

From the Executive Director

Last year at about this same time, the Personnel Relations Office invited faculty and staff to inform us of their disabilities. That invitation was distributed through the payroll department in order to reach the greatest number of people on an individualized basis. Concurrently, we published an article in the *Newsletter* explaining why it was in the best interest of a member of the faculty or staff to respond. As a result, the response was quite good. So, I am reprinting the article below:

WHY?

Probably, in the first place, because many people who have physical disadvantages do not think of them as "handicaps" or "disabilities". There are many University employees with diabetes, or loss of sight in one eye, or arthritic conditions, or high blood pressure, or—you name it—who never think of themselves as handicapped. And for the most part, they are entirely right.

To take one example, diabetes is not a "disabling" condition. But to look at it from another point of view, it can be a terribly serious condition. It does not in any way limit one's ability to do a thoroughly superior job. But if shock occurs, it is vitally important for those closest at hand to know what condition exists and what must be done.

Or a handicap may be obvious to everyone—a disfiguring scar, for example—and yet present no impediment to work or hazard to health.

In either case, the person with the handicap is eligible for exactly the same rights to transfer or promotion as every other employee.

Perhaps the most compelling reason for reporting a handicap is safety, for one's self and for others. Any handicap that limits walking, hearing, or seeing can be a dangerous hazard in a time of emergency such as fire if it is not known to others nearby who can and will help.

So when the invitation is sent out in pay envelopes at the end of February to notify Arlene Stewart in Personnel Relations of any handicap, please remember that it is only to *help* you that the University makes this request. Arlene is prepared to provide counseling and placement assistance for those whose present positions do not make full use of their skills and training.

Another source of assistance is Sally Johnson in the Office of Equal Opportunity (extension 6933), who knows not only the easy access routes to the libraries and social and recreational facilities, but also is in regular contact with agencies outside the University that provide assistance to individuals with handicaps of almost any kind.

Gerald L. Robinson

Brown Bag Seminars Resume

The first in the spring term series of Brown Bag Seminars, sponsored jointly by the A-1 Assembly and the Personnel Relations Department for all members of the University family, was held on February 2. For many members of the staff, this was the first opportunity to hear Dr. Lawrence Klein, Professor of Economics and Finance, since his designation as Nobel laureate in economics.

Perhaps to the disappointment of some present, he declined to speak about the honors that had come to him or about the ceremonies attendant upon the Nobel prize. Instead, he spoke about the long years of development that had led to the recognition of econometric modeling and its importance, beginning with the work done by the Dutch economist Tinbergen for the League of Nations in the thirties, when depression throughout the world and especially in the United States led to the realization on the part of some far-sighted people that identification of critical economic factors and prediction of the results of various policies would have world-wide consequences.

Dr. Klein's own involvement in the development of econometric models came in the mid-forties, when the end



Lawrence Klein

of World War II made possible a resumption of such studies. After work at M.I.T. and Chicago, his arrival at Pennsylvania—where the all electronic computer had been developed—provided the opportunity to expand models based on a few dozen equations laboriously developed by hand over many days to models utilizing a thousand or more equations that could be executed in seconds.

All of this development took time, of course. From the first Wharton model in 1960 through the early days when there were only about five users and the time when the Kennedy administration called upon Dr. Klein and his associates for advice and thus brought econometric modeling one step out of the ivory tower to the present, when there are hundreds of users and cooperating countries all over the world is a long, complicated—and very fascinating—story.

Future Brown Bag Seminars following Vice Provost Janis Somerville's on February 16, on Mondays at 1 p.m. in the Benjamin Franklin Room of Houston Hall, include

March 2 Martin Biddle, Director of the University Museum

March 16 Matthew W. Hall, Esq., General Counsel

PERSONNEL-ity James J. Keller

Service in the United States Coast Guard may seem to be a strange place to begin a career in personnel relations, but that is exactly what happened to Jim Keller. Following his college career at Lehigh, which included a junior year at Penn studying philosophy, Jim entered the Coast Guard and spent one year on the cutter *Spencer*—a member of the North Atlantic Station Patrol responsible for rescue and weather patrol. This international task force dates back to the need to keep track of icebergs and other hazards and was organized as a direct result of the sinking of the *Titanic*. In those days, of course, the patrolling of shipping lanes was their prime mission. Since then, the monitoring of overseas aircraft has been added to their responsibilities.

