

THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

October 1997

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THE COMMUNICATOR

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Pension changes anticipated, new legislation expected

(*The Communicator* - October 1997)

It is anticipated that by mid to late fall 1997 legislative approval will be granted to the proposed amendments to *The Memorial University Pensions Act*. These amendments, which were submitted to the provincial government in the fall of 1995, were developed in collaboration among university employee groups and reflect the recommendations of the University Pensions Committee with acceptance by the Board of Regents. They are designed to strengthen the financial position of the Memorial University Pension Plan, while at the same time, provide some benefit enhancements to plan members. The amendments received cabinet approval in the fall of 1996 and are expected to be addressed in the fall 1997 sitting of the House of Assembly.

Highlights of the proposed amendments

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

Of these proposed changes, employees are 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.

Rate increase

Currently, the contribution rate is six per cent of pensionable earnings, less the required CPP contributions. This contribution formula worked well while CPP rates remained constant at 1.8 per cent. The gradual increase in CPP rates since 1987, however, has meant a continual erosion of the net contributions to the Memorial University Pension Fund. The past three actuarial valuation reports of the Memorial University Pension Plan show that this rate of contribution, for both the university and employees, is not sufficient to fund current service benefits accruing under the plan. The proposed contribution rate, scheduled for implementation effective Jan. 1, 1998, addresses the effect of increasing CPP rates on net contributions to the University Pension Plan and appropriately funds benefit

improvements for plan members (e.g. reduced vesting period, increased survivor benefits), as follows:

- 6.565 per cent of earnings up to the Year's Basic Exemption (YBE) as defined under the Canada Pension Plan. The YBE is the portion of earnings upon which no CPP contributions are required.
- 4.765 per cent of earnings in excess of the YBE up to and including the Year's Maximum Pensionable Earnings (YMPE). The YMPE is the ceiling upon which CPP benefits are based.

Both the YBE and YMPE are set by the Federal Government at the beginning of each calendar year.

- 6.565 per cent of earnings in excess of the YMPE.

Purchase service

Currently, the cost to purchase a period of eligible prior service for which contributions were refunded, prior contractual service, or service while on leave is based on the employee's salary during the applicable period of service. It is proposed that the cost to purchase a period of prior service for which contributions have been refunded be one half the actuarial cost of the service at the date the election is made. For eligible prior contractual service or a period of leave (if purchased later than 90 days after expiry of the leave), it is proposed that the cost be the full actuarial cost of the service at the date of election to purchase. Actuarial cost at the date of election to purchase represents the benefit value of the service calculated with reference to an employee's age, gender, and pensionable salary. In many cases, therefore, the cost to purchase prior service will be less under the current formula than under the proposed formula. All requests received by the Department of Human Resources prior to legislative approval of the proposed changes in cost of prior service will continue to be calculated based on the salary at the time the service was performed, subject to an interest charge to the date of election to purchase.

For further information

Further details of the proposed amendments to The Memorial University Pensions Act will follow in a series of bulletins to plan members. For employees who wish additional information or who may be interested in the possibility of purchasing eligible prior service before the proposed amendments are enacted, please contact the Benefits and Pensions Office, 737 7406.

Ideas sought as we plan for major anniversary celebrations

(The Communicator - October 1997)

Our university will be celebrating its 50th year as a degree granting institution in 1999, and in 2000 will celebrate the 75th anniversary of its founding and the 25th anniversary of Sir Wilfred Grenfell College.

It is quite significant that an Act of the provincial legislature giving Memorial degree granting authority, was passed on Aug. 13, 1949, just a few months after Confederation. In fact, it was one of the earliest bills passed by the first House of Assembly of Canada's newest province, and it is indicative of the importance the new government placed on Memorial University and the role it was believed the university would play in the future of our province and its people.

Since that time our university has been an integral part of the lives of Newfoundlanders and Labradorians, and in many ways has helped shape our history. The people of Newfoundland and Labrador can take pride in their university and the benefits it has brought. We have a lot to celebrate during our anniversary year, and I hope that all of us who are members of the university community will lead in the celebration.

An Anniversary Celebrations Committee has been struck to co ordinate events around the celebrations. It is chaired by Dr. Kevin Keough and has as its members Dr. George Hickman, Victoria Collins, Kevin Smith, Dr. Donna Hardy, Dr. Melvin Baker, Robert Hyde and Dr. Katy Bindon (soon to depart for a new challenge as president of Okanagan University College in British Columbia). Gordon Barnes has been appointed, part time, to help organize the anniversary events.

