

STAFF NEWS

Message from UWSA President

The Fall term is upon us and I hope that everyone has enjoyed the summer, even if it has been the coolest one in recent memory.

Earlier this summer, the Staff Association Executive had the pleasure of hosting a Thank You luncheon for all UWSA staff volunteers. These volunteers represent staff on various UW and UWSA committees. Thank you once again to our volunteers for the contribution of your valuable time.

The Staff Relations Committee (SRC) has formed a sub-committee that is currently reviewing Policy 18: Staff Employment. I would like to hear from staff if they have any comments or ideas about how to improve it. Please email me at ddye@uwaterloo.ca if you have any input.

The Staff Association is currently in negotiations with UW administration, Parking Services and the GRT to bring the corporate bus pass to UW. This is an excellent opportunity for Staff and Faculty at UW to save money and time. The corporate pass would save bus riders \$9 a month and would also save the time and hassle of lining up at the downtown or Ainslie Street terminals as payment would be set up as a pay-roll deduction. Look for an announcement towards the end of September as we are hoping to have the corporate pass available beginning the month of October.

Finally, there are three UWSA Executive Director positions becoming available. One position is vacant from a previous resignation and the other vacancies are two year terms coming to an end. I would like to thank Trevor Grove and Dawn McCutcheon for their outstanding work as Secretary and Treasurer respectively. The Staff Association works because of the efforts of volunteers like them. Please take the time to consider running for one of these positions that are open in the October election. If you have questions about the duties of an Executive Director, please feel free to contact me.

Cheers,

Doug Dye,
UWSA President

PACSC Report: Staff Excellence Fund

The recent Staff Excellence Fund memo was the work of dedicated people who care about the University of Waterloo and who realize that staff make UW a truly great place to work. Discussions about this fund were in progress well before I joined the Provost Advisory Committee on Staff Compensation (PACSC) in November 2008. Personally, I'm proud and pleased that as a committee, we came up with so many amazing opportunities to make UW an even better place to work!

The Staff Recognition Fund began in 2004 with an allotment of \$250,000 per year to reward excellence in staff members and to enrich the university working environment. The original program was discontinued in January 2008 in response to significant negative feedback. Since then, UW staff members were invited to submit suggestions for a new program.

Over the last year, PACSC vetted the recommendations that were submitted by the university community using the basic principles developed to guide use of the fund:

1. The program should enhance the working environment for all staff, either individually or as a group.
2. The program should promote excellence through cooperation, collaboration and innovation, resulting in effective client service to students, staff, faculty, alumni and the university.
3. The mechanism for distribution of the fund must be transparent and fair.
4. The equity of the program will be measured by access (i.e., some staff members may choose not to use the program, but all should have the opportunity to use it if they desire).

...continued on page 5

**NOTICE:
ANNUAL GENERAL MEETING OF THE
STAFF ASSOCIATION**

Thursday October 29, 2009 DC 1302 9 a.m. - 10 a.m.
Refreshments at 8:30 a.m.

OCTOBER ELECTION



Life as a UWSA Director

With this year's UWSA elections approaching, I'm reminded that the first year of my two year term as a director is almost up – I can't believe it's gone so fast!

A year ago when election details circulated I was a bit hesitant to run for a position on the UWSA. There were lots of reasons that I could

come up with as to why I shouldn't. For example: I was too busy and didn't want to stretch myself thin, and I was applying for a secondment opportunity and didn't want the stress of starting a new job while fulfilling the duties of an executive role. Almost a year later, I'm glad I didn't let those reasons dissuade me.

In my director role I am a member of the university-level Staff Relations Committee (SRC) and the UWSA Communications and Membership Sub-Committee. I'm also the chair of the UWSA Pension, Benefits & Compensation Sub-Committee. Professionally, my time on these committees has helped me learn so much information about the university and its policies and procedures. Personally, I've gained valuable communication and interpersonal skills, and have had the pleasure of getting to know my very talented UW colleagues who act as staff representatives on various university-level committees, make up the UWSA executive, and represent their departments at our monthly staff rep committee meetings.