It was after the year on the *Spencer* that Jim was assigned to an office in North Carolina as the Coast Guard official responsible for civilian personnel affairs. He could scarcely have imagined then that he would be in the charter class of Certified Employee Benefits Specialist (CEBS) designees. The CEBS professional certification program is jointly sponsored by the Wharton School and the International Foundation for Employee Benefit Plans. Of about 2,500 individuals who began the program when it was initiated, only about 5% thus far have completed the arduous ten courses and demanding examinations. Jim was one of that select group. The Wharton School was responsible for developing the curriculum, the course materials, and the examinations. The program is offered in some thirty locations around the country today.

That special training in personnel benefits will be most useful to Jim as he takes on new responsibilities for personnel services for faculty in the coming weeks. Personnel benefits are complicated, at best, for all members of the University community. So it is especially appropriate that someone with Jim's expert training be available to assist members of the faculty with the particular problems and opportunities they will encounter.

This new emphasis in Jim's responsibilities is just one more addition to the wide variety of duties he has assumed since entering the field of educational personnel administration. Following his service in the Coast Guard, Jim spent thirteen years at I-T-E Imperial Corporation. He left his position as supervisor of Personnel Research to become manager of Compensation at Temple University. And that position led him to the University of Pennsylvania as Associate Director of Personnel Relations.

His experience at Penn includes graduate study as well as the CEBS program, and, currently, he is teaching



James J. Keller

Industrial Relations and Personnel Administration in the Wharton Evening School. As members of the Faculty Club know, he has put in endless hours as Chairman of the House Committee; but others on campus may not know of his concern for their interests as a member of the Board of Directors of the Philadelphia Health Plan. Somehow he has found time to serve as President of the Delaware Valley Chapter of the College and University Personnel Association for five years and to organize the first in-depth survey of the Ivy Group (somewhat expanded) personnel benefits programs.

If he and his wife Nancy did not share interests in jogging, weight watching, the Philadelphia Ballet, and the Philadelphia Orchestra, they might never see each other. Of course their two children C.J. and Tiffany (both favorites in the Personnel Relations Office) and two pet gerbils also occupy their attention. Somehow, even electric trains, refinishing furniture, and home renovation are squeezed into a tight schedule. Jim's older daughter Bonnie, now at Baldwin School, can be with them on some weekends.

How all of this leaves time for anything else only Jim can tell. But the family does try to spend a few weeks in Popham Beach, Maine, during the summer and a week in Clearwater, Florida, after Christmas to visit Nancy's father. The last time they were in Clearwater they arranged a party to host all of those who had hosted Nancy's father during the past year. That's a vacation? But they love it.



James M. Miller

GETTING TO KNOW YOU: James M. Miller

On January 1, 1981, Jim Miller became the Safety Manager for the University of Pennsylvania. When asked what the job entails, he replies with a smile, "I'm still finding that out myself." But on the subject of the background and experience qualifying him for the position, Jim is much more explicit.

As the official in charge of building safety, he brings to the University a thorough knowledge of safety precautions, particularly in the area of fire safety, that could hardly be surpassed. During his nearly twenty-five years in the Philadelphia Fire Department, he held virtually every possible post. After serving in the Navy during the early fifties, he joined the Fire Department as a fire fighter in 1956. His advancement was rapid—to Lieutenant in 1959, Captain in 1962, Battalion chief in 1966, and Division chief in 1971. As deputy fire marshal he was in charge of the fire prevention and education division.

From 1975 until his retirement last year, Jim served as the assistant to the Fire Commission in charge of staff services—research and planning, the fire training college, the communications center, safety programs, and emergency medical programs. His father was a member of the Philadelphia Fire Department, so it is not surprising that Jim's whole life has been wrapped up in fire safety. It is, he says, his hobby as well as his profession.

He is also wrapped up in his family: Doris, his wife of twenty-seven years and his fourteen- and fifteen-year old daughters.

Jim's current appointment is not his first association with the University. He took an in-service course on local and state government administration at the Fels Institute from 1966 to 1969. At that time he came to know one University building well. Now he has to learn the rest of them inside and out.