I am asking that you submit suggestions for activities that the committee could undertake as anniversary events or that you and your co workers and colleagues could undertake as an anniversary activity. Suggestions can be sent care of the chair to the Office of the Vice President (Research). Your suggestions will be considered by the committee and if approved, the committee could assist you in the organization of it.

The celebrations will be upon us all too soon. I ask that you send your suggestions to the committee before the end of October. I look forward to hearing about them.

Early in the new year, we will outline the plans which are being made, so we need your ideas. Let's hear from you.

A. W. May
PRESIDENT & VICE CHANCELLOR

University appeal nears \$1 million mark

(The Communicator - October 1997)

Nearly a year has passed since employees were asked to contribute to The Opportunity Fund through the university appeal. By all accounts the appeal was a success with nearly \$1 million pledged or donated by employees, pensioners and members of the Board of Regents.

When we began the process of asking employees to volunteer, we were overwhelmed by the positive response. A number of university offices have 100 per cent participation from their employees including Budgets and Audits, the Campaign Office, CSU employees, Human Resources, the Language Labs, the Offices of the President and all the Vice Presidents, Physical Education and Athletics, Student Housing, and Alumni and Development. Congratulations!

We had more than 300 volunteers across the university working on behalf of the campaign. A sincere thanks to all those, both volunteers and donors, who helped make the appeal a success. Although the chart on this page provides a summary of the gifts/pledges, please do not hesitate to submit a pledge form if you find you are now in a better position to give. Remember, your gift will still be counted as part of the university appeal.

Kevin Smith

Co ordinator, University Appeal
Director, Alumni Affairs and Development

Ground breaking ceremony held

(The Communicator - October 1997)

Let the celebrations begin! The Department of Facilities Management broke ground on the new University Centre on Sept. 10. A small group from Memorial assembled at the site to help President Arthur May and Glenn Beck, president of the Council of the Students' Union, kick off the construction. Campaign volunteers were on hand to direct the backhoe operators.

The University Centre, a \$16 million project to be completed as part of The Opportunity Fund, is expected to be opened by 1999, coincident with the university's 50th anniversary. Later in the year, a series of University Centre ceremonies will be held.

Pledges/donations to university appeal

(The Communicator - October 1997)

Sources of Funds	Donors	\$Received	Outstanding Pledges	Total
Faculty, staff, pensioners and Board of Regents				
Cash	1,162	\$417,624	\$405,774	\$823,398
Gifts-in-kind	85	124,427		124,427
Total	1,247	\$542,051	\$405,774	\$947,825
Designation of Funds				
Faculty/school support		\$102,034	\$29,401	\$131,435
Innovation in teaching and research		4,845	16,084	20,929
Scholarships and fellowships		189,182	160,318	350,300
Field House Complex		8,243	11,217	19,460
University Centre (St. John's)		7,439	24,150	31,589
Student Centre Annex (Corner Brook)		1,072	3,751	4,823
Gifts-in-kind (Library, Archives, etc)		124,427		124,427
Unrestricted		69,779	152,633	222,412
Other		34,230	8,220	2,450
		\$542,051	\$405,774	\$947,825

Note 1. Contributions made to the university appeal through special events and the number of employees involved are not counted here.

Note 2. Highlights of special events held during the University Appeal: bake sales, book sales, jeans days, hot dog sales, dress up days, Twonie draws, silent auctions, LP sales, Christmas parties, 50/50 draws

Note 3. As a result of MUNFA's not bringing its scholarship into The Opportunity Fund, that money is not eligible for matching funds from the provincial government.

Comptroller's Office raises big bucks

(The Communicator - October 1997)

The fact that 100 per cent of those employed in the Comptroller's Office are contributing to The Opportunity Fund is no accident. It's the result of a lot of planning and innovation. The employees in that office have developed a number of special events in an effort to raise funds for a very worthy cause. The group wanted to honor the memory of their friend and co worker Gary Bourne, who was associate comptroller and who passed away in January 1997.

They contribute through payroll deduction and through special events like lunch time barbecues, with all proceeds going to establish a scholarship in Mr. Bourne's name. Every payday is "Twonie Draw Day" with half the proceeds awarded to the winner of the draw, and the other half going into the Gary Bourne Memorial Scholarship Fund.

