



*-Excellence is Our Destination-*

# Newsbeat

Volume III, Issue XII  
December 2007



*~ by Aneesha Johnson, Human Resources*



## EMPLOYEE OF THE QUARTER MARY WOODS

**C**ongratulations to Mary Woods! Mary has been selected as our fourth quarter Employee of the Quarter. This may come as a surprise to some, but for those who know Mary, it was only a matter of time.

Mary Woods is a Maintenance Mechanic in FM's C Zone and is a pioneer at Emory University. Being the first woman Trades Worker and then Maintenance Mechanic hired at Emory University was not an easy feat, but over the years it has proved to be rewarding.

Mary began her career with Emory University on January 30<sup>th</sup>, 1995 as a Custodian in Facilities Management, where she proudly and diligently maintained the Woodruff P.E. Center for three years until being promoted. As career advancement became available in the C Zone, initially Mary didn't feel confident in her ability to pursue a career in a predominately male profession. However, when the position presented itself

again, Mary quickly seized the opportunity and again was promoted to Trades Worker in 1998.

Never becoming complacent, Mary decided to obtain the necessary tools to advance even further. After completing a Pool Management Seminar from the DeKalb County Board of Health and proving herself capable of the job, Mary was promoted (yes, again!) in 2000 to Trades Worker, Senior.

Now years later after her most recent promotion in 2001, Mary currently holds the position as Maintenance Mechanic for the DUC (Dobbs University Center) where she continues to perform with the same diligence and professionalism that won the favor of her customers at the P.E. Center years before.

With more experience came more responsibility and Mary has definitely been up to the challenge. Mary has worked in almost every building assigned to the C Zone and volunteered to be the C Zone floater (the mechanic who fills in when a primary mechanic is unavailable). Her responsibilities range anywhere from changing a light bulb to maintaining electrical, plumbing, and HVAC systems.

There is no doubt this nomination is well deserved and long over due. Mary's personnel file is flooded with letters of recognition, On-The-Spot awards, and honorable mentions. She has been featured in several Emory publications, including a spotlight on the Emory Women's Center website in 2003 and a full page profile in the August 6, 2001 issue of the Emory Report. "Mary Woods is the personification of what hard work can do," says her nominator.

Mary not only gives unselfishly of herself at Emory, her generosity extends beyond her job. She participates in outreach programs at her church and enjoys spending time with her family and grandchildren. For fun she likes to play board games and catch up on the latest movies.

Please join me in congratulating Mary Woods. Keep up the good work!

### In This Issue:

- Employee of the Quarter
- Tidings from the VP
- Spotlight on Oxford Maintenance & Grounds
- HR Corners
- FM's New Supervisors
- Warehouse Changes
- Construction on Campus
- Building Community
- Golfer's Corner: CS Tournament!
- Cliff Shuttle Updates
- Employee Update

### Reminders:

- Conserve Water!
- Meeting Maker Purge Nov. 30 - Dec. 2
- Submit your Baby Photos for Holiday Party Activity by Dec. 3
- Day & Night Shift Holiday Parties on Dec. 7
- W-2's Available Online - Register by Jan. 10

# Oxford Campus Shines

Occasionally the Newsbeat spotlights a Campus Services department. This month we are introducing you to some of our Facilities Management staff on the Oxford campus. When Campus Services was reorganized, Oxford College Facilities Management became a part of Campus Services. Although much smaller than Emory's main campus, our staff at Oxford is faced with the same tasks and challenges as those of us on main campus.



**Todd Cain** is the manager of Facilities Management at Oxford. He began his Emory career in 1999 as an electrician in the E-Zone shop. Three years later he was promoted to the supervisor of the E-Zone. In January, 2004 he went to Oxford on a temporary assignment and was later hired by the College. A native of Jonesboro, GA, Todd (a.k.a. TC) enjoys skeet shooting using golf balls, sailing, snorkeling,

fishing, camping and community service projects. The words he lives by: "Do whatever it takes to get the job done."



