

Good morning, USC!

Here are your updates for the week of February 11-15, 2019

Important Dates

Feb 11-15	Purple Store Mega Sale
Feb 18	Family Day
Feb 19-22	Staff Appreciation Week
Mar 1	Next HR Orientation Session

Departmental Updates

PURPLE STORE

Mega-Sale

The Super-Mega-Sale starts today! Spend \$30 and receive a mystery envelope – reveal your prize in March (every envelope is a WINNER!) ...but no peeking!

USC Staff insider report: Toonie Bins! (This week only)

- Spoke soaps (Cinnamon or coffee flavour)

- All Idecoz glam phone accessories (mirrors, stickers, phone pockets)

- All winter hats

- All winter scarves

- LTD Brand T-shirts

- MASK Brand T-shirts

ALL a toonie!!! Yes, just A TOONIE!! Get in here & buy before it's all gone!

#shoplikeamillionaire

Student T-Shirt Design for St Paddy's Day

Concurrently...we are holding our annual Student T-shirt Design Contest for St Paddy's Day! Open to all current Western Students. Enter in-store or on-line! The winners receive 2 of their design, a \$50 Gift certificate and a feature on our Social Media! Fame & fortune awaits you at the end of the rainbow! Contest ends 15 Feb 2019. Rules & Details are on-line @

www.westernpurplestore.com

PEOPLE AND DEVELOPMENT

EAP

Please [click here](#) to view the latest Family Services EAP newsletter. A copy has also been printed and can be found on the Health and Safety Board in the lunchroom.

Benefits Booklets

Electronic versions of the new USC Benefit Plan booklets that include the changes that came out of the new Collective Bargaining Agreement will be sent out shortly in a separate e-mail. Watch your inbox for this if you haven't already received it! As always, you can contact Andrea with any general questions and Terri Lima at Campus Trust with any personal inquiries (Terri_Lima@pbas.ca).

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: Carbon Footprint

A carbon footprint is an indication of the impact activities have on the environment, with a specific focus on climate change. It is a measurement of all of the direct and indirect greenhouse gases one emits in their day-to-day life through electricity usage, transportation, food consumption, etc. [A carbon footprint is expressed in tonnes of carbon dioxide equivalent, and is usually calculated over the time period of one year.](#)

Several carbon footprint calculators are available online and can be found on websites such as [Footprint Network](#).

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

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](#)

Fitness Classes: At this point in time we have decided not to book any more fitness classes. Please enjoy using the space during the open hours :)

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](#)

FINANCE January financials to be distributed. T4's will be sent out soon via email. Please continue to submit your AP invoices to Tane and EOD's to Sheli. This is helpful for us to have you information entered in a timely manner.

EVENTS AND BUILDING SERVICES

Events:

- Council Fair - Atrium February 11

- Imagnus Poster Sale - Mustang Lounge February 13-14

Please be aware that we are not scheduling Building Crew during Reading Week so if there is something you need during that week, please advise us and we will schedule crew accordingly.

We will also not be scheduling Reservation Desk staff during Reading Week with the exception of Tuesday. Any inquiries, see Sue McKone.

INFORMATION SYSTEMS

Continuing from last week with more in the “tech self help” department....

In the news recently was the announcement that music streaming service Spotify has paid out big money to [acquire two podcasting publishers](#). So, what is the big deal with podcasts and why does it look to be the next big thing? Podcasts are digital audio files, available for streaming or as a download, that you can listen to on your computer or phone. Like an old-timey radio show, but one you can listen to when ever you choose.

One of the better primers I've found is this recently published article from The New York Times titled [A Beginner's Guide to Getting Into Podcasts](#). Read the full article, and then dive in!

UWO Telecom - As part of our ongoing maintenance of Western's voice systems, we have scheduled an upgrade to the UCCX - Contact Centre system for Sunday, Feb 24 , 2019 with a fall back date on March 3, 2019. The upgrade will begin at 03:00 am and be completed by 12:00 pm. We have successfully completed this upgrade in our test environment.