

**Good afternoon, USC!**

**Here are your updates for the week of November 16th-20th**

**Important Dates:**

**Holiday Party:** We are excited to announce that the USC Holiday Party will take place on December 2nd from 2pm-3:30 pm. You can expect an email this week with more details!

**Important Information:**

**USC Engagement Survey:** The USC will be launching an engagement survey in the coming weeks. It may seem like a strange time to engage in an exercise like this but we want to seek feedback from all staff about some key areas of interest. For those of you have participated in USC engagement surveys in the past, this one may look a little different. We want to check in to see how everyone is doing and garner some feedback and suggestions in the areas where we have the ability to influence change during this challenging time. As always, this will be an optional exercise but the more responses we receive, the more information we have to focus on relevant areas. Your responses will be completely anonymous so that everyone feels comfortable sharing their opinions and responses. Stay tuned for more information over the coming weeks.

**Office Space:** At this point in time, only AVP's and USC full-time staff are permitted in the USC office space. AVP's are only allowed to access Room 318, and they should be entering that space through the hallway and not from the main entrance. When the AVP's enter through the hallway, they have to swipe their student card to get in the room and this helps us track the usage of the space. The willingness to help students has always been at the forefront of everything we do, but we kindly ask that you do not allow students into the space, so that we can ensure they are using their student card to enter. If you do notice an Intern or Coordinator in the space, please bring it to Kate and Val's attention, as we need to ensure the safety of all staff, which at this point includes limiting the space to only AVPS.

**Parking:**

For staff who will be returning to the office on an ad hoc basis, please see a link for daily parking options on campus so you can choose which option works best for you:

<https://www.uwo.ca/parking/find/visitor/>

**Western Film**

Recently expired candy and K-cups from Western Film are available for pick-up at the USC InfoSource. Please let Karen know if you are interested in picking some up and she can set it

aside for you. We have limited items available and it will be first reply, first served.

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT:**

**Health and Wellness Benefit:** The Wellness Benefit is back! As per Subsection D of the attached updated Memorandum of Understanding, the \$400 Wellness Benefit has been reinstated as of November 10th, 2020. Items that were purchased since the beginning of this fiscal year are eligible for reimbursement through payroll as well as any other items purchased up until the end of this fiscal year. If you don't remember what your Wellness Benefit balance is this year, please contact Andrea and she will let you know. To submit a claim for reimbursement, please complete the Wellness Benefit Reimbursement form here and on the Hub and send it along with your receipts to [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca).

**Benefit Booklet Update:** Please note that the staff benefit booklet has been updated to include the Short Term Disability policy. A new copy of the booklet will be added to the Hub shortly but if you have any questions in the meantime, please contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca).

**EAP:** Please find attached two of the latest newsletters provided by our EAP service. If you have any questions about what services our EAP provides, please contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca).

**Mental Health First Aid:** Please find attached an information sheet regarding an upcoming Mental Health First Aid course facilitated by Mental Health First Aid Canada. Please contact Andrea if you have any questions or would like to register.

<https://drive.google.com/file/d/17q-RRBs5rpunOpXZz2lwyxJH8aZ48bvx/view?usp=sharing>

**COVID-19 Information: SwipedOn:** If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login on the iPads located in the new USC InfoSource or outside the main office.

**Wellness Program:** Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work! <https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

**FINANCE** Budget work is underway. Thumbs up! Continue to submit your AP and AR documents as soon as possible. Attach a signature and account #.

Budget season is here!!



### **PROMOTIONS PRINT PRODUCTIONS:**

Promotions Print Production is now open and will be available Monday through Thursday, 10AM to 4PM. We are closed Fridays. Print Production will continue servicing USC staff and operations, faculty councils, and USC ratified clubs. Pickup will be located within USC InfoSource, and payment can be processed using account lines or our e-commerce portal. Please email [print@westernusc.ca](mailto:print@westernusc.ca) for all your printing needs! Poster Patrol is still accessible through our [website](#).

### **INFORMATION SYSTEMS**

Western has partnered with Terranova Security to provide the Western community with an [online Cyber Security Awareness training course](#). This training is designed to highlight Cyber Security best practices on a variety of subjects from using strong passwords to recognizing phishing attacks. This training will help you to do your part in ensuring that our digital infrastructure and assets are managed safely and securely. This training module takes approximately 30 minutes to complete but does not need to be completed in one session (if you leave the module midway, you may continue later). A certificate will be issued for anyone who passes the evaluation with a minimum score of 70%.

### **RESERVATIONS & BUILDING SERVICES**

#### **Requests for Services**

To better streamline the process of submitting general work requests such as fixing environmental issues (lights, heating, cleaning) with your office, having something put up your office or department, requesting items to be built, moved or disposed of etc., we have set up an email - [workorders@westernusc.ca](mailto:workorders@westernusc.ca). That way your requests can be better triaged, tracked and work assigned to the appropriate personnel or department. Please email Sue with any questions.