**Bryant Johnson**, Senior Mechanic, joined Emory in August of 2001 as a Trades worker in the E Zone. Hailing from Austell, Georgia, Bryant enjoys fishing, and volunteering at his church. Bryant believes we should "Live For Today."

**Phillip Michael Browning**, aka "Mickle," Senior Maintenance Mechanic, has been with Emory since September of 1998. Another Georgia born baby, the Valdosta native enjoys camping and as a forward-thinking individual, lives by the mantra: "Don't look back."



(Continued on page 5)

HR CORNER

## Floating Holidays: Use 'Em or Lose 'Em!

As part of your Emory benefits, each employee receives two Floating Holidays on the first of each calendar year. However, they do not roll over into the next year – you must use them during the year in which they were awarded. Please check to see if you have any of these holidays left and, if possible (and approved), take a break from work!

**Supervisors** – please help your employees identify their remaining Floating Holiday hours.

### Additional information about Floating Holidays:

- ◆ If you were a full-time employee as of January 1, 2007 you received 2-days or 16-hours of Floating Holiday leave.
- ◆ Non-exempt, hourly-paid employees are given 16 hours of Floating leave per year and can request Floating leave in increments of as little as 15 minutes.
- ◆ Floating Holiday time for exempt, monthly paid employees must be taken in full work days.
- ◆ On January 1, 2008 all employees will accrue 2 days/16-hours of Floating Holiday leave.

### For those employees who were hired full-time with Emory University in 2007...

- ◆ If your start date fell between January 1<sup>st</sup> and July 1<sup>st</sup>, you received 1-day or 8-hours of Floating Holiday leave.
- ◆ If your start date fell between July 2<sup>nd</sup> and December 31<sup>st</sup>, you did not receive any Floating Holiday leave.
- ◆ If you have any questions about your leave status, please ask your supervisor.

*Employees at or nearing 320 hours of accrued vacation time should consider scheduling a vacation. Remember, once you accrue 320 hours, you will not accrue any more until you take some time off! Enjoy yourself, it's important to balance your work life with your home life.*

**As always, supervisor approval is necessary before taking vacation or floating holiday leave.**

HR CORNER

## New Rules for New Hires

The State of Georgia has passed the GA Security & Immigration Compliance Act of 2006 which requires employers to verify and validate new hired employee identification documents.

Effective November 19, 2007, all newly hired individuals will have the following information verified by the Federal government: name, date of birth, social security number, citizenship status, I-94 number (if applicable), I-9 documentation to substantiate work eligibility, proof of identity and expiration dates (if applicable). For this reason, List B identification documents for I-9 **new hires must now include a photograph.** List B documents without photographs are no longer acceptable for validating identity due to the compliance requirements.

Your CS/HR department will assist you with any paperwork and regulations. CS/HR will forward the I-9, which must be received in Data Services within 3 days of hire. Data Services then will access the Social Security Administration (SSA) database to verify employment eligibility.

The information provided by the employee must match the data in the SSA database. Therefore, we are asking that you advise all new hires that any discrepancies between their name on their I-9, the name on their photo ID documents, and their name in the SSA database could result in a Tentative Non-Confirmation of employment.

## Facilities Management Welcomes Two New Supervisors

**Philmon Thomas** joined Facilities Management as Warehouse Supervisor on November 12<sup>th</sup>, 2007. Under the direction of Amish Mody, Philmon will be streamlining the operations of our warehouse in order to better serve its customers.



Before coming to Emory University, Mr. Thomas worked in warehouse operations for SKC Inc. & Frito-Lay. Philmon is in the process of completing his Bachelor of Business Administration from Savannah State University and expects to receive his degree this month.

Philmon can be contacted by phone at 404-727-2920 or by email at philmon.thomas@emory.edu. His office is located in the warehouse.

**Darrell Dickens** is not new to Emory or to Facilities Management. Darrell started in the Grounds Department as a Landscaper in 1999 and was promoted within the year to Crew Leader for the Quadrangle and associated areas. Because of the high profile traffic this area sees, they are considered "level one property" for care and service requirements.



