

# THE COMMUNICATOR

MEMORIAL UNIVERSITY'S EMPLOYEE NEWSLETTER

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October 1998

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The Memorial University Scholarship Golf Tournament held on Sept. 21, 1998, raised over \$19,000 for Memorial's general scholarship fund. Over 140 golfers making up 28 teams sponsored by companies, departments, law firms, and other local and university groups participated in the event. Six individual golfers from the university community also participated on teams. For a complete listing of these teams see page 3. At the end of the day, Dr. Arthur May, president of Memorial, presented a plaque to the winning team — Regional Cablesystems Inc. Members of the team were: (L-R) John Reid (former president of the Council of the Students' Union), Brent Avery, Dr. May, Bren Paddick (member of Memorial's Board of Regents and president and CEO of Regional Cablesystems Inc.), Rob Carter, Brad Davis.

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# Tournament raises over \$19,000 for Memorial scholarships

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(October 1998)

The first Memorial University Scholarship Golf Tournament, held on Sept. 21, was a success, raising over \$19,000 for Memorial's general scholarship fund. This inaugural tournament was held at a new and exciting golf course located at the Wilds at Salmonier River. The golfing event was part of the university's anniversaries celebrations program — the 50th anniversary of the creation of Memorial University as a degree-granting institution in 1949, and the 75th anniversary of the founding of Memorial College in 1925. The tournament was designed for corporations, companies, agencies, and other groups and individuals to participate in a scramble golf format over 18 holes.

President Arthur May, and Dr. Kevin Keough, vice-president (research and international relations), came up with the idea for the tournament. George Bradbury, vice-president, Bank of Nova Scotia (Newfoundland and Labrador) chaired the event and assisted on the event organizing committee which was comprised of: Sherilyn Beaton, Gerard Hayes, Carson Leonard, Dr. Bill Redden (chair), Kevin Smith, Harold Squires, and Charles Williams (Bank of Nova Scotia). The tournament attracted the support of 28 participating teams, as well as many prize sponsors.

## **Co-operating Units at Memorial University**

- School of Physical Education and Athletics
- President's Office
- Office of the Vice-President (Research and International Relations)
- Comptroller's Office
- Human Resources
- Facilities Management
- Alumni Affairs and Development
- Campaign Planning Group
- University Relations
- Student Affairs and Services
- Computing and Communications
- Budgets and Audits
- Festival of Anniversaries Committee
- Council of the Students' Union
- Department of Economics
- Library

- Registrar's Office
- Department of Biochemistry
- Air Atlantic
- Alumni Affairs and Development,
- Arts & Culture Centre
- A T & T Canada (Newfoundland)
- Atlantic Lotto Corporation, Newfoundland
- Avalon Physiotherapy
- Battery Hotel
- Beach Cottage Restaurant, Holyrood
- Bianca's
- Blue Cross of Atlantic Canada
- Brown Rabbit Cabins, Tors Cove
- Cellar Restaurant
- Central Dairies
- CIBC Mellon
- Computer Purchasing Centre,
- Delta Hotel
- Dicks and Co. Ltd.
- Digital of Canada
- Dunphy-Molloy & Associates Ltd.
- Earhart's Restaurant
- Fairways Golf & A Whole Lot More
- Harvey's Oil
- H.F. Fanning
- Holiday Inn
- Hotel Newfoundland
- KPMG
- Labatt Breweries Newfoundland
- LeGrow's Travel
- Lincluden
- Memorial University Bookstore
- Molson Breweries
- Morneau
- Murray Spencer Atlantic
- Newtel Communications
- Newtel Mobility
- Nova Services
- Papa's Pier 17
- Pitney Bowes
- Quality Hotel Downtown
- Rock Island Tours
- Royal Bank

- Ruby Chapman
- Mary Kay Cosmetics
- Scotiabank
- Sports Craft (1990) Ltd.
- The Sports Shop
- Stone House Restaurant
- St. John's Maple Leafs

## **Participating Teams**

- Air Atlantic
  - AT & T Canada (Newfoundland)
  - Atlantic Lotto Corporation, Newfoundland
  - Bank of Montreal
  - Biochemistry Department, Memorial University
  - British Confectionary Co. Ltd.
  - Cisco Systems Canada
  - Council of the Students' Union, Memorial University
  - Dicks and Co. Ltd.
  - Digital Equipment of Canada Ltd.
  - Department of Education, Government of Newfoundland & Labrador
  - Fishery Products International
  - John P. Hearn & Associates
  - Honeywell Limited
  - Johnson Inc.
  - Leary's Brook
  - Moores Andrews Law Offices
  - Newfoundland Design Associates Ltd.
  - Polaris Resources
  - Quadratec Inc.
  - Regional Cablesystems Inc.
  - Sea Treats Ltd.
  - Scotiabank
  - Sheppard Green Engineering & Associates Ltd.
  - Stannair Energy Management Group
  - Stewart, McKelvey, Stirling, Scales, Barristers & Solicitors
  - Stoyles Insurance Services Ltd.
  - White, Ottenheimer & Baker, Barristers & Solicitors
  - Whitey's Kids Club — Central Dairies
  - Wood Gundy Investments
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# Service to students should guide our work

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(October 1998)

We do a lot of things right at Memorial University and one of them is the annual orientation for new undergraduate students.

