



THE ADVISOR

A BI-WEEKLY INFORMATIONAL BULLETIN

PENNHURST STATE SCHOOL and HOSPITAL

EMPLOYEE SOFTBALL PROGRAM

Any units or departments wishing to field teams, which can be co-ed, and compete in an informal league, please contact Greg Pirmann or Dick Wilson at ext. 287, or Paul Murphy at ext. 425.

RIDE NEEDED

In need of a ride at 4:30 p.m. via Rt. 23 to Phoenixville or Valley Forge. Am willing to pay. Contact Peggy Hudson at 783-6692.

LOST AND FOUND

I have misplaced the following keys in or around D-5: N-0, S-2, S-9, R-13, and MCA. If found, please contact Ed Loewenton in the Research Department.

NOTIFICATION OF CHANGES

Have you moved recently? Are you having a wage tax deducted for a location in which you no longer live? Was your W-2 form mailed to the wrong address because you had forgotten to tell us where you live?

It is still not too late to come in and notify us of any changes of address, name, marital status, or whatever. Do it today.

Francis J. Clifford
Personnel Director

FOR SALE

Ford Maverick (Grabber series), Green 1970, standard transmission, low milage, \$1,600. For more information contact John Bingaman at ext. 269.

1 Welsh stallion, 3 year old palomino with papers. For more information contact Donna Wilson at ext. 264. Price: \$150.00.

1969 12 X 50 Ritz-Craft mobile home - 2 bedroom, completely furnished. Like new condition. Available the end of August. Reason for selling - moving to another area. Call 933-6331 or ask for Reds at ext. 319.

TUITION REIMBURSEMENT, PROFESSIONAL EDUCATION PROGRAM INFORMATION

As a result of policies promulgated by the Executive Board May 24, the following policies regarding tuition reimbursement and the professional education program will go into effect immediately.

TUITION REIMBURSEMENT

Only employes with permanent Civil Service status or those who have successfully completed one year of employment at this institution should apply for reimbursement. The only exception to this rule will be for courses which the institution requires or sponsors as part of the job.

PROFESSIONAL EDUCATION PROGRAM

Requirements for application are as follows:

1. All applicants must have completed one year of service at the institution prior to submitting application for PEP. It is generally recommended that applicants for the Special Education Program have completed two years at the institution before submitting their applications.
2. All applicants must submit a transcript of their undergraduate grades with the PEP application.
3. A letter of recommendation from the Core Service Department Head is required.
4. A letter of recommendation from the immediate supervisor is required.
5. In addition to the above requirements, the following must be submitted as well:
 - a. A letter of acceptance from the graduate school.
 - b. A statement of costs, including tuition and laboratory fees.
 - c. A letter of recommendation from the superintendent.
 - d. A statement describing the nature and significance of the job to which the applicant will return.

Applications should be submitted by the following time schedule for consideration:

- Fall Term - May 15. Applicants will be notified by June 15.
Spring Term - October 1. Applicants will be notified by November 1.
Summer Term - March 1. Applicants will be notified by April 1.

Lloyd S. Skole
Employe Training Specialist II

BUS SERVICE INFORMATION

Every effort will be made to provide other State employment for all employes whose job is effected by the cancellation of the bus service between Pennhurst and Philadelphia. Please contact Mr. Shaner in the Personnel Office for further information by June 16th.

Francis J. Clifford
Personnel Director