

From the Executive Director of Personnel Relations

The first participants in our Resume Writing and Interviewing Techniques Workshops have begun the process of planning the next phase of their careers. Initial feedback about their experiences with the Workshops is very gratifying. These Workshops signal our more formal effort at career counseling and personal advising. University staff should look for schedules of workshops and training programs in each issue of the *Newsletter*.

Career counseling and personal advising are activities which involve many administrators in the course of their jobs, but there has been an increasing need to provide a more professional and consistent effort through the Personnel Relations Office.

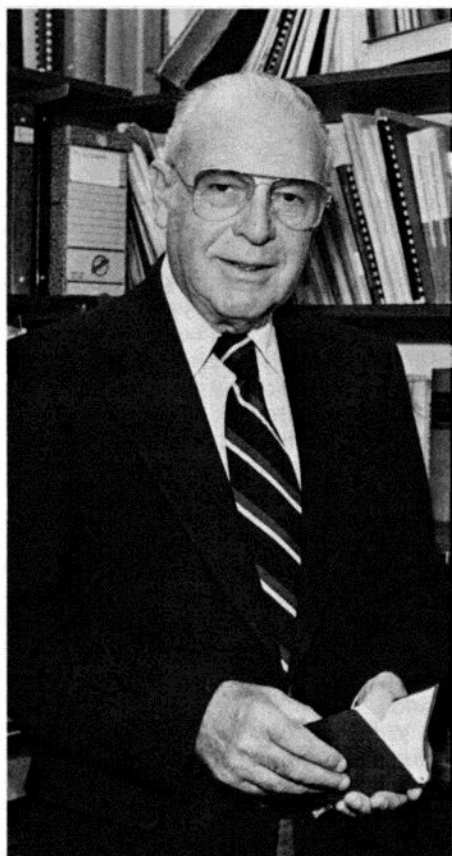
Nancy Arnosti joined the staff as Assistant Director for Staff Development last April, with part of her duties directed toward this task. With the assistance of Sue Kozloff and other staff members, the workshops were designed. Now Nancy is prepared to provide individual follow-up to participants in these workshops.

By way of background, Nancy joined the Personnel Relations staff after functioning as an Equal Employment Opportunity Consultant to the University. Previously she served a tour at Harvard University doing EEO work. She interned with the Boston Council on Alcoholism and was a counselor for the Suicide Prevention and Crisis Service in Ithaca, New York. Nancy received her undergraduate degree in Psychology from Cornell, and her Master's in Education from Harvard.

Gerald L. Robinson

Retirement "Perks"

Last spring Donald Sheehan, a retired member of the University staff, shared with participants in a pre-retirement planning meeting some of the financial opportunities he had discovered after retirement. He cautioned the participants to verify his information; rates change and regulations vary from state to state. This



Secretary Emeritus Donald Sheehan

caution should also be applied to these notes, which he has kindly prepared for readers of the *Newsletter*:

"Aside from golf and fishing and other recreational pursuits, there are a number of financial perquisites or bonuses that go hand in hand with retirement. The following is a partial check-list compiled during my first year of retirement.

"Federal Income Taxes. Chances are you will be paying considerably less because not only will you be earning less but your Social Security payments are not taxable. If you are sixty-five years or over, you get an extra exemption of \$1,000, and the same applies to a spouse over sixty-five. Check IRS literature for other less obvious exemptions such as capital gains and medical and drug expenses. If you have lived in your principal

residence for three out of the past five years, you are not taxed for capital gain on the first \$100,000 of the sale price when you sell. Also, look into a 'Keogh' retirement plan if you continue to work after retirement.

"Social Security. Remember, you don't have to retire completely. You can supplement your retirement income and still receive Social Security checks. If you plan to work while getting benefits, it is essential that you know how your earnings will affect your Social Security checks. Get a copy of the leaflet *If You Work After You Retire* from any Social Security office and discuss your plans with that office before going back to work. If you are under sixty-five in 1980, you can earn \$3,720 without losing benefits, or \$5,000 if you are sixty-five through seventy-one. If you earn over these limits, some Social Security payments may still be available. The basic rule is that \$1 in benefits is withheld for each \$2 you earn above the exempted amount. There is a special rule that applies only for the first year of retirement in which you have little or no earnings for some months.

