

# THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

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**December 1997**

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# 1997's outstanding employees honored

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*(The Communicator - December 1997)*

Memorial University recognized its outstanding employees at two special events held in October and November. At both events President Arthur May presented awards to employees for their exceptional efforts. Outstanding work in teaching and research at Memorial was acknowledged on Oct. 15, at a reception at the Art Gallery of Newfoundland and Labrador. On Nov. 7, the third annual President's Awards for Exemplary Service were presented during the annual Employee Service Awards ceremony. The 1997 awards were presented by Dr. May, Wayne Thistle, vice-president (administration and finance and legal counsel) and Dr. George Hickman, director of human resources. Read on to find out more about Memorial's outstanding employees.

## Exemplary and long-time employees recognized

Five employees were presented with the President's Award for Exemplary Service. The award winners were recommended by a university-wide selection committee out of a total of 24 nominations. In recommending the award winners, the selection committee considered nominees' continuing contributions in the following areas:

- significant contributions made to the university (considering service, support, and reputation);
- evidence of excellent performance;
- making the university a welcoming community for students and employees;
- evidence of extending help to students, faculty, fellow employees, parents, and university guests;
- involvement with committees and organizations.

This year's winners were: Carolyn Emerson, Biology; Dave Kirkland, CSU; Steve Milway, Psychology; Shirley Moulton, Comptroller's Office; and Judi Smith, Sociology. Each employee received a \$1,000 cash prize and a framed certificate noting the achievement. Their accomplishments will also be noted in a public display in the Arts and Administration Building. Close to 200 employees turned out for the ceremony, and 147 employees received pins acknowledging 20 or more years of service to the university.

## Memorial University's top professors

Each year, Memorial University also acknowledges the contributions of exceptional members of its faculty with the President's Awards for Distinguished Teaching, the President's Awards for Outstanding Research, and by naming University Research Professors. The President's Awards for Distinguished Teaching recognize the crucial nature of teaching excellence in the Memorial University community.

The President's Awards for Outstanding Research recognize researchers who have made outstanding contributions to their scholarly disciplines. The title of University Research Professor is the most prestigious award Memorial gives for research, and goes to faculty who have demonstrated a consistently high level of scholarship and whose research is of truly international stature.

Prof. Karyn Butler, Geography, and Dr. Joseph Cherwinski, History, each received the President's Awards for Distinguished Teaching. Three faculty members received the President's Award for Outstanding Research: Dr. Brad de Young, Physics; Dr. Ray Gosine, Engineering and Applied Science; and Dr. Carolyn Hart, Music. University Research Professorships were awarded to Dr. Ian Jordaan, Engineering and Applied Science and Dr. Roger White, Geography.

President's Awards for Distinguished Teaching recognize the teaching excellence in the university community. Each winner of the teaching award receives a \$5,000 grant contributed by the Memorial University Alumni Association.

The President's Award for Outstanding Research recognizes researchers who have made outstanding contributions to their scholarly disciplines. Each award includes a \$5,000 research grant.

University Research Professors have acquired a designation above the rank of professor. The title is the most prestigious award the university gives for research, and goes to faculty who have demonstrated a consistently high level of scholarship and whose research is of truly international stature. The designation carries with it a \$4,000 research grant and a reduced teaching schedule.

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# Recognizing the achievement of Memorial's people

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*(The Communicator - December 1997)*

While institutions outline their inhabitants, a large part of the institutional reputation rests on the accomplishments of those individuals who are or have been part of it.

What will be remembered of our time here is the accomplishments of our people. Over the past couple of months I have had the pleasure of presiding over a number of events that highlight the unique nature of Memorial University, its special people and its importance to our province - events that will contribute to the evolving legacy of this university.

There were the usual annual public displays - a fall convocation that was doubly blessed by an enthusiastic graduating class and a spectacular display of oratorical dexterity from our newly-minted honorary graduate (would we expect any less from Dr. Rex Murphy?), and a Remembrance Day ceremony in collaboration with the Royal Canadian Legion that again served to remind us why we are known as "Memorial." But there were three other less visible ceremonies that speak to the essence of this organization - the excellence of its people.

In October we recognized a few exemplary faculty members. Joe Cherwinski (History), and Karyn Butler (Geography) received the President's Award for Distinguished Teaching; Brad de Young (Physics), Carolyn Hart (Music) and Ray Gosine (Engineering) received the President's Award for Outstanding Research; and Roger White (Geography) and Ian Jordaan (Engineering) were named University Research Professors. They join a list of past and current members of our professoriate who have been similarly honored. We, as an institution, are honored by their presence. We are fortunate to have them as members of our university family.

In November, we held the annual Employee Service Awards ceremony. As you can see from other coverage in this issue of *The Communicator*, we recognized the long service of scores of our people from faculty and staff ranks. We also use that occasion each year to recognize staff members whose contributions have been truly outstanding, and I have the pleasure of presenting the President's Awards for Exemplary Service. Congratulations to Carolyn Emerson (Biology), Dave Kirkland (CSU), Steve Milway (Psychology), Shirley Moulton (Comptroller's Office) and Judi Smith (Sociology). This recognition is well deserved by these five and the past winners, whose continued contribution enriches life at Memorial.

The third display of excellence that contributes to our legacy involves our newer students. Each fall I

join the Dean of Student Affairs and Services to host a scholarship ceremony for entering students and their families and friends. There is nothing more affirming of the work we do than to be in the Reid Theatre during this ceremony and to meet those students, knowing that we will see them again during their time at Memorial, and surely meet them again when they cross the stage of the Arts and Culture Centre to receive their degrees.

For Memorial the fall represents a successful end for those who convocate in October and an exciting beginning for those incoming students whose academic excellence in high school has marked them as potential leaders in this institution for the next several years. Just as these students should count themselves lucky to have chosen an institution with such dedicated people, those of us who intersect with their presence here - administrators, faculty, staff - should count ourselves lucky to share this time and place with them.

The legacy we leave for the observer in the year 2100 will be informed by the sum of all our contributions - particularly the contributions of those who have chosen to excel as members of Memorial University's family.

