

We'd Like to Remind You

The University and the United Way

In a campaign begun earlier this month, University employees are being asked to make contributions to the United Way of Southeastern Pennsylvania. The annual fund-raising campaign has a special significance here because of the University's position as the second-largest employer in Philadelphia; most of the United Way's contributions come from payroll deductions.

Employees can make their contribution by filling out specially-designed pledge cards which will inform the payroll department exactly how much to deduct from each paycheck for an entire year. This is much more efficient than trying to get contributions all year long, which would interrupt work schedules.

What does the United Way do? It provides funding and expertise for over 250 social service agencies in the Delaware Valley, many of which are active in the University City area. Just about every kind of health and human service organization in the city receives some kind of assistance from the United Way. Last year, over one million people in Southeastern Pennsylvania—that's more than one out of every three people—were helped by the United Way.

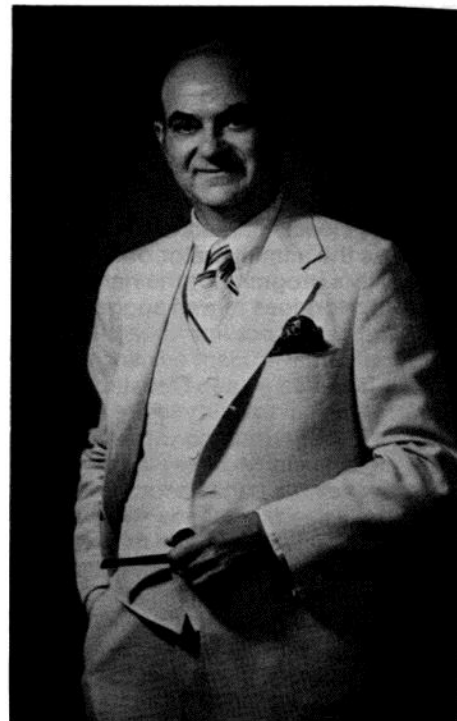
The University's effort to raise funds is being handled entirely by employee volunteers. The volunteers have been assigned to cover every office within the University in order to solicit funds. If you haven't heard from your volunteer, if you want to help, or if you want more information, call the University's United Way Planning Committee, 243-7032.

Know Your University

The Marriage Council of Philadelphia is better known across the country and around the world than it is in the Delaware Valley. At the University of Pennsylvania it is known least of all, even though it is the Division of Family Study of the School of Medicine and all of the regular staff of the Council hold faculty appointments at the University. This, at least, is the opinion of the Director of the Council, Dr. Harold Lief.

Members of the University family have certainly had enough time to learn about the Marriage Council. It was founded in 1932 by Dr. Emily Mudd, and is only the third such counseling service in the country (and the second oldest in continuous existence). University students know its staff, if not by its name; the course known to the Registrar's Office as Psychiatry 100, one of the most popular of undergraduate courses, is taught by faculty members on the Marriage Council Staff. Students in the Graduate School of Education know the Council; more than 30 are enrolled in a doctoral program in Human Sexuality taking courses taught by faculty members from the Council staff.

But perhaps the location at 4025 Chestnut Street removes the Marriage Council too far from the center of campus for it to be well known. Perhaps even the name misleads people. Of the 8,000 to 10,000 counseling sessions a year, by no means are all with married couples. Individuals with sexual concerns such as impotence or sexual orientation make up part of the clientele. Couples with committed relationships, whether married or not and whether heterosexual or not, also are numbered among the clients of the Council. While counseling both individually and separately with marriage partners is an important function of the Council (one flier shows Anne Boleyn saying to her spouse, "Before you take my head off, don't you think we should see a marriage counselor?"), there are also clients who consult counselors



Dr. Harold T. Lief of the Division of Family Study

when all hope of preserving a marriage relationship has ended.

The Division of Family Study is a self-supporting unit within the University, supported by fees for counseling, research grants and donations. Fees for counseling sessions are on a sliding scale adjusted to the income of the client. Generally, counseling is of relatively short duration, ranging in most instances from six to twelve sessions.

The mission of the Marriage Council or Division of Family Study is to enrich the relationship of couples and to alleviate marital distress and dysfunction through counseling, education, and research in marital, family, and sexual relationships. Current activities include marital, premarital, and post-marital counseling to individuals, couples, and groups; conducting educational, preventive, and therapeutic

Continued on last page.