Student Affairs organizes the two-day event designed to familiarize new students with university and with Memorial, geographically, philosophically and actually, and to introduce students to each other. The key to the success of the exercise is that it is senior students, guided by the Office of Orientation and Student Leadership, who provide most of the familiarization.

On that first day most of our new students forge friendships that will carry through the four or five years of their undergraduate experience, and perhaps even through their lives.

One of the highlights of the orientation for me, as I hope it is for the students, is the annual President's Welcoming Barbecue. That's when our deans, directors, vice-presidents, student leaders and other university leaders join me in donning aprons and picking up spatulas to serve the hundreds of new students who are involved in the orientation.

This year we were again blessed with good weather for the barbecue, which meant that those of us on the front lines charged with serving the students were particularly busy. (According to Nova Services, this year we served approximately 1,400 hamburgers, 850 hot dogs, 100 veggie burgers, 200 veggie dogs, and about 500 litres of soft drink!) What's more, we all had a terrific time and, if appearances are anything to go by, so did the students.

So we do a good job welcoming new undergraduates to Memorial. We also do a good job of graduating them. Our convocation ceremony is second-to-none in this country for its attention to students and their families, its dignity, and its presentation, or so we are told by the thousands of people who have enjoyed it over the years.

But what do we do in between? It's what we do from the end of a student's orientation to the beginning of the student's convocation that will determine how that student judges her or his time at Memorial University.

As employees of Memorial, staff and faculty, the principle of providing service to students should guide our daily work and we should all take pride in what we do. Administrative offices should look at the systems in place for serving students. Professors and lecturers should examine their collective and individual interactions with students to ensure that students' needs are being met. From simple things

such as accessible office hours, to the more complex aspects of imparting knowledge, such as special academic help and advice, every action we take colours students' experiences.

If we do our jobs over the next few years, those young people who enjoyed our barbecue on that sunny day will graduate with superior education and positive memories of the time we shared together. They will also enter the world of work with superior ability to contribute and to benefit as a consequence of their time spent here.

A. W. May, O.C.  
PRESIDENT AND VICE -CHANCELLOR

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# Ask Me...

## about students at Memorial

*An information column provided by Student Development Office of Student Affairs and Services*

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(October 1998)

**By Dr. Donna Hardy Cox**  
**Director, Student Development**  
**associate professor, Social Work**

Memorial takes pride in the many services, programs, and facilities provided to support student learning. We hear too often from faculty, staff and students, "I wish I knew..." or "I don't know the answer." This column will help answer many questions about students and student life, and is designed to provide information that will be helpful in your day-to-day interactions with students. Ask Me builds on an annual information campaign sponsored by the Student Volunteer Bureau to encourage new students to ask questions about their new home —Memorial University.

The Ask Me column will also provide you with a forum to raise questions you may have received from students and receive a reply. Members of the Student Development team will respond commonly asked questions. A prize will be awarded for the question featured in each issue. Please forward questions to Suzanne Ryan at [sryan@morgan.ucs.mun.ca](mailto:sryan@morgan.ucs.mun.ca) or 737-2664.

A popular question addressed this year during the orientation program was:

**Who are Memorial students?** The following facts describe in a nutshell the general characteristics of Memorial University students:

- Majority are females — almost 60 per cent
- Approximately one-half of the students live outside of St. John's, Mount Pearl and CBS
- Approximately one-half of the students receive student loans
- Over 95 per cent of students are from Newfoundland
- Over 50 countries are represented by international students
- Approximately 10 per cent of students are graduate students
- Over half of students are the first in their family to attend university
- Seven per cent of undergraduates attend as part-time students
- All are, bright, active and the future of our province.

Memorial University is a diverse community with a common goal: to provide a high quality of education to every student. The Ask Me column will help us to share information to achieve this goal.

# Campus Life

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(October 1998)

## Retirements at Grenfell College

On June 19, 1998, the faculty and staff of Sir Wilfred Grenfell College held a reception for the retirements of Dr. Gunars Tomsons, professor philosophy, and Dr. Simon Evans, professor of geography. Both were presented with gifts of original artwork. Professor Keith Nicol presented the gifts to Dr. Tomsons and Dr. Evans and commented on their contributions to the college. Dr. Tomsons was appointed to his position on July 1, 1977, and Dr. Evans on Sept. 1, 1976.



(L-R) Keith Nicol, geography; Dr. Simon Evans, geography; (L-R) Dr. Jim Greenlee, historical studies; Dr. Gunars Tomsons, philosophy; Adrian Fowler, principal, Grenfell College

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## Hooping for Dollars

The fifth annual exhibition basketball game between the women's varsity Sea-Hawks and a team made up of faculty and staff was held in June. Although the faculty and staff won the game by one point, the women's team own the better record at three and two over the past five years. The women's team received \$200 as a result of donations made by the faculty and staff. To date, \$1,000 has been raised for the women's team.



