

From the Executive Director of Personnel Relations

There seems to be some confusion among employees about extended sick leave—its purpose and its administration. Thus I feel compelled to write a few words about this pay continuation benefit. The policy covering this in the Personnel Policy Manual is No. 504 for faculty, administrative, and professional personnel, and No. 504.2 for support staff.

Extended sick leave is provided only to full-time, permanent personnel as pay protection against protracted illness or incapacitation which precludes continuation of work. Extended sick leave is granted only on the basis of a satisfactory statement from a physician indicating the nature and degree of the illness or injury, and certifying that the employee is unable to work. Extended sick leave is approved or disapproved by the Executive Director of Personnel Relations. A request for extended sick leave is made through an employee's supervisor to the Executive Director. (The Benefits Counseling Office determines the number of extended sick days available.)

In cases of appeal of a disapproval based on a physician's statement, the cases will be reviewed by the Medical Sub-Committee of the Long Term Disability Board, and its decision is final.

During a period of extended sick leave, an employee enjoys continuation of full base salary or wages, and benefits as well. Extended sick leave can be used only after all other paid time is exhausted, i.e., personal days, vacation, and accrued sick leave.

So, extended sick leave is an emergency plan to provide special protection to employees and their families in unique circumstances. It pays to be prudent in how one views all sick leave benefits because one never knows when serious problems will arise.

Gerald L. Robinson



Francis James Dallett

BROWN BAG SEMINARS: The Past and the Future

Francis James ("Jim") Dallett, the University Archivist, described his office—"the official memory of the institution"—to those attending the Brown Bag Seminar on November 24 as an old rifle range under the stands of Franklin Field 366 feet long and 16 feet wide. Into that awkward area are crammed four kinds of records: manuscripts (some 8,000 cubic feet of them), printed materials (the University Libraries share responsibility for preservation of these), iconographic materials (photographs and sketches by the carton), and memorabilia ranging from a Muybridge camera to beer mugs.

There is no possible way that the Archives can keep all non-current records from every segment of the University, but all central office records are stored, as are the papers of such distinguished faculty members as Loren Eiseley and Roy Nichols. And there are files on some 125,000 deceased alumni of the University.

One major project—the compilation of the "lost alumni register"—has been put aside for the past few months while the small Archives staff worked on an even more important current project: The Century of Black Presence Exhibition. Because four black students were admitted in 1879, such an exhibition and celebration is appropriate this year, but assembling the materials has



Fred A. Shabel

been no easy task. Finding a photograph of Ralph Bunche, the first black honorary degree recipient from the University at the time the degree was conferred took Mr. Dallett to newspaper archives. Finding a picture of Martin Luther King at the time he was a Penn graduate student was an equally challenging project. And reconstructing the role the University played as the national center for African studies during World War II was no cinch, either.

On December 8, by way of contrast, our former Vice President for Operational Services, Fred A. Shabel, spoke on "The University as Big Business", with emphasis on the problems he saw developing during the '80s. He sketched the magnitude of the operation by pointing out that the University, counting faculty, students, and staff, is larger than Norristown or Williamsport, Pennsylvania, or Sarasota, Florida. The 111 buildings and 260 acres (counting only the West Philadelphia campus) constitute a major city. And the volume in dollar sales of such operations as the Bookstore and Dining Service—each exceeding \$5,000,000 a year—is enough to make almost any budget administrator quail.

Looking ahead to a period of steady inflation, Mr. Shabel sees a constant tension between the desire to keep services self-supporting and a

Continued on page 4

What Is Medicare B?

If you are sixty-five, you are eligible for Medicare Plan A (for hospital care) and Medicare Plan B (for doctors' care). You must visit your nearest regional Social Security Office to sign up for these plans, and the recommended time for doing so is about three months before your sixty-fifth birthday. The University supplements these plans with "65 special" coverage either through Blue Cross/Blue Shield or a health maintenance organization.

