

# STAFF NEWS

## Message from UWSA President

Greetings UW Staff! It's been fairly busy the last little while in the UWSA offices with new directors beginning their terms and other directors ending their terms. On that note, I would like to introduce you to your newest Directors:

- Annette Dietrich, Electrical & Computer Eng.
- Robert Bernard, Parking Services
- Jason Gorrie, Information Systems and Technology

Robert will be taking over as our new Treasurer and Jason takes over as Secretary.

As most of you are aware, the UWSA, with the help of Parking Services, Finance, and Human Resources, has brought the Grand River Transit (GRT) corporate bus pass to UW. With the number of parking spots on campus diminishing and the University's desire to become more green, this represents a step forward in promoting alternative measures to arrive at work while enabling UW employees to save some time and money. We had a very successful sign-up day with almost 60 employees purchasing passes. Those who still wish to sign-up can do so by going to Parking Services. The UWSA has a FAQ on our web site which can be downloaded by visiting <http://uwsa.uwaterloo.ca/2009/12/01/grt-corporate-bus-pass/>.

I am also very pleased to announce that UW Staff will be represented on the newly formed Amalgamated Daycare Board of Directors which is charged with overseeing the creation of the new daycare replacing the 3 existing daycares on campus – Paintin' Place, Hildegard Marsden and Klemmer House. Trevor Grove has been appointed as UWSA's representative on this committee. He brings with him years of experience as the founding Treasurer and Board member at the Hildegard Marsden facility, where he coordinated the building expansion and development of the preschool and summer programs.

May the new year bring you peace and prosperity.

Doug Dye, President  
UWSA Staff Association

## Meet UW's Staff Career Advisor: Liz Koblyk



Regular staff members at UW now have access to their own Career Advisor. Liz Koblyk comes to UW from McMaster, where she worked as the Alumni Career Coach with recent graduates on career planning, professional development, interview skills, as well as resume and cover letter preparation.

Liz offers the following services to staff:

- Internal and external job search planning
- Resume and cover letter critiques
- Interview skills and mock interviews
- Networking strategies
- Exploring professional development and further education options
- Identifying ways to strengthen candidacy for management roles
- Decision-making around career changes
- Planning future career development
- Personality and interest assessments
- Career and job search workshops (available for registration soon)

Appointments are free, confidential, and easily booked online through the Career Services webpage:

<http://www.careerservices.uwaterloo.ca/>. Her office is located in the Tatham Centre (TC 2231). Staff may book evening and lunch hour appointments if they prefer and, in the near future, Liz will be offering weekend appointment options.

Full- and part-time regular USG staff and Housekeepers/Janitors are eligible for career advising services. This position is funded by monies set aside by the Provost's Advisory Committee on Staff Compensation (PACSC) for the Staff Excellence Fund. Faculty and members of CUPE are not eligible. This career advising position will be funded for a two-year trial period.

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**UW's Staff Career Advisor** ...continued from page 1

Liz is also on [Twitter](#) and tweets very useful career links, resources, and online tools for those in search of career advice and information.

We welcome Liz to the University of Waterloo and encourage staff to consider how the services she offers can be helpful to a wide variety of career development challenges.

Gail Spencer,  
UWSA Executive Manager

**Contingent On Funding Positions to Get Coverage Under Section 7 and Appendix B of Policy 18: Staff Employment**

The UWSA has recently worked with UW to improve the benefits for employees that are in contingent on funding (CoF) positions.

Until now, positions that were CoF were not covered under section 7 and Appendix B of Policy 18: Staff Employment. Section 7 outlines the procedures when a unit undergoes "organizational change" and there is job loss as a result.

Effective immediately, an employee in a CoF position who has completed 10 years of UW service will gain the benefits listed in Section 7 and Appendix B of Policy 18: Provisions for Loss of Employment. Coverage will begin at the start of their 11th year.

This includes:

**Pay in lieu of notice.** UW will provide the staff member with pay in lieu of notice, based on the staff member's salary at the time of termination multiplied by the number of months notice entitlement (see Appendix B). In addition to this lump-sum payment, a staff member may be entitled to severance pay, as defined under the *Employment Standards Act*, as well as pay for outstanding vacation credits earned as of the date of termination.

**Working Notice.** A staff member will normally have the option of leaving immediately or working up to one month of the notice entitlement period. Heads may require an earlier termination date, but only with the approval of the Vice-President, Academic & Provost. Participation in pension, insured and vacation benefits must continue on the normal cost-sharing basis for the statutory notice period

required under the *Employment Standards Act*. In all cases, pay in lieu of notice will be based on the notice entitlement less any period of working notice.

