From the President... ⚖️

Lou Nieto, 2009 Staff Assembly President

The 2009 Staff Assembly welcomes back a large group of familiar faces, as well some new ones. We will continue our work on some issues from last year, and expect to tackle some new and challenging ideas this year.

As president of the 2009 Staff Assembly, I am ready to work hard and make this an enjoyable and prosperous year for all staff at USC. I bring to the Assembly over six years of experience working at the university, and over two years on Staff Assembly. Last year I chaired the Transportation Committee.

If you are interested in joining the Staff Assembly, please ask your co-workers to nominate you. Our elections are held each October and November. We are an elected body of 60 members of both exempt and non-exempt staff from all the USC campuses. There are six committees you can volunteer your services to: Communications, Compensation and

USC Harassment Prevention Training

Brad Deibel, Program Manager, Professional Development

Get ready! Once again, it is time to renew the university-wide harassment prevention training for 2009. As many of you know, California State Law and the USC Board of Trustees require that all employees must complete harassment prevention training every other year. Here are some tips and highlights regarding our 2009 training cycle and how to help make it the most successful one yet.

The training will be provided between April 6th and May 8th. All employees (even if you took the training between 2005 and 2008) must complete the training during this time. The only individuals excluded are research assistants, student workers who do not supervise and sub-contractors.

As in the past, you will receive a personalized link to complete the harassment prevention training (Continued on Page Five)
INTRODUCING YOUR 2009 STAFF ASSEMBLY...

Above: Photo of Staff Assembly, courtesy of Rita Gonzales.

Teri Adams
Deborah Aguilar
Evelyn Alva
Josie Amescua
Teri Aparicio
Steve Arbuckle
Anthony Bailey
Cathy Ballard
Linda Bazilian
Sonya Black-Williams
Tim Boston
Robert Boyd
Cynthia Brass
Allison Bryant
Rossana Cabrera
Delfina Candelaria
George-Ann Cleary
Wendy Cook
CharRita Cox-Beaman
Bob Cuthill
Torie Daves
Ingrid DeCook
Helen Dosta
Lisa Escobar
Dianne Flores
Gloria Gamboa
Bill Givens
Rita Gonzales
Shannon Hinojosa
Tessie Jamanila
Michelle Jones
John Kennedy
Tracy Kerr
Alan Kita
Lisa Kofman
Phyllis Lemons
Rachel Levy
Naomi Martinez
Ellen Miyasaki
Yolanda Mora
Kathy Neal
Si Nguyen
Lou Nieto
Lois Nishimoto
Ardell Nolan
Georgina Nuttall
Bryan Ortiz
Janet Prince
Irma Quintana
Gloria Reyes
Lillian Rivera
Rosie Tellez
Mary Trujillo
Lorna Tureaud
Lydia Vazquez
Denise Wiegel
Carol Williams
Vicky Young
Amy Yung
Ronald Zuletta
29TH ANNUAL
SWIM WITH MIKE
April 18, 2009

Treasure Chest Garage Sale

Many new USC products including jackets, t-shirts, sweatshirts, miscellaneous memorabilia, and more! Come early for the best selections.

Treasure Chest hours
8am-2pm
located in front of the Lyon Recreation Center

www.swimwithmike.org

All proceeds benefit The Physically Challenged Athletes Scholarship Fund

Trojans Care for Trojans

Trojans Care for Trojans (TC4T) is a new student initiative within the Division of Student Affairs that empowers students to take action and speak out when they are concerned about a Trojan. The TC4T website is an interactive resource for Trojans that seeks to help fellow Trojans challenged with personal difficulties. Along with educational videos, this site features a list of campus and community resources and an anonymous request form. Each request will be researched by a member of the Student Support and Advocacy Office to make sure students get the help they need.

For more information visit www.usc.edu/tc4t

LIVE, LEARN AND WORK!
ENVIRONMENT FAIR 2009

The USC Staff Assembly is hosting their annual Environment Fair! Come out and join us in recognizing the importance of environment awareness. This year’s fair will commence on Wednesday, April 22, 11:00 a.m. to 2:00 p.m. at the center of the University Park campus.

It is the goal of USC Staff Assembly to increase campus awareness about ways to live, learn and work while being environmentally friendly. This year’s participants include: Zip Car, Petal Pushers, Office Depot, Earth Skills, USDI, Bureau of Land Management, Breathe California, EarthShare, Bus Riders Union, C3 Recycling and Supply Network, USC Environmental Studies, WE CARE, CAL PIRG and Environment First.

