

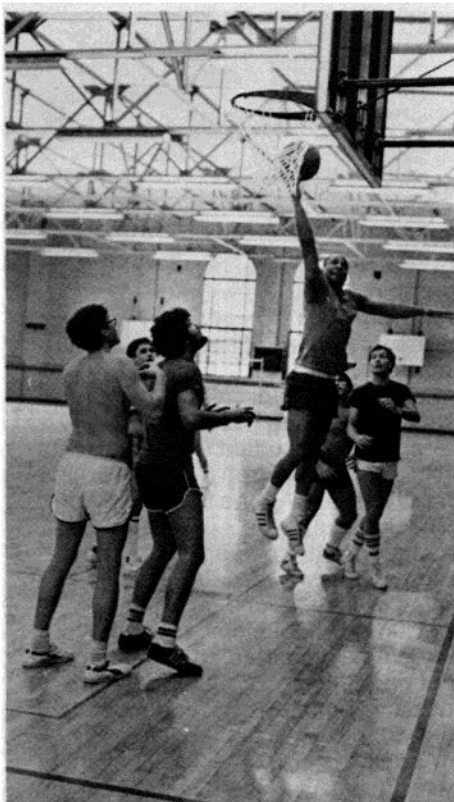
Did You Know That You Were A Member Of An Athletic Club?

As Ronald Bond, Director of Recreation points out, one of the beauties of the University's recreational program is that you can't possibly tell by looking at a group of swimmers, joggers, basketball players, or gymnasts, just who is a student, a professor, or a parking attendant. In gym garb, they are people, and nothing else matters.

In other words, it is difficult to tell how many University employees take advantage of the recreational opportunities available to them. Bond estimates 450 on a recent day, but usage varies from day to day. During his ten years here staff utilization of recreational facilities has grown steadily, and perhaps the most marked change has been the conversion of all facilities to accommodate "co-educational" activity—which means, for staff members, that there are locker and shower facilities for women as well as men throughout the recreational system.

There are charges for reserved lockers, towels, and instruction in a wide variety of recreational activities. However, these are minimal—what does membership in a swim club cost, and where else can you get a reservation for a tennis court for the small fee charged for that privilege by the recreation department? Every member of the University staff is in reality a member of a huge athletic club, with only small service charges to make available enormous resources.

At many colleges and universities, these athletic resources are reserved for the varsity athletes; everyone else is tossed the left-overs. This is not the case here at Penn. Except when a facility is reserved for a scheduled varsity match, the facilities are shared by varsity, intra-mural student, and staff activities. The varsity football team may be using Franklin Field, but that does not prevent joggers from using the track around it. Even when an intercollegiate



Penn employees and students using recreational facilities at the University.

event pre-empts a facility, there is usually an alternative. For example, if some of the squash courts are reserved for an intercollegiate event, there are other squash courts available. Similarly, if the swimming pool at Gimbel Gymnasium is needed for an intercollegiate event, there is still the Hutchinson gymnasium pool.

Even with the extensive use of facilities by students and staff, there are still facilities available for greater use by University employees and their dependents. The tennis courts may not always be available on Thursday afternoon at five. (Tennis, incidentally, ranks along with swimming, squash, and running, at the top of the popularity list.) But try four o'clock, or six. Or, if you are a real enthusiast, seven a.m.

Approval To Hire

Dr. Jon C. Strauss, Vice President for Budget and Finance, has announced modifications in hiring procedures which became effective on October 22, 1979. As of that date, the hiring of non-faculty personnel requires two distinct actions by the Hiring Review Committee: approval to search and approval to hire. A new Request for Employee Services form has been designed to reflect the new procedures and was distributed with Dr. Strauss's memorandum announcing the change.

The new form consolidates all necessary information on one side of a single sheet of standard-sized paper. Therefore, any spare copies of the earlier form and the hiring review supplement should be discarded and only the current form should be used. Copies may be obtained from the Personnel Employment Office, (extension 7285) or from your school's personnel representative.

In addition to consolidating information formerly requested, the new form involves some new information and several changes. Understanding the new procedures and providing complete and accurate information should expedite the entire hiring process. In particular, the following items are worthy of note:

First, if the opening is occasioned by a transfer or a termination, note the name, title, date, and salary of the most recent incumbent and, in the case of a transfer, indicate the individual's new position and area.