A.W. May, OC  
PRESIDENT AND VICE CHANCELLOR

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# Opportunity Fund facts

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*(The Communicator - December 1997)*

The Opportunity Fund has grown by leaps and bounds since its public launch on March 25, 1997. Through the assistance of faculty, staff, students and volunteers, the fund has raised \$18.2 million in private sector donations to date. Including provincial matching funds, the campaign has achieved \$36.4 million of its overall \$50 million goal. The following information will answer some of the most frequently asked questions about the fund.

*The Opportunity Fund* has three primary objectives: to increase scholarships and fellowships, to enhance teaching and research initiatives, and to improve student services. As *The Opportunity Fund* grows, each objective is receiving support to reach the designated goal. Support for teaching, research and academic excellence has reached the \$4 million mark, not including provincial matching funds. The scholarship fund has grown to close to \$5 million in private sector support, while \$3.7 million has been raised to improve student services. Other types of gifts, such as gifts-in-kind and bequests, are totaling close to \$800,000. Also, almost \$2 million in private sector donations has been committed; however, the actual designation of the funds is still to be determined. In terms of undesignated pledges, \$3 million has been received and will be allocated according to strict guidelines and procedures.

When a pledge is made to *The Opportunity Fund*, the donor has the option to designate that gift to one of the three main objectives to make an undesignated gift to the university. All undesignated gifts go to a general undesignated funds account and the Board of Regents will determine - in line with the objectives of the campaign - to allocate this to wherever sufficient funds have not been designated.

It is important to note that even though donors may designate their funds to the scholarship fund, the matching government money may not necessarily be directed to scholarships. The matching money will be applied to *The Opportunity Fund* as a whole and will be directed towards those areas which require support, so that all objectives are achieved. The key point to remember is that participation in *The Opportunity Fund* will ensure that all objectives are achieved, and that will result in an improved Memorial for everyone.

Once funds arrive at Memorial, the Office of Alumni Affairs and Development is responsible for issuing a tax receipt and the Comptroller's Office is responsible for the accounting of and investing the fund. *The Opportunity Fund* follows very strict management practices. All funds from donations are placed in trust accounts based on the designation of the donor. If there is a specific designation, such as a scholarship, the university will create an account for that scholarship and terms of reference are established by the donor, in consultation with the scholarships office. The principal of the fund is then invested. The university uses a pooled investment fund, which is managed by a committee which has

three board members. The committee has terms of reference and specific guidelines for the types of investments that can be selected. The returns range from 12 to 17 per cent. In order to ensure that all procedures pertaining to the fund are followed precisely, *The Opportunity Fund* and all university funds are audited by the national auditing firm of KPMG.

Corporate donors have helped *The Opportunity Fund* grow over the past few months. Some of the larger donations have been received from Voisey's Bay Nickel Company (\$1 million), the Iron Ore Company of Canada (\$650,000), Petro-Canada (\$500,000), Bank of Montreal (\$250,000), SmithKline Beecham (\$150,000) and Abitibi Consolidated (\$100,000).

A number of new advances in technology and research have resulted from *The Opportunity Fund*. To date the following chairs and programs have been established: NSERC/Petro-Canada Chair in Women in Science Engineering, Petro-Canada Young Innovator Awards Program, Voisey's Bay Nickel Company's creation of the new Patterson research chair in earth sciences, and the Iron Ore Company of Canada's collaboration to develop a Community Learning Centre in Labrador City.

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# Farewell party for Dr. Katy Bindon

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*(The Communicator - December 1997)*

The Grenfell College community and invited guests gathered recently in the Art Gallery at Sir Wilfred Grenfell College to bid farewell to departing college principal, Dr. Katy Bindon. Dr. Bindon has left Corner Brook to take up the position of president of Okanagan University College in Kelowna, British Columbia. During the reception, greetings were brought by Dr. Jaap Tuinman, vice-president (academic); Shawn Musseau, president of the Council of the Students Union at Grenfell, and Dr. James Greenlee, who represented Grenfell's faculty and staff. Dr. Bindon was presented with a number of gifts, all of which were original works of art by Newfoundland artists; including a ceramic lobster bowl and platters by potter Debra Kuzyk of Stephenville, a set of placemats by printmaker Audrey Feltham and a wooden bowl by the CSU. It was also announced that a fundraiser will be undertaken to establish a scholarship in Dr. Bindon's name with funds collected from the faculty and staff and from the sale of works of art donated by Newfoundland artists.

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# Pension changes coming

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*(The Communicator - December 1997)*

It is anticipated that the proposed amendments to the *Memorial University Pensions Act* will be addressed in the current sitting of the House of Assembly and, pending legislative approval, will be implemented Jan. 1, 1998. These amendments have been designed to ensure the ongoing financial stability of the Memorial University Pension Plan and to provide some benefit enhancements to plan members.

## Highlights of the proposed amendments

- reduction in the vesting period from ten to five years pensionable service;
- increase in survivor benefits from 55 to 60 per cent;
- increase in maximum pension accrual from \$1,715 per year of pensionable service to the Revenue Canada maximum pension limit (currently \$1,722.22 per year);
- commencement of the Canada Pension Plan (CPP) reduction amount on the date a retiree begins to receive CPP benefits or at age 65, whichever first occurs (currently reduction begins at age 65);
- change in cost to purchase eligible service to more closely reflect the benefit value of the service;
- increase in pension contribution rate for employees, matched by the university.

## What this means for you

Employees are once again advised to take particular note of the pension contribution rate increase and purchase of prior service provisions as they will have a more immediate financial impact. Consider, for example, an employee earning \$40,000 annually. The contribution rate increase will result in an annual pension contribution increase of approximately \$694 per year for both the employee and the University. An illustration of the actual calculation of the premium may be found on the Human Resources web site at <http://www.mun.ca/humanres/> under the heading Updates and Breaking News.

Further details on these proposed amendments may be obtained by visiting the Human Resources web site mentioned above, by referring to the October 1997 issue of *The Communicator*, or by contacting the Benefits and Pensions Office at 737-7406.

