

Career Direction Series

The 1982 Brown Bag Seminars, jointly sponsored by the A-1 Assembly and the Personnel Relations Training Office, began on Tuesday, January 19, with a presentation by Dr. Marilyn Morgan, Assistant Professor of Management in the Wharton School, on "Career Planning".

Elizabeth Rosenberg, a career development specialist, assisted in the skills inventory workshops on January 25 and will speak on "What Next" on February 1 in the Harrison-Smith-Penniman Room of Houston Hall from 1:00 to 2:00 p.m. Ms. Rosenberg, who holds a Master's Degree with a specialty in group process and counseling, has been working with adults for the past five years on the process of making career decisions. Currently, she works at the Lifelong Learning Center of the Free Library of Philadelphia and at CLEO, the Consortium for Lifelong Educational Opportunities. As a career specialist, she counsels individuals concerning career problems, conducts workshops, and develops learning materials. She also teaches a course called career choice at the Community College of Philadelphia and has a private counseling practice.

The following session on February 15 will be divided between two panels, "Communications/Human Relations" and "Physical/Mechanical Skills". Registration for all sessions can be sent to Ms. Vicki Mulhern, 237 Med Labs G 3, or may be phoned in to Ms. Alice Abdullah at extension 3429. Participation in these sessions is open to any interested members of the University staff.

From the Executive Director of Personnel Relations

In our efforts to keep the Personnel Policy Manual up to date, we will be distributing a number of corrected statements in the next few weeks. I'm highlighting this matter simply as a way of encouraging manual holders to replace the old statements and keep their manuals current.

If there are any questions about these recent changes, or if you have any suggestions for us, please contact Douglas Dickson at extension 6093.

Gerald L. Robinson



Marilyn Morgan

Social Security Taxes—Up Again in 1982

This year, either weekly or monthly, the FICA (Social Security) deduction will be somewhat higher, as the rate rises from the 1981 rate of 6.65% to 6.7%. For someone with a monthly salary of \$1,000 this will mean a fifty-cent increase in the FICA deduction. When combined with the rise in the taxable base, the new rate will result in an additional \$195.74 during the course of the year for those at the highest salary levels.

Adding to the larger FICA bite for some is a new provision passed by Congress in December which makes the first six months of sick pay subject to withholding for Social Security purposes. All of these changes are, of course, related to the well publicized financial problems of the Social Security system.

As has always been true in the past, the University will match every deduction from each employee's pay in its own payments to the Social Security trust funds. While the extra deduction is annoying for the individual, for the University it is staggering. The increased charge to the University for 1982 over 1981 is estimated at \$1,415,000.

What is an IRA?

During recent weeks, newspapers, magazines, and radio broadcasts have been full of references to Individual Retirement Accounts (also called I.R.A.s or Iras). The reason for all of the publicity is obvious. As of this past January 1, eligibility for participation in IRAs has been broadened by law to include those who were already participating in a tax-qualified retirement plan—which means virtually all permanent full-time members of the University staff.

For many years employees of the University have been allowed to set aside substantial portions of their income in tax-sheltered investments under special provisions of the Internal Revenue Service code. Those provisions, which are still in effect, allow staff members to contribute to TIAA-CREF and/or Equivest through salary reduction.

Now, in addition, an individual may contribute up to \$2,000 annually (\$2,250 for a participant with a non-working spouse) on a tax-deferred basis. Interest earnings accumulate tax free, and withdrawals and annuity income are taxable as income when received. Some or all of the tax benefits will be lost, however, if a distribution from the IRA to the participant is made before the individual reaches 59½.

If an employee is interested in establishing an IRA, arrangements should be made directly with a broker, bank, or other financial institution. Payments are made by the participant to the financial institution with which the individual has arranged the IRA. Both TIAA and the Equitable Life Assurance Society offer IRAs in addition to the Supplementary Retirement Annuities many members of the University staff are already contributing to. Added information about these can be obtained by calling TIAA collect at (212) 490-9000 or Charles Rose of Equitable at 561-4000.

Although the Personnel Benefits Office cannot, of course, provide tax or legal counseling, you may call that office (extension 7281 between 10:30 a.m. and 2:30 p.m.) for additional information comparing the University's tax-sheltered programs with IRAs.

Getting to Know You: Catherine Welsh

If anyone had asked Kitty Welsh what a Staff Dental Assistant was when she first came to work for the University of Pennsylvania in 1975, she could not have answered. Neither could anyone else, for that title did not exist. Although there are Staff Dental Assistants now, Kitty was the first.

