Editors: Sharon David & Betti Stiff
Executive Representative: Spring Forsberg
Production: Betty Pollard

QUSA - Working for YOU!

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(term July 1/07 to June 30/08)

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Karilee Reinbold, Computing 77494

West Campus:
Jessica Maskell, Education 74286

QUSA OFFICE:
Room 235, J.D.U.C.
Tel: 32215 Fax: 36190
Business Administrator:
Betty Pollard
Office Hours: Monday to Thursday
8:30 AM to 2:30 PM
Each year the Organizational Development Unit at Human Resources present the employment statistics to QUSA. Below is a synopsis of statistics for 2006:

- 200 positions were posted: 121 term positions and 79 continuing positions;
- 64 positions were filled internally and 115 were filled externally and the 18 remaining positions were either in progress or withdrawn;
- Of the 79 continuing positions advertised 19 had no internal applicants;
- Of the 142 job postings having internal applicants 44% were filled by internal applicants, 48% were filled by external applicants and 7% were withdrawn;
- There were 134 postings that received 3 or fewer internal applicants, 55 postings that had 3 to 6 internal applicants, and 11 postings that had 7 or more internal applicants.

Our appreciation is extended to the Employee Relations Group, Human Resources for the provision of the above statistics.

Memorandum of Agreement between QUSA and the University regarding Policy Review by QUSA

On September 19, 2007, the Queen’s University Staff Association and members of the University signed a Memorandum of Agreement regarding Policy Review by QUSA. For the past two years, the Staff Association has been working with the Administration in order to address the issue of ensuring that the Staff Association is consulted with regard to any policy that affects the working conditions of staff. The Memorandum of Agreement is to ensure that there is a formal consultation process that will facilitate awareness of new policies affecting staff and that all changes to current policy are reviewed and that staff are represented. We appreciate the work of the Human Resources team and Vice-Principal Rod Morrison in working with us on this important initiative. The full Memorandum of Agreement will be posted on the QUSA website and I encourage our members to review the policy.

QUSA Staff Recognition

Over the past three months, members of the QUSA executive have met with interested staff through an ad-hoc committee established to determine the feasibility of a QUSA initiated staff recognition award. Karilee Reinbold, Research, Grant and Contract Representative and Gail MacAllister, Vice-President QUSA researched awards at other Canadian universities and presented the findings to the members of the Committee. It was determined that the current Queen’s University Staff Recognition Award appropriately recognises the significant contributions of staff to the overall environment. We felt that another award, specific to QUSA, would be redundant and that increasing the number of awards would be more appropriate. As it happened, Vice-Principal Morrison had already addressed this by increasing the number of annual awards from six to eight annually. At the recent Joint Consultative Committee meeting held on September 19 we spoke about the results of the research conducted regarding the awards. Representatives from QUSA will be meeting with representatives in Human Resources to further discuss the information gathered from the other institutions. Our many thanks go to Candy Randall-Quesnel, Dean McKeown, Diane Reid, Elspeth Christie, Irene Lafleche, Jane O’Donnell, Lisa Neumann, Lynn Freeman, Michelle Knapp-Hermer, Peggy Shanks, Sandra Turcotte, Spring Forsberg, and Susan Anderson for their valuable input.
The campus is full of activity and change. Working in an academic environment, our jobs are somewhat cyclical; and yet we are always evolving and changing. This year we are surrounded by change and disruptions with construction everywhere you look, daily changes to pathways to get from one end of campus to the other, and always the question as to whether you will get a parking space, and, if one could chance it and slip out at lunch to run some errands or enjoy a lunch off campus with friends. It seems to me that just as campus changes so does life, the weather, and the seasons. So, I have learned to try and embrace change and have found, amazingly enough that change may bring about something positive. As we look around campus, remember, it can only get better!

Change is of concern when the future is unknown and I suspect we are mindful of that uncertain future as we consider information we have received regarding the financial wellbeing of the University. All members of the Queen’s community are hoping that once our Provincial election concludes, increased funding will find its way to post-secondary education systems. We trust that new funding would be used effectively and that the priority for that funding will be to maintain the educational functions of the university – which in turn requires adequate support from staff. There is no room for movement with regards to ‘getting by with less’ when it comes to the resource of people and staff. This is clear to your QUSA Executive and will be the number one point that will be reiterated to the Administration as often as possible.

