

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

August 1998

- [News stories](#)
- [From the President](#)
- [Career Scene](#)
- [Safety Notes](#)
- [From the Garden](#)

It's barbecue season again! Memorial employees lined up to get a taste of barbecued hamburgers and hot dogs on June 25. The lunch-time BBQ was held in the TSC Square and was made possible through the efforts of employees in the Department of Technical Services who were raising money for a scholarship fund. For more details about how it turned out, [see page 6](#).



You can perform a full-text keyword search on [this issue](#) or on [all on-line issues](#) of the *Communicator*.

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News Stories

- [Opportunity Fund nears goal](#)
- [What qualifies as family responsibility leave?](#)
- [Fraud case highlights need for direct deposit](#)
- [Summer brings reduced working hours](#)
- [Direct deposit is the way to go](#)
- [Get the "One Card" for you](#)
- [Follow simple guidelines when using university logo](#)
- [Technical Services BBQ was a success](#)

[Memorial Home Page](#) | [Communicator Home Page](#) | [August 1998](#) |

Opportunity Fund nears goal

(The Communicator - August 1998)

So much can change in one year. Since *The Opportunity Fund* was launched in March 1997, the campaign has secured in excess of \$22.8 million in pledges and is quickly closing in on the \$25 million private sector goal.

One of the biggest signs of the success of the campaign is the new University Centre which is going up in the centre of the St. John's campus. Construction of the centre began in September and during the winter months the groundwork for this new facility was completed. The summer months will see the building take shape. Take a walk over the construction site through one of the overhead walkways and see the progress first hand.

During the past few weeks a major detour on Prince Philip Drive was effected in order to construct the bridge portion of the centre. The patience of all students, faculty and staff is greatly appreciated as the university creates better student services facilities. When the University Centre opens in the fall of 1999, it will serve as a focal point for the university community.

Corporate contributions to *The Opportunity Fund* have also helped create new research chairs on campus. One of the most recent chair announcements has been the Terra Nova Chair in Ocean Environmental Risk Engineering. This research position will be housed in the Ocean Engineering Research Centre in the Faculty of Engineering and Applied Science and will examine ocean environmental risk engineering, which has primary relevance to the offshore oil and gas industry on the East Coast of Canada. This chair will provide invaluable expertise for this growing industry in our province.

University departments have also been generous supporters of *The Opportunity Fund*. Many groups have held special events and activities to help raise money for the campaign and each one has added to the growing total. Take a look at the figures listed below to see the progress made to the end of June. With just under \$2.2 million left to raise from the private sector, *The Opportunity Fund* is edging closer to the final goal every day.

What qualifies as family responsibility leave?

(The Communicator - August 1998)

Family responsibility leave is a very important part of the leave package offered to Memorial University employees. The 21 hours of paid leave available during each fiscal year may be used for a variety of situations outlined in the policy/collective agreements. However, the phrase "Attend to the needs of a home or family emergency" has caused some confusion and sometimes leads to a misinterpretation of what may qualify as family responsibility leave.

For application purposes, family has been defined as parents, spouse, children or those residing in the same household. Although there are many other situations involving family members that may require you to leave the workplace, and the university is sympathetic to these situations, there is a limited capacity to provide paid family responsibility leave. These restrictions are necessary to ensure that all employees are treated fairly and equitably.

Employees will normally not be asked to provide details of personal matters for which leave is requested. However, to ensure that the reason for taking leave is within the guidelines of the policy, you may be contacted by the leave management officer for detailed information regarding your request. Keep in mind that in the case of a family emergency, you need to specify that the family member lives in the same household or is a parent, spouse, or child, and the general nature of the emergency. For example, you would not be contacted for further details if you wrote:

" Mother-in-law, living in the same household, having emergency surgery."

You would, however, be contacted for details, or the leave would be denied, if you wrote: "A Mother-in-law having emergency surgery." In this example you have not stated that your mother-in-law lives with you.