In 1975, she came to the School of Dental Medicine as a Dental Assistant I, fresh from a year of training at Dobbins Technical High School. Her training included externships at the Veteran's Hospital, Temple, and Einstein North. When Kitty started in 1974 Dobbins provided the only D.A. program in the area leading to certification. Although they had an affiliation with Pennsylvania, she was not assigned here. Her one view of our clinic, with its many dental chairs and numerous staff was rather intimidating, and she did not really want an assignment to Penn.

Today, however, she finds it much less intimidating. In fact, Kitty has made one section of that large clinical area practically her own. Managing the Periodontic Clinic, she now does more administrative work than the technical tasks for which she was trained.

Kitty's entrance into the program at Dobbins is a story in itself. She had worked in clerical and receptionist jobs after high school, and stopped those when her first child was on the way. During the next ten years, her home and family (which eventually enlarged to three children) left no time for a full-time job outside her home, but the day came when she and her husband agreed that a part-time job would be reasonable. An opportunity occurred when a local dentist advertised for a receptionist to fill in a couple of evenings a week.

Soon thereafter his regular assistant became ill and Kitty found herself working full-time, without formal training. Although she learned much from her employer, Kitty wanted more formal training. So it was back to school, full-time, and work two evenings a week. When the year of schooling and externship was over, Kitty promised herself a month's vacation. However, the dentist needed her as a full-time employee, so the vacation went by the boards.

When she finished her training in 1975, Kitty could have worked as a dental assistant in private practice, but two things attracted her to the University: her deep interest in surgery, which made an opening in the Periodontic Clinic attractive, and the students. Like so many others, Kitty found working with students interesting, challenging, and sometimes exasperating, but always stimulating.

In 1975 the Periodontic Clinic consisted of two operative chairs and one Dental Assistant in addition to the

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Catherine Welsh

faculty and students. There are still only two chairs, or surgeries, officially, but three others commandeered as needed provide for six to eight faculty members, graduate and undergraduate students, and a second dental assistant. Kitty not only continues her technical work, but schedules the surgeries, approves all patient charges, and designates the credit that should be given to each student for work in the Clinic.

The combined demands of home and job don't leave much extra time, but somehow Kitty manages to be a leader in the relatively new profession of Dental Assistant. Home includes not just the family, but home remodeling as well—but she and her husband are planning types, not do-it-yourself types. Kitty is also active in the Philadelphia Dental Assistant Society and, here at Pennsylvania, she acts as Coordinator for the growing group of Dental Assistants. Arranging continuing education programs and in-service training spanning both the campus and the area provides particular satisfaction for this local pioneer in the Dental Assistant profession.

Job Opportunities Elsewhere

If you are planning to leave Philadelphia and wish to continue your career in higher education, the Personnel Relations Employment Office may be able to help you. The University participates in a job listing exchange with other Ivy institutions, Penn State, Stanford, and several Boston schools.

Positions include several mid to high level posts at each school. The job listing is up-dated monthly and is located in the Employment Office, Room 130, Franklin Building.

How New is a New Employee?

Whenever a New Employee Orientation program is announced, the question arises, "How new is new?" Judging by the December 11th session held in the Harrison-Smith-Penniman rooms of Houston Hall between noon and 1:30 p.m., most of the forty or so present felt that they were "new" if they had worked at the University for three months or less. But some had been here longer, and at least one had worked for the University for more than four years. So "new", like "young", is what you feel.

You may ask, "Which employees may attend the Orientation?" The answer is easy: any new employee interested in gathering useful information on a wide range of topics relating to "University Life". Whether it is Helene Hamlin talking about recreational opportunities at the University, Katherine Pollak outlining the University's provisions for continuing education, Ruth Wells discussing safety issues, or Victoria Mulhern bringing University benefits programs to the attention of those present, the subjects are those which will be of interest to operations, clerical, or administrative staff. Adding to the list of presentors are Pat Byrne, who explains Faculty and Staff Scholarship arrangements, and Davida Ramey, who discusses the University's Affirmative Action Program.

Judith Zamost hosts the programs on behalf of the Personnel Relations Department and presides over such traditional amenities as the awarding of door prizes (provided by the University Bookstore) and the distribution of information packets. Material that cannot be covered during the Orientation Program (such as the Annenberg Center schedule, for example, or the University bus time table) is included in the packets. The New Employee Orientations are conducted almost monthly. Check the Training Schedule at the end of this issue for the next one.