Personnel-ity:

Nicholas Constan

What do Christopher Robbin and the Road Runner have in common? Perhaps Nicholas D. Constan, Jr., personnel relations administrator, is the only person fully qualified to answer that question.

Constan's title tells about as much, or as little, as do many University titles. It does not indicate that he is Director of the University Employment Office, or staff to the Hiring Review Committee, or the University's Employees' Retirement Income Security Officer for pension and other benefit programs—all of which fall within the primary functions of his job. Neither does the title indicate a number of other responsibilities which grow out of that job—Chairmanship of the Administrative Assembly, Chairmanship of the Piersol Rehabilitation Commission (which is closely related to his former duties as the administrator of the University's program for the handicapped). Nor does it even suggest his other duties as Lecturer in Legal Studies or perennial student advisor.

Eighteen years ago Constan arrived at Pennsylvania to study in the Law School, after graduating with a B.A. from the University of Massachusetts. The next year he began a four and a half year stint as a resident advisor in the University quadrangle, and then worked for two years as an Assistant Dean in the undergraduate Admissions Office, while pursuing graduate studies in International Relations. This led to a two year appointment in the Foreign Policy Research Institute, following which he returned to the Residential Life Department for four years as Director of Harrison House.

His first official connection with the Personnel Relations Department came with his appointment to oversee the Unemployment Compensation program, and from there to his present position. During all of these activities, student advising has been central to his interests and his work. Teaching and knowing students is what makes University life meaningful for Constan.

He has served as advisor to the Houston Hall Board (now the Penn Union Council), the Hockey team and the Penn Consumer Board. At present he advises Dialog on Thought, which sponsors faculty-student weekend retreats, and the Students' Committee for the Disabled. He has been involved in all aspects of the student judiciary system—as prosecutor and judge, when necessary, but most often as advisor to involved students.

And what has all this to do with the Road Runner? Constan claims that he



Nicholas D. Constan, Jr.

runs for recreation and exercise, but it appears that he runs just to keep up with his impossible schedule. And with Christopher Robbin? One of the worst kept secrets around the University is that the Pennsylvaniac who provides the pun-filled double-crostics in the monthly *Gazette* goes by two names: Christopher Robbin and Nicholas Constan.

Final Reminder

Improved Blue Shield Coverage Available Until November 30

Faculty and staff who are currently participating in Blue Shield B medical-surgical coverage have an opportunity to obtain more comprehensive insurance by enrolling for coverage under the University's Blue Shield 100 Plan.

To obtain Blue Shield 100 coverage, which will be effective January 1, 1980, it is necessary to complete enrollment and payroll deduction forms in the Benefits Counseling Office, 116 Franklin Building, no later than November 30, 1979. The Benefits Office is open from 10:00 a.m. to 2:30 p.m. Mondays through Fridays. The additional monthly cost for Blue Shield 100 is \$3.86 for single subscribers and \$11.13 for family coverage.

Make it easy for yourself: Use the telephone for Social Security

Many people find it more convenient to do their social security business by phone. Why? It can save time and money and is more convenient.

Special problems have to be handled in person, of course, but there are still many types of business which can be handled over the phone. You can use the telephone to:

- File an application for benefits
- Report lost or stolen checks
- Inform the social security office of a changed address
- Replace Medicare or social security card
- Arrange for direct deposit of checks
- Get help with Medicare forms
- File for appeals
- Get general information