Come out and increase your awareness on how to become environmentally friendly!
USC GREAT SHAKEOUT EARTHQUAKE EXERCISE

Steenaoo Goldfarb, Fire Safety & Emergency Planning Specialist, Environmental Health & Safety

2008 was a year of outstanding progress in emergency preparedness for USC. Perhaps the major step forward was the “Great Shakeout” earthquake drill on November 13, in which USC conducted an exercise of its earthquake response plan as a part of the regional Great Southern California Shakeout. The exercise was the largest in USC history, and was based on a 7.8 magnitude earthquake forecast by the university’s Southern California Earthquake Center.

Over 500 USC staff members participated in the exercise, including 80 staff and student volunteers made up to look like injured earthquake victims. Emergency teams went to work all over the campus, assessing damage, rescuing victims, and establishing a major casualty treatment area on Cromwell Field.

The teams did an excellent job, demonstrating an ability to respond to a mass casualty incident when outside medical assistance is not available, and representing a major step forward in the university’s preparedness. The medical team was led by the University Park Health Center, with assistance by volunteers from the School of Dentistry, School of Pharmacy, Student Affairs, Facilities Management Services, Mailing and Material Management, and the volunteer USC Community Emergency Response Team. Other departments that also participated include the Dept. Of Public Safety, Public Relations, Center For Work and Family Life, Environmental Health and Safety, Fire Safety and Emergency Planning, all Auxiliary Services Depts., Information Technology, and ROTC.

The second major component of the shakeout was participation by staff, faculty and students throughout the university in the earthquake “drop, cover, and hold on” exercise in classrooms and offices at all USC locations. The single most important earthquake survival tip is to drop, cover and hold on during the shaking. Hundreds of faculty members participated, directing their classes to drop cover and hold on, and helping to educate students in earthquake safety.

In 2009, preparedness efforts will include fine tuning existing plans, expansion of disaster medical response plans and a full-scale disaster drill at the Health Sciences campus,

(Continued on Page Eight)

FROM THE DESK OF THE STAFF CLUB PRESIDENT

Wade Thompson-Harper, 2009 University Staff Club President

Happy Spring semester to everyone. I bring you greetings from the University Staff Club. This year has been a wonderful one for us. We have been busy, and hope that everyone, members and guests, has enjoyed what we offered this year.

Once again the holiday party was a rousing success. This year it was at Simon’s Banquet Hall in San Pedro. The beauty of the water and the wonderful dinner and dancing made for a great kick-off into the holiday season. Thank you Social Committee for your hard work on such a successful event. There are other events coming up this year; please visit our new website at www.usc.edu/staffclub.

At this website, you can also find out more information about the Staff Club and what we have going on. You can see all the board members and their committees. These are the people who work so very hard to make the Staff Club a club you can be proud of.

We have completed the scholarship competition from 2007-2008. Despite encountering some obstacles last year, the committee this year picked up the baton and has awarded ten scholarships to graduate students. The process for 2008-2009 is underway and moving along smoothly. Thank you to the Scholarship Committee - you have done a wonderful job. The Scholarship recipients are: Nicolas R. Arevalo Jr., Jennifer L. Collins, Siobhan M. Ford, Christine Haworth, Dmitry Koudymov, Michelle Matthews, David Noble, Jean Luc Renault, Virginia Sievers and Beth Stegora. Congratulations to all of our recipients. We hope that your one thousand dollar award truly helps you to continue your dream.

Congratulations also to our Membership Drive winners this year. They are Dulce Acosta ($250), Susie Cameron ($200) and Yira Ortega ($125). Membership has its privileges. Remember the Staff Club is an organization that can only be as successful as the members who participate. Please become a member if you are not already. If you are a member, remember that anyone you sign up between now and November could make you a winner – and like our winners above, there is a cash prize for the person who signs up the most

(Continued on Page Eleven)
What is the Staff Assembly?
Simply stated, it is the university body that represents the staff members of the University of Southern California. The constitution of the Staff Assembly, adopted in 1981, states that “the Assembly shall be a fact-finding, deliberative, and consultative body, with authority to make studies, reports, and recommendations on all matters which have a significant bearing on the work and environment of the staff.” The Staff Assembly is an officially recognized part of the University governance system, and exists to contribute to the success of the University of Southern California and to the growth and welfare of its staff employees.