Blood Donor Dates

As mentioned in the December *Newsletter*, the Penn Student Blood Donor Club welcomes University staff members to the donor drives it has arranged with the American Red Cross. One of the Red Cross's fourteen blood trucks will visit the University campus five times during the next month, each time for five hours:

Tuesday, January 26
Hill House 10:30 a.m.-3:30 p.m.
Thursday, January 28
Vance Hall 10:00 a.m.-3:00 p.m.
Tuesday, February 2
Houston Hall 12:00-5:00 p.m.
Thursday, February 11
High Rise East 2:00-7:00 p.m.
Thursday, February 18
McClelland Hall 1:00-6:00 p.m.

Getting to Know You: Marion C. Friedman

"Only grownups with bad memories believe that childhood and youth is all joy," says Marion Friedman. Still, she adds, "The orphanage made life pleasant for us, and we had a lot of good times and fun. We were not disadvantaged in a material way. Only in adulthood did I begin to have a feeling of having missed something."

And so Marion has been making up for what she might have missed.

During her schooling years, career preparation seemed the only practical goal, and the only reasonable career choice then was in the clerical field. So she took commercial courses in order to get a job when she graduated from high school. And this she did, but always with a feeling that she would have liked to pursue more academic studies. For three years, while still in her twenties, she took evening courses in advertising, but these neither satisfied her longing nor promised a viable career option. So it was not until 1960 that Marion first audited a course in German at Pennsylvania and discovered that academic work was indeed to her taste and that she could cope with it very well.

Since then she has completed work for an A.B. degree in the College of General Studies—there was a celebration in the FAS Advising Office last May to mark the event—and has adopted the Penn campus as her second home. Some years after starting her degree program in C.G.S., Marion went to work for the Department of Chemistry, where she worked for eleven years. But even before becoming a member of the staff, Marion had become an admirer of the campus and of campus residents: particularly squirrels and birds, which she has been feeding for twenty years or more. More recently, Marion has added students to her lists of favorite campus residents, and she gives them the same devotion that she gives to wildlife and her domesticated cats.

Especially since moving to the FAS (now College Advising Office) in 1977, where she works closely with students in making sure their credit for prior work taken elsewhere is properly evaluated and recorded, Marion has found students becoming an important part of her life. The letters she receives from present and former students in the College brighten her work day and make the routine which is part of any job seem worth while.

Although Marion considers herself liberated, she cannot stand the designation "Ms" ("As far as I am concerned, ms. is a designation for manuscript, and I am not a sheaf of paper") and could not possibly compete with her mother in the women's liberation movement. Her mother, who had been born in Kiev,



Marion Friedman

was one of the suffragettes jailed during the campaign for the women's vote in 1919; Marion's liberation consists of accepting rather than asserting equality.

Still, she is active in matters that engage her interest. She is a member of the A-3 Coordinating Committee and its representative on the Community Relations and Athletic Committees. Athletics did not capture her interest early in life, but she has more than made up for that now. After passing forty she learned to swim well enough to teach her two "Little Sisters" the skill; she might have learned as a child, but being pushed into the water by the boys in the home did not inspire her to aquatic achievements then. And at age fifty she took up ice-skating, and now finds it a wonderful pastime. In fact, she and Caroline McCarthy organized the Penn Ice Skating Club. But that is another story.

Travels with her husband (they like to take bus trips westward from Philadelphia and have been as far as Yosemite), keeping up with pen-pals in Vienna and Bremen, being a Big Sister to two young girls, swimming, skating, and auditing courses—Marion feels no need to take courses for credit now—plus her job leaves little time for anything else. Except perhaps feeding the squirrels on the campus green.

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(243-6093)

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Training Office Guidelines

The following guidelines have been established by the Training Office and were effective with the classes beginning the week of January 11, 1982.

1) Enrollment in the Business Communications and Clerical Skills Programs is dependent upon the approval of an employee's office or department.

2) In order to reserve a place in a particular class, the employee and supervisor must complete the appropriate application forms and return them to 516 Franklin Building/16.

3) On the first day of the Clerical Skills and Business Communications Programs, the Training Specialist will administer a pre-test. Final acceptance into the course will be determined by the Training Specialist's evaluation of the pre-test along with any other relevant information. Any registrant who has not been contacted by the Training Specialist should come to the second class. If the Training Specialist determines that a registrant should not be admitted into the class, she will contact the applicant and his or her supervisor, give the reasons why and counsel them as to other training possibilities.

4) Once final acceptance is made, each employee will be given a department payment form which should be completed by his or her supervisor and budget administrator and returned to Alice Abdulah at 516 FB/16. As stated on the course descriptions, the fee for the Clerical Skills or Business Communications Programs is \$100 to be paid by the department. If an employee is registering for a second course, the department will be charged \$65.

5) Attendance in class is required. If for some reason a participant must miss a class, the Training Specialist or Training Office should be notified. If absences occur more than twice, the Training Specialist will contact the person's supervisor to determine what might be the problem and how the situation can be remedied.

