56, hand slipped on cable, hurt finger.

Division 8 - Total 1

- 2/16/56, metal from welding torch struck goggles and particles got into left eye.

Division 9 - Total 0

Division 10 - Total 1

- 2/28/56, tongue of truck fell on foot.

State Construction Division - Total 4

- 2/14/56, stepped on nail, injured foot.
- 2/21/56, stepped on nail, injured foot.
- 2/25/56, picked up heavy board and slipped, spraining muscle on right side.
- 2/29/56, stuck splinter under finger nail.

State Maintenance Division - Total 1

- 2/24/56, post fell and mashed finger.

Little Rock - Total 0

Jacksonville - Total 0

Division 1 - Total 4

- 3/7/56, mashed fingers while removing third member from differential of truck.
- 3/16/56, the steering section of a wheel tractor fell and mashed middle finger of right hand against axle.

- 3/21/56, automobile accident, no injury.

- 3/28/56, injured toes on left foot while loading bridge lumber on trailer truck.

Division 2 - Total 0

Division 3 - Total 3

- 3/6/56, removing burned steel wire and a piece of rust flew into left eye.

- 3/16/56, automobile accident, no injury.

- 3/23/56, automobile accident, no injury.

Division 4 - Total 2

- 3/14/56, strained back and pulled kidney as a result of lifting mail box post filled with concrete.

- 3/20/56, employee stepped from a truck and sprained his leg.

Division 5 - Total 0

Division 6 - Total 2

- 3/16/56, cut right thumb on piece of broken glass.

- 3/27/56, foreign object flew into left eye while carrying timber.

Division 7 - Total 1

- 3/21/56, pulling reverse and forward lever on roller, struck left knee cap.

Division 8 - Total 1

- 3/9/56, while pushing rock on boards, one flew back injuring right leg.

Division 9 - Total 1

- 3/9/56, cut fingers of left hand badly while letting tail gate down on truck.

Division 10 - Total 0

Little Rock - Total 0

Jacksonville - Total 0

THREE CHEERS FOR DISTRICT 5 - - - - -

District 5 wins the Safety Honors for the first quarter of 1956 with a total of only 4 accidents. District 4 was runner-up with 8 accidents. Our congratulations to both Districts! Division 5 certainly deserves the highest praise for its safety-consciousness: result...1 accident; and its partner, Division 9, was also on the alert and held its record to 3 accidents; thereby producing the winning maintenance team. Keep up the safety practices, District 5, and beat your own record next quarter!

District 3 takes the back seat with 13 accidents for the quarter, 9 in Division 3, and 4 occurring in Division 7. Division 2 is to be highly commended for its low total of 2 accidents during the 3-month period; but its teammate, Division 6, brought the District 2 rating down to a tie for next to bottom with 10 accidents, the greatest number occurring in any of the individual Divisions.

Something new was added recently when 5 accidents were reported as having happened in the State Construction Division and State Maintenance Division, which could mean anything! We will have more specific data on these in the next magazine. Jacksonville and Little Rock each reported 1 accident during the quarter...a good record to try and beat!

Our accident rate is much higher than that for the same quarter last year and, as indicated in the breakdown shown below, there is a great need for more precautionary measures. Without a doubt, there were many near-accidents in all the Divisions which were avoided by the quick thinking of employees. Let's see to it that the next quarter brings fewer accidents in our Department by **PRACTICING SAFETY!**

1955 FIRST QUARTER TOTAL.....40	1956 FIRST QUARTER TOTAL.....56
Division 1.....8	Division 8.....4
Division 2.....2	Division 9.....3
Division 3.....9	Division 10.....4
Division 4.....4	State Construction Division...4
Division 5.....1	State Maintenance Division....1
Division 6.....10	Jacksonville.....1
Division 7.....4	Little Rock.....1
District 1.....12	
District 2.....12	
District 3.....13	
District 4.....8	
District 5.....4	

SEASONAL EMPLOYMENT ———

A STEP TOWARD HIGHWAY CAREER

by **Dennison F. Yates**
Director of Personnel

The business of building and maintaining the Nation's highways has emerged into one of the largest fields of work.

We, in the Highway Department, no longer have to guess about the public demand for highways. We know that the demand is great. We know that our business is one of vast importance to the expanding economy of our State and our Nation. We also know that we must keep expanding our personnel and training program to meet the growing demands of the public.

