

420 Wakara Way, Suite 105 Salt Lake City, Utah 84108

## 2003 Annual Open Enrollment is here!

Annual Open Enrollment gives employees the opportunity to make changes to their health care plan enrollment and elect participation in flexible spending accounts (FSA). This year's Open Enrollment will run now through November 22, 2002. Changes made by the employee will be effective January 1, 2003.

Employees should have received their personalized open enrollment forms which were sent to their home address the last week of October. If you have not received your enrollment forms, please check your personal information in the PeopleSoft system to verify that your home address is correct and contact the Benefits Department at 581-7447. Employees who require more information are invited to attend Open Enrollment Information Sessions scheduled throughout the month of November (schedule is provided below).

**Forms can be returned at any of the following locations or faxed to 585-7375:**

<b>Benefits Department</b> 420 Wakara Way Suite 105	<b>Employee Service Centers</b> UHOSP A020 <b>or</b> 135 Park Building (located in the OEO Office)
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## ENROLLMENT INFORMATION SESSIONS

DATE	LOCATION	TIME
November 5	Annex Purchasing Conference Room	9:00 am - 11:00 am
November 6	Parkway Center - Orem	9:00 am - 10:30 am
November 7	Westridge Health Center Union Ballroom (East Section)	9:00 am - 10:30 am 1:00 pm - 3:00 pm
November 8	Plant Operations (Bldg 350) Moran Auditorium	1:00 pm - 3:00 pm 9:00 am - 12:00 pm
November 11	Henry Eyring Building (Foyer)	9:00 am - 11:00 am
November 12	Park City - Summit Health Center University Hospital Cafeteria (Private Dining Room)	9:00 am - 10:30 am 1:00 pm - 3:00 pm
November 13	UU Neuropsychiatric Institute (Rotunda)	11:00 am - 1:00 pm
November 14	Greenwood Center	9:00 am - 10:30 am
November 15	Stansbury Park Health Center Board of Regents (Gateway) Redwood Health Center Human Resources, 420 Wakara Way	9:00 am - 10:30 am 10:00 am - 11:30 am 12:00 pm - 2:00 pm 1:00 pm - 3:00 pm
November 18	Broadway Administration Building	9:00 am - 10:30 pm

# BENEFITS DEPARTMENT REORGANIZATION YOUR BENEFITS COUNSELING TEAM

In order to provide better service to University faculty and staff, the Benefits Department has reorganized into four teams with each team assigned to provide assistance to a specific group of University employees. Previously each member of the Benefits Department specialized in one area and assisted all faculty and staff. During the past several months, all Benefits Department employees have been trained in all areas to enable them to work with their specific group of employees on all benefits issues. Each team consists of a Benefits Counselor and at least two Benefits Representatives. One team will work with faculty, another with the hospital and clinic staff and the other two with the campus staff. Each team will also work closely with specific HR Service Teams to provide assistance and benefit advice in complex matters. This reorganization will allow your Benefits Counseling Team to better coordinate your benefit issues.

Employees should continue to contact the Benefits Department at 581-7447 or the Hospital Employee Service Center at 585-5074 with any benefit-related questions or needs. Benefit representatives answering phones can assist you or if necessary, transfer you to a member of your Benefits Counseling Team.

