

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

June/July 1999





Taking it on the road

(L-R) Corey Locke, a work term three business student, and Carol King, student recruitment officer, pose in front of a new display unit based on Memorial's recent television advertising campaign celebrating the Festival of Anniversaries. The display was created by the Division of University Relations and the Office of Student Recruitment and Promotion. Corey and Carol, together with other Memorial representatives, will be travelling throughout Newfoundland and Labrador this summer with Tour Soiree '99 taking along an interactive exhibit that promotes Memorial's contributions to the province and the country since Confederation. The Memorial team will be visiting 19 communities throughout the province. The Soiree '99 project represents the partnering of several university offices including Festival of Anniversaries, the Office of Student Recruitment and Promotion, and the Virtual Design Centre, Telemedicine. Tour Soiree '99 officially got under way on July 1 at the St. John's Waterfront.

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From the Vice-President

Forum materials on the Web invite more discussion, feedback



The University Forum, which took place in St. John's on May 11 and 12 and in Corner Brook on May 18, was full of energy and optimism. The forum marked the beginning of the second phase of the Planning and Priorities process, which grew out of the first University Assembly held on June 23, 1998. The participants aimed at identifying strategies for realizing the principles and goals enunciated during the first phase of the process and approved by Senate on April 13, 1999.

Thanks to the dedicated work of some 250 students, staff, faculty members and librarians, many valuable suggestions have emerged from the workshops held during the forum. Full reports of each of these workshops have now been submitted by the chairs and reporters and posted on the Internet at www.mun.ca/ciap/planning

The points included in the reports are, as one might expect, diverse in nature. They include specific strategies as well as more general formulations of the directions in which we ought to move to achieve our common goals. Together they provide a useful bridge to the next step in the process, which is an assessment of the feasibility of the strategies suggested during the forum.

As a starting point for this next step, the Planning and Priorities Committee has compiled a preliminary list of suggested strategies as recorded in the workshop reports. A copy of this list will also be posted on the Web. I invite all participants to comment on whether it is a faithful reflection of the discussions.

In examining the list, you should bear in mind that many statements in the workshop reports express aspirations rather than actual strategies — that is, they focus on what we want to do rather than how to do it. These statements of aspirations are valuable in themselves, because they will help to guide the Planning and Priorities Committee in assessing the relative weight to be given to those strategies ultimately deemed both desirable and feasible.

Members of the university community who did not attend the forum can also play an important role in this process. I will keep you informed so that you are able to contribute suggestions at any point as we shape Memorial's future together. At the end of the day, I hope that we can all look back and take pride in saying, "I was part of the invigorating work of transforming Memorial into a beacon of education in the 21st century."

Evan Simpson
Vice-President (academic)

Tax changes coming in July

As a result of the Feb. 16, 1999, federal budget the following tax changes are effective July 1, 1999:

1. The basic personal amount is increased from \$6,456 to \$6,793.50 for 1999.
2. The maximum for the spousal or equivalent-to-spouse amount is increased from \$5,380 to \$5,717.50 for 1999.
3. The personal amount supplement is reduced to half of the previously allowable amount for 1999. Since half of the credit has already been allowed for payroll purposes, the personal amount supplement is nil for the period July 1 to Dec. 31, 1999.
4. The three per cent federal surtax is reduced by half for 1999. This means that by the end of June 1999, all employees will have paid the total three per cent surtax required for the year. Effective July 1, 1999,

the three per cent surtax will be nil for the remainder of the year. It is also nil for the year 2000.

The three per cent surtax was previously eliminated or reduced for many ranges of income, so many employees will not have any tax change as a result of this revision.

The five per cent federal surtax, which applies to basic federal tax over \$12,500, is not changed.

To prevent a complete revision and re-filing of Form TD1, Personal Tax Credits Return, by employees, Revenue Canada has requested that employers automatically adjust the basic personal amounts for all employees, except those employees who have claim code 0 (no personal amounts claimed).

If an employee wishes to change the spousal or equivalent-to-spouse amount, the employee should complete Form TD1A, Amendment to the Personal Tax Credits Return. Furthermore, since the personal amount supplement is eliminated effective July 1, 1999, any employee or pensioner who claimed that amount in January 1999 should complete Form TD1A to delete that claim amount.

Form TD1A is available on the Internet at Revenue Canada's Web site: www.rc.gc.ca, or call 737-7410 for a copy. You may wish to log on to the Canadian Payroll Association's Web site to read further explanation of the tax change.