It is my opinion that we can no longer afford to employ people, even on a seasonal basis, without giving serious consideration to the future of our organization. We should strive to employ people for seasonal employment who are acceptable prospects for future permanent employees.

There can be little doubt but that 3 months' experience on a sealing crew, a striping crew, as a chainman in a survey crew, or 3 months' experience in any of our numerous fields of endeavor, should give a man desirable qualifications of great value to the Department. We should reap a useful harvest from the experience and training an employee gains during a summer's work with us.

If we who hire seasonal employees do not think of them in terms of a valuable source for future recruitment, then we are certainly missing a priceless opportunity.

Party Line Parade

HEADQUARTERS

CONSTRUCTION DIVISION

Doris Hodge - Reporter

On March 13 our Division had a pot-luck luncheon which was enjoyed by everyone who attended. The menu consisted of such good things as potatoe salad, salmon salad, deviled eggs, pickles, and oodles more. Special guests were Geraldine Kissire and Frances Roller. It was really a wonderful treat and we all had fun.

* * * *

The Construction employees from all the Districts held a Forum in the Commission Room on March 6 and 7 with E. E. Mashburn presiding. Some of the principal speakers included our own W. E. Carter, Harry Wright, and H. B. "Fat" Matthews.

* * * *

E. E. Mashburn, H. M. Wright, Eugene Ashcraft, and Raymond Jones attended the University Highway Short Course at the University of Arkansas March 9 and 10.

* * * *

We extend the welcome mat to Margaret Weathers who returned to us from Texas recently. We missed you Margaret, and are so happy to have you back with us. We also welcome Tom Koehler who has joined our Final Estimate Section.

* * * *

Mr. Mashburn has been bringing proof of his "green thumb" to the office in the form of beautiful pink and red camellias. They are really gorgeous and we certainly do enjoy them.

Robert Andrews and family spent a recent week end in Texarkana. Bob reported that the fish just weren't seeing things his way. Better luck next time, Bob!

PURCHASING OFFICE

Mildred Sanderson - Reporter

THE STORK TRUTH: The fine feathered bird sure surprised everyone when he paid a visit to the John Plegge's in January instead of March as was predicted. This made little difference for he made Sue and John the proud parents of a darling baby boy. Little John Steven made his grand debut in St. Vincent's Hospital on January 27, weighing in at 6 pounds and 3 ounces. Papa John pulled through the ordeal just fine and kept up the tradition of that old saying "We haven't lost a father yet." All of us proud "uncles and aunts" of the Purchasing Office have, of course, visited the baby and think he's just the most, and we certainly wish the three of them happiness, health, and prosperity for the future.

* * * *

Your reporter made a short trip to St. Louis over a recent week end. I visited relatives and friends and really had an excellent time.

* * * *

Willene Gray also spent a week end in St. Louis recently visiting with friends and she too reported to have had a wonderful time.

Party Line Parade

EQUIPMENT AND PROCUREMENT

Mary M. Hill - Reporter

We are very happy to welcome Virginia E. Bull to the Equipment Office. Virginia joined the force on January 16, and we hope she will be very happy with us.

* * * *

Congratulations and best wishes to C. Don Hayes who celebrated another 39th birthday February 16. We hope you have many, many more, Mr. Hayes.

* * * *

Lem Kirkpatrick reported that he had a part in "buying hay" for the nags when he went to the races at Hot Springs March 10. He had lots of fun anyway.

* * * *

We are happy to report the following people are back on the job after being on the sick list: Bernie Cox who was a patient at the Veteran's Administration Hospital; W. K. Heard who was also hospitalized for several days; and Carey Potter was under the Doctor's care for 2 weeks. Welcome back, boys, and we hope you are all feeling up to par once more.

* * * *

W. E. Burns is in the V.A. Hospital on Roosevelt Road now and we send him our very best wishes for a speedy recovery with the hope that he will be back with us real soon.

* * * *

Congratulations are in order for Patsy Navens who is the proud owner of a brand new two-tone blue Ford convertible. It is really good looking, Patsy, and we are happy for you.