Occasionally, employees may find themselves in a situation for which they believe family responsibility leave may be applicable but would prefer to provide explanatory details in a confidential manner. In this situation, you are encouraged to contact the leave management officer directly or by sealed correspondence marked personal and confidential. If the reason outlined is not eligible, you will be notified in the same confidential manner. Please contact the leave management officer, Debbie Molloy at 737-7408, with any questions or concerns.

Fraud case highlights need for direct deposit

(The Communicator - August 1998)

In early June 1998, the Department of Human Resources was notified that a cheque had been intercepted in the mail, altered to increase the amount to \$6,000, and then fraudulently cashed. The cheque has since been reissued for the correct amount and the banks are investigating the crime.

In view of this event, it is most important that any employees receiving cheques by mail ensure they receive them. In the example noted above, the fraud might never have been discovered had the amount on the cheque not been altered. In this case, the cheque was being sent overseas, but a similar crime could easily have occurred with cheques sent to destinations in Canada.

The possibility of fraud is one reason why the use of direct deposit is encouraged for biweekly payroll. (For more reasons see page 4). If you are interested in using the direct deposit system, forms are available on the Human Resources web page at <http://www.mun.ca/humanres/finance/deposit.html> or by calling the Payroll office at 737-7410.

Summer brings reduced working hours

(The Communicator - August 1998)

Effective Monday, June 1, 1998, to Friday Sept. 4, 1998, summer hours for all administrative, technical and technical support personnel will be 32 and one-half hours per week. Standard hours for all administrative personnel during the above period will be from 9 a.m. to 1 p.m. and from 2 p.m. to 4:30 p.m. Standard hours for all technical and technical support personnel during the above period will be set by the department in consultation with the employees concerned. Summer hours for administrative staff at the Marine Institute will be in effect from June 22, 1998, to Sept. 4, 1998, inclusive. During this period, the hours of work will be 8:30 a.m. to 4 p.m. with the lunch period from 12:30 to 1:30 p.m. Regular working hours will resume on Sept. 7.

Direct deposit is the way to go

(The Communicator - August 1998)

Direct deposit refers to the practice of depositing paycheques directly into an employee's bank account. Effective May 21, 1998, all biweekly payroll amounts for staff, faculty and students hired under new contracts of employment will be paid by direct deposit. New employees hired are being required to make arrangements for their net pay to be deposited directly into a Canadian financial institution. Memorial University encourages all employees to use the direct deposit service for payroll cheques. This policy will help the university move towards a more efficient way to pay our employees, and direct deposit will save money in processing of the bi-weekly payroll. Although it is not mandatory for current employees receiving a cheque to switch to the direct deposit method, the university encourages all staff to switch to the system. There are many good reasons to do so. Below are listed the top 10 reasons why you should have your paycheque deposited directly into your bank account. For more information, please call the Payroll Office at 737-7410.

Top 10 reasons you should use direct deposit

10. You won't have to face that long line-up at the bank on your lunch hour.
9. You won't have to explain that the chicken scratch on the back of the cheque is your signature.
8. You know the little chained-on pen at the teller's counter that never has any ink in it? Forget about it!
7. It won't matter if you confuse envelopes and accidentally mail your cheque to your mother-in-law.
6. No risk of serious injury from paper cuts while separating cheque from stub.
5. No risk of stabbing yourself with letter opener while trying to get at cheque.
4. You won't have to go to Human Resources looking for replacement cheque "because the dog ate my other one..."
3. You get paid at 12:01 a.m. on payday and have immediate access to your money from any automated teller machine.
2. No risk of lost or stolen cheques.

Drummm rrrroll...the number one reason you should have your cheque deposited directly is:
1. YOU'LL STOP GETTING REQUESTS TO SWITCH FROM CHEQUES TO DIRECT DEPOSIT!