Anyone eligible to receive Social Security payments is entitled to Plan A without charge, even though Social Security payments have been postponed past age sixty-five. There is a charge for Plan B, which varies from year to year. Until now, it has not been possible for the University to assume responsibility for Plan B payments for currently active full-time members of the staff. A recent change in the rules of the Social Security administration now makes it possible for us to set up a special group payment for individuals in this category.

The Personnel Relations department is in the process of communicating with eligible individuals to obtain authorization forms and bills for Plan B coverage, both of which are required by the Health Care Administration to add names to this special group. University coverage of the cost was authorized as of July 1, 1980; because billing is on a quarterly basis, with some individuals having their bills fall due each month, many people eligible for coverage will have paid for some months between July 1 and the time their next bill is due. The University has made provision to reimburse staff for such payments.

Just to complicate the whole matter further, there are some full-time staff members who are already drawing Social Security payments, and it is apparently an unbreakable regulation of the Social Security Administration that Plan B payments must be deducted from Social Security benefit checks. The University will also arrange reimbursement for those deductions, on a semi-annual basis. If this all sounds like something out of "Alice in Wonderland" it is, except that even Lewis Carroll probably could not have designed anything so convoluted.

We hope the letters from the Personnel Relations department are clear, but we are finding that the combinations of special circumstances are often intricate, and only a memo of hundreds of pages could cover all of the possibilities. So, if you have a question, call Doug Dickson at extension 6093—but don't be surprised if the line is busy the first few times you try!

PERSONNEL-ity: Irene McMenamin

"Even though there are more women on bargaining committees today, labor relations are still essentially a man's world," says Irene McMenamin. So how did she become Assistant Director for Labor Relations at the University, and what has the effect been? "Many of the effects are trivial—language in bargaining sessions may be a bit more restrained, except when things get really heated. And there is probably less chit-chat about sporting events—however, what I used to do in defense, so I would not be left out of the Monday morning conversations, I now do for enjoyment—watch Sunday afternoon football."

As to how she came into the job, it was hardly a direct route. After graduating from Cardinal Dougherty High School and studying at Gwynedd-Mercy College for two years as a science major, Irene took a job with SmithKline which brought her into contact with the industrial world, personnel matters, and labor relations. This in turn led her to the Wharton School to major in Personnel Management and Labor Relations.

In 1975, while still an undergraduate student in the Wharton School, Irene became a part-time employee in the Personnel Relations Department, and immediately became involved in an early labor dispute at the University. That experience, plus her education as one of a small group of women in the labor relations courses, led her to accept a full-time appointment and complete her degree on a part-time basis and take some advanced courses in the Wharton School.

A Philadelphian through and through, Irene now lives in East Philly—the area between Broad Street and the Delaware River—in what is variously described as a Trinity or "Father, Son, and Holy Ghost" house. In other words, there are three stories with one room on each. The bathroom was added to the back of the second floor long after the house was built in the mid-nineteenth century. One of the skills Irene has developed is to predict the nights when the plumbing will freeze and pour anti-freeze into the drain pipe so that she can take a shower in the morning without standing on ice. But there are compensations. More and more friends are living in the area, and her enthusiasm for theater, ballet, and Sunday brunch is easy to satisfy in the center city area. And, her garden, though tiny, is a real joy to her during the summer.

She doesn't talk much about her brief acting career, but while at SmithKline she was featured in a communications production called "A Small Hitch". It was premiered at the Philadelphia Art Museum and is surely worth a revival at Penn!



Irene McMenamin

She is also reticent about her enthusiasm for tennis. Despite spending her last two vacations practicing tennis at Hilton Head and in the Bahamas, she talks about hunting for patient people to bat balls back to her.

With her mother, three sisters, a brother, and several nieces and nephews, family also consumes a fair amount of Irene's time.

But the job is her main concern. Although "labor relations" suggests bargaining as a main concern, that probably takes only about twenty percent of her time. Dealing with union stewards and other bargaining unit representatives takes much more. And, as she says, "The hardest part is having to agree to disagree." The best part is the variety. "I've met many interesting and colorful characters." Besides the bargaining and grievance sessions at the University, there are many days spent in federal mediation and arbitration hearings off campus.

