

January 8, 1960.

MEMORANDUM TO: Medical Director  
FROM: Department of Experimental Psychiatry  
SUBJECT: Salary Scales for Professional Staff

Over the past few years we have attempted to establish reasonable salary scales based upon the conception of full time work at the institution, without outside professional activity. By administrative pressures, a policy of equating job positions both within the institution and between institutions has been grafted onto the full time concept. This latter has been made an integral part of the salary scales despite the awareness that so-called equivalent workers within the institution were not "full time," and that institutional salaries are often different because of the major fringe benefits.

Continuation of these fictions makes further growth of this unit extremely difficult. We are severely handicapped in recruitment; and the staff is restive, considering the opportunities they have elsewhere. We cannot provide university affiliation with graduate students as a source of new personnel; nor have we established an identification for staff persons with the institution.

For these reasons, among others, the following revisions of salary scale and work standards are recommended for this Department, to be effective July 1, 1960.

A. General Principles.

1. All appointments in Associate or Senior Associate categories are to be made on a full time basis.

2. All income from ancillary services to accrue to the Research Fund of the Hillside Hospital.

3. For Associate and Senior Associate staff members who are in special training toward graduate degree or certificates, sums up to \$3000 per annum for four years may be approved by the Medical Director on recommendation of the Director of the Department.

4. Sabbatical: Salary may be paid up to six months after five years service and up to one year after eight years service in the Department for study at another laboratory or institution. In the event that such sabbatical is approved, travel and relocation expenses up to \$ 1000 may be requested.

5. Membership in professional societies and malpractice insurance coverage to be provided by the Department.

B. Specific Scales

1. Psychiatry.

- a. For accredited American Board of Psychiatry, recent \$18,000 - \$20,000 with \$1000 increment, to \$27,500;
- b. For graduates, eligible for examinations, \$16,000 - \$18,000.
- c. For Fellows (4th or 5th year) - \$12,000 - \$14,000

2. Psychology.

- a. Senior Research staff - \$14,000 - \$20,000 Ph.D. and ten or more years experience.
- b. Research Associate - \$10,000 - \$15,000 - Ph.D.
- c. Research Assistants - \$8,000 - \$10,000 Ph.D. candidates.

d. Research Fellow - \$5,000 - \$7,000

c. Job Specification.

1. For item 1a, b, and 2a, b, c, the descriptions in memorandum of October 30, 1958, apply.

2. For items 1c and 2d:

In the absence of graduate school affiliation, the training of our own staff is mandatory. With the potential support of granting agencies also desirous of providing training funds, these ranges are suggested, and items will be requested in the next budget.

1c. Psychiatrist: Completion of three years in psychiatric residency, and desirous of studying during 4th and 5th year.

2d. Ph.D. candidate or M.A. candidate. Early in career, without thesis, would request funds to permit such assistant to operate within the laboratories.

Respectfully submitted,

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Max Fink, M.D.

Department of Experimental Psychiatry

April 4, 1960.

MEMORANDUM TO: Medical Director

SUBJECT: Salary Scales for Professional Staff.  
Correction of memo dated January 8, 1960.

Memo stands except for specified revisions recommended:

Page 1. A. General Principles.

1. All appointments or promotions to Senior Research Associate are made on a "full"-full-time basis. Appointments in other categories are "full-time" according to established standards of the Hospital.

Page 2. 2. All income from ancillary services of "full" full-time staff to accrue to the Research Fund of Hillside Hospital.

3, 4, 5: stet.

B. Specific Scales

1. Psychiatry

(a) Sr. Research Associate: on agreement with the Medical Director

(b) Research Associate: for accredited American Board of Psychiatry, recent \$18,000 - \$20,000 with \$1,000 increment, to \$27,500; for graduates, eligible for examinations, \$16,000 - \$18,000.

(c) Fellows: (4th & 5th year) - \$12,000 - \$14,000

2. Psychology

(a) Sr. Research Associate: stet.

(b) Research Associate: Ph.D. and experimental experience - \$9,000 - \$14,000 →

(c) Sp. Research Assistant: M.A. or equivalent, three years experience, and candidate for Ph.D. at accredited university - \$7,000 - \$9,000

(d) Research Assistant or Fellow: M.A. or one year experience - \$5,000 - \$7,000

Page 3 C. Job Specifications:

While specifications of 10/30/58 would apply, following changes are requested. In original designation, Research Associate in Psychology was limited to Ph.D. and three years of experience. This is burdensome, and all Ph.D. appointees be designated "Associate." Assistant designation be subdivided to Senior Research Assistant and Research Assistant, as above permitting the employment of trainees and candidates, with original specifications applying.

Respectfully submitted,

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Max Fink, M.D.

MF:JB

Res Ant

5000

6000

MA 02, 1 yr.

SR Res Ant

APR 4

1960

6000

8000

[SMA] + 3 yrs + PhD Cand

Res Assoc

8500

13,500

PhD + 3

PhD + 5

13,500 - up.

14,000

Full Time

14 →

① General Fellow in

② Associate in

6/1/55 8000

6/1/60 9000

APR 1 1968

Staff Payd 8500  
SR staff psychologist  
Dr in Clin Psychol.