Second, to the left of the large block marked "HRC USE ONLY", state the duties and qualifications as you wish them to appear on the Personnel postings. In the past, staff of the employment office have prepared an abstract from the full job description for use in the *Almanac* and on job posting bulletin boards; often the emphasis of the abstract was not what the hiring department desired. Now the hiring

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PERSONNEL-ity

**Odessa McClain: Actress, Author,
World Traveller, University Employee**

You may recall that "A Streetcar Named Desire" opens with an unnamed black woman at the house which is Blanche's destination. The original version had the unnamed woman appearing only in act one, scene one. In the stock company version which opened the Moorestown, NJ repertory theatre, the unnamed woman appeared in nine of the play's eleven scenes. Playwright Tennessee Williams, who was present for the opening, had no objection to the change. Neither did Actor's Equity member Odessa McClain, who played the part—and continued to play the part when the engagement was extended.

This is but one of the parts Ms. McClain has played. Since her birth and childhood in Harlem, she has been student, writer, traveler, prolific reader, and at present Compensation Administrator for the Office of Personnel Relations. This position directs the classification, job analysis, and wage and salary administration for all non-faculty and non-collective bargaining personnel. But the road from New York to the Franklin Building has included many deliberate detours.

For example, her baccalaureate program at St. John's University in Brooklyn was extended by a year to allow for time in Paris, during which Ms. McClain sang at the Blue Note. After college, a year in London provided the opportunity to collaborate on a cook book. Back in New York, Ms. McClain served as a researcher for the Daily News Information Bureau before becoming a secretary and later staff assistant to the President of the Carnegie Corporation of New York.

Her migration to Philadelphia might seem to be anti-climactic after all of that, but Ms. McClain likes to move around. When the initial period of becoming acclimated to the city left her time to think about work, she joined the Development Office as a secretary. A year later she moved to Personnel Relations as an administrative assistant. Within the Personnel Relations Department she served as a job analyst and then as Manager of the Personnel Relations office in charge of employment and wage and salary administration before assuming her present duties as Compensation Administrator.

This latest assignment has involved reviewing all departments of the School of Medicine for proper job and salary classifications. Last year alone more than two hundred and fifty positions



Compensation administrator Odessa McClain.

were reviewed before the ongoing audit of the University by the Office of Federal Contract Compliance Programs absorbed nearly all of her attention, as it continues to do.

Somehow, amidst all of this official activity, Ms. McClain continues a very full life. She is a student in the Graduate Division of the Wharton School working towards her M.B.A. She is a member of the Black Faculty and Administrators Association, Chairperson of the Classification and Review Committee, a member of the Council on Equal Opportunity, and a member of the Word Processing Committee, to name only a few of her affiliations. All of these are University commitments, and must be squeezed into days that are already full.

And she is also an active University City resident. As a Board member of the New Horizons Educational Institute, Inc., and the initiator of the neighborhood Reading Clinic for Adults, she continues to have an important impact on her area of the University City.

So how can she say that she reads a lot (mainly history and biographies)? Or still travels? Or writes? Only Ms. McClain knows how she does it, but somehow she is conducting research and writing about another fascinating person—Florence Mills. Few readers of this are old enough to remember when Florence Mills was the first black woman featured in the Ziegfeld Follies. Certainly Ms. McClain isn't old enough! But when Florence Mills died at the age of 26 during the twenties, the lights of Broadway were dimmed for the first time for the death of a star. Intrigued by that, and the general lack of information about Florence Mills, Ms. McClain is working to learn more.

Planning to Retire Sometime?

Chapter 2

In response to the invitation published in the September *Personnel Relations Newsletter*, a small group consisting of Harrison Berry, Anne Collins, Kay Dilks, Raymond Saalbach, and S. Reid Warren met with Gerald Robinson and Douglas Dickson of the Personnel Relations staff to begin to explore the possibilities of a University-wide pre-retirement information program. A range of topics from health and housing to legal concerns and use of extra time was discussed, and special attention was given to the obvious interest everyone is likely to display in the availability of retirement income at various ages.

One question the task group could not begin to deal with is basic—is there interest in a program of this sort (which might take the form of "brown bag" luncheon lectures, afternoon seminars, or a pattern yet to be suggested)? The group will first get in touch with those most likely to be thinking about retirement (which really should be everyone, but for the time being will probably be focused on those fifty-five and over) by means of a letter and brief response form on which employees can indicate their interests. Expect to hear from them before long.

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Recruiting New Secretaries: Tapping the Talent of Local High Schools

A committee has been formed by the Personnel Department to introduce a pilot program to recruit secretaries for openings at the University. The committee will focus on two areas involving graduating high school seniors with business education training.

The committee is currently negotiating with several city and suburban high schools to obtain students to work part-time in University offices under the school's cooperative office education programs. These students will work in the afternoons during their final semester in high school starting in January 1980 and will be paid from A-5 budgets at approximately minimum wage. The advantage to the University is that employees can see the students at work on a temporary basis and hire the most promising students upon graduation and as permanent positions become available. Call Meryl Johnston (extension 7601) if you are interested in hearing more about this program.

