

**Good morning, USC!**

**Here are your updates for the week of February 19-22, 2019**

### **Important Dates**

Feb 19th	Treats and Beverages in the Lunchroom 10:00 a.m.
Feb 22nd	Vegan Cooking Challenge with Andreea Bejan at The Wave 12:00 p.m.
Feb 27 & 28	Wear your USC gear
Mar 1	Next HR Orientation Session

### **General Updates**

**Let's show off the USC!** On Feb 27 & 28 (the same days as our job fair), we are asking all staff to wear your USC gear - whether it is a t-shirt, sweater, or fancy purple pants! Let's show how proud we are to be part of the **USC!**

### **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.

##### **Great-West Life Pension Plan**

It's RRSP Season and the deadline to contribute for the 2018 tax year is on **March 1, 2019**. Please see the attached notice from Great-West Life providing further information about how you can contribute.

##### **Staff Appreciation Activities**

Please be reminded to RSVP to [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca) by **9:30 a.m. on Wednesday February 20th** if you are attending the Vegan Cooking Challenge in The Wave on Friday, February 22nd at noon.

##### **Enviroprogram:**

Weekly Tip: **Environmentally Preferable Dishwashing Soap**

Many dishwashing detergents are made from non-renewable fossil fuel resources like petroleum. Plant-based, biodegradable dish soaps are environmentally preferable because they are made from renewable resources that are safer for the environment.

Chemicals that should be avoided within dishwashing soaps are: butyl cellosolve, triclosan, phosphates, and synthetic fragrances which are dangerous to human health and the

environment. [Next time you buy dishwashing soap, look for products made from grain alcohol, coconut or other plant oils, rosemary and sage.](#)

## **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**

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

## **EVENTS AND BUILDING SERVICES**

### **Events:**

As mentioned, there will be no Building Crew or Reservation Desk Staff scheduled during Reading Week. Any inquiries, see Sue McKone or Rob Coates.

## **INFORMATION SYSTEMS**

While not the most tactful moment, now is an appropriate time to remind everyone that both your @uwo.ca and @westernusc.ca emails are property of the USC. You should not be using these accounts for personal emails.

**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.