

Good morning, USC!

Here are your updates for the week of January 21-25, 2019

Important Dates

Jan 21	Wellness Pledge Submission Due
Jan 22	Town Hall
Jan 25	Next HR Orientation Session
Jan 26	Charity Ball
Jan 29	January Birthday Celebration
Jan 29	Knitting Class
Feb 3	Superbowl Sunday @ The Wave

General Updates

USC Phone List: The USC phone list has been updated [here](#), and is posted to the Hub!

Charity Ball: Your USC Executives would love to see you support and attend Charity Ball, Saturday Jan. 26th at the London Convention Centre. Tickets can be purchased individually or in a bundle (groups of 10 automatically have a reserved table).

<https://www.eventbrite.ca/e/charity-ball-2019-tickets-52414567382>

Superbowl Sunday: Join us Feb. 3 at The Wave for the biggest Super Bowl party and buffet in the city! All-you-can-eat wings, pizza, nacho cheese fountain, and more. Only \$15+ applicable fees when you buy online or \$20 at the door. Get tickets here:

<https://wave-superbowl.eventbrite.ca/>

We're giving away loads of prizes including a 50" TV, a PS4, team jerseys and tons of swag! Good food, big screens, great sport #SuperBowlLIII

Social Committee: If anyone is interested in being involved with the Social Committee, please contact Tanee. There are usually a couple of meetings per year to brainstorm for upcoming staff events, and we take turns providing snacks for the birthday celebrations. (Hint- if you want an ice cream cake for your birthday month, just volunteer and you can make that happen!) If you are already on the committee and wish to continue, please confirm with Tanee so that we continue to include you in emails that go out.

We are also looking for ideas for events and activities for Reading Week and beyond. Here is the opportunity for anyone and everyone to put forth some suggestions. Let us know what you would like to see or do in the future and we will include them in committee discussions! Maybe you've heard a great speaker, or know of a great little place with amazing food or really want to try axe throwing. We want to know!

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

HR Orientation Sessions: The dates for the first part of next year have been booked:

January 25th	April 26th
March 1st	May 31st
March 29th	June 28th

These dates have also been posted on the Staff Hub calendar. All sessions will be held in Room 369 at 2:00 p.m. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

Enviroprogram:

Getting in touch with your greener side just got a little easier! Whether it's converting to reusable water bottles, switching off your computer at night, or adding some living plants to your space, going green in the office is often a simple matter of changing habits. Western's Green Office Program has helped us identify areas of improvement, which we will be tracking our progress on and celebrating achievements about until the end of the semester! Please keep an eye on the IC each week to see a new tip about environmental sustainability.

**TIP:

Energy Star

ENERGY STAR is the international symbol of premium energy efficiency. Products that display the ENERGY STAR symbol have been tested according to prescribed procedures and have been found to meet or exceed high energy efficiency levels without compromising performance ([source](#)).



Vacation Trackers

The new vacation trackers have been updated! They can be found in the folder that holds your USC photo, your PA form, and your electronic signature. Please take a moment and check your vacation balance to make sure that it is correct at your end. Only vacation and flex days will be tracked on these forms. Sick time and appointments etc. will still be tracked using the old system. We will no longer be sending out quarterly attendance reports since managers have access to their staff's vacation totals in real time. Please contact Andrea with any questions or concerns.

Town Hall

Our EAP provider will be doing a presentation at the next Town Hall taking place on Tuesday, January 22nd at 10:00 a.m. If you have any questions that you would like answered by them but would rather do it anonymously, please make sure that you put your question in the Town Hall question box located in the Finance office by Friday, January 18th.

Wellness

Knitting Class: Tanee will be hosting a knitting class on January 29th . Please bring your own knitting needles and yarn if you have some. If you don't have any, fear not, as we will have some extra supplies. If you could please RSVP to Kate or Tanee by Jan 27th if you will be attending and also if you need supplies or not that would be fantastic.

Fitness Classes Fitness Class Schedule, Jan 11-Feb 8 (Classes start @ 12:10pm)

Tuesday, January 22-Full Body
Friday, January 25- Yoga
Tuesday, January 29-Upper Body
Friday, February 1-Lower Body
Tuesday, February 5-Full Body
Friday, February 8-Yoga

The hours that the USC has available to use the WEC will remain the same. Please see below a list of those times!

Monday 12-1 PM
Tuesday 12-1 PM, 5-6 PM
Wednesday 1-2 PM
Thursday 1-2 PM, 5-6 PM
Friday 12-1 PM

WEC Schedule and use of space:

All WEC open gym times are listed in the Wellness Calendar. Just a reminder for anyone who is interested in participating in the Wellness program (including intramurals), must sign the [Wellness waiver](#)

NEW WELLNESS CHALLENGE:

Wellness Week Pledge:

This challenge focuses on pledging to yourself 7 habits a week for a healthier, happier you. So how does this work? If you are interested in participating in the challenge, you will select from the list below 1 goal for yourself for each day over the next 4 weeks. You can choose a goal twice if that is something you want to focus on, but please try to ensure there is some variety. First begin by submitting your pledge for to me. These will not be shared with others, but it is meant to ensure that you keep yourself accountable to your goals. Each Monday going forward you will submit your reflection from the week prior about how you did in meeting each of your daily goals. Please let me know if it was accomplished and if not, and then if you wish, what you will do in the future to accomplish it. If you are successful in meeting all of that week's goals, you will receive a ballot to be entered into our grand prize of a \$150 Visa gift card. For each week that you meet your goals you will get another ballot. If you meet all 4 weeks you will receive a bonus ballot. We will then draw for our grand prize winner!

Please see attached to the email with this weeks IC all the documents you will need for the challenge!

-The Wellness Week Pledge Form (To submit your pledge with your goals for the 4 weeks)

-The Pledge Goals Form (For goals you can select to add to your pledge sheet)

-I Reflect Page (To submit your reflection for the weeks going forward)

FINANCE

Please continue to submit your January information, AP invoices to Tanee's mailbox, EOD's to Sheli's mailbox.