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THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

Vol. 16 No. 1

April 2002



Enough of the winter already! The snow at Memorial's Botanical Garden is slowly receding, allowing the alpine plants in the cold house to come to life. Here Tim Walsh, a nursery manager who has been with the garden for 13 years, holds a saxifraga, a species of alpine plant. This plant and the others buried under the snow will all survive, and will go on to be featured in the Alpine House, an interesting display of some of the hundreds of alpine plants at the Botanical Garden. Designed by nature for very short growing seasons, alpiners are very hardy and are the first plants to get going in the spring. The Botanical Garden will open its gates on May 1. To find out about the things you can do there, check out www.mun.ca/botgarden.

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From the President

Budget brings good news, but there are challenges ahead

The provincial budget was brought down on March 21 and I think it's fair to say that the budget speech contained good news for Memorial. In addition to increasing the overall grant to Memorial, the government continued its commitment to students and to the research efforts at the university. This is encouraging, given the fiscal conditions within which the government must plan its expenditures. I am confident in saying that the provincial government recognizes the enormous benefit of having a well-functioning and well-supported university in our province.

The increase in the provincial grant amounts to approximately \$13 million dollars. I was delighted to learn that, in addition, the federal government will give us almost \$3.3 million for the indirect cost of research. Together with our base funding, these monies will help us achieve our basic objectives: to provide our students with a first-rate education by international standards and to be a major contributor to research, scholarship, creative and professional activities. However, despite these increases, we will still face a shortfall of approximately \$1.1 million in the 2002-3 fiscal year. I am confident that we can overcome the shortfall without adversely affecting the quality and diversity of our programs.

The budget also saw the government provide an additional \$1 million to help with repairs to buildings, labs, walkways and other facilities. Although this amount is only a small fraction of our \$28 million deferred maintenance problem, it is a step in the right direction and will enable us to tackle the most urgent problems. The budget also contained an allocation of \$500,000 that will assist Memorial University and the College of the North Atlantic in accessing funding from the Canadian Foundation for Innovation.

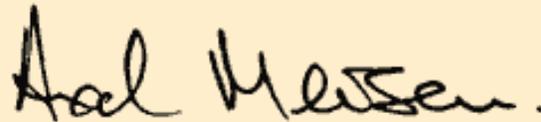
Our students also received good news. Building on last year's tuition reduction, the government earmarked a further \$3.5 million for Memorial



students. The minister of Youth Services and Post-Secondary Education intends to create a roundtable to advise her on the best way of using the funds for the benefit of students. In addition, the government recently announced changes in student aid programs, a move that was warmly greeted by students.

We now have clarity about our 2002-3 budget and this will enable us to concentrate on what we do best – teach, engage in scholarly activities and serve our communities.

Axel Meisen

A handwritten signature in black ink that reads "Axel Meisen." The signature is written in a cursive style with a period at the end.

PRESIDENT AND VICE-CHANCELLOR

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Human Resources

THE COMMUNICATOR

Access to job evaluation information continues

A training session in the application of the Aiken Plan held in January included members of the CUPE Local 1615 executive, some of whom will be the information providers. Information providers are trained in the application of the Aiken Plan but not raters on the Job Evaluation Committee. They act as resource or contact people to help employees understand the Aiken Plan or the revised job evaluation review and appeal procedures. The following CUPE information providers are available for questions: Ralph Tapper, Dawn Learning and Troy Giles. Resource people in Human Resources include Mary Clarke and Colleen Butler.

How was the access to job evaluation information initiated?

It was a joint project between CUPE and the Department of Human Resources, as per the memorandum of understanding on job evaluation. Both parties wanted to provide more transparency in the job evaluation process and to provide employees with access to more data.

When I can I access job evaluation information on my position?

Depending on an employee's pay group, access to job evaluation information has been available as of the following dates:

CUPE Local 1615 - as of Jan. 2, 2002

Non-Bargaining - as of March 1, 2002

NAPE Locals 7801, 7803, 7804 - as of March 1, 2002

NAPE MI Local 7850 - as of April 1, 2002

Who can access job evaluation information on my position?