These changes will be implemented on the payroll for July 15, 1999, and for the July pensioners payment.

Campus Life

Ask Me...about students at Memorial

Rob Shea

Manager, Centre for Career Development, Department of Student Development

You have brains in your head

You have feet in your shoes

You can steer yourself any

direction you choose.

(Oh the Places you'll go! Dr Seuss)

Each year with the arrival of spring the university community bears witness to a major event in the career development of our students – convocation. This transition from university to the world of work occurs with many mixed emotions as students move from the comfort of a system they know towards the unknown. At convocation many students do not know whether they will have a job before their student loan is due; where they will find work; or in what part of the world they will find work.

With these immediate challenges comes a realization that preparation for the world of work is a time-consuming, information-based process.

A successful employment search begins with a thorough self-assessment of skills and abilities. The days of writing down team work skills and not being able to justify from where you developed these skills have passed. Through the use of behavioural description interviewing techniques employers are now looking at how past experience predicts future work abilities. Personal skills and abilities are critical to writing a strong cover letter and preparing for the interview.

The next step is the development and application of personal marketing skills (cover letter and résumé) to showcase knowledge and abilities. This stage is paramount to getting a foot in the door. Once this has been accomplished, students need to understand the interview process. With varying employer interview styles between professions and disciplines, it is critical for students to keep up to date on questions they can be asked.

In a rapidly changing world the career development process has embraced technology. Through the use of employment search tools such as the National Graduate Register/Worklink and our own Web site www.mun.ca/ccd, the world of careers is at a student's finger tips. The use of technology does not replace personal mentoring and guidance. The career development process, while embracing technology, still by its very nature requires face-to-face service provision.

Members of the university community can help our students prepare for career transition by:

- Developing experiential learning opportunities within your own department for students.
- Giving students feedback regarding their résumés and interview style.
- Referring students to the Centre for Career Development when questions arise regarding student employment.
- Referring potential job leads or employer contact names to the CCD manager for follow-up.
- Becoming a career mentor.

Through creative partnerships within the university community Memorial has been able to establish national award-winning programs such as the Memorial University Career Enhancement Program (MUCEP). Let us continue this tradition to enhance student learning so that students will be better able to make successful transitions to the world of work.

For further information on services and career development programs please check www.mun.ca/ccd or contact us at 737-2033.

News From Grenfell

Strategic planning under way at Grenfell

Strategic planning is well under way at Grenfell College. A revisioning retreat was held last October and follow-up meetings were attended by faculty and staff in November and April.

A number of issues have been targeted for further development, including recruitment, employee satisfaction and strategic management/reallocation of resources. A meeting will be held every semester so the college community can discuss ways to reach Grenfell goals. Principal Adrian Fowler noted that this exercise "is an opportunity to take stock of what has been accomplished, refine our understanding of what needs to be done, and re-focus our energies on agreed-upon goals."

Internal communications plan in the works

Directly related to strategic planning is the implementation of an internal communications plan. Being developed by Pamela Gill, the college's public relations officer, the plan will combine different methods to make sure the Grenfell community is relaying and hearing the messages necessary for a healthy working, social and learning environment. "In order for faculty and staff to perform efficiently in their jobs, they must be fully informed on the college's vision, values, policies, strategies and other important information," says Ms. Gill. "This in turn will maintain and improve morale and give people at Grenfell a sense of workplace ownership."

Communicating using television system

A television information system is one method the college plans to use to improve internal communications. Students, staff and faculty will have access to the system, which entails brief messages circulating on television monitors throughout the Corner Brook campus. College-related information such as items from the Principal's Office, Student Affairs, the Registrar's Office, the SWGC Art Gallery and the library will be run in a Microsoft PowerPoint format. The system will also come in handy for special events, such as orientation information at the beginning of the fall semester.

Questions and answers about reclassification under the job evaluation system:

How do I apply for reclassification?

What is the process?

Apply in writing to the manager of recruitment, classification and job evaluation, requesting that your position be reviewed for reclassification. 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 the completed Job Fact Sheet/Update, the Department of Human Resources will write your department to obtain comments on your request. Upon receipt of all requested information, your classification request will be scheduled for review. In conducting the review, a personnel officer will interview you to obtain additional information, clarification and elaboration of the Job Fact Sheet content, and a site tour may also be conducted; then the personnel officer meets with your immediate supervisor and dean/director/department head to obtain their comments on the review.

