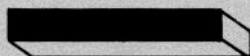


PENNLINE

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A newsletter for the campus community to be published quarterly



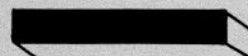
Statement by the Executive Director of Personnel Relations

The University's Personnel Relations Department wears numerous hats in the University community. Personnel Relations carries out the traditional functions of collecting and maintaining a significant amount of personnel data on faculty, staff and employees; administering wage and salary policies; selecting and recruiting staff and employees; and managing the University's benefits programs.

There are a number of activities and involvements on the part of the Personnel Relations staff that represent a significant effort and contribution to the University community. The following represent some but not all of these activities:

1. Consulting service to University departments on organizational development matters.
2. Processing of employee grievances.
3. Communicating with employee groups on personnel and payroll matters.
4. Assuring compliance with governmental regulations through periodic job audits.
5. Contributing to management development and supervisory training.
6. Providing individual and group employment counseling.
7. Conducting research in both education and non-education fields on matters regarding benefits and wages and salaries.
8. Acting as liaison between both individuals and the University community with such agencies as Blue Cross, etc.
9. Implementing and administering the University's labor relations policies.

It is the goal of the Personnel Relations Department to provide the breadth and quality of services that respond to the University community needs.



Payroll System

On September 30, 1975, the first payroll for faculty and staff was distributed. This represented the final stage of the University's conversion to its new payroll system. This was accomplished after almost two years of extraordinary efforts on the part of the Personnel Relations staff and the staff of UMIS (University Management Information Systems) to overhaul completely the University's computer and data management systems.

The significance of this accomplishment lies in the fact that the University is one of the few institutions that has been able to install such a sophisticated program without any major disaster. The incidence of error of any consequence was minimal compared with most existing systems.

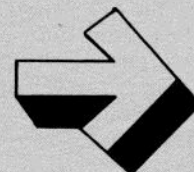
The advantages of the new system will be better realized as each of us becomes more familiar with it. It provides better information to individuals and will clearly provide better and more accurate information to the administration.

A more detailed report on the Payroll system will be in our next edition of PENNLINE in January.

Employee Retirement Income Security Act of 1974 (ERISA)

For your information, this law applies to pension and certain welfare plans provided by private employers. Pension plans, of course, are those which provide retirement benefits. Welfare plans, as defined, by the federal government, are those which provide other kinds of benefits. Not all types of welfare plans are subject to the law.

So far as the personnel benefits of the University of Pennsylvania are con-



Communication is a lifeline between people. PENNLINE is an effort to keep communications flowing by providing information about Personnel Relations which will be both relevant and interesting to the entire University community. It also is designed to solicit questions and comments from those who receive it. Additional copies may be requested by calling extension 6017 or addressing a note to: Ms. Jacqui Pollard, Assistant to the Executive Director of Personnel Relations, 740 Franklin Building/16. Comments may also be sent to Ms. Pollard.

cerned, the law applies to pension plans (for example, TIAA-CREF and the retirement plan underwritten by Equitable) and to the following plans which the government calls welfare plans: the University's life insurance program, Blue Cross—Blue Shield—Major Medical and Long-Term Total Disability Income Plan.

The law requires extensive reporting and disclosure of information by employers about pension and welfare plans, their operations and their financial condition, to the U.S. Secretary of Labor and to those covered by the plans and their beneficiaries. In addition, it sets minimum standards for eligibility to participate in pension plans, "vesting" (the right of a terminating employee with sufficient service to receive a retirement income at retirement age), "funding" (the system by which assets are set aside to cover the cost of benefit rights earned by employees), and the way plans are administered. It also provides insurance to guarantee that participants will receive their vested benefits, subject to certain limitations, if a certain type of plan terminates.

Disclosure of benefits information to employees is made by a "Summary Plan Description" which must be written in such a manner as to be readily understood by employees. In addition to the plan description, certain details are required to be furnished to employees, such as the formal name of each plan, the plan identification number, the name and address of the administrator, the name and address of the agent for service of legal process, and a lot more of that kind of thing.