"State Income Taxes. Pension payments are not subject to the Pennsylvania State Income tax. Other states have other rules, so be sure to check the local situation.

"Transportation. At present you can ride free on SEPTA's Philadelphia subways and buses during off-peak hours (9:00 a.m. to 3:30 p.m. and after 6:00 p.m.) and for a reduced fare during the rush hours. CONRAIL offers reduced fares on its rail commuter lines during the off-peak hours. AMTRAK has been offering a special deal for those sixty-five and over when the regular fare is \$40 or more. TRAILWAYS has been offering a 13% discount to those sixty-five and over for interstate travel. HERTZ and AVIS (and perhaps others) offer discounts to the age sixty-five and over group.

"Lodging. Many of the motel chains have special rates for retirees. Among those offering discounts last year (usually about 10%) were Holiday Inns, Howard Johnson, Marriott, Ramada

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Getting to Know You: Elizabeth Adamson

What would it be like to have appeared on the stage with Burns and Allen, Bob Hope, Jack Benny, Al Jolson, the Marx Brothers? Liz Adamson knows because she did during her years in vaudeville, when she made every whistle stop in the country. Although she started out studying ballet in her native Philadelphia with Cowanova, there weren't many openings for ballet dancers then. So she switched to modern American dancing and vaudeville.

That experience led to an engagement with the American Rockets, which became the Roxyettes at the Roxy in New York. When the entire company moved to Radio City Music Hall for the Christmas 1932 opening, Liz was one of the original Rockettes. How she also became an expert statistical typist is something of a mystery. She says she learned typing on her own between performances and rehearsals, but originally there were only sixteen Rockettes, and with the show changing every week, there were rehearsals when there weren't performances. Eventually, another sixteen were added, and finally ten substitutes were also hired, so that days off could be arranged. Until then it had been four or five performances a day, seven days a week, fifty-two weeks a year. When rehearsals ran beyond midnight there was a dormitory available to the Rockettes in Radio City, and fortunately there were also doctors and nurses on call. It must have been after the ten subs were engaged that Liz found time to practice her typing. Or perhaps when an especially popular movie was held over so that rehearsals for a new show were not necessary.

Several memories from those days are unforgettable. Liz was one of the sixteen Rockettes who traveled to Hollywood to appear in a movie about Paul Whiteman, "The King of Jazz". Later the whole company was invited to Paris by the French government to represent the United States in a dance festival during the 1937 World's Fair. European countries were represented by ballet troupes, but only the Rockettes could represent this country.

Ten years after leaving the Rockettes ("You can't do those high kicks forever!"), Liz decided to return to Philadelphia with her son. While doing the domestic bits such as being den

Elizabeth Adamson



mother to her son's scout troupe, she also worked from time to time in real estate and insurance agencies. But when she became a widow in 1966 and started to look for a full-time job, she found that there was always an excuse for not hiring her. No one ever said so, but she became convinced that it was due to her age. In fact, after a temporary assignment at the old HAJOCA building, she was not even willing to put in an application for a job at the University. If her co-workers had not taken her to lunch on her last day, brought the job application forms to her desk, and stood over her while she filled them out, she would not have applied for a job here. She was tired of being told "No," but she wouldn't disappoint her new friends.

Within a week she was called and asked if she would accept a job with the Management Science Center. She has been at the University ever since, except for a brief period of retirement that didn't take. Liz retired from the Management Behavioral Science Center when she became eligible for Social Security benefits, but it wasn't long before she decided that she needed more to do. At that time there was a group of clerical employees known as "Penn Temps," and as one of those Liz worked all over the campus. Living in University City, she found it convenient to come to campus (even on those snow days when many others can't get here).

Liz has found her latest home on the third floor of the Franklin Building. Statistical typing as a permanent part-time worker for the Comptroller's Office leaves her free to spend her summer with her sister in Margate, while still working as much as she desires (and as much as Social Security will allow) when financial reports are due.

"There's no business like show business," says Liz, "except University business."