Get the "One Card" for you

(The Communicator - August 1998)

The "One Card System" has been used as a student ID system for almost two years and is now being implemented for Memorial employees. The new cards can be used by employees to access campus buildings, and once money is deposited against the card it can even be used to make purchases at the food court in the Thomson Student Centre. In addition, the cards can be used for photocopying in the library and could be encoded to keep track of photocopying in offices. The new ID can also be used as a Newtel Calling Card.

The Office of General Student Services will issue employee ID cards to those who request them. Employees who wish to have a card issued should go to Room T-2015, located in the Thomson Student Centre. Cards will be issued from Monday to Friday between 9:30 a.m. and 4 p.m. You will need to bring along your employee number (you can get this from your pay stub) and some identification.

Due to the volume of students needing cards at the start of the fall semester, employees will not be able to have their cards made during the first two weeks of September. For more information about the one card system for employees, please call Alvin Kenny, one card coordinator, General Student Services, 737-7458.

Follow simple guidelines when using university logo

(The Communicator - August 1998)

*Memorial has created a strong visual identity with its logo. While it is important to use the logo on university publications and web sites, employees are encouraged to keep the following guidelines in mind . The following article was originally produced by Publication Services as a flyer titled **Graphic Standards - The Short Guide**.*

There is nothing so personal, so distinctive, as one's signature. Memorial's signature is its logotype: our coat of arms and our name. Used consistently, it immediately identifies the university and its activities to the public.

The Graphic Standards Manual (1995), the complete guide to the use of the university's logo and other marks, is available on Memorial's home page at <http://www.mun.ca/univrel/g-main.html>.

Memorial's logo and its uses

As the only Memorial University in North America, we have a unique name. It is rendered in a distinctive typeface, in combination with our coat of arms, which was designed by alumnus Robert Horwood in 1949.

It is important that the area surrounding the logo remain free of any element that might compete for the viewer's attention. Distance between the logo and any other text, illustration, etc., must always be at least equal to the height of the lower-case "m" in the textual element.

The minimum width is 2 inches (12 picas or 5.1 cm). The official colors of the logo are claret, gold, white and black.

- In color reproduction, the coat of arms shall be reproduced in colors and the name in black.
- In monochrome printing, black is preferred, but any color is acceptable.
- For reverse printing, the coat of arms will be a positive with a white keyline and the text will be negative.

Note: For Pantone color numbers, check the Web site.

Unacceptable uses

The university logo must not be redrawn, re-proportioned or modified in any way. The coat of arms cannot be used independently except in special circumstances as determined by the Division of University Relations.

- The logo shall not be printed on an angle.
- The elements shall not be reproduced in different colors, except as specified above.
- It shall not be printed over a photo or a work of art, a textured design or a text block.
- It shall not be printed with the coat of arms reversed.

Typography

Administer has been selected as the official typeface for its compatibility with the logo and its distinctive appearance. The secondary typeface is Helvetica, whose contemporary appearance complements Administer.

A publication may be typeset completely in one or the other or in combination, in light, medium, bold or italic. In cases where other typefaces are preferred, consult Publication Services.

Stationery

All stationery has been standardized. Items bearing the color logo are printed in bulk by Printing Services and overprinted with specific unit information. Envelopes are printed in black only.

Subsidiary logos

Subsidiary logos, which must be approved by University Relations, are printed in the lower right-hand corner of letterhead in black only. For subsidiary logos on business cards, the folding (tent) card must be used.

Business forms

Requisitions, purchase orders, etc., should include the logo in the upper left corner, in black or the predominant color of the form, and should be typeset in the Administer and Helvetica fonts.

Publications

Wherever possible, the logo should appear on the front cover. When this is not possible, it should be prominently featured on the back.

Home pages

The logo is available in .gif format for use on MUN pages. For information, see <http://www.mun.ca/image/munlogo.html>

Note: The logos at this site are for use on home pages only; they are low resolution and are not to be used on printed items. For high resolution copies of the logo on disk or through e-mail, please call Publication Services.

Advertisements

Newspapers use standardized university ad mats for employment and tender advertising. Promotional or display ads are not standardized; however, they should include the logo, preferably at the bottom.