It is a lot of work, and can often be quite challenging - but you get out of it what you put in. For directors, the university allocates an average of one person-day day per month (two if you take on the role of secretary or treasurer) from your regular duties to complete UWSA work, but you do often have to volunteer some of your personal time to get the job done. For me, the reward of having this opportunity to represent you makes it worth the effort.

This election we have three director positions open. I'm looking forward to my second year, and I hope that you will join me.

If you have any questions about being a UWSA director, I would be happy to answer them. Please don't hesitate to contact me.

Chantel Franklin,
UWSA Director, Ext. 37799
ckfrankl@uwaterloo.ca

Call for Nominations

The current term of office for **three** members of the UWSA Executive is coming to an end as of the next Annual General Meeting, October 29, 2009.

You can make a difference! You play a vital role in the UW community and you can help to define and shape that role by serving on the UW Staff Association's Executive Committee (SAEC). UW is one of Canada's leading universities, and you can help to make it better. With your enthusiasm and commitment, the UWSA can advocate on behalf of staff, address issues and concerns and improve our workplace.

Please consider becoming a candidate for one of the Executive positions or nominating a fellow staff member. As UW adapts and evolves in a changing world, the SA needs a strong voice to ensure that our perspective is clearly presented as we advocate for staff on topics like salaries and benefits, and help to shape University policies and procedures that govern staff working environments.

As an SA Executive Member, you represent not only UWSA members, but all University Support Staff. You will have the opportunity to play an important and vital role on one or more University-wide committees:

Provost's Advisory Committee on Staff Compensation (PACSC)

The committee meets regularly to discuss issues regarding University Support Staff compensation and other related issues. For example, it is responsible for negotiating salary increases for USG staff. Last year PACSC achieved a significant improvement to vacation entitlement for staff.

Staff Relations Committee (SRC)

The committee meets regularly to discuss any matters of concern with respect to staff—University relations or staff working conditions. SRC's mandate includes revising policies affecting staff. This year, the UWSA Executive is working through SRC to implement a major revision to Policy i8, the Staff Employment policy.

The UWSA has its own committees independent of the University-wide committees. As an Executive Committee member you can participate and direct the activities of these committees. For example, the **UWSA Members' Advisory Committee** provides a confidential service to all who are experiencing a work-related problem. Since the creation of the Executive Manager role, UWSA has handled an average of two cases per month, some of which have resulted in formal Dispute Resolution Tribunal hearings.

...continued on page 3

NOTES FOR SEPTEMBER

Dust off that Performance Appraisal

Unless you and your supervisor sit down for a mid-year performance review, your annual performance appraisal may be far from your mind at this time of year. However, now is the time to give it some serious consideration. What were those “mutually agreed upon goals and objectives” you signed off on? By reviewing those now, you can confirm your progress or make some changes to get back on track. Your supervisor should be continuing to provide any necessary resources and opportunities that were agreed upon to enable you to attain your goals and excel at your job. By taking action now, March of 2010 may be less stressful, and you will likely feel more confident going into the performance appraisal discussion.

Gail Spencer,
UWSA Executive Manager

Taxation changes to tuition benefit for children

The Canada Revenue Agency (CRA) recently announced that they have revised their position on employer-provided scholarships, bursaries and free tuition for an employee’s family member. Effective from the 2007 tax year, the tuition reduction granted to children of UW faculty and staff is no longer a taxable benefit to the employee, but rather a taxable benefit for the child receiving the benefit (issued on a T4A).

In the near future, we can expect an announcement from human resources outlining the steps that will be taken to process corrections for affected employees and students. This change from the CRA will also require a revision to UW Policy 24, Tuition Benefit for Children of Faculty and Staff (<http://www.adm.uwaterloo.ca/infosec/Policies/policy24.htm>). For more details, visit the CRA website: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/dctn/ttn-eng.html>.

This fall, the UWSA’s Pension, Benefits and Compensation Sub-Committee is also due for a term meeting. I’ll be setting a meeting date in the next few weeks, and will send out an announcement. In the meantime, I look forward to hearing from you if there are any topics or updates in particular you’d like to see on the agenda.