Only the employee who occupies the position on a permanent basis can obtain the position specific rating information. Deans and directors will be given confidential rating information on the positions in their respective units; however, release of information to employees will occur only through Human Resources.

How do I access my rating information?

You can receive information on your position by submitting a completed "Request for Job Evaluation Rating Information" form (available at www.mun.ca/humanres/ or from the Department of Human Resources).

What are factors?

Factors refer to the elements on which each job is evaluated. The Aiken Plan has nine factors or elements including complexity-judgement, education, experience, independence of action, result of errors, contacts, supervision, physical and mental demands, and working conditions. An explanation of the aspect of the position considered under each factor is available on the Human Resources Web site.

What are ratings?

Ratings are the numeric grades assigned to each position on each of the nine Aiken Plan factors.

How is the point total determined?

The point total is calculated by adding up the points rating assigned to the Aiken Plan factors.

How is the band level determined?

There are 15 band levels with incremental point ranges. The lower levels have a narrower point range to reflect the minimal change in job content required to move to a higher one. For example, Band Level 1 range is 108 to 123 points, a 15-point spread. Band Level 13 has a range of 355 to 404 points, a 50-point spread. The point ranges were released in 1995 and are available on the Web site www.mun.ca/humanres/.

What are the benchmark ratings?

Benchmark ratings are the ratings assigned to each classification, as opposed to the ratings assigned to each individual position.

What information will I receive?

You will receive the most recent ratings assigned to your position on each of the Aiken Plan factors, as well as the point total. In addition, employees in a classification series (e.g., stores clerk I, II, III) will be provided, on request, the ratings assigned to the benchmark for the next higher classification in the series. For example, an employee occupying a permanent position of library assistant V may request the library assistant VI benchmark ratings. If an employee occupies a one-of-a-kind classification every attempt will be made to provide relevant information.

Can I access the Aiken Plan manual?

Yes. Just contact one of the information providers: from the CUPE executive, Ralph Tapper, Dawn Learning, Troy Giles; and from Human Resources, Mary Clarke and Colleen Butler.

Can I receive rating information on all of the university classifications?

At this time, information provided will be specific to an employee's individual position. In time, additional information may be released.

Can I access the job evaluation information for a position to which I am temporarily assigned?

Employees can access the rating information if he/she occupies the position on a regular or permanent basis. For long-term temporary assignments, the Department of Human Resources will consider such requests and determine appropriate action.

Is access to job evaluation optional?

Yes, employees have a choice to obtain job evaluation information on their position. The Department of Human Resources will forward the rating information only when they receive a signed request form from the employee.

Will I be advised if my position ratings resulted in a higher band level than the benchmark band level for my classification?

Yes. Employees in such positions were advised of the higher band level during job evaluation implementation and are already being paid on the

higher level.

Will I be advised if my position ratings resulted in a lower band level?

Yes, if you request the rating information. To date, employees in such positions have not been advised.

What happens if my position rated lower than the band level assigned to the benchmark?

No action will be take until the position is vacated. You will continue to receive step increases until the maximum of the scale is reached. When you resign from the position, discussion will be held with your department to determine appropriate action, which may include downgrading the position to the appropriate band level.

Can I appeal the ratings obtained through job evaluation access?

No, the ratings are not appealable.

My job has changed since the last job fact sheet was submitted, so what should I do?

If your job has changed significantly, and the duties are permanently assigned, you can initiate a job evaluation review.

Will there be contact people available if I have questions on the ratings assigned to my position?

Yes, contact any of the information providers named above.

Have the job evaluation review procedures changed?

Yes. These are the primary changes:

an employee requesting review must complete the "Request for Job Evaluation Review" form, as opposed to writing a letter;

an employee must enclose a completed job fact sheet or update with the request form, in order for the review to be considered;

an employee must be able to identify how the job has significantly changed since the last time it was rated;

an employee will be provided with the ratings assigned to the position, as well as the point total, following the review.

Other changes include improved time lines.

Can I appeal the job evaluation review results?

Yes, for employee-initiated reviews, the result remains appealable.

Have the job evaluation appeal procedures changed?