## FIND YOUR BENEFITS COUNSELING TEAM:

<b>CAMPUS STAFF:      ORANGE &amp; YELLOW                                  SERVICE TEAMS</b>	<b>CAMPUS STAFF:      PURPLE, WHITE &amp; SILVER                                  SERVICE TEAMS</b>												
Visit our website for a listing of departments that fall under these teams at <a href="http://www.hsc.utah.edu/hr/staff/teams.htm">http://www.hsc.utah.edu/hr/staff/teams.htm</a> .	Visit our website for a listing of departments that fall under these teams at <a href="http://www.hsc.utah.edu/hr/staff/teams.htm">http://www.hsc.utah.edu/hr/staff/teams.htm</a> .												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Jamie Neal</td> <td style="padding: 5px;">Benefits Counselor <a href="mailto:jamie.neal@hsc.utah.edu">jamie.neal@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Emma Bugden</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:emma.bugden@hsc.utah.edu">emma.bugden@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Erica Nuttall</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:erica.nuttall@hsc.utah.edu">erica.nuttall@hsc.utah.edu</a></td> </tr> </table>	Jamie Neal	Benefits Counselor <a href="mailto:jamie.neal@hsc.utah.edu">jamie.neal@hsc.utah.edu</a>	Emma Bugden	Benefits Representative <a href="mailto:emma.bugden@hsc.utah.edu">emma.bugden@hsc.utah.edu</a>	Erica Nuttall	Benefits Representative <a href="mailto:erica.nuttall@hsc.utah.edu">erica.nuttall@hsc.utah.edu</a>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Marti Johns</td> <td style="padding: 5px;">Benefits Counselor <a href="mailto:marti.johns@hsc.utah.edu">marti.johns@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Jeff Moore</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:jeffrey.moore@hsc.utah.edu">jeffrey.moore@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Jan Whitesides</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:jan.whitesides@hsc.utah.edu">jan.whitesides@hsc.utah.edu</a></td> </tr> </table>	Marti Johns	Benefits Counselor <a href="mailto:marti.johns@hsc.utah.edu">marti.johns@hsc.utah.edu</a>	Jeff Moore	Benefits Representative <a href="mailto:jeffrey.moore@hsc.utah.edu">jeffrey.moore@hsc.utah.edu</a>	Jan Whitesides	Benefits Representative <a href="mailto:jan.whitesides@hsc.utah.edu">jan.whitesides@hsc.utah.edu</a>
Jamie Neal	Benefits Counselor <a href="mailto:jamie.neal@hsc.utah.edu">jamie.neal@hsc.utah.edu</a>												
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Jan Whitesides	Benefits Representative <a href="mailto:jan.whitesides@hsc.utah.edu">jan.whitesides@hsc.utah.edu</a>												
<b>FACULTY: CAMPUS &amp; SCHOOL OF MEDICINE</b>	<b>HOSPITAL AND CLINICS</b>												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Rachel Petersen</td> <td style="padding: 5px;">Benefits Counselor <a href="mailto:rachel.petersen@hsc.utah.edu">rachel.petersen@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Jen Howick</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:jen.howick@hsc.utah.edu">jen.howick@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Melanee McLean</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:melanee.mclean@hsc.utah.edu">melanee.mclean@hsc.utah.edu</a></td> </tr> </table>	Rachel Petersen	Benefits Counselor <a href="mailto:rachel.petersen@hsc.utah.edu">rachel.petersen@hsc.utah.edu</a>	Jen Howick	Benefits Representative <a href="mailto:jen.howick@hsc.utah.edu">jen.howick@hsc.utah.edu</a>	Melanee McLean	Benefits Representative <a href="mailto:melanee.mclean@hsc.utah.edu">melanee.mclean@hsc.utah.edu</a>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Audrey Lloyd</td> <td style="padding: 5px;">Benefits Counselor <a href="mailto:audrey.lloyd@hsc.utah.edu">audrey.lloyd@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Christina Quinley</td> <td style="padding: 5px;">Benefits Representative <a href="mailto:christina.quinley@hsc.utah.edu">christina.quinley@hsc.utah.edu</a></td> </tr> <tr> <td style="padding: 5px;">Janice Hanson</td> <td style="padding: 5px;">Benefits Representative (Hospital Employee Service Center) <a href="mailto:janice.hanson@hsc.utah.edu">janice.hanson@hsc.utah.edu</a></td> </tr> </table>	Audrey Lloyd	Benefits Counselor <a href="mailto:audrey.lloyd@hsc.utah.edu">audrey.lloyd@hsc.utah.edu</a>	Christina Quinley	Benefits Representative <a href="mailto:christina.quinley@hsc.utah.edu">christina.quinley@hsc.utah.edu</a>	Janice Hanson	Benefits Representative (Hospital Employee Service Center) <a href="mailto:janice.hanson@hsc.utah.edu">janice.hanson@hsc.utah.edu</a>
Rachel Petersen	Benefits Counselor <a href="mailto:rachel.petersen@hsc.utah.edu">rachel.petersen@hsc.utah.edu</a>												
Jen Howick	Benefits Representative <a href="mailto:jen.howick@hsc.utah.edu">jen.howick@hsc.utah.edu</a>												
Melanee McLean	Benefits Representative <a href="mailto:melanee.mclean@hsc.utah.edu">melanee.mclean@hsc.utah.edu</a>												
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Janice Hanson	Benefits Representative (Hospital Employee Service Center) <a href="mailto:janice.hanson@hsc.utah.edu">janice.hanson@hsc.utah.edu</a>												

**POLICY UPDATE:**  
**Policy 1-14**  
*Closure of the University*

Effective October 14, 2002, University's Policy 1-14, **Closure of the University**, has been updated to clarify organizational boundaries and definitions for determining essential personnel during a closure; the pay practices related to the closure; and the medium for communicating the existence of a closure. In addition, the procedural practices and definitions were removed from the actual policy.