Recently the University distributed vinyl wallet-type folders containing personnel benefits information to employees eligible for benefits. These wallets provide summary plan descriptions not only of benefits on which the federal government requires us to report, but of many other personnel benefits as well.

By or before May 30, 1976, the date required by law, the University will inform employees of the details referred to above (formal name of plan, plan identification number, name and address of administrator, etc.). It will also make certain changes in the retirement plan underwritten by Equitable to bring it into conformance with the requirements of the new law, and provide employees with information about the changes. Based upon government regulations

issued to date, it does not appear that any substantial changes will need to be made in any other University benefit plans in order to conform with the law. Of course the University will comply with all disclosure requirements of the new law with respect to any such changes.

Educational Benefits

Historically, many employees who have not attained a college education elect to take courses in the College of General Studies. Founded in 1894, CGS is the University of Pennsylvania's coeducational liberal arts division for students who wish to attend college on a part-time basis. Qualified students, many beyond the normal college age, are enabled through its schedule to continue or to begin formal college work, whether or not they choose to matriculate towards a degree. The student body of CGS includes employed persons, women continuing their education after raising a family, servicemen returning after military duty has been completed, and retired persons interested in the pleasure of learning.

Courses offered by the College of General Studies meet at times convenient for employed persons mostly in the early evening hours and/or on Saturday mornings. And, most courses are taught by regular members of the University faculty. Each year's course schedule includes more than 150 offerings in languages, the humanities, physical and biological sciences, mathematics, and in the social sciences. Advisors, eager to help students plan their studies, are available by appointment and during the regular CGS office hours. In addition, advisors are available in the evening during registration periods.

Procedures

Support staff may take courses in the College of General Studies and in the Wharton Evening School or via the Continuing Education Program. Employees wishing to enroll in daytime courses must apply through the CGS office and are *individually responsible for the \$15 application fee. Please note: A late application fee of \$10 will be added beginning August 24 for the fall term and December 24 for the spring term. Also, only those individuals meeting admission standards of the school involved will be permitted to register.*

For admission to all daytime and CGS courses a transcript of high school

grades and any post-high school work is required. An applicant with two or more years of college should submit a transcript of this work in lieu of a high school transcript. Employees should request that transcripts be mailed directly to the CGS office. Employees wishing to work for a degree, through the Evening School, should arrange for transcripts to be sent to that office.

Once admission is granted, the employee should secure a Faculty and Staff Scholarship form from the Personnel Office (Room 130—Franklin Building), complete it *in full*, and present it to the department head for approval. If approved, the form should be returned *in person* to the Personnel Office along with the tuition bill from the appropriate school. The Personnel Office verifies the employee's eligibility and issues a tuition voucher. *Verification of Scholarship Forms that are incompletely or incorrectly filled out may be substantially delayed.*