Yes. The primary changes are:

an employee requesting appeal must complete the "Request for Job Evaluation Appeal" form, as opposed to writing a letter;

the appellant must identify the Aiken Plan factor(s) he/she is appealing, the rating requested and the reason for the rating requested;

the appellant will meet with all members of the appeal committee;

the appellant will be provided with the ratings assigned to the factor(s) appealed.

Other changes include improved time lines.

Can I obtain ratings if I did not complete a job fact sheet for the position I currently occupy?

Yes, if you are in the position on a permanent or regular basis.

Can I view the job fact sheet for my current position if I did not complete the sheet?

In this instance you will be provided with a summary of the activity section of the sheet.

Employees with further questions can contact Mary Clarke, Manager - Recruitment, Classification and Job Evaluation (737-4557) or Colleen Butler, Human Resources officer (737- 4568).

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Out of the Fog



President Meisen was interviewed by host Krysta Rudofsky recently on the local community cable program Out of the Fog. Among other things, Dr. Meisen talked about the possibility that the university's name will change and the *2000-2001 President's Report*. The report is available on the Web at www.mun.ca or by calling 737-8663.

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THE COMMUNICATOR

Sexual harrassment policy in place



At the official signing of the Sexual Harassment Policy. (L-R): Dr. Rita Anderson, MUNFA; Sheila Singleton, Registrar's Office; Leslie Mulcahy, MUNSU; Joe Carroll, NAPE; Angela Lonardo, MUNFA; Cathy Young, community representative; Mike Fowler, Marine Institute; Lori Yetman, sexual harassment adviser; Cathy Peyton, CUPE; Louise Webb, chair, NAPE. Seated: President Meisen.

The Sexual Harassment Board on the St. John's campus began revising the University-Wide Procedures for Sexual Harassment Complaints in May 1997. Angela Lonardo, the board's former MUNFA representative, was largely responsible for the extensive review of university polices across Canada and the United States. Following a thorough examination of the relative strengths and weaknesses of these policies, as well as an evaluation of the current MUN policy, the board extensively modified the informal and formal procedures and clarified and expanded upon the definition of sexual harassment.

The new policy represents the last in a series of drafts that had been repeatedly revised according to the requested input of administration, MUNFA, NAPE, CUPE, MUNSU and the GSU. Final copies of the policy, with requests from the board that they be signed, were submitted to all constituencies in October 1999, December 2000, and June 2001. The policy received final approval on Nov. 15, 2001.

For further info please see <http://www.mun.ca/sexualharassment/>

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THE COMMUNICATOR

Clownin' around

(L-R): Pamela Jones-Fitzgerald and David Shulist, campus chaplains; Dr. Meisen.

On Feb. 14, Memorial's four chaplains dressed in clown suits and distributed over 300 helium-filled balloons around campus. Two orders to the Marine Institute included a special visit to the office of MI executive director Leslie O'Reilly. Two clowns also delivered a bouquet to Dr. Axel Meisen's office. The purpose of this effort was to promote community and to unify the campus on a day that celebrates the message of love, Valentine's Day. In addition to raising the number of smiles on campus that day, the chaplains also sought to raise the awareness of campus ministries. There was no financial goal other than covering costs. The chaplains are Pamela Jones-Fitzgerald, Clarence Ingram, David Shulist, and Greg Dewling. Plans are in place to bring a smile to students, staff, and faculty again next year.



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Campus Life

THE COMMUNICATOR

The man under the tall hat



Tim Hills

Tim Hills is a busy man. Aside from managing a 90-person staff that feeds 900 students at the dining hall three times a day, the executive chef of Chartwells makes sure Memorial's food service contractor keeps supplies in the other university cafeterias and, when called on, prepares special meals for visitors to Memorial, including Prime Minister Jean Chrétien, Governor General Adrienne Clarkson and Portuguese President Jorge Sampaio

Yes, Tim Hills is busy, but he's not complaining.

Chartwells has held the food service contract at Memorial for over 10 years, and Mr. Hills has been there since the start. When describing the routine at the Main Dining Hall, Mr. Hills proves there's more to his job than just preparing food.