What are the responsibilities of the Staff Assembly?
The Staff Assembly is responsible for ensuring that the concerns, thoughts and opinions of issues that affect staff members get to the proper decision makers. For a detailed description of the various issues that are handled by the Staff Assembly, please see pages six and seven. Any questions or comments you have should be emailed to staff. assembly@usc.edu; an answer will be forthcoming in a timely manner.

Staff Assembly also recognizes those employees who have made exceptional contributions through their service to the university, and presents them with the Staff Monthly Recognition Award. This award is presented on the first Thursday of each month at the general assembly meeting.

In order to receive this award, a staff member must be nominated by three people who are members of either the staff, faculty or student body. If there is someone you would like to nominate, please see the nomination form on our website at http://www.usc.edu/org/staffassembly/.

The Staff Assembly also sponsors various events on campus, including the Environment Fair and the Campus Safety Awareness Fair. It also holds open forums on pressing issues that impact the staff. Upcoming forums include “Understanding Compensation Practices at USC and Beyond”, as well as one on the mandatory Harassment Prevention program.

Who can be a member of the Staff Assembly?
Any regular, benefits-eligible staff employee of USC can be a member of the Staff Assembly. In order to become an Assembly member, one must be nominated by another regular, benefits-eligible staff employee during the election period. Nominees are contacted to verify their willingness to be placed in the election. Once the status of all nominees is verified, the ballot is prepared and put out for voting by all staff members. The Rules and Elections Committee notifies each candidate with the outcome of the election.

There are both exempt and non-exempt staff employees on the Assembly. The Staff Assembly does not represent any employee covered by a collective bargaining agreement (union employees). It consists of sixty members plus the immediate past president. Members are elected to a two-year term from departments within both the University Park and Health Sciences campuses. There are six committees within the Assembly, and each member sits on one. The committees are: Communications, Compensation and Benefits, Environment, Rules and Elections, Rights and Responsibilities, and Transportation. The Assembly also has an Executive Committee that includes a President, Vice-President, Secretary, Parliamentarian, the immediate past President and the chairs of the six committees.

Members must be able to attend the monthly general assembly meetings the first Thursday of each month. They also attend their committee meetings once a month, usually held during the lunch hour. Members are required to attend at least 75 percent of the combined meetings. Those who fall under the level of participation will be contacted regarding their continued service. If you are asked to resign, you are not eligible for re-election for two years.

USC HARRASSMENT...
(Continued from Page One)

from our vendor, Workplace Answers, and it will be sent directly to your email address listed in the AIS system. As an added convenience this year, you will also be able to retrieve your link from our eTrac system.

Things to remember: You must spend a minimum of two hours total to complete the training. If you finish prior to the two hours, you must go back and actively review the course content until you reach the 120 minute mark. You do not, however, need to complete the training in one sitting. You may enter and exit the course as your schedule allows. Also, please make sure not to share your link or use anyone else’s link as it is personalized for you and represents a record of your individual course completion.

Thank you again for your continued cooperation. This program plays a key role in helping to build a culture that is free from harassment and consistent with our Trojan values. If you have any questions, please contact Brad Deibel at 213-821-1592, Alexandra Fabry-Mourer at 213-821-6319, or Professional Development’s main line at 213-740-5885.
The Communications Committee is responsible for publishing the Staff Assembly newsletter called the Assembled Voice. It is also responsible for planning and coordinating any Open Forums on the Health Sciences and University Park campuses, maintaining the Staff Assembly web pages, answering Staff Assembly e-mail, retaining Staff Assembly history, as well as photographing and publicizing all Staff Assembly Events.

We have a dream team in 2009. While members are involved in all the processes of this committee, each member has taken on specific responsibilities within our committee. Naomi Martinez is heading up the Assembled Voice, with editor Torie Daves and Helen Dosta. Catherine Ballard is responsible for Open Forums with assistance from Deborah Aguilar. Lisa Kofman is in charge of the updating of the web pages. Deborah Aguilar forwards all Staff Assembly e-mail to the correct executive committee members. Rita Gonzales has taken on the task of retaining Staff Assembly history. She is also our chief photographer with help from Cynthia Brass. Delfina Candelaria has agreed to be our secretary. ChairRita Cox-Beaman is working within all of these areas where needed.