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# Security is everybody's business

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*(The Communicator - December 1997)*

Christmas is drawing near and most offices are taking up collections for parties, charity drives and other festive pursuits. People are also using the lunch break to dash off to the mall to get a head-start on buying gifts.

Unfortunately, the incidence of petty theft on campus rises in proportion to all that cash stored in desk drawers and filing cabinets, and all those gifts stashed in offices or automobiles.

Phil Smith, university investigations officer, says that thieves are already lurking about in anticipation of felonious opportunities. Thieves have no problem getting into locked desks and filing cabinets, so Mr. Smith suggests employees take any cash or other valuables out of the office at the end of the day. Mr. Smith also stressed that valuables should not be left in desks.

If packages must be left in cars, then they should not be visible. To be perfectly safe, valuables should not be left in cars. Thefts can be prevented and collective security is the best measure. Employees spotting any suspicious-looking activity should report it to Campus Safety and Patrol at 737-8561.

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# Christmas shutdown

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*(The Communicator - December 1997)*

Some Memorial employees will have an extended break this Christmas. The university is proposing a Christmas shut-down period that will enable employees to take a full week off during the holiday season.

This offer was made as a goodwill gesture to employees, many of whom wish to have a longer holiday at Christmas. Contrary to some reports, it will not save the university large sums of money, nor is it being offered as part of a negotiating strategy outside the collective bargaining process. The Christmas shut down proposal is simply a method by which employees can extend vacation time.

Memorial University will be open on Wednesday, Dec. 24, until after the Christmas sing-along. Thursday, Dec. 25 is a holiday. Friday, Dec. 26, is a holiday. Monday, Dec. 29, to Wednesday, Dec. 31, are regular working days. Thursday, Jan. 1, is a holiday. Friday, Jan. 2, is a holiday (except for NAPE employees who have a slightly different Christmas shutdown arrangement).

In exchange for 1.5 days of annual leave, taken during the week after Christmas (Dec. 29-31), an employee can take the whole week (Dec. 29 to Jan. 2) off.

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# Distribution of payroll cheques for Jan. 1, 1998

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*(The Communicator - December 1997)*

The first pay day of the new year falls on Thursday, Jan. 1, 1998. To accommodate the holiday season and Christmas shutdown, Dec. 25 to Jan. 2, payroll cheques and notice of deposits will be distributed on Tuesday, Dec. 23, 1997, except those for Corner Brook and the Labrador Institute, which will be sent on Monday, Dec. 22 by courier to ensure they are received by Tuesday. All cheques will be dated January 1, 1998, and therefore will be included as part of the income reported on your 1998 - T4 slip. Those employees with direct deposit will have their money deposited in their bank account at 12:01 a.m. on Jan. 1, 1998.

Employees currently receiving cheques who are thinking about switching to direct deposit may wish to do so now. This will avoid any problems associated with cashing cheques for Thursday, Jan. 1, 1998, when the banks will not be open. Direct deposits are available by completing the application form available at the payroll office at A-4023 in the Arts and Administration building, or from the HR home page at [www.mun.ca/humanres/finance](http://www.mun.ca/humanres/finance). Completed forms to be forwarded to the payroll Office, A-4023, Arts and Administration.

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# Employment equity update

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*(The Communicator - December 1997)*

In late October and early November, information sessions were held for all faculty and staff of Sir Wilfred Grenfell College, the Marine Institute and the St. John's campus of Memorial. These sessions focused on Memorial's latest employment equity initiative. Topics covered included what is employment equity, the difference between pay equity and employment equity, Memorial's past employment equity initiatives, and the future of employment equity.

Memorial University is conducting a campus-wide Employment Equity Census. The purpose of this census is to provide a profile of our workforce. This will enable us to compile information in regards to our representation of the designated groups. The four designated groups are: women, aboriginal people, members of visible minorities, and persons with disabilities. Our workforce representation will then be compared to the available labor force. This will enable us to identify barriers that might exist for these designated groups. This campus-wide survey is a requirement of the Federal Contractors Program, a program that requires organizations that receive funding from the federal government to illustrate that they are an equitable workplace.

In order for this initiative to be successful the support of all faculty and staff is needed. If you haven't returned your census, please do as soon as possible. If you haven't received a survey, please call Sandra Chaytor, equity coordinator, at 737-2015 or e-mail her at [schaytor@morgan.ucs.mun.ca](mailto:schaytor@morgan.ucs.mun.ca). Questions or concerns can be directed to any member of the Employment Equity Policy Committee.

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# Questions and answers about the new salary scale

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*(The Communicator - December 1997)*

## **How was my CUPE position slotted to the new salary scale?**

Each employee's salary, as of June 15, 1997, including pay equity if applicable, was allocated to the respective band level at the closest step, equal to, but not less than their current salary.

## **How was my non-bargaining unit position slotted to the new salary scale?**

Since non-bargaining unit employees were allocated to the 21-step scale on June 15, 1995, the Department of Human Resources reconstructed a salary history for each non-bargaining unit employee, bringing each person's salary forward to where the salary would have been on June 15, 1997 using the MS scales. Then, as of June 15, 1997, this salary amount, including pay equity if applicable, was slotted to the closest step equal to, but not less than their current salary.

## **In implementing the new salary scales for non-bargaining unit positions, there was no comparable CUPE classification for my position; therefore, how did the Department of Human Resources reconstruct a salary history?**

Prior to June 15, 1995, all non-bargaining unit and CUPE positions were paid on the MS scales, so whether your classification is also in CUPE is not a factor. If you were on staff as of June 14, 1995, the Department of Human Resources took the MS level and step you were on as of June 14, 1995, and brought that salary forward to June 15, 1997, recording any step adjustments and pay equity amounts you would have received had your position continued on the MS scales.

If you were appointed after June 15, 1995, the Department of Human Resources reviewed classification file information to determine which MS level was previously assigned to your classification and followed the same process in bringing your salary forward to June 15, 1997.

## **I am in a non-bargaining unit position; why did I not receive any steps on June 15, 1997, when my salary was slotted to the new salary scale?**

In slotting the non-bargaining unit positions to the new salary scale effective June 15, 1997, it was intended that an employee in the same classification, whether it be in CUPE or non-bargaining unit, would be paid the same providing they were at the same step on June 15, 1995.