PERSONNEL DIVISION

Hazel Norman - Reporter

Therese and Joe Peyer and their daughter, Jenny, with their little guest Nancy Norman, spent the Easter Holidays with Therese's parents in Pine Bluff. Therese reported the children slept very little Easter Eve waiting for the Easter Bunny, and their constant query was "Has he laid any eggs yet?"

* * * *

Your reporter's little boy, Sonny, was operated on February 24, at the Shriner's Children's Hospital, Shreveport. The surgery was performed on his leg which was left crippled after an attack of polio. He's doing fine but getting a little homesick. At the end of each month a big party is held for the children whose birthdays are observed in that month. Since Sonny's is in March he enjoyed the last party especially, and he got a cute toy. Your reporter goes down to visit him as often as she can, but it will be a wonderful thing to have him home again. (We all think Sonny has been a brave boy and we hope fervently he will be home soon with "Mama" and Nancy.)

* * * *

Happy Birthday to Martha Adams and Sarah Neel who celebrated their birthdays this month. Sarah's birthday fell on Easter Sunday, April 1, and Martha had hers April 3. Since their birthdays were so close, all the employees in the office got together and gave them identical silver bowls. The girls think they are beautiful and really did appreciate them.

Party Line Parade

Jackie Wallace is mighty proud of her new Bel-Air Chevrolet, and with just cause. It's a beautiful 4-door hard top convertible in maroon and cream colors. We are all happy for her.

DISTRICT 1

Division 1 Stacy & Ethridge Wynne

It was a delightful surprise when Bill Hayes, J. J. Schamer, and Dave Hamilton paid us a visit on March 21. We hope they will come again soon.

* * * *

James Hamilton attended a 2-day school in Fayetteville along with other Highway officials and reported that he had an enjoyable time. While there he visited with his son, Ed, who is a student at the University of Arkansas.

* * * *

John Carter and his wife are the proud parents of a baby girl born March 2. Our congratulations to the happy couple and good health and happiness to the baby.

* * * *

Congratulations to Edward Hardin who was married March 11. We hope Ed and his bride will have many happy years ahead.

* * * *

Spring is here: We know because Bert Smith, Day Cogbill, and Bill Vickers and others are talking fishing and Leland Harris is wearing his ventilated shoes.

* * * *

James Berry Smith, son of "Red" Smith, received recognition as one of the best spellers in his grade at Wynne Elementary School. Keep up the good work, James.

DISTRICT 2

Division 2 Dorothy Tucker Pine Bluff

Congratulations to Joyce Johnson who graduated from Monticello A & M on January 20. Joyce majored in music and is planning to teach this fall. Another GRAND EVENT took place March 2 when she was married to Jackie Simms of Monticello who is attending A & M now. We offer our very best wishes to the young couple for a long and happy life together.

* * * *

Congratulations are also in order for Joyce's father, Willard Johnson, who received his 20-year Service Pin recently. He is justly proud of his pin and we are happy for him.

* * * *

We extend the welcome mat to James D. Pierce who is replacing Ouida Grimes as bookkeeper. We hope you will be happy with us, James. We are sorry to lose Mrs. Grimes, but she has a more important job to do. Isn't that right, Mama?

* * * *

Since Ouida is not with us anymore, I hope that I can do half as good a job reporting for Arkansas Highways as she did. I sure will try. (We are sure you will do a splendid job, Dorothy, and we are glad to have you join the rank of Reporters).

* * * *

H. R. Lucas, O. A. Tinsley, and John Harrison attended a short course in Highway Engineering at the University of Arkansas on March 9 and 10. I am sure it was a very informative meeting.

Party Line Parade

We are glad to report that Sgt. Chaney Savage, son of Joe Savage, arrived home January 20 after 3 years in Germany. He has been in the Service for the past 10 years and will now be stationed at Fort Sill, Oklahoma. Sgt. Savage saw his 2-year-old daughter for the first time. We are all glad to have you home, Sgt.

* * * *

We are sorry to report that during the meetings held for the Foremen in Little Rock last month, our District Engineer, H. R. Lucus was suffering from a severe toothache. He called on Brewster Shalmy to make the talk for him and we understand he made a splendid speech. Congratulations, Brewster, we are proud of you.

* * * *

Several of our men are very happy with the brand new Fords received last month and we don't blame them because they are really pretty.