As University closures are unanticipated and infrequent events, please pay close attention to the University media sources when weather or other events may lead you to question whether the University is open. The decision to close the University will be made by the President of the University. KUED (Channel 7) and KUER (FM 90) are the official sources of information about University closures. Students, faculty and staff should refer to KUED and KUER for current reports, the University's web page at <http://www.utah.edu>, or call 581-6773. Notification will also be made through administrative and supervisory channels.

Essential employees should be identified in advance of any University closures as part of departmental staffing plans. Employee questions regarding closure conditions or the need for their immediate attendance should be addressed to their supervisor.

The pay practices guidelines related to a University closure will be available as a direct link from Policy 1-14 to the Staff Compensation Procedures web site at <http://www.med.utah.edu/hr/comp/proc/>.

For more information on Policy 1-14 go to <http://www.admin.utah.edu/ppmanual/1/1-14.html>.

**U and YOUR HEALTH:**  
**Pack it Light, Wear it Right! How to Carry Backpacks.**  
Brought to you by the College of Health by Dr. JoAnne Wright, Ph.D., OTR/L

"Backpack Strain" has become yet another consequence of the environment we live in that effects everyone, including children. After wearing your backpack do you or your children have any of the following symptoms:

- Aching back, neck and shoulders?
- Weakened muscles?
- Tingling arms?
- Stooped posture?

To avoid these symptoms just remember **Pack It Light, Wear It Right**. The American Occupational Therapy Association is currently involved in a nationwide campaign to educate us about the proper way to wear backpacks and the precautions we can take to keep our bodies strong and healthy.

Carrying too much weight in a backpack or wearing it the wrong way can lead to short term chronic pain and strain.

*Pack It Light, Wear It Right continued on page 4*

**DID YOU KNOW?**

- More than 40 million students in the United States carry school backpacks.<sup>1</sup>
- More than 7,000 emergency room visits in 2001 were related to backpacks and book bags. Approximately half of those injuries occurred in children 5 to 14 years old.<sup>2</sup>
- The average student carries a backpack weighing almost one fourth of his or her body weight. Three out of 10 students typically carry backpacks weighing up to one third of their body weight at least once a week.<sup>3</sup>
- In one study with American students, 6 out of 10 students ages 9 to 20 reported chronic back pain related to heavy backpacks. Among students who carried backpacks weighing 15% of their body weight or less, only 2 in 10 reported pain.<sup>4</sup>

### The solutions are simple and easy to follow.

- 1) Never load a pack with more than 15% of a person's body weight (what you should weigh, not necessarily what you do weigh). For example, if your child weighs 100 pounds the backpack with everything in it should not weigh more than 15 pounds.
- 2) Load the heaviest items close to the wearer's back and arrange everything so it won't shift.
- 3) Go through the backpack on a regular basis and take out items that aren't necessary for the particular trip or day.
- 4) If the weight of what the wearer has to carry is too heavy for the backpack and it includes more than a couple of books that can be carried in your arms, consider getting a bag on wheels (they're actually starting to be "in style and cool!").

### Important things to remember when wearing the pack.

- 1) Both shoulder straps should be used as well as the belt strap if the back pack has one. Wearing a pack on just one shoulder causes the wearer's center of gravity to change. To accommodate the change the wearer leans to one side which eventually leads to pain and curving of the spine (especially in children who are developing).
- 2) Look for a backpack that has well-padded shoulder straps. The blood vessels and nervous systems in the shoulder, neck and upper back are complex. When there is pressure to these areas there can be resultant pain

and tingling. If the load is carried long enough and is heavy enough, permanent damage may occur.

- 3) Adjust the straps so that the pack fits snugly against the wearer's back. A backpack changes the center of gravity and puts undo strain on the back muscles. The closer the pack is to the wearer's body the less the center of gravity is effected.
- 4) The bottom of the pack should not be more than four inches below the wearer's waistline. It should rest in the curve of the lower back. This then makes the pack follow the natural curves of the wearer's spine.

Backpacks are an efficient way to carry items close to the body to reduce strain on arms. It is important to use it in an ergonomically correct manner so that problems do not occur — now and down the road.