"At the Main Dining Hall we do quite a bit of daily cooking where we have three meals a day. I'm also looking after the communication board which deals with any concerns that students may have."

The communications-bulletin board is just one of the changes in students' expectations Mr. Hills has witnessed in his decade as executive chef at the dining hall. Another indication of that change is the wall display with a nutritional evaluation of all menu items.

"If anybody's looking at an allergy problem or the fat content of meal, the information is there for them to look up," he said. "As well, they can come

see us if there's any special requests due to allergies and have a letter on file so we can deal with that."

Mr. Hills said they are being a little bit innovative at the dining hall. — like the pizza program in which the staff prepares a made-to-order pizza in front of the students in about five minutes. There's also display cooking of meals like stir-fry which can be prepared for individual tastes and needs.

Mr. Hills is also responsible for catering most events on campus. "Special functions division falls under my hat, so to speak." "Everything from a coffee break to a full-course meal," he said.

Things don't slow down in the summer when most students leave campus, he said. Then dining hall gets used for conferences and other events. Mr. Hills has been involved in the food service business for over 20 years, in environments as diverse as working with local shipping companies offshore to instructing cooking courses at the College of the North Atlantic and working at Government House

But he's been in no hurry to move on from his current job at Memorial. And Mr. Hills said it's because of the people.

"Throughout the different departments at the university, you get to meet a large cross-section of individuals with various backgrounds," he said. "In the summer months, we tend to do a lot of entertaining with conferences and groups coming to Newfoundland. Even though we are a private contractor, the way I've tried to approach our operation here, is that if people leave with a good impression of Memorial, as well as the conference they are attending, then it's good for everybody.

"And, to date, we've had good success that way."

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THE COMMUNICATOR

Nominations now accepted for the 2002 President's Awards for Exemplary Service

Do you know a staff member who should be recognized for an outstanding contribution to Memorial? We want our university colleagues to hear about and recognize staff members' accomplishments, resourcefulness, initiative, creativity, leadership and responsiveness in delivering service and/or their dedication to high standards.

Any administrative and support staff member of Memorial University and its agencies who have worked at the university for at least three years prior to nomination is eligible. Nominations may come from alumni, faculty, staff, students and other members of the university community.

Nomination forms are available from the Office of the Vice-President (Administration and Finance) and Legal Counsel, Arts and Administration Building, Room A2024, and from Nola Perry, Human Resources, A4031. The deadline for nominations is May 15.

For more information about the awards, feel free to call Robert Barker at 737-4627 or e-mail him at rbarker@mun.ca. Also visit the Human Resources Web site, www.mun.ca/humanres, for a list of previous award winners.

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Retirements

The following career changes have received approval since the last issue of *The Communicator*. They are provided by Human resources and are current at the time of publication.

ACADEMIC Appointments

Dr. G. Todd Andrews, Physics and Physical Oceanography, assistant professor, Jan. 1, 2002

Dr. Thormod Johansen, joint appointment, Engineering and Applied Science and Earth Sciences, professor (with tenure), July 1, 2002

Dr. Conleth O'Maonaigh, Discipline of Family Medicine, Medicine, associate professor, Dec. 1, 2001

Dr. David Pace, Discipline of Surgery, Medicine, assistant professor, Jan. 1, 2002

Dr. Jules Dorè, Division of Basic Medical Sciences, Medicine, assistant professor, Jan. 1, 2002

Susan Cleyle, Systems Division, Queen

Elizabeth II Library, acting head, Dec. 1, 2001

Dr. Beverley Carter, Laboratory Medicine, Medicine, assistant professor, April 1, 2002

Term appointments

Julie Pitcher, Social Science, Grenfell College, assistant professor, Jan. 1, 2002

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Other appointments

Dr. Peter Trnka, Philosophy, director, Board of Studies for the M.Phil. in Humanities Program, Sept. 1, 2002

Dr. Wanda Parsons, Admissions, Faculty of Medicine, acting assistant dean, Oct. 8, 2001

Jane Foltz, Computer Science, interim head, Nov. 7, 2001

Dr. Chet Jablonski, Graduate Studies, interim dean, Dec. 6, 2001

Dr. Noreen Golfman, English Language and Literature, acting associate dean of graduate studies, Dec. 6, 2001