* * * *

The employees at St. Charles are also very happy about their new Ferry Boat they recently received.

* * * *

We send our heartiest congratulations to Mr. and Mrs. Elvis Dempsey who became the proud parents of a baby boy born on December 25. The baby weighed 9 pounds and they named him Danny Lee. This is the Dempsey's second child.

* * * *

Hurshel Harwell, Jr., went to Jacksonville to help with their inventory. He had fun but was anxious to get back and we're glad you are back too, Hurshel.

C. R. Gaddy, Division Stock Clerk, went to Camden recently to help with the inventory. It seems he had a lot of fun even with all the work he did. Things were really quiet around here for a week but we were certainly glad to have him back home again.

* * * *

We are indeed sorry to report the death of Norbert C. Piper who passed away on February 4 at the Monticello Hospital. We offer our deep and heartfelt sympathies to his wife, Geneva, and family in their great loss. Mr. Piper had been with us since 1947 and will be sadly missed by the many who knew and loved him.

* * * *

Our sincere sympathies are also extended to the William R. O'Briant family in the loss of their son who was killed in a plane crash near Morrilton. May God in His own way bring comfort to both of these families in their time of sorrow.



Party Line Parade

DISTRICT 3 OFFICE

Sheila Williams Camden

Our Hearty Congratulations to Mr. and Mrs. W. E. Hicks who celebrated their thirtieth Wedding Anniversary in March. We offer our very best wishes for many, many more happy years together.

* * * *

Even though we will miss Jeane Hecker, Payroll Clerk, who resigned recently to accept another position, we are happy to have Mary Anders who is replacing Jeane. We wish them both lots of happiness on their new jobs.

* * * *

Mr. and Mrs. W. C. Ross recently enjoyed a 2-week visit from their son, Lt. William Ross, Jr., and his family. They have been living in Mildenhall, England, where Lt. Ross has been stationed with the Air Force. He was transferred to McDill Field in Florida and they are now making their home in Tampa.

* * * *

Your reporter celebrated her birthday February 23 and received several wonderful gifts from my family and friends, including a delicious birthday cake. It was really a most enjoyable day. (We offer our belated Birthday Congratulations also Sheila, and we sincerely hope that you have many, many more to celebrate).

* * * *

We offer our sincere sympathies to Mr. and Mrs. W. E. Hicks and their family in the loss of her father, Mr. J. L. Russell, of Harrison who passed away in February.

DISTRICT 3

Division 3 Olive Jackson Hope

Eddie Jeter, a Senior in the Fort Smith High School, was one of 20 students out of a class of 421 selected to take an examination which was sponsored by the Ford Foundation. He was also one of 10 students selected to take the second examination. The student who makes the highest grade on this examination will receive a scholarship to a university. We are all proud of Eddie and wish him the very best of luck. Eddie is the son of Mr. and Mrs. W. T. Jeter.

* * * *

We are happy to report that Billy Wayne Stewart has been dismissed from St. Joseph's Hospital in Hot Springs after suffering injuries to his shoulder, neck, chest, and back, sustained in an accident on Highway 84, February 15. Billy Wayne was grading the shoulder of the highway when his grader was hit by a truck, throwing him out of the cab.

* * * *

Reba and Sid Flowers spent an enjoyable week end recently in Fort Worth visiting their son, Wayne.

* * * *

Congratulations and best wishes to Betty Joe and Delma Ray Faris who are the proud parents of a daughter, Tina Jo, born March 6.

* * * *

We enjoyed a recent visit from D. H. Hamilton and Joe Schamer. It was Mr. Hamilton's first visit in 10 years. We hope you will both come back again soon.

Party Line Parade

We are glad to report that little Nancy Jeter has been released from Barnes Children's Hospital in St. Louis after undergoing surgery February 16.

* * * *

Lydia Lemser, daughter of Schley and Syble Carter, received her Bachelor of Science degree in Home Economics at the University of Arkansas January 28. Lydia plans to teach while her husband is in the service. Good luck to you, Lydia.

* * * *

Carlene and Fay Allen Parker recently moved from Texarkana to Huntsville, Alabama, where Fay, a Government Electrician, is working. Carlene is the daughter of Carlisle and Maud Crews.

