

Good morning, USC!

Here are your updates for the week of January 28-February 1, 2019

Important Dates

Jan 29	January Birthday Celebration
Jan 29	Knitting Class
Feb 3	Super Bowl Sunday @ The Wave
Feb 6	Tulip orders due to Maryann
Mar 1	Next HR Orientation Session

General Updates

Super Bowl 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

Spring is in the air...Tulip and Fern sale. The Lung Assoc have an annual Breath of Spring campaign. The campaign includes the sale of tulips and ferns. I am a workplace champion for the association. Please consider this cause. We have tulips by the bunch (7.00), 3 tulip bunches bundle (20.00), potted tulips (9.00), crispy wave fern (9.00), 3 mix potted bundle (25.00). I need to place the order on Feb 6th. Delivery date March 6 or 7th. I appreciate your consideration, MA maryann.mommersteeg@westernusc.ca

Bill 148: There have been recent changes to Bill 148, please see the link here for details: <https://www.aaro.ca/wp-content/uploads/2018/12/Ontario-Bill-47-and-Bill-148-Comparison-Chart.pdf>

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

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

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

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

WEEKLY TIP: Air Conditioning

At Western, air-conditioning means more than just keeping a space cool in the summer and warm in the winter. It also includes maintaining a comfortable humidity condition, and providing adequate ventilation.

Ventilation is the continuous exchange of stale indoor air with new outdoor air. Minimum ventilation rates are required by the Ontario Building Code through reference to ASHRAE standard 62.1. Ventilation is a great thing as it is a critical component to providing a comfortable indoor environment. However, it comes with a cost...Energy! Any outside air that is brought into a building must be brought to a set point temperature before it can be supplied to a space; cold outside air must be warmed up, and hot outside air must be cooled down. This is done with the building's air handling system which uses electricity for cooling, and natural gas for heating. Occupants at Western can help to reduce the energy used by the building's air handling system through control of their room temperature set points. By setting a thermostat to the higher end of the permitted temperature range in the summer, and vice-versa in the winter, the building's air handling system will use less energy.

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.

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 28th if you will be attending and also if you need supplies or not that would be fantastic. The class will run from 12-1 and drop ins are encouraged.

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

Monday, January 28- Yoga rescheduled from Jan 25

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 the Wellness and Development Calendar for more details: [Wellness Calendar](#)

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: ****If you are still interested you can join at any time you just won't receive ballots for the weeks you have missed**

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. T4's will be available soon. Month end documentation to submit by the end of this week. February is on it's way!

INFORMATION SYSTEMS

Earn bragging rights in the lunch room -- I've linked to a few Phishing tests before, but to keep you in practice here's a tough new one put out by Google:

<https://phishingquiz.withgoogle.com/>