**Retention of Internal Status.** The staff member will be eligible to apply for positions in UW. The period of eligibility, which commences with the date of the letter of termination, is notice entitlement (as outlined in Appendix B) plus six additional months. For example, a staff member with five years of continuous UW service would retain internal status for nine and one-half months; a staff member with 22 or more years of continuous service would retain internal status for 18 months.

**Reinstatement.** A staff member whose position has been eliminated as a result of organizational change will be offered her/his former position back should it be re-established within 12 months from the date of notice of termination.

Please see [Policy 18](#), Section 7, Appendix B for a complete list of provisions.

I would like to thank the members of the Staff Relations Committee (SRC) that worked so hard and for so long to make this possible. The work is not over, however, as the members of SRC realize that there is still room for improvement with the agreement and will be working diligently on this.

Douglas Dye,  
UWSA President

**Do you have a good idea?**

The **Special Initiatives Fund** was created in 2009 by the Provost's Advisory Committee on Staff Compensation (PACSC) and will be implemented for a two-year trial period. Each year these funds will be used to support projects that promote excellence through cooperation, collaboration and innovation, enhance staff morale, such as departmental or university-wide events, beautification projects, volunteer or community service initiatives, projects that enhance staff wellness, cultural, athletic or recreational events and outings, or any other undertaking that would enrich the working environment for staff.

Projects will be solicited from staff members and selected by the Staff Excellence Fund subcommittee of PACSC whose members are nominated by the UWSA.

The deadline for submissions is **March 31**. See the [Special Initiatives Fund](#) website for more information.

## UWSA UNDERGRADUATE AND GRADUATE AWARD RECIPIENTS FOR 2009

### Undergraduate Award winners

Each term, up to two awards, valued at \$500 each, are provided to deserving full- or part-time undergraduate students in a degree program at the University of Waterloo who have contributed to the University or the community through extracurricular or volunteer activities and who have a minimum overall average of 70%. To be eligible for consideration, a student must be a current member of the Staff Association or be the child, spouse, grandchild, or dependent of a current Staff Association member. Financial need may also be considered in the selection process. This award is sponsored by the UW Staff Association and the Education Credit Union.

The Staff Association Executive Committee congratulates the Student Award recipients from the past three terms:



#### Melanie Koso

Melanie is in year 4B. Her program is Arts and Business, Speech Communication, Human Resources Management and she is the daughter of Sandor Koso in Co-op Education.



#### Sidi Li

Sidi is in Term 4B. Her program is Biotechnology/ Economics and she is the daughter of Ju Guan in Health Studies and Gerontology.



#### Marko Skobo

Marko is in his 4th year. He is a student in Honours Economics and is the son of Ljiljana Skobo in Human Resources.

Congratulations to **Brock Benninger** and **Danika Fraser** who also received an Undergraduate Student Award.

### Graduate Award winner

Each term, the Staff Association is pleased to offer an award of \$500. to a graduate student. The award is provided to a full- or part-time graduate student in a degree program at the University of Waterloo. The student must be a member of the Staff Association or be the spouse, child, grandchild or dependent of a Staff Association member, have a good academic standing (minimum 70%), and if part-time, be taking a minimum of 2 courses. Financial need may also be considered in the selection process.

The UWSA Executive Committee congratulates **Kevin Hurley** for receiving the Graduate Student Award.

### Niagara Wine Tour

The UWSA will once again host the Niagara Region Wine Tour on Saturday May 29, 2010. The tour will stop at three wineries this year; [Niagara Teaching Winery](#), [Strewn Estate Winery](#) and [Pillitteri Estate Winery](#). The tour will include round trip transportation, entrance and wine tasting at three wineries, gourmet lunch at the Niagara Culinary Institute and an Ontario Cheese tasting at Pillitteri Estates.

Check out the registration information on the [UWSA website](#). Space is limited so book your spot early!



#### Chicopee Ski Tickets: \$22

Discounted lift tickets for Chicopee are on sale in the UWSA Office (DC 3603). They can also be purchased from Kelly Wilker-Draves x 37483 (NH 2027) or Sue Fraser x 32968 (BMH 1110). \$22 for a 4 hour lift ticket. Sales are by cash or cheque.

[www.discoverchicopee.com](http://www.discoverchicopee.com)

### Reminder: February 15, 2010

Deadline for Applications for the UWSA Undergraduate and Graduate Awards for Winter Term. Please call the UWSA office (x33566) or visit the [UWSA website](#) for an application.