Getting ready to start the second half are Erica Coultas (third-year recreation), Ed Hipditch (Centre for Academic and Media Series), Ann Murrin (third-year business), Scott Lynch (Economics), Bruce Watson (Math and Stats) and Amy O'Reilly (fourth year Biology). Other faculty and staff taking part were: Rod Campbell (Computing and Communications), Joe Earles (Education Technology), Wayne Rose (Budgets and Audits), Dave Royle (Budgets and Audits), Dave Sorensen (University Relations), Paul Chancey (Center for Institutional Analysis) and Michael Squires (fifth-year business).

At this year's conference of the Canadian Association of University Business Officers, held at the University of New Brunswick, a group of Memorial employees donated a perpetual plaque (and individual plaques) to honour the memory of their deceased colleague Gary Bourne, who worked in the Comptroller's Office.



On hand for the presentation of the Gary Bourne Memorial Plaque to the winning team were: (L-R) Trudy Pound-Curtis, Comptroller's Office; Sam Smalldon (co-winner), Saskatchewan Institute of Applied Science and Technology; Madge Squires, Library, co-winner; Shirley Moulton, Comptroller's Office; Gary Pike, Human Resources; Harold Squires, Budgets and Audits; Roxanne Millan, Faculty of Arts; Bernadette Power, Faculty of Education; Christine Burke, Faculty of Business, and Stephanie Dalton, School of Nursing. The plaque is on display at the Comptroller's Office.



Faculty and staff from the Department of Psychology and associated units held a party on Sept. 2 to honour three retired faculty members from the Department of Psychology. Retiring faculty are (L-R) Drs. Bow Revusky, Sam Revusky and Andree Liddell.

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# Benefits

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(October 1998)

- Questions and answers about your EAP
  - Reminder about health and dental age waiver forms
  - Applications for Canada payroll savings plan now available
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## Questions and answers about your EAP

Employee Assistance Program (EAP) services to the employees of Memorial University and their dependents are provided by CHC Atlantic. Here are answers to some of the more frequently asked questions about your EAP.

### **1. Who is covered under the Employee Assistance Program?**

All employees, pensioners and their dependents are covered by the EAP. The definition of dependent is the same as applies for our benefit package — a spouse and child (dependent unmarried children up to the age of 21; or up to the age of 25 if a full-time student at an accredited school, college or university; or over the age of 21 if by reason of mental or physical disability). The EAP is for each and every employee, regardless of the severity or nature of the problem, or the individual's position/rank/seniority with the university.

### **2. What services are provided?**

There are a number of services available to employees through the EAP. These include: 24-hour, 7-day-a-week referral service; face-to-face individual counselling; on-site group counselling; marital and family counselling; legal information and advice; elder care and child care information and advice; health promotion and health planning information; and financial counselling.

### **3. How much does it cost for me to see a counsellor?**

Counselling fees are paid by Memorial to CHC at no cost to you. However, CHC has a brief therapy model, which is goal-oriented, short-term counselling. If a problem requires longer treatment, the CHC counsellor will refer the client to a community resource.

#### **4. How do I access the EAP?**

To make it as easy as possible for employees and their family members to contact and use the EAP, a toll-free number is available 24 hours a day, seven days a week. Professional intake counsellors are specifically trained to deal with any type of personal crisis and have immediate access to community emergency services and local counsellors. All CHC counsellors have a minimum of five years experience, are registered, and have a master's degree in social work, psychology, or counselling.

When you call the CHC number (1-800-268-5211 — English; 1-800-363-3872 — French), you will talk with an intake counsellor who will ask you for basic information such as your name, address, the company for whom you work, and your birth date. The intake counsellor will ask you about the concern you have. If you are in crisis, your concern will be addressed immediately. If you wish to see a counsellor, the intake worker will refer you to a counsellor with the expertise to match your problem.

#### **5. How long will it take for me to see a counsellor after I've called?**

Emergency situations will receive immediate (same day) service. Generally, however, those individuals not in a crisis situation will receive a response by phone within 48 hours (two business days) and will be seen by a counsellor within five business days. Evening and weekend appointments are available.

#### **6. Will information be sent back to the university?**

No information will be sent to the university that could identify any individual employee seeking EAP services. Only general statistical information on the number of employees accessing the EAP will be sent to the university.

#### **7. How can I find out more about EAP services?**

You can contact either of the co-chairs of the university's EAP Advisory Committee. Eric Hart (Budgets and Audits) and Kjellrun Hestekin (School of Music).

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## **Reminder about health and dental age waiver forms**

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

- in full-time attendance at a recognized postsecondary educational institution;
- unmarried; and
- 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 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. For further information, please contact a benefits officer at 737-7406.

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## **Applications for Canada payroll savings plan now available**

The annual campaign for the Canada Payroll Savings Plan will be starting in early October. Information on how to participate in the payroll deduction plan has been sent to all departments. This year the minimum biweekly deduction has been reduced from \$10 to \$4.

If you wish to continue with your current deduction, you will not have to complete a new application. Applications will only be needed if you are a new participant or wish to change your current deduction. All applications must be returned to the Payroll Office by Oct. 27, 1998, to be processed by the Bank of Canada. The first deduction will take place on the payroll of Dec. 3, 1998.