Research Titles

Resea	} Technica
Statistical	
Psycholinguistic	
EEG	
	Electronic

Recent Assistant (Pre PhD) - MS ~~with grad work~~ or 1 yr grad exp  
 Sr Res. Assistant (2+ yr. work exp)  
 Research Associate (PhD) - Associate in Research

Sr Res. Associate

R. Assoc.	SA M/S or 1 yr graduate	} 3 yr exper. experience, candidate for PhD	} selection
Sr Res Assistant			

Res Associate	Ph.D. (A)	1- } (B) 1-10 yr.
		2- }
		3- }
		4- }
		5- }

Sr Res Assoc - { PhD + 10 yr completed exper  
 " " { Ability to lead lab

Asst Director  
 Director

Journal

APR 4 1960

7/1/60

Sr Psychologist

10 - 14,000

8 x 500

PhD + 5 yrs exper + certif

Duties: Supervision  
Research

Asst Director w/ Adm Duties

Staff Psych.

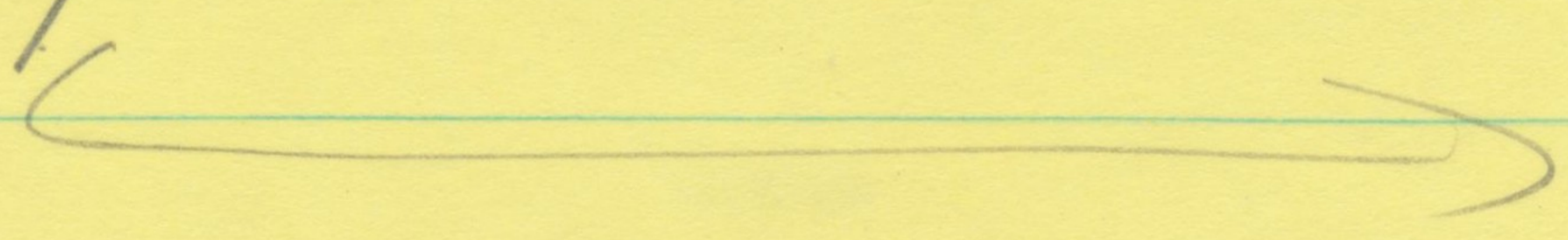
8,500 - 12,500

8 x 500

PhD + 3 yrs exper + certif

Service to admin super  
Resch

no item for non-Ph.D.



Doctorate:

Eric MA equiv. 19  
1957

George PhD  
Teacher { 2/59  
57-58 - xcell - Assistantship  
58-59 ✓

Segel PhD 1956

Key St. Cent.

Max PhD 2/58  
(MA) 1949  
Amst.

Key St. Cent.

11 yrs exper. 10

~~3+5~~

10

~~10 60~~

105

~~10 5~~

Belmont

PhD - 10

105

11

~~1 7 11~~

MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1 - October 31, 1960

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	8,331.
Assoc. in Social Psychology	Siegel	3,120.	3,167.
Psycholinguistic Technician	Kolodny	2,172.	363.
Secretary	Podrid	2,890.	485.
Medical Equipment		1,500.	
Office Equipment		118.	
Travel		3,400.	(67.)
Supplies		3,400.	119.
Social Security & Blue Cross		920.	161.
Director's Expense Account		600.	237.
Total Expenses		43,120.	12,796.
Less: Income from Nassau County		3,120.	124.
Net Expenses		40,000.	12,672.

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.

Amount applicable to 1960-61 41,058.\*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions:		
Amount applicable to 1960-61	<u>41,058.*</u>	_____
Starting Balance & Additions	73,463.	34,699.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	Klein 16,416.	5,667.
Sr. Assoc. in Exp. Psychology	Pollock 7,333.	
Assoc. in Exp. Psychology	(Gittelman 10,920.)	2,500.
	(Belmont 7,500.)	2,500.
Asst. in Exp. Psychology	Karp 8,500.	2,931.
Assoc. in Exp. Psychology	(Krauthamer 8,500.)	291.
	(Andermann 4,410.)	1,426.
Psycholinguistic Technician	Kolodny 4,410.	
E.E.G. Technician	Mosquera 3,360.	1,123.
Secretary	Bowie 480.	
Secretary	Podrid	
Supplies		
Medical Equipment	2,500.	101.
Office Equipment	382.	
Social Security & Blue Cross	1,928.	496.
Overhead	9,684.	2,744.
Travel		568.
Total Expenses	72,933.	20,827.
Unexpended Balance	530.	13,872.

GRANT MY-2092

Grant terminates 12/31/60; expenditures to be  
picked up by Grant MY-2715 Supplement

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	1960-61 Budget	Experience To Date
Grant Balance - 6/30/60	6,667.	7,435.
Additions	0	
Starting Balance & Additions	6,667.	7,435.
Salaries & Expenses:		
Sr. Assoc. in Exp. Psychology	Pollock 5,667.	4,333.
Repairs to Equipment		704.
Social Security & Blue Cross	130.	43.
Overhead	870.	628.
Total Expenses	6,667.	5,708.
Unexpended Balance	0	1,727.