Dr. Sheldon Birnie-Lefcovitch, School of Social Work, director, Jan. 1, 2002

Dr. Vernon Curran, Office of Professional Development, Medicine, director, Academic Development, Dec. 17, 2001

Dr. Ford Bursey, Medicine, director of academic development (specialists) in the Office of Professional Development, Dec. 17, 2001

Dr. Mary Wells, Undergraduate Medical Education, Medicine, acting assistant dean, Nov. 1, 2001

Dr. Ronald Sparkes, Labrador Institute, Labrador associate, May 29, 2001

Dr. Priscilla Renouf, Anthropology, Canada Research Chair in North Atlantic Archaeology, July 1, 2001

Dr. William Barker, English Language and Literature, head, Feb. 1, 2002

Dr. Donald Buell, Graduate Studies and Research, Music, associate director, Feb. 1, 2002

Dr. Michael Murray, Division of Community Health, Medicine, associate dean, Feb. 1, 2002

Paul Chancey, Centre for Institutional Analysis and Planning (CIAP), director, Feb. 1, 2002

Dr. C.W. Loomis, vice-president, Research and International Relations, Feb. 1, 2002

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Cross-appointments

Dr. Kurt Gamperi, Ocean Sciences Centre to Biology, Jan. 1, 2002

Dr. William Bavington, Division of Community Health to Discipline of Family Medicine, Feb. 1, 2002

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Tenure

Dr. Dennis Hanlon, Business Administration, assistant professor, Sept. 1, 2002

Dr. Susan Hart, Business Administration, assistant professor, Sept. 1, 2002

Dr. Sridhar Samu, Business Administration, assistant professor, Sept. 1, 2002

Dr. Serpil Kocabiyik, Mathematics and Statistics, associate professor, Sept. 1, 2002

Dr. Lois Sherlow, Mathematics and Statistics, assistant professor, Sept. 1, 2002

Dr. Wayne Fife, Anthropology, associate professor, Sept. 1, 2002

Dr. Lili Wang, Pharmacy, assistant professor, Sept. 1, 2002

Dr. Sean Cadigan, History, associate professor, Sept. 1, 2002

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Promotions

Ki Adams, Education, associate professor, Sept. 1, 2002

Dr. Susan Hart, Business Administration, associate professor, Sept. 1, 2002

Dr. Donna Moralejo, Nursing, associate professor, Sept. 1, 2002

Aspi Balsara, Queen Elizabeth II Library, librarian III, Sept. 1, 2002

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Secondments

Tim Borlase, Labrador Institute, director, (on secondment from the Labrador School Board), March 1, 2002

Retirements

Dr. Bruce Shawyer, Mathematics and Statistics, Aug. 31, 2002

Dr. Elizabeth Miller, English Language and Literature, April 30, 2002

Dr. Rick Roskin, Business Administration, April 30, 2002

Dr. Malcolm MacLeod, History, Aug. 31, 2002

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ADMINISTRATIVE

Appointments

Jason Barrett, Technical Services, craftsman II, Jan. 8, 2002

Melanie Butler, Financial and Administrative Services, intermediate clerk

stenographer,
Nov. 5, 2001

Peter Davis, Grenfell College, manager, Student Housing, Jan. 3, 2002

Lisa Goddard, Queen Elizabeth II Library, manager, IT Services, Jan. 14, 2002

Ashley Stirling, Engineering and Applied Science, programmer consultant,
Nov. 5, 2001

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Contractual appointments (one year or more)

Sherry-Lynn Murphy, MUN Childcare Centre, early childhood education, Jan. 3, 2002

Derek Norman, Office of the Dean of Arts, Digital Research Centre, Co-ordinator,
Jan. 7, 2002

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Promotions and Transfers

Gerald Ford, Earth Sciences, facilities co-ordinator - earth sciences, Jan. 7, 2002

Denise Gilbert, Marine Institute, clerk stenographer III, Aug. 31, 2001

Howard Parsons, Queen Elizabeth II Library, library assistant IV, Oct. 22, 2001

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Retirements

Joseph Callahan, Facilities Management, enforcement and patrol officer III,
Aug. 31, 2001