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# Training

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(October 1998)

- Annual Employee Service Awards ceremony to be held in November
  - Performance management project continuing
  - Check out these sizzling sites
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## **Annual Employee Service Awards ceremony to be held in November**

The Annual Employee Service Awards ceremony will be held on Friday, Nov. 13, 1998, in the Mary Paton Hall, located in Hatcher House, starting at 3:30 p.m. Personal invitations are being extended to 171 employees, who are eligible to receive a special pin and certificate, as well as to their respective dean, director or department Head.

The ceremony will also include presentations to winners of the President's Award for Exemplary Service. This award was established in 1995 and, to date, 15 employees have been presented with a special certificate and cash award.

Award recipients are asked to note the change in location for this year's awards ceremony from the 5th floor of the Arts and Administration Building to Mary Paton Hall in Hatcher House.

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## **Performance management project continuing**

The performance management portion of the JEPAS project is continuing after a successful pilot within the Department of Facilities Management. Over the next year, the performance management process will be implemented across the university for staff employees.

Performance management will benefit the university and its staff in the following ways:

- employees will more clearly understand work expectations, and will give and receive regular feedback on progress toward the achievement of mutually established work and career objectives.
- work will be performed on a more planned basis, with clearer alignment between individual, unit, department, and university goals.
- performance needs and career interests will be more clearly identified and supported.
- formal opportunities for one-on-one discussions between staff and managers will be created.

The intent of performance management is to provide an opportunity for open and useful communication between employees and their supervisors, and to ensure that employees are equipped to meet the requirements of their jobs.

The project moves next to Grenfell College in Corner Brook, followed by implementation across the St. John's campus. For information about this project, contact either Dr. George Hickman, 737-4420, or Marilyn Thompson, 737-4627, in the Department of Human Resources.

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## Check out these sizzling sites

Are you giving an important presentation some time in the future? Bookmark these Web sites for valuable material as you plan what you are going to say and how you are going to say it.

**Alynn & Bacon Public Speaking Website** — [www.abacon.com/pubspeak](http://www.abacon.com/pubspeak) Here's a site that's loaded with useful information and links. Learn to assess your speech-making situation, analyse an audience, research a topic, organize and write a speech, and deliver a presentation. There are also notes from the instructor and interactive exercises to guide you.

**Bartlett's Familiar Quotations** — [www.columbia.edu/acis/bartleby/bartlett](http://www.columbia.edu/acis/bartleby/bartlett) Looking for a memorable quotation for your next presentation or speech? You can search for it by keyword or by author.

**Virtual Presentation Assistant** — [www.ukans.edu/cwis/units/coms2/vpa/vpa.htm](http://www.ukans.edu/cwis/units/coms2/vpa/vpa.htm) This helpful site is maintained by the Communication Studies Department at the University of Kansas. You'll find research resources, delivery tips, visual aids help, and links to public speaking sites.

# Career Scene

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(October 1998)

## ACADEMIC

### Appointments

Dr. Brian Veitch, Engineering and Applied Science, Petro-Canada/Terra Nova Project Junior Research Chair in Ocean Environmental Risk Engineering and assistant professor, July 1, 1998

Dr. Peter Pope, Anthropology, assistant professor, Sept. 1, 1998

Lawrence Bauer, Business Administration, assistant professor, Aug. 1, 1998

Dr. Gurpreet Dhillon, Business Administration, assistant professor, Jan. 1, 1999

Dr. Sridhar Samu, Business Administration, assistant professor, Aug. 1, 1998

Trudi Johnson, Education, assistant professor, Sept. 1, 1998

Dr. Alwell J. Oyet, Mathematics and Statistics, assistant professor, July 1, 1998

Dr. Yingwei Peng, Mathematics and Statistics, assistant professor, Sept. 1, 1998

Dr. David Pike, Mathematics and Statistics, assistant professor, Sept. 1, 1998

Dr. Nabil Shalabv, Mathematics and Statistics, assistant professor, Sept. 1, 1998

Dr. Gary Sneddon, Mathematics and Statistics, assistant professor, Jan. 1, 1999

Dr. Michael Hatcher, Medicine, assistant professor of medicine (emergency medicine), July 1, 1998

Dr. Sunny Johnson, Medicine, clinical assistant professor in the Discipline of Psychiatry, June 15, 1998

Dr. Catherine Popadiuk, Medicine, assistant professor of obstetrics and gynecology, July 1, 1998

Dr. Daryl Pullman, Medicine, associate professor (medical ethics), Aug. 1, 1998

Dr. Donald Tennent, Medicine, professor and chair of the Discipline of Obstetrics & Gynecology, July 1, 1998

Dr. Robert Williams, Medicine, clinical assistant professor in the Division of Community Health, June 15, 1998

Dr. Yagang Xie, Medicine, assistant professor in the Discipline of Laboratory Medicine, July 1, 1998

Dr. Andrew Kolb, Music, assistant professor, Sept. 1, 1998

Dr. William Driedzic, Ocean Sciences Centre, professor and director of Ocean Sciences Centre, Jan. 1, 1999

Dr. Linda Hensman, Pharmacy, associate professor, Sept. 1, 1998

Dr. Mathew White, Physical Education & Athletics, assistant professor, Aug. 1, 1998 (tentative date)

Christopher Dennis, Queen Elizabeth II Library, acting head of the Collections Development Division, Aug. 1, 1998

Colleen Field, Queen Elizabeth II Library, public services librarian, Centre for Newfoundland Studies, Sept. 1, 1998

