

STAFF ASSOCIATION COUNCIL *Newsletter*

Winter 2009



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For more information
about SAC, visit
www.pitt.edu/~sac
or call 412-624-4236.

President's Report

Dear Colleagues:

My affiliation with the Staff Association Council (SAC) has been both professionally and personally rewarding. I have thoroughly enjoyed the opportunity to meet members of the University of Pittsburgh community and have gained some priceless friends and colleagues from multiple disciplines across campus. Membership in the SAC has also enabled me to learn valuable knowledge and gain experience in the complexity of issues that impact not just the University of Pittsburgh but higher education as an industry.

The SAC is unique in the opportunity it provides staff to experience and participate in the shared governance of the University. Our committees work hard to improve the lives of all University members by working on a variety of projects such as:

- Benefits, who most recently worked with the Office of Human Resources to reinstate the 365-day Involuntary Separation Policy, which allows for staff who are separated from Pitt—most commonly due to lack of grant renewal—to return as staff members within one year and still retain their prior benefits.
- Marketing and Communications, who are responsible for the

design and publication of the *SAC Newsletter* and for disseminating important information from SAC to the University community at large.

- Programs and Planning, who planned and organized the annual Pitt Kennywood day for all members of the University community and their families. The committee also supports a charity each year through a service-related project. This past holiday season they made and provided more than 150 blankets to residents of the Lincoln-Lemington community.
- Safety and Security, who take responsibility for promoting the health, safety, and security of all members of the University community. They work to identify safety concerns, seek solutions, and provide education and awareness programs across campus, including CPR and fire safety training.
- Salary and Job Classification, who for the past few years have placed an emphasis on the impact that cost-of-living increases play upon the real wages of University staff members. This committee lobbies for adequate annual salary increases that incorporate cost-of-living increases along with meritorious salary rewards. They also address issues such as salary compression of long-term employees.

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Winter 2009

Rich Colwell

PRESIDENT

Gwen Watkins

VICE PRESIDENT OF STEERING

Angela Coldren

VICE PRESIDENT FOR MARKETING AND COMMUNICATIONS

Carol Hodgkiss

TREASURER

Libby Hilf

EDITOR

Julia Johnson

CONTRIBUTOR

Anita Sorrells

CONTRIBUTOR

Mary Beth Mengel

SECRETARY

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact the University of Pittsburgh; Office of Affirmative Action, Diversity, and Inclusion; 412 Bellefield Hall; 315 South Bellefield Avenue; Pittsburgh, PA 15260; 412-648-7860.

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The SAC is a vibrant organization whose members represent all areas and levels of the University. Their commitment and generosity have a positive impact on the lives of not only those in the University community but all individuals of our region. I encourage you to attend one of our upcoming meetings and see for yourself how personally and professionally rewarding membership in the SAC can be. I look forward to meeting you and working together to improve the lives all members of the University of Pittsburgh and surrounding communities.

Sincerely,

Rich Colwell
President

SAC MEETING DATES 2009

SAC meetings are held in 1175 Benedum Hall from noon to 2 p.m. All guests are invited to attend the open session, which begins at 12:15 p.m.

Wednesday, January 14, 2009
 Wednesday, February 11, 2009
 Wednesday, March 11, 2009
 Wednesday, April 8, 2009
 Wednesday, May 20, 2009
 Wednesday, June 17, 2009

July—New Member Orientation
 August—No Meeting
 Wednesday, September 9, 2009
 Wednesday, October 21, 2009
 Wednesday, November 18, 2009
 Wednesday, December 16, 2009

Meeting dates are subject to change. Please visit www.pitt.edu/~sac for up-to-date meeting information.

WELCOME NEW MEMBERS

In June, the Staff Association Council welcomed five new members. The organization's new members are:

Meg Mayer-Costa, Student Health

Julia Johnson, Graduate School of Public and International Affairs

Walter Kalista, Housing and Food Services

Adriana Maguina-Ugarte, Center for Latin American Studies

Lisa Pilewski, Office of Clinical Research



News and Events

If you have news or events you'd like to share with the University community, please e-mail us at sac@pitt.edu.