It might not be considered a highlight by most people, but one of Irene's most amusing memories is being involved in a non-stop mediation hearing in federal offices where the ladies' rooms were locked over the weekend. She had to filch a key from one of the departing secretaries to complete the bargaining session; the one thing she wants to change is settlements in the men's room.

GETTING TO KNOW YOU: Mrs. Eleanore Cantor

It was only after Eleanore Cantor's son Jay was more or less on his own that Eleanore decided to take on a job outside her home. Since her brother Harry Gaber was working at Penn, that is where she chose to look. At that time there was a "temporary" position available in the College Office, working on student records—writing down As, Bs, Cs, Ds, and Fs as she describes it. The job was temporary because momentarily the Registrar would take over that function, and then the College clerical staff would be reduced.

Only Eleanore and a series of Registrars can quite appreciate the irony of that situation. It was 1963 when Eleanore became a "temporary" senior clerk in the College Office. A dozen years later the Registrar took over full responsibility for those student records. Meanwhile Eleanore had become chief clerk, quite permanent, and almost indispensable. When the College and College for Women merged, it was Eleanore who was tapped to become Officer Manager for the combined operation.

By now Jay had completed an M.S.W. degree in Penn's School of Social Work. Eleanore and her husband Herman (together with brothers Harry and Charles and various other friends) have embarked on a series of trips to England, Ireland, and nearer cruise points, one result of which is a larger stock of recipes. She describes herself as a good cook (she earned a cooking medal in grammar school!) and an enthusiast of gourmet restaurants.

What she learned at Kensington High School (Eleanore is a native Philadelphian) or her cruise and restaurant excursions may be hard to relate directly to being Office Manager of the FAS Advising Office—except that keeping one's cool in one area of chaos probably helps in dealing with any potential madhouse.

Not that it is fair to call the Faculty of Arts and Sciences Advising Office a madhouse. Perhaps with a staff of more than twenty, many faculty members coming in for information, and 5,500 students, it would be better to describe it as a three ring circus of which Eleanore is ringmaster. Life becomes especially hectic at registration times and just before graduation. But Eleanore thrives on those times. "I would rather stand at the counter and help students personally than do any other part of my job."



Your University of Pennsylvania Benefits at a Glance

It was just over five years ago that the Personnel Relations Office distributed vinyl folders (red, blue, or yellow, according to the contents) to all members of the University staff. Those folders contained individual leaflets describing the various benefit programs; since then there have been several updated versions. Unfortunately, some people couldn't find the originals to substitute the updates, others may not have received the updated versions, and still others weren't sure which was old and which was new.

So we bring you good news. The vinyl folders are obsolete and are being replaced. Discard them and, if you haven't already done so, forget them.

This month the Personnel Relations Department is mailing to all present full-time members of the staff a new publication entitled "Your University of Pennsylvania Benefits at a Glance". Some of you may have received the booklet by the time you read this. There are three versions: blue print for faculty and administrative staff, red print for salaried support staff, and green print for those covered by collective bargaining agreements. These booklets are being sent to all current full-time members of the staff and are available to new and prospective employees.

Some of the benefit descriptions in the booklet are considerably abbreviated from the versions in the old folders. Since every department now has a **Personnel Policy Manual** which describes the benefits and the administrative procedures governing their application in detail, the "at a Glance" booklet has omitted much of the procedural matter. Should you have questions about omissions, you may consult the **Manual** in your departmental office or at the reference desk in Van Pelt Library, or call extension 6093.

Your 1980 Benefits Statement

Individual benefits statements have been mailed to all full-time members of the University staff. Should you not be a full-time staff member and have received one, please return it to the Personnel Relations Office, 737 Franklin Building; it was sent by mistake and does not accurately reflect any benefits to which you may be entitled.

The statements are based on benefits base salaries in effect during November. Obviously any salary changes taking effect after mid-November, or any extra income such as teaching during evening and summer sessions will not be shown on the statements.

