

**Good afternoon, USC!**

**Here are your updates for the week of November 23rd-27th**

**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. Just a reminder to fill out your preferences using this form before the deadline on Tuesday! <https://westernusc.forms-db.com/view.php?id=292071>.

To keep the tradition of the elf on the shelf, we are asking that each department takes the elf to create a scene or photo that best represents how the year 2020 went. Please message Jaclyn for when you would like the elf. In addition, please submit your photo(s) to Jaclyn in advance so that she can show them at the holiday party. We will then ask the Executive to choose their favourite one!

The dress code for the party (if you want to participate) is anything red, white and green! If you would rather not wear those colours that is perfectly okay!

**Important Information:**

**Staff Parking:** In order to ensure that staff have options for parking on an ad-hoc basis when coming in to work, the USC will be providing the option to obtain a daily parking pass from Maryann when parking one day at a time. Parking passes are \$8 each and each time a parking pass is obtained from Maryann, it will be deducted from your next pay. Parking passes can be used in any lot on campus and can either be scanned or provided to the parking attendant upon exit of the lot. Alternatively, you can download the HONK app which can be used for metered parking if you are not going to be in for the full day. The daily parking passes will be required upon exit of the lot so you can arrange to obtain a pass from Maryann in advance or on the day you come in to work. It will be up to each employee to determine if this pay as you go parking option is more economical than buying a monthly parking pass. If for any reason Maryann is not available, please contact Vicki.

**Declaration of Conditions of Employment (T2200E) Tax Form:** For those employees who have worked from home, there will be the option to claim a deduction of employment expenses. The USC will assist you in filling out this form as it requires an employer's authorization. If you are pursuing claims for expenses related to work from home on your 2020 tax return (including mortgage/rent expenses, utilities, internet etc), this form is required to be completed by your employer. Further details on claiming work from home deductions are your responsibility. The USC will simply verify your work from home arrangement by way of this tax form. If you wish to receive the authorized declaration form, please contact Karla and she will provide you with the form and details.

**Alex Metaxas:** We are excited to announce that Alex will be staying with the USC on a part time basis. Having his expertise and insight will be invaluable to the USC and we are happy to see him remain as part of our team :)

**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.

**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/>

**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. To submit a claim for reimbursement, please complete the Wellness Benefit Reimbursement on the Hub and send it along with your receipts to [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca).

**Memorandum of Understanding:** Please see an updated Memorandum of Understanding showing the corrected date for salary increase negotiations as May 31, 2021 (as opposed to 2020).

**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 #. November month end planning. Dec 2020 closing in , let MA know if you are thinking of topping up your RRSP contribution.

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**

A little bit of retro-gaming fun this week. In case you didn't have any luck picking up a PS5 a couple of weeks ago [The Internet Archive](#), best known for hosting snapshots of defunct websites on their "Wayback Machine", also contains an extensive collection of classic games, most playable right in your web browser.

Check out [Classic PC Games](#) like Doom and Lemmings, [Arcade](#) games like Joust and Defender, or go back to the wood-paneled basement rec room with the [Historical Software Collection](#) and give the Atari 2600 catalog a revisit.



There - I just saved you \$700! (*Orange shag carpet not included.*)

## **RESERVATIONS & BUILDING SERVICES**

### **New Starbucks in Lower Level**

Western has started renovations on Room 34B in the Lower Level to make way for a new Starbucks Lounge. Let the dust and construction noise begin.

### **The Study Lounge**

One November 16th we opened a study lounge in the Mustang Lounge. The Study Lounge is open Monday to Friday from 9 a.m. to 8 p.m. and consists of 45 single study pods, 5 double pods and 8 group pods for up to 4 people. These pods are bookable from 1 hour up to 7 hours per day. Students can pre-book study slots up to 7 weekdays in advance at the check in desk and will soon be able to book them online.

### **Renovations - Clubs Centre/Peer Support Centre**

Work has started on clearing the Peer Support Centre, Food Bank and newly acquired SOGS Office on the second floor to make way for the new USC Clubs' Centre. The newly acquired

YMCA space in the lower level is also being cleared to make way for a new Peer Support Centre. We hope to start demolition of these spaces this week and as we begin working through the design phase to be ready to begin renovations in January with an anticipated completion day of the end of April.

## **ADVOCACY AND GOVERNMENT SERVICES**

Elections are coming up soon! If you work with any students who you think would make good candidates, please encourage them to run! We'll be hosting everything online this year for safety, with nominations coming in on a new online platform.

### **General Election**

Nominations Open: January 5

Nominations Close: January 12

All Candidates Meeting: January 12

Campaigning Opens: January 13

Campaigning Closes: January 26

Voting Opens: January 25

Voting Closes: January 26

Results Night: January 28

### **Vice Presidential Election**

Nominations Open: January 29

Nominations Close: February 19

All Candidates Meeting: February 19

Campaigning Opens: February 20

Campaigning Closes: March 6

Voting (AGM): March 7

## **PRODUCTIONS**

With the opening of the Mustang Lounge study space, we will be relocating our livestream headquarters to The Wave and setting up shop there for events and filming/recording as necessary. Please keep our capabilities in mind if students come to you looking to run virtual events!

We now have part-time staff in the building on a more regular basis, so if you need staff/labour support please don't hesitate to reach out. If your task is furniture/building related (picture hanging, office moves, and the like), please reach out via [workorders@westernusc.ca](mailto:workorders@westernusc.ca). For event-specific tasks (poster/signage installation, initiatives, decor, etc.) feel free to email [josh.try@westernusc.ca](mailto:josh.try@westernusc.ca) directly.