Signage

The signage system (interior, exterior and on vehicles) is administered by the Department of Facilities Management.

Other uses

Memorial's logo is a registered trademark owned by the university. For information on use of the logo in commercial applications, call the University Bookstore.

For exceptions to these guidelines, and for more details, check the University Relations Web site or call Publication Services, University Relations, (A-1033), phone 737-8666 or 737-2088; e-mail lindar@morgan.ucs.mun.ca or joycem@morgan.ucs.mun.ca. Home page <http://www.mun.ca/univrel>.

University Bookstore: Level 1, Queen Elizabeth II Library. Phone 737-7440; e-mail sandy@capone.ubs.mun.ca. Home page <http://www.mun.ca/bookstore>

Technical Services BBQ was a success

(The Communicator - August 1998)

The Department of Technical Services wishes to thank all the people who attended the lunchtime BBQ held in the Thomson Student Centre Square on June 25. The event raised \$716.39 for the scholarship fund. A total of 200 hamburgers and 288 hotdogs were sold over lunch.

Hats off to the following people from Technical Services who helped make the BBQ such a success:

- Joy Best
- Bill Burke
- Sharon Fagan
- Terry Harris
- Bill Kirkpatrick
- John MacKenzie
- Baxter Pope
- Debbie Seymour
- Robert Sheppard
- Calvin Snook
- John Wheeler

Thanks also go to Bruce Faulkner, Comptrollers Office, and Dr. Colin Higgs, Physical Education, who provided assistance with some key logistical details.

The following suppliers generously provided donations:

- Coleman's Food Centre, Merrymeeting Road
 - Atlantic Cash and Carry
 - F. J. Wadden & Sons
 - TRA
 - Dominion Stores, Nfld. Drive
 - IGA, Torbay Road
 - Eastern Bakeries
 - Sobeys, Ropewalk Lane
 - Sobeys, Torbay Road
 - Student Housing
-

From The President

Forum presented a starting point

(*The Communicator* - August 1998)

Change is happening at Memorial, and in all Canadian universities. This is not news to those of us who have been on the scene for a while. Some of these changes are involuntary and unfortunate. In response to budgetary shortfalls, we've seen the Faculty of Science lay off a number of staff and some sessional faculty, and Technical Services has also laid off some employees. Over the past five years almost every other faculty, school, department, division and unit has been changed C through lost positions, attrition, alterations to services, etc. C because of declining financial resources.

Since 1994 the level of government grant to Memorial has decreased by some \$19.6 million. Over the same time we have increased tuition by \$8.4 million. That leaves about \$11 million in a budgetary gap that we have had to accommodate. Add to this the increased costs of running the university resulting from such items as inflation, utilities, the GST/HST, salary step increases and the like, and you start to see the dilemma facing us.

Balancing Memorial.s budget has never been more difficult. What kind of university we can have, and what kind of university this province needs are among the questions that require debate. In fact, that debate has been ongoing for some time in various places within the institution, and just recently we had the opportunity to discuss these questions and the issues surrounding them as a larger community. The open forum for faculty and librarians that was held in late June provided an excellent starting point for a closer examination of the future of Memorial University.

One thing was very clear to me as I listened to the discussion that afternoon. There is a great deal of positive feeling that we all share for this institution and its role within this province and elsewhere. From time to time we will disagree on the means of achieving our goals. Would you expect any less in a university? But seldom do we disagree on the goals themselves. We share a faith in Memorial and the power of this university to effect change in our society C and change for the better.

Despite the ongoing fiscal crunch, I am inclined to see the glass as A half-full, @ so to speak. As an institution, we continue to enjoy a great deal of public support. This support is currently best manifested by the success of *The Opportunity Fund*, funding as it does the enhancement of our scholarship offerings, new teaching and research initiatives, and the various capital projects C the new student centre at Grenfell College, the University Centre presently under construction in St. John's, and the to-be-developed Field House. These are all symbols of the new Memorial University C an institution that will

inevitably change, but whose change will be shaped through co-operative and collegial processes into an institution that maintains its importance and relevance to Newfoundland and Labrador society.

