

PENNLINE

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A newsletter for the campus community to be published quarterly

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.

ERISA

On Labor Day of 1974, the Employees Retirement Income Security Act (ERISA) was signed into law by President Ford. The primary purpose of this legislation is to safeguard employees against loss of future benefits to which they become entitled.

Since ERISA's enactment, the University of Pennsylvania has complied with each provision of the new legislation in timely fashion. This has involved the revision of all of the existing plans to conform with the new requirements. The new plan documents are available for inspection in the Personnel Benefits Office.

Another feature of ERISA is the creation of the Pension Benefit Guaranty Corporation (PBGC). Analogous to the Federal Deposit Insurance Corporation in the banking field, the PBGC is a governmental agency which insures benefit plans so that the members of the plan are protected against any possibility of plan failure. Premiums have been paid to PBGC by the University as required.

In the future, we will have further information on the workings of ERISA as they pertain to you and your retirement benefits.

Unemployment Compensation

Unemployment Compensation costs to the University have risen dramatically over the last few years. There is no doubt that many former employees are entitled to receive such benefits. However, there have been a number of cases which have demonstrated some fundamental misunderstandings as to the basic philosophy of this assistance, the way in which the costs are borne and the methods by which legitimate claims are separated from those which should not be awarded.

In an effort to make sure that the University is charged only for necessary unemployment cases, a training program is being undertaken in order to familiarize all appropriate faculty and administrators with the

proper procedures for hiring and terminations. It is hoped that given such a program the University will be relieved of the highly expensive burden of unnecessary claims, which it bears without governmental assistance.

Personnel Guaranteed Mortgage Program

The University of Pennsylvania has resumed its Personnel Guaranteed Mortgage Program effective August 1, 1976, with the Philadelphia Savings Fund Society.

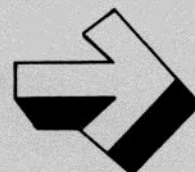
The program applies only to residential properties located in certain areas of West Philadelphia and Center City as shown on the map in the Treasurer's Office. In general, the area is bounded on the East by 18th Street and on the West by 51st Street. Mortgages will be granted in an amount not to exceed the appraised value of the property for a term not to exceed twenty-five (25) years with interest at competitive rates.

Fully-affiliated and fully-salaried members of the academic staff in the rank of Assistant Professor and above and full-time statutory and senior administrative officers are eligible to participate in this program upon appointment. All other fully-affiliated and fully-salaried academic staff members, administrative and professional personnel and any full-time wage and salaried employees over twenty-five (25) years of age are eligible to participate upon completion of three years of service from their employment date.

Applications, instructions and procedures are available in the Treasurer's Office, Room 427, Franklin Building.

Word Processing

"The correct combination of personnel, procedures and equipment that allows the organization to transfer ideas into written communications at substantial savings

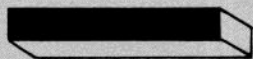


over existing methods." That is the definition University Management Information Systems is using to describe a word processing system implemented in January, 1976 for improved typing support within their department. For University Management Information Systems, it has meant faster turnaround, higher quality typing, reduced costs and improved overall office efficiency.

The system—a stand-a-lone text editor—utilizes a CRT screen which displays a full page of text. The storage medium, a floppy disc, stores 60 pages per disc. Using the electronic keyboard, the operator has the capability of inserting or deleting a character, line or paragraph instantly, and printing out the completed text on the high speed printer at 540 words per minute. The system is extremely versatile and accommodates lengthy documents such as contracts, manuals, statistical tables and equations as well as reports, letters and forms requiring fill-in variables. In fact, University Management Information Systems even produced their organization chart on this equipment!

Could this be the first step in our direction towards the "Paperless Office of the Future?"

Administrators (particularly in the Franklin Building) who have applications and are interested in information on how University Management Information Systems can help you with word processing may telephone Mrs. Vennie Browning, extension 4960.



Group Life and Health Insurance

The Personnel Department is happy to announce two major improvements to the existing *Group Life and Health Insurance benefit*. On July 1, 1976, the University began paying the cost of Group Life and Health Insurance premiums for all full-time, fully-salaried faculty and staff who desire such coverage. Previously, individuals chose between University payment for Group Life and *single* Health In-

surance on the one hand or *family* Health Insurance without Group Life on the other. Now, the University will pay Group Life Insurance premiums for those having single Health Insurance coverage *and* for those having family coverage.

Secondly, starting September 1, 1976, the Group Life Insurance coverage is expanded. Previously, faculty and staff received coverage equal to 2 *times* their salary. The new, expanded coverage is as follows:

- 1.) ages 35 and less receive 4 *times* salary;
- 2.) ages 36 but less than 46 receive 3½ *times* salary;
- 3.) ages 46 but less than 51 receive 3 *times* salary;
- 4.) ages 51 and up to 65 receive 2½ *times* salary.

Full-time, fully-salaried faculty and staff need to satisfy the six months University-service waiting period to be eligible for these benefits at University expense. Individuals who waived Life or Health Insurance coverage in the past and who now wish to enroll at University expense should contact the Benefits Counseling Office, 116 Franklin Building, extensions 7281 or 7282. Personnel with less than six months University service who pay their own premium receive Life Insurance equal to 2 *times* salary, but coverage increases to the appropriate level by age after 6 months service.

Special Notice

1. Policy-holders are reminded that upon the death of the insured, both the covered insurance amount and the death gratuity are paid by the Insurance Company to the designated beneficiary. Since coverage has now been extended, this is a prudent time to review one's beneficiary decisions.
2. Premiums for insurance coverage which exceed \$50,000 are taxable as income. If you want to freeze your coverage at \$50,000, notify the Benefits Counseling Office.
3. Upon retirement at age 65 the University plan still provides for a paid-up insurance policy of \$2,000. Those persons retiring between the ages 65 and 70 will have their coverage reduced 10 percent each year until retirement with the same provision for a paid-up \$2,000 policy at that time.