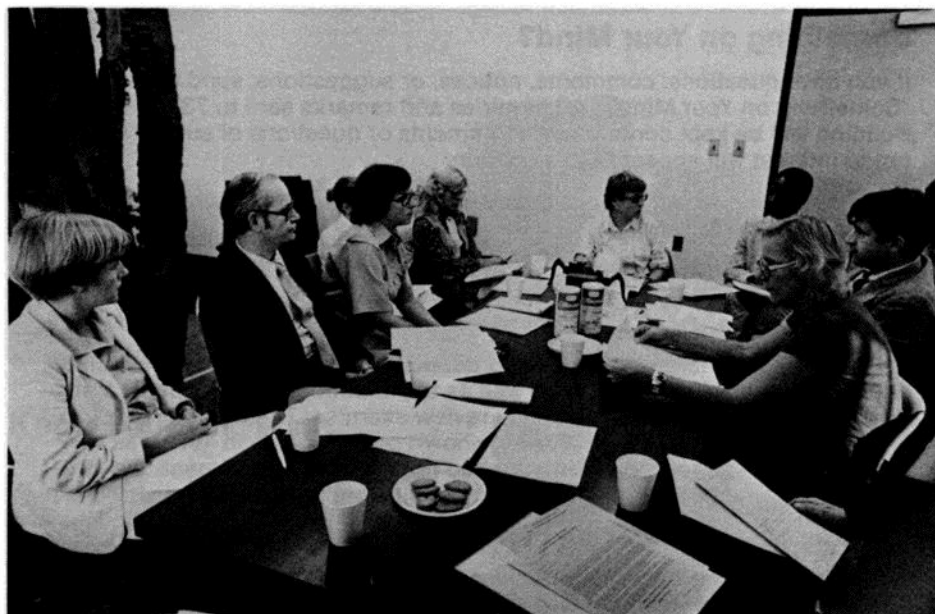
There are certain times of the month when social security offices are especially busy; it is a good idea not to call at these times unless business is urgent. The first week of the month is the busiest time of all because this is when social security checks are issued. During that time it is not unusual for all the phone lines to be busy. In the middle of the month, the chances are much better that phone calls will be answered immediately.

For Affirmative Action: Administrative Appointments

The Council on Equal Opportunity, under the leadership of Professor Madeleine M. Joullie, has moved to improve procedures already in effect with regard to the selection of faculty and administrative appointments. Although it has been University policy for some years to draw administrative personnel from a pool of qualified candidates and submit with any request to hire an administrator a "Statement of Compliance with the University of Pennsylvania Affirmative Action Program", the complex nature of the University requires the assistance of many individuals to carry out this policy effectively.

Therefore, at the request of the Council on Equal Opportunity, staff members on the Council and some new members have been assigned special responsibility for the oversight of administrative appointments. Staff members serving in this capacity and their areas of responsibility are:

Peter R. Bent	Graduate School of Education
Dolores Bristow	School of Social Work
Nicholas D. Constan, Jr.	Franklin Building departments
Kristin Davidson	Development Office
Katherine C. Fischer	Law School
Joan I. Gotwals	University Libraries
Jeanne E. Hitman	School of Medicine
Arthur F. Hirsch	Operational Services
Cora M. Ingrum	Engineering and Applied Sciences
Barbara Johnson	Faculty of Arts and Science
Ada Katz	School of Public and Urban Policy
Deborah R. Labovitz	School of Allied Medical Professions
Elvira Lankford	Annenberg School and Center
Cynthia Latham	School of Dental Medicine
Joseph T. Looby	Graduate School of Fine Arts
R. Anne Mengel	Office of the Provost
Kim M. Morrison	Office of the Vice-Provost
Jacqueline M. Schreyer	Wharton School
Charlotte C. Settimi	Office of the President
Sheldon A. Steinberg	School of Veterinary Medicine
Rosalyn J. Watts	School of Nursing



Council on Equal Opportunity Members (left to right) Davidson, Kane, Schreyer, Latham (partially hidden), Hitman, Joullie, Robinson, Mela, Constan



Council on Equal Opportunity members, (left to right) Joullie, Robinson, Cox, Morrisson, Constan, Labovitz, Mela, Ryder, Lankford, Schreyer

As members of the Council on Equal Opportunity, these officers have both the opportunity and responsibility to advise the University on new and better ways to make its Affirmative Action program more effective. They have in addition a very direct impact on the appointment procedures for any new administrative appointee.

Unless the staff Affirmative Action officer for the appropriate area has signed the Statement of Compliance before it is sent to the Personnel Relations Employment Office, indicating that all provisions of the University's

Affirmative Action program have been met, the appointment will not be processed.

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Edited by: Bill Seiberlich
Supervised by: Douglas Dickson

Something on Your Mind?

If you have questions, comments, notices, or suggestions, send them to "Something on Your Mind?" All inquiries and remarks sent to 737 Franklin Building will be kept confidential. Comments or questions of sufficiently broad interest will appear in this column.