Our plan for 2009 is to have three issues of Assembled Voice published in Spring, Summer and Fall. We are hoping to hold several open forums this year on subjects

The Compensation and Benefits Committee is charged with monitoring and reporting staff concerns regarding university staff compensation and benefits issues. To that end, the committee is looking into concerns recently brought to our attention, particularly the recent changes with the Staff Compensation Administration Guidelines.

The Committee has worked diligently on researching peer and peer-aspirant universities regarding their sick leave accrual maximums. At this time, the committee has decided to submit this accumulated information to the appropriate university administrative office for their consideration. Special thanks to the past and present committee members that worked so hard on this project: Tim Boston, Rosanna Cabrera, Rachel Levy, Si Nguyen, Irma Quintana, Gloria Reyes, Lydia Vazquez and Pam Wallace-Thompson.

If you are interested:

- Comp 101 – USC’s Compensation process is presented in an informative and sometimes amusing session by Rachel Levy, USC Compensation Analyst. If you have not had the opportunity to attend one of these sessions, we encourage you to do so. The Staff Assembly will be offering this presentation at a Brown Bag lunch in the near future.

USC Staff Assembly supports the University in being a responsible business and community leader in protecting the environment. On April 22, 2009, the USC Staff Assembly, in collaboration with various internal and external vendors, is sponsoring the Environment Fair to promote the usage of sustainable resources and discourage wasteful or damaging practices.

The fair, which is very educational in presentation, will heighten awareness and understanding of environmental issues and engender a “Think Globally, Act Locally” philosophy. The vendors will present various ways to reduce total waste generation by introducing products and demonstrating pollutant-reducing practices. At the fair, USC Facilities will encourage recycling and the use of recycled materials. Other vendors will exhibit ways in which to conserve energy and natural resources.

Overall, we expect people to leave the fair with a personal commitment to continually improve environmental performance.
Rights & Responsibilities

Chair: Tracey Kerr
Members: Bill Givens (Vice-Chair), Dianne Flores (Secretary), Steve Arbuckle, Anthony Bailey, Ingrid DeCook, Bryan Ortiz, Ronald Zuletta

The Rights and Responsibilities Committee monitors and makes recommendations regarding the Staff Handbook and any other publications with policies that affect the staff. In addition, the committee monitors issues related to staff development, sexual harassment and staff grievances, as well as promotes the recognition of staff as valuable, responsible members of the university community.

Currently our committee is in the process of reviewing several items to address this year. Our list includes reviewing USC blackboard policies regarding copyright infringement, and reviewing and clarifying USC’s practices and policies regarding letters of reference for staff.

If there are any issues you would like to suggest we put on our agenda for review, please feel free to contact any of us on the committee, or send an email to: staff.assembly@usc.edu.

Rules & Elections

Chair: Linda Bazilian
Members: Evelyn Alva, Kathy Neal, Ardell Nolan, Lorna Tureaud, Lydia Vasquez, Amy Yung

The Rules and Elections Committee is responsible for reviewing and recommending changes to the Constitution, By-laws, and Standard Operating Procedures of the Staff Assembly. It conducts the nomination and elections process for the next Assembly, as well as the election of officers. The committee monitors the Assembly’s attendance, maintains the official membership list, and is responsible for filling vacant seats. The committee also selects the recipient of the Staff Monthly Recognition Award in conjunction with the University Staff Club.

Greetings from the Staff Assembly Rules and Elections Committee! As the new chair of the committee, I am pleased to report that the 2009 Staff Assembly election process went smoothly and was a very successful event. Many of the newly elected members have expressed their excitement about serving on the Staff Assembly. Thanks to all the hard work of this committee in previous years, the on-line Staff Assembly election process has allowed us to reach a larger number of staff members and gain increased voter participation. This process has also resulted in immediate election results, giving us more time to notify and provide information to the newly elected members. We hope to continue to increase the number of staff who participate in the nomination and election of the Staff Assembly membership. We look forward to hearing your suggestions on how to improve and streamline the online election process.