Joan Ritcey, Queen Elizabeth II Library, head, Centre for Newfoundland Studies, Sept. 1, 1998

Dr. Don Roger Parkinson, Sir Wilfred Grenfell College, assistant professor in environmental science, Aug. 1, 1998

Dr. Ian Warkentin, Sir Wilfred Grenfell College, assistant professor in environmental science, Sept. 1, 1998

Helen Ball, Social Work, assistant professor, Jan. 1, 1999

Dr. Ken Barter, Social Work, associate professor and chair in child protection, Sept. 1, 1998

## **Term appointments**

Donna Ball, Business Administration, lecturer, Aug. 24, 1998

Lynn Morrissey, Business Administration, lecturer, Sept. 1, 1998

Dr. Yuanlin Li, Mathematics and Statistics, assistant professor, Sept. 1, 1998

Anna Szpilberg, Music, lecturer, Sept. 1, 1998

Elizabeth Hynes, Nursing, lecturer, Sept. 1, 1998

Marilyn Jacobs, Nursing, lecturer, Sept. 1, 1998

Claudine Morgan, Nursing, lecturer, Sept. 1, 1998

Karen Parsons, Nursing, lecturer, Sept. 1, 1998

Creina Twomey, Nursing, lecturer, Sept. 1, 1998

Laurene A. Rehman, Physical Education and Athletics, assistant professor, Sept. 1, 1998

Dr. David R. Brodbeck, Sir Wilfred Grenfell College, assistant professor, Sept. 1, 1998

Dr. Ricardo Carreras, Sir Wilfred Grenfell College, assistant professor, Sept. 1, 1998

Dr. Tony Fabijancic, Sir Wilfred Grenfell College, assistant professor of English, Sept. 1, 1998

Dr. James Gillespie, Sir Wilfred Grenfell College, assistant professor in visual arts, Sept. 1, 1998

Bruce Edward Harper, Sir Wilfred Grenfell College, lecturer in English, Sept. 1, 1998

Dr. Johanne Kristlanson, Sir Grenfell College, assistant professor in social science, Sept. 1, 1998

Richard MacLeod, Sir Wilfred Grenfell College, lecturer in science, Sept. 1, 1998

Stephanie McKenzie, Sir Wilfred Grenfell College, lecturer in English, Sept. 1, 1998

Dr. James Moreira, Sir Wilfred Grenfell College, assistant professor in social science, Sept. 1, 1998

Carol Nelson, Sir Wilfred Grenfell College, assistant professor (theatre), Sept. 1, 1998

Dr. Fatma Zohra Sai, Sir Wilfred Grenfell College, assistant professor in social science, Sept. 1, 1998

Paul Ripley, Sociology, lecturer, Sept. 1, 1998

## **Appointments — other**

Dr. Bruce Sheppard, Education, associate dean, Graduate Programs and Research, Sept. 1, 1998

Dr. Alice Collins, Labour Relations, associate director, June 15, 1998; acting director, faculty relations

Dr. Atef Mansour, Medicine, visiting professor in the Division of Basic Medical Sciences, June 15, 1998

Dr. Tom Scott, Medicine, assistant dean of undergraduate medical studies, June 15, 1998

Dr. Ray Thompson, Ocean Sciences Centre, acting director, Sept. 1, 1998

Dr. Michael Morrow, Physics and Physical Oceanography, head, Sept. 1, 1998

Dr. Daniel Stewart, Sir Wilfred Grenfell College, vice-principal, June 15, 1998

## **Tenures**

Sandra LeFort, Nursing, Sept. 1, 1998

Louise McGillis, Sir Wilfred Grenfell College, Sept. 1, 1998

## **Cross-Appointments**

Dr. R. Haedrich, Biology, to Ocean Sciences Centre, Sept. 1, 1998

Dr. R. Khan, Biology, to Ocean Sciences Centre, Sept. 1, 1998

Dr. N.J. Gogan, Chemistry, to Ocean Sciences Centre, Sept. 1, 1998

Dr. R. Helleur, Chemistry, to Ocean Sciences Centre, Sept. 1, 1998

Dr. Brenda Galway, Discipline of Medicine, to Discipline of Obstetrics and Gynecology, June 15, 1998

Dr. Brian Simmons, Discipline of Pediatrics, to Discipline of Obstetrics and Gynecology, June 15, 1998

Dr. Cheri Bethune, Medicine, to Counselling Centre, July 1, 1998

Dr. C. Parrish, Ocean Sciences Centre, to Chemistry, Sept. 1, 1998

Dr. Ray Penney, Psychology, to Counselling Centre, July 1, 1998

## **Promotions**

Dr. Glenn Rowe, Business Administration, associate professor, Sept. 1, 1998

Dr. John Robinson, Biochemistry, professor, Sept. 1, 1998

Dr. Miklos Bartha, Computer Science, professor, Sept. 1, 1998

Dr. Siwei Lu, Computer Science, professor, Sept. 1, 1998

Dr. Moire Wadleigh, Earth Sciences, associate professor, Sept. 1, 1998

Dr. Hong Wang, Mathematics & Statistics, associate professor, Sept. 1, 1998

Dr. Peter Bartlett, Medicine, clinical associate professor, Sept. 1, 1998

Dr. Cheri Bethune, Medicine, professor, Sept. 1, 1998

Dr. Benvon C. Cramer, Medicine, clinical professor, Sept. 1, 1998

Dr. David Parsons, Medicine, clinical assistant professor, Sept. 1, 1998

Dr. Jolanta Lagowski, Physics and Physical Oceanography, associate professor, Sept. 1, 1998

