

**Good afternoon, USC!**

**Here are your updates for the week of Dec 16th-18th**

**Important Information:**

**Healthy Lunches:**

There are no healthy lunches this week! :)

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT**

**Health and Safety -**

Upcoming HR Orientation Sessions:

January 31, 2020

February 28, 2020

March 27, 2020

April 24, 2020

May 22, 2020 (a week early due to scheduling conflicts)

June 26, 2020

**All sessions will be held in Room 373 at 2:00 p.m. If you require a separate session for your staff, please let Kate or Andrea know. Please also let Kate or Andrea know if you have staff attending the scheduled session so we can be prepared with enough booklets.**

WSPS Holiday Safety Tips:

**Check out the attached tip sheet from our partner for all things safety, Workplace Safety and Prevention Services. Have a happy and safe holiday everyone!**

Mental Health First Aid:

**Please see the attached flyer for the next Mental Health First Aid session taking place on January 23rd and 24th. We've had quite a few staff attend the training so far and they have all given it great reviews. Please let Andrea know if you are interested as soon as possible as the sessions fill up quickly!**

**Attendance -**

New attendance sheets showing your entitlement for 2020 and any carryover from 2019 will be uploaded to your folder this week. Please check them upon your return and let Andrea know if there are any issues or concerns. Any 2020 vacation that you have booked will not be showing on the sheets until the second week of January. An e-mail with these details and more will be sent out on January 6th.

**FINANCE**

Enjoy the holiday break! Happy holidays everyone.

## PROMOTIONS PRINT PRODUCTIONS:

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to [print@westernusc.ca](mailto:print@westernusc.ca) with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).
2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.
3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to [print@westernusc.ca](mailto:print@westernusc.ca).

Happy printing!

## INFORMATION SYSTEMS



## PRODUCTIONS & RESERVATIONS

**Holiday Building Closure:** Western and specifically the UCC will be closed from 6:30 p.m. on December 22, 2019 through to 6:30 a.m. January 2, 2020.