After the interviews have been conducted, the personnel officer prepares a summary report of the interview information. The Job Fact Sheet/Update and the summary report are then forwarded to the rating committee, to be rated using the AIKEN Plan. The committee's results are tabulated to determine the appropriate band level. The Department of Human Resources notifies you in writing of the result.

Who should I contact if I have questions when completing my Job Fact Sheet/Update?

All queries should be directed to the Department of Human Resources, specifically the Recruitment, Classification and Job Evaluation section at 737-7401. The job evaluation committee members are an excellent source of information; however, for consistency, questions on job evaluation and classification review procedures should be directed to this section.

Does my supervisor have to sign off on my Job Fact Sheet/Update?

Yes, supervisors must sign off on the Job Fact Sheet/Update. Signing the Job Fact Sheet/Update does not mean the supervisor supports the classification review. Their signature means the supervisor has reviewed the Job Fact Sheet/Update and either agrees or disagrees with the content. If there is disagreement in the comments between the employee and the supervisor or dean/director/department head, the Job Fact Sheet will be sent to the Disagree Committee for resolution prior to conducting the classification review. Supervisors have an opportunity during the classification review process to discuss their level of support of your request.

Has the classification review process changed under job evaluation?

In two aspects the process has changed: employees now complete an 18-page questionnaire instead of the two-page form used previously; and the decision on classification level is now made by a committee of peers using the AIKEN Plan, instead of by the Department of Human Resources using classification specifications.

Can I appeal the decision? How are appeals conducted?

Yes. If you apply for reclassification and are not satisfied with the results, you have the right to apply for appeal of the classification decision in writing to the chair of the Appeal Committee within 10 days of receipt of the written classification decision. The chair of the Job Evaluation Appeal Committee, determines if your appeal can be heard, based upon established criteria. The chair meets with the appellant, who may have a shop steward present, to discuss the request. The chair will then forward this information to the other members of the Appeal Committee who will re-rate your Job Fact Sheet/Update using the AIKEN Plan. The Appeal Committee consists of trained raters who did not rate your Job Fact Sheet/Update as part of the initial classification review request. The chair will notify you in writing of the decision. Reclassification actions, as a result of a successful appeal, are retroactive to the date the Department of Human Resources received your initial request for classification review.

If you have further questions please contact Mary Clarke, manager of recruitment, classification and job evaluation, 737-4557.

From The Garden



(L-R) Sam Reda, executive vice-president of TAL Institutional Management; Mrs. Mary House; Mrs. Sonia May; Lt.-Gov. Dr. Maxwell House and Dr. Wilf Nicholls inspect a new greenhouse at the Botanical Garden. The new research facility was officially opened on June 1 and was made possible through a \$100,000 donation to the university's Opportunity Fund campaign by TAL Global Asset Management Inc. Mr. Reda was on hand to officially open the greenhouse. "At TAL we happen to believe that business leaders have a responsibility to voice their support for a strong post-secondary system," said Mr. Reda. "We also believe that, wherever possible, the business community should 'put its money where its mouth is.' Accordingly, we were happy to be able to give a little something back to society by contributing to the Opportunity Fund of Memorial University." Dr. Wilf Nicholls, director of the Botanical Garden, said he is pleased with the new facility. "The goals of the Garden are further realized today as we open the new Biology and Botanical Garden greenhouse," said Dr. Nicholls. "These 186 square metres of growing space will allow the Garden and the Department of Biology to conduct research under clean, modern, environmentally-controlled conditions." Memorial President Arthur May officiated at the ceremony and noted the educational significance of TAL's support to the Opportunity Fund. "The Botanical Garden is a unique place," said Dr. May. "The greenhouse is an important addition to the facilities in the garden. This investment will pay large dividends in educational value and by helping Memorial's biology department attract research grants."

Botanical Garden Calendar

Weekend Events

Sunday Morning Birdwatch - 8 a.m. - 10 a.m.

Every second Sunday until October. Offered by the Friends of the Garden. FREE!

Sunday Morning Nature Hike

Every Sunday, 10:30-11:30 a.m.

Sunday Garden Tours

Every Sunday, 2-2:30 p.m. and 3-3:30p.m.

Wildflower Walks

Every Saturday (July-August), 2:30 p.m.