Most recently, Darrell acted as Interim Supervisor for two different supervisors within a nine month period, while still maintaining his other assigned properties - all with expert care and precision.

In addition, Darrell is Chairman of the Roads & Grounds' Recognition Program, and is Chairman of the R&G Training Committee, which develops and provides instruction for our existing staff and new hires, with emphasis in professional landscape and horticultural training. He has been a member of the sports turf program maintenance and service team for five years.

Darrell also loves to hunt, fish, spend time with his dog and with his wife (but not necessarily in that order!).

**Congratulations to Philmon and Darrell on their accomplishments! We wish them well in these new positions.**

## Tidings from the VP Focus Groups are Underway

It's amazing that the Holiday season is here already. I hope you all had a wonderful Thanksgiving. It's a time of year when I stop to reflect on things that matter to me, and I want you to know that each of you is an important contributor to Campus Services and Emory University - I am thankful for your commitment to excellence.

You will recall during the spring "Breaks with Bob" that I was going to initiate focus groups with all staff to help me understand the continued issues identified in the Employee Survey: Hiring and Promotion, Management Trust, Communication Openness, Innovation and Creativity, and Team Leader Performance. I am very interested to hear what you have to share! I continue to say that as an engineer, I need to understand what the issues are so we can figure out how to address them.

Although we have completed only a handful of sessions, we will continue the process, and you all will be invited to participate.

Thank you again for your service, and I hope you and your family have a wonderful Holiday.

Warmly,

Bob Hascall

p.s. Hope to see you at the Holiday Party!



## Ware(house) Excellence is the Destination

The FM Warehouse is shaking things up. In order to better meet their customers' needs, the Warehouse is streamlining its organizational structure and its services.

For example, **Larry Reeves** and **Debbie Copeland** formerly provided warehouse operations solely to Building and Residential Services units. This operation has joined with the rest of the Warehouse crew to simplify and expedite processes. Additionally, A new Supervisor, **Philmon Thomas**, led by **Amish Mody** (see above article), has been brought on board to oversee this transition and continue the progress towards Excellence.

### The Warehouse Team:

Philmon Thomas, Supervisor  
LaTauri Skrine, Purchasing Assistant, Senior  
David Beck, Purchasing Assistant  
Connie Benjamin, Purchasing Assistant  
Craig Bowman, Purchasing Assistant  
Leslie Brown, Purchasing Assistant  
Debbie Copeland, Purchasing Assistant  
Jo Patterson, Purchasing Assistant  
Larry Reeves, Materials Coordinator

# Emory's Main Campus: "Crane City"

**F**ive new buildings are either under construction or have recently been completed on Emory's main campus, for which Campus Services staff will be responsible for maintenance and upkeep.

**1** The new Psychology building is a 119,000 square foot, high profile building at the edge of campus which is intended to house research, teaching and clinical facilities. With a goal of LEED Silver, construction started in October with completion scheduled for Spring, 2009.

"LEED is the nationally accepted benchmark for the design, construction and operation of high performance green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality." (Taken from the US Green Building Council Website at [www.USGBC.org](http://www.USGBC.org).)

The Psychology project is using a new technology in the design and construction industry called **B**uilding **I**nformation **M**odeling or BIM. BIM combines all of the elements and data involved in the design and construction of a building into one comprehensive, linked data warehouse. From that data warehouse, extractions can be made to verify scope and quantities of materials, allowing cost estimates to be derived from actual quantity take-offs. It also allows 3-D modeling of the building and its systems to detect system component conflicts, which often result in complicated and costly change orders. Serious miscalculations can be avoided, through graphic studies used for site planning, construction sequencing plans, site logistics, and interior studies.

**2** The first phase of construction of the Candler School of Theology and Center for Ethics is sandwiched between Bishops and Emerson Halls and the cooling towers along Dickey Drive. The first three floors are poured, using 2,170 cubic yards of concrete and 180 tons of reinforcing steel. This project is one of the first projects to utilize our own Owner-Controlled Insurance Program, which allows us to greatly improve our job site safety measures. For example, with this program we insist on OSHA-approved hard hats.