Their efforts have paid off big time. The Bourne Scholarship Fund has more than \$15,000 to date from faculty, staff, and friends. And of course, as part of The Opportunity Fund, this amount is matched dollar for dollar, by the provincial government.

Group insurance, a 10 year perspective

(The Communicator - October 1997)

Memorial University employees enjoy one of the best benefits plans available in the province. The benefits package includes insured group benefits (Life, Accidental Death and Dismemberment, Long Term Disability), as well as Health and Dental plans.

The cost of providing these benefits is shared between employees and the university. Recently, the Department of Human Resources developed a 10 year analysis of the shared cost.

Variations in the percentage breakdown occur annually because of the differences in the cost sharing arrangement in place for individual benefits. For example, the Long Term Disability premium, is paid 100 per cent by employees (to avail of a tax free benefit provision). On the other hand, the Health plan is paid 82 per cent by the university and the Dental plan is paid 60 per cent by the university. So, as premiums increase and decrease for specific benefits, the percentage contributed by the university and employees will increase or decrease accordingly.

Analysis

Over the past 10 years the total amount for all benefits plans contributed by the university is 47.5 per cent, by employees 51.9 per cent, and the Group Insurance Trust Fund (now defunct) contributed the remaining 0.6 per cent.

But these numbers change almost yearly. For example, in for the 1987 88 and 1988 89 fiscal years the university contributed about 52 per cent to the total cost of the benefits plans. This number fell to 45 per cent in 1994 95 and was back to 47 per cent in 1996 97.

It is anticipated that the cost sharing breakdown for the 1997 98 fiscal year will result in the university covering 50.4 per cent of the costs of the benefits package, and employees the remaining 49.6 per cent.

This year, the university's contribution to the benefits package will increase by \$71,000 because of an increase in Health and Dental premiums. Similarly, a decrease in Long Term Disability premiums will mean that employees will experience a net reduction in costs of \$137,000 this year. Changes in provincial taxation legislation which affect the Health and Dental plans will mean an additional cost of \$104,000. The university will bear the greater portion of this increase (\$78,300) as it contributes a greater portion to the Health and Dental plan costs.

Further information on benefits is available by contacting the Benefits Office, 737 4619.

Employment equity: the work continues

by **Sandra Chaytor, equity co ordinator**

(The Communicator - October 1997)

Over the next couple of weeks Memorial University employees will be asked to complete a self identification form from the employment equity office of Human Resources. The information will be used to develop an up to date profile of the workforce and help set employment equity objectives for the future.

Information sessions

A series of information sessions are planned that will provide information on how employment equity affects you and the role you play in Memorial's equity plans. Plan to attend one of the sessions. If you have any questions or need more information, please contact Sandra Chaytor, equity co ordinator, Human Resources, 737 2015.

Information sessions are being planned for the St. John's campus and the Marine Institute in the coming weeks. Details will be distributed at both locations once arrangements have been made. The session at Sir Wilfred Grenfell College took place in September.

Goals

The primary goal of an employment equity program is to eliminate discriminatory practices, policies, and procedures in an organization. An employment equity program identifies barriers that are encountered by certain groups of society, eliminates these barriers and replaces them with procedures that will remedy past and current effects of discrimination. The groups that have been identified by the federal government as having been discriminated against in job recruitment and advancement are aboriginal people, visible minorities, persons with disabilities and women. An employment equity program includes a variety of practices that will improve the status of these under represented groups within the workforce. Employment equity will ensure that access to employment is not denied to any individual for reasons that are unrelated to ability or qualifications.

Future

Memorial University is a signatory to the Federal Contractors Program. As a result, the progress of employment equity initiatives are continuously being monitored to ensure that objectives are met. The university continues to examine its workforce with respect to under represented groups, identifies any barriers that might impede progress of these groups, and develops policies and practices to eliminate any discrimination.

Staff/faculty computer training

(The Communicator - October 1997)

The Department of Human Resources and the Division of Continuing Studies are teaming up again to provide high quality, cost effective training opportunities to employees of the university. Several computer training sessions have been scheduled for staff during the work day. This arrangement will enable the university to offer more programs to staff at a reduced cost.

The registration fee for these programs is paid through a central university account administered by the Department of Human Resources. There is no cost to individual academic and administrative units for the registration fee.

Registration should be made directly through the Department of Human Resources by sending a completed Application to Undertake Training Program to the Organizational Development and Training Section, Human Resources.