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MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1 - November 30, 1960

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	10,338.
Assoc. in Social Psychology	Siegel	3,120.	3,958.
Psycholinguistic Technician	Kolodny	2,172.	546.
Secretary	Podrid	2,890.	730.
Medical Equipment		1,500.	
Office Equipment		118.	
Travel		3,400.	(55.)
Supplies		3,400.	173.
Social Security & Blue Cross		920.	224.
Director's Expense Account		600.	290.
<b>Total Expenses</b>		<b>43,120.</b>	<b>16,204.</b>
Less: Income from Nassau County		3,120.	177.
<b>Net Expenses</b>		<b>40,000.</b>	<b>16,027.</b>

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.
Amount applicable to 1960-61	41,058.*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions: Amount applicable to 1960-61	<u>41,058.*</u>	
Starting Balance & Additions	73,463.	34,699.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	Klein 16,416.	7,083.
Sr. Assoc. in Exp. Psychology	Pollock 7,333.	
Assoc. in Exp. Psychology	(Gittelman (Belmont 10,920.	3,500.
Asst. in Exp. Psychology	Karp 7,500.	3,125.
Assoc. in Exp. Psychology	(Krauthamer (Andermann 8,500.	3,640.
Psycholinguistic Technician	Kolodny	291.
E.E.G. Technician	Mosquera 4,410.	1,783.
Secretary	Bowie 3,360.	1,406.
Secretary	Podrid	480.
Supplies		
Medical Equipment	2,500.	165.
Office Equipment	382.	
Social Security & Blue Cross	1,928.	607.
Overhead	9,684.	3,430.
Travel		<u>675.</u>
Total Expenses	72,933.	26,185.
Unexpended Balance	530.	8,514.

GRANT MY-2092

Grant terminates 12/31/60; expenditures to be  
picked up by Grant MY-2715 Supplement

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	1960-61 Budget	Experience To Date
Grant Balance - 6/30/60	6,667.	7,435.
Additions	0	
Starting Balance & Additions	6,667.	7,435.
Salaries & Expenses:		
Sr. Assoc. in Exp. Psychology	Pollock 5,667.	5,417.
<del>Repairs to Equipment</del> Supplies		725.
Social Security & Blue Cross	130.	55.
Overhead	870.	785.
Total Expenses	6,667.	6,982.
Unexpended Balance	0	453.

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MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 to December 31, 1960.

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	12,346.
Assoc. in Social Psychology	Siegel	3,120.	4,750.
Psycholinguistic Technician	Kolodny	2,172.	729.
Secretary	Podrid	2,890.	975.
Medical Equipment		1,500.	
Office Equipment		118.	
Travel		3,400.	(55.)
Supplies		3,400.	261.
Social Security & Blue Cross		920.	270.
Director's Expense Account		600.	290.
Total Expenses		43,120.	19,566.
Less: Income from Nassau County		3,120.	265.
Net Expenses		40,000.	19,301.

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.

Amount applicable to 1960-61 41,058.\*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions:		
Amount applicable to 1960-61	<u>41,058.*</u>	
Starting Balance & Additions	73,463.	34,699.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	16,416.	8,500.
Sr. Assoc. in Exp. Psychology	7,333.	
Assoc. in Exp. Psychology		
(Kittelmann)		
(Belmont)	10,920.	4,500.
Asst. in Exp. Psychology	7,500.	3,750.
Assoc. in Exp. Psychology		
(Krauthamer)		
(Andermann)	8,500.	4,348.
Psycholinguistic Technician		291.
E.E.G. Technician	4,410.	2,140.
Secretary	3,360.	1,689.
Secretary		480.
Podrid		
 Supplies		
Medical Equipment	2,500.	278.
Office Equipment	382.	
Social Security & Blue Cross	1,928.	697.
Overhead	9,684.	4,116.
Travel		681.
 Total Expenses	72,933.	31,470.
 Unexpended Balance	530.	3,229.

GRANT MY-2092

Grant terminates 12/31/60; expenditures to be  
picked up by Grant MY-2715 Supplement

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	1960-61 Budget	Experience To Date
Grant Balance - 6/30/60	6,667.	7435.
Additions	0	
Starting Balance & Additions	6,667.	7435.
Salaries & Expenses:		
Sr. Assoc. in Exp. Psychology	Pollock 5,667.	6500.
<del>Repairs to Equipment</del> Supplies		743.
Social Security & Blue Cross	130.	63.
Overhead	870.	942.
Total Expenses	6,667.	8,248.
Unexpended Balance	0	(813.)

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MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 - January 31, 1961

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	14,181.
Assoc. in Social Psychology	Siegel	3,120.	5,542.
Psycholinguistic Technician	Kolodny	2,172.	912.
Secretary	Podrid	2,890.	1,220.
Medical Equipment		1,500.	
Office Equipment		118.	
Travel		3,400.	(55.)
Supplies		3,400.	274.
Social Security & Blue Cross		920.	397.
Director's Expense Account		600.	387.
Total Expenses		43,120.	22,858.
Less: Income from Nassau County		<u>3,120.</u>	265.
Net Expenses		40,000.	22,593.

