



Courier

Queen's University Staff Association

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Volume 5/2004

QUSA~Working For YOU!

DECEMBER 2004

EDITORS: *Bonita Summers & Laurie Vaughan-Evans*

EXECUTIVE REPRESENTATIVE: *Gail MacAllister*

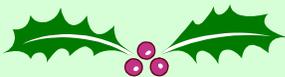
DESK TOP PUBLISHING: *Betty Pollard*

Seasons Greetings



MARK YOUR CALENDARS!

*Principal Karen Hitchcock
will speak at the
QUSA General Meeting
to be held:*

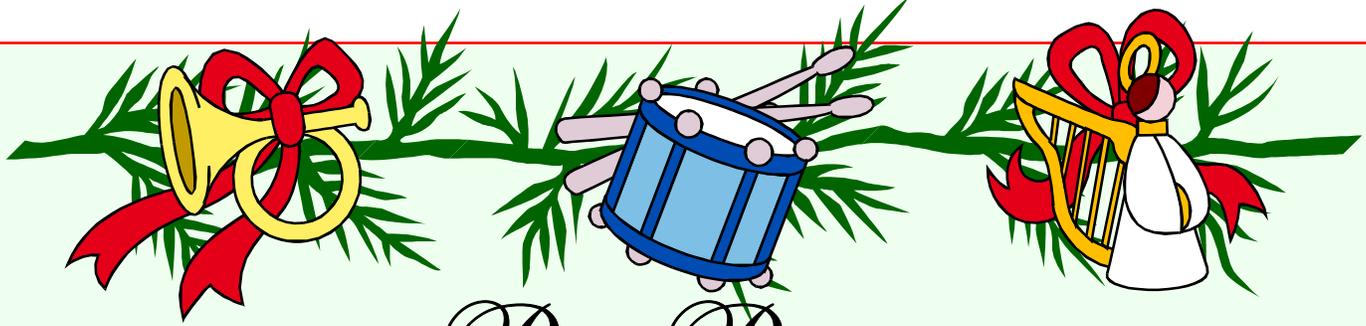


*Wed. January 26, 2005
at Noon
in Room 202
Policy Studies Building*

PLEASE NOTE:

This is the
Last Hard Copy Edition

All future editions of the Courier
will be on-line only at Web site:
<http://www.queensu.ca/qusa/>
QUSA Members will be notified by
e-mail once a new edition is posted



Pot-Pourri



The School of Music presents: "A Night in Vienna"

featuring Queen's Symphony Orchestra and
Queen's Voice Students & Faculty.
Thursday & Friday, February 3 & 4, Grant Hall.
For ticket information e-mail
the School of Music at
music@post.queensu.ca



Happy Retirement!

...to Patricia O'Neil, Financial Services,
who will be retiring in December.
Pat has done a superb job of dealing
with all the banking needs of the University
over the past 28 years and she certainly
will be missed.
Enjoy your retirement Pat!

...to Sandra Pryal, Administrative Assistant
in the School of Computing who will be retiring in
December after being at Queen's for 35 years -
6 of these in the English Department
and 29 in the School of Computing. All
her friends and colleagues in the School of
Computing would like to thank Sandra for her
continued friendship, hard work and
commitment to the School for all these years
and we wish her a long and happy
retirement. We will miss her!



Wedding Congratulations

to Debbie Beaubiah, School of Business,
who married her soulmate,
Stephen Maitre, on
November 20, 2004.



Wanted

Two volunteers are needed to serve on the
Arts & Science Joint Health & Safety Committee
Contact Mary Jane Kingston 77354 for information.



Greeting from the Principal

"Murray and I extend to you and your
families our very best wishes for a
wonderful holiday season and a new year
filled with joy and peace."

Principal - Karen Hitchcock



Congratulations!

From the staff of the Ban Righ Centre
to Barbara Schlafer
(Director, Ban Righ Centre)
on receiving a staff recognition award for
her 20+ years of dedication to the support
and encouragement of mature women
students at Queen's.



Condolences

...to Inara Metcalfe, Registrar's Office,
on the loss of husband Gordon
on September 23, 2004.

...to Cindy Sabo, I.T.S.,
on the recent death of
her husband, Paul Smida.