In addition to this important message, I am pleased to report that things are moving forward with the Job Evaluation System review/revamp. The purpose of the implementation of a more transparent system is to ensure equity across campus and within our area/province. A note of caution however, that a new Job Evaluation System does not necessarily mean more steps (to our current system or to a new system), nor does it mean salary increases. The goal of the implementation of this new system is to ensure fair evaluation of jobs, that a direction for job promotion and career development is apparent for those who wish to advance, and that staff have confidence in a system that will dictate their future.

As we begin the season of change – from warm to cool (and even cold), I encourage you to enjoy some of the Anniversary Events, Educational Sessions and social events that will be coming your way this fall.

As always, we welcome your comments and suggestions. I do hope you enjoy the changes of the season, the potential changes on campus, and the changes that seem to be part of our every day lives.

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**Group Benefit Eligibility**

In common with most group benefit contracts, our contract with Great West Life provides that Queen's employees who become eligible for benefits may enroll without qualification or approval if application is made within 31 days of the eligibility date. After that date qualified employees may still apply for benefits but the application must be assessed by Great West Life and may be accepted or rejected for coverage. Human Resources at 613-533-2070 can assist or advise you on applications made after the initial enrollment window.

In addition, certain life events such as marriage (or divorce), loss of spousal coverage, and so on, allow qualified employees to apply and receive coverage without a review by Great West Life. Once again, Human resources can provide advice and assistance with such applications.

Individuals who have applied for coverage in the past and not been approved may apply again at a later date.
Osteoporosis is a disease that weakens bones, increasing the risk of sudden and unexpected fractures. Literally meaning "porous bone", it results in an increased loss of bone mass and strength. The disease often progresses without any symptoms or pain.

Many times osteoporosis is not discovered until weakened bones cause painful fractures, usually in the back or hips. Unfortunately, once you have an osteoporotic fracture, you are at high risk of having another. And these fractures can be debilitating. Fortunately, there are steps you can take to prevent osteoporosis from ever occurring. And treatments can slow the rate of bone loss if you already have osteoporosis.

**Important risk factors for osteoporosis include:**

- **Age.** After maximum bone density and strength is reached (generally around age 30), bone mass begins to naturally decline with age.
- **Gender.** Women over the age of 50 have the greatest risk of developing osteoporosis. In fact, women are four times more likely than men to develop osteoporosis.
- **Ethnicity.** Research has shown that Caucasian and Asian women are more likely to develop osteoporosis.
- **Bone structure and body weight.** Petite and thin women have a greater risk of developing osteoporosis in part because they have less bone to lose than women with more body weight and larger frames.
- **Family history.** Heredity is one of the most important risk factors for osteoporosis. If your parents or grandparents have had any signs of osteoporosis, such as a fractured hip after a minor fall, you may be at greater risk of developing the disease.
- **Prior history of fracture/bone breakage.**
- **Certain medications.** The use of some medications can also increase your risk of developing osteoporosis.

**Prevention:**

Lifestyle changes may be the best way of preventing osteoporosis:

- Make sure you are getting enough calcium in your diet (roughly 1000-1500 mg/day, but will depend on your age)
- Make sure you are getting enough vitamin D (between 400-800 IU/day)
- Stop smoking
- Avoid excess alcohol intake
- Engage in weight-bearing exercises
- Treat underlying medical conditions that can cause osteoporosis
- Minimize or change medications that can cause osteoporosis; never stop taking any medication without speaking with your doctor first
- If you are at high risk for falls, consider using hip protectors (e.g. SAFEHIP ®), which will help prevent a hip fracture if you fall