If you are interested in more ways to ergonomically structure your life-style to decrease cumulative trauma, contact the Division of Occupational Therapy on campus at 5-7788 or email [occupational.therapy@hsc.utah.edu](mailto:occupational.therapy@hsc.utah.edu). You can also contact an occupational therapist or visit the American Occupational Therapy Association at [www.aota.org](http://www.aota.org)

#### Sources:

- 1. Pascoe, D. D. & Pascoe, D. E. (1999). Bookbags help to shoulder the burdens of school work. *Teaching Elementary Physical Health*, March, 18–22.
- 2. The U.S. Consumer Product Safety Commission National Electronic Injury Surveillance System (NEISS) database, 2001. Numbers quoted are the national estimated figures.
- 3. Negrini, S., Carabalona, R., & Sibilla, P. (1999). Backpack as a daily load for schoolchildren. *Lancet*, 354(9194), 1974.
- 4. Iyer, S. R. (2001). An ergonomic study of chronic musculoskeletal pain in schoolchildren. *Indian Journal of Pediatrics*, 68(10), 937–941.

## 2002 Staff Service Awards

This years' Staff Service Awards will honor seventy-four employees who have dedicated a combined total of 2,035 years of service to the University of Utah. These 74 employees will be recognized at a special luncheon on November 20th at the Officer's Club at Fort Douglas for their commitment and contribution to the University of Utah.

NAME	DEPARTMENT	YEARS OF SERVICE
GINGER A. ALEWINE	Economics Department	35
DAVOOD ALLAHVERDI	University Student Apartments	25
DWAINE ROY BEEBE	Systems Operation	35
GARY L. BIGLER	Payroll	30
LOUISE BINNS-HALL	Marriott Library	25
CRAIG A. BOHN	Plant Operations CAMPUS	30
PATRICIA A. COLVIN	Community Clinics PC Summit	25
ROLENE L. COULTER	Administrative Computing Services	30
GREG J. COVER	Engineering	25
CONNIE F. CRANDALL	Family And Preventive Medicine	25

NAME	DEPARTMENT	YEARS OF SERVICE
DARRYL A. CRANDALL	Paint Shop	25
MICHAEL DAVIS	Instructional Media Services	30
DAVID FREDRICK DEIKE	Pioneer Theatre Company	30
ROSEMARY LOUISE DIBBLE	Utah Cancer Registry	30
CAROLYN FAE DYSON	Admissions	25
DAVID HANSON ELLIOTT	Department of Animal Resources	30
BARRY L. EVANS	Physiology	25
JENNIFER FOSSUM	Huntsman Cancer Institute	30
RICHARD A. FULLMER	Office of the Senior VP for Health Science	25
DIANE S. GILLAM	Bureau Of Economics & Business Research	25
GARY S. GLEDHILL	Government Accounting & Support Services	25
DAYNE R. GOODWIN	Custodial - Area 3	25
GERALDINE GRAVES	Office Of Managed Care	25
PHILLIP D. GRAY	Gastroenterology	25
MARK RENSHAW HANSEN	University Neuropsychiatric Institute	25
RUTH ANN HANSON	Marriott Library	25
DENNIS N. HANSON	Motor Pool	35
ANN S. HARAN	Center For Public Policy & Administration	25
SANDRA J. HISKEY	Computer Science	25
MARILYN J. HOFFMAN	University College	25
AUDRE D. HOPKINS	Marriott Library	25
JEFFREY B. HULEN	Energy & Geoscience Institute	25
EUGENE J. IZATT	Psychology Department	35
DOUGLAS R. JENSEN	VP For Development	25
GERALD K. JENSEN	Custodial - Area 1	35
DARLA PECTOL JONES	Office of Senior VP for Academic Affairs	30
ADRIENNE W. LARSON	Law Library	25
KENT BILLINGS LEARY	HTWHVAC Division	25
EUGENE R. LEBLANC	Paint Shop	30
RICHARD WARDE LEE	Administrative Planning/Space	25
STEVEN H. LEITCH	School of Medicine	25
BRENT W. MARCHANT	Public Safety	30
SHARON MARTINEZ	Customer Service HOSP	25
BETH MAXWELL	Office of VP for Research	25
KEN MAYERJAK	Materials & Support Services	25
GARY E. MOORE	Office of VP for Budget & Planning	30
CYNTHIA J. MORGAN	Marriott Library	25
LAURA C. NGAI	Law Library	30
BARBARA KAY NIELSEN	Asst VP Finance	25
DEBORAH O'CONNOR	Office of Managed Care	25
RICHARD DALE OTT	Publication & Printing Services	30
LINDA D. PETERSON	Central SVCS - Work Planning	25
GARTH N. PETERSON	Plant Operations CAMPUS	40
LINDA J. PHELPS	International Center	25
HENRIETTA PRATER	KUED	25
SANDRA L. RENAK	Income Accounting	25
RODGER B. REYNOLDS	University Press	30
CLIFFORD P. RINGLE	Plumbing Shop	25
WILLIAM JAMES RUSHO	Pharmacy	30
CHARLES STANLEY SALISBURY	Publication & Printing Services	30
ANDREA P. SCHEEL	Academic Outreach & Continuing Education	25
REBECCA B. SETTERBERG	Radiobiology	35
STEVEN GARDNER SINGLETON	Transportation	25
CRAIG B. SMITH	Custodial Services CAMPUS	25
LARRY SCOTT SMITH	Office of the VP for University Relations	25
W. REID SONDRUP	Marriott Library	30
RICHARD P. STEINER	Chemistry	25
PAULA TESTER	Family And Preventive Medicine	25
RONALD E. TREMEA	Assistant VP for Finance	30
GLEN JUDD UNGERMAN	Utah Museum Of Natural History	30
FRITS VANDEMERWE	Key Shop CAMPUS	35
GARY L. VARLEY	HTWHVAC Division	25
BECKY WEINTRAUB	Womens/Child Services	25
ROBERT B. WRIGHT	Electrical Engineering	25