Affirmative Action Update

Nearly two years ago, the Office of Federal Contract Compliance Programs (OFCCP) began a review of the University's affirmative action programs. Although this review has yet to reach a conclusion, many changes have been made in University programs to bring us into compliance with the letter and spirit of affirmative action.

A new monitoring structure has been implemented to meet the needs of three different parts of the University (Hospital, Faculty, Staff). Morris Arnold, Vice President and Director of the Office of the President, is now the chief affirmative action officer, responsible to OFCCP and other agencies for the University's compliance with affirmative action regulations. His Special Assistant for Affirmative Action, Davida Ramey, advises him and the University community on interpretations of regulations, and on design and implementation of programs while maintaining continual contact with the various government agencies. David Rayon, Associate Administrator for Personnel Management for the Hospital, is responsible for compliance within HUP; Joyce Randolph, Executive Assistant to the Provost, is responsible for compliance within the faculty; and James Robinson, Director of the Office of Equal Opportunity, is responsible for compliance elsewhere in the community. He also plays a leading role in the Council on Equal Opportunity, a campus-wide group of faculty and administrators.

Outside of the monitoring structure, but equally important to affirmative action implementation is Arlene Stewart, Personnel Data Coordinator. She is the checkpoint in the appointment process, assuring that procedures are properly followed. However, she plays a more important role for many people as the contact for handicapped and disabled, or Vietnam-era veteran applicants and employees. She works with each individual who identifies himself or herself as handicapped or a veteran to provide whatever assistance might be required to secure an appointment or perform better on the job. Arlene also works with community agencies who refer qualified applicants for employment.

Finally, appointment forms such as the Statement of Compliance, Results of Application, and Data Form have become more prominent in the hiring process. The information gathered allows Personnel Relations to monitor hiring to assure compliance with affirmative action, and to report periodically to the government on statistical strengths and weaknesses.

In the future, the government will become increasingly interested in the

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PERSONNEL—ity: Cynthia Latham

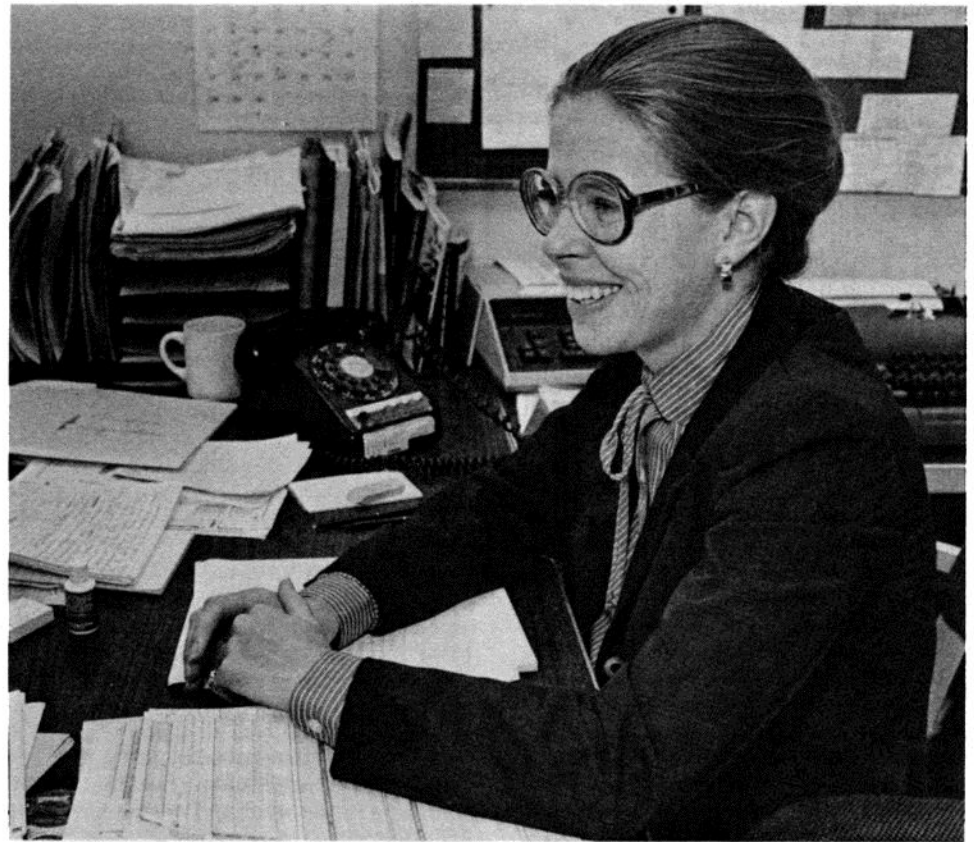
Cynthia Latham describes herself a sixties person who has learned to live in the seventies. Perhaps that is as good a way as any to describe someone who loves rock music, is addicted to movies, and got one of her greatest thrills from participating in a Philadelphia dig under the direction of John Cotter of the American Civilization department. The site was the first penitentiary in the United States, in the Washington Square area. Cynthia says she never worked so hard in her life; she also says that finding a pair of dice (one with dots and one without) was satisfying proof to her that people don't change much over the centuries.