Dr. Michael Morrow, Physics and Physical Oceanography, professor, Sept. 1, 1998

Dr. John Whitehead, Physics and Physical Oceanography, professor, Sept. 1, 1998

Dr. Gerard Martin, Psychology, professor, Sept. 1, 1998

Dr. Anne Storey, Psychology, professor, Sept. 1, 1998

Leslie Sasaki, Sir Wilfred Grenfell College, associate professor, Sept. 1, 1998

## **Retirements**

Dr. Paul Ke, Biochemistry, Aug. 31, 1998

Dr. W. D. Machin, Chemistry, Aug. 31, 1998

Dr. Melvyn K. Lewis, Mathematics & Statistics, Sept. 2, 1998

Dr. Bow Revusky, Psychology, Sept. 11, 1998

Alphonsus Pittman, Sir Wilfred Grenfell College, July 17, 1998

## **ADMINISTRATIVE**

### **Appointments**

Trevor Avery, Ocean Sciences Centre, research computing specialist, July 14, 1998

### **Retirements**

Isaac Fifield, Facilities Management, vivarium custodian, July 31, 1998

# Human Resources

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(October 1998)

- Job Evaluation enters system maintenance
  - Coming soon...retirement planning seminars
  - Q & A about the job evaluation system
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## Job Evaluation enters system maintenance

For classification reviews received since June 15, 1997, Job Evaluation using the AIKEN Plan and the committee rating structure has replaced the traditional method of classification review for all employee groups, with the latest group being Campus Enforcement and Patrol. There are still a number of outstanding classification reviews received prior to the implementation of Job Evaluation, and these review requests will be processed under the previous classification system.

Currently there are 88 requests for classification review outstanding; 74 requests have been initiated by employees and 14 requests are management-initiated. Of these requests, further information is required for 61 and complete information has been obtained for 27. For the 27, where complete information has been received, interviews will be scheduled in the near future.

In addition to ongoing classification reviews, Job Fact Sheets are required from employees in classifications that were established since 1996. There are approximately 30 new classification titles. The Department of Human Resources has requested these Job Fact Sheets. As part of the system maintenance, the Department of Human Resources also assigns a tentative Band Level to new classifications for recruiting purposes. Once the incumbent is in the position for a reasonable time period (i.e. six months), he/she will be asked to complete a Job Fact Sheet for rating to determine the actual Band Level. If the position rates to a higher Band Level than initially determined, the salary of the incumbent is adjusted to reflect the new Band Level. A lower rating than initially assigned will remain unchanged until the position is vacated.

To provide a faster method for rating Job Fact Sheets, a rating schedule has been finalized for one-day rating sessions to be held bimonthly on every second Thursday.

The Department of Human Resources welcomes the following new rating members: Lorraine Jackson, Queen Elizabeth II Library; Alvin Kenny, General Student Services; Don Peach, Department of Facilities Management; Jerry Smith, Department of Technical Services. These members were trained in

February 1998 and will attend rating sessions monthly as part of the training. The department also expresses its appreciation to the volunteers serving on the rating committees and to each rater's respective dean, director and/or department head for supporting this worthwhile university initiative.

If you have any questions, please contact Mary Clarke, 737-4557 (e-mail [mclarke@morgan.ucs.mun.ca](mailto:mclarke@morgan.ucs.mun.ca)), or Colleen Walsh, 737-4568 (e-mail [colleenw@morgan.ucs.mun.ca](mailto:colleenw@morgan.ucs.mun.ca)).

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## **Coming soon . . . retirement planning seminars**

Again this fall and winter, the Department of Human Resources will offer a series of retirement planning seminars to raise employees' awareness about the necessity of planning for retirement and to provide general information to help in developing a realistic retirement plan. These seminars will involve a full day and will contain three segments:

- Memorial University Pension Plan Benefits and Post-retirement Group Insurance Coverage;
- Canada Pension Plan and Old Age Security Benefits;
- Financial Planning.

### **Eligibility**

When the retirement planning seminars were offered last fall and winter, invitations were extended to employees 54 and older, of whom 166 attended. This fall, the same opportunity will be offered to employees 50-53 (445 employees) and also those who were previously eligible but unable to attend. Employees who fall within these age groups will be personally invited. Spouses are welcome to attend.

We recognize the importance of retirement planning at an early age and our goal is to eventually make these seminars available to employees in younger age categories.

### **Scheduling**

Three sessions are planned this fall for the St. John's campus, beginning in October, and one session at the Sir Wilfred Grenfell College campus.

For further information on retirement planning seminars, please contact the Benefits and Pensions Office at 737-7406.