Children's Program

Pre-registration required

Junior Naturalist Camps

Camp I July 13 - 15 (ages 7-9)

Camp II July 20 - 22 (ages 10 -12)

Camp III July 27 - 29 (ages 7 - 9)

Parents and Tots Fall Fun

Saturday mornings, Sept. 18, Oct. 2 and 18

Offered through MUN Continuing Education (737-7979)

Gardening Courses

Pre-Registration required.

Offered through MUN Continuing

Education (737-7979)

Perennials: A hands-on workshop with Dr. Wilf Nicholls, Saturday, July 24

Divide and conquer: getting new plants from old - Sunday, Sept. 19

Garden tasks for a fall day - Saturday, Sept. 25

Bulbs: in the garden and forcing far indoors: Sunday, Oct. 3

Special Events

Newfoundland Horticultural Society

Floral Art Show

Saturday, July 17 (noon -5 p.m.)

Sunday, July 18 (10 a.m.- 4 p.m.)

Third Annual Open House

Saturday, Aug. 7 - Free admission!

Friends of the Garden Plant Sale

Saturday, Sept. 4

Second Annual Potato Festival

Saturday, Oct. 9 - Free admission!

Friends of the Garden

Dried Flower Sale

Saturday, Oct. 23

The garden also accepts bookings for school, youth, pre-school, seniors and family programs.

For more information on upcoming events and programs at MUN Botanical Garden please Telephone: 709-737-8590, fax: 709-737-8596, e-mail garden@morgan.ucs.mun.ca

Website: <http://www.mun.ca/botgarden>

The garden is located at 306 Mount Scio Road, St. John's, NF

Career Scene

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

Treavor Brown, Business, assistant professor, July 1, 1999.

Dr. Yiqiang Zhou, Mathematics and Statistics, assistant professor, May 17, 1999.

Dr. Khaled El-Rayes, Engineering and Applied Science, assistant professor, Aug. 1, 1999.

Dr. Kara Laing, Medicine, assistant professor, Aug. 1, 1999.

Dr. Proton Rahman, Medicine, assistant professor, Aug. 1, 1999.

Dr. Sean Connors, Medicine, assistant professor, June 1, 1999.

Dr. Kelly Bennett, Medicine, assistant professor, July 1, 1999.

Dr. Susan Fagan, Medicine, clinical assistant professor (part-time stipendiary), June 1, 1999.

Dr. Shawn Crewe, Medicine, clinical assistant professor (part-time stipendiary), July 1, 1999.

Dr. Mark Stefanelli, Medicine, clinical assistant professor, July 1, 1999.

Dr. Anna Wong, Medicine, clinical assistant professor, July 1, 1999.

Term appointments

Dr. Darlene M. Skinner, Psychology, assistant professor, June 1, 1999.

Appointments - other

Dr. David Graham, French and Spanish, head, Sept. 1, 1999.

Dr. Robert Hill, Sociology, head, Sept. 1, 1999.

Dr. Grant Gardner, Science, acting dean, May 1, 1999.

Dr. Gerard Martin, Science, acting associate dean (administration and undergraduate), May 1, 1999.

Dr. William Pollett, Discipline of Surgery, Medicine, chair, May 17, 1999.

Cross-appointments

Dr. Jeffrey Parsons, Business Administration to Computer Science, Sept. 1, 1999.

Dr. Raymond Gosine, Engineering and Applied Science to C-CORE, May 1, 1999.

Dr. Michael Doyle, Counselling Centre to Discipline of Family Medicine, Faculty of Medicine, June 1, 1999.

Dr. Elizabeth Church, Counselling Centre to Discipline of Family Medicine, Faculty of Medicine, June 1, 1999.

Tenure

Dr. David Behm, Physical Education, Recreation and Athletics, Sept 1, 1999.

Dr. Traceyanne Loeffler, Physical Education, Recreation and Athletics, Sept. 1, 1999.

Secondment

Dr. Gregory Wood, Physical Education, Recreation & Athletics to the College of the North Atlantic, May 4, 1999 - Aug. 31, 2000.

Promotions

Dr. Aphrodite Indares, Earth Sciences, associate professor, Sept. 1, 1999.

Dr. Xiaobu Yuan, Computer Science, associate professor, Sept. 1, 1999.

Dr. Hu Liu, Pharmacy, associate professor, Sept. 1, 1999.

Dr. Trevor Bell, Geography, associate professor, Sept. 1, 1999.

Dr. Valerie Legge, English Language and Literature, associate professor, Sept. 1, 1999.