Chantel Franklin,
UWSA Director, Ext. 37799
ckfrankl@uwaterloo.ca

Call for Nominations

...continued from page 2

Release time from your regular staffing duties: staff that serve as SAEC members are granted the time spent in participating on University-level committee meetings such as PACSC and SRC. Additionally, UW grants the President four days per month, the Past-President three days per month, and the Secretary and Treasurer two days per month of release time.

Nominations are open until September 21, 2009. The Nomination form is at:

<https://sharepoint.uwaterloo.ca/sites/UWSA/documents/shared/SAECNominationForm2009.pdf>

You will need UW "WatIAM" credentials to access this site. If you have access problems, please contact me at the address below. Paper copies of the Call for Nominations will be available at the UWSA office DC 3603.

Trevor Grove,
UWSA Director, Ext. 34679
trg@uwaterloo.ca

5th Annual UWSA Shopping Weekend November 6-8, 2009

Erie, Pennsylvania

Mark your calendar for the 5th annual pilgrimage to Erie, PA for “Retail Therapy 101”. The deadline for registering with full payment is Friday, September 25, 2009 for all the faithful shoppers who need a “fix”. This year, we will be staying at the Holiday Inn Express in Erie, PN. Visiting Grove City on Friday, several venues in Erie on the Saturday and heading to Walden Galleria in Buffalo, NY on the Sunday. Please click on the [Information & Registration Form](#) or go to the UWSA website.

Upcoming UWSA Events:

16th Annual UWSA Craft Show/Sale

Thursday, November 26 and Friday, November 27, 2009.
DC 1301

UWSA Winterfest Family Skating Party

Sunday, December 13, 2009 – 1:00-3:00 p.m.
Columbia Icefields

STAFF ENHANCEMENT GRANT HELPS STAFF MEMBER VOLUNTEER IN RWANDA

When you think of Rwanda what comes to mind? Within 100 days in 1994 one million people were slaughtered. Rivers that now flow freely were once filled with discarded bodies. It was a dark place. It doesn't seem possible says Carol Treitz, a UW staff member who visited Rwanda this past July, that such a lush, green place could have been the site of such horror. It is a country full of such dichotomies. A farmer will be working the field with nothing more than a primitive hoe and a crew of workers across the road will be digging a ditch to lay fibre optic cable.

Rwanda has been moving on. In fact, "steamrolling into the 21st century", Carol says. It is difficult to describe the country's place in the world now, without the context of its past.



Rwandan countryside

Prior to her employment at the University of Waterloo, which began in 2005, Carol made her living as a professional musician. When the opportunity arose to help with the new Creative Performance requirements of the Rwandan curriculum, she jumped at the chance. Carol's sister, a retired school teacher from the KW area, is the principal of Nu-Vision High School in Kigali, Rwanda. Finding teachers for core subjects was hard enough and music instruction presented a special challenge. In 1994 all but two schools in the country were destroyed, teachers were killed or they fled. No libraries, universities or other resources remained to train teachers. This resulted in a generation of children (many orphaned) who could not go to school. It is also why Carol's Rwandan students are identified by grade more so

than age. You might find a 20 year old in grade seven; however, Carol says they are a motivated and attentive bunch who soak up information like sponges.



Carol Treitz (left) and her sister Cathy

She describes the people there as "filled with music". Out of 160 students in the school, 60-70 participated in the music program. Carol's focus was on teaching vocals; however, she had the opportunity to incorporate instrumentals as she had brought a huge suitcase full of rhythm instruments donated by friends and co-workers. The student's demonstrated their talent by creating their own harmonies to pieces Carol taught them, before she had the chance to teach them any of her own. Other subjects have their challenges, as teaching and learning in English has been an obstacle to overcome; however, Carol says, "music



Students at Nu-Vision High School

they get". It's universal. In Rwanda, it is common to hear people singing as they work and go about their daily lives.

This is Nu-Vision's second year in existence. The school was built by a Canadian couple, both born in Rwanda, but attending Lakehead University during the atrocities of 1994. Their goal is to improve the welfare of the youth, a unique challenge given the country's recent history. Students at the school are either orphans due to the genocide, or they have been born to its victims.