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# Questions and Answers about the job evaluation system

*Editor's note: The Job Evaluation System has now been accepted by all employee groups at Memorial University. The following series of questions and answers will help provide an overview of what the university has achieved and will achieve through such a system.*

## **1. What are the advantages of the new job evaluation system over the old classification system?**

The new job evaluation system is a gender-neutral method of evaluation that recognizes components of positions that were never considered before (e.g., time spent on the job to learn the job, physical and mental demands, working conditions). The new system allows more flexibility for movement to higher band levels, where a significant difference in the complexity of work, the initiative required, or another factor could result in the movement to a higher band level even though the classification title for your position is allocated to a lower band level. The decision-making process for classification review has been decentralized from Human Resources to the committee level and will result in a more efficient method for dealing with such requests.

## **2. Why did the university introduce a new job evaluation system?**

The classification system used at Memorial had its beginnings in the early 1970s and in subsequent years the university's environment has changed substantially. The university receives significant amounts of money in grant funding annually from the federal government and, as a federal contractor, the university must abide by the stipulations of the Federal Contractor's program in order to continue securing these grant funds. The Canadian Human Rights Act, which applies to the university because it is a federal contractor, states that it is a discriminatory practice for an employer to maintain differences in wages between male and female employees who are performing work of equal value.

## **3. I did not complete a Job Fact Sheet for rating in Phase II. Can I still submit a Job Fact Sheet?**

Yes, you can still submit a Job Fact Sheet. It should be noted that, where a Job Fact Sheet is received and subsequent rating supports an allocation to a higher band level, classification action will be taken effective the date of receipt of the Job Fact Sheet.

## **4. Does the amount of work people perform have an impact on the band level assigned to their position?**

No, volume of work is not considered. Job evaluation considers the duties and responsibilities assigned to a position regardless of whether you perform the task once or 10 times per day. Therefore, you may feel you are busier than someone in the same classification, but job evaluation is not designed to address

this issue.

If you have further questions about the Job Evaluations System, please contact Mary Clarke, Department of Human Resources, 737-4557.

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# Policies

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(October 1998)

## Avoiding sexual harassment in the workplace

Sexual harassment in the workplace has many adverse effects on the employer, employees and in a university setting, students. Sexual harassment is often misunderstood by society. The realm of what constitutes sexual harassment is wide and can vary from a verbal comment to physical touching.

Much of the confusion can be attributed to people's different cultures, values and beliefs. What one person may consider not offensive another may find it very offensive. Also, there are many different definitions of sexual harassment. Memorial University's Policy on Sexual Harassment defines sexual harassment as: *any unwelcome sexual advances, requests for sexual favours, unnecessary touching or patting, suggestive remarks or other verbal abuse, leering at a person's body, compromising invitations, physical assault and any other verbal or physical conduct of a sexual nature directed at an individual (by a person who knows or ought reasonably to know that such attention is unwanted).*

### Types of harassment

Sexual harassment has many forms. It can be categorized as non-verbal/non-contact, physical or verbal harassment. Some examples of non-verbal/non-contact sexual harassment include leering at a person, blocking a person's path, winking, or throwing kisses, and letters, e-mails, poster or gifts of a sexual nature sent to a person. Physical examples include such things as massaging a person's neck or shoulders, touching a person's hair clothing or body, or brushing up against a person. Asking personal questions about a person's social or sexual life, calling them babe, hunk or doll, making sexual comments about a person's clothing, body or looks, telling lies or spreading rumours about a person's sex life all are examples of verbal sexual harassment.

Sexual harassment, however, is not an occasional compliment or a mutual relationship. In any work environment there should be mutual respect and understanding. This social interaction is normal and expected, but it should remain on a professional level and not cross the line to sexual innuendo.

### What to do if you are harassed

If you think you are a victim of sexual harassment, it is important that you know your rights. Sexual harassment is a violation of human rights and Memorial's policy prohibits sexual harassment on campus.

Refer to Memorial's policy to review your options and/or contact the equity co-ordinator on campus to discuss your situation. You should not blame yourself. The harasser chose to harass; you did not choose to be harassed.

## **Take action**

Do not delay in taking action. If possible you should speak up at the time of the incident and make it clear that the behaviour is not welcomed and you want it to stop immediately.

Sometimes the harasser may not realize that the behaviour was offensive. However, some circumstances do not permit this type of confrontation for fear of retaliation. In this case, or if the behaviour does not stop, you should contact the equity co-ordinator. If you need to file a complaint under Memorial's policy, it must be done within 12 months of the incident.

You should also keep a record of all incidents and interaction you have with the alleged harasser. Document dates, times, places, witnesses, the nature of the harassment and what was said or done. As well, keep all letters, gifts, messages (both phone and e-mail) and letters received.

If you think you have been sexually harassed, the equity co-ordinator can help clarify what constitutes sexual harassment and outline the options that are available to you. Most complaints can be resolved through informal options. All inquiries are confidential and no action is taken without your consent.

## **What to do if you are accused of harassment**

If you are told by someone that your actions or comments are offensive, you should stop that behaviour immediately. Even though you may not have thought that your behaviour was offensive, you should try to understand the other person's point of view. Many times a person's culture, history or values may differ from yours and this should be respected.

As an alleged harasser, you should also be aware of Memorial's policy on sexual harassment. You should understand the process and your rights. You have the right to contact the equity co-ordinator for information. If you are a member of union, you should contact your shop steward for assistance. The goal is to put an end to the harassment and you can assist in this by co-operating at all stages of the process.