# WOULD YOU TURN DOWN A FREE EDUCATION?

If your answer is no, then go to the Center for Employee Development Web site, [www.hr.utah.edu/ced](http://www.hr.utah.edu/ced), and register for one of over 50 different free classes and skill building workshops available to all University of Utah's employees.

## Upcoming workshops include:

- |  |                    |                     |
|--|--------------------|---------------------|
| <b>Diversity Awareness and Sensitivity</b><br>Helps identify opinions about diversity and fosters appreciation for differences in the workplace.                   | <b>November 15</b> | <b>9:00 – 10:00</b> |
| <b>Creative Decision Making</b><br>Overcome decision making “traps” and open the door to brilliant and creative decision making.                                   | <b>November 20</b> | <b>9:00 – 1:00</b>  |
| <b>Anger Management</b><br>This session takes a look at anger, what causes it, and what we can do about it on a personal level.                                    | <b>November 21</b> | <b>9:00 – 1:00</b>  |
| <b>Leading by Example</b><br>Covers proven leadership principles and how you can apply them to become an effective leader.   | <b>December 3</b>  | <b>9:00 – 1:00</b>  |
| <b>High Leverage Performance</b><br>Create an understanding of how individual responsibility and accountability support maximum job performance.                   | <b>December 4</b>  | <b>9:00 – 5:00</b>  |
| <b>Competency Based Interviewing</b><br>Provides a behavior-based selection process that assesses a candidate's technical and personal/interpersonal competencies. | <b>December 5</b>  | <b>9:00 – 1:00</b>  |
| <b>Communications Skills—Interpersonal Communication</b><br>Learn skills and techniques to improve communication with peers, customers, managers, and others.      | <b>December 5</b>  | <b>9:00 – 1:00</b>  |
| <b>Calming Upset Customers</b><br>Learn what you can do in tough situations to meet customer needs and decrease frustrations.                                      | <b>December 11</b> | <b>9:00 – 1:00</b>  |
| <b>Conducting Performance Evaluations—Campus</b><br>Learn how to establish competencies, expectations, and goals to maximize staff performance.                    | <b>December 11</b> | <b>1:00 – 5:00</b>  |
| <b>Communication Skills—Team Communication</b><br>Learn the skills and techniques you can use to improve communication within teams or groups.                     | <b>December 12</b> | <b>9:00 – 1:00</b>  |
| <b>Conducting Performance Evaluations—Hospitals and Clinics</b><br>Learn how to establish competencies, expectations, and goals to maximize staff performance.     | <b>December 18</b> | <b>9:00 – 1:00</b>  |
| <b>Sexual Harassment Overview</b><br>Covers what sexual harassment is and what steps to take if it occurs.   | <b>December 18</b> | <b>1:30 – 2:30</b>  |

**For Questions regarding upcoming courses or  
our coaching program, please contact  
Myrna Hill at 585-2300.**





YOU CAN  
DO MAGIC!