DISTRICT 3

Division 7

Sula Burnham

Camden

Spring is here! The weather is sometimes uncooperative but we all have the spirit...we are making preparations for our sealing program...lots of work and how about a little party thrown in? Picnics, fishing, and a general get-together for all the employees...just a thought.

* * * *

Division 7 cannot be accused of having the worst looking office in the state any longer as we have had a complete face lifting and it looks real nice. Even better than it did when it was new we think. Bouquets to J. T. Dunn, Jewell Williams, and "Peanuts" Evans who have done such a wonderful job. We wish to extend an invitation to all to come and visit us soon.

Congratulations to those responsible for the school for the Area Foreman in Little Rock. Those who attended returned with the feeling they are able to do a better job.

* * * *

We are sorry to report that E. J. "Red" Barner underwent surgery at the Veterans Hospital in Little Rock March 13. We are all pulling for you, Red, and hope you will be back with us real soon.

* * * *

We are happy to report the following people have been dismissed from the Hospital at Camden and are doing fine: Mrs. Charles Gossett, who had major surgery; Mrs. Jewell Williamson, whose right arm was amputated; and Jim Fultz, who had a bout with pneumonia. We are looking forward to having Jim back on the job with us next week.

* * * *

We are sorry to lose Jeanne Hecker who resigned, but we welcome Mary Anders who is replacing her. Good luck to both girls.

* * * *

We also wish to welcome Charles White, Malvern, who came to work in the Stock Room. Charles is quite a glamor boy. He is pianist for the Lindsey Quartet which has a 30 minute television show on Monday night over Channel 10, El Dorado.

* * * *

Our deep and sincere sympathies to the family of Artie Morrison, who was killed in an automobile accident February 25. Mr. Morrison was a Truck Driver in Dallas County, and he will be sadly missed by all his friends and co-workers.

Party Line Parade

DISTRICT 4

Division 4 Faye Carter Ft. Smith

Congratulations to Mr. and Mrs. Delbert Glass who became the proud parents of a 7 pound, 10 ounce boy, Oscar Hoyt, January 14, at St. Edwards Hospital.

* * * *

We are also happy for Eugene Symonds and his family, who have a beautiful new 2-toned 1956 Ford Fairlane. We hope the lucky people will enjoy many happy miles in the new addition.

* * * *

We offer our deep and heartfelt sympathies to Anne Hammock and her family in the loss of their beloved father who passed away February 27 after a very short illness. He will be sadly missed by his family and the many people who knew and loved him.

Reporters!

DEADLINE IS MAY 15

Are the people
in your Division
mentioned
in this issue's
Party Line Parade
???



PUBLIC RELATIONS *by* PHONE

submitted by Joyce Spencer

The November issue of NADA Magazine, official publication of the National Automobile Dealers Association, carried an article of value to anyone in business. This article offered 18 suggestions on how to use the telephone correctly for maximum goodwill. Every employee can follow these simple rules.

* * * *

1. Answer your telephone promptly.
2. Greet the caller pleasantly.
3. Identify yourself when answering the phone.
4. Explain waits.
5. If you are going to be away from your phone, leave word where you are going to be.
6. When answering calls for others, take the message.
7. When transferring calls, make the signals slowly.
8. When placing a call, be sure of the number.
9. Give the other person plenty of time to answer.
10. Be ready to start the conversation when the person answers.
11. Ask if it's convenient to talk.
12. Speak clearly but do not whisper or shout.
13. Try to visualize the person.
14. Be polite. Always say "thank you" and "you're welcome."
15. Speak directly into transmitter.
16. Be attentive.
17. Use the customer's name.
18. Hang up gently.

--TAB

QUESTIONS and ANSWERS ---

"Questions and Answers" has been created in response to a surge of requests from employees that such an information department be included in each issue of our magazine. The accuracy of each answer given has been, and always will be, checked by people in authority who have complete knowledge of the subject involved in the question. Your desire for information will determine the life of the department; and keeping it an active part of your magazine is entirely up to you. Mail your questions to: Hazel S. Erdmann, Editor, Arkansas Highways Magazine, New Highway Building, Little Rock. We hope this department will be of benefit to you

Q. My daughter got married and is not my dependent any more. When do I file a change in my number of dependents, and where do I file it?