D'Boraah Peters

INTRODUCING D'Boraah Peters

Although the University's new Judicial Inquiry Officer was born in West Philadelphia and attended the Philadelphia High School for Girls, she comes to Penn from California. After graduating with a degree in Sociology from Wesleyan University in Connecticut, D'Boraah worked for two years as a paralegal staff member with Community Legal Services here in Philadelphia, testing out an interest in law that had been stirred by a senior year seminar in criminal law.

After a year in the housing unit of Community Legal Services, she became supervisor of the unit and also worked with the Senior Citizens Services. A major portion of her time was spent with tenants whose rent was fully paid but who had serious complaints about violations of building codes or rent increases. She took some three hundred cases to hearings before the Fair Housing Commission.

This experience led D'Boraah to the conclusion that law was indeed her interest, and she enrolled in the Boalt Hall School of Law of the University of California at Berkeley. While there she made Law Review and chaired the Affirmative Action Committee for Law Review. She also served on the Disqualification Committee, a joint student-faculty committee which had advisory oversight of all potential academic dismissals from the law school. In addition, she tutored first year students in property, criminal law, and contracts. For two years, she also served as chairperson for the Black Law Students Association on the admissions committee.

Because her father was ill, D'Boraah returned to Philadelphia this past fall with half a year of law school left to complete but she will be able to finish that in Philadelphia during the next year. Most of her belongings are still in California, but at least the clothing left

behind may not matter. She is finding it hard to adjust to the Philadelphia winter, and California clothes wouldn't really help. Otherwise she is glad to be home again.

Even though the position of Judicial Inquiry Officer is now full-time, D'Boraah is finding time for swimming and training in such self-defense arts as judo and karate. After having been victimized by a wolf pack while waiting for a bus at 8:15 in the morning, the latter precaution seems thoroughly advisable.

One thing she hasn't yet been able to do since her return to Philadelphia is get back into dancing. She was very much interested in African dance during her years at Wesleyan and pursued the interest at Berkeley. So far, she has not joined any specific group, but she aspires to membership in the local Spirit Dance Troup.

What Do "Exempt" and "Non-Exempt" Mean?

The Department of Labor has recently announced substantial increases in the salary tests for exemption from coverage by the Fair Labor Standards Act to be effective February 13, 1981. Below is a chart showing the present and new weekly salaries:

Employee Type	Present Weekly Minimum	New Weekly Minimum	Weekly Minimum Effective 2-13-83
Executive	\$155	\$225	\$250
Administrative	\$155	\$225	\$250
Professional	\$170	\$250	\$280
"High-salaried" exception	\$250	\$320	\$345

Under the Fair Labor Standards Act employees who are covered by its provisions must be paid at the rate of time and a half for all hours worked over forty in a work week. However, the Act provides that certain categories of employees will not be covered. These employees are often referred to as exempt while those covered by the Act are referred to as non-exempt. Here at Penn the terms used are A-1 or A-2 for exempt and A-3 or A-4 for non-exempt.

There are three categories of exemption: executive, administrative, and professional. Each category has its own criteria or tests for exemption, but they all have a base weekly salary test. The Compensation staff is responsible for making determinations on exemption.

WALLET AND PURSE THEFTS—Could it be your own fault?

In a city the size of the University—and as former Vice President Fred Shabel recently pointed out, the University is a city larger than Norristown— theft is always a problem. Not a week goes by that some member of the staff does not have a handbag or wallet stolen. The lucky victims may have the purse found, minus any money that was in it.

The Department of Public Safety can do little to recover stolen money. Few, if any, of us keep track of the serial numbers on our currency! But we can do a lot to help ourselves. Such thefts usually take place during those few minutes when we dash out to an office down the hall or to a rest room—those short absences when it doesn't seem worth the trouble to lock belongings in a desk. And there is a discernible pattern of increased thefts around payday; it doesn't take a very observant potential thief to notice when large numbers of University employees visit the local banks.

So, don't leave purses and handbags visible when you leave your desk even for a minute. Don't leave cars unlocked even in enclosed parking garages, and don't leave valuables visible inside a car wherever it is

parked. Don't leave coats where they can be lifted while no one is around to notice—coats, umbrellas, and other personal items are reported missing almost as frequently as money. And by all means, don't have any tag or other identification on your keys which will identify either your car or your home.