CIBC Run for the Cure from John Geddes

In October's RUN FOR THE CURE, Barb's
Buddies, supported by a donation from the Staff
Association, to the Canadian Breast Cancer
Foundation in memory of Barb Geddes who died
December 10, 1994, raised approximately
\$5,000 for Breast Cancer Research. The team
consisted of family members, neighbours,
friends and some of her former Queen's
associates. Congratulations are due to the
team for their fund raising efforts and
Barb's Buddies gratefully acknowledges the
generous contribution from the
Queen's Staff Association in Barb's honour.



hohoho

President's Report

by Spring Forsberg

As the holiday season approaches, I pause and reflect on a year gone by – one of personal growth and change – but what year isn't? I look forward to 2005 with the hope that it will be positive and exciting. As you look ahead to the new year, please remember that your next Courier will be on-line. We hope you will enjoy the new format and will find it easy to print, should you wish to take it home in hard copy. A special thanks to the Courier Committee, to Betty Pollard, the QUSA Administration Officer, and our web site coordinator for all the work to bring us into the 21st century!

We encourage you to take the time to visit our web site when you link to the on-line version of the Courier. You will find a new look and, we hope, an easy navigation to relevant links. Please direct your non-QUSA member colleagues to review the site, as we hope it will encourage membership. As always, we welcome your input and feedback.

We were very pleased to have Robert Weisnagel, Director of Pensions, Investments and Insurance, join us as our guest speaker at the last General Meeting. The presentation was very well attended, and time was allocated to ensure that members' questions were answered. It was a very timely topic as we prepare to head into RRSP season, and we appreciated finding out how the Queen's Pension Plan fits into our overall financial planning.

This year is ending on a positive note to those who were honoured during the recent Staff Appreciation Day. Congratulations to all staff who received awards this year, but particularly to members of QUSA: Kris Bowes, Annette Lilly, Kelly Moore, and Barbara Schlafer. It is wonderful to see staff recognized for the contribution they make to their individual departments and the university in general. I believe that these staff members represent each of us, as there are so many who are deserving of this award. Congratulations!

I wish each of you a very happy holiday season and hope you will find time to pamper yourself a bit – to give yourself a personal reward in recognition of the effort you make to ensure your work place is positive and to honour all you do for your family and friends.

Happy Holidays and Happy New Year!





When Elder Care Requires That You Be Away

The issues surrounding the care of an older family member are daunting enough without the added stress of worrying whether it is possible to get time away from work in order to do so.

When considering time away from the workplace for the purpose of caring for older relatives, there are two sources of information: the time off that is available based on current legislation, and the existing university leave policies.

You will find that Ontario Legislation (Employment Standards) refers to two options, which specifically apply to elder care: Emergency Leave and Family Medical Leave.

Emergency Leave

Under the Employment Standards Act, employees are entitled to unpaid time away from the workplace in order to deal with unfortunate life events. This could include death, illness, injury, medical emergency, or other urgent matter concerning a family member. The legislation allows for a total of 10 unpaid days per year. These 10 days can be used all at once or separately, and could appropriately be used for situations of elder care.

Family Medical Leave/ Compassionate Care Benefits

In June 2004, the Ontario Government introduced what Family Medical Leave, which is separate and in addition to Emergency Leave. This leave allows for up to 8 weeks of unpaid leave in a given 26-week period, for the care or support of a gravely ill family member. To coincide, changes to the Employment Insurance Act now include provisions for up to 6 weeks of E.I. benefits for employees who are away from work temporarily to provide care to a family member. These are referred to as Compassionate Care Benefits.

Both the Family Medical Leave and the Compassionate Care Benefits share a common requirement before eligibility can be considered. As part of the approval process, a medical doctor or practitioner must issue a certificate stating that the family member being cared for has a serious medical condition with significant risk of death within 26 weeks and that he/she requires the care or support of one or more family members. A copy of the certificate would need to be provided to the

supervisor or department head in the case of the Family Medical Leave, and similarly to the local HRDC office to be considered for Compassionate Care Benefits.

Further information on Emergency Leave and Family Medical Leave can be found on the Ontario Government website at:

http://www.gov.on.ca/LAB/english/es/es_pubs.html.