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.

Amount applicable to 1960-61 41,058.\*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions: Amount applicable to 1960-61	<u>41,058.*</u>	<u>20,529.</u>
Starting Balance & Additions	73,463.	55,228.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	Klein 16,416.	9,917.
Sr. Assoc. in Exp. Psychology	Pollock 7,333.	1,083.
Assoc. in Exp. Psychology	(Gittelman (Belmont 10,920.	5,500.
Asst. in Exp. Psychology	Karp 7,500.	4,375.
Assoc. in Exp. Psychology	(Krauthamer (Andermann 8,500.	5,056.
Psycholinguistic Technician	Kolodny	291.
E.E.G. Technician	Mosquera 4,410.	2,517.
Secretary	Bowie 3,360.	1,972.
Secretary	Podrid	480.
<del>Bottle washer</del>	Cartolano	13.
Supplies		284.
Medical Equipment	2,500.	
Office Equipment	382.	
Social Security & Blue Cross	1,928.	920.
Overhead	9,684.	5,009.
Travel		979.
Total Expenses	72,933.	38,396.
Unexpended Balance	530.	16,832.

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 - February 28, 1961

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date	
<u>Salaries &amp; Expenses:</u>				
Director	Fink	25,000.	16,028.	2000
Assoc. in Social Psychology	Siegel	3,120.	6,333.	800
Psycholinguistic Technician	Kolodny	2,172.	1,095.	180
Secretary	Podrid	2,890.	1,465.	240
				1,30
Medical Equipment		1,500.	180.	3550
Office Equipment		118.		
Travel		3,400.	134.	
Supplies		3,400.	61.	
Social Security & Blue Cross		920.	525.	
Director's Expense Account		600.	417.	
Total Expenses		43,120.	26,238.	
Less: Income from Nassau County		3,120.	22,955.	
Net Expenses		40,000.	23,283.	

cc: Mr. Bachrach



MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 - March 31, 1961

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	17,912.
Assoc. in Social Psychology	Siegel	3,120.	7,125.
Psycholinguistic Technician	Kolodny	2,172.	1,335.
Secretary	<del>Rodrick</del>	2,890.	1,681.
Medical Equipment		1,500.	180.
Office Equipment		118.	
Travel		3,400.	154.
Supplies		3,400.	110.
Social Security & Blue Cross		920.	626.
Director's Expense Account		600.	417.
Total Expenses		43,120.	29,540.
Less: Income from Nassau County		3,120.	2,955.
Donation of Psychotropic Drugs to Hospital			2,295.
			<u>5,250.</u>
Net Expenses		40,000.	24,290.

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for \$65,886.  
 1/1/61 to 12/31/61 Supplemental Grant  
 approved for 16,230.  
 82,116.

Amount applicable to 1960-61 41,058.\*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions: Amount applicable to 1960-61	<u>41,058.*</u>	<u>20,529.</u>
Starting Balance & Additions	73,463.	55,228.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	Klein 16,416.	12,750.
Sr. Assoc. in Exp. Psychology	Pollock 7,333.	4,327.
Assoc. in Exp. Psychology	(Gittelman (Belmont 10,920.	7,542.
Asst. in Exp. Psychology	Karp 7,500.	5,625.
Assoc. in Exp. Psychology	(Krauthamer (Andermann 8,500.	6,473.
Psycholinguistic Technician	Kolodny	291.
E.E.G. Technician	Mosquera 4,410.	3,272.
Secretary	<del>Bowie</del> 3,360.	2,592.
Secretary	Podrid	480.
	Castolano	93.
Supplies		
Medical Equipment	2,500.	376.
Office Equipment	382.	
Social Security & Blue Cross	1,928.	1,376.
Overhead	9,684.	6,473.
Travel		1,100.
Total Expenses	72,933.	52,770.
Unexpended Balance	530.	2,458.

MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 - April 30, 1961

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	19,795.
Assoc. in Social Psychology	Siegel	3,120.	7,917.
Psycholinguistic Technician	Kolodny	2,172.	1,574.
Secretary	<del>Podolsky</del>	2,890.	1,906.
Medical Equipment		1,500.	180.
Office Equipment		118.	74.
Travel		3,400.	593.
Supplies		3,400.	163.
Social Security & Blue Cross		920.	689.
Director's Expense Account		600.	<u>417.</u>
<b>Total Expenses</b>		<b>43,120.</b>	<b>33,308.</b>
<b>Less: Income from Nassau County</b>		<b>3,120.</b>	<b>2,955.</b>
Donation of Psychotropic Drugs to Hospital			<u>2,295.</u>
			<u>5,250.</u>
<b>Net Expenses</b>		<b>40,000.</b>	<b>28,058.</b>