I am confident that the public faith Memorial is fortunate enough to enjoy will also translate into ongoing government support for those initiatives that we define as central to our mission of teaching, research and community service.

We will be following up on the issues raised in the forum discussion, attempting to engage every academic and administrative unit in planning its own future, as well as our collective future. More about that in September.

Until then, I wish you and your families an enjoyable summer vacation.

A. W. May, O.C.

PRESIDENT AND VICE-CHANCELLOR

Career Scene

(The Communicator, August 1998)

ADMINISTRATIVE

Appointments

Gail E. Tuttle, Sir Wilfred Grenfell College, gallery director

Contractual to permanent appointments

Elaine Harvey, Aquarena, marketing co-ordinator

Keith Matthews, Business Administration, co-ordinator

Secondments

Y. H. Lisa Lee, Medicine, electron micro technician III

Michelle Peckham, Physical Education, clerk stenographer

Safety Notes

Safety Notes is compiled by the Office of Safety and Environmental Services, Department of Facilities Management, Memorial University of Newfoundland, St. John's, Nfld., Canada, A1C 5S7. It is distributed in the university's employee newsletter, The Communicator, and to external safety organizations. For further information contact Wally Drover, manager of safety and environmental services, 709-737-4393.

- [Facilities Management supervisors put safety first](#)
- [Focus on ergonomics in the laboratory](#)
- [The sun burns!](#)

Facilities Management supervisors put safety first

(The Communicator - August 1998)

Part of safety training and education initiatives sponsored by the Office of Safety and Environmental Services, with support of the Department of Human Resources, involved a series of courses designed to improve supervisory/management competency in occupational health and safety issues.

These courses were conducted by a representative of the Newfoundland Safety Council during April and included such topics as Due Diligence, Accident Investigation and Workplace Safety Inspections. The aim is to eventually make such programs part of professional development for all supervisory and management personnel.

Facilities Management supervisory and management personnel who participated in the program assembled for a group photo following a short certificate presentation ceremony.

Focus on ergonomics in the laboratory

(The Communicator - August 1998)

Work-related upper extremity Disorders (WRUEDs) are not limited to personnel using computer keyboards. Exposure to ergonomic risk factors can also be found in different laboratory operations. A common task in many research laboratories on campus is microscope usage.

Prolonged use of a microscope can contribute to WRUEDs. The height of the eyepiece on the microscope, workstation layout, chair height and position of the microscope relative to the worker can cause stress factors to the upper and lower back, forearm and shoulder areas. Further stress can be caused by the sharp edges of a bench top, causing pressure points to the forearm.

Prolonged microscope usage should be avoided. Limit work to less than five hours a day and rotate work activities to other duties. As with any workstation, care must be taken with the workstation set-up. Use chairs that provide good lumbar support. Padded arm rests on workbenches or chairs allow better stability for the arms. Position the height of the work surface to avoid excessive head inclination when looking through the eyepiece. Place the microscope close enough to the edge of the bench to avoid forward inclination of the upper back.

For further information on proper ergonomic set-up of any workstation, contact Safety and Environmental Services at 737-4393.

The sun burns!

(The Communicator - August 1998)

A common slogan heard in relation to fire prevention is *ALearn not to burn@*; however, the term can also be applied to sun exposure. Sun exposure is the leading cause of skin cancer and two or more bad sunburns as a child can increase your risk of developing skin cancer. Skin cancer is the most prevalent form of cancer in Canada and this year more than 50,000 Canadians are expected to develop this disease.