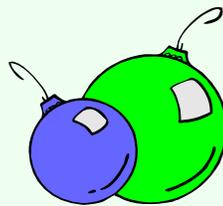
Now that we have defined the minimum leave allowed under existing legislation, it is important to put this in the context of the existing Queen's University leave policies.

The existing policies may not be specific to the circumstances surrounding elder care; however, in many cases they can be applied to these situations. We note that the university policies are in place not to take away from the existing legislation, but to improve upon them.

In particular, the following two policies may be of help:

General Leave Without Pay

By submitting a written request to the supervisor or department head, employees may obtain unpaid leave from the workplace for a number of reasons, which could include the care or support of a family member. Approval is subject to the merits of the employee's case as well as the operational requirements of the department. However, extended leave is possible if the circumstances warrant.





Compassionate/ Special Leave

Also, through a request to the supervisor or department head, a staff member may be granted special leave to be absent from work for short periods of time in order to attend to unusual circumstances, which could include taking care of an older family member. This Special or Compassionate Leave, if granted, would not result in the loss of salary. The intention of this leave is that it be infrequent and for short duration. Both employees and department heads are encouraged to contact Human Resources staff for guidance when dealing with difficult cases.

Leaves of short duration could be approved as Compassionate Leave or General Leave Without Pay depending upon the specifics of the circumstance.

The full text of the General Leave and Compassionate/Special Leave policies can be found on the Human Resources website at www.hr.queensu.ca.

Providing the necessary care and support to older family members is difficult for all individuals involved. It is important that we be reassured that when faced with this responsibility, and when time away from the workplace is required, provisions have been put in place that will allow us to do so.

If you have any questions about the Queen's University leave policies, the Human Resources Staff will be happy to assist you. We can be reached at our main number: 533-2070.

by **Andre Picard**
Human Resources



QUSA LUNCHTIME EDUCATION SEMINARS



Julia Blackstock, from Queen's Career Services, gave the first of this year's Education Committee Lunchtime Talks on October 13th. Her talk, entitled "Getting Organized" was one of the most well-attended and well-received last year. It was suggested that we ask Julia to give a repeat performance, which she kindly agreed to do. The event was much appreciated by the 19 participants: 17 QUSA members and two non-members. The attendees represented 14 different departments, units, and centres from across the University, from the Agnes Etherington Art Centre and Biochemistry to Human Resources and Law. It is unusual for such a diverse group of Queen's staff to come together in this way, and we very much hope this will continue to happen. We encourage any staff member at Queen's who would like to share their knowledge, skills, and experience with the community to contact the Education Committee Chair, Andy Curtis, at curtisa@post or on ext. 77192.

Coming Up ...

**QUSA Education Committee
Lunchtime Seminars**

Members: Free Non-Members \$2

Wednesday, December 8, 2004 at Noon

John Orr Room, J.D.U.C.

PUBLIC SPEAKING WITH CONFIDENCE

**presented by: Dr Andy Curtis, Executive Director,
Queens' University School of English**



For many people, giving any kind of formal presentation – even a short presentation to a small group of colleagues – can create tension, anxiety, and even panic. However, it does not have to be like this. In this session, we will look at common pitfalls and how to avoid them and ways in which you can stay calm, relax, and enjoy the experience.

Over the last 12 years, Andy Curtis has given 100 presentations to a total of more than 10,000 students, teachers, and other professionals in 26 countries.

Wednesday, February 9, 2005 at Noon

John Orr Room, J.D.U.C.

INVESTMENTS AND RETIREMENT PLANNING

**Presented by: J.C. Pasche, Regional Vice-President,
Primerica Financial Services**



Our presentation will cover debt management and consolidation, retirement investments, and methods and strategies to help achieve your goals.

We will also provide the opportunity for a complimentary, confidential, and customized 'Financial Needs Analysis' (FNA) that shows where your finances stand today and what you need to do for tomorrow. Our presentation will cover every step of the way toward debt freedom and financial independence.

The Office Next Door series presents...

AN OVERVIEW OF THE SCHOOL OF REHABILITATION THERAPY

by Sandra Turcotte



The School of Rehabilitation Therapy, Faculty of Health Sciences is housed in the Louise D. Acton Building, located between Botterell Hall and the lake. Our School is well known for high-quality professional programs in Occupational Therapy and Physical Therapy and excellent master's and doctoral research programs in Rehabilitation Science. There are four programs at the School, all at the graduate level, including two-year master's professional programs in Occupational Therapy (MSc in OT) and in Physical Therapy (MSc in PT).