A. According to the Federal law, an employee must file an amended certificate reducing the number of dependents within 10 days. The certificate (Form W-4) should be given to your supervisor who will take the necessary steps in arranging for the certificate to be sent to the Personnel Division in Little Rock with the required personnel Form AH-125 authorizing the change in withholding tax deductions from your paycheck. (Read instructions on back of Form W-4 for complete information.)

* * * *

Q. We have a new baby. Do I change the number of my dependents now or wait until the end of the year?

A. You do not have to wait. When your number of dependents increases, you may file an amended certificate any time. However, your new certificate must be submitted to your supervisor or Division Head for processing. Never send a Form W-4 directly to the Personnel Division.

Q. I'm under 21 and I don't owe personal taxes. Why do I have to get a tax receipt statement from the County Tax Collector showing this?

A. Minors, as well as adults, must secure such a statement because the law does not specify adults only. It states that "...every employee drawing funds from the State of Arkansas..." shall furnish a statement in writing from the County Tax Collector showing that any personal property taxes due and payable during the immediate prior year have been paid. (For exact wording of this State law, we refer you to Arkansas Highway Statutes, 1954, Chapter 25, Section 578.)

* * * *

Q. I will be 21 years old this year and get a free vote. Do I have to buy a Poll Tax anyway?

A. Yes. Any person is considered an adult when he becomes 21 years of age. The law states that "...any adult...shall exhibit a Poll Tax receipt, or other evidence..." showing that such person has paid his or her Poll Tax for the current year. (See Statutes mentioned above, Section 580.)

Q. Our whole office always enjoyed the crossword puzzles in the magazine. Why were they dropped? And how can we get them back in the magazine again?

A. There was comment that the crossword puzzles were not wanted. So, in several magazines we invited opinions with such statements as "Let us know whether or not you like the crossword puzzles." The last time we mentioned this was September 1955 on page 19. We had to accept "no letters" as meaning "no likee." If enough letters come to the editor requesting a puzzle in our magazine, it will again be included as a regular feature.

* * * *

Q. All of us rush to get a magazine when it comes out and every time we are disappointed because our Division is not in it anywhere. Why? Can't you get someone from our office to report? We have things happen to us, too. And we are just as much a part of the Highway Department as any of the other Divisions.

A. You certainly are a part of the Highway Department and a very important part. However, we cannot print news we never receive. There is supposed to be a reporter in every office...check with your Division Head. We, too, are disappointed when any office fails to send in news of their people. We feel that we have done everything we can do to get Party-Line news for the magazine...letters, phone calls, announcements...and some reporters are really "on the ball" in getting their news to us, others simply don't respond.

Had it occurred to you that perhaps you could succeed where we have failed? All

you have to do is jot down news notes on a piece of paper...list: who, what, when, and where...and send it to your office or give it to your supervisor. Your news may be about yourself, your fellow workers, and your families; a serious bit about your job and the work you are doing; or a bit of humorous nonsense to give the reader an appreciative laugh. Good luck!

* * * *

Q. I don't understand the new leave regulations. Do we get a 2-week vacation this summer even though our unused vacation leave was transferred into sick leave January the first?

A. Yes. Any person regularly employed in the Department for 9 months is entitled to a vacation leave any time during the year when the work load is such that he can be spared.

This leave regulation works in the same way as other organization leave plans whereby an employee is allowed a 2-week vacation with pay after being regularly employed for a certain length of time, usually a year.

* * * *

Q. I only took 5 days vacation last year and now I am told that the only vacation credit I have is 3 days for this year. Have I lost the other 5 days I had coming to me last year?

A. No. You have gained by the fact that your unused vacation was transferred into sick leave to help you in case of illness and you are still entitled to 10 days vacation this year, and every year you remain in the employ of the Department plus 6 days sick leave each year.

Q. I've been with the Department a long time and I have always carried 15 days annual leave over from one year to the next one. Now I'm told that I no longer have that annual leave and have to start from scratch. That's not fair. I earned that leave and I should have it. Why is it taken away from me?

A. You have lost no leave, your vacation leave has merely been transferred into your sick leave. You are still entitled to the same 10-day vacation leave you have always been allowed.