There is also an appropriate list of do's. If you see a stranger wandering around in an unlikely place, do ask, "May I help you?" An answer such as "I'm looking for the employment office" on the second floor of Bennett Hall would be unconvincing, to say the least. Do call Public Safety at extension 7297 (or 7333 in a real emergency) if your suspicions are aroused. Do be aware that "It can happen to me" instead of believing that someone else is always the victim. And do borrow the engraver from the Public Safety Office to mark your personal items or University property with identification. Items so identified are not very attractive to thieves.

New TIAA/CREF Plan Provisions

Effective January 1, 1981, the University's TIAA-CREF Retirement Plan has been amended. The amendment shortens the service requirement to eighteen months for individuals who formerly had a three-year waiting period before the University begins making contributions to their annuity contracts. The amendment also eliminates all lump sum, retroactive contributions by the University for new appointees who elect to participate in the plan on their own prior to completion of the required period of service for eligibility for University contribution.

The amendment does not affect the eligibility for immediate participation with University contribution of faculty members appointed to professor, associate professor, and assistant professor ranks and of senior administrative officers.

With respect to appointments which are effective on or after January 1, 1981, eligible individuals may begin voluntary participation in the plan on the first day of the month following appointment, or on the first day of any month thereafter, without University contribution.

Faculty and staff members who began voluntary TIAA-CREF participation before December 31, 1980, under the terms providing for a lump sum, will have their retroactive University contribution individually adjusted with respect to the terms under which they began participation. These adjustments will be worked out on an individual basis and implemented by the Comptroller's office in the near future.

Awareness Day

The Personnel Relations Department, in recognizing 1981 as the International Year of Disabled Persons, is pleased to announce a Sensitivity Awareness Day for University hiring officers.

The program is scheduled for February 25, 1981 from 10 a.m.-4 p.m. at the Faculty Club and is designed to be interesting and informative to all. Topics to be presented include conducting an effective job interview, training programs offered by area schools, and University accommodations and accessibility requirements for the disabled. Should you wish additional information on this program, please call Arlene Stewart, extension 7285.

We hope that you as hiring officers will help make the programs a great success.

May We Remind You?

The annual open enrollment period for Blue Cross-Blue Shield or a health maintenance organization will be March 9 to 20, 1981. If you would like to make changes in your group health insurance program with the University, the time to act is the first two weeks in March.

New rates become effective in April for health maintenance organization and Blue Shield 100 participation. These rates will be published in March and are effective for one year.

Between March 9 and 20, faculty and staff personnel who receive insurance plan benefits from the University may enroll for Blue Shield 100 coverage or choose coverage in a health maintenance organization by completing enrollment forms in the Personnel Benefits Office, 116 Franklin Building.

Performance Evaluations

This year's round of performance evaluations for all non-faculty employees will begin in late February. Each school or major department will have one person responsible for distribution of forms. Questions concerning the purpose of performance evaluations and how best to use them can be directed to the person responsible in the school or department or to members of the Personnel Relations Department.

You are encouraged to participate in this program. As mentioned in last month's *Newsletter*, this is a good time for goal-setting, evaluation, and open discussion of job related concerns between every supervisor and employee.

Income Tax Information

It's time to begin thinking about your income tax return again. The Personnel Relations Department has some information that might be helpful to you before you prepare your return. You may come in to read about such topics as tax credits and deductions, refunds, special benefits, and where you can get further information.

Plan to stop by the Employment Office some time to read through the information and take some notes. Hours are 9 a.m.-3 p.m. Monday and Friday, 9 a.m.-5 p.m. Tuesday through Thursday.

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Training Schedule

February-March 1981

Description	Upcoming Dates	Frequency	For Registration and Information Call:	
New Employee Orientation	March 6	Monthly	Joan Longaker	Ext. 7285
Communications	March	Periodically	Joan Longaker	Ext. 7285
Resumé Development	March 6	Monthly	Joan Longaker	Ext. 7285
Interviewing Skills	February 24, March 13	Monthly	Joan Longaker	Ext. 7285
Purchasing Orientation	February 18, March 4	First and Third Wednesdays	Dorothy Vaccaro	Ext. 4078

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