**Resources:**

- Osteoporosis Canada: [http://www.osteoporosis.ca](http://www.osteoporosis.ca)
- National Osteoporosis Foundation: [http://www.nof.org/osteoporosis/diseasefacts.htm](http://www.nof.org/osteoporosis/diseasefacts.htm)
- International Osteoporosis Foundation (IOF): [www.osteofound.org](http://www.osteofound.org)
- Osteoporosis Education Project: [www.betterbones.com](http://www.betterbones.com)
New Job Evaluation System

by Mack McCallum, Director of Compensation, Human Resources

As mentioned previously in this newsletter, a new job evaluation system for general support staff is being introduced over the next few months. The job evaluation system is being replaced in order to ensure that job evaluation delivers or demonstrates the following qualities:

- Transparency – the entire evaluation process is clear to all interested parties;
- Employee involvement – the process will have QUSA/employee involvement at all levels;
- Deliver Equitable results;
- Clearer job titles, job descriptions, and job grade accountabilities.

Our partner in this project is AON consulting and the AON team will be providing Queens’ with technical and analytical support as well as their specific expertise with job evaluation systems within educational institutions.

The new system will develop job families for the various general support functions within the University and, based upon employee input, will specify the job levels within each family of jobs. Each specific job level within the family will be evaluated and assigned a job evaluation point score. Once all job levels have been evaluated, then all individual positions will be mapped into a job family and into a job family level.

As mentioned above, the process will include employee involvement with each step in its development. This involvement started with the search committee to select the job evaluation system that was felt to be the best fit for Queens’ and continues within the following committees and teams:

The **Steering Committee** is the sponsor of the project organization-wide and is expected to provide strategic guidance to the project as well as approving the project approach, deliverables, and outcomes. QUSA is represented on the steering committee by Spring Forsberg and Gail MacAllister.

The **Job Evaluation Committee** will identify job families and job roles for Queens’ and will evaluate job family levels. The committee will validate the mapping of jobs into job families and roles, and will be responsible for the initial and the ongoing review process.

Content expert teams will be reviewing/suggesting job family profiles and will be providing their expertise to ensure that job families, and roles within the families, reflect the nature of the work as it is performed at Queen’s.

Job Evaluation will be carried out using the input of your fellow employees at each step of the system development and will deliver an equitable system with greater transparency – made possible by employee involvement and clearer job descriptions and grade accountabilities. For further discussion, please contact Mack McCallum at 74173.
The office next door presents...

by Glen Cavanagh

Goodes Hall, home to the Queen’s School of Business, opened its doors in 2002.

Queen’s School of Business enjoys a reputation as one of the world’s premier business schools. It is consistently ranked among the best in the world by both BusinessWeek and Financial Times. In fact, BusinessWeek currently ranks Queen’s #1 in Canada for full-time MBA, Executive MBA and Executive Education. Additionally, in their highly regarded ranking of non-U.S. MBA programs, BusinessWeek ranks Queen’s full-time MBA program #1 in the world.

In addition to their highly acclaimed full-time MBA, Queen’s School of Business is also home to Canada’s most respected Executive MBA program, as well as Queen’s Accelerated MBA for Business Graduates – a unique program designed specifically for people with an undergraduate degree in business. Queen’s recently launched an innovative partnership with Cornell University, one of the original U.S. Ivy League schools. The Cornell – Queen’s Executive MBA allows students from both sides of the border to earn both a Queen’s MBA and a Cornell MBA while they continue to work in their current jobs.

In 1919 Queen's launched the first Commerce degree program in Canada. Today, the Queen’s Bachelor of Commerce program has the highest entry standards of any undergraduate program in Canada, while the PhD program is also recognized as one of the country’s finest. Recently the school launched two new Masters of Management programs – one in Global Management and the other in Accounting.

Queen’s School of Business has also been a pioneer in executive development. Queen’s Executive Development Centre is one of the world’s largest and most respected providers of non-degree executive education, and has been ranked #1 in Canada and #10 in the world by BusinessWeek.

QUSA GENERAL MEETING
Tuesday, October 23, 2007 - at Noon
Robert Sutherland Room, J.D.U.C.