Compensation & Benefits

Chair: Alan Kita
Members: Teri Aparicio (Vice-Chair), Victoria Young (Secretary), Josie Amescua, John Kennedy, Rachel Levy, Ellen Miyasaki, Yolanda Mora, Georgina Nuttall, Rosie Tellez, Mary Trujillo, Carol Williams

The Transportation Committee is responsible for monitoring staff concerns regarding parking and transportation issues, which include, utilization of facilities, carpool, vanpool and other ridesharing programs, and the construction of parking facilities on both the Health Science and University Park campuses. Members of the committee may also participate on Trojan Transportation’s Citation Review Board.

Compensation & Benefits (Continued from Page Six)

...future. This session has also been offered by the Professional Development Program. You will learn everything you could ever want to know about compensation!

- Social Security/Medicare Help – USC employees and/or their family members can meet with a Social Security Administration representative on the first Thursday of each month. For more information, please contact the Benefits Office at 213.740.6027 or benefits@usc.edu.

- During these difficult economic times, the university is making more free seminars and presentations available to staff that address handling financial situations, dealing with stress and/or living a better life in tough...
Communications (Continued from Page Seven)

Naomi Martinez and Torie Daves have worked hard on this March issue of the Assembled Voice. Lisa Kofman has been quick to update the web pages with the current information. She has included Staff Assembly meeting locations and times on the front webpage for anyone interested in attending a meeting. Cathy Ballard and Cynthia Aguilar have been responsible for advertising and hosting three Brown Bag lunches in February on a condensed version of Compensation Analyst Rachel Levy’s “Staff Compensation at USC”. It was so popular that we plan to offer future Brown Bag lunches for the RSVP’s that we had to turn down. We are considering hosting an Open Forum in April to discuss the current recession and hiring freeze. We will be sending information out via the all staff e-mail. We are seeking to meet the needs of staff by getting information out in a timely manner. If you believe that an issue should be addressed in a Brown Bag or Open Forum format, please email Staff Assembly, or one of the communication committee members and let us know.

Rita Gonzales is collecting past history on Staff Assembly. If you have been on Staff Assembly in the past or have pictures or information prior to 1990, please let us know. E-mail us at staff.assembly@usc.edu.

We are looking for people who would like to write articles, help put together the newsletter, or be of assistance in any of our areas of responsibility. Please come help! If you would like to volunteer, we would love to hear from you!

I would like to thank each member of this committee for their commitment, passion to serve, and for giving their unique abilities to serve staff at USC.

Should you have any questions or concerns to bring to this committee, please do not hesitate to contact any of the committee members. E-mail us at staff.assembly@usc.edu or visit us at www.usc.edu/org/staffassembly. We want to hear from you!

Compensation & Benefits (Continued from Page Seven)

times. Some departments that have been providing helpful presentations are the Center for Work and Family Life (www.usc.edu/worklife), the USC Emeriti Center (www.usc.edu/emeritcenter) and the USC Credit Union (www.usccreditunion.org). Please take the opportunity to avail yourself of these free programs.

The Compensation and Benefits Committee would like to hear from you. Please contact us if you have any questions or concerns.

Rules & Elections (Continued from Page Seven)

We continue to be responsible for reviewing the Assembly’s Standard Operating Procedures, Bylaws, and Constitution. We propose all changes to the Executive Committee which, in turn, puts them out for a vote by the membership. Throughout the year, the members of the committee will work to identify future leaders in the Assembly in order to present a slate of candidates for office at the end of the year. Over the last few years, the number of new officers and committee chairs has been increasing and we plan to continue that trend.

One of the committee responsibilities we enjoy most is the selection of the recipient of the Staff Monthly Recognition Award, which is awarded jointly by the Staff Assembly and the University Staff Club. The committee has a good pool of nominations for staff from the UPC, but we strongly encourage nominations from our other campuses: HSC, Alhambra, Orange County and Marina Del Rey. We wish to further increase the visibility of the Staff Monthly Recognition Award by aggressively soliciting nominations. A minimum of three nominations must be submitted for consideration each month. These nominations can be submitted by faculty, staff or students at the University. The nomination form is available on the Staff Assembly website at http://www.usc.edu/org/staffassembly/monthly_winners.html or by contacting me at bazilian@usc.edu. Staff members are strongly encouraged to nominate deserving coworkers. Any suggestions on improving the award nomination process are welcome!

The recommendations and accomplishments of the Staff Assembly are highly respected by the campus community. Members of the Assembly participate in focus groups, serve on university committees and offer valuable research and input related to staff concerns. Please feel free to contact any member of our committee if you have suggestions or questions.