There may also be statements for individuals no longer associated with the University; even if no weekly time is being reported for these former members of the staff, statements will have been produced if appropriate termination papers have not been filed. **We beg all office managers and business administrators to return such statements to the Personnel Relations department with an explanatory notation.**

Personnel Relations on the Road

Although the University of Pennsylvania is amazingly compact for an institution of its size, there are some sections and departments rather distant from College Hall. As a result, individuals working primarily at a distance from the central campus may find it difficult to visit the Personnel Relations and Benefits Offices in the Franklin Building.

Several members of the Personnel Relations staff have visited New Bolton Center to try to bring information out into the field where it is needed; the most recent visit took place on December 12. A few weeks earlier John Corboy spent a day at the Morris Arboretum providing information and counseling to staff there.

Other centers away from the main campus may desire such visits and should know that the Personnel Relations staff is anxious to provide service as it is needed. A request to the Executive Director of Personnel Relations is the first step in setting up such a visit.

desire for an ideal environment for faculty, students, and staff. Dining service is now self-sustaining, for example, but there is a real question whether it can continue to be so on a voluntary contract basis. There are those who would like to see the Bookstore be literally that, but T-shirts and beer mugs pay much of the overhead.

In terms of other services such as construction and facilities development, Mr. Shabel stated his belief that Pennsylvania has been one of the real leaders in barrier removal for the accommodation of handicapped individuals. And in terms of campus beautification, he paid tribute to the alumni classes which have made capital contributions to provide aesthetically pleasing sections that could not possibly have been provided for out of current operating funds.

During the '80s, demands for physical improvements will undoubtedly continue. A University with tuition rates like ours must provide first of all a superior academic program, but students and parents will not likely accept even the best academic programs in shabby physical facilities. Since historically "deferred maintenance" (here and elsewhere) has usually been the first resort for those who must reduce annual budgets, gifts from the private sector (especially alumni) will play an even more important role in helping Operational Services perform its mission: to provide an attractive and safe environment in which faculty, students, and staff can teach, study, and serve.

Because there will be an A-1 Assembly meeting on January 19 at the usual Brown-bag hour, the next scheduled speaker will be on February 2.



Faculty Club Christmas Tree

Holiday Tree Lighting

The annual tree lighting party in Alumni Hall of the Faculty Club has become one of the most popular December events. Pictured above is the tree, one of many around campus that brighten the scene and contribute to the holiday atmosphere. The lighting ceremony and dinner, held last Wednesday, was as usual a family event enjoyed by large numbers of the University family and their families.

And this gives those of us in the Personnel Relations Department an opportunity to wish all members of the University staff a most happy holiday season.

AID-MELT

Old timers can remember very few days when the University has been closed because of weather conditions.

But if you wake up in the middle of a blizzard and wonder, call 243-6358 (more easily remembered as "AID-MELT"). Or listen for a radio announcement: 102 is the University's code number for daytime closing, 2102 for evening closing.

Certain personnel may be needed to maintain essential services even if most of the University is closed. Therefore, everyone should check with his or her department before deciding that it is not necessary to report for work.

The University of Pennsylvania Hospital does *not* close because of weather conditions.

May We Remind You?

December 25 and January 1 are University holidays, and any support staff required to work on these holidays are to be compensated at the rate of the regular daily pay plus one and one-half times their regular hourly rate for all hours worked.

December 26, 29, 30, 31, and January 2 have been designated as special vacation days this year. For any support staff required to work on any or all of these days, time off may be rescheduled later in the winter or spring.

For employees covered by collective bargaining agreements, the applicable terms of each agreement govern.

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Edited by: Douglas R. Dickson
(243-6093)

Training Schedule

Description

Upcoming Dates

Frequency

For Registration and Information Call:

New Employee Orientation

February

Periodically

Joan Longaker

Ext. 7285

Telecommunications

February

Periodically

Joan Longaker

Ext. 7285

Resumé Development

January 16

Alternate Weeks

Joan Longaker

Ext. 7285

Interviewing Skills

January 23

Alternate Weeks

Joan Longaker

Ext. 7285

Purchasing Orientation

January 7, 21

First and
Third Wednesdays

Dorothy Vaccaro

Ext. 4078

For Information on Weightwatchers, Smokenders, or CPR, please call Joan Longaker, Ext. 7285