As for earning leave, you have been misinformed. You did not earn your annual leave, it was given to you. You earn your salary by working, but there is no way to earn additional days in the year. Your leave is given to you to use for time off from work, with the same pay you would receive on the job, so that you may take a vacation and come back to work rested and refreshed; or so you may have the security of your pay during an illness, when you need it the most.

* * * *

Q. It's a long time between "pep-ups," nowadays. When will the magazine come out each month again? We would rather have it late than to skip a month.

A. Your way of expression is certainly a "pepper-upper" in itself. Thank you. The magazine will again be issued monthly when we have the facilities, equipment, and staff to produce it that often...or when the demand from employees is great enough to warrant it. There are some who seem to feel that the bi-monthly issue is sufficient. We're open to opinions.

Q. With the new leave regulation which transferred all unused vacation leave to sick leave, what happens to the employees who use leave as fast as they accrue it?

A. Minute Order No. 1353 clarifying the leave regulations does not change the number of vacation leave days to which an employee is entitled during a year. All eligible employees are allowed 10 days vacation leave during a calendar year and the leave may be taken in increments of from 1 to 10 days according to the wishes of the employee and approval of his Division Head. No more than 10 days may be used during any year without prior approval by the Director of Highways.

* * * *

Q. Why don't you ever have anything in the magazine about the jobs we are working on out in the Districts, what we are doing, and the people doing the work? We feel that our work is worthy of mention.

A. You are absolutely right. However, we have been unable to get that information. You Foremen can always get such news in the magazine by sending your editor the information on what you are doing, where the work is being done, when you started, and the crew performing the work. We will be most happy to hear from you.

↔

NOTE: No names will be mentioned in this "Questions and Answers" Department unless specifically requested, so all employees may feel free to seek information on any subject without criticism. However, no question will be answered unless the letter is signed by the writer to assure a sincere desire for an answer.

JEST FOR FUN ---

Submitted by Jimmy Zinn

Jessie: "Is your husband a bookworm?"

Tessie: "Nah, just an ordinary one."

THE UNQUESTIONABLE HINT

On inviting a friend to his wedding anniversary the man explained:

"We are on the seventh level, Apt. D; just touch the button with your elbow."

"And why should I use my elbow?"

"Well, for goodness sake. You're not coming empty handed are you?"

SUMMER COMPLAINTS

Complainant: "Hello, is that Apple 812, Green?"

Clerk: "Yes, what do you want to belly-ache about now?"

GOES TO SHOW YOU

Boy calling on his girl friend: "Honey that sure is a beautiful evening gown you almost have on."

"Sho' nuff?"

"It sho' does Honey."

EYES RIGHT!!!

Toward the end of a long shopping tour in every modern store a 12-year-old boy challenged his mother to a "chow" stop with: "Look Mom, now we can eat or something...there's a Bar and Griddle here."

When Mom looked up, what she saw was "Bra and Girdle Bar."

AGE

Youth is a blunder; manhood a struggle; old age a regret. —Disraeli

Resolve not to waste time, and you will by this resolution, remove the need for many more resolutions--Time can be on your side but generally, it's against you.

STARS

by Jimmy Adams

Stars are like eyes,
Which blink every night,
Stars fly through the heavens,
Faster than light.

Stars work with the moon,
Which keeps things all bright
If people don't like stars,
It's dark every night.

The author of the above poem is the 11-year-old son of our very versatile Martha Adams, of the Personnel Division, who can always be depended upon to do a good job of pinch-hitting at any desk when the need arises. Jimmy is in the fifth grade and attends Clendenin School at North Little Rock. The keen insight and depth so obvious in "Stars" displays a talent which, we predict, will place this young man as a leading poet in the future if he continues his interest.

We acknowledge, with appreciation, permission of the author to print "Stars" in this issue of "Arkansas Highways."

AN EVERYDAY WORD

Jim Meredith's 10-year-old son, Conley, and another Cub Scout were discussing "humility," a word whose meaning the members were to explain at the next meeting. This priceless information was overheard:

Friend: "I don't know about that word 'humility,' do you?"

Conley: "Aw, of course you know it! Just listen to the weather man on the Radio, he always mentions it."

YOUR LIFE,
YOUR FAMILY, AND
YOUR SECURITY

... AGAINST

UNSAFE PRACTICES

IS IT WORTH THE CHANCE?
