

**Good afternoon, USC!**

**Here are your updates for the week of December 7th-11th**

**Important Dates:**

Engagement Survey Deadline:

Monday, December 7th: [https://uwo.eu.qualtrics.com/jfe/form/SV\\_5jcPzOUdWHvUvaZ](https://uwo.eu.qualtrics.com/jfe/form/SV_5jcPzOUdWHvUvaZ)

**Important Information:**

**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.

**USC Engagement Survey:**

The Engagement Survey will be open until 4:30 pm on Monday, December 7th, 2020. Please visit [https://uwo.eu.qualtrics.com/jfe/form/SV\\_5jcPzOUdWHvUvaZ](https://uwo.eu.qualtrics.com/jfe/form/SV_5jcPzOUdWHvUvaZ) before the end of day on **Monday, December 7th**. We are asking for 100% participation from all of you and we are currently sitting at 75%.

I will always listen to your open and honest feedback so that we can make meaningful and impactful adjustments as the situation evolves. If you have any questions or concerns about the survey, or indeed any other matter, my door is always open.

-Jeff

**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/>

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. Please contact her if you would like to use this option.

**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. **Please note that there is now a web form available on the Hub [here](#) for you to complete and add your receipts to. This form will be submitted to Andrea and she will get your reimbursement added to your next pay.**

**Benefit Plan Update:** Our benefits plan only allows for the generic version of drugs to be covered as outlined in the plan booklet. However, if your physician would like for you to have the brand name version of the drug only (due to allergies etc.), you can have them complete a Brand Drug Prior Authorization form. This form can be found [here](#) on the Hub and it also can be found on the shared Full Time Staff Resources drive. Once you have had the form completed, please send it to the local london office of BPA either by fax to 519-453-3990 or by e-mail to [London@BPAGroup.com](mailto:London@BPAGroup.com).

**Canada Life Update:** Please find some information regarding upcoming changes to GRSAccess at [Canada Life | Canada Vie](#).

**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** Nov 2020 financial reports out this week. Please review. Continue to submit December information to us as you receive it. Include your approval and account #. PT payroll submissions to Tanee by Dec 15th . If you have AP invoices on hold please bring to our attention.

Budget planning.....



### **PROMOTIONS PRINT PRODUCTION:**

USC Promotions Print Production will be closed as of December 11, re-opening once we are back from the break. Please email [print@westernusc.ca](mailto:print@westernusc.ca) for all your printing needs before we wrap the year up! Poster Patrol is still accessible through our [website](#).

### **INFORMATION SYSTEMS**

We've all used Search, Drive, Docs, Sheets, Hangouts.... But there's one Google service you've probably never heard of, and it is about to get a big upgrade. Google News (<https://news.google.com/> or [Andriod](#) and [iOS](#) app) launched in October and is a customizable news aggregator. You can set it up to provide summaries and links to all the latest from multiple news sources, for a great way to start your day with the information you are most interested in. Google recently announced that it is working on deals with publishers to provide the content that normally exists behind their paywalls. This will give you free access to news articles that you would otherwise have to pay for a subscription to view.

### **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. **Please note that the elections dates have changed to accommodate the extended winter break:**

### **Presidential/General Election**

Nominations Open: January 12

Nominations Close: January 19

All Candidates Meeting: January 19

Campaigning Opens: January 20

Campaigning Closes: February 2

Voting Opens: February 1

Voting Closes: February 2

Results Night: Tentatively February 3, could be February 4

### **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.