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.
 Amount applicable to 1960-61	 41,058.*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699
Additions: Amount applicable to 1960-61	<u>41,058.*</u>	<u>41,058.</u>
Starting Balance & Additions	73,463.	75,757.
<u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	16,416.	14,167.
Sr. Assoc. in Exp. Psychology	7,333.	5,411.
Assoc. in Exp. Psychology	(Gittelman Belmont)	8,583.
Asst. in Exp. Psychology	10,920.	6,250.
Assoc. in Exp. Psychology	7,500.	6,250.
	(Krauthamer Andermann)	7,181.
Psycholinguistic Technician	8,500.	291.
E.E.G. Technician	Kolodny	3,650.
Secretary	4,410.	2,853.
Secretary	Mosquera	480.
	Bowtux	93.
	Podrick	
	Castalano	
Supplies	2,500.	459.
Medical Equipment	382.	
Office Equipment	1,928.	1,574.
Social Security & Blue Cross	9,684.	7,366.
Overhead		<u>1,100.</u>
Travel		
Total Expenses	72,933.	59,458.
 Unexpended Balance	 530.	 16,299.

cc: Mr. Bachrach

Department of Experimental Psychiatry

1961-62 Budget, Proposed

I	1960-61 Budget (-overhead)	\$	118,882	
(a)	Increase in salaries, annual increments		<u>7,400</u>	
				126,282
(b)	Additions in programs:			
1.	Psycholinguist - to be activated		10,000	
2.	Sociologist to the program*		10,000	
3.	EES technician		6,800	
	Electronics specialist, 1/2 time			
4.	Statistical technician, 1/2 time		1650	
5.	Electronic equipment		16,000	
			<u>44,450</u>	<u>44,450</u>
			45,250	45,250
				<u>171,532</u>
	<del>Additional item, pursuant to</del>			<del>171,532</del>
				170,732

II Changes in Status relating to Budget

(c) John Kramer: Trf. from fellowship status to Research Associate, 9/1/61; \$12,000 subject to approval of d. or e.

(d) Donald Klem: Continues as Res. Assoc. but is to be grant (M 4798) supported. It is expected that the

difference in salary item on grant and  
 HH level may be up to \$7500. Grant  
 provides \$5000 additional for  
 secretarial and other expenses.

(c) Sabbatical - Max Fran : 9/15/61- 8/1/62.

Visiting Scientist support is requested.

There is no salary change during year.

Amount is \$15,000 per annum.

~~170,732~~  
~~19,500~~

170,732

~~171,532~~

12,000

~~19,500~~

Expense Total

~~183,532~~

182,732

### III Sources of Support (-overhead)

(a) Approved:

1. NY 2715 1961-62 72,231

(b) Pending:

2. M 4798 (23,000) est. 17,000

3. Visiting Scientist 13,500

(c) To be Requested:

4. Supplementary NY 2715 30,000

(d) Board of Directors

50,000

1. We would ask the Board to approve a grant of \$40,000 for four years; with an opportunity to carry forward unexpended sums for 2 years.

2. We would also ask for a credit transfer from operating budget funds of value of psychotropic drugs (to \$10,000) received in the program. In 1959, the value was estimated as \$11,000.

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Income estimate:	182,731
Expense "	<del>182,532</del>
	182,732

1/3/61

## Department of Experimental Psychiatry

## 1961-62 Budget, Proposed

I.	1960-61 Budget (-overhead)		\$118,882	
a.	Increases in salaries, annual increments		<u>7,400</u>	126,282
b.	Additions in programs:			
	1. Psycholinguist - to be activated		10,000	
	2. Sociologist to the program		10,000	
	3. EEG technician		6,800	
	Electronics specialist, $\frac{1}{2}$ time			
	4. Statistical technician, $\frac{1}{2}$ time		1,650	
	5. Electronic equipment		<u>16,000</u>	
			<u>44,450</u>	<u>44,450</u>
				<u>170,732</u>
II.	Changes in Status relating to Budget			
c.	John Kramer: Trf. from fellowship status to Research Associate 9/1/61; subject to approval of <u>d.</u> or <u>e.</u>		\$ 12,000	
d.	Donald Klein: Continues as Res. Assoc. but is to be grant (M4798) supported. It is expected that the difference in salary item on grant and HH level may be up to \$7500. Grant provides \$5000 additional for secretarial and other expenses.			
e.	Sabbatical - Max Fink: 9/15/61-8/1/62 Visiting Scientist support is requested. There is no salary change during year. Amount is \$15,000 per annum.			
			<u>170,732</u>	
			<u>12,000</u>	
			<u>182,732</u>	
		Expense Total		
III.	Sources of Support (-overhead)			
a.	Approved:			
	1. MY2715      1961-62		72,231	
b.	Pending:			
	2. M4798 (\$23,000) est.		<u>17,000</u>	26,000
	3. Visiting Scientist		13,500	4/61
c.	To be Requested:			
	4. Supplementary MY2715		30,000	

d. Board of Directors 50,000

1. We would ask the Board to approve a grant of \$40,000 for four years; with an opportunity to carry forward unexpended sums for 2 years.

2. We would also ask for a credit transfer from operating budget funds of value of psychotropic drugs (to \$10,000) received in the program. In 1959, the value was estimated as \$11,000.