Pitt Kennywood Day

Saturday, September 13, 2008

Pitt staff, faculty, students, and their families enjoyed a fun (yet rainy!) day at Kennywood through SAC's Pitt Kennywood Day. Each fall, SAC sponsors Pitt Kennywood Day, offering discounted tickets that include a Fun Day pass and catered meal. Tickets for next year's Pitt Kennywood Day will be on sale in the William Pitt Union in early summer 2009.



Looking ahead to the warmer weather, SAC also offers discounted tickets to Idlewild and Sandcastle. Visit www.pitt.edu/~sac for more details.

United Way Day of Caring

Friday, September 26, 2008

Several hundred Pitt faculty, staff, and their families volunteered a day of their time to support a variety of community service projects through United Way's annual Day of Caring this past September. Projects included painting, gardening, home improvement, reading to children, and more. The United Way Day of Caring is organized by Pitt's Office of Community Relations with the cooperation of local organizations each fall.



SAC Spring Assembly

Wednesday, April 8, 2009, WPU Assembly Room

Join your fellow SAC members for a special annual luncheon. This year's theme is Market Place. For more details, please visit the SAC Web site at www.pitt.edu/~sac.

Membership Drive

If you have a desire to become more involved in the University, consider submitting an application for membership to SAC. All staff members who are not in a provisional period at the time of application and who are in good standing with their departments are encouraged to apply. A membership application is enclosed in this newsletter on the back cover; please return your completed application to the SAC office.

Ruskin Hall Renovations

by Angela Coldren

Each year we continue to hear about how the numbers of student applications and admissions to the University of Pittsburgh are rising.

In late 2007 Ruskin Hall began undergoing a major renovation. In August 2008, Ruskin Hall was reopened and became the newest choice to undergraduate students for on-campus residence accommodations. Ruskin Hall previously housed graduate students.

Ruskin Hall, located at 120 Ruskin Avenue, houses 416 undergraduate students in one-, two-, and three-person apartments and single efficiency apartments, all of which are fully furnished. The apartments feature resident-controlled heat and air conditioning, private baths, and kitchens with a refrigerator, stove, microwave, and dishwasher, basic cable television, and 24-hour security. All apartments include an Ethernet connection and wireless Internet access in the building's common area. Each floor is equipped with a common laundry facility, and students enjoy a fitness center and quiet study area on the ground floor.

Residence halls have come a long way in the past couple of decades, making on-campus living more appealing to students. And when students are visiting potential schools, seeing the residence halls is a must.

Professional Development: Taking Classes at Pitt

by Libby Hilf

Maybe you've always thought about taking a class here at the University. Perhaps you're at the point in your professional career that you'd like to take some time to hone particular skills. Take the step and find a class to suit your interests. As a staff member and part-time student here at the University, I encourage you to explore the possibilities.

Let's take a moment to consider two challenges staff may face when considering enrolling in a class here at Pitt. Time and money may top the list of concerns. Life is busy and requires us to keep up with the pace. However, for those staff members who cannot physically go to class, they have the option of taking classes online. Now more than ever, there are many classes that are Web based and do not require any classroom meetings.

With the constraints on the economy, a lot of staff are wondering what their finances will look like in the upcoming year. Perhaps now is a good time to invest in yourself and think about what skills you'd like to gain or improve. As part of our benefit package, staff are eligible for tuition remission and receive a generous discount. While the term "tuition" may seem intimidating, please don't let it deter you!

After considering the time and financial aspect, the next step is deciding what type of class to take. With all the options available, choosing a course can sometimes seem like a difficult task. The staff in the College of General Studies (CGS) are a great resource for helping you find a good fit. In fact, there is a center dedicated to assisting nontraditional students. The McCarl Center for Nontraditional Student Success helps ensure that your CGS experience is a fulfilling and enriching one that paves the way for achievement. The center provides academic success workshops and career development seminars, and offers career counseling.