Dr. Peter Pope, Anthropology, associate professor, Sept. 1, 1999.

Dr. Bagala Biswall, Economics, associate professor, Sept. 1, 1999.

Dr. Antoinette Stafford, Philosophy, associate professor, Sept. 1, 1999.

Ms. Susan Ingersoll, English Language and Literature, associate professor, Sept. 1, 1999.

Dr. Michael DeRoche, Religious Studies, associate professor, Sept. 1, 1999.

Dr. Benjamin Jeyasurya, Engineering and Applied Science, professor, Sept. 1, 1999.

Dr. John de Bruyn, Physics and Physical Oceanography, professor, Sept. 1, 1999.

Dr. Mary Courage, Psychology, professor, Sept. 1, 1999.

Dr. Alan Whittick, Biology, professor, Sept. 1, 1999.

Dr. Robert Helleur, Chemistry, professor, Sept. 1, 1999.

Dr. CaoAn Wang, Computer Science, professor, Sept. 1, 1999.

Dr. Richard Rivkin, Ocean Sciences Centre, professor, Sept. 1, 1999.

Dr. Verna Skanes, Medicine, professor, September 1, 1999.

Christopher Dennis, Queen Elizabeth II Library, librarian III, Sept. 1, 1999.

Barbara McDonald, Queen Elizabeth II Library, librarian III, Sept. 1, 1999.

ADMINISTRATIVE

Promotions

Christine Burke, Student Housing and Food Services, assistant director, April 1, 1999.

Transfers

Gladys White, School of Continuing Education, intermediate clerk stenographer, April 26, 1999.

Retirements

Patricia Bishop, Comptroller's Office, revenue cashier, April 16, 1999.

Boyd Smith, Marine Institute, school head - fisheries, May 14, 1999.

Dr. Ching Zhy Kuo, Marine Institute, instructor/lecturer, June 22, 1999.

Roberta Thomas, Maritime History Archive, assistant archivist, March 31, 1999.

Campus-wide anniversary party is on!

It's official! There has been excellent response from the university community for volunteers, to organize an anniversary party to be held on Thursday, Aug. 26, at 4 p.m. All employees and alumni are encouraged to attend this event which will mark the anniversary of Memorial University's attaining degree-granting status. The party will be held in the courtyard between the Dining Hall and Hatcher House. Tickets are \$5 (proceeds will go to the Field House Complex). The party will include happy hour bar prices, a BBQ, entertainment and lots of prizes. We are hoping to showcase employee talent. If you play an instrument, perform magic or have a fun skit your group would like to perform at the anniversary party variety show, please contact Monty Green, Human Resources, at 737-7405, or by e-mail mgreen@morgan.ucs.mun.ca Volunteers are advised there will be an organizing meeting later in the summer. Stay tuned!

Questions and answers about the Memorial University Pension Plan: Part II

Editor's note: Part one of this pension question and answer series appeared in the February/March 1999 issue of The Communicator.

What qualifies as eligible pensionable service under the Memorial University Pension Plan?

- current service performed as a permanent employee;
- current contractual service where the initial contract is for a minimum duration of six months to work a minimum of 20 hours per week;
- prior refunded university service;
- periods of eligible prior contractual service for which no contributions were previously made;
- periods of up to two years while on an approved leave of absence;
- periods of sabbatical leave;
- periods while in receipt of benefits under the university's long term disability plan;
- prior pensionable service transferred under the *Portability of Pensions Act* from any of the following public sector plans:
 - Public Service Pension Plan
 - Teachers' Pension Plan
 - Uniformed Services Pension Plan
 - Members of the House of Assembly Pension Plan;
- certain prior refunded pensionable service performed with an employer participating in any of the public sector plans referred to above;
- periods of service transferred under a reciprocal transfer agreement with McGill University, the province of New Brunswick or the Government of Canada;
- eligible war service during the First and/or Second World Wars or the Korean Conflict.

What do the terms "vesting" and "locking-in" mean?

The terms **vesting** and **locking-in** go hand in hand with respect to entitlement to pension benefits. Vesting means that an employee's right to receive a pension benefit upon reaching retirement age is no longer dependent upon remaining in the service of Memorial University.