Francis Chong, Grenfell College, science technician IV, Aug. 31, 2001

Edgar Churchill, Marine Institute, instructor, Dec. 7, 2001

Arun Dey, Chemistry, laboratory instructor, Aug. 31, 2001

Michael Gosse, Facilities Management, custodian I, Aug. 31, 2001

Leo Mackey, Office of the Registrar, administrative manager, Aug. 31, 2001

Lois Pelley, Faculty of Education, library assistant VI, Jan. 31, 2002

John Power, Technical Services, technical facilities manager, Dec. 14, 2001

Walter Snedden, Medicine, technical adviser, Aug. 31, 2001

Bernice St. Croix, Psychology, intermediate secretary, June 29, 2001

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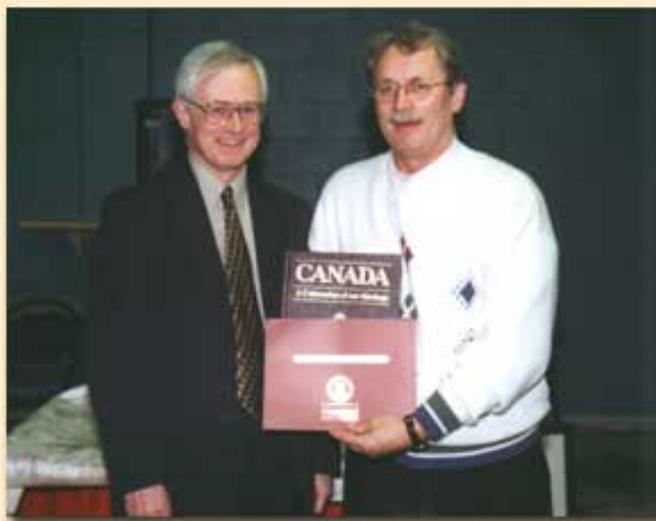


Photo by Don Meiwald

Dr. Don Downer of Grenfell College's Research Office retired in January and was honoured with a reception and roasting. Here he accepts his retirement certificate and a gift from Principal Adrian Fowler. Among his going-away gifts was a singing fish, presented in recognition of his research on salmon and trout at the Aquatic Centre for Research and Education.



On a stormy Feb. 8, friends and colleagues gathered at Primer's in Corte Real to thank Jack Power for his many years of service to Memorial University and to wish him well on his retirement. Jack worked at the university for nearly 34 years, first as a technician in (then) ETV and finally as technical manager for the Centre for Academic and Media Services in the School of Continuing Education. Among his many achievements, he designed and supervised the installation of many of the multi-media classrooms on campus. Here Jack (L) smiles with his wife, Rosalind, and colleague Fred Hollingshurst.

Friends and colleagues gathered at the Department of Facilities Management on Jan. 31 to bid farewell to Wally Drover, who retired after 19 years at Memorial. Wally was Memorial's first safety co-



ordinator, a position that later evolved into manager of Safety and Environmental Services. He was a regular contributor to the Safety Notes section of The Communicator. Here Wally (L) is presented with a retirement gift on behalf of the Facilities Management staff by Kevin Kane, associate manager of Safety and Environmental Services.

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Safety Notes

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Personal protective equipment (PPE) is worn by workers to minimize exposure to specific occupational hazards, usually when other means of hazard control have failed to reduce exposure levels. For this reason it is often referred to as the last resort for the protection of workers. Commonly used items include safety glasses, safety footwear, respirators, hard hats, gloves and lab coats.

When using or selecting protective equipment keep the following in mind:

Match the equipment to the hazard. Many items are product specific; check the manufacturer's specifications. What is effective against one hazard may not protect against others.

Match the PPE to the worker. Poorly fitted items might not provide adequate protection. You may need to try a variety of styles to find the right personal fit, and once it's fitted to one worker it should not be shared.

Perform regular maintenance such as cleaning. Worn or damaged equipment must be replaced or repaired immediately.