During the summer of 2008 I took a course that provided me with a great opportunity for professional development. I enrolled in Organization Communication not knowing exactly what to expect or how it would help me in my current position and in my career. After a term of learning about myself and my skills, I highly recommend this course to staff.

Here's a brief description of the course from the University Web site:

"Organization Communication has the goal of improving students' organizational communication skills. The course proceeds on the assumption that interpersonal skills are at the core of organizational management skills. Students will focus on the process and elements of person-to-person communication and on the three organizational contexts of communications—one-on-one, small group, and public speaking—and the development of a personal marketing 'package.' The purpose throughout will be to emphasize the complexity of communication as well as those behaviors that will increase the probability that what a speaker wants to say is what the audience hears. Topics include nonverbal messages, supervisory communication, conflict resolution, interviewing, and group meetings. An attempt also will be made to enable students to be better prepared for types and levels of interviews, particularly the employment interview."

If the description sounds of interest to you, consider enrolling. The instructor is always a great resource as well for any questions or concerns you may have about the course.

For more information on enrolling in a class, contact the College of General Studies at 412-624-6600 or cgs@pitt.edu. You also can obtain additional information by visiting its Web site at www.cgspitt.org.



Lives Outside Pitt: Drew Chelosky

by Anita Sorrells

Drew, tell me more about your volunteer experience.

I'm a volunteer for the Pittsburgh History & Landmarks Foundation (PHLF). Most of my volunteer time with the PHLF has been as a docent giving both free and private tours throughout the Pittsburgh region; however, I specifically have been trained to lead the South Side Stroll, Grant Street walking tour, and of course the Oakland Civic Center tour.

How did you get started giving free historical tours?

I started giving tours because I've always been interested in history in general. Even when I was a student in college (Washington & Jefferson College), I was a student tour guide. Whenever I travel to other cities, if time permits the first thing I look to do is take advantage of local tours. I'm always interested in learning about a place through its history. Having a job that requires a good bit of travel, I've seen many places throughout the U.S. and I have to say, Pittsburgh still ranks as one of the top three given our region's natural and built landscapes.

What do you enjoy most about your volunteer experience?

What I like about being a docent with PHLF is that they also teach you about our region's architectural treasures. You can learn a lot about a building by looking up and hearing who built it, why they built it this way, and how this building can give you a glimpse of what the area's history was like. For me, I've grown fond of the surroundings and appreciate this area more. I guess by my volunteering I can convey that feeling to others and hope that they will enjoy learning about Pittsburgh history and appreciate our region.

Are there any specific requirements for becoming a volunteer?

In addition to free tours, the PHLF does a great deal of outreach work. Most of the tours the PHLF gives are to school-age children. Because of time requirements, most docents need to be available during the workday. Anyone with an interest in architecture, history, and preserving Pittsburgh's treasures also would make for a good docent.

Can you give further details on these tours? How can someone who is interested find out more about signing up for a free tour?

Most of these tours are free; however, on some occasions, groups do call and request a specific tour and usually the PHLF will accommodate for a nominal fee. Anyone interested in taking advantage of these free tours can find out more by visiting the Web site (www.phlf.org) or by calling PHLF. Tours are offered year round but mostly in the late spring—early fall tours are offered on a consistent basis. A group of 10 or more people can request a tour through the foundation.

Show Your Pitt Pride

by Libby Hilf

Hear the roar of the crowd at Heinz Field, feel the excitement of the fans in the Petersen Events Center, or spend time in the Fitzgerald Field House or at Founders Field. Whether your sport of choice is football, men's and women's basketball, swimming and diving, or soccer, you'll find plenty of opportunities to show your Pitt pride.

Did you know that University staff members are eligible for a discount on season tickets for certain sports? Contact the Panthers Ticket Office for more information at 412-648-PITT.