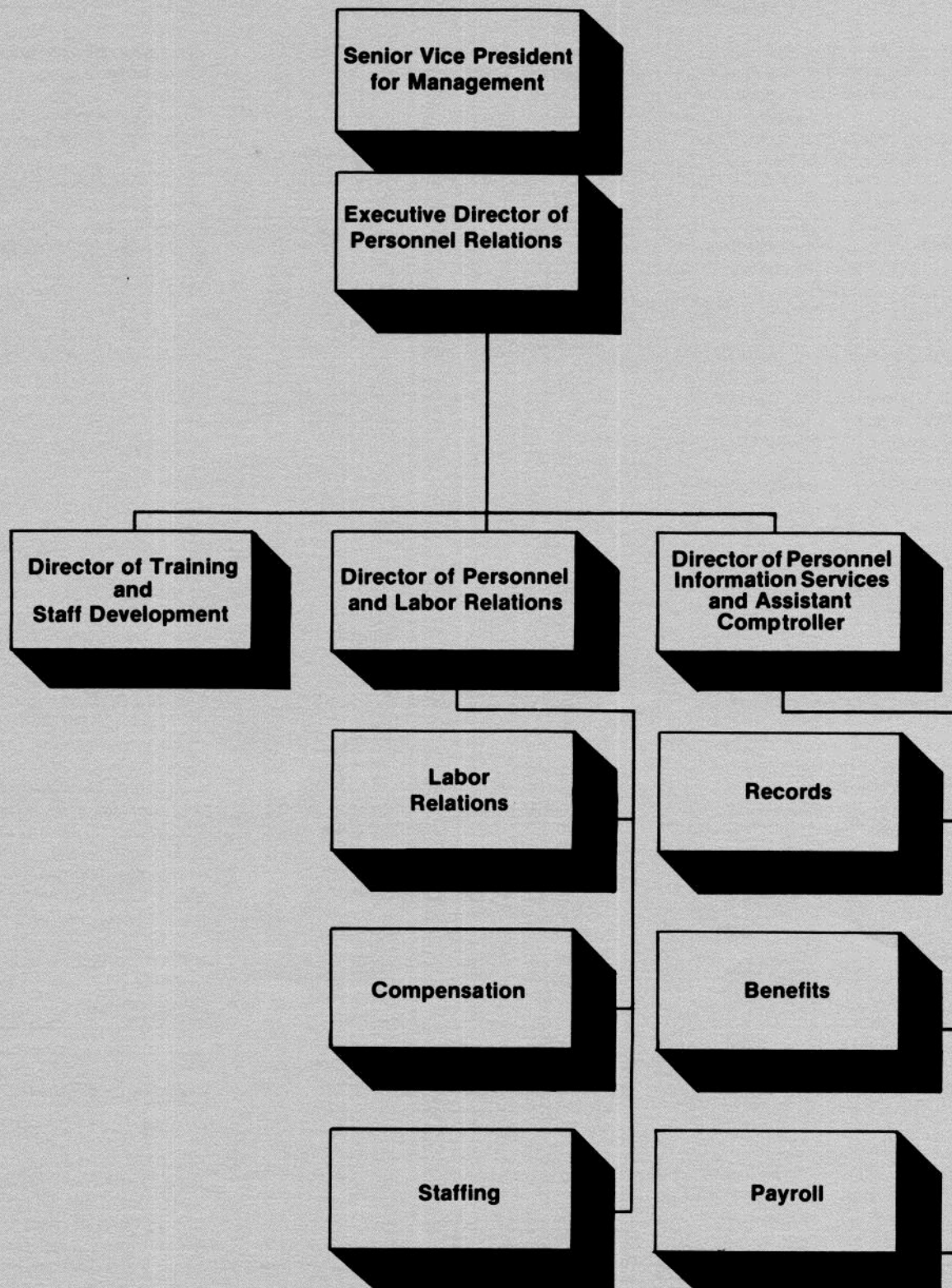
If one 4:30 pm class per week is taken, work-time missed need not be made up. Application for other courses taken within working hours must be accompanied *in all cases* by a letter from the department head stating the arrangements for work-time to be made up.

When an employee terminates, the Personnel Office advises the terminating employee that continuation of classes will be at an adjusted full rate of their total tuition bill.

Please refer to the newly released Personnel Benefits wallet for information about educational benefits eligibility for employees' spouses and their dependent children.

Those interested in taking courses in CGS should call extension 7327 for an advisor appointment. More detailed information may be obtained from the CGS catalogue, available at 210 Logan Hall on 36th Street between Spruce Street and Locust Walk. Registration for the spring term takes place November 3 through December 23, although, students may register, if necessary, as late as January 5 through 13. Classes are scheduled to begin on January 26, 1976.





Organization Chart: Department of Personnel Relations



PENNNLINE'S Questions and Answers



The Department of Personnel Relations welcomes questions from the University community. Some questions obviously will be developed as a part of the on-going activity of Personnel Relations coupled with inquiries received via the Personnel hotline.