After non-bargaining unit employees were slotted to the 21 step scale on June 15, 1995, they received two steps each year in 1996 and 1997 until they reached step 21. As well, for non-bargaining unit employees receiving pay equity, some employees did not receive step adjustments in 1996 and 1997

because their pay equity amount was greater than their step amount. Therefore, in slotting each employee to the new salary scale, employees received varying amounts of steps in order to achieve salary parity.

**How is my anniversary date for step progression determined? Would my anniversary date change with the implementation of the new salary scale?**

Anniversary dates are determined as the date in which you are appointed, promoted, reclassified or voluntarily demoted into a classification. Each time one of these actions occur, your anniversary date changes.

With the implementation of the 36-step scale effective June 15, 1997, some employees' anniversary date changed to June 15 if they had 12 months of continuous service on Step 4 of the MS scales in their current classification. Therefore, on June 15 of each year, they will progress steps until they reach step 36.

**How are people appointed to band level salaries?**

For new appointments (i.e., people not currently employed at the university), appointment would be normally made to Step 1 of the respective band level.

**Will everyone be able to reach step 36 salary for their respective band level?**

Yes. In terms of the new band levels and salary scales, think of the 15 band levels as the old 48 MS levels. Before there were four steps on each MS level; there are now 36 steps. As before, employees will progress on the band level until they reach the maximum (i.e., step 36).

**With the new 15 band levels, what happens if I apply for a position on the same band level as my current position?**

Application for a position on the same band level is considered a lateral transfer, which results in no change in salary upon appointment to the position.

**With the new 15 band levels, what happens if I apply for a position on a higher band level than my current position?**

Application for a position on a higher Band level is considered a promotion and the employee receives a 5 per cent promotional factor on current salary which is then slotted to the closest step equal to or greater than the existing salary on the higher band level.

**With the new 15 band levels, what happens if I apply for a position on a lower band level than my current position?**

Application for a position on a lower Band level is considered a voluntary demotion and the employee's current salary is slotted to the closest step equal to or less than the existing salary on the lower band level.

**What happens if an employee is reclassified on the same band level with a change in title (e.g.,**

**Research Assistant II to Instructional Assistant both of which are on band level 7)?**

In such a case, the position would be retitled only; there would be no change in salary because both positions are on the same band level.

**If an employee bumps into a classification on a lower band level, how will they be slotted to the salary scale?**

Current policy will continue to apply in that the employee's current salary is slotted to the closest step equal to or less than the existing salary on the lower band level.

**With the implementation of the 1997 pay equity adjustment, a number of classifications that were historically paid less than my classification are now paid more. Has the university addressed this issue?**

The 1997 pay equity adjustment represented 40 per cent of the total pay equity pay out; therefore, employees in some classifications received substantial payments. The pay equity study was designed to identify discrimination in female-dominant classes; and, although the university agreed in principle with the concept of pay equity, it was felt that the pay equity study was not representative of the university's classification diversity in that only approximately 30 of the 429 classifications were considered in the study. Therefore, after the pay equity arbitration, the university decided to implement a gender neutral job evaluation system, the AIKEN Plan, to ensure that our classification structure, regardless of gender, evaluated all jobs based upon the skill, effort, responsibility and working conditions components.

Since the pay equity study determined historic discrimination in female jobs, it would be against the pay equity principle to recreate the salary inequities by paying employees more simply because they historically earned more.

With the implementation of the job evaluation system, all classifications, regardless of gender, have been evaluated with the new band levels recognizing the differences between jobs by placing them on different band levels, and as a result different salary maximums.

**I am in a grant-funded position; will my position be slotted to the new salary scale?**

The Department of Human Resources has compiled costings for all grant-funded positions and these costings have been forwarded to the respective departments to determine if funding is available to proceed with appropriate slotting on the scales.

If you have further questions, please contact the payroll officer assigned to your department.

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# Staff training & development policy

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*(The Communicator - December 1997)*

Training and development is essential for the improvement of employee performance and to foster career development. The Organizational Development & Training Section within the Department of Human Resources is responsible for ensuring that these opportunities are relevant to each person's job responsibilities and that the available resources are used effectively and efficiently. There are three main types of training and development opportunities available to members of the university community. Here is a brief explanation of each and the process for accessing them.

## Credit Courses

All permanent employees, full-time sessionals appointed on a semester basis, contractual employees whose contract (or series of contracts) is for a period greater than six months, and pensioners are eligible for the equivalent of one undergraduate course fee or the master's candidate continuance fee every semester. However, approval must be obtained **before** the semester begins; the university has no obligation to reimburse you for courses which did not receive prior approval. You should complete an *Application For Financial Assistance For University Credit Course* and send it, with the department head's signature, to the Department of Human Resources.

Only the tuition fee for one undergraduate course or the master's continuance fee will be approved for payment. All other costs such as application fees, program admission fees, textbooks, student fees, course research fees, tuition late fees, textbooks, and examination fees **will not** be paid; they are your personal responsibility.

If the university has paid your tuition and you leave before the semester ends or you fail to complete the course, you are required to reimburse the university for the cost of that tuition. You can make arrangements with the Payroll Section of Human Resources to repay the amount.

## Training programs

Many training programs are offered through workshops and seminars. These courses include skills which may apply across all or most work situations. All full-time employees are eligible to apply to attend this type of training as long as the training program is directly related to your job responsibilities.

Approval to attend any training program must be obtained **before** you pay the registration fees or attend the training program. You should complete an *Application To Undertake Training Program* and send it,

with the department head's signature, to the Department of Human Resources. A copy of the program information should be attached to the application form.

## **Professional Certificate Programs**

Professional certificate programs enable employees to upgrade their qualifications in their areas of employment while continuing employment, for example certificate programs in accounting and human resource management. Full-time employees in permanent positions are eligible for these programs where the program is directly related to the job and is a requirement of employment. An Application To Undertake Training Program should be completed and sent, with the department head's signature, to the Department of Human Resources. A letter from the department head should be attached to the application form outlining the nature of the course, the importance of the certificate program to work performance, and a recommendation for approval.