Pitt staff are also able to attend all Olympic sport contests free of charge—so bring the whole family! The list of Olympic sports at Pitt includes baseball, softball, men's and women's soccer, cross country, track and field, tennis, and swimming and diving. For sport schedules, visit www.pittsburghpanthers.com.

Cheer loud, cheer often, and as always, be sure to wear your blue and gold—let's go Pitt!



Joanne Rosol

by Jeffrey Liebmann, Assistant to the Provost



Joanne Rosol, longtime staff member and a former president of the Staff Association Council (SAC), died June 18, 2008. She was 58 and had been in declining health.

Her position at the University was as a testing supervisor at the Center for Instructional and Distance Education.

Joanne was first elected to SAC in 1984. In June 1985, Joanne became recording secretary and was later elected vice president of steering. Joanne was elected president of SAC in 1988 and served in that capacity until 1992.

Jo was a consummate professional as a member, especially as president of the Staff Association Council. She was very much responsible for changing the attitude of the administration toward SAC from one of antagonism and even hostility to one of collegiality and respect. She fought hard for staff, elevated the status of SAC in the University community, and never compromised her integrity of her commitment to the quality of life of every staff member of the University. What most impressed many was her humility and leadership at a time when the University faced many crises.

Joanne also served on several University committees, including the Safety and Security Committee and the Chancellor's Search Committee, both in 1995.

January 2008

Mary Nied

February 2008

Kenneth Duff

March 2008

Beatrice Grier
Leslie Guthrie

April 2008

Sheila Talley-Armstead
Robert L. Digby
Nancy Hartmann
Mary Beth Merenick

June 2008

Doreatha Clemons
James Melvin Mack
Hope Richards
Joanne Rosol

July 2008

Kathy Jeffries

August 2008

Ronna Atkins
Sandra L. Urbanski

September 2008

Anita J. Williams

Your Opinion Is Important

The **Customer Satisfaction Survey of University Benefits**, developed collaboratively by the Office of Human Resources and the SAC Benefits Committee, is up and running and awaiting your response. Just go to the Human Resources Web page **before Friday, January 23, 2009**, and let us know what you think.

www.hr.pitt.edu

Log on today and fill out the survey. Don't miss out on this opportunity.

MARKETING AND COMMUNICATIONS

Libby Hilf, Committee Chair

The Marketing and Communications Committee maintains consistent, concise, and effective expression in all communications by the Staff Association Council (SAC). It prepares the *SAC Newsletter* and all other external SAC publications designed to increase staff awareness of significant issues, concerns, and opportunities.

The committee also coordinates with the SAC vice president of marketing and communications to ensure consistent and effective organizational communications to the SAC.

ELECTIONS

Annabelle Clippinger, Committee Chair

The Elections Committee shall have the following duties:

- Initiate, publicize, conduct, and tally results for SAC members.
- Initiate, publicize, conduct, and tally results for SAC officer elections and committee chair confirmations and elections.

SALARY AND JOB CLASSIFICATION

Monika Losagio, Committee Chair

The committee is working directly with the Office of Human Resources to make recommendations regarding employee classification issues, compensation scales, internal transfers, and associated processes.

RESEARCH AND INFORMATION

Jennifer Welton, Committee Chair

The Research and Information Committee is responsible for assisting the Staff Association Council (SAC) with information and data pertinent to staff issues.

It is responsible for completion of the SAC annual report, which contains information on both the activities of the SAC and the University for the fiscal year.

SAFETY AND SECURITY

Fred Schiffer, Committee Chair

This year, the Safety and Security Committee will continue to review the safety and security practices at Pitt to ensure that all University employees are working in a safe environment. The committee will sponsor CPR classes throughout the upcoming year. In addition the committee will cosponsor the second University of Pittsburgh Health, Safety, and Security Day along with Environmental Health and Safety.