Campus Security and Workplace Violence Awareness

During the past year there have been several incidents that have caused grave concerns on campus' around the country and our neighbours to the south. In an effort to ensure our membership is aware of security measures that Queen’s has in place to deal with day to day campus security as well as strategic plans to deal with catastrophic events, we encourage you to attend our general meeting, where David Patterson and David Wright from Campus Security will speak to us regarding these current issues.

Queen’s School of Business is also home to the Queen’s Centre for Corporate Social Responsibility, the Queen’s Centre for Business Venturing, and the CA – Queen’s School of Business Centre for Governance. These centres conduct leading edge research in their respective fields and create new curriculum for our students.

The success the Queen’s School of Business has enjoyed has made it necessary to expand the facility. Over the next two years, a new wing will be added to Goodes Hall. For complete information about the Queen’s School of Business and its many programs visit them at http://business.queensu.ca/.
QUSA’s 35th Anniversary Events

QUSA General Meeting Tuesday, October 23rd

Noon in the Robert Sutherland Room of the JDUC. Our guest speakers David Patterson and David Wright from Campus Security will speak on "Campus Security and Workplace Violence Awareness". Attend the meeting to be entered to win a gift basket full of some of the prizes from our sponsors.

Attend a celebratory event and as a QUSA member you are eligible to win prizes from our sponsors. You must have attended the event to win. If you are not a QUSA member sign up today for your chance to win!

Donations accepted for Martha’s Table at all events.

Some Prizes include: G&T Duffle Bags, Olympus Binoculars, Nikon Cool-Pix Camera, Golf & T-shirts, Restaurant and Business Gift Certificates, Laser Printer, Backpack, Movie passes, and more!

Scheduled Events

Note: Some events have not been confirmed and are subject to change.

October

QUSA General Meeting
Tuesday, October 23rd at noon in the Robert Sutherland Room of the JDUC.

Bake a Cake to Celebrate Baking Contest
To celebrate QUSA’s 35th Anniversary, we are inviting all staff to enter a cake - please register by October 26th at QUSA@queensu.ca. Celebrity Judging will take place at the November 8th Social with Cash Prizes for 1st $50, 2nd $25, 3rd $10 and Best in Show. Full contest details in the October QUSA Courier and at QUSA’s web site.

November

Coffee & Cake Social & Tea Too!
Drop by to celebrate QUSA’s 35th Anniversary!
Thursday, November 8th, 12:30PM, in McLaughlin Hall of the JDUC. Winners announced at 12:30PM. Please arrive before that time if you wish to vote for ‘Best in Show’.

December

Volleyball Challenge – QUSA vs. Queen’s Admin
Do you want to play? Stay tuned for complete details. Admission: donation to the Food Bank.

Thank-you to our Sponsors!
Agilent Technologies
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Cineplex Odeon
Fisher Scientific
Grand & Toy
Lone Star
Mark’s Work Wearhouse
Melo Hotels
Nikon
Olympus
OT Group
Queen’s Admission Services
Alumni Relations
Campus Book Store
Campus Computer Store
Psychology Dept.
Signatures
Stantive Solutions
1000 Island Playhouse
Upper Canada Office Systems

Check out our website at http://www.queensu.ca/qusa/ for details
QUSA Celebrates 35 Years: 1972 – 2007

Bake A Cake To Celebrate!

Do you have a special recipe that you serve to guests or take to special occasions? Have you concocted your own version of heaven on a plate that you’re bursting to share with the world? Are you willing to challenge the culinary skills of other Queen’s staff members? If you answered yes to any of these questions, we want your recipe!

To celebrate QUSA’s 35th anniversary, we are inviting all staff to participate in our Bake A Cake To Celebrate baking contest.