**3** Freshman Hall One (Turman) has been occupied since the beginning of the fall semester. It is the first green residence hall at Emory and in the state of Georgia, and it is expected that it will achieve a LEED Silver certification. Some of the sustainable design features include:

- ◆ On site storm water treatment;
- ◆ Water efficient plumbing fixtures;
- ◆ An energy efficient building envelope; and

- ◆ A high use of recycled building materials throughout the design.

Students and visitors can view actual real time data on resource consumption.

**4** Freshman Halls Two and Three are now under construction with completion scheduled for next summer. Notable features include:

- ◆ Gray water use for sanitary sewer;
- ◆ Bio-retention of surface storm water run-off;
- ◆ Dimming light systems with day lighting to reduce energy consumption;
- ◆ Utilization of outside air and economizer cycles for a/c to reduce energy consumption;
- ◆ High levels of recycled materials use as well as regionally produced products; and an
- ◆ Energy dashboard similar to Turman Hall.

Building foundations and foundation walls are well underway, some masonry and underground mechanical work are beginning, backfilling operations are underway, and form work continues for more basement and foundation walls. The project continues to track towards LEED Gold. We are currently recycling 83% of construction waste.

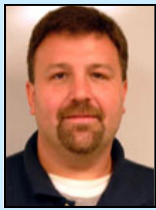
Check out Campus Services' Construction Updates web site (<http://construction.emory.edu/>) any time for up-to-date information on our major construction projects.

## Remember Your Water Saving Tips:

1. If you notice leaky faucets, toilets or leaks of any kind at Emory; report them to Campus Services at 404.727.7464.
2. Place a bucket in your shower to collect the water while you are waiting for it to heat up.
3. Wash your produce in the sink or a pan that is partially filled with water instead of running water from the tap.
4. Keep your showers under 5 minutes.
5. Turn off the water while you brush your teeth, shave or lather your hands.
6. Reuse towels or clothes that aren't dirty.
7. When doing laundry; match the water level to the size of the load.
8. When you give your pet fresh water, don't throw the old water down the drain. Use it to water your trees or shrubs.
9. If you accidentally drop ice cubes when filling your glass from the freezer, don't throw them in the sink. Drop them in a house plant instead.
10. Mulch around plants to retain water.
11. Check outdoor faucets, pipes, and hoses for leaks.
12. Turn out your lights! Producing one kilowatt of energy uses over half a gallon of water.

To learn more about the Georgia water restrictions, please visit <http://www.gaepd.org/Documents/outdoorwater.html>.

(Continued from page 2)



**Jeff Radovich**, Grounds Lead, is relatively new to Emory, joining us in August of 2004. Claiming Decatur as his hometown, he enjoys working at Oxford. In his off hours, he likes to spend time with his family and is a devoted Georgia football fan (Go Dawgs). He believes we all should be truthful, honest and fair.

**Gene "OOT" Heard**, Grounds Lead, is an Emory "elder," beginning his career back in September of 1973. Gene is happy working at Oxford, possibly because he was born and raised right in Covington. He lists his outside interests as "young women," and accordingly, lives by the words "Never Stop."



**Charlie Mathis**, lovingly referred to as "Head Cook," also works in the Grounds shop. The Madison native enjoys cooking out (obviously) and reminds us all to "Be Truthful."

**Tony "Heard" Heard**, whose title is "EVERYTHING," is a 7 year veteran of FM, joining the department in April of 2000. The former Staging Manager is also from Covington, and loves watching football and fishing.



**Alan Timothy Mitchell**, or "Al", is the Lead Mechanic for Oxford. Another long-timer, Al joined Emory in October of 1978. Al has no commitment issues - in addition to gardening and grilling out, he still enjoys spending time with his wife after 23 years of marriage. Apparently, obeying "the Golden Rule" is the secret to his success.