Again, you can contact the Benefits Counseling Office by calling extensions 7281 or 7282. The Office is located at 116 Franklin Building.



Management Training For Women Administrators

During the month of July, four administrators on campus, Charlotte Fiechter, Vice Dean for Continuing Education (FAS), Karen Freedman, Assistant Director for Personnel (Wharton), Karen Gaines, Editor of *Almanac*, and Bernardine Miller, Placement Officer, attended the Summer Institute for Women in Higher Education Administration on the Bryn Mawr College campus. The Institute was co-sponsored by HERS (Higher Education Resource Service located at 4025 Chestnut St.) and Bryn Mawr College. Designed to prepare professional women in higher education for increased administrative responsibilities, the four week course concentrated on academic governance and planning, budgeting and finance, management, and professional development.

The Penn nominees were selected by the President's office through a competitive application process and then reviewed by the HERS board. Altogether, sixty-seven women came from institutions scattered across the United States and Canada ranging from local community colleges to major public and private universities. The participant group, composed of faculty and administrators active in all phases of higher education, brought diverse experience and perspectives which provided opportunities for informal learning and discussion. The four administrators returned to Penn with an invaluable resource network at other institutions.

A typical schedule included six hours of class each day including lectures, case studies and experience with computer simulation models (one of which was the Penn Planning System), topped by informal evening lectures with speakers such as Jesse Barnard, Sociologist, Shelia Tobias, Associate Provost, Wesleyan College, and President Martin Meyerson. At least thirty other peo-

ple in equally prestigious positions came to lecture or talk informally with the participants so that new, stimulating resource people were constantly passing through the Institute. One of the most valuable exercises was going through an entire budget planing cycle for "Persons College" which took three days to complete. Another case study divided the group into consulting teams that visited area schools' top administrators. One of the groups came to Penn and spoke with Provost Eliot Stellar. After reviewing and analyzing the problems presented by the school representative, the consultants issued final reports back to the Institute and to their "client."

In a report submitted to President Meyerson, the Penn women viewed the Institute as an excellent vehicle for the University to meet its commitment to support career advancement for women and recommended that the University sponsor future participants.

Industrial Research Unit Donates Books

The Industrial Research Unit of the Wharton School received a citation from the National Urban League for a recent donation of copies of the Studies of Negro Employment, The Racial Policies of American Industries Series, and other items pertaining to black employment to forty Urban Leagues, eighty black college presidents, and forty-two Opportunities Industrialization Centers.

In addition, these books were distributed to approximately thirty-five college placement offices and thirteen directors of libraries. *The Negro in the Drugstore Industry* and *The Negro in the Drug Manufacturing Industry* were donated to the library of each school of pharmacy. This distribution was made possible by the cooperation of E.I. duPont de Nemours and Company, Hercules, Inc., Scott Paper Company, the Ford Foundation, and the National Association of Chain Drugstores.

Announcements

Effective July 1, 1976, Ms. Irene McMenamin was promoted to Assistant Director for Labor Relations. In her new position, Ms. McMenamin is responsible for the day-to-day labor relations problems.

Thomas J. Wyly assumed the responsibilities of the Assistant Director for Training, effective July 1, 1976.

Miss Jacqueline Pollard has been appointed, for two years, to the Board of Directors of New Horizon Educational Research Institute, Inc. Also, during the 1976-1977 year, Miss Pollard serves as President of the International Association for Personnel Women—Philadelphia.

Barbara D'Ulisse assumes the position of Assistant Director of Personnel Relations in the School of Dental Medicine, effective September 1, 1976. In this position, Ms. D'Ulisse will handle all personnel problems in the Dental School. Ms. D'Ulisse is located in the Dental School, at extension 6091. All Personnel Action Forms appointing new exempt (Type 1) employees must be accompanied by a completed Affirmative Action Compliance Form. This is in keeping with federal Affirmative Action guidelines. If a PAF is not accompanied by an Affirmative Action Compliance Form when it arrives in the Personnel Office, the PAF will not be assigned and the new employee will not be paid until the form is completed and sent to Personnel. Compliance forms will be sent to all departments wishing to fill position vacancies.

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Question: Why should departments avoid making salary commitments to present or prospective employees before receiving the approval of the Personnel and Labor Relations Office?

Answer: One of the functions of the Personnel and Labor Relations Office is to set and maintain salary equity throughout the University of Pennsylvania complex. To accomplish this, the Personnel Office uses a variety of guidelines and source materials not available to individual departments. The Personnel Office has a wider range of knowledge in setting salaries based on its source materials, surveys and training than departments have. As the central authority on salary determinations, the Personnel Office hopes not only to maintain salary equity across the University campus, but also to avoid undue inter-departmental conflicts, employee dissatisfaction and disproportionate salaries in relation to duties being performed.



Reorganization of Employment Office

The Employment Office has been reorganized to service the University Community more efficiently. Effec-

tive September 6, 1976, the Personnel Relations Assistants (a new, more comprehensive title for Personnel Counselors) have been reassigned to job areas more pertinent to their background and experience (refer to chart below). In line with this reorganization, Ms. Odessa McClain assumes the position of Manager of Personnel

Relations Services. Ms. McClain has full responsibility for the office in the areas of employment and wage and salary administration. To reach Ms. McClain and the Personnel Relations Assistants, please call our central number, extension 7285. Interviewing hours are from 9:30 a.m. to 2:30 p.m., Mondays through Fridays by appointment.