Contest Rules
1. Open to all Queen’s staff.
2. Entry must be submitted on covered cardboard or a disposable plate.
3. Refrigeration is not available. If you wish to submit your entry in a cooler, it is your responsibility to pick it up at noon.
4. Single layer, 9”x13” cakes, made from scratch.
5. Decorating for QUSA’s 35th Anniversary is encouraged.
6. Entries to be dropped off at the JDUC McLaughlin Room on Thursday, November 8 between 8:30 - 10:00 AM. Judging to begin at 11:00 AM.
7. Judging for 1st, 2nd and 3rd prizes will be based on the following criteria:
   a. Flavour 35 points
   b. Moistness & Texture 35 points
   c. Topping or Icing 20 points
   d. Overall Appearance 10 points
8. Celebrity judges will determine 1st, 2nd and 3rd prize. We’re fortunate to have the participation of: Principal Karen Hitchcock, Buzz Collins (On-Air Host, FM96), Krista Veryzer (Cakes By Krista, Card’s Bakery), Mark Publicover and Spring Forsberg.
9. All staff are invited to our Coffee & Cake celebration on Thursday November 8 to vote for Best In Show.

To Enter
Submit your name, your cake recipe and a short paragraph to tell us a bit about it to the QUSA office, JDUC or to QUSA@queensu.ca. Registrations must be submitted by Friday, October 26th.

All entries will be published in our Bake A Cake to Celebrate cookbook after the contest.

Welcome New Members!

★ Habiba Allidina
Human Resources
★ Mary Jo Anderson
JDUC Post Office
★ Annalee Bounds
Faculty of Health Sciences
★ Linda Cameron - Biology
★ Monica Colibaba
School of Business
★ Esteban Estrada
International Centre
★ Tammy Kearney
Diagnostic Radiology
★ Louise Philippe
School of Nursing
★ Jane Reid
Emergency Medicine
★ Sharron Sluiter - Law
★ Chris Thain
Apartment & Housing
★ Pamela Williams
Advancement

Kingston General Hospital
Auxiliary Christmas
Harvest Bazaar
Wednesday October 31
9 AM-2:30 PM. Burr Wing Gymnasium featuring Trinkets & Treasures, Home Baked Goods and Candy Table, Seasonal and Home Gifts from our Auxiliary Gift Shop, and an exciting Silent Auction including Art, Wood Carvings, Antiques and Collectibles and Door Prize. Get a head start on your Christmas Shopping and support your hospital at the same time. We look forward to seeing you there.
Fall Fun for the Whole Family
by Betti Stiff

I'm a big fan of summer but I wouldn't trade our seasons for anything. Despite autumn being a harbinger of winter, it really is a beautiful time of year. Since we'll be locked inside all winter, it's important to get outside and make the most of this transitional season.

Here are some ideas on how to enjoy these crisp fall days.

Haunted Halloween Hike, October 27, 2007, 5-8 PM
The first 30 cars at Little Cataraqui Creek Conservation Area will get one free pumpkin per car to carve. Additional pumpkins may be purchased at the Outdoor Centre. Please bring your own carving tools. Pumpkin carving from 5-6 PM, after which join us for an early evening campfire and haunted hike from 6 to 8 PM. The hike follows the service road to Trail 5, crosses the wobbly wooden bridge and ends at the Outdoor Centre. Activities are geared to younger children but all ages are welcome. Be sure to come dressed in a costume. Entry fees apply: $4 per person for adults and children over 12; $2 per person for children 12 and under to a maximum of $10 per vehicle. Annual passes are available for $60.

Heading out into nature is a great way to soak up this colorful season and enjoy the outdoors before cold weather sets in. A walk in the woods, fields or even a city park, gives kids an opportunity to witness the changing landscape up close. See the October 2006 QUSA Courier for ideas.

A trip to a local apple orchard is another fun outdoor activity and offers families a chance to participate in the fall harvest. Most orchards usually open the first weekend after Labor Day (call ahead to find out about picking conditions and the availability of apples). Some farms also offer horse-drawn wagon rides, making the excursion a real adventure for kids. Pack a picnic and you can make a day of it. In the Kingston area some apple orchards include Apple Doorn Farms and Campbell’s Orchards in Prince Edward County, and Bateau Channel Orchard on Howe Island. See Ontario orchards listings for details.