Income Estimate: 182,731

Expense Estimate: 182,732

4-19

Budget memo

L R

Called D Cross for ref  
4/24/61

MP } M-F  
IB }

~~JK - Fri-Sat~~

~~CR Tucker & Petschek  
Reservations~~

1111 x 3400  
      4  
      13600  
     23,483  
-----  
~~36,883~~  
37-

Non qnt  
23,480  
+ 13,600  
      200  
-----  
37,080

Drugs = Est 3500  
Teachup = 1000  
          4500

= 3000  
   4500  
   -----  
   7500-

11111  
8-  
20-

5/3/61

3 mn. MF 2000 x 3 = 6000

NS. 800 x 3 = 2400

K. 250 x 3 = 750

Secy. 250 x 3 = 750

9900  
300  
10,200

24,290

10,200

34,490 -- 34, -

+ 5.

Dir. 60

Travel 1000

5000  
1000

12,750

11,333

1,417

3

4200

1500 = 4500

500

275  
275  
335  
335  
825

5/4/61

Experimental Psychiatry - You - Govt.

	<u>Apr.</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Jenk	1916.66	1916.66	1916.66	5750. -
Piegl	791.66	791.66	791.66	2375. -
Jesselman	225. -	225. -	225. -	675. -
Kolodny	183. -	183	183. -	549. -
				<u>9349</u>

May 5, 1961

Memo: Mrs. Croghan

From: Department of Experimental Psychiatry

Subject: Budget

1. In reviewing my budgetary expenses to date, I find the following in the Hospitalized Subsidized Research:

Expenditures 7/1/60 - 3/31/61	\$29,540	
Less credits (Nassau County)	} 5,250	
(Drugs)		
net:		\$24,290
Estimated Expenses 3 months		
Salaries (3400 x 3)	10,200	
Social Security	300	
Travel	1,000	
Other	200	<u>11,700</u>
net:		35,990
Less credit for teaching		<u>900</u>
		35,090

2. If this is approximately correct, would you please assign the following expenditures to this account, from Grant MY-2715, effective April 1?

Research Associate in Psychiatry (Klein) app.	4,500	
Secretary (Podrid) app.	<u>825</u>	
		\$5,325

If my calculations are in error, please call me.

Thank you.

Sincerely yours,

MF:GP

Max Fink, M.D.

May 5, 1961

Memo: Mrs. Croghan

From: Department of Experimental Psychiatry

Subject: Budget

1. In reviewing my budgetary expenses to date, I find the following in the Hospitalized Subsidized Research:

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		<hr/>
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Secretary (Podrid) app.	<u>825</u>	
		\$5,325

If my calculations are in error, please call me.

Thank you.

Sincerely yours,

MF:GP

---

Max Fink, M.D.

Budget 1961-62  
To: Dr. F. M. G.  
your copy  
- M. B. Ashcraft

Proposed Budget 1961-62

Revised 5/22/61

Department of Experimental Psychiatry

Summary:

Expenses 1961-62		\$156,440
Income		
USPHS	108,870	
Hospital Credits	<u>7,570</u>	
		<u>116,440</u>
Net Unsubsidized Research		\$ 40,000

5/22/61

Department of Experimental Psychiatry  
Proposed 1961-62 Budget (Revised 5/22/61)

Expenses:		1960-61 Approved	1961-62 Request
	1. Director (M. Fink)	25,000	25,000
	2. Assoc. in Psychiatry (Klein)	16,416	17,500 (a)
<i>NEW</i>	3. Assoc. in Psychiatry (Kramer)	-	<del>12,000</del> (b) 9,000
	4. Sr. Assoc. Exper. Psychology (Pollack)	13,000	14,000
	5. Assoc. in Exper. Psychology (Belmont)	10,920	12,000
	6. Assist. in Exper. Psychology (Karp)	7,500	8,100
<i>NEW</i>	7. Assist. in Exper. Psychology (Willner)	-	7,200 (c)
	8. Assoc. in Social Psychology	9,500	10,000 (d)
	9. Assoc. in Exper. Psychology (EEG) (Andermann)	8,500	1,420 (e)
	10. EEG Technician, Sr. (Mosquera)	4,410	4,800
<i>NEW</i>	11. EEG Technician, Jr. (New)	-	3,600 (f)
	12. Psycholinguistic Technician (Kolodny)	2,172	2,400
	13. Secretary (Podrid)	3,360	3,480
	14. Clerk-Typist (Yesselman)	2,890	2,700
<i>NEW</i>	15. Technical Assistant (New)	-	4,500 (g)
	16. Equipment (office, medical)	4,500	3,000
	17. Travel	3,400	3,600
	18. Supplies	3,400	3,000
	19. Director's Professional Expenses	600	600
	20. Social Security/Blue Cross (est.)	3,314	3,500
	21. Overhead	11,041	11,200 (h) 2,840 (i)
	<b>TOTAL</b>	<b>\$129,923</b>	<b>\$156,440</b>

Department of Experimental Psychiatry

Expenses 1961-62

~~\$156,440~~  
153,440

Income:

1. USPHS MY-2715		
(C2) - 1/1/61-12/61	(1/2)	41,050
Brought forward (est.)		4,000
(C3) - 1/1/62-12/62	(1/2)	<u>42,000</u>

87,050

2. USPHS M-4798

Estimated Salary	14,264
Exp.	4,710
Over.	<u>2,846</u>

21,820 (j)

3. Teaching (Est. 40 hrs. minimum) 1,000 (k)

4. Drug Transfer (Est.) 3,570 (l)

~~5. Clinical Credit (ECT-1/4 staff psychiatrist) 3,000 (m)~~

113,440  
\$116,440

Net Expenses (Unsubsidized Research) \$ 40,000

Notes:

- (a) Supported, in part, by M-4798, as Career Investigator, effective 7/1/61. Difference in income will be assigned from MY-2715.
- (b) Replaces D.F. Klein in MY-2715. In continuing supervision of ECT program would request continuation of clinical support of 1/4 staff psychiatrist item.
- (c) New appointment, effective 9/1/61 at \$8,500 for six months, \$9,000 thereafter.
- (d) New appointment, to be made 9/1/61, at estimated \$12,000 per annum.
- (e) Appointment ends 9/1/61. Will not be replaced unless Director receives NIH Visiting Scientist award.
- (f) New appointment to permit hospital-wide surveys planned after 9/1/61.
- (g) New position for statistical and supervisory functions. Follows a recommendation of Assistant Administrator, Mr. Davis, following a job survey May 1961.
- (h) Overhead allowance on MY-2715.
- (i) Overhead allowance on M-4798.
- (j) M-4798 allows \$18,974 for salary and research costs; \$2,846 for overhead. These items are applicable to the program. It also allows \$4,838 specified as training costs. While Dr. Klein may not utilize the sum in the coming year, it may not be used for other purposes without express provision. It is anticipated that this sum will be returned to the USPHS.
- (k) Income estimate based on continuation of courses in Biological Psychiatry and in Research Methodology.
- (l) Minimal estimate based on 1959-60 and 1960-61 experience.
- (m) Request continuation of clinical credit for clinical services, following 1960-61 experience.

5/22/61

Department of Experimental Psychiatry  
Proposed 1961-62 Budget (Revised 5/22/61)

Expenses:		1960-61	1961-62
		Approved	Request
1. Director	(M. Fink)	25,000	25,000
2. Assoc. in Psychiatry	(Klein)	16,416	17,500 (a)
3. Assoc. in Psychiatry	(Kramer)	-	12,000 (b)
4. Sr. Assoc. Exper. Psychology	(Pollack)	13,000	14,000
5. Assoc. in Exper. Psychology	(Belmont)	10,920	12,000
6. Assist. in Exper. Psychology	(Karp)	7,500	8,100
7. Assist. in Exper. Psychology	(Willner)	-	7,200 (c)
8. Assoc. in Social Psychology	(New)	-	10,000 (d)
9. Assoc. in Exper. Psychology	(EEG)		
	(Andermann)	8,500	1,420 (e)
10. EEG Technician, Sr.	(Mosquera)	4,410	4,800
11. EEG Technician, Jr.	(New)	-	3,600 (f)
12. Psycholinguistic Technician	(Koledny)	2,172	2,400
13. Secretary	(Podrid)	3,360	3,480
14. Clerk-Typist	(Yesselman)	2,890	2,700
15. Technical Assistant	(New)	-	4,500 (g)
16. Equipment (office, medical)		4,500	3,000
17. Travel		3,400	3,600
18. Supplies		3,400	3,000
19. Director's Professional Expenses		600	600
20. Social Security/Blue Cross (est)		3,314	3,500
21. Overhead		11,041	12,000
	TOTAL	\$129,923	\$154,400

*Revised again  
5/22*

Expenses 1961-1962

\$154,400

Income:

1. USPHS NY-2715

(C2) - 1/1/61-12/61 (1/2) 41,050  
Brought forward (est.) 4,000  
(C3) - 1/1/62-12/62 (1/2) 42,000

87,050

2. USPHS M-4798

Estimated Salary 14,000  
Exp. 4,000  
over. 850

18,850

3. Teaching (Est.)

500 (h)

4. Drug Transfer (Est.)

5,000 (i)

5. Clinical Credit (ECT-1/4 staff psychiatrist) 3,000 (j)

\$114,400

Net Expenses (Unsubsidized Research)

\$ 40,000

Notes:

- (a) Supported, in part, by M-4798, as Career Investigator, effective 7/1/61. Difference in income will be assigned from NY-2715.
- (b) Replaces D.F. Klein in NY-2715. In continuing supervision of ECT program would request continuation of the 1/4 staff psychiatrist.
- (c) New appointment, effective 9/1/61 at \$8,500 for six months, \$9,000 thereafter.
- (d) New appointment, to be made 9/1/61, at estimated \$12,000 per annum.
- (e) Appointment ends 9/1/61. Will not be replaced unless Director receives NIH Visiting Scientist award.
- (f) New appointment to permit hospital-wide surveys planned after 9/1/61.
- (g) New position for statistical and supervisory functions. Follows a recommendation of Assistant Administrator, Mr. Davis, following a job survey May 1961.
- (h) Income estimate based on continuation of courses in Biological Psychiatry and Research Methodology.
- (i) Minimal estimate based on 1959-60 and 1960-61 estimates.
- (j) Request continuation of clinical credit for clinical services, following 1960-61 experience.