FROM THE PRESIDENT... (Continued from Page One)

http://www.usc.edu/org/staffassembly/. You are required to attend two meetings per month - one with your designated committee; the other with the general assembly.

Thank you for past support of the Staff Assembly and I look forward to being of service to you this year.

If you have any particular concerns and/or suggestions for the Assembly, please feel free to send us an email at staff.assembly@usc.edu. We read each and every email and will respond to your concerns in a timely manner.

USC GREAT SHAKEOUT (Continued from Page Four)

development of business recovery plans for all schools and departments, and the continuation of training and maintenance of the emergency response teams that have been developed over the past two years. For more information about emergency planning and to view a video of the ShakeOut Drill, visit http://capsnet.usc.edu/events/Index.cfm.
Benefits
www.usc.edu/benefits
University Park Health Sciences
(213) 740-6027 (323) 442-1010
CUB 200 KAM 409

Responsible for the administration of all benefits for benefits-eligible employees, including establishing eligibility for employees and dependents, enrollment, status changes, and counseling.

Bookstore
www.uscbookstore.com
University Park Health Sciences
(213) 740-5200 (323) 442-2674
BKS Building SRH Building

The bookstores offer one-stop shopping for a wide variety of items including books, gifts items, office supplies, computer hardware and software, clothing and even floral arrangements. They offer a 10% discount on most items when you show your staff ID at checkout.

Center for Women and Men
http://www.usc.edu/student-affairs/cwm/counseling.html
University Park and Health Sciences
(213) 740-4900
STU 202

The USC Center for Women & Men exists to facilitate the success of students and employees by providing innovative opportunities for leadership and scholarship, and by offering advocacy and confidential counseling to those who have experienced gender-related harm. Through its educational programs, the Center fosters a better understanding of feminism, healthy masculinity and gender equity.

Center for Work and Family Life
www.usc.edu/worklife/
University Park Health Sciences
(213) 821-0800 (213) 821-0800
UVI E206 CHP 233B

The Center for Work and Family Life (CWFL) recognizes that when employees are able to meet their professional and personal responsibilities, as well as their health and wellness goals, they are happier and more productive.

Child Care Programs
www.usc.edu/childcare
University Park Health Sciences
(213) 743-2446 (323) 422-3333
ABA 100 CCC Building

Child Care Programs provide a university-subsidized, high-quality child care program for benefits-eligible employees and students enrolled full time.

Compliance
http://ooc.usc.edu/
University Park and Health Sciences
(213) 740-8258
UGB 105

The Office of Compliance is dedicated to furthering the university’s mission and strategic plan, while ensuring compliance with all applicable laws, rules, regulations and promoting adherence to the highest standards of ethical conduct.

Hotline: (213) 740-2500

The Hotline is a number that all USC employees and students can use to ask questions about applicable laws, regulations and university policies that may impact their job duties.

Credit Union
www.USCreditunion.org
University Park Flower St. Branch
(877) 670-5860 (213) 821-7100
KOH 200 CUB 1st Floor

The credit union offers a wide variety of banking services including: free checking, free bill pay, automated phone assistance, savings accounts, money market accounts, CD’s and IRA’s, free home banking, personal car loans, computer loans, new and used auto loans, home loans, student loans, lines of credit and over 26,000 free ATM’s.

Dining/Hospitality Services
http://hospitality.usc.edu/

There are so many dining options on both campuses, with an immense variety of cuisine.

University Park:
Café ’84 (KOH Building)
Asian, Italian and Mexican cuisine with a salad bar, Starbucks coffee, Jamba Juice and Krispy Kreme doughnuts

EVK Restaurant and Grill
All-you-can-eat meals including hot entrees, a salad bar, deli bar, waffle bar, outdoor grill and a Mexican station

Popovich Cyber Café (JKP Building)
Fresh sandwiches, salads, and hot entrees

Shop Café (WAH Building)
Serves hot breakfast, lunch entrees, as well as salads and snacks.

The Lot (TDF Building)
The largest single dining complex at USC. Houses Wolfgang Puck Express, Carl’s Jr., ZAO Noodle Bar, and Submarina California Subs

The Parkside Restaurant (PKS)
International foods, including Kosher

Trojan Grounds (BSR Building)
Starbucks Coffee, sandwiches and salads
Tutor Cyber Café (RTH Building)
International fare with a variety of fresh sandwiches and salads
University Club (FAC Building)
This full-service restaurant for members and guests serves excellent food in a congenial setting.