A native of Saginaw, Michigan, and an art history major at Oakland University in Rochester, Michigan, Cynthia first came east in 1970. Her first job at the University was as a payroll clerk at the Wistar Institute. Three years later she moved to the Franklin Building as Acting Manager of the Personnel Benefits Counseling Office. Benefits counseling was undergoing radical changes at that time; federal regulations were becoming increasingly important, ERISA was just over the horizon, and a new computer system to handle payroll and benefits information was being planned. It was a challenging time to work in that office.

Five years later, Cynthia moved again, this time to the position of Assistant Director of Personnel for the School of Dental Medicine. Her benefits office experience is extremely useful there, since her basic responsibility is problem solving for the faculty and staff. She is also closely involved with the students, which pleases her. Her benefits experience has also proved useful to the Personnel Relations staff; she helped produce the Benefits section of the *Personnel Policy Manual* last year, and was able to apply her theoretical and on-site practical experience to the endless questions that arose as the policy statements were being written.

Being a representative of the Personnel Relations staff in a school on the edge of the campus presents problems. Like the other Personnel field representatives, Cynthia must reconcile the individuality of her school with the need for a consistent policy throughout the University. Cynthia brings out all her charm, tact, and persuasiveness in the occasional tug-of-war that results. The Dental School is very much a part of "One Medicine" and "One University". However, the School of Dental Medicine is a special entity with its own history, and Cynthia would like to give seminars on the subject for personnel from other parts of the University.

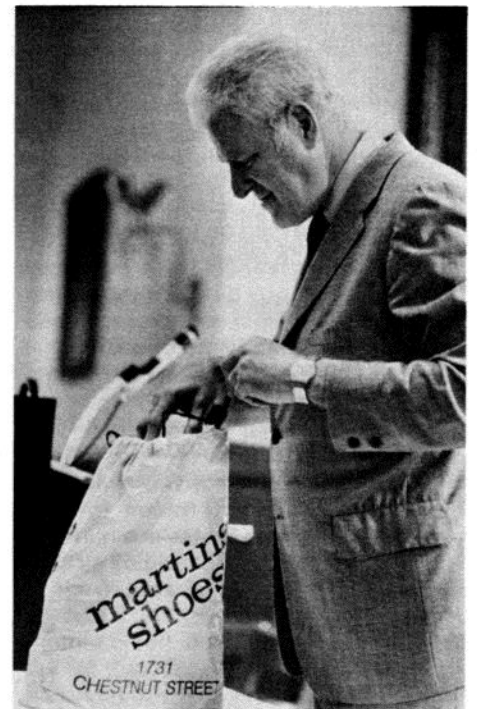
As an M.B.A. candidate, Cynthia also takes courses related to her job,



particularly those in organizational systems. And as a Queens Village resident near South and Front Streets, she gets out occasionally to her favorite movies. Reading history is also a favorite occupation, and when she can find time, she paints and writes poetry. She has started jogging and will jump at a chance to ski. It is no wonder, when asked what she would consider her greatest pleasure, she replies wistfully, "Doing nothing."