6) If a class must be cancelled for any reason, the Training Office will contact the participants.

7) The Clerical Skills and Business Communications Programs are designed to help the employee as well as his or her office or department. The employee gains personally because of the improved or newly acquired skills which may foster his or her career development at the University; each office or department gains because of the skills which are brought back to the job. Therefore, due to the joint advantages derived from these programs, both employees and their departments

are being asked to contribute time on an equal basis. That is:

a. If an employee is enrolled in a class which begins and ends during regularly scheduled working hours (normally 9:00 a.m.-5:00 p.m. with one hour for lunch), 50% of the time is contributed as paid work time by the department and 50% as non-paid time contributed by the employee. The employee may use the necessary amount of time from his or her unpaid lunch hour to fulfill this time commitment.

b) If an employee is enrolled in a class which begins during regularly scheduled working hours but extends beyond 5:00 p.m., the paid work time before 5:00 p.m. should be counted as the 50% contributed by the department; the time after 5:00 p.m. should be counted as the 50% non-paid time to be contributed by the employee. Employees in these classes are entitled to their regular lunch hour.

It should be understood that the above are guidelines. Supervisors still retain the right to approve the scheduling of time to be used on the basis of the departmental or employee's work requirements.

8) Employees interested in attending any other workshops which are scheduled during work hours should seek permission from their supervisor prior to registering.

It's Clerical Recruiting Time Again

Each year the Personnel Employment office recruits high school and junior college seniors for secretarial and clerical positions at the University. These students are generally bright and eager individuals, willing to be trained in all aspects of office procedure including typing, filing, bookkeeping and telephone work. Many of them have gained work experience by participating in the University's Cooperative Education Program while still attending school. These students have become an excellent source of skilled secretarial and clerical candidates for positions such as Clerk I-IV, Typist, Secretary II, Junior Accountant, and Delivery Clerk.

These students are available now for part-time (Co-op) positions and will be graduating in May/June. For further information about the program, please call Marie Skelston, Personnel Employment, Extension 7285.

Penn Ice Skating Club

This year the Penn Ice Skating Club has made arrangements to use the Springfield Ice Rink, at 400 West Sproul Road. The Club is open to people affiliated with the University, whether as students or members of the staff.

Until this year, the Club has utilized the facilities of the Class of 1923 Rink, but last fall satisfactory financial arrangements could not be worked out; hence the move to Springfield.

The Club owes its origin to a chance meeting of Caroline McCarthy and Marion Friedman at the Class of 1923 Ice Rink in 1978. Dissatisfied with the arrangements for staff skating, they conceived the idea of organizing a club, and eventually their idea—supported with lots of work—results in a club that now has officers from undergraduate, graduate, and staff ranks. But Caroline McCarthy and Marion Friedman are still Trustees of the Club.

Membership is open, and may be arranged by calling FI 2-8638 (evenings and weekends) or 243-7017 (daytimes—ask for Andrea Weisberg).

Training Schedule			Ongoing Programs	
Events	Date	Time	For Registration and Information Call	
New Employee Orientation	March 12	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Résumé Development	February 5, February 26	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Preparing to be Interviewed	February 12, March 12	12:00 p.m.	Alice N. Abdulah	Ext. 3429
How to Conduct an Interview	January 29, February 19, March 26	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Purchasing Orientation	1st and 3rd Wednesday of each month	2:00 p.m.	Dorothy Vaccaro	Ext. 4078
Accounts Payable Orientation Seminar	Every other Thursday	2:00 p.m.	Isabel Muse	Ext. 7263
Clerical Skills Upgrading Program	Contact Training Specialist for information.		Linda Haynes	Ext. 8808 3400
Business Communications I	Classes in progress. Next session begins February 23. Classes meet Tuesday and Thursday for six weeks.	1:30-3:00 p.m.	Alice N. Abdulah	Ext. 3429
Business Communications II	Classes in progress. Next session begins February 23. Classes meet Tuesday and Thursday for six weeks.	10:30 a.m.-12:00 p.m. (Section I)	Alice N. Abdulah	Ext. 3429
		4:15-5:45 p.m. (Section II)	Alice N. Abdulah	Ext. 3429
Weight Watchers	Every Monday	4:30 p.m.	HUP Benefits Office	227-3178
Career Directions Series Skills Panels	February 15, March 1, March 15, March 29, April 12	1:00 p.m.	Alice N. Abdulah	Ext. 3429
All of the above programs require advance registration. Interested participants should call the contact person to register. Registration is accepted on a first come, first-served basis.				