Nu-Vision High School, Kigali, Rwanda

At the end of her two weeks of teaching, Carol's students performed at the final assembly of the term. Their performance included some Canadian content but also spirituals with student accompaniment on instruments. For these students, music is a special way to connect with others and inspire hope as they move toward a new future.

Please see the Staff Association website for more information on how to apply for a Staff Enhancement Grant.

Gail Spencer, UWSA Executive Manager

PACSC Report: Staff Excellence Fund

...continued from page 1

The current recommendations will be available to UW staff for a trial period of two years, with the exception of the staff service recognition program, which will run for a full five year period to allow all staff an opportunity to be recognized. After the two year trial period, PACSC will review the current fund allocations to determine their success.

The service provided by a career advisor for UW staff will be explicitly oriented towards improving career prospects within the university. Currently, UW staff do

not have access to a career advisor. Access is restricted to UW students and UW alumni. The incumbent in this role will assist UW staff (at all USG levels) to prepare and/or hone their resumes, provide confidential, expert assistance in establishing a career path, and determine what professional development resources are available.

While Organizational & Human Development (OHD) does a wonderful job organizing the staff conference with their existing resources, additional funds will provide significant enhancement by attracting more prominent (and often more expensive) speakers and allow OHD the possibility of offering supplemental event(s) for staff members whose schedules cannot accommodate the annual OHD staff conference.

The Service Recognition Award, recognizing staff milestones, is a way for the UW community to gather each year to celebrate the accomplishments of our fellow co-workers. It is also a small token of thanks for the hard work that makes UW the amazing place of employment that it is.

The Special Initiatives Fund is a means to encourage individuals, departments and faculties to be creative and think outside the box. It allows staff an opportunity to pursue projects that they may otherwise not consider without the financial resources available through this fund. Details will be made available to staff when more decisions have been finalized about the process of distributing these funds.

The contribution towards establishing an outstanding childcare facility on campus came from the accumulated funds in the fiscal year when the Staff Excellence Fund was not used. Presently, there are three daycare facilities on campus, all in dire need of upgrading. This one-time contribution will assist in amalgamating the current three daycares into one new, larger facility. This is an excellent opportunity to support the leaders of tomorrow in creating a nurturing and supportive environment. It also allows UW to continue fostering a 'family friendly' culture by allowing on-site daycare facilities to our staff.

UW is a great place to work. The Staff Excellence Fund is yet another example of UW's way of ensuring that staff have opportunities that allow them to strive for excellence.

Marta Bailey, UWSA Director
Member of PACSC

SOCIAL COMMITTEE EVENTS OF THE RECENT PAST

Golf Tournament

The first annual UWSA Golf Social was held on July 14th at Conestoga Golf Club with approximately 50 golfers participating. We ordered great weather for the day, which made this event a truly great success! The Golf Social could not have taken place without the assistance of fabulous volunteers: Jenniffer Fleet, Darlene Garside, Louise Porter, and Kelly Wilker-Draves. Thanks also to Jeff Pearce, our Johnson Insurance representative, for sponsoring the tournament and contributing to so many excellent prizes.

Marta Bailey, UWSA Social Committee Chair



Off we go! Golfers head out to tee-off

Niagara Wine Tour

On May 23rd, 2009 Jennifer Fleet and Kelly Wilker-Draves took 46 guests on a Wine Tour of four of Niagara's well-known Wineries. We started the day at Kittling Ridge Estate Wines & Spirits. Kittling Ridge was one of the major stops the Staff Association Wine Tour did many years ago. Kittling Ridge is also the only winery and distillery in the area. We then headed off to Puddicombe Estates which has also been one of the many stops in the past along with Kittling. Puddicombe is known for its train ride through the vineyards. We also had a delightful lunch at Puddicombe along with enjoying some wine tasting. We then left the area and toured two new wineries in the

region. The first one was Rosewood Estates Winery and Meadery. Rosewood is known for producing honey wines or Meads. The second stop was Angels Gate Winery. Angels Gate Winery uses traditional winemaking techniques combined with new world technologies. Both of these new wineries were an added touch to end our tour. Everyone had a relaxing and enjoyable time with both the older and the newer wineries.