The registration and examination fees for the courses will be paid through the Department of Human Resources; however, any costs related to travel, accommodations, and associated expenses will be the responsibility of your department.

Approval for any of these courses is subject to the training budget; the nature and assessed quality of the course; the relevance of the training to the employee's position; the availability of alternative programs; and the recommendation of the department head. Payment of tuition fees is a taxable benefit and will be so noted on your T-4 as required by the *Income Tax Act*.

If you have questions about the Staff Training & Development Policy or to clarify the programs and courses covered for staff, call Marilyn Thompson, manager, Organizational Development & Training at 737-4627.

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# We have a winner!

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*(The Communicator - December 1997)*

Sonia Banfield, a research assistant II with the Amino Acid Facility in the Department of Biochemistry, is the first winner of the Memorial University sign slogan contest. Sonia will receive a Memorial sweatshirt for her suggestion *Remembering those who gave their lives for freedom*. Sonia's prize-winning suggestion was hung on the large Memorial sign and will be there for the next several months. The August 1997 issue of *The Communicator* carried a story about the ongoing sign contest that challenges Memorial employees to come up with significant messages for the bright red signs which are located on the three corners of the St. John's campus.

To enter the contest, please e-mail or send your sign idea by mail to the editor of *The Communicator*. Deadline for next contest is Jan. 5, 1998. For more information about this sign contest, please call Ivan Muzychka, manager, Memorial University News Service, or see the August 1997 issue of the *The Communicator*.

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# 'Tis the season to be careful

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*(The Communicator - December 1997)*

Snow-covered, and icy roads can create special driving hazards. However, preparation can minimize driving risks. While we may not be able to control the weather or the road conditions, we can ensure that our vehicles are in top shape for winter. Ensure your vehicle is properly tuned. Check the brakes - poor brakes can cause the car to pull and may increase skidding. Install snow tires or good all-season tires. Make sure the battery is charged and the alternator is functioning properly. During the winter months, keep the gas tank nearly full; this will minimize condensation, which may cause gas line freezing.

When driving on snow-covered or icy roads, pay extra attention to driving habits. Remember that a much greater stopping distance is required on slippery roads. Drive with headlights on so that the car is more visible to other drivers. And always keep windows cleaned of snow and dirt to heighten driving visibility. It's very wise to also clean snow and ice from the headlights and tail lights.

It's a good idea to stock a winter survival kit in the car, especially for long trips or highway driving. The Canadian Automobile Association recommends the following:

- snow shovel
- sand, salt or kitty litter
- traction mat
- tow chain
- compass
- cloth or roll of paper towel
- warning light or road flares
- extra clothing and footwear
- emergency food pack
- ax or hatchet
- booster cables
- ice scraper and brush
- road maps
- matches and a "survival" candle in a deep can
- fire extinguisher
- fuel-line and windshield de-icing fluid
- flashlight
- first-aid kit
- blanket

# Beware of the silent killer

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*(The Communicator - December 1997)*

Burning fuels such as gas, oil and wood help keep us warm during the cold winter months but can also lead to a deadly problem: carbon monoxide (CO) buildup. CO is an odorless, tasteless, colorless gas produced by the incomplete burning of fossil fuels, and is often referred to as "the silent killer".

CO poisonings can result in death by asphyxiation. The human body does not discriminate between CO and oxygen. Hemoglobin, the protein that carries oxygen in the blood, combines more readily with CO than oxygen, so it takes only a small amount of CO to replace the oxygen your body needs.

To avoid the possibility of CO poisoning:

- have your furnace and other fuel burning heaters checked by a qualified technician for possible malfunctions;
  - check chimneys for damage and blockage;
  - avoid leaving your vehicle idling in an attached garage;
  - if you are in a running vehicle for extended periods, leave a window slightly opened;
  - If you suspect CO build up in your home or car, leave the area immediately. Go outside to get fresh air and leave doors open to help ventilate the area. Signs of CO poisoning include shortness of breath, headaches, fatigue, and nausea.
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# Safe Driving Week

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*(The Communicator - December 1997)*

The campus community is reminded that Dec. 1 to 7, 1997 is safe driving week. This year's theme is Impaired Driving - Does Canada Measure Up? The Office of Safety and Environmental Services is planning promotional programs for the month along with a mini-defensive driving course to be held on Dec. 17, 1997. Contact the Office of Safety and Environmental Services at 737-4393 for more details.

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# Courses and seminars for fall-winter 1997-98

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*(The Communicator - December 1997)*

Again this fall, the Office of Safety and Environmental Services will be offering a series of courses and seminars to the campus community.

This year a mix of topics pertaining to health, safety, wellness and environmental issues will be offered, some of which are required to meet mandatory training obligations under various occupational health and safety legislation. Others are targeted towards areas where statistical review points to increased work injury frequency. Still others promote general health and wellness in lifestyle activities. Also, during the winter we will be experimenting with a series of supervisory/management oriented programs aimed at promoting safety concepts as it relates to this level of the organization. A diversity of program resources and seminar leaders is planned, from in house staff to outside resource groups.

Copies of the seminar and course schedule booklet have been distributed throughout the campus. Additional copies can be obtained by contacting the Office of Safety and Environmental Services.

All members of the campus community are invited to participate in any program they may find of interest. Contact the Office of Safety and Environmental Services for further information at 737-4393.

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# Update on job evaluation

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*(The Communicator - December 1997)*

## **Have the Job Evaluation results been implemented for all employee groups?**

The band level results have been released to all employee groups, including CUPE, NAPE Campus Enforcement and Patrol, NAPE Custodial, NAPE Maintenance, Marine Institute NAPE, Non-bargaining unit and management and professional staff.

The band levels have been implemented for all of the above groups, with the exception of the NAPE Campus Enforcement and Patrol, NAPE Custodial and NAPE Maintenance, all of which are currently in collective bargaining. Staff of the Department of Human Resources made a presentation to the respective negotiating teams on job evaluation, the AIKEN Plan and the rating process.

## **What can I do if I disagree with the Phase II results of Job Evaluation for my position?**

The Phase II results cannot be appealed; however, all employees have the right to request a classification review of their individual position.