**EMORY UNIVERSITY**

**Environmental Health and Safety**

The Chemical Safety Office presents

## Hazard Communication Training

Learn about chemical hazards, proper labeling, MSDS, maintaining chemical inventories, safe responses to chemical releases, and much more. ***This training is an OSHA requirement.***

### Upcoming Course Dates:

- December 18 at 8:15a
- December 18 at 2:15p
- January 8 at 8:15a
- January 8 at 2:15p
- January 16 at 8:15a
- January 16 at 10:00a

*All courses will be held in the CS Training Room, FM Building B and will last approximately 1.5 hours.*

## Building Community

~ by Linda Sheldon, Mgr. Accessibility & Design

Last year was a busy year for me. Having been one of Campus Service's appointed Employee Council members, and having opened my mouth more than once with ideas (imagine that), I was nominated and elected President-Elect for 2006-2007. I was thrilled. But my year of being President-Elect morphed into something entirely different when the new Employee Council President left Emory that August, and I found myself President - way before I was ready.

Normally, one has the chance to spend a year attending meetings with campus leaders and assisting the Executive Committee with special issues, so I was in the dark about much of the process. I stumbled along with the Executive Committee, including past President, Louis Burton, who propped me up at every turn. It was a huge and rewarding experience, as the opportunities to engage in conversations with Emory leaders were frequent. It also allowed me to have more contact with some of Emory's students, who were so outstanding, mature and bright.

The Council's theme for the year was "Community Through Participation and Action," and I believe we were successful in promoting those efforts. What I discovered was that by participating in programs like the Transforming Community Project, activities sponsored by the Center for Women, the annual commencement efforts by CS, and by attending lectures or serving on committees, I have been able to make connections to parts of the Emory community outside my own area and develop a greater understanding because of those relationships. This means I better understand faculty concerns that sometimes may have seemed arcane to me, and I've been reminded what it's like to be a college student trying to find one's way. I've heard others' stories about being at Emory for many years, and have seen the enthusiasm with which new employees discover all that enriches this place where we work.

I've been thinking a lot about last year - what I wished I had done - wishing I had had that year to plan. But what is most remarkable about that experience has been lasting connections and a real appreciation for what Emory means to so many people. It's a place to work for most of us, but think about it - it's a place where young people prepare to be adults; a place where amazing research is conducted; a place where people seek medical treatment and where life and death and healing occur daily; a place that offers religious life and spiritual and religious training; a place that works very hard to deal with the surrounding community and to respect the inevitable conflicts that arise.

While I sometimes feel like a very small part of this place, I am constantly reminded of the community here in Campus Services and the many ways we engage the other communities here. So take action - try something new - attend a lecture - go to a Town Hall or Brown Bag - volunteer. What you'll get back from the experience is the definition of Community.

## GOLFER'S CORNER:

### Campus Services Tournament to be held in June 2008

~ by Joe Hodgson, Building & Residential Services

Greetings golf fans! As we come to our last addition of 2007, I wanted to let everyone know that I am working diligently on finalizing the logistics for the first ever Campus Services Golf Tournament, which will be held in June 2008. First, second, and third place will receive trophies and bragging rights in the Newsbeat!

Sign up sheets will be available in January. I will be taking the first 15 teams to sign up for the tournament, so start getting your team together! When the sheets come out, sign up quickly as I will not be leaving the registration open for very long (the deadline for signing up will be announced when the sign up sheets are available).

Both the Mystery Valley Golf Club and Southland Golf club are good options to host the tournament. They are located in Lithonia and easily accessible from the University. Once the site is secured, I will forward information on the price for entry and start times. I am shooting for a 1:00pm start, with everyone meeting at 12:30pm for tournament rules. Check out the April 2008 Golfer's Corner for the exact day and time.

The Golfer's Corner will resume publication in February. Until then, get those clubs out of the closet and start practicing!

## Who Ya Gonna Call?

Responsibility for Verizon cell phone service and associated equipment requests will be transferred from the FM Warehouse to Customer Service. Bettye Payne, Senior Customer Service Representative at 712-8808, will continue to be the initial point of contact for cell phone inquiries and service.



