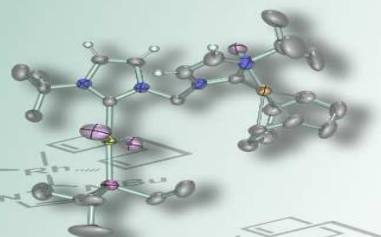


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university of alberta

chemNEWS



Healthy Workplace

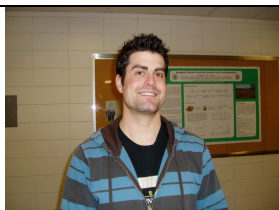
The University of Alberta believes that the most effective and well-received workplace health promotion initiatives are those developed at the “grass roots” level by the individuals whom the program is designed to serve. While a broader strategic framework for health promotion must be established at the institutional level, staff members in individual work units need the opportunity for input and involvement, and should have a voice in determining the priorities, interests and needs of their team. Obviously, the initiatives, activities and strategies that are implemented will have the most meaning and benefit to the team if decisions are based on team input. To that end, the Department of Chemistry has established a Healthy Workplace Committee to manage and support a healthy workplace. You will find below the people on the social committee who are committed to bringing events into our Chemistry Department to help you get to know your Chemistry Department colleagues just a little better. If you would like to volunteer for anything from planning our events to being on the ‘healthy workplace committee’ – just send an e-mail.

Healthy Workplace Tips



Did you know?

All else being equal, two flights of stairs per day can lead to a weight loss of 2.7 kg over one year



Marcel Munroe - I work on the first floor in the undergraduate organic storeroom. You may have also seen me filling in for Ryan Lewis or Bernie Hippel when they are away. I am a part of the Social Committee this year and am committed to bringing members of this department closer together by hosting fun and exciting events outside of our usual work setting. When I am not at work I love to hang out with my family (my wife Hillary, daughter Aurora and son Hunter). One of my favorite things to do is to take the Munroe clan exploring in the river valley on our bikes. (mmunroe@ualberta.ca)

Jing Zheng - My Name is Jing Zheng. I work in chemistry mass spectrometry facility (<http://www.chem.ualberta.ca/~massspec/>). I like my job and I am glad that I have the opportunities to meet lots of people during my work. After work, I like to do fun exercises (Yoga, aerobics etc.). I also like to have a walk around my neighborhood in the summer. It is my pleasure to be a member of chemistry social committee. I am looking forward to having fun with you in our future activities.

Jeannette Loiselle The receptionist in E3-44 that has been in the Chemistry Department for the past 22 years, My favourite hobby is renovations and going out to my cabin in my spare time. My garden takes up my time at the cabin as well as renovations and landscaping. If it can be built, I'm there. During the winter I love doing different crafts, If you need to know about history at the Chemistry Department, I probably know of or can find out any information you would like to know.

Anita Weiler - Hi, my name is Anita Weiler. I have been employed on campus for over 15 years but with the department of Chemistry for just over 1 year. I'm the Chemistry Graduate Program Administrator and I work on the 3rd floor in the grad office with Julianne Loppnow. As part of the Social Committee I am working to promote a healthy workplace environment so watch for healthy workplace tips in the newsletter each month. When I am not at work I'm usually out on my motorcycle now that riding season is here again. (anita.weiler@ualberta.ca)

Michael Ferguson - My affiliation with the department began in fall of 1994 when I entered the graduate school program, joining the group of Arthur Mar, who had recently been hired as an assistant professor. After defending my PhD in fall of 1999, I moved to Ottawa as a visiting fellow to work with the Functional Materials group at the Steacie Institute of the National Research Council. I returned to the University of Alberta in fall of 2001 to join the X-ray Crystallography Laboratory, working as a staff crystallographer with Bob McDonald. Feel free to drop by and visit us in E3-13. On a personal level, I am married (Elizabeth) with two young boys (Nolan & Cameron) and one friendly dog (Penny).

Chris Sadek - I came to the U of A in the fall of 2006, and have been working in the Cairo group ever since. I'm part of the Social Committee this year, and am also proud member of the CGSS. In my spare time I play a variety of sports including soccer, hockey, tennis and beer die. Every spring I shed a few tears for the Toronto Maple Leafs, who, once again, did not make the playoffs.



Changes in the Chemistry Department

Key Control Policy & Procedures

The Department has recently undertaken the task of updating and formalizing our key policy. This revised key policy took effect on April 1, 2010 and the major points of the policy are outlined below. Our Key Coordinator is Jeannette Loiselle and any questions about the policy should be directed to her.

Purpose

This Key Control and Lock Changes Policy and Procedure is intended to provide general operating guidelines needed to ensure that our faculty, staff, and students are provided authorized access to the classrooms, labs, and office areas necessary for the efficient performance of their routine duties and responsibilities.