## **Can an employee still request classification review of their position? What is the process?**

Yes. The procedure is to apply in writing to the manager, Recruitment, Classification and Job Evaluation, requesting that your position be reviewed for possible reclassification. Once received by the Department of Human Resources, you will receive an acknowledgement letter requesting completion of a job fact sheet/update, the reasons why you feel your current classification is inappropriate and what you think the appropriate band level and classification title should be. Upon receipt of all requested information, your classification request will be scheduled for review.

## **Can classification request results be appealed? How will appeals be conducted?**

Yes. If you apply for reclassification and are not satisfied with the results, you will still have the right to appeal the classification decision in writing to the Chair of the Classification Appeal Committee. The committee will determine if your appeal can be heard and, if so, the appeal committee will re-rate your job fact sheet using the AIKEN Plan. The appeal committee will consist of trained raters who did not rate your job fact sheet/update as part of the initial classification review request.

## **Will new raters be required? How do I apply?**

Yes, new raters will be required. Any person interested in becoming a rater is invited to apply to the director of Human Resources stating why you would like to become a trained rater.

## **If every position is considered on its own merit, why were benchmarks established?**

The purpose of a benchmark is to establish a standard or norm for each classification. Under the old classification system we had classification specifications that described the standard duties and responsibilities of each classification; however, individual jobs within each classification may have varied. The new benchmarks are similar in that in order to determine if a position is above or below a standard there must be some common frame of reference. If a standard were not established, it would not be possible to assign a band level to a position that has not been rated.

**How were the benchmark positions selected?**

Prior to Phase I of the job evaluation project in June 1994, 10 per cent of employees in each classification were asked to complete job fact sheets. These employees were selected because they had been in their classification long enough to know and describe the responsibilities and requirements of the classification.

From this 10 per cent sample, the KPMG management consultant, Ken Hubbard, read each of the job fact sheets in relation to the classification specification and selected the job fact sheet that was representative of that classification.

If you have further questions please contact Mary Clarke (737-4557) or Colleen Walsh (737-4568).

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## Career Scene

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(*The Communicator*, December 1997)

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

### ACADEMIC

#### Appointments

Dr. Philip Branigan, Linguistics, assistant professor

Dr. David Buckley, Medicine, assistant professor

Dr. Dennis Hanlon, Business Administration, assistant professor

Dr. Christopher Kovacs, Medicine, assistant professor

Dr. Susan MacDonald, Medicine, assistant professor

Dr. Nigel Rawson, Medicine, professor

#### Term Appointments

Joanne Barber, Sir Wilfred Grenfell College, lecturer

#### Appointments, Other

Dr. Tom Daniels, Sir Wilfred Grenfell College, acting vice-principal

Janet Fitzpatrick, School of Social Work, associate director of undergrad studies

Adrian Fowler, Sir Wilfred Grenfell College, acting principal

Dr. Prafull Ghatage, Medicine, acting chair of the discipline of obstetrics & gynecology

Dr. Paul Gillard, Computer Science, head

Dr. Robert Miller, Medicine, acting chair of the discipline of family medicine

Dr. Roger Thomas, Medicine, professor and chair of discipline of family medicine

Harvey Weir, School of Continuing Education, executive director

### **Cross-Appointments**

Dr. R. Hooper, Biology to Environmental Science Programme, SWGC

Dr. George Hurley, Counselling Centre to Medicine

Dr. B. Kavanagh, Physical Education & Athletics to Psychology

Dr. F. Shahidi, Biochemistry to Biology

Dr. Jay Parsons, Marine Institute to Biology

### **Promotions**

Dr. Wayne Andrews, Medicine, professor

Dr. Brendan Barrett, Medicine, associate professor

Dr. Terrence Delaney, Medicine, clinical assistant professor

Dr. Robert Forsey, Medicine, clinical assistant professor

Dr. George Fox, Medicine, associate professor

Dr. Kuljit Grewal, Medicine, associate professor

Dr. Sean Hamilton, Medicine, associate professor

Dr. Michael Jong, Medicine, clinical associate professor

Dr. Chander Kamra, Medicine, clinical associate professor

Dr. Majed Khraishi, Medicine, clinical associate professor

Dr. Kenneth M. LeDez, Medicine, associate professor

Dr. Conieth O'Maonaigh, Medicine, clinical assistant professor

Dr. Abayomi Ogunyemi, Medicine, professor

Dr. Judith Ophel, Medicine, clinical assistant professor

Dr. Victor Prabhakaran, Medicine, professor

Dr. Sam Ratnam, Medicine, clinical associate professor

Dr. Julia Trahey, Medicine, clinical assistant professor

Dr. Mike Webster, Medicine, clinical assistant professor

## **Retirements**

Anne Hart, QE II Library

## **ADMINISTRATIVE**

### **Appointments**

Donald E. Peach, Facilities Management, manager of energy systems

Juan Pike, Physical Education & Athletes, facilities coordinator

David P. Sorensen, University Relations, *Gazette* editor

Giles Troy, Sir Wilfred Grenfell College, science technician II

### **Promotions/Reclassifications**

Dorothy Burke, Q E II Library, library assistant IV

Linda Humphries, Sir Wilfred Grenfell College, secretary

Phyllis Langdon, Sir Wilfred Grenfell College, secretary

Ian Manning, Computing & Communications, programmer consultant

Kevin Morgan, Sir Wilfred Grenfell College, maintenance helper

### **Contract to Permanent**

Shari Costello, P. J. Gardiner Institute for Small Business, business consultant

Joseph B. Earles, School of Continuing Education, production technologist II

Derek H. Greenland, Technical Services, technologist II

Judy Innes, School of Continuing Education, intermediate clerk stenographer

Keith Lacour, Technical Services, technologist III

Diane Learning, Technical Services, craftsman II

Robert J. Murphy, Technical Services, technologist II

Elizabeth Noseworthy, Ocean Sciences Centre, research assistant I

Karen Shewbridge, French & Spanish, administrative staff specialist I

Calvin Samuel Snook, Technical Services, technologist II

Carol Ann Taylor, School of Continuing Education, intermediate clerk steno

Roger Whalen, School of Music, senior clerk

### **Retirements**

Cynthia Squires, Facilities Management, custodian I

Matthew Ward, Facilities Management, enforcement & patrol officer IV

## Secondments

Peter Morris, University Relations, associate director

Ivan Muzychka, University Relations, manager, News Service

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## Employee Service Awards

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*(The Communicator, December 1997)*

The following is a list of 147 employees of Memorial University who were recognized for their long service to the institution at the recent Employee Service Awards.