Review industry standards. In some instances, protective equipment is mandated by law, e.g., the requirements for safety footwear and hard hats under Occupational Health and Safety Regulations. If you work around chemicals, check the Materials Safety Data Sheets list for recommendations, such as glove type, for use with the product.

If you need help with the use and selection of the proper gear for your situation, contact the Office of Safety and Environmental Services.

A review of last year's accident statistics indicates that falls (from the level on which one is standing) are the most common workplace accident on campus (see Communicator, Vol. 15, No. 2-3). These are generally slip or trip accidents, commonly caused by wet or oily surfaces, weather hazards, and obstacles impeding normal foot traffic.

To prevent and avoid these accidents:

Clean up spills immediately.

Mark wet floor areas with caution signs to warn others.

Keep walkways free of clutter and debris.

Close file cabinet and desk drawers when you're not using them.

Cover cables through walkways or re-route them around heavy traffic areas.

Keep work areas and walkways well lit. Report burnt-out lights.

Make sure your footwear fits well and is suitable for the walking surface.

Adjust your stride to the walking surface and to the task.

Ensure that objects being carried or pushed do not obstruct your view.

Take your time and pay attention to your surroundings.

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Holidays

THE COMMUNICATOR

SCHEDULE OF UNIVERSITY HOLIDAYS, 2002, ADMINISTRATIVE, TECHNICAL AND TECHNICAL SUPPORT STAFF

1. New Year's Day	Tuesday, Jan. 1
2. January Holiday	Wednesday, Jan. 2
3. Mid-March	Monday, March 18
4. Good Friday	Friday, March 29
5. Commonwealth Day	Monday, May 20
6. Discovery Day	Monday, June 24
7. Memorial Day	Monday, July 1
8. Mid-July	Monday, July 8
9. Regatta Day	Wednesday, Aug. 7 (or as designated)
10. Labour Day	Monday, Sept. 2
11. Thanksgiving	Monday, Oct. 14
12. Remembrance Day	Monday, Nov. 11
13. Christmas Day	Wednesday, Dec. 25
14. Boxing Day	Thursday, Dec. 26

SCHEDULE OF MARINE INSTITUTE HOLIDAYS FOR 2002

1. New Year's Day	Monday, Jan. 1
2. Mid-March Holiday	Monday, March 18
3. Good Friday	Friday, March 29
4. Easter Monday	April 1 (support staff, management only)
5. St. George's Day	April 22 (instructors, demonstrators, technical assistants only)
6. Commonwealth Day	Monday, May 20
7. Discovery Day	Monday, June 24
8. Memorial Day	Monday, July 1
9. Mid-July Holiday	Monday, July 8
10. Regatta Day	Wednesday, Aug. 7
11. Labour Day	Monday, Sept. 2

12. Thanksgiving Day	Monday, Oct. 14
13. Armistice Day	Monday, Nov. 11
14. Christmas Day	Wednesday, Dec. 25
15. Boxing Day	Thursday, Dec. 26

**HOLIDAYS, 2002,
ACADEMIC STAFF MEMBERS**

1. New Year's Day	Tuesday, Jan. 1
2. January Holiday	Wednesday, Jan. 2
3. Good Friday	Friday, March 29
4. Memorial Day	Monday, July 1
5. Labour Day	Monday, Sept. 2
6. Thanksgiving Day	Monday, Oct. 14
7. Remembrance Day	Monday, Nov. 11
8. Christmas Eve	Tuesday, Dec. 24
9. Christmas Day	Wednesday, Dec. 25
10. Boxing Day	Thursday, Dec. 26
11. New Year's Eve	Tuesday, Dec. 31

**SCHEDULE OF UNIVERSITY HOLIDAYS, 2002,
FOR NAPE, LOCALS 7801, 7803 AND 7804**

1. New Year's Day	Tuesday, Jan. 1
2. Good Friday	Friday, March 29
3. Commonwealth Day	Monday, May 20
4. Memorial Day	Monday, July 1
5. Regatta Day	Wednesday, Aug. 7 (or as designated)
6. Labour Day	Monday, Sept. 2
7. Remembrance Day	Monday, Nov. 11
8. Christmas Day	Wednesday, Dec. 25
9. Boxing Day	Thursday, Dec. 26

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