Before raking and bagging up those leaves, why not have a little fun first:
- Walk a leafy labyrinth. When leaves cover the lawn, rake a twisting pathway through them.
- Find a lollipop. Hide a wrapped lollipop under a leaf pile. The first one to find it keeps it.
- Stuff a scarecrow. Break out an old shirt and overalls and stuff until firm. Complete with a pumpkin head.
- Make a sun catcher. Using a low setting, iron a leaf between two pieces of waxed paper with a sheet of plain paper on top. Hang in a sunny window.
- Preserve a leaf. Bring a mixture of 2 parts water and 1 part glycerin (available in most pharmacies) to a boil in a saucepan (adults only). Pour the solution into a heat-proof container. Drop in a few brightly-colored leaves and gently submerge with a wooden spoon. Keep the container in a cool, dark place until there is a slight change in the leaves’ tints. Then remove them and blot dry with a paper towel. Instead of turning brown and crumbly, the leaves will retain their brilliant hues.
- Play name that leaf. Go out into the neighborhood or local park and have players collect five unusual leaves. Back home, try to identify the trees they came from using guidebooks or an online guide like eNature.
- Rake them into a huge pile and jump in!

For some more fun fall crafts, recipes and activities check out the sites below:
http://www.makingfriends.com/fallcrafts.htm
http://holidays.kaboose.com/fall/index.html
Let’s Hear From You

Send a Bouquet:  Give someone a pat on the back: let us know if something is going right.

Sound-Off:  Have a comment, complaint, question?

Bouquets/Sound-Offs should be sent to the QUSA Office, Room 235, JDUC

Contributors Wanted for:
• Announcements
• Bouquets
• Compassion in Action
• Sound-Off
• Office Next Door
• Any other topic

NOTE:
Announcements for staff members other than yourself require permission from the staff member concerned.

Submissions must be signed so information can be clarified with the writer, if necessary.

Queen’s United Way Campaign Begins

The 2007 Queen’s United Way campaign takes place during the month of October – and the campaign team has set an ambitious fundraising goal.

This year’s goal – for donations from staff, students, faculty and retirees – is $295,000, says Staff Co-Chair Shelley Aylesworth-Spink. Given the size of this goal, and the tremendous support from Queen’s in the past, donations to the United Way campaign from the University make an enormous difference.

“Support of United Way is hugely important to the community – in fact, donations by the Queen’s community is critical to the United Way, accounting for almost 15% of the total raised each year,” she said.

Here are some of the ways that donations help:
• $200 provides a child with an in-school mentor for the entire school year
• $100 provides one woman in Kingston with shelter from an abusive situation, offering shelter, food and counseling for a year
• $75 can help 10 hungry children with breakfast, lunch and a healthy snack for every day of the school year

Staff should watch for their personal letters in the mail along with their pledge cards. Also, a special United Way barbeque is being held on Thursday, October 18 at noon on Benidickson Field (or Grant Hall if it rains). Watch for more details about this event in the Gazette.

As a new feature in the Queen’s campaign, United Way is making available speakers from the various agencies it supports. If you would like to have a speaker attend your upcoming staff meeting to speak for five or 10 minutes about some of the services offered by United Way, please contact Shelley Aylesworth-Spink at extension 32763 or shelley.aylesworth-spink@queensu.ca.

Other members of the Queen’s campaign team are CUPE Co-Chair Sherri Ferris, Faculty Co-Chair Bob Crawford, Retiree Co-Chair Carl Hamacher and AMS Co-Chair Nicole Northwood.

HEALTHY “U”  
Lorna Baxter, Human Resources

October is an exciting month regarding health and wellness at Queen’s. Healthy U at Queen’s is organizing the second annual Health Fair October 24, 2007 from 10 AM -2 PM in the McLaughlin and Sutherland Rooms of the JDUC. The fair, which includes various vendors from the University, as well as the Kingston community include services such as: Massage, Chiropractic, Nutritional Consulting, Environmental Health and Safety, the Arthritis Society, and many more. Several of the vendors provide interactive displays and many great giveaways.

Also launching in October is a new and exciting website http://healthyu.hr.queensu.ca/. Health and wellness information from Queen’s as well as other sources are all centralized within this easy to use and bright website.

Please join us for this great event and watch for the new and improved website.