1. Question: This job is supported entirely by grant funds. Why can't I pay any salary I want to?

Answer: It is University policy to enforce salary equity, within all classifications, throughout the University. Therefore, all jobs are classified and assigned an appropriate salary scale by our Compensation Administration staff.

2. Question: Why should advertisements be placed only through Personnel?

Answer: There are several reasons why all advertisements should be placed through our office. First, the Personnel Employment staff will write the advertisement as well as place it in the various media, thus saving departments time and worry. Secondly, we have found that advertisements draw a variety of applicants, not all of whom are suited for the particular vacant job. Therefore, departments will not waste time with unqualified persons and Personnel can direct them elsewhere on campus. A cooperative effort costs the University less in the long run. Finally, we want to insure that departments meet Affirmative Action requirements. We can suggest new sources, recruit and then screen replies for departments.

Ms. Arlene Stewart at extension 7285 is the person to contact concerning advertisement placements.

3. Question: As an employee, can I receive my paycheck in advance of going on vacation?

Answer: ONLY weekly paid University employees may be issued an advance for vacation pay.

4. Question: Are maternity benefits available to single subscribers under the University plan?

Answer: Effective May 1, 1974, the University added maternity coverage for all female personnel enrolled in our group Blue Cross and Blue Shield plans. The additional coverage includes single as well as married personnel and also extends to dependent daughters of sub-

scribers. This extension of benefits is based on a recommendation made last year by the Personnel Benefits Committee.

Persons who have been in the University's Blue Cross and Blue Shield plans continuously for at least eight months prior to May 1, 1974 will be covered automatically for these additional maternity benefits as of May 1, 1974. Persons who joined the group plans after September 1, 1973 must complete eight months in the plan in order to receive maternity benefits.

The University will absorb the extra cost for those subscribers whose Blue Cross and Blue Shield premiums are now fully paid by the University.

5. Question: What must I do as an employee, to get my position reviewed and/or reclassified?

Answer: First, the employee should discuss his request for reclassification with his supervisor. The reclassification process begins by completing a position classification questionnaire. This form must be signed by the employee, his immediate supervisor and/or department head. (The Position Classification is available, upon the request of the employee's supervisor, in the Compensation Administration office of the Personnel Department.)

When the completed form is submitted to the Compensation Administration section, the supervisor will be contacted to arrange an interview with the employee, the supervisor and/or department head to discuss the duties of the position. After the position has been analyzed, our office will notify the immediate supervisor and/or department head of the results of the evaluation. Please Note: *Until the University's wage freeze is lifted, the Compensation Administration staff will not honor any reclassification requests.*

6. Question: When I transfer from one department to another, must I change my I.D. card within a certain period of time or is it necessary to have it corrected at all?

Answer: When an employee transfers from one department to another, it is necessary, for security reasons, to apply for a new identification card.

A new identification card is also necessary when an employee

changes his or her status within the University (e.g. A3-A1).

New identification cards can be obtained in the Registrar's Office, second floor, Franklin Building, from noon to 1 p.m. daily, free of charge, with verification obtained from the employment section of Personnel, Room 130 Franklin Building.

Announcement

Effective October 1, 1975, George W. Budd has assumed additional responsibilities as the Director of Personnel and Labor Relations. Mr. Budd's responsibilities include the administration of the staffing and compensation functions, personnel and benefits planning, as well as labor relations.

James J. Keller assumes the position of Associate Director of Personnel reporting directly to Mr. Budd.

In addition to these organizational changes, Gary Truhlar will report directly to Mr. Budd continuing his current responsibility for preparing personnel programs for management use in future planning for the University's human resource needs.

J. Richard Glover continues as the Director of Training and Staff Development.

ASK WHAT PENN TEMPS CAN DO FOR YOU!

Basically PENN TEMPS is an office skills pool, providing temporary personnel to complete assignments involving typing, clerical, as well as other fundamental office tasks.

Whether you want to become a PENN TEMP or hire one, contact:
Employment Office
Room 130, Franklin Building

Interview time: Monday through Friday 9-11:30 am, or in the afternoon by appointment.