## Your Vehicle and Winter

As winter settles in, your vehicle requires special attention to keep it running safely and smoothly. Here are some tips to help protect your vehicle and its passengers:

1. Have your tires checked for winter season traction. When driving in harsh conditions, all-season tires are not a good substitute for winter tires.
2. Change your oil and filter.
3. Check your coolant level. Make sure the mix between antifreeze and water is correct.
4. Cold weather is hard on batteries. Make sure your battery connections are tight, corrosion-free and that the cables aren't loose.
5. Always dress for the weather. If your car breaks down or you have an accident, you'll want to be warm. It's a good idea to keep a hat and an extra pair of gloves in your car.
6. Don't leave the car running in an enclosed area. And never leave your car idling in the driveway. Unattended idling vehicles are prime targets for car thieves and waste gas.
7. Before you leave your driveway or parking lot, make sure all vehicle windows are free of snow and ice to maximize your visibility. That means passenger windows too!
8. Make sure that you clear your tailpipe of snow.
9. Keep your fluids topped up and don't forget to carry extra windshield washer fluid.
10. Carry an emergency kit in your vehicle, including a shovel, winter gloves, blanket, candles and matches.
11. Use caution when jump-starting a car and follow the instructions provided by your cable kit, and vehicle manufacturer.
12. Do not drive in stormy conditions unless it is absolutely necessary. Slippery roads, reduced visibility and high winds significantly increase the risk of traffic accidents. If you must drive, take your time and leave extra space between you and the car in front of you.

Courtesy of Johnson Inc.

For further information please contact your local broker/agent or Johnson at 1-800-563-0677

## Call for Staff Enhancement Grant (SEG) applications due: February 1, 2010

Have you ever:

- Built a house in El Salvador?
- Participated in an archaeological dig in Poland?
- Officiated at a World Championship event in Germany?
- Taught music in a Rwandan classroom?

These life changing experiences are all things UW staff members have done, and the Staff Enhancement Grant (SEG) has helped. The SEG was established to help UW staff members cover the costs associated with courses (excluding tuition), or pursuit of other experiences undertaken for an individual's personal or professional development. The Staff Association reviews applications and recommends recipients for a Staff Enhancement Grant on behalf of the University of Waterloo. The terms of reference state that applications will be judged on the basis of the overall merit of the objectives, activities, benefits to the individual, and UW. All staff in the University Support group (as defined in UW's Policy 54) are eligible to apply for a SEG. Preference will be given to individuals who have not received the grant previously. The amount of each grant is up to \$500.

Please see the UWSA website for the Terms of Reference and an application form for this grant:  
<http://uwsa.uwaterloo.ca/services/awards/>

Following the February 1st deadline, the following application dates for 2010 are June 1 and October 1.

Gail Spencer,  
UWSA Executive Manager

## Staff Service Recognition Dinner

On November 12, 2009 a very successful Staff Service Recognition Dinner was held for UW staff with service to UW reaching the 5, 10, 15, 20, 30, 40 and 45 year milestones. The dinner was held in the South Campus Hall, Festival Room and each staff member received a \$100 award. President David Johnston and Vice President, Academic and Provost, Feridun Hamdullahpur attended the function. Funds were allocated for this program from the Staff Excellence Fund and it will run for a full five year trial period to allow all staff the opportunity to be recognized.

This recognition is independent of the 25 and 35 year club celebrations which also include an annual dinner.

## FALL AND WINTER SOCIAL EVENTS

### 6<sup>th</sup> Annual UWSA Shopping Trip to Erie, PN

November 6-8, 2009

Forty-five staff members and family/friends joined us for this trip. It was the first time that the UWSA arranged their own trip without using a professional tour organization. From the 36 reviews received from the group, comments indicated that it was the best trip ever; from the hotel to the planned itinerary, everything went off perfectly.

We have booked next year's trip for the weekend of November 11-14, 2010 once again to Erie, PN. Stay tuned for the announcement as we will only be taking one bus.

The hosts/organizers for this event were Peggy Day and Sue Fraser.

### Winterfest 2009

December 13, 2009

This event was a lot of fun thanks to the hard work of organizer Joanne Voisin. Over 300 people and their families attended this event which included ice skating, crafts and face painting. Of course one of the main attractions for the children was receiving presents from Santa.

Thank you to all those elves who volunteered their time to assist Jo with this event.



### 16<sup>th</sup> Annual UWSA Craft Sale

November 26 and 27, 2009

Once again this event was a big success! Ten percent of sales and the raffle amounted to \$1313.10 to be equally divided between the UW Senate Scholarship Fund (University-wide) and the UW Staff Association Student Awards.

Thank you to everyone who assisted with this event and also to the staff and departments who donated items for the raffle.

The organizers for this event were Sue Fraser and Kelly Wilker-Draves.



Winterfest (above): The creative face painting was done by Nancy Pariag from the Registrar's Office.