Requesting Keys

Department of Chemistry faculty, staff, and students who require access to the Chemistry building space as part of their responsibilities may approach and request keys from the Department's Key Coordinator located in the Chemistry General Office (room E3-44). Keys are issued based on actual need and consistency with job responsibilities or class/research requirements. The Key Coordinator may consult with the Assistant Chair (Administration), as required, before proceeding with a key request and/or issue.

Keys that are to be issued to a specific research group for a particular lab or area will be requested and signed out by the Supervisor/Faculty member of the group.

Key Deposit

New students, post doctoral fellows, research associates, visiting academics, and trust staff will be required to remit a monetary key deposit prior to the issuance of a key. The deposit amount for issued keys will be a flat rate of **\$40.00**. Upon return of issued keys, the Department will return, in full, the deposit held at the time of issue. A record of the deposit will be maintained and the deposit will be retained in a special key deposit account held by the Department.

Lost or Stolen Keys

When a key is lost or stolen, it should be immediately reported to the Key Coordinator where the Key Holder will be asked to complete an Incident Report to document the loss. Only when the Incident Report has been signed and submitted, the Key Coordinator will issue the Key Holder new or replacement keys. The Key Holder will also be expected to pay for the cost of cutting new or replacement keys at a rate of **\$10 per key**. Repeated reports of a lost or stolen key by the same person may result in the suspension of key privileges. The Key Holder will be provided with formal written notice of such action.

Keys Not Returned

Upon termination, retirement, or separation from employment; termination of student enrollment; termination of employment contract (or other special personnel status); or upon transfer to a new building, room or space, any key that has been issued to an individual must be returned. Keys that are not returned within two (2) weeks of departure from the Department will be treated as lost or stolen and the individual will forfeit their entire deposit.

Before receiving a key to a new/renovated building, or when changing offices, the requester will turn in ALL previously issued keys from the previous area within a three (3) day period, upon vacating the space.

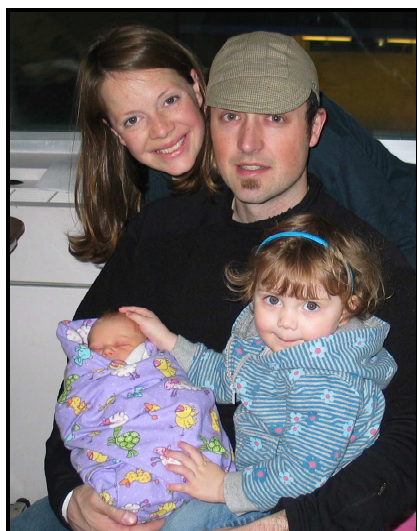
Key Transfers and Duplication

Keys issued by the Department of Chemistry in accordance with established University procedures shall remain the property of the University of Alberta while in the possession of the Key Holder. Keys are issued for the sole use of the Key Holder and shall not be transferred or temporarily loaned to anyone other than the person to whom they have been officially issued.



To view the entire Key Control Policy and its related forms, go to:
<http://intranet.chem.ualberta.ca/adminsupport/forms.html>

ANNOUNCEMENTS



Congratulations to **Leah Martin-Visscher** and **Darcy Visscher** on the birth of their new daughter, **Violet Opal Visscher**. Violet was born on Friday, March 26, 2010, weighing in at 6 lbs 9 oz and measuring 51 cm tall. Big sister, **Maia**, loves her new baby sister! Our warmest congratulations to Leah and her beautiful family!

Congratulations to

Dr. J. Harynuk and Alesha Rosse for making the cover of Profile Magazine.

Congratulations to the following people who received FGSR Teaching Awards

Steve Barry
Xiao Xing
Satoshi Takebayashi
Melanie Johnson
Michael Dang
Michael Hass
Nikolai Sinkov
Shaon Joy
Jessie Key
Nikolas Romaniuk

Sonja Francis was selected to receive a University of Alberta 2010 Graduate Student Teaching Award in recognition of excellence in teaching as a Graduate student.

Greg Kaufman was selected to receive a Leonard E. Gads Teaching Assistant Award in recognition of teaching assistants in the Faculty who have provided exemplary service. Greg was also selected to receive a University of Alberta 2010 Graduate Student Teaching Award.

Both students were nominated by the Faculty of Engineering.

The following students were NSERC Award Winners

Myles Poulin - CGSD
Brett Feland - CGSM
Chris Lohans - CGSM
Adam Malcolm - CGSM
Fraser Pick - CGSM
Davin Piercey - CGSM
Sarah Regli - CGSM
Ryan Zaari - PGSD
Christine Dunbar - PGSD
Chrissy Knapp - PGSD
Verner Lofstrand - PGSD
Jeffrey Murphy - PGSD
Katie Nizio - PGSD
Eric Henderson - PDF
Dan Lehnher - PDF
Sherri MacLeod - PDF
Drew Hawranik - PGSD

Congratulations to the following students

Sulayman Oladepo (Dr. Loppnow) passed his PhD final exam March 18, 2010

Ithayavani lynkkaran (Dr. Bundle) passed her PhD final exam March 19, 2010

Makedonka Gulcev (Dr. Lucy) passed her PhD final exam March 26, 2010

Md. Hosnay Mobarok (Dr. Cowie) passed his PhD candidacy exam March 29, 2010

Xiaojiang Zhang (Dr. Buriak) passed his PhD candidacy exam March 30, 2010

Coming...

