

Good afternoon, USC!

Here are your updates for the week of Jan 6th-10th

Important Dates:

Important Information:

Thank you to everyone once again for sponsoring the family during the holidays this year! Check out a photo of our cart, which was only possible due to everyone's generosity! In addition there is a nice message from LifeSpin which organizes the donations.



Healthy Lunches: We are going to be taking a one week break on the lunches before we dive back in next 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.

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 are now in your folder. Please check them ASAP and let Andrea know if there are any discrepancies. **Any 2020 vacation that you have booked will not be showing on the sheets until the second week of January.**

ADVOCACY AND GOVERNMENT SERVICES:

Please take a look at the [updated policy manual](#) !

FINANCE

Welcome back, 2020 is here!! Can we get all December outstanding revenues/expenses submitted asap. If you have Part-time payroll adjustments, Tanee must have them today as well.

Thank you for your prompt submissions. If you did not top up your coin in 2019, please send Tanee an email of your coin needs.

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 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.

Happy printing!

INFORMATION SYSTEMS

PRODUCTIONS & RESERVATIONS

- The Student Experience Leadership Fair takes over the Atrium on Tuesday, January 7
- The USC's Election Information booth will be in the Atrium Monday, Wednesday, and Friday
- "Therapy Snakes" have an Atrium slot booked on Thursday, so if snakes aren't your thing, maybe just take this as a heads up