## **What can you do to prevent sexual harassment?**

To help end the problem of sexual harassment, you should be aware of how your own behaviour and attitude condones sexual harassment. Treat everyone in a respectful manner and do not laugh at harassing behaviour. You should object to any harassing behaviour that you may witness, even if it is not directed at you. Also, you should become an ally to someone who is being harassed.

Offer support to those who need it.

It is everyone's responsibility to put an end to workplace sexual harassment. A workplace free from harassment is effective and productive. For more information on sexual harassment, please contact Sandra Chaytor, equity coordinator at 737-2015 or e-mail [schaytor@morgan.ucs.mun.ca](mailto:schaytor@morgan.ucs.mun.ca).

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# Safety

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(October 1998)

- The roots of Fire Prevention Week
  - Safe storage helps prevent fires
  - How to get rid of hazardous waste
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## The roots of Fire Prevention Week

The history of Fire Prevention Week has its roots in the Great Chicago Fire, which occurred on October 9 1871. While the origin of this tragic fire has never been determined, there has been much speculation over how it began. One popular legend, which was recently disproven, by a Chicago historian, is that Mrs. O'Leary was milking her cow when the animal kicked over a lamp, setting the barn on fire and starting the spectacular blaze.

In the fifty years after its occurrence, the anniversary of the Great Chicago Fire was commemorated each year in different ways. And in 1922, Fire Prevention Week was observed on the Sunday through Saturday period in which October 9 falls.

This years Fire Prevention Week Theme is "**Fire Drills: The Great Escape!**" and Safety & Environmental Services will be conducting its usual fire safety training plus fire drills in all Campus buildings in the fall in accordance with National Fire Protection Codes. Remember to be fire safe year round.

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## Safe storage helps prevent fires

Safe storage of lawn mowers, trimmers, barbecues and similar fuel burning appliances at the end of the summer season will do much to reduce fire and personal injury risks in the home environment. Gasoline powered equipment should have fuel removed from the tank and stored in CSA approved safety containers away from sources of heat or ignition, preferably in outside buildings, such as a shed. You should be aware that it's the gas vapours that represent the fire hazard. Invisible vapours can travel considerable distances and if these vapours encounter an ignition source, such as an open flame, pilot lights or sparks, a flash back can occur to the fuel source with potentially explosive consequences.

Similarly, propane gas tanks for barbecues should be stored away from the main residence in a cool area away from potential ignition sources.

A little common sense and understanding of the hazards associated with flammable liquids and gases will go a long way in keeping you and your family safe, not only this fall and winter, but throughout the year. For more information on the safe handling and storage of flammable and combustible materials contact the Office of Safety and Environmental Services at 737-4393.

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## **How to get rid of hazardous waste**

The Multi-Materials Stewardship Board, in conjunction with the City of St. John's, the City of Mount Pearl, the Town of Paradise, and Newfoundland Power, have begun a three-year pilot project on the collection of household hazardous waste.

The scheduled pick-up days are:

- Oct. 3, St. John's (Municipal Depot, Blackmarsh Rd. and NewTel Parking Lot, Fort William Pl.)
- Oct. 4, Mt. Pearl (Municipal Depot, Clyde Ave.)
- Oct. 4, Paradise (Town Hall, Topsail Rd.)
- Nov. 7, St. John's
- Nov. 8, Mt. Pearl
- Dec. 5, St. John's

This program represents a great opportunity to dispose of hazardous material which may be accumulating around your home, such as antifreeze, car batteries, cleaning fluids, fuels, motor oil, paint, pesticides, herbicides, medications, propane tanks and solvents. These chemicals are harmful to the environment and should not be disposed of in the sewer system or in the landfill. To safely transport your hazardous waste to the pickup sites ensure the materials are in sealed, labeled containers and secured in the trunk of your car. Keep materials in the original container, where possible, and do not mix chemicals. Follow all safety precautions as suggested by the manufacturer when handling the materials. More information can be obtained by calling the Multi-Material Stewardship Board at 753-0948.

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# You'll be kept busy with fall gardening jobs

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(October 1993)

**Your weekend project: Plant a perfect flower bed**

**By Carl White**

**Botanical Garden**

## October

Lift and store tender corns and tubers of dahlias and gladiolus after the tops have been killed by frost. These should be left to dry on newspapers in a garage or basement for a couple of days. Brush the dried soil off and cut off any damaged parts with a sharp knife. Store in flats, covered with dry sawdust or wrapped in newspaper or hang in mesh bags. Place in a cool, dry, dark place that is not subjected to freezing.

## 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 3, 5 or 7 look better and more natural the 4, 6 or 8. Dig a hole in a sunny spot large 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 (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 about a foot tall. They will catch the snow, help protect the crowns and mark where the plant is next spring. 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 or burned. 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, like 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 mower's 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 3" 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 tea roses to 10".

### **Winter protection for shrubs**

Evergreens should be wrapped with burlap (not plastic) for some 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 'tepees' 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.

### **Evergreen boughs**

Placing of evergreen boughs (fir only, spruce lose their needles within days) is a tradition in many NF 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 such as heathers and dwarf rhododendrons.

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