These questions about performance reviews are continued from the September Newsletter:

Question: Since many of us have now had two annual performance reviews, can anything be said about the 1979 reviews in comparison with those done in 1978?

Answer: Clearly there was increasing cooperation on the part of the faculty and administrative supervisors as well as the members of the support staff who participated in the performance review exercise. The number of employees who were rated as having shown real progress in 1978 was very encouraging. And for those few who had not shown improvement, the 1979 reviews are an especially important guide to future performance.

Question: Why was the self-appraisal worksheet added this year?

Answer: The dialog between employees and supervisors about job duties, expectations and objectives, and individual strengths and weaknesses is better thought out and more meaningfully discussed if both the employee and supervisor are prepared in advance. When both are prepared, the review and discussion has become a mechanism for clearing up differences or misunderstandings.

Question: Does the performance review determine the amount of a salary increase?

Answer: There is not a direct relationship between the reviews and salaries. But clearly sub-standard employees can expect minimal increases, and the very best employees can expect the maximum possible within the University's limited salary guidelines.

Question: What future use will be made of performance reviews?

Answer: The Personnel Relations Department has definite goals for the use of performance reviews that will be carried out as time and resources become available. Employees who are performing below standard should be encouraged to undertake additional training, to seek counseling, or to look for more appropriate job placement. Outstanding employees should be encouraged to apply for promotion. In either case, the rating should be measured against clearly stated and mutually shared understandings of job responsibilities. These are objectives toward which the Personnel Relations Department is working.

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group experiences; training medical students, residents, and other health professionals and paraprofessionals, clergy, family-planning workers, social workers, nurses, psychologists, and teachers in full-time, part-time, and continuing education programs; and basic and clinical research in marital and sexual functioning.

The agency takes responsibility for promoting and instituting marriage and sex counseling in over 100 medical schools. It provides ongoing consultation for medical schools around the world.

In addition to the seven full-time members of the staff holding faculty appointments, part-time staff members and interns with at least two years of counseling experience participate in the counseling program of what is probably

the largest sex counseling agency in the country. Counseling sessions are scheduled four evenings a week as well as during normal working hours to accommodate individuals and couples for whom daytime hours are not possible. While most times both partners in a marriage are involved in the program, in both joint and individual sessions, there are always some married individuals whose partner does not wish to become involved; for those individuals, the Marriage Council will arrange a program of individual counseling.

Considering its fame and proximity, it is surprising that only about 10% of the Council's clientele is connected with the University, and many of those are students rather than staff.

For more information about the Marriage Council, call 382-6680.

Maternity Leave

Gerald L. Robinson, executive director of personnel relations, recently sent the following memo on maternity leave to all deans, directors, and business administrators throughout the University.

Recently published federal guidelines have prompted some questions concerning the rights of pregnant faculty and staff members, and the University's policies in connection with pregnancy. Simply stated, faculty and staff members who are prevented from carrying out their normal duties on account of pregnancy, complications resulting from pregnancy, or recovery therefrom, are entitled to exactly the same benefits as individuals prevented from carrying out their duties because of any other medical conditions.

Earned sick days may be used, as may accumulated vacation time, for the period of incapacity. Extended sick leave may be used only within the limits of eligible accumulation, provided there is medical necessity for such extended leave and proper approval is obtained. Extended sick leave must be recommended by the department chairman, supported by a physician's statement that the leave is necessary, and must be approved by the Executive Director of Personnel Relations. Examination by University medical staff may be required.

Post-natal leave without pay for child rearing may be made available to either parent, with departmental approval, under the provisions of the University's policy governing Leaves Without Pay.

An individual utilizing earned sick days or vacation days or approved extended sick leave or leave without pay is entitled to return to his or her position without reduction in salary or loss of service credit.

Medical, surgical, and hospitalization services related to pregnancy and maternity care are provided through the University's Blue Cross-Blue Shield, Major Medical, and Health Maintenance Organization plans, under terms and conditions of each plan. Each plan, however, is required to provide such benefits to all females enrolled for coverage, without regard to marital status and without limitations other than those which apply to any other medical conditions provided for subscribers and eligible dependents in the University group.