### **20 YEARS SERVICE**

Dr. Christine Arlett Department of Psychology

Mr. Eric M. Baggs Department of Biology

Mr. Ian H. Barrett Queen Elizabeth II Library

Dr. John C. Bear Faculty of Medicine

Ms. Sherilyn J. Beaton C-CORE

Ms. Doris O. Boland Queen Elizabeth II Library

Mr. Joseph W. Boland Technical Services

Dr. Michael Booton Faculty of Engineering & Applied Science

Mr. R. Austin Bursey Faculty of Engineering & Applied Science

Ms. Karyn G. Butler Department of Geography

Dr. Tomas Juan Calon Department of Earth Sciences

Mr. Clifton J. S. Chaytor Department of Facilities Management

Mr. Gary P. P. Collins Department of Biology

Mr. Daniel Dalton Technical Services

Ms. Heather H. Dove Faculty of Medicine

Mr. Edward F. Duggan Technical Services

Ms. Janet L. Dupree Faculty of Medicine

Ms. Rosalind English Department of Mathematics & Statistics

Mr. Stephen K. Foster Technical Services

Dr. Marc S. Glassman Faculty of Education

Mr. Gary G. Gorman Faculty of Business Administration

Dr. James G. C. Greenlee Sir Wilfred Grenfell College

Dr. Georg Gunther Sir Wilfred Grenfell College

Mr. David R. Hann Department of Facilities Management

Mr. Leo E. Harlick Department of Computing & Communications

Dr. Russell O. Harpur Student Health Services

Dr. Gene R. Herzberg Department of Biochemistry

Mr. Robert D. Hickey MUN Bookstore

Ms. Joan Hillier Queen Elizabeth II Library

Dr. Richard N. Hiscott Department of Earth Sciences

Dr. Theodore Hoekman Faculty of Medicine

Mr. Robert C. Hollett Department of English Language & Literature

Mr. Dennis J. Johnson Faculty of Engineering & Applied Science

Ms. Marguerite Jones Queen Elizabeth II Library

Mr. Robert M. Kavanagh Department of Facilities Management

Ms. Janet M. Kearney Faculty of Engineering & Applied Science

Dr. David J. Larson Department of Biology

Ms. Y. H. Lisa Lee Faculty of Medicine

Dr. John K. Lewis Department of Physics and Physical Oceanography

Dr. Stuart Lodge Faculty of Medicine

Dr. W. Randall Maggs Sir Wilfred Grenfell College

Mr. Eric P. Mintz Sir Wilfred Grenfell College

Ms. Vera A. Mitchell School of Physical Education & Athletics

Ms. Sharon Morgan Student Housing and Food Services

Ms. Helen M. Morrissey Ocean Sciences Centre

Ms. Janice C. Neary School of Continuing Education

Mr. Marvin L. Oldford Technical Services

Dr. Robin D. Orr Faculty of Medicine

Dr. Michael P. Parker Sir Wilfred Grenfell College

Dr. Ronald H. Payne Faculty of Medicine

Dr. Carole L. Peterson Department of Psychology

Mr. Gerald L. Pocius Department of Folklore

Dr. Anver D. Rahimtula Department of Biochemistry

Mr. Michael T. Rayment Department of Computer Science

Dr. Austin R. Redlack Faculty of Business Administration

Mr. Wayne E. Roche Department of Facilities Management

Ms. Debra Seymour Technical Services

Mr. Kevin Shannahan Marine Institute

Dr. Noel B. Shuell Faculty of Education

Dr. Walter Snedden Faculty of Medicine

Ms. Joan M. Squires Department of Chemistry

Dr. Dennis L. Treslan Faculty of Education

Dr. Krishnamurthy Vidyasankar Department of Computer Science

Dr. Shyama Virmani Faculty of Medicine

Ms. Hilda M. Wakeham-Dunn Marine Institute

Dr. Martin P. Ware Sir Wilfred Grenfell College

Ms. Heather C. Wareham Maritime History Archive

Mr. Keith G. White Art Gallery

Dr. Roger W. White Department of Geography

Dr. Mark D. Whitmore Department of Physics and Physical Oceanography

Ms. Mary M. Wiltshire Marine Institute

Dr. Clifford H. Wood Department of Geography

## **25 YEARS SERVICE**

Ms. Emir A. Andrews Department of Psychology

Dr. Ishmael J. Baksh Faculty of Medicine

Dr. James R. Black Office of the Dean of Arts

Dr. Murray H. Brooker Department of Chemistry

Dr. John T. Brosnan Department of Biochemistry

Mr. Roland D. Burke Department of Facilities Management

Mr. George A. Butler Department of Facilities Management

Dr. Cathryn Button Department of Psychology

Mr. Louis Chiaramonte Department of Anthropology

Dr. Mary L. Courage Department of Psychology

Dr. Laurence W. Crim Ocean Sciences Centre

Dr. Andy A. den Otter Department of History

Mr. Humphrey Dye Technical Services

Dr. Henry W. Edstrom Faculty of Medicine

Mr. Llewellyn Feltham Technical Services

Mr. Stephen J. Follett Department of Facilities Management

Dr. Roger Green Faculty of Medicine

Ms. Beatrice N. Hall Department of Biochemistry

Dr. Peter F. Harris Department of Philosophy

Dr. Gordon B. Inglis Department of Anthropology

Dr. Gary H. Jeffery Faculty of Education

Dr. K. Brian Johnston Student Housing and Food Services

Ms. Helen L. Jones Department of English Language & Literature

Mr. Kevin M. Kane Department of Facilities Management

Ms. Sylvia S. Kao Department of Biology

Mr. A. Thomas Kendall School of Continuing Education

Dr. Kevin M. W. Keough Office of Vice-President (Research)