**DECEMBER 1 - 18**

Your Donations Will  
Make A Child's Smile

**APPEAR!**



The following **DONATIONS** are being collected for the **Guadalupe School**:

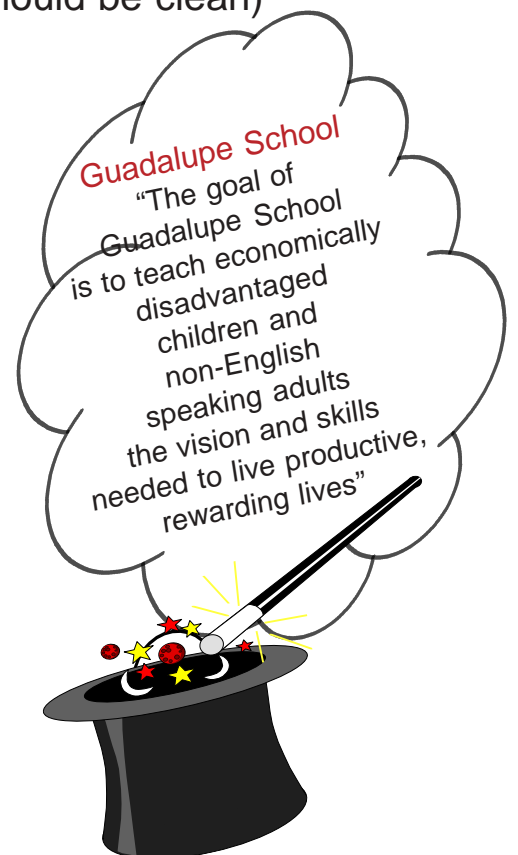
- board/card games (new or gently used and should be complete)
- warm winter clothing (new or gently used and should be clean)
- activity balls
- jump ropes
- books

**DROP OFF BOX LOCATIONS:**

- Human Resources
- Student Services Building
- Technology Transfer Office
- Olpin Union Building
- University Hospital

Contact Sheri Gordon at 587-9619 or  
email [sheri@tto.utah.edu](mailto:sheri@tto.utah.edu) for more information.

Sponsored by UUSAC and Slater Transport and Storage.



**Guadalupe School**

"The goal of  
Guadalupe School  
is to teach economically  
disadvantaged  
children and  
non-English  
speaking adults  
the vision and skills  
needed to live productive,  
rewarding lives"

## REMAINING HOLIDAYS FOR 2002

### Thanksgiving

Thursday November 28 (\*PPH)

### Day After Thanksgiving

Friday, November 29

### Christmas

Wednesday, December 25 (\*PPH)

**\* PPH: Premium Pay Holidays for University Hospital Staff.**

**The 2003 Holiday Schedule will be available at the end of the year.**

## ON-LINE EMPLOYMENT APPLICATION

Applying for a job is now easy as 1-2-3. Human Resources has recently launched the on-line employment application. Applicants no longer have to fill out paper forms. Just go to the employment website and follow the simple directions at



<http://www.hr.utah.edu/joblist/joblist.php>

To add a job to a JobCart, browse the current openings or search the joblist and select 'Apply for Job' to add the job to the JobCart. Applicants can add as many jobs to a JobCart as they like and apply for all of them at the same time. The JobCart also allows applicants to add jobs to their existing JobCart at a later time.

## DIVISION OF HUMAN RESOURCES DIRECTORY OF DEPARTMENTS

<http://www.med.utah.edu/hr>

### 420 Wakara Way, Suite 105

Administration

Benefits

Center for Employee Development

Compensation

Employee Relations

Employment Office

HR Information Systems (HRIS)

Nesco Resource

Service Teams

### Telephone

581-7832

581-7447

585-2300

581-6206

581-5469

581-2169

See Web Directory

585-1678

See Web Directory

### FAX

581-8481

585-7375

581-8481

581-8481

581-4286

581-4579

581-5571

581-5571

581-5571

### Park Building

Equal Opportunity & Affirmative Action

VP for Human Resources

581-8365

585-0928

135 Park

208 Park

585-5746

581-5674

### Employee Service Centers

UHOSP A020 (NEW Location)

135 Park Building

585-5074

581-8365

7:30 a.m.-3:00 p.m. 585-5144

8:00 a.m.-5:00 p.m. 585-5746