HILLSIDE HOSPITAL  
WAGE & SALARY SCALES

Scale #	HIRING RATE	SERVICE-MERIT INCREMENTS			MERIT INCREMENTS	
		1	2	2	4	5
1	185	193	201	209	217	225
2	205	214	223	232	241	250
3	225	235	245	255	265	275
4	250	261	272	283	294	305
5	275	287	299	311	323	335
6	305	318	331	344	357	370
7	340	355	370	385	400	415
8	370	385	400	415	430	445
9	410	430	450	470	490	510

*201 5*  
*301*

JOB TITLES WITHIN GRADES AND HOURLY RATES FOR NON-PROFESSIONAL PERSONNEL

GRADE	#1	#2	#3	#4	#5
MONTHLY RANGE	\$185 - \$225	\$205-\$250	\$225-\$275	\$250-\$305	\$275-\$335
JOB TITLES	<u>\$1.20 hr</u> Asst. Gardener Busboy Cook's Helper Counter Aide Dishwasher Driver Handyman Kitchen Man Maid Porter Potwasher Night Cook Watchman	<u>A- \$1.42 hr</u> File Clerk  <u>B - \$1.32 hr</u> Housekeeping Leadman (days)  Linen Room Asst.  Store Keeper  <u>C - \$1.32 hr</u> Cook IV	<u>A - \$1.55hr</u> Accounting Clerk  Clerk Typist  Dictaphone Operator II  Mimeographer  Receptionist  Stenographer  Telephone Operator  <u>B - \$1.45 hr</u>  Housekeeping Leadman(Nights)  Linen Room Clerk  Painter  Maintenance Mechanic	<u>A - \$1.71 hr</u> Chief Telephone Operator  Dictaphone Operator  OPD Receptionist Cashier  Secretary II  Cashier  <u>B - \$1.60 hr</u>  Cook III  <u>C - \$1.50 hr</u>  Licensed Practical Nurse  Psychiatric Aide I	<u>A - \$1.88 hr</u> Jr. Laboratory Technician  Secretary I  <u>B - \$1.75 hr</u>  Cook II

N.B. All hourly rates include 1 meal per day at the rate of \$10.00 per month

JOB TITLES WITHIN GRADES AND HOURLY RATES FOR PROFESSIONAL & SUPERVISORY PERSONNEL

GRADES	#6	#7	#8	#9
MONTHLY RANGE	<u>\$305 - \$370</u>	<u>\$340 - \$415</u>	<u>\$370 - \$445</u>	<u>\$410 - \$510</u>
JOB TITLES	<u>A- \$2.08</u> Asst. Office Manager Pay Master Assistant Bookkeeper Executive Secretary Sr. Laboratory Technician Psycholinguistic Technician  <u>B- \$1.94 hr</u> Asst. Superintendent Bldgs & Grounds  Asst. Dietitian  Gardener  Housekeeping Supervisor  <u>C- \$1.82 hr</u> Dental Hygienist	<u>A- \$2.31 hr</u> Bookkeeper  <u>B- \$2.02 hr</u> Registered Nurses	<u>\$2.19 hr</u> Charge Nurse	<u>\$2.42 hr</u> Supervisor (Nursing)  Chef

N.B. All hourly rates include 1 meal per day at the rate of \$10.00 per month

JOB TITLES WITHIN GRADES AND HOURLY RATES FOR NON-PROFESSIONAL PERSONNEL

GRADE	#1	#2	#3	#4	#5
MONTHLY RANGE	\$195 - \$235	\$215 - \$260	\$235 - \$285	\$260 - \$315	\$285 - \$345
HOURLY RATE	<u>\$1.20 hr.</u>	<u>\$1.32 hr.</u>	<u>\$1.45 hr.</u>	<u>\$1.60 hr.</u>	<u>\$1.75 hr.</u>
JOB TITLES	Ass't Gardener Busboy Cleaner, Housekeeping Cook's Helper Counter Aide II Dishwasher Driver Handyman Kitchen Man Maid Night Cook Porter Potwasher *Watchman	Cook IV Counter Man I File Clerk *Gateman Housekeeping Leadman (days) Linen Room Ass't. Psychiatric Aide II Storekeeper Ward Clerk	Accounting Clerk Clerk-Typist Dictaphone Operator II Housekeeping Leadman (nights) Maintenance Mechanic Mimeographer Painter Receptionist Stenographer Telephone Operator	Cashier Boiler Room Att'd Chief Telephone Operator Linen Room Supervisor Psychiatric Aide I Secretary II Cook III Dictaphone Operator Senior *(Licensed Practical Nurses at one increment higher)	Assistant Chef Secretary I *Jr. Laboratory Technician

N.F. All rates include one meal per day at the rate of \$10.00 per month.

\* Not included in Schedule A

REVISED - June 1, 1961