Given the costs associated with delivering these training programs, a program "no-show" fee will be charged to departments if an employee fails to attend, or if registration is cancelled within 72 hours of the program date. This fee will be equal to the original program registration fee.

Courses offered

- WordPerfect 7, Level 1: Nov. 13, 9 a.m. 4:30 p.m.
 - Introduction to Computers: Nov. 14, 9 a.m. 4:30 p.m.
 - WordPerfect 7, Level 11: Nov. 27, 9 a.m. 4:30 p.m.
 - Exploring the Internet: Nov. 28, 9 a.m. 4:30 p.m.
-

Board ratifies agreement, changes

(The Communicator - October 1997)

The Board of Regents has ratified the collective agreement between university employees represented by the Canadian Union of Public Employees (CUPE) Local 1615 and Memorial.

The Board also approved a proposal to offer the same salary scale and implementation formula that was granted to CUPE 1615 to support staff at the Marine Institute (MI), represented by the Newfoundland Association of Public Employees (NAPE) Local 7850. The MI group recently signed a new collective agreement with the university.

As well, the Board approved a plan to apply the same salary provisions as granted to CUPE 1615 to non bargaining unit employees.

Clarification: Worker's Compensation

(The Communicator - October 1997)

In the July 1997 edition of *The Communicator*, the article on Worker's Compensation should have referred to the Worker's Compensation income replacement rate as approximately 75 per cent of an employee's net income. The Worker's Compensation Commission has advised that the approximate method for calculating the injured worker's benefit is as follows:

Gross Income (minus) EI, CPP, Income Tax = Net Income x (times) Income Replacement Rate (75 per cent) = weekly Worker's Compensation rate (minus) other deductible benefits = take home pay

If you have any questions regarding Worker's Compensation, please contact Monty Green or Barbara Sheaves, Human Resources, 737 7408.

Consider direct deposit for convenience

(The Communicator - October 1997)

If you are currently paid by cheque, why not consider changing to direct payroll deposit? The benefits of direct deposit include automatic deposit of your pay on pay day, no travelling to banks to deposit cheques, and no waiting in line ups to cash pay cheques.

With the increased availability of debit machines, automated teller machines, and banking by phone, direct payroll deposit is becoming a logical choice for increased convenience. In addition, by choosing direct deposit you help the university reduce its costs of processing your pay.

To arrange for direct payroll deposit or for more information, call the Payroll Office, 737 7410.

Health and dental age waiver forms

(The Communicator - October 1997)

The Memorial University Health and Dental Plans provide for an extension of coverage beyond age 21 for dependent children of plan members. The provision extends the age limit from age 21 to 25, on a year by year basis, for dependent children who are:

1. in full time attendance at a recognized post secondary educational institution;
2. unmarried; and
3. dependent on the plan member for financial support.

To ensure that coverage is maintained beyond the age of 21 years, plan members are required to submit an Age Waiver Form to the Department of Human Resources at the time the child reaches age 21 and in September of each subsequent year. Employees may obtain an Age Waiver Form from the Benefits and Pensions Section of the Department of Human Resources during regular working hours from 8:30 a.m. 5 p.m. For further information, please contact a benefits officer at 737 7406.

Career Scene

(*The Communicator*, October 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

Simon Taggar, Business Administration, assistant professor

Dr. Seshu Adluri, Engineering & Applied Science, assistant professor

Dr. Can Ching, Engineering & Applied Science, assistant professor

Dr. Tahir Husain, Engineering & Applied Science, professor

Dr. Hongde Zhou, Engineering & Applied Science, assistant professor

Giovanna Del Negro, Folklore, lecturer

Dr. Chau Nguyen, Medicine, assistant professor

Dr. Mary Frances Scully, Medicine, assistant professor

Michelle Cheramy, Music, assistant professor

Dr. Alice Gaudine, Nursing, assistant professor

Lynn Verge, Political Science, SWGC, visiting professor

Janet Fitzpatrick, Social Work, assistant professor

Dr. Anthony Micucci, Sociology, assistant professor

Term appointments

Dr. Andy Vaithilingam, Chemistry, SWGC, assistant professor

Dr. Robin Jack Waugh, English Language & Literature, assistant professor

Dr. Rod Elford, Medicine (telemedicine), assistant professor

Elizabeth Hynes, Nursing, lecturer

Judith Moody, Nursing, lecturer

Creina Twomey, Nursing, lecturer

Wanda Wadman, Nursing, lecturer

Dr. Kenneth Clarke, Psychology, SWGC, assistant professor

Cheryl Hebert, Social Work, assistant professor

Sarah Lugtig, Social Work, assistant professor

Maurice Good, Theatre, SWGC, lecturer

Shawn O'Hagan, Visual Arts, SWGC, assistant professor

Appointments - other

Dr. Dale Foster, Business Administration, associate dean, information technology

Rev. Marilyn Moore, Chaplaincy, chaplain (Anglican/United)