In the spring the committee will be visiting several city and suburban high schools to recruit graduating seniors for secretarial positions. To attract the most promising students Departments may have to be prepared to interview candidates in the spring for a permanent position after the students graduate in June. Given the current shortage of secretaries, in the long term this may be worth the initial inconvenience. Further details on this program will appear in a future newsletter.

Members of the secretarial recruitment committee are Eleanor Canal, Kristin Davidson (chair), Carol Gurkaynak, Barbara Johnson, and Meryl Johnston.

May We Remind You?

Thursday, November 22, and Friday, November 23, are University Holidays for students, faculty, and most personnel in administrative offices. Those covered by collective bargaining agreements are, of course, under the terms of those agreements, and University personnel working in the Hospital of the University of Pennsylvania are governed by the Hospital work schedule. Otherwise, any support staff required to be present on November 22-23 are entitled to extra compensation.



Shirley Easley, hard at work in the Faculty Club.

A New Club Room Manager

Patrons of the Faculty Club who have become used to seeing Ms. Shirley Easley in Alumni Hall or in the third floor dining rooms during the past five and a half years may wonder at her absence from those familiar places. But if they venture into the ground floor Club Room, they will find her in her new guise: Club Room Manager.

Ms. Easley, a native Philadelphian and current resident of Germantown, came to the Faculty Club early in 1974 from the center city YMCA, where she had worked for a dozen years in the restaurant maintained there. Since she came to the Faculty Club, the restaurant at the YMCA has closed, but she insists that no connection between the two events should be inferred.

As Club Room Manager, Ms. Easley is responsible for all events in the Club Room once the initial reservation has been made with the reception desk at the Faculty Club. She also has responsibility for catering events outside the club, whether breakfasts, brunches, lunches, or dinners. She has a group of student workers under her supervision to assist with these extensive duties, but it is still a morning, noon, and night job.

Asked whether commuting to Germantown at inconvenient hours didn't make her new job something of a problem, her answer was "Yes, but I work with so many nice people—both the staff and the customers. It's a pleasure working here."

U.S. Savings Bonds— January 1 Changes

The United States Treasury has announced the introduction of new EE Savings Bonds to replace the E Bonds now being purchased by many University employees through payroll deduction. A memorandum detailing the changes will be distributed to all departments between now and the end of the year.

In brief, the changes are as follows:

1. The purchase price of each bond will be one-half of the face value, in contrast to the three-fourths currently in effect for Series E Bonds.
2. The lowest available denomination will be \$50, face value, rather than the \$25 available until the end of 1979.
3. Interest will be at 6½% instead of the current maximum of 6%.
4. Maturity will be at 11 years and 9 months rather than 5 years.
5. Redemption is possible after 6 months from the date of issue rather than after the 2 months applicable to E Bonds.
6. The annual limitation is raised from the present \$7,500 of issue price to \$15,000.

The necessary changes in payroll deductions to accomplish elimination of the former \$25.00 Bond and any other alterations in bond denominations, co-ownership, or beneficiaries will be handled through revised payroll deduction cards. These should be submitted as soon as possible after January 2 and must be filed before June 30, 1980.

1979 Benefits Statement

Personal statements of University benefits for the calendar year 1979 are being prepared for distribution to full-time faculty and staff by the end of the fall semester. The statements will go to all full-time personnel except those who had completed less than six months of total service by October 1, 1979.

These yearly reports contain valuable information about each person's benefit coverage as reflected in University records. The individual statements in sealed envelopes marked "Personal and Confidential" will be sent to each individual's University home department through the intramural mail system.

Any inquiries about these statements should be directed to James J. Keller, Associate Director of Personnel Relations, 737 Franklin Building/16.

Know Your University: The Health Evaluation Center

Every day, hundreds of University employees pass the 13 buildings which make up the Hospital of the University of Pennsylvania medical complex without realizing that among the countless distinguished physicians and the intensive medical care being given to the critically ill patient there is, at the same time, a health service for the "man on the street" who simply is interested in an annual physical examination.