PROGRAM AND PLANNING

Marissa Arlet, Committee Chair

The Program and Planning Committee shall be responsible for planning major SAC activities including staff assemblies, SAC new member orientation programs, and other issue-related functions of SAC.

GOVERNANCE

Peggy McNeil, Committee Chair

The Governance Committee interprets and implements all policies pertaining to SAC member attendance and behavior as specified in the SAC bylaws and in the code of conduct. The committee works in conjunction with the SAC secretary in maintaining records of SAC member attendance and participation. The Governance Committee ensures that meetings are conducted by the Modern Edition of Robert's Rules of Order and recommends any needed policy changes impacting the overall organization of SAC. In addition this committee reviews the members and organizational relationship to its constituents (regular full-time and part-time Pitt staff members) and the University as a whole.

BENEFITS

Sherry Shrum, Committee Chair

The Benefits Committee is responsible for making recommendations regarding employee benefits as well as informing University employees about the benefits available to them.

If you would like to learn more about the committee or have employee issues, please e-mail Sherry Shrum at shrum@pitt.edu.

Pitt–Bradford

*by Linda Delaney, President
Pitt–Bradford Staff
Association Council*

Pitt–Bradford planned a campuswide Trick or Treat on the afternoon of October 31, 2008. Students and families of faculty and staff visited offices that signed up to be part of the fun.

The December meeting was a potluck lunch to celebrate the holidays. We have some awesome cooks in Bradford!

On a more serious note, Staff Association Council is involved in strategic planning for our campus. I attend the sessions on behalf of staff and will have input into the final plans.

Pitt–Titusville

*by Kathleen Plyler, President
Pitt–Titusville Staff
Association Council*

The University of Pittsburgh at Titusville (UPT) has approximately 63 staff members. Besides our official duties, we keep busy with many educational, fun, and charitable activities.

Our annual Christmas project of adopting families through the Salvation Army was a success again this year. We helped three families that included a total of seven children of middle school and high school age.

UPT entered seven teams in the Great Weight Race. All of the teams lost weight with friendly competition spurring us on. UPT also had a Wellness Race this spring composed of an exercise competition as well as a body percent weight loss that drew 18 participants. Students were interested in the Weight Race, so a separate competition was set up that 21 students completed.

This year's March for Babies

team included the Spring Break Chinese Auction and luncheon, bake sale, breakfast, and afghan raffle. Once again UPT was the top fundraising team with a total of \$3,064.

At graduation this past spring, we had three staff members complete their degrees: Debbie Smith, associate's degree in business, and Nicole Neely and Marlene Hamrick, both bachelor's degrees in business. These graduates join UPT's long line of staff members who are using or have used the University benefits to further their education.

Dedication of the Henne-Westgate Entrance to the campus was held Friday, May 30, 2008. Provost James Maher attended along with honored guest John Henne, who donated the funds for the construction of the entrance. Advisory board members and community representatives along with staff and faculty also attended.

Friday, June 13, 2008 was our third annual Campus Day. Staff and faculty reported for work in the official dress for the day of

“work clothes grubby.” We worked outside painting and generally sprucing up the grounds, while enjoying each other's company. Then we gathered for a picnic lunch at noon.

Staff members are volunteering for Blossom Buddies. These volunteers care for flower-filled planters that make our campus look inviting. It takes a lot of watering and deadheading to keep pots looking their best.

Summer picnics continue to bring all the staff together for lots of fun and food. UPT day at the Erie SeaWolves baseball game is in its second year.

Hosting the annual SAC meeting was a pleasure for all of us. We were inspired by events happening on the other campuses and are exploring ways to expand our activities. We are considering a day at Waldameer amusement park and ways to increase staff participation in campus and community events.

