



THE ADVISOR

A BI-WEEKLY INFORMATIONAL BULLETIN

PENNHURST STATE SCHOOL and HOSPITAL

QUOTE WITHOUT COMMENT

"Retardation is not a sickness, the residents should not be referred to as a patient." Patterson and Rowland, TOWARD A THEORY OF MENTAL RETARDATION NURSING: AN EDUCATIONAL MODEL, "American Journal of Nursing," March 1970.

Nursing Education

FROM THE IMMIGRATION AND NATURALIZATION SERVICE

Every alien who is within the United States on the first day of January of each year shall, within 30 days following such date, report his address to the Commissioner, Immigration and Naturalization Service, and shall furnish such additional information as may be required by regulations. Any alien who is temporarily absent from the United States during the reporting period shall report his address within 10 days after his return to the United States.

Francis J. Clifford
Personnel Director

FROM SECRETARY MILLER

This Bulletin is being issued to remind you of the instructions contained in Bulletin 189, dated July 28, 1961, regarding use of coffee pots and hot plates in offices in Commonwealth buildings. The use of coffee pots and hot plates in offices in Commonwealth buildings not only results in overloading the electrical outlets but is also a potential hazard of fire and burns. This practice is a direct violation of the provisions of the Fire and Panic Act. Numerous burns and minor fires have been caused by the use of these utilities. All coffee pots and hot plates are to be removed at once from all offices in State buildings occupied by employes of the Department of Public Welfare in accordance with the provisions of the Fire and Panic Act.

CONSIDERATION FOR OUR RUNNERS

We employees are fortunate in having such loyal friends among the residents of Pennhurst, these residents who are so dependable when it is time to send to the Canteen for our coffee or to stand in line for our sandwiches for lunch. Many times these residents carry for six, eight or more employees. May I suggest that to avoid any of our friends becoming scalded with hot coffee that each department save their cardboard box and send it to the Canteen with their order. It is not easy for these residents to carry cups of hot coffee in a paper bag and we are unable to supply cartons with each order day after day.

Please protect our Friends. We thank you for your cooperation.

Agnes J. Burke, Special Services
Margaret Loar, Canteen Manager
And All Canteen Employees

REVISED ANNUAL LEAVE ENTITLEMENTS

All new salaried employees appointed on or after January 1, 1971, will earn 10 days annual leave per year. This is earned at the rate of 5/6 day for each month of service. All salaried employees appointed before January 1, 1971, with less than 180 months of service are entitled to 15 days paid vacation a year, earned at the rate of 1 1/4 days per month of service. All new salaried employees appointed on or after January 1, 1971, with at least 1 year prior service will earn annual leave at the rate of 1 1/2 days per month also. All employees having more than 180 months service are eligible for 20 days annual leave per year. This is earned at the rate of 1 2/3 days per month. The amount of annual leave an employee may carry over from one calendar year to the next is 30 days. To be eligible to earn annual leave you must be paid for at least 10 working days in a month for each month you work. Part-time salaried employees earn annual leave equal to the percentage of full time employment. Part-time employees must be on compensable time for at least half of their normal working hours per month.

Wage employees will receive credit for a year of service for each 26 pay periods worked, regardless of the number of hours worked in each pay period. A wage employee hired before January 1, 1971, is entitled to 7 1/2 hours of annual leave for each 130 hours worked during his past year. After January 1, 1971, he will earn 7 1/2 hours vacation time for each 195 hours worked. Wage employees appointed on or after January 1, 1971, must complete 1 year of service to begin earning 7 1/2 hours annual leave for each 130 hours worked. After completing 15 years of service, he becomes eligible to earn 7 1/2 hours of annual leave for each 97 1/2 hours of work.

Terry Shaner
Personnel Analyst

VACANCY IN UNIT II

We will have an opening for a secretary in Unit II (either a Clerk Typist or a Clerk Steno.) as of February 5, 1971. We are interested in interviewing anyone who would like to work in this position. Our ambience is good-natured and slightly permissive. Applicants should call me or JoAnn Keiser at Ext. 287.

J. Gregory Pirmann
Director, Unit II

TRASH!!!!

The trash containers, especially those near D and Q buildings, are not able to hold all the debris. Trash is constantly overflowing, littering the grounds, and making a bad impression for visitors, residents and employees. Couldn't something be done to relieve this situation?

J. Shierling, A. Bond, E. Hall
Unit VI

FOR SALE

2 Dunlap studded snow tires (7.35 X 15) one season old. I am asking \$25.00 for the set. For more information, call Con Yeager at Ext. 476.

4 Piece Rogers Drum Set for \$275.00 and a Gretsch Snare Drum for \$50.00. For more information, call Helen Ferguson at Ext. 231.

I have Black Labrador retriever puppies for sale; they are AKC registered. Phone Ralph McLaughlin, 948-5024 or Ext. 325 after 4:00 p.m. for more information.