"YOU CAN BE REPLACED": First Brown Bag Seminar

Dr. Erwin R. Schmidt, Jr., known to his many friends and patients around the University as "Rudy," addressed a large group of staff members in the West Lounge of Houston Hall on October 13, taking as his text "The Deacon's Masterpiece". To demonstrate his point that a mechanism gives out—in this instance the human body—when its weakest part breaks down, he showed an incredible bag full of replacement parts now in use: chins, knees, hip joints, wrist bones, finger elements, and a variety of cosmetic devices. The use of prosthetic devices goes back to ancient times, he said, beginning with peg limbs among primitive peoples; wars have given impetus to the development of improved arm and leg replacements. But replacement of blood vessels and other even more intimate organs, all of which he pulled from his shopping bag, is a more recent development.



Dr. Erwin R. Schmidt, Jr.

Upcoming meeting in the Benjamin Franklin Room of Houston Hall at 1 p.m. on Monday:

November 10 Mary Perot Nichols, the University's new Director of Communications

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Inns, Rodeway Inns, Scottish Inns of America, Sheraton, Treadway Inns, and Quality Inns. AAA and the American Association of Retired Persons can doubtless extend this list.

"Health Care. The University provides 65 Special medical insurance to supplement Medicare. Inquire at your pharmacy regarding senior citizen discounts. Most offer a 10% discount.

"Travel. Although travel is continually getting more expensive, tours organized by the American Association of Retired Persons, the General Alumni Society of the University of Pennsylvania, and certain military, professional, and cultural organizations are still a bargain. Travel abroad off-season is obviously less expensive.

"Cultural Activities. Many museums, colleges, universities, and other cultural and educational institutions offer free admission or reduced prices for events. Some musical and theatrical series have discounts for those over sixty-five years.

"Education. Growing numbers of retired people are enrolling in college courses. Tuition varies; some offer reduced fees, others free admission when class space is available. Remember that a retiree of the University is entitled to the same tuition allowances after retirement as before.

"Other Savings. The foregoing is only a partial list of additional benefits for the retired. Why not share other sources of savings which you discover with the Personnel Relations Office? They will be passed on to others in a later issue of the *Newsletter*."

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results of our new monitoring and record-keeping processes. In particular, it will be important for each department to show evidence of affirmative action in hiring and promoting women and minority persons at every level of employment.



Richard H. Buford, Christian Bergum, Alton T. Winner, Jr.

Pre-Retirement Lunch

Some fifty members of the University staff who are thinking ahead to their eventual retirement gathered in the Club Room of the Faculty Club on September 26 to participate in a discussion of housing options after retirement. Christian Bergum, an architect who has designed a number of retirement communities, led off with the information—surprising to many—that the vast majority of retired people continue to live where they have lived during their pre-retirement years. Nearly half live in cities, and almost as many in nearby suburbs. Only a small number migrate to the "sun belt" or move to retirement communities; home is not only where the heart is, but where the friends are.

Jack Winner, head of the mortgage department of PSFS, assured those present that age is not, and legally cannot be, a factor in obtaining credit. Past credit experience is the primary

consideration. In response to questions from the group, he also discussed the so-called "reverse mortgage", but indicated that the enabling legislation is so new that there is as yet little experience to report.

Dick Buford, the University's Real Estate Development Officer, stressed the upswing in the residential communities close to the University: Spruce Hill, Cedar Park, Powelton Village, and others such as Mantua that are now responding positively to the efforts of their residents. Echoing the sentiments of Chris Bergum, he suggested that the place to live after retirement is the place you know and love, and where you have associations.

Several participants expressed interest in a meeting dealing with University benefits after retirement. Such a meeting, and others on different subjects, can be arranged in the future. Anyone with suggestions should call extension 6093.

Training Schedule

October-November 1980

Description	Upcoming Dates	Frequency	For Registration and Information Call:	
New Employee Orientation	November 18	Monthly	Chris Davies	Ext. 6017
Resume Development	November 5, 19	Alternate Weeks	Chris Davies	Ext. 6017
Interviewing Skills	October 29 November 12, 26	Alternate weeks	Chris Davies	Ext. 6017
Purchasing Orientation	November 5, 19	First and Third Wednesdays	Dorothy Vaccaro	Ext. 4078

For Information on Weightwatchers, Smokenders, or CPR, please call Nancy Arnosti Ext. 3400