Pitt–Johnstown

*By Beverly Walerysiak, President
Pitt–Johnstown Staff
Association Council*

University of Pittsburgh at Johnstown (UPJ) Staff Association Council (SAC) elections were held in January 2008. Voted into office for 2008 were president, Beverly Walerysiak; vice president, Jacob Harper; secretary, Sharon Wilson; and treasurer, Linda Just. Committee chairs for 2008 are as follows: Vicki Biter and Nancy Brunberg, Staff Activities; Marilyn Alberter and Diane Lenio, Issues and Concerns; Francine Cooper and Jeanne Susko, Staff Relations; and Linda Just and Joyce Radovanic, Community Relations.

In February, the new campus president, Jem Spectar, presided over the meeting and discussed the University's Task Force committee and asked SAC members to relay all issues and concerns to the members of the committee. Andrea Sadvari and Jacob Harper will be the representatives on the UPBC Committee. SAC also has received thank you cards for its help and participation in the Cure Project, UNICEF and the Salvation Army.

In March, Jacob Harper agreed to attend the Commonwealth Luncheon with Representative John Wozniak. Many of the SAC members also attended the Salute to Working Women luncheon. A bus trip to Washington, D.C., was scheduled at the March meeting. Linda Just and Paulette Lewis volunteered for the Special Olympics when help was needed at the last minute. The Easter Seals Office

Olympics were a huge success this year. The SAC team of Nancy Brunberg, Wanda Ferguson, Andrea Leibfreid, Andrea Sadvari, and Beverly Walerysiak won a gold medal in the Starbucks Stackers Competition. Two SAC members also participated in UPJ's annual Iron Chef Competition. The American Cancer Society Daffodil Days brought in more than 86 orders thanks to the hardworking SAC members. Our Student Relations Committee created e-mail congratulatory notes that will be sent to students, teams, and individuals for their accomplishments. SAC held a casual evening of dinner, dancing, and mingling for staff members at UPJ's log cabin and had a packed house with everyone having a wonderful time.

At our April meeting, information was presented on the Masons' sponsoring a women's workshop. The Habitat for Humanities

all-woman-house building also was discussed.

In May, the UPJ SAC attended the Titusville SAC Council of Campus Trip, which included a campus tour, luncheon, and presentation by Randall Schwabenbauer on protecting kids online. The SAC also held a basket raffle, and all money collected went to support five local children in financial need so they could attend UPJ's summer Learn Program.

In August, the UPJ SAC will be helping with Richland Community Days as well as freshman move-in day.

As the new president of SAC, I would like to extend a thank you to all members of the committees and University staff who helped to make this year a huge success. The UPJ SAC is a wonderful organization with dedicated members and is proud of its many accomplishments thus far.



William Pitt Union on the Oakland campus

SAC ENDOWED BOOK FUND APPLICATION FORM FOR CHILDREN OF STAFF

PLEASE PRINT CLEARLY

Student's name _____ PeopleSoft ID number _____

School/campus _____ Major _____

Please circle: *Full time* *Part time*

Please circle: *Sophomore* *Junior* *Senior* Expected graduation date _____

Current grade point average _____ Total number of credits earned toward degree _____

Are you receiving any other financial aid (does not include tuition scholarship)? Yes No

Address _____

Phone number _____ E-mail address _____

Parent/guardian who is a staff member _____ Department _____

Parent/guardian _____ Date began working in current department _____

INCOMPLETE APPLICATION WILL NOT BE CONSIDERED

I hereby give permission to the Staff Association Council to request verification of information in this application with the Office of Human Resources and the Office of the University Registrar.

Student signature _____ Date _____

Parent/guardian signature _____ Date _____

Please return the completed applications to:

University of Pittsburgh
Staff Association Council
313 Bellefield Hall
315 South Bellefield Avenue
Pittsburgh, PA 15260

SAC ENDOWED BOOK FUND FOR CHILDREN OF STAFF

1. PURPOSE

The Staff Association Council (SAC) Endowed Book Fund for Children of Staff was established to provide financial assistance toward the purchase of books for a University of Pittsburgh undergraduate student whose parent or guardian is a staff member at the University of Pittsburgh.