We hope to see you all again next year for the next tour.
Jen and Kelly



2009 Niagara Wine Tour participants

CONGRATULATIONS TO THE FOLLOWING STAFF WHO WERE HIRED OR PROMOTED

Spring and Summer 2009

New Hires

Anissa Anniss, Statistics & Actuarial Science
Carrie Baumken, English Language Proficiency Program
Cathy Lac-Brisley, Co-op Education & Career Services
Robin Burkhalter, Population Health Research Group
Andrea Charette, Dean of Arts Office
Blair Clarence, Institutional Analysis & Planning
Karen Cole, Dean of Math -CEMC
Brandi Gillett Woods, Arts Advancement
Adam Glover, Fine Arts
Brian Goddard, Institute Quantum Computing
Stacey Hamilton, Athletics & Recreational Services
Nicole Holzapfel, Germanic & Slavic Studies
Sara Houston, Recreation and Leisure Studies
Ross Johnston, Co-op Education & Career Services
Amilyn Kebez, Registrar
Jessica Lang, Housing & Residences
Cathy May, Information Systems & Technology
Katy McEwen, Psychology
Kelly Millar, Arts Undergraduate Office
Rick Nixon, Fine Arts
Janet Passmore, Associate Provost, Human Resources
Joe Petrik, School of Pharmacy
Wendy Philpott, Arts Graduate & Research Office
Alexander Piticco, Housing and Residences
Pawel Pomorski, Physics & Astronomy
Heather Roshon, Biology
Dwight Schmidt, Co-op Education & Career Services

Christine Stapleton, Athletics & Rec Services
Erin Smith, CBRPE
Gregory Smith, Housing & Residences
Jackie Thibert, Kinesiology - AHS
Dana Zummach, CBRPE

Promotions & Transfers

Dianne Bader, Co-op Education & Career Services
Marta Bailey, Graduate Studies Office
Andrew Brunet, Engineering PD Eng
Trevor Clews, Graduate Studies Office
Jennifer Connolly, Finance
Robert Donkers, Chemistry
Erin Gillespie, ODAA
Eva Grabinski, Information Systems & Technology
Anne Grant, Dean's Office, Faculty of Environment
Jason Greatrex, Information Systems & Technology
Trevor Grove, Computer Science - CSCF
Robert Hicks, IST
Miriam Kominar, Faculty Association
Alice Law, Registrar
Nadeem Lawji, Library
Jennifer Lehman, Economics
Bruce Maier, Parking Services
Alexander McCulloch, Library
Karen Robertson, Dean's Office, Faculty of Environment
Tony Salvador, CECS
Adam Steeves, Athletics & Recreational Services
Stefaniada Voichita, Library

Current UWSA Executive Committee

President: [Doug Dye](#), Safety Office, COM 108B, Ext. 35613
Past-President: [Jesse Rodgers](#), Minota Hagey Residence, IST, MHR 335, Ext. 33874
Treasurer: [Dawn McCutcheon](#), Health Studies & Gerontology, BMH 2106, Ext. 32921
Secretary: [Trevor Grove](#), Computer Science (CSCF), DC 2554B, Ext. 34679
Director: [Marta Bailey](#), Grad Studies Office, NH 2222, Ext. 32845
Director: [Chantel Franklin](#), Dean of Engineering Office, CPH 4305, Ext. 37799
Director: [Darlene Ryan](#), International Student Office, NH 1117, Ext. 32814
UWSA Executive Manager: [Gail Spencer](#), Davis Centre 3608, Ext. 38668
UWSA Office Manager: [Darlene Garside](#), Davis Centre 3603, Ext. 33566

Did you know?

Graphics will take your photo!
If you need passport, visa or immigration photos, you can go to Campus Copy Math (MC 2018, ext. 35997). No appointment is necessary and it takes only 20 minutes. The cost is \$17.00 for a colour set of 4 prints. Hours are 8:00 am to 5:00 pm.