Forty-five students are admitted to each program each year. In addition, students holding baccalaureate degrees in Occupational Therapy or Physical Therapy may complete requirements for a master's degree in one year. We offer master's and doctoral research programs in Rehabilitation Science, leading to the degree of MSc (Rehabilitation Science) and PhD (Rehabilitation Science) respectively.

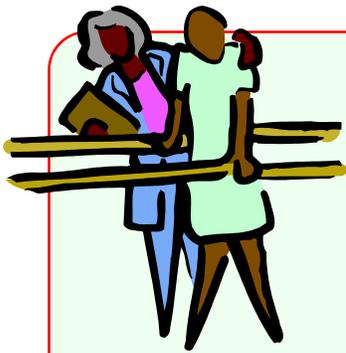
The Louise D. Acton building houses two more entities: the Physical Therapy Clinic at Queen's University and the Glaxo Wellcome Clinical Education Centre. The Physical Therapy Clinic is part of the School of Rehabilitation Therapy. It provides physical therapy rehabilitation services to the Queen's and Kingston communities while enhancing clinical education and research opportunities. Many staff members have relieved their pain with a few visits to the clinic. The Glaxo Wellcome Clinical Education Centre is a state-of-the-art facility, which provides a supportive learning environment to students in the Schools of Medicine, Nursing, and Rehabilitation Therapy through the simulation of hospital and community-based clinical settings. Many members of the community volunteer their time.

There is a lot of traffic in our building with students, volunteers, patients, visitors, and research subjects. To make it all happen, we require a support staff of eight. We have two Assistants: Teresa Dwyer who looks after Clinical Education and Susan Collier who provides support to both Occupational Therapy and Physical Therapy Programs. Teresa works closely with the clinical coordinators to place our students in clinical

settings. Susan works with the program chairs, and she is involved in admissions, timetables, exams, degree lists, and everything in between!

Anne McCormick is a new addition to the School. As Program Secretary, she is the first friendly face you see when you come to our office, and the first voice you hear when you call. Debra Hamilton is the mother figure to our graduate students in Rehabilitation Science, and she is excellent at keeping them relaxed when scholarship applications are due. She helps our faculty to remain calm when applying for grants. There are two faces you won't see very often as they do their work in the background: Svetlana Rytchkova, Computer Resources Assistant, who very quietly does an outstanding job on our web site, and Angelo Varriano, Computer Resources Coordinator, without whom we would have to go back to typewriters. Angelo is the soul of our School and is responsible for the administration of the School's networking environment. He is on call 25 hours a day, 367 days a year! Last, but certainly not least, Cheryl Power is my right hand. Cheryl is our Financial Clerk and without her, our Director would have realized by now I am not very good in math! She handles the day-to-day financial operations of the School's operating, trust, and research accounts and assists with the budget. Lastly there is me, Sandra Turcotte, Administrative Coordinator, providing administrative support to the Director, preparing annual budgets, overseeing the base accounts of the School, coordinating office/School administrative procedures, and secretary to all committees of Academic Council





(the body that administers the academic affairs of the School). However, my job is easy thanks to the wonderful staff and to Dr. Sandra Olney, Director of the School, my mentor.

The Physical Therapy Clinic @ Queen's by Alice Aiken

Located within the School of Rehabilitation Therapy, The Physical Therapy Clinic @ Queen's is a full-service physiotherapy clinic serving Queen's and the greater Kingston community. We provide orthopaedic and sports physiotherapy, using a variety of techniques to improve your health, including exercise, education, and modalities such as acupuncture, traction, ultrasound, TENS, and other electrical therapies. We have specialized exercise and testing equipment located in the clinic to provide you with the best possible solution to your muscular, ligament, or skeletal problems. Our experienced staff includes physiotherapists Alice Aiken, the manager, John Hope, Jackie Bardana, and Murray Tough. We have a registered massage therapist, Sondi Deglan, whose skills are second-to-none, and who can offer you relief for those nagging muscle aches and pains. There are also two occupational therapists, Lisa Neily and Kim Smith, who provide a wide range of OT services from working with pediatrics who have learning delays to prescribing assistive devices for seniors. The Clinic functions smoothly thanks to our highly skilled office staff of Bonnie Hamilton and Maureen Kane, and our assistants Kerry Sedore, Gina Salvatore, and Heather Rathwell.