Health Sciences:
Plaza Marketplace (SRH Building)
A quick service restaurant, coffee and convenience store
Einstein Bros. Bagels (ZNI Building)
Fresh baked bagels, coffee, salads, roll-ups, sandwiches, sweets & drinks
Edmonson Faculty Center (SRH)
Memberships are available to both faculty and staff

Education
http://www.usc.edu/dept/Benefits/edu_index.html

University Park Health Sciences
(213) 740-6027 (323) 442-1010
CUB 2nd Floor KAM 409
Through the tuition assistance program, USC pays tuition for employees to finish a degree or start a new one, or to take job-related courses for career advancement. Eligible children admitted to USC are provided with paid tuition for enough units to complete most undergraduate or graduate degrees. Spouses or registered domestic partners receive a 50% reduction in tuition. Children of USC employees are also eligible to apply for Tuition Exchange Scholarships with nearly six hundred colleges and universities.

Employee Relations
http://www.usc.edu/dept/adminops/employee_relations.html

University Park Health Sciences
(213) 740-7734 (323) 442-2020
CUB 213 PMB B308
The Employee Relations office facilitates impartial and timely dispute resolution of workplace problems for staff employees. The office manages the Staff Complaint Procedure, a confidential resource available to staff to assist in resolving employment related disputes.

Environmental Health and Safety
http://capsnet.usc.edu/EHS/Index.cfm
University Park Health Sciences
(213) 740-6448 (323) 442-2200
STO 102B CHP 148
Environmental Health and Safety’s core purpose is to provide leadership for developing a safety culture by anticipating, recognizing, evaluating, and controlling risks for the USC campuses and surrounding community.

Equity and Diversity
www.usc.edu/equity

University Park Health Sciences
(213) 740-5086 (323) 442-2020
CUB 208 PMB B308
The Office of Equity and Diversity investigates complaints by employees and students who believe themselves to be harmed by sexual harassment, discrimination and harassment related to issues that have protected class status.

Fitness
www.24hourfitness.com
www.laac.com

University Park and Health Sciences
(760) 529-9335
Staff can take advantage of low cost fitness rates. You can enroll at any 24-Hour Fitness Center, or on the first Wednesday of every month at the UPC Credit Union between 10am and 1pm, or on the HSC at the BBQ Pit between 2pm and 3pm. The USC discount code is 47608.

Gas Station
http://transnet.usc.edu/guest_services/fuel.aspx

University Park and Health Sciences
(213) 740-8709
Now you can fill your tank at the Multi Force gas station. Trojan Transportation Services has installed a gas station that is located on the corner of 35th Street and Grand Avenue. It is open from 7:00am - 5:00pm, Monday through Friday. Only USCard, VISA and Mastercard are accepted for payment.

General Counsel
http://ogc.usc.edu

University Park and Health Sciences
(213) 740-7922
ADM 352
The Office of the General Counsel (OGC) serves as legal counsel for the University of Southern California and certain of its subsidiaries and affiliates. Employees and students should not retain outside counsel for assistance with USC matters. Please contact the OGC when the need to retain outside counsel might arise.

Home Ownership
www.usc.edu/admin/nhp

University Park and Health Sciences
(213) 821-3070
UGB 202
The USC Neighborhood Ownership Program provides employees (who hold 50% time or more positions) with monthly payments totaling $50,000 or 20% of the home’s purchase price (whichever is less) over a seven year period. To receive this benefit, an eligible employee must purchase and occupy a single family residence within the defined University Park or Health Sciences communities.

Library
www.usc.edu/libraries
www.usc.edu/nml

University Park Health Sciences
(213) 740-2924 (323) 442-1116
MC 0185 MC 9130
USC houses more than twenty libraries where staff can have access to library services and resources.

Mailing Services
www.usc.edu/mailing

University Park Health Sciences
(213) 743-2299 (323) 442-2110
PSX Seaver Lobby
The Mailing services are postal convenience centers for both campuses’ needs (including post office boxes, stamps, envelopes and shipping supplies).