Major Wilson Perrin, Chaplaincy, chaplain (Salvation Army)

Dr. Herb Gaskill, Mathematics & Statistics, head

Dr. Colin Higgs, Physical Education & Athletics, director

Barbara McDonald, QE Library, Lending Services, head

Louise White, QE Library, Periodicals & Reports, head

Dr. William Davidson, Science, acting dean

Dr. Mark Whitmore, Science, acting associate dean (research)

Jane Dempster, Social Work, acting director

Retirements

Dr. Richard Barth, Business Administration

Dr. Frank Smith, Chemistry

Joan Netten, Education

Dr. Lucille Cregheur, Social Work

Promotions

Dr. Son LeNgoc, Engineering & Applied Science, professor

ADMINISTRATIVE

Appointments

Thelma Christian, Medicine, administrative staff specialist II

Promotions & transfers

Employees with Continuing Studies have transferred to Continuing Education.

Employees with Educational Technology have transferred to Continuing Education.

Employees with the Labrador Institute of Northern Studies have transferred to the Labrador Institute.

Nancy Fagan, Graduate Studies, administrative staff specialist II

Reclassifications

Margaret Ballard, Medicine, administrative staff specialist I

Sheila Courish, Medicine, administrative staff specialist II

Tony Goudie, Centre for Institutional Analysis and Planning, statistical consultant

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From the Garden

Preparing for the winter, putting the beds to bed

(The Communicator, October 1997)

by Carl P. White, Botanical Garden

The fall semester means a new start for students and the university, but it marks the end of the year for Newfoundland and Labrador gardens. Here's some ideas about how you can prepare your garden for the winter and for next spring.

October

Plant spring flowering bulbs. Bulbs should be planted in clumps rather than singly or in straight rows. Taller types can be planted at the back of a perennial bed. Use odd numbers in the clumps because for some mysterious reason groups of three, five or seven look better and more natural than even numbers. Dig a hole in a sunny spot large enough to accommodate the clump. Work a little bone meal into the soil at the bottom of the hole. Arrange the bulbs in the bottom of the hole and backfill with good soil. Planting depth depends on the size of the bulb (dig about twice their diameter).

Clean up perennial beds. If you have kept the garden deadheaded, you won't have much to do. There is no need to cut the stalks down to the ground. Leave them as they will catch the snow and help protect the crowns. Any fallen leaves or broken stalks can be collected and added to the compost pile. Any diseased or infested foliage should be removed and bagged for the garbage. The old stalks are more easily removed from the plants in the early spring. This will also give you something to do on those nice spring days when we all want to be out in the garden.

November

Water evergreens and broadleaf evergreens (eg. Rhododendrons) well before freeze up. Even if it has been raining off and on, you should ensure that these plants have good moisture content as it is all they will get until spring thaw. Rake up leaves. This is a good way to make your own leaf mold. Make rows of leaves on the lawn, put a bag on your mowers discharge and run over the leaves until they are all

shredded into the bag. This will help the decomposition process when you add them to your compost.

Hill up roses. Cover the plant with a pile of soil to about three inches above the graft union (that knotty thing on the main stem just above the roots). This will help protect the plant during the freeze thaw cycle. Prune hybrid teas to 10 inches. Ensure your shrubs have winter protection. Evergreens should be wrapped with burlap (not plastic) for protection from drying winds. If in a sheltered area, netting can be used to hold branches together as protection from heavy snow and sleet. Rhododendrons should be protected by "teepees" of stakes or "little fences" covered with burlap. Large shrubs can have their branches tied to each other to help support the snow load. Burlap strips or old pantyhose works well for this. Trees and shrubs that are in locations that drift in or are in danger of having snow fall off the house should be given extra protection.

Placing evergreen boughs (fir only, spruce lose their needles within days) is traditional in many Newfoundland gardens. They are useful, if used properly. The idea is to place them after the ground has frozen to keep the soil frozen until spring thaw. Large boughs can be stuck in the ground to provide winter protection for plants like heathers and dwarf Rhododendrons.