Winterfest (left): Nancy Poole's grandchildren (left-right: Ben & Yvonne Hughes, Emily & Evan Poole) visit with Santa (John Askin). Nancy works in Health Studies & Gerontology.

**Arriving soon!**  
**Look for your new UWSA Brochure with your 2010 membership card.**

**CONGRATULATIONS TO THE FOLLOWING STAFF WHO WERE HIRED OR PROMOTED**

**September to December 2009**

**New Hires**

**Bryan Ashby**, Centre for Sight Enhancement  
**Diane Brittain**, Health Services  
**Orion Bruckman**, Electrical & Computer Engineering  
**Katherine Busse**, Systems Design Engineering  
**Emma Courlander**, Spanish & Latin American Studies  
**Caitlin Daley**, Engineering Undergrad Office  
**Monica Dey**, Institute for Quantum Computing  
**Tina Dong**, Office of Research  
**Candice Hildebrandt**, Campus Bar Operations  
**Tracy Hilpert**, School of Accounting & Finance  
**Janet Janes**, Office of Research  
**Karl Janzen**, Engineering Machine Shop  
**Matt Justice**, Distance & Continuing Education  
**Liz Koblyk**, Co-op Education & Career Services  
**Sukhvinder Veena Kaur**, Counselling Services  
**Michael Kuntz**, Dean of Engineering Office  
**Mike Lackner**, Mapping, Analysis & Design  
**Soraya Marinho**, Registrar's Office – SAFA  
**Sarah Martin**, Library  
**Sharon McConnell**, Statistics & Actuarial Science  
**Sheila McConnell**, Computer Science  
**Nizar Messaoudi**, Electrical & Computer Engineering  
**Samar Mohamed**, Centre for Teaching Excellence  
**Michael Punter**, Registrar's Office  
**Cheryl Rose**, Arts-Social Innovation Generation  
**Deema Saleh**, Engineering Undergrad Office  
**Kirstie Slaney**, Dean's Office, Environment  
**Susan Stewart**, Co-op Education & Career Services  
**Michael Tennant**, Co-op Education & Career Services  
**Christina Treusch**, Graduate Studies Office  
**Rebecca Wickens**, Secretariat  
**Bruce Wolff**, Biology

**Promotions & Transfers**

**Marianne Appleby**, Psychology - ITC Labs  
**Jeannie Bairos**, Computer Science  
**Jennifer Basler**, Co-op Education & Career Services  
**Jason Benninger**, Mechanical & Mechatronics Eng  
**Gordon Boerke**, School of Computer Science - CSCF  
**Dawn Cheng**, Applied Health Sciences  
**Kristen Deckert**, Systems Design Engineering  
**Elizabeth Doede**, Information Systems & Technology  
**Breean Doom**, Electrical & Computer Engineering  
**Brian Forler**, Central Stores  
**Jennifer Keir**, Information Systems & Technology  
**Raymond Logan**, UW Police Services  
**Kathleen McSpurren**, Survey Research Centre  
**Thiam Phouthonephackdy**, Office of Research  
**Tim Price**, Retail Services  
**Roger Sanderson**, Electrical & Computer Engineering  
**Yanling Sun**, Finance  
**Cathy Taylor**, Co-op Education & Career Services  
**Mandy Wetherup**, Library  
**Jonathan Woodcock**, Dean of Engineering  
**Hong Zheng**, Information Systems & Technology

**Current UWSA Executive Committee**

President: [Doug Dye](#), Safety Office, Ext. 35613  
Past-President: [Jesse Rodgers](#), VeloCity, Ext. 33874  
Treasurer: [Robert Bernard](#), Parking Services, Ext. 35429  
Secretary: [Jason Gorrie](#), IST, Ext. 37842  
Director: [Marta Bailey](#), Graduate Studies Office, Ext. 32845  
Director: [Chantel Franklin](#), Alumni Affairs Ext. 36225  
Director: [Annette Dietrich](#), ECE, Ext. 38231  
Director: [Darlene Ryan](#), International Student Office,  
Ext. 32814  
UWSA Executive Manager: [Gail Spencer](#), Ext. 38668  
UWSA Office Manager: [Darlene Garside](#), Ext. 33566

**The Optometry Primary Care Clinic** offers UW Staff a 25% discount on the professional dispensing fees for lenses. Frames are sold at cost. Eye exams are \$75 for people 20-64 years of age. Exams for people up to and including 19 years of age (and 65+) are covered by OHIP (one exam every 12 months). For appointments call, 519-888-4062.

There is also a full service paediatric and special needs clinic: <http://www.optometry.uwaterloo.ca/clinic/paediat.html>

If you have been considering trying contact lenses or need a contact lens check up, there is a contact lens clinic:

<http://www.optometry.uwaterloo.ca/clinic/cl.html>