## Save the date:

### Holiday Party

Friday, December 7

11:00am - 3:00pm

Emory Conference Center

- ◆ Professional Photographer
- ◆ Fashion Show
- ◆ Holiday Music
- ◆ DJ
- ◆ Dancing
- ◆ Prizes
- ◆ And of course, food and fun!

### Night Shift Holiday Party

Friday, December 7

3:00am - 5:00am

FM Training Room

As is tradition, representatives from the US Marine Corp will be in attendance at the Emory Conference Center to collect all the Toys for Tots. Thank you for your donation!

## SHUTTLE UPDATES: N. DeKalb Mall PnR

Beginning Monday, December 3<sup>rd</sup>, 2007: The schedule for this N. DeKalb Mall Park-n-Ride will be adjusted to provide two additional trips in the evening. Please review the proposed schedule at [www.epcs.emory.edu/altransp/Sched\\_NDeKalbPnR\\_120307.pdf](http://www.epcs.emory.edu/altransp/Sched_NDeKalbPnR_120307.pdf).

## Can You Find CLIFF?

Now anyone can look on-line to see where CLIFF shuttles are located.

Click here



to find Cliff!

Lookin' for ME...?

Feedback regarding shuttle service should be directed to [shuttles@emory.edu](mailto:shuttles@emory.edu).



## Save Time and a Tree: Get Your W-2 online

Emory & TALX are again partnering to offer employees of Emory University, Emory Healthcare & Wesley Woods Senior Living the option to receive their W-2s online.

By getting your W-2 online, you won't have to wait for it to be delivered by the post office. All you do is go on the web and register to receive your W-2 electronically. It's that simple. The IRS has approved the delivery of your W-2 online with your consent. Plus it works with TurboTax, TaxCut, EzTaxReturn and Complete Tax. Once you're in the software program, just click to download your W-2.

Emory employees who registered to receive their W-2 online in prior years do not need to re-register to receive their 2007 W-2 online. But we do suggest that you review your Account Information online (<http://www.w2express.com>) to ensure your email address is accurate.

If you would like to cancel your online registration, unsubscribe by visiting <http://www.w2express.com> or by calling 1-877-325-9239.

Steps to receive your original W-2 online:

- 1) Visit <http://www.w2express.com> or call 1-877-325-9239
- 2) On the home page, Enter "Employer Code" 11332 in the Login box and click "Go"
- 3) Enter your Social Security number (without dashes)
- 4) Enter your PIN, which is the last four digits of your Social Security number plus your birth month and the last two digits of your birth year; for example, if your Social Security number is 414425731 and your birth date is July 1965, your PIN would be 57310765)
- 5) The next screen is an option - Pin Reset Enrollment. If you enroll, the system will give you the option to reset your pin and/or receive an email with your pin number if you forgot your pin. This process requires an email address.

6) Select "Consent for Online Delivery"

7) Read the disclosure and Click on "Test Now"

8) A sample W2 will be shown on your computer. If the sample W2 screen shows on your computer, you will be able to access your W2 online from that computer. If the sample does not show then contact your local technical support personnel to check your Adobe Acrobat Reader.

9) Close the sample file and click on "I saw the test W-2, read all of the important information above, and want to receive my original W-2 statement online"

10) Complete the consent form with your primary (and secondary) e-mail address, your mailing address, and your home/work phone number. Select "Continue"

11) A verification screen will show if correct select "Confirm"

Call the customer service line at 1-800-996-7566 if you need help.

The deadline for signing up is January 10, 2008. If you sign up after this date, your enrollment will be regarded as consent for next year. Withdrawal of your consent can be done at any time. Note: If you elect to receive your W-2 electronically, you will not receive a copy of your W-2 in the mail.

Your W-2 will be posted on a secure web site in mid January, well before you would normally receive it via the postal service. You will receive notification when your W-2 is available, along with instructions for retrieval. You will also receive a confirmation e-mail when you enroll for online delivery.

If your W-2 has an error you must call 404-727-6100 to have it corrected. You cannot make a correction online.

Your original W-2 will be mailed to your home address if you do not use the online service.