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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.

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Fire Prevention Week, Oct. 5 11

(The Communicator - October 1997)

The theme for Fire Prevention Week this year is Know When To Go React Fast To Fire. Every year people are injured or killed because they do not react fast enough or properly in a fire situation. And injuries from fire account for some of the highest casualty statistics in the country.

How do you react to a fire alarm?

- When the fire alarm sounds, proceed immediately to the nearest exit and evacuate the building. Never use an elevator.
- Walk, don't run.
- If you are the last person to leave a room and time permits, turn off utilities.
- Close doors behind you, but don't lock them.
- Don't delay to pick up personal items. Your life is more important.
- Once outside, stand clear of the building and do not re enter until advised by Campus Enforcement and Patrol.
- Know in advance the evacuation route to the nearest exit. Always consider an alternate route in case your exit is blocked.

During Fire Prevention Week, Safety and Environmental Services will be conducting several demonstrations on fire safety. Watch for notices detailing times and locations.

Campus Fire Quiz

Memorial has an extensive fire protection program, that includes reporting, response, and equipment. Let's test your knowledge of it. To find out the answers to the following questions attend one of the fire safety seminars that will be held during Fire Prevention Week, October 5 11.

- How many portable fire extinguishers are there at the university?
 - How many fire hoses?
 - How many feet of fire hose?
 - How many fixed fire suppression systems?
 - How many fire alarms does the St. John's Regional Fire Department receive a year from Memorial's St. John's campus?
 - How many volunteers participate in Building Fire Warden Programs?
 - Who responds to a fire alarm at the university?
-

What can we recycle?

(The Communicator - October 1997)

The university's present recycling system collects office paper, newspaper, mixed paper, beverage containers and corrugated cardboard. With our segregated collection system, different materials are collected in different containers.

Desk side blue bins and the larger central office bins are intended for the collection of office (white) paper only (i.e. photocopier paper, computer paper, ledger paper, etc.). At present, office paper is the only paper with any significant market value.

Newspapers and other non white papers are collected for recycling but should not be placed in the office blue bins. Some buildings are equipped with bins to collect newspaper in common areas. If your building does not have a newspaper bin and you would like to collect newspaper for recycling, place the newspapers in a suitable container, such as a large box lined with a garbage bag. Label the container **NEWSPAPERS FOR RECYCLING**. The same can be done for colored or glossy papers but label the container **MIXED PAPERS FOR RECYCLING**.

Beverage container bins are located in building common areas, such as lobbies and cafeterias. With the exception of glass bottles, all beverage containers (i.e. aluminum cans, plastic pop bottles, tetra juice paks) are collected in the same bin. Please do not place glass bottles in with the other beverage containers as it creates a hazard for custodial workers. Revenues collected from beverage container and white paper recycling are donated to The Opportunity Fund.

There are no collection containers for corrugated cardboard. Cardboard can be left alongside the other collection containers. Before placing cardboard boxes out for recycling, please flatten them. Only flattened cardboard boxes are accepted for recycling.

Most importantly, please do not place any garbage in the recycling bins. One piece of garbage, such as food waste or a used coffee cup, in a full bag of recyclable material will mark the whole bag as garbage.

Is there a "mouse" in your office?

(The Communicator - October 1997)

The average person applies 10 lbs. of pressure when gripping a computer mouse, which puts 100 lbs. of pressure inside the base joint of the thumb.

Gripping too tightly can increase tension and fatigue in the hand and thumb. Ideally, the mouse should be used on a surface next to the keyboard at the same height to prevent awkward reaching. The following tips are offered for safe "mousing":

- Decrease the gripping tension by holding the mouse loosely.
- Don't lift the little finger, doing so creates increased tension.
- Keep your wrist in a neutral (straight) position.
- Use a light touch when you click the mouse button.

Occupational therapists also recommend:

- Perform stretches of the shoulder, forearm, wrist and hand every one or two hours to increase circulation.
- Use a smooth, fatigue free mouse pad.
- Avoid mousing with a straight elbow. Keeping the elbow bent decreases the extreme reaching of forearm muscles.

Keep in mind that hand injuries have multiple causes and may not be related to use of a mouse. Often, activities performed at home or play can create unnecessary fatigue that go unnoticed until you are at work.