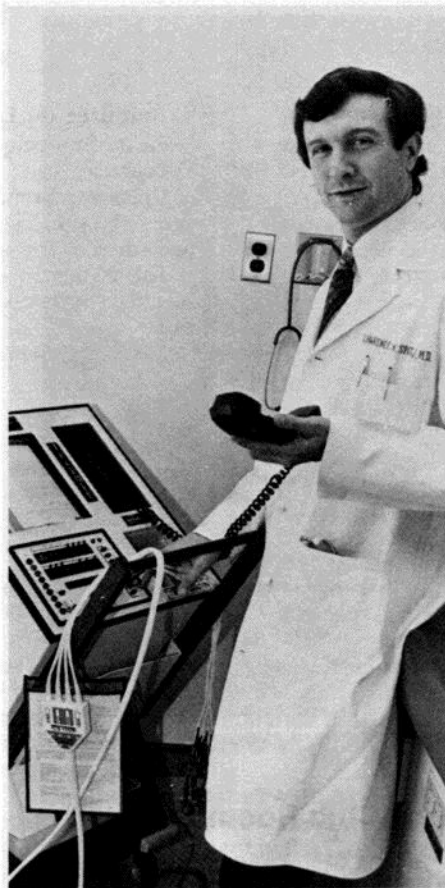
Lawrence K. Spitz, M.D., a white-jacketed physician trained at the Medical School of the University of Pennsylvania and a member of the School's Department of Medicine, heads the Hospital's Health Evaluation Center, where he and his colleagues provide both routine physical examinations and diagnostic evaluations of specific medical complaints.

The Center has been serving Philadelphia area business and industry since 1945. It is well known for its health evaluation services offered to corporation executives throughout the Delaware Valley. It is not, however, as well-known on the Penn Campus, a condition the Center's staff is anxious to correct.

Dr. Spitz heads a staff of 30 physicians, technicians, and clerical personnel headquartered in a comfortable suite of offices on the third floor of the Dulles Building. On entering, one notices a slight futuristic tinge in the unit's furnishings, perhaps due to Dr. Spitz's familiarity with and interest in computers and other modern business instruments and techniques. Dr. Spitz, by the way, not only has an A.B. from Princeton and an M.D. from Penn, but also holds an MBA from Penn's Wharton School and is vitally concerned with the business aspects of health care as well as the medical complexities.

The typical physical examination, performed by physicians on the staff of the Hospital's Department of Medicine, begins with a complete medical history... taken by a computer which asks the patient questions and provides a response mechanism which enables the computer to tabulate results and provide quick, accurate, and meaningful information for the examining physician. Another computer reads the patient's electrocardiogram, one of the standard diagnostic tests given during the examination to study the condition of the patient's heart.

Blood and urine studies are performed, as are tests for pulmonary function, hearing, sight and diseases of the lungs. Each patient is thoroughly examined by one of the internal medi-



Dr. Lawrence K. Spitz shows off some of the new technology available at the Health Evaluation Center.

cine specialists in the Department of Medicine. Any suggestion of a medical problem, coming from either a direct patient concern or from the medical history taken by computer will prompt further investigation by the examining physician.

All standard testing is completed within the Center's offices, except for X-rays, which are taken in the Hospital's new and modern out-patient Radiology Department. The entire examination takes no more than three hours. Within that time, results of most tests are available to the examining physician, so he has an opportunity to discuss any unusual results with the patient before he or she departs. Once having completed the examining process, the Health Evaluation Center keeps in touch with patients and encourages them to conduct and return simple screening test results which can be performed at home; this is done every 3 months.

The results of the patient's health evaluation are passed on promptly to his or her family physician. When necessary, the patient may be referred to one or more Hospital staff specialists to pursue any out of the ordinary result

which may have been uncovered during the three-hour examination.

What does all of this modern, efficient medical technology in the well-appointed surroundings of the Health Evaluation Center mean to a member of the University family? Very simply, it means an unusually thorough physical examination at reasonable cost (\$215.00) with an optimum of convenience to employees. It means that, when necessary, immediate additional follow-up can be made available through the full resources not only of the Department of Medicine's staff, but also through the entire Hospital staff of highly-trained specialists. All of the facilities and specialists are within walking distance of University locations and all are available in a limited time frame and with minimum discomfort and inconvenience.

There is one minor catch. Anyone familiar with the interlocking intricacies of the Hospital of the University of Pennsylvania will not be surprised at the circuitous route one must take to find the door to the Health Evaluation Center. Here goes: enter the Hospital through the Ravdin Building entrance on 34th Street (the red brick building). Take the Ravdin elevators to the third floor. Get off the elevator, make a U-turn and look for a directional sign to the Center. With good eyesight, good luck, and a good sense of direction, you'll find Dr. Larry Spitz and the Health Evaluation Center. Before you come though, you will need an appointment which you can arrange by calling 662-2717.

Continued from page 1.

department has the opportunity to provide its own language and emphasis. Also, the new procedure has the further advantage of speeding up the posting process.

Third, the line above the words "Financial Clearance Signature" should be left blank. This is for the use of Comptroller's Office personnel.

Fourth, the bottom section of the form is for the use of the Personnel Employment Office. When this part has been completed by one of the employment counselors indicating that there has been Affirmative Action Compliance, salary setting in consultation with that counselor, and budget and financial clearance, a hire code number will be given to the hiring department. This is the key to the second required Hiring Review step.

And here is the real bottom line: **Personnel Action Forms submitted without the code number will NOT be processed by the payroll department.**