We welcome the following people to the Chemistry Department
Dr. Nicholas Gernigon, an organic chemist, who will be joining Dr. Hall's research group as a post doctoral fellow. Dr. Gernigon comes to us from the University of Rennes.

Dr. Usama Al-Atar, who will be joining Dr. Buriak's group as a post doctoral fellow. Dr. Al-Atar comes to us from Simon Fraser Univ.

Going...

After nearly 14 years in ChemIT (9 as head of the group), and 2.5 years as a PDF and research associate in the Dovichi group before that, **Scott Delinger** is leaving the Department to join the VPIT office May 1 as Information Technology Strategic Initiatives Officer. Scott adds, "I have been pleased to be associated with the Department for all these years, and only this particular position has tempted me away from the Dungeon and my position in ChemIT."



Effective **January 1, 2010:**

- Coverage for Acupuncture, Chiropractor, Massage Therapy, Naturopath, Physiotherapy, Podiatry, and Speech Therapy service will be set at \$1,000 per practitioner per year for each person covered under the Supplementary Health Care Plan
- Massage Therapy services will no longer require a physician's referral to be covered under the plan

Effective **April 1, 2010:**

- Support Staff Basic Life Insurance will increase to two (2) times annual salary
- Coverage for employees on leave or disability will remain at one (1) times annual salary until they return to active duty
- Premiums will also increase on Support Staff Basic Life & Dental Insurance; employee paid Optional Dependent Life Insurance for Support and Academic Staff

Determination of a Worker's Status Procedure

New Procedure

Effective April 1, 2010, there will be changes to the way the University handles contracts for services with individuals and small businesses (unregistered). The purpose of this new procedure is to provide a set of standard criteria across campus for making appropriate determinations as to whether an employer/employee relationship exists. It also serves to safeguard the University and the individual from the potential liability associated with a wrongful categorization. All contracts for services and related payments will be managed through Supply Management Services (SMS).

This new policy does not change current procedures for contracting with limited or incorporated firms. A purchase requisition should still continue to be used in these situations.

University Employment Criteria

The University has established some general criteria around contracts for services:

- Contracts for Services cannot be issued for work that would normally be covered by a collective agreement
- Individuals engaged in course instruction will be considered to have an employment relationship
- Employees of the University who work outside of their home departments for another department or work additional hours will be considered to have an employment relationship

Request a Canada Revenue Agency (CRA) Ruling

If an employer or worker is not sure of the worker's employment status, either party can request a ruling to have the status determined. CRA will not issue a ruling for hypothetical or proposed employment situations.

The form "Request for a Ruling as to the Status of a Worker" is available on the CRA website at www.cra.gc.ca/forms. (See Forms Listed by form number – choose 'C' – form number is CPT1).

Initiating a Contract for Services

To initiate a contract for services:

1. Complete the "Determination of a Worker's Status Checklist" found on-line
 - If the majority of responses to questions are "NO" then a contract for services likely exists
 - The checklist must be signed by the Department and include a one-over signature
 - Attach the checklist to the "Services Requisition" form
2. Complete the Services Requisition
 - Include clearly defined scope of work, term, and the agreed upon fees
 - Total value of work to be included on form
 - Services Requisition must be signed by authorized University representative, Contractor, and SMS

**Still have questions
about the
Determination of a
Worker's Status?**

**Send your questions
or comments by
email to:**
laura.pham@ualberta.ca

Decant Moves for Chemistry West: Update for April

April will be a busy month for everyone in the offices and labs located on the fifth floor of the north end of the west wing. The first phase of the moves will be starting on April 12th with the research groups of Dr. Jaeger and Dr. Xu. The students and post doctoral fellows in these two groups will be relocating to room E4-43, which has been recently renovated to create structured office space. Dr. Hall along with Dr. McDermott will be moving each of their respective research labs on April 16th. The majority of the moves will start the following week, including Dr. Clive's research group on April 19th and Dr. West's group on April 21st. Dr. Jaeger and Dr. Xu will be taking a break from their sabbatical to attend to their respective office moves on April 20th. At the end of the month, all of the lecturer and sessional offices will be relocating to a newly renovated E5-33. This highlights most of the decant moves for the month of April.

2010 Corporate Challenge

Players needed for the
U of A Horseshoes Team!

If you are a support or academic staff member or a grad student that would like to play horseshoes, please contact Anita Weiler in room E3-47 Chemistry or email anita.weiler@ualberta.ca

No experience necessary.