Mr. Sing-Hoi Lee Ocean Sciences Centre

Dr. Wayne E. Ludlow Student Affairs and Services

Ms. Sandra K. Lush Office of the Comptroller

Mr. Henry E. Mann Sir Wilfred Grenfell College

Mr. William D. Mansfield Department of Facilities Management

Dr. Volker Meja Department of Sociology

Mr. F. Ross Mercer Department of Facilities Management

Dr. P. P. Narayanaswami Department of Mathematics & Statistics

Dr. Maurice K. Oleson Department of Mathematics and Statistics

Dr. Harold Paddock Department of Linguistics

Dr. Michael M. Parmenter Department of Mathematics & Statistics

Mr. David E. Press Faculty of Engineering & Applied Science

Dr. William E. M. Pryse-Phillips Faculty of Medicine

Dr. Nathan H. Rich Department of Physics and Physical Oceanography

Dr. P. Noel Roy Department of Economics

Mr. Michael E. Ryan Department of Facilities Management

Dr. Gary C. W. Sabin Faculty of Engineering & Applied Science

Mr. Walter J. Samson Department of Facilities Management

Mr. Robert Smith Faculty of Engineering & Applied Science

Dr. John A. Suvak Department of Mathematics & Statistics

Dr. Adrian Tanner Department of Anthropology

Mr. Reginald W. Woodland Department of Facilities Management

## **30 YEARS SERVICE**

Ms. Floy E. Andrews Doull Department of Philosophy

Mr. Peter C. R. Ayres Department of French and Spanish

Mr. Robert B. Bishop Department of Physics and Physical Oceanography

Mr. Richard E. Buehler Department of English Language and Literature

Mr. Anthony Chadwick Department of French and Spanish

Ms. Bernadette B. Connors Queen Elizabeth II Library

Dr. Christopher J. B. English Department of History

Dr. Niall J. Gogan Department of Chemistry

Dr. Brian Gregory Department of Chemistry

Mr. Clarence Hooper Marine Institute

Mr. Angus F. James Technical Services

Dr. Arthur F. King Department of Earth Sciences

Dr. Albert Kozma Department of Psychology

Dr. Elliott H. Leyton Department of Anthropology

Ms. Joan E. Netten (retired) Faculty of Education

Mr. Boyd Parsons Technical Services

Dr. Earle K. Ralph Department of Chemistry

Dr. Michael G. Rochester Department of Earth Sciences

Ms. Edwina P. Ryan Office of the Comptroller

Dr. Sankatha P. Singh Department of Mathematics and Statistics

Ms. Mireille Thomas Department of French and Spanish

Ms. Donna Vey School of Physical Education and Athletics

Mr. Harvey Weir Stem-Net

Ms. Glenys Woodland Office of the Vice-President (Academic)

## **35 YEARS SERVICE**

Mr. Maurice Brewster (retired) Faculty of Education

Dr. Donald H. Steele Department of Biology

## From the Garden

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*(The Communicator, December 1997)*

**by Carl P. White, Botanical Garden**

As another gardening season comes to an end it's a good time to reflect on the many successes and possibly a few disappointments that you had in your own garden. Time and experience are often the best teachers and you will learn more from trying things yourself (and visiting your Botanical Garden) than from reading a gardening column or watching TV. Try keeping a journal of what you did in your garden and when. Things such as when you pruned your shrubs or when and how you fertilized the perennial bed, and the ensuing results, good or bad, are all learning experiences. If recorded, these experiences will help you in the future if only to remind you to never to it that way again.

Take a walk around and take some notes on what plants did well and what needs to be divided or moved to a new location. Often a plant that is doing poorly will benefit from being moved to a spot that is more suited to its growing requirements. Dates of your first and last blooms are also handy to know and will help you plan your garden during those long winter nights that are sure to be upon us soon.

### Plan ahead

You may have to stop gardening but you don't have to stop being a gardener. Planning next year's work is a good way to stay close to your garden. A fun winter exercise is to design a garden that you never intend (or can afford) to build. Get out the seed catalogues (Park's and Stokes are good ones) and gardening books and plan a fantasy garden where you can have as many different plants and features as you want. After all, fantasies are free, and it's a great way to get to know new plants and techniques.

At the Botanical Garden we had a good year and many new projects are under way. The vegetable garden will be twice as big next year and a new shade garden is in the works. Our first Open House was a rousing success with 1,000 people visiting and taking part in the many events. Look for this again next summer and be sure to join in the fun. We broke our pumpkin record by 12 pounds with a 30 pounder, but alas, the onion record of 4 ½ lbs. was reached but not broken.

Your Botanical Garden is not "just a pretty place" and while it isn't the largest and doesn't offer as many programs as some of the other gardens in Canada, it is unique among Botanical Gardens. Our "naturalistic" approach to display plantings along with our large natural area of walking trails, combine to make the garden a pleasing place for all our visitors. The many different themes of our display beds offer something for everyone, regardless of horticultural knowledge and level of interest.

Older visitors enjoy the heritage garden, which is filled with plants that have been grown in Newfoundland for at least 60 years. People who "grow their own" take notes on our vegetable garden and greenhouse display. Birdwatchers along the 3 km. of nature trails have many "close encounters" with the many species of birds that have been recorded in the Garden. Photographers use the trail system to get "close up and personal" with the over 100 native species of plants that line the walkways. The building of an osprey platform has resulted in a pair of these "fish hawks" returning yearly to the garden. Visitors from all over the world have watched with fascination as the adult birds feed their young with trout caught in the pond. Habitat enhancement has encouraged the seasonal stay of several species of ducks on Oxen Pond, and we have found that even the most uninterested children love to feed the ducks. Local artists can often be found with their easels set up along the garden paths and many display their work in the Field Centre.

Our small and very busy staff will always stop to answer visitors questions and we pride ourselves on being a very user friendly facility. So plan to visit us next season and don't forget about your own garden over the winter. Remember, it's not dead, it's only asleep.

Have a Merry Christmas and Happy New year from all the staff at your Botanical Garden.

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