The Physical Therapy Clinic @ Queen's has a close link with research and teaching within the School of Rehabilitation Therapy, so we are up-to-date on the most current treatments and rehabilitation theories. Come on in, visit our website, or give us a call and see how we can be of service to you!

Phone: 533-2098

Email: ptotclin@post.queensu.ca

Website: <http://www.rehab.queensu.ca/clinic.html>

UPDATES



GOODLIFE FITNESS:

So far 38 staff members have expressed an interest in the Corporate Wellness Program with Goodlife Fitness. When we include spouses, our total number of interested participants is 62. In order to secure the lowest rate we require 100 participants, so if you have not yet replied and are interested in this program, please reply to Sandra Jeffers at 533-2604 or email at jefferss@post.queensu.ca. The Membership Committee will only be pursuing this if sufficient interest is shown.

PARKING SURVEY:

We would like to take this opportunity to thank all the members who took part in the parking survey and let you know that the input that you gave was very helpful in our efforts to find some answers to the parking situation at Queen's. We understand that parking is a major issue for all who work at the University and hope to bring some answers to the membership at a later date. We are working hard to find a solution for all. Thanks again for all your assistance.



HOLIDAY LUNCHEON:

The holiday season came early for some members of QUSA and their guests. The QUSA Executive was pleased to host our annual holiday luncheon on Thursday, November 18th. We were delighted to see dinner tables full of retirees, members and guests who were enjoying turkey and stuffing in November.

A special thanks to all those who attended and we hope you enjoyed this festive gathering. As mentioned previously, we offered the holiday luncheon earlier this year in hopes of drawing more people to an event which didn't compete with busy shopping lunch hours and holiday budgets, but it seems that November was just a bit too early to begin enjoying the festivities. The Executive will review this event and consider a date that would be a little bit closer to the holidays!

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Welcome, New Members!

Jane Dauncey, Psychology
Ted Dufresne, I.T.S.
Susan Forbes
Health Counselling & Disability Services
Si Gou, Cancer Care & Epidemiology
Lori Rand, Residence Life
Logan Reid, Residences
Laurie Truman, School of Computing
Judy Wheeler, Arts & Science
Miriana Yaksich, Residences

Let's Hear From You

Take a few minutes to write us
2 or 3 lines on E-Mail to:
QUSA@post.queensu.ca

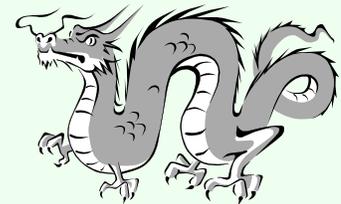


SEND A BOUQUET:

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

POLICY REGARDING LETTERS TO THE EDITOR, SOUND-OFFS, OR BOUQUETS

We would ask that submissions be signed so that, if
need be, we can clarify any information with the
writer. If you wish to have your name withheld,
should your letter be published in the Courier, simply
indicate so and we will honour your request.

Seasons Greetings

2004/2005 QUSA EXECUTIVE

		Members-at-Large	
President - Spring Forsberg, Cont.Distant	78560	Annette Brick, Cont.Distant Studies	77190
Vice-President -Gail MacAllister, Psychology	36406	Andy Curtis, School of English	77192
Secretary -Sandra Jeffers, International Ctre	32604	Sheri Foster, Pharm.& Toxicology	36112
Treasurer - Lisa Neumann, Arts & Science	74722	Kim Jesse, Neuroscience Studies	36360
RG&C - Pamela Bandy-Dafoe, Chemistry	32630	Jessica Maskell, Fac.of Education	77249
RG&C - Ellen Hawman, Disraeli Project	32764	Carolyn Morrison, Life Sciences	36527

QUSA OFFICE - Betty Pollard, Business Administrator, Tel: 32215, J.D.U.C. Fax 533-6190
OFFICE HOURS: Monday to Thursday 8:30 a.m. to 2:30 p.m. Closed July & August