2. NUMBER OF AWARDS

Awards up to \$200 will be granted each academic year. The recipients will be presented with their award at the staff recognition ceremony. The award can only be used at a University of Pittsburgh bookstore on the campus at which the student is enrolled.

3. ELIGIBILITY

- The student must be enrolled as an undergraduate at any University of Pittsburgh campus.
- The student must be in good standing with at least a 2.0 grade point average and making progress toward a degree in his or her school.
- The student must have a parent or guardian who is a regular full-time or part-time staff member at the University of Pittsburgh on any campus. A student whose parent or guardian is a member of the unionized staff, or a student, faculty member, or staff member employed by the University of Pittsburgh Medical Center, is not eligible to participate in the book fund.
- The student cannot be a previous recipient of the award.

4. SUPPORTING DOCUMENTATION

In addition to a completed Staff Association Council Endowed Book Fund application, students must provide the following:

- A copy of the student's transcript. Students can receive a copy of their transcript at no cost for each term they are enrolled.
- The student must provide a statement explaining why he or she has applied for the book fund award and what his or her future plans are after graduation. In addition, the student must include previous work experiences along with the number of hours worked per week. Any volunteer activities as well as extra-curricular activities should be included. The statement should be a minimum of 250 words.
- The signatures of both the student and the parent or guardian must be on the application form so that the Office of Human Resources can verify the status of the student and the parent or guardian. If verification cannot be made, the application will not be reviewed for consideration.

Please feel free to contact the Staff Association Council office at 412-624-4236 or sac@pitt.edu for more information.

Visit www.pitt.edu/~sac to download an SAC Endowed Book Fund application.

Thank you for your interest.

Membership and Organization

The voting membership of the University of Pittsburgh Staff Association Council shall consist of all regular full-time or regular part-time staff who have completed their initial provisional periods and are not currently on a performance improvement plan.

Code of Conduct for Members (Bylaws)

Each Staff Association Council (SAC) member shall be accessible to constituents, communicate constituent's concerns to SAC, and report SAC discussions, decisions, and actions back to constituents.

- SAC members shall work actively toward the goal of improving the University and the working conditions for its staff members; members shall protect and promote the interests of their constituents and the University even when these conflict with the member's own interests.
- SAC members shall keep private, non-University interests separate from their University activities to avoid conflicts of interest.

- SAC members shall keep informed of current University policies, procedures, and expectations affecting the interests of the staff and the functioning of the University.
- SAC members shall offer information to constituents and members of the University community only when sure that the information is correct; otherwise, SAC members shall make referrals to sources known to have accurate information.
- SAC shall strive to demonstrate competence, fairness, integrity, and conscientious behavior as it conducts SAC business within the University community; however, members must clearly state that these opinions are their own and differentiate them from SAC positions and actions when differences exist. SAC members shall not misrepresent any SAC action, position, or decision to the University community.

THE MEMBERSHIP APPLICATION MUST BE COMPLETED AND SIGNED BY THE APPLICANT, AUTHORIZING THE OFFICE OF HUMAN RESOURCES TO VERIFY MEMBERSHIP ELIGIBILITY.

Membership Application

University of Pittsburgh • Staff Association Council

Applicant Name (Please Print)

University Position (Please Print)

University Department (Please Print)

In connection with my application for membership in the University of Pittsburgh Staff Association Council (SAC), I hereby affirm that:

- My job performance meets the standards of the University, my department, and the requirements of the SAC bylaws;
- Within the past 12 months, no member of University management has notified me that I have any significant performance problems; and
- I am not on a performance improvement plan of any kind.

I hereby authorize my department and the Office of Human Resources to provide to the SAC officers and/or their designees any relevant information that verifies the above.

In addition, I hereby release the University of Pittsburgh and its officers, agents, and employees, as well as SAC and its officers, of and from any and all claims, liabilities, and/or damages of any nature that may result from the aforementioned release of information.

Signature

Date

Please return to the SAC office at 313 Bellefield Hall.