**Pharmacy**
http://www.usc.edu/schools/pharmacy/pharmacies/

- University Park Health Sciences
  - (213) 740-2738 (323) 442-5770
  - STU Building HCC 144

The USC Pharmacies provide complete pharmacy services to staff. Prescriptions written off campus may be filled here. Flu shots are offered every year. The pharmacies accept the USCard, USC Network and most other insurance cards.

**Professional Development**
http://capsnet.usc.edu/ProfessionalDevelopment/

- University Park and Health Sciences
  - (213) 740-5885
  - HSH 214

Professional Development offers a variety of performance improvement programs for USC staff designed to enhance the effectiveness of an individual or work team.

**Recreational Sports**
http://www.usc.edu/bus-affairs/ticketoffice/

- University Park and Health Sciences
  - (213) 740-5127
  - LRC 101

Recreational Sports is committed to the health and well-being of the USC community. Rec Sports invites staff to participate in sports, group exercise, competition, and other recreational activities in its facilities on the University Park campus. Personal trainers and massage therapy are also available. There are locker rooms specifically allocated to employees, located in the Physical Education building. There is fee for the usage of the locker rooms, which include lockers, showers, changing areas and bathrooms.

**Retirement Plan Administration**
www.usc.edu/benefits

- University Park and Health Sciences
  - (213) 821-8131
  - CUB 2nd Floor

Retirement Plan Administration evaluates retirement products and services, coordinates the introduction of new products and services to employees, and develops effective ways to deliver retirement education and communications to program participants. This office is responsible for reviewing retirement plan documents for compliance with both Internal Revenue Service regulations and university policy to assure continuance of tax-qualified status.

**Ticket Office**
http://www.usc.edu/bus-affairs/ticketoffice/

- University Park Health Sciences
  - (213) 740-3575 (323) 442-2110
  - STU 100 SRH Lobby

The Ticket Office provides ticketing and event services to almost all campus entertainment and sporting events. For additional information about the various events and entertainment available through the Ticket Office, please read about our Services.

**Transportation**
http://transportation.usc.edu/

- University Park Health Sciences
  - (213) 740-3575 (323) 442-1201
  - PSX KAM 120

USC Transportation offers many useful, and much-needed services including: Carpool arranging, vanpools, discounts on bus and rail passes, safe rides, and parking passes.

**Travel Management Services**
www.usc.edu/travel

- University Park Health Sciences
  - (213) 740-9784
  - UGB 210

Travel Management Services manages the university’s travel program and is available for USC employees’ personal travel as well.

**USCard**
http://www.usc.edu/bus-affairs/admin_serv/uscard_serv/

- University Park Health Sciences
  - (213) 740-8709 (323) 442-2110
  - PSX Building SRH Lobby

A USC ID card is a must for all USC employees and should be carried at all times while on campus. The card entitles you to other privileges and uses on campus. Once you complete the payroll deduction application, your USCard becomes your charge card usable for numerous locations on the USC campuses.

**Workers’ Compensation**
http://capsnet.usc.edu/WC/index.cfm

- University Park Health Sciences
  - (213) 740-6205
  - HSH 300

The University of Southern California is committed to providing a safe working environment for all employees. If a work-related injury or illness does occur, the Workers’ Compensation Department’s responsibility is to minimize the negative impact on the employee and to help him/her return to full employment as soon as possible.

(For full version of the Staff Services and Organizations directory visit: http://www.usc.edu/org/staffassembly/)

**Staff Club President**
(Continued from Page Four)

new members.

I would like to thank the Staff Assembly for giving us a voice in their newsletter in order to reach those of you who may not receive the Staff Club newsletter.

Have wonderful Spring semester.
**Staff Monthly Recognition Awards**

**November 2008**  
**Patrice Barber**  
*Dining Services Nutritionist*  
*Trojan Hospitality Services*

**February 2009**  
**May Ng**  
*IT Director*  
*Leonard Davis School of Gerontology*

**March 2009**  
**John Ostrowski**  
*Assistant Director*  
*Facilities & Trojan Purchasing Services*

**Environment Fair 2009**

The USC Staff Assembly is hosting their annual Environment Fair! This year’s fair will commence on Wednesday, April 22, 11:00 a.m. to 2:00 p.m. at the center of the University Park campus.

**USC Staff Assembly**  
www.usc.edu/org/staffassembly  
staff.assembly@usc.edu  
*Naomi Martinez & Torie Daves*  
PED 130A MC 0656