To protect you and your family follow the Canadian Cancer Society's SunSense Guidelines:

- Reduce sun exposure between 11 a.m. - 4 p.m.
 - Seek shade or create your own shade
 - SLIP! on clothing to cover your arms and legs
 - SLAP! on a wide-brimmed hat
 - SLOP! on sunscreen with SPF #15 or higher
 - Keep babies under one year out of the direct sun
 - Tanning parlors and sunlamps are not a safe way to tan
-

From the Garden

Why, when and how to prune

(The Communicator, August 1998)

by Carl P. White, Botanical Garden

Pruning is an important but generally poorly understood gardening practice. It's one of those garden tasks (like pesticide application) which, if it's not done the correct way at the right time, then is probably best not done at all. At the Botanical Garden we get questions about pruning all the time and people often say, "It took x number of years to grow those branches and I just can't cut them off." If done correctly, you won't hurt the tree by pruning it, and you may be surprised how much better it looks and performs.

Ornamentals are pruned for any or all of the following reasons: to remove broken, dead or diseased branches; to encourage flower and fruit development; to control the size and shape of the plant; to maintain healthy trees and shrubs; to increase structural strength and to rejuvenate old flowering shrubs.

Follow guidelines

The following are some general guidelines as far as time to prune is concerned. Broken branches should be cut off immediately before they fall and damage the bark or other limbs. Trees and shrubs that bloom in the spring or early summer (Forsythia, Honeysuckle, Mountain Ash, Lilacs) should be pruned after flowering. Fruit-bearing trees and shrubs (Apple, Plum, Cherry, Currant) should be pruned in early spring before they bloom. Late flowering shrubs which flower on new growth (Shrubby Cinquefoil, Elderberry) should be pruned before active growth begins. Most evergreens are best pruned after the wood is thawed but before active growth begins. Pines are an exception and are pruned after the buds are extended (candled) but before the individual needles are fully formed. Take off only about half of the >andle= to avoid damage and poor formation of the new growth. Some trees bleed sap freely when pruned in the spring (Birch, Golden Chain, Poplar, Maple) and are better left until they are leafed out to cut down on sap loss. Avoid late summer and early fall pruning because a new flush of growth encouraged by the pruning may not harden off and turn from >green to brown= before winter sets in.

Late fall pruning can result in the wounds not healing until spring and cause dieback of the cut branches.

When you decide to prune a tree or shrub, look at the natural form or growth pattern. Try to enhance this look, not change it. Avoid the Ahaircut@ style of pruning where all branches are cut the same length. This is okay for some shrubs but tends to cause too much tip growth which can shade the centre of the plant and inhibit growth.

Your first cuts should remove all the dead, broken or diseased branches. This is good practice and it is hard to go wrong cutting. Using the proper tool for the size of the branch, cut back to the Acallus ring@ (a circle of raised tissue around the base of the branch). Be careful not to damage this ring as it is the tissue that will eventually close over the wound. Don=t cut the branches off flush with the trunk, this makes for a larger wound and removes the callus. You can use a pruning paint if you want but this is more for looks than necessity.

Pruning provides light

Your next series of cuts will be to remove branches that are crossing over or rubbing each other. This is especially important in the centre of the specimen where too much material can cut down on sunlight and air reaching the crown of the plant and contribute to pest and disease problems. Next have a good look and remove weak or spindly branches. When shortening branches, make your cut about 1/4 inch above an outward facing bud at a 45-degree angle. This will keep the new growth going away from the crown, leaving the centre open.

Use three-cut method

When removing larger branches with a saw you will want to use the Ajump@ or three-cut method to avoid having the branch tear the bark along the trunk when it falls. Make the first cut from the bottom of the branch four to six inches away from the callus ring. Cut upwards until you get about a third of the way through. The second cut is made a couple of inches farther out and this one goes right through, removing the branch and letting it fall. The undercut keeps the falling branch from tearing the bark. Now that the weight of the branch has been removed, the final cut can be made back to the callus ring. Either support the branch stub when you cut it or cut through the bark from the bottom to avoid any tearing.

When pruning remember you can always take more off, but sticking it back on is a whole lot harder. Go easy, prune a little then have a good look and maybe prune a little more.