## Reminder: Meeting Maker Data Purge

Meeting Maker will be unavailable from 6pm on Friday, November 30 until 8am on Sunday, December 2. This outage is required to purge data older than eighteen months and to upgrade hardware / operating system. Data less than 18 months of age will not be affected. This downtime is necessary to maintain the speed and reliability of the service, and stems from vendor best practices.



Q: What records will be affected?

A: Any Meeting Maker record older than June 1, 2006 will be purged from the Meeting Maker database. Any record from created on June 1, 2006 and forward will be unaffected.

Q: How can I make a backup of my Meeting Maker data that will be purged?

A: Instructions for exporting Meeting Maker data are available for Macintosh and Windows platforms at: <http://it.emory.edu/showdoc.cfm?docid=4728> Please note that Meeting Maker data CANNOT be restored after it is purged.


Q: Will I have to do anything following the purge when I log in to Meeting Maker?

A: Yes. When logging in for the first time following the maintenance you will be presented with two options: "Revert" or "Work Offline". **You should take care to select the "Revert" option.**



Many Thanks to **Elaine Gossett**, Technical Writer for Campus Services Administration, for her help with this month's *Newsbeat!*

# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6 CS Orientation PMC&CP Workshop	7 CS Holiday Party	8
9	10	11	<p><b>Important Moving Notice: EOP</b></p> <p>The Office of Equal Opportunity Programs (EOP) is moving; the Office of Disability Services (ODS) will continue its service from the Administration Building.</p> <p>As of Friday, November 30, the Office of Equal Opportunity Programs (EOP) will be located on the 5th floor of 1599 Clifton Road, the former American Cancer Society Building adjacent to the Emory Conference Center. The phone extension remains 404-727-9867.</p>			
16	17	18 Hazardous Communication Training (x2)				
23	24 Holiday	25	26	27	<p><b>CALENDAR KEY:</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></span> Training</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #0000ff; border: 1px solid black; margin-right: 5px;"></span> Committee Meetings</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #008000; border: 1px solid black; margin-right: 5px;"></span> Sessions for Supervisors</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #800000; border: 1px solid black; margin-right: 5px;"></span> Holidays/Special Events</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #0000ff; border: 1px solid black; margin-right: 5px;"></span> Other Meetings</li> </ul> 	
30	31 Holiday					

## EMPLOYEE UPDATE - NOVEMBER

### Welcome New Employees

**William Bush**, Custodian, Sr., Bldg & Residential Services  
**Dexter Smith**, Custodian, Sr, Bldg & Residential Services  
**David Maxwell**, Custodian, Sr., Bldg & Residential Services  
**Clinton Brown**, Custodian, Sr., Bldg & Residential Services  
**Charles Moss**, Custodian, Bldg & Residential Services  
**Opal Miller**, Custodian, Bldg & Residential Services  
**Tesha Jordan**, Custodian, Bldg & Residential Services  
**Jesus Martinez**, Landscaper, Grounds  
**Steven Lange**, Project Manager, Project Management (Rehire)  
**Darwin Miller**, Custodian, Bldg & Residential Services  
**Cristina Mosu**, CAD Tech, FM/IT-CAD Group  
**Philmon Thomas**, Supervisor, Warehouse

### Congratulations - New Titles

**Bettye Payne**, Customer Service Rep. Sr., Customer Service  
**Darrell Dickens**, Supervisor, Grounds

### ON-THE-SPOT AWARDS

*Campus Services takes great pride in recognizing our employees who reflect the dedication, professionalism and excellence our organization and vision represents. These employees have gone above and beyond the call of duty and are committed to the service and well being of staff, faculty, and students at Emory University and Campus Services. This month's recipients are listed below:*

**Abraham Bravo, John Columbus, Marion Mayes, Suzetta Lockleer, Thomas Brown, Curtis Hodges, Terri Newton**

*Supervisors: Please help your employees remember to sign up for benefits within 31 days of date of hire!*

*New employees: It is your responsibility to sign up for benefits.*