Locking-in means that the accrued pension benefit cannot be refunded as a lump sum cash payment upon termination of employment — it must be used to provide a retirement income payable for life. This does not necessarily mean, however, that locked-in funds have to remain in the Memorial University Pension Plan. Subject to certain restrictions, locked-in funds may be transferred, upon termination of employment, to a locked-in retirement account (locked-in RRSP), to another employer willing to accept the transfer or to an insurance company to purchase a deferred life annuity.

When do vesting and locking-in occur?

Employees are vested with respect to benefits earned prior to 1 Jan. 1997 upon completion of five years of pensionable service. Locking-in occurs in respect of service performed between Jan. 1, 1987 to Dec. 31, 1996, upon attainment of 45 years of age and completion of 10 years continuous employment or plan membership. There are no locking-in restrictions imposed for lump sum cash payments in respect of pre-1987 employee contributions. Benefits earned after 31 December 1996 are vested and locked-in upon completion of two years continuous plan membership.

Example:

Current date: March 31, 1999

Plan entry: Jan. 1, 1996

Total service: 3 years, 3 months

vested and locked-in service --> 2 years, 3 months (post-1996)

What is the normal retirement date under the Memorial University Pension Plan?

The normal retirement date is Aug. 31 next following attainment of age 65 except for employees whose birthdate is Aug. 31, in which case their normal retirement date coincides with their 65th birthday.

What are the options for early retirement?

Advanced Retirement between the ages of 50 and 55 with at least 30 years of pensionable service;

- pension subject to a lifetime actuarial reduction of 0.5% per month times the number of months between pension commencement and age 55;

Unreduced Early Retirement between the ages of 55 and 60 with at least 30 years of pensionable service; or between the ages of 60 and 65 with at least two years of pensionable service;

Reduced Early Retirement between the ages of 55 and 60 with a Retirement minimum of two years but less than 30 years of pensionable service;

- pension subject to a lifetime actuarial reduction of 0.5% per month times the number of months between pension commencement and age 60.

For further information on the Memorial University Pension Plan, please contact the Benefits and Pensions Office at 737-7406.

Stay tuned for more pension Q and As in the future issues of *The Communicator*.

Safety Notes

Stay Cool

Warm indoor air temperatures are a problem in many campus buildings during the summer. Hot sun glaring in windows, warmer outside air and electrical equipment are all contributing factors. To make your workplace a little more comfortable when it is hot outside, try these "cool" tips.

- Reduce heat from direct sunlight by closing curtains and blinds.
- Turn off any unused electrical equipment, such as computer monitors.
- Increase airflow by opening a window or using a fan. Do not prop open outer doors; these and other fire-rated doors must remain closed.
- Take your breaks in an air-conditioned area, such as the TSC cafeteria.
- Eat a cool, light lunch. A heavy meal redirects the blood flow to the digestive tract and reduces your ability to eliminate body heat.
- Drink plenty of cool water.
- Wear breathable fabrics, such as cotton.

Household pesticides should be used carefully

This year's mild winter and early spring have resulted in an abundance of insect invaders. For many people, their first reaction is to reach for the spray can to rid themselves of these pests even though pesticide use should be your last resort. If you do use pesticides, there are a few safety procedures to keep in mind.

READ THE LABEL, especially the small print. Pesticide manufactures are required to provide safe handling and disposal procedures on the product label. Follow all the instructions. The label will also provide information on what types of insects the product is effective against.

KEEP AWAY FROM CHILDREN. Pesticides are highly toxic chemicals and must be treated with due care. Store in a locked cupboard or shed out of reach of children and away from food. Never use pesticides when there are children or pets in the area.

PROTECT YOURSELF DURING AND AFTER APPLICATION. Use impermeable gloves, such as rubber or vinyl. Cloth gloves trap the chemicals in the material, increasing your exposure risk. Rinse the gloves with water when finished and do not use the gloves for other procedures. Even though you wore gloves, wash your hands thoroughly with soap and water. Wear coveralls or old clothing. Change your clothes after using the pesticides and wash then separate from your other clothing. Store any unused product in a secure location. Follow the recommended disposal methods for discarding empty containers.

Fire hazard staring you in the face

Overheated computer monitors may pose a fire hazard.

Monitors, especially older models, tend to get very hot during operation. As equipment ages and systems wear, the potential for a mishap increases. Luckily, during a recent monitor fire on campus, the office occupant caught the fire in time and only the monitor was damaged. If the fire had occurred during the night when the office was unoccupied, the fire damage could have been much more severe.

Computer monitors should be shut off when not in use, especially if left unattended for long periods of time.

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