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VOLUME

No.

10

I



U.M.B. BULLETIN

April 5, 1971

TRUST FUND PURCHASE ORDERS

Principal Investigator of all Grants and Trust Funds are requested to label all Trust Fund Purchase Orders submitted to the Purchasing Department with the "Budget Category" they wish the Purchase Order to be charged, Supplies, Equipment, Publications, etc.

GRANT INVOICES

All invoices submitted to the Accounting Office must be accompanied by an envelope addressed to the vendor. One envelope for each invoice. Your cooperation in this regard will be appreciated.

TRAVEL

A. All persons having travel expenses not yet reported are urged to submit their Travel Expense Vouchers to the Travel Section of the Business Office immediately.

B. Those persons who have had Travel Expense Vouchers returned for correction or documentation are urged to resubmit them right away.

C. If more than six weeks have passed since submission of Travel Expense Voucher, without reimbursement, travelers should make follow-up inquiry to the Travel Section of the Business Office.

D. If a "Travel Authorization" for out-of-state Travel has been processed, and the trip is subsequently not taken, the traveler should notify the Business Office so that the Authorization charged originally to the Department, may be liquidated.

E. There will be no Travel Advances granted after May 1, 1971. Funds will be available again after July 15, 1971.

F. Travelers are reminded that no out of country travel will be authorized on appropriated state funds. Out-of-country is allowed only on grants or Trust Funds.

All items submitted by: Bryon A. Drinkwater, Accounting Office, X202

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SPRING FLING

Have you made your reservations yet for the First "Spring Fling"? Call Lorraine (extension 278 or 293) to make your reservations. It is going to be a ball, so come one, come all!!!

PROGRAM

INFORMAL BUFFET LUNCHEON AT THE FACULTY CLUB
4th Floor - Library
Arlington Street

<u>Time & Cost</u>	<u>Date</u>	<u>Hosts</u>
\$2.00 per person	Thursday, April 8	Administrative Staff
	Wednesday, April 14	Humanities & Math.
	Thursday, April 22	Non-Professional Staff
	Wednesday, April 28	Social Science & Science Departments

Submitted by: Lorraine McGoldrick, Personnel Office, X278 or 293

HOUSE WANTED

A member of our Germant Department who is currently on leave in Germany will be re-joining our staff in September. He would like to sub-let an apartment or small house, furnished or unfurnished (with a minimum of kitchen, bathroom, living room and two bedrooms) for a year beginning September 1, 1971. He has one child (a year old) and does not wish to spend over \$200.00 a month. An apartment or house in Boston or the vicinity is desired.

For further details and information, please contact the Personnel Office, Thomas Franklin, X278 or 293.

BOARD OF TRUSTEES DEADLINE

April 9, is the deadline date for submission of material to Amherst to be included on the agenda for the April monthly Board of Trustees Meeting.

May 14, is the deadline date for submission of material to Amherst to be included on the agenda for the May monthly Board of Trustees Meeting.

Submitted by : Thomas Franklin, Personnel Office, X278

MINORITY EMPLOYEES

Members of the Staff of the Massachusetts Commission against Discrimination are questioning the scarcity of minority representation in staff and faculty positions at U.M.B.

As you look about . . . do you have reason to wonder too?????

Submitted by: Thomas Franklin, Personnel Office, X278

DOWN-GRADED
POSITIONS???

Do you have a position that is going to be down-graded when the present incumbent leaves?

If so, contact the Personnel Office for advice on how to maintain the grade at its present level.

Due to the State's austerity policy it is imperative that justification for upholding a grade be made before a position is vacated.

Submitted by: Thomas Franklin, Personnel Office, X278

MAILING PROCEDURES

All rental films, when being returned thru the mail room, should be accompanied by a shipping form indicating who the film is to be returned to; insurance required, name of film and department responsible for postage.

A supply of forms is available in the mail room and will be forwarded on request.

Submitted by: L.A.Mulsman, Auxiliary Services, X282

UNIVERSITY LECTURING
AND POST-DOCTORAL
RESEARCH ABROAD

(Senior Fulbright-Hays Program). Faculty members interested in a post-doctoral teaching or research award abroad should file a registration form (available in the Advising Office). This registration will enable the Committee on International Exchange of Persons to notify registrants of opportunities that may develop in their field and preferred geographical areas.

STUDY ABROAD THIS SUMMER? The University of Massachusetts sponsors summer study programs in France, Germany, Italy, England and Spain. For information and application forms, contact the Advising Office (Sawyer-444), Primo Vannicelli, X531, 532.

EXCERPTS FROM CHAPTER 116

Section 1. Paragraph (1) of section 46 of chapter 30 of the General Laws is hereby amended by striking out the salary schedule, as most recently amended by section 1 of chapter 547 of the acts of 1969, and inserting in place thereof the following: -

GENERAL SALARY SCHEDULE

Effective December 27, 1970

(Weekly Rates on total cash basis.)

SEE SCHEDULE PREVIOUSLY GIVEN.

Section 2. The salaries of all employees in the service of the commonwealth and paid from the treasury thereof, including wages paid to blind workers by the Massachusetts commission for the blind, as provided in section one hundred and forty-three of chapter six of the General Laws, but excluding salaries fixed by statute, or salaries payable to employees holding offices or positions which are allocated to the salary schedule appearing in paragraph (1) of section forty-six of chapter thirty of the General Laws, and other than compensation payable to persons whose services are coded in accordance with the expenditure code manual under the subsidiary title "03 Services - Non-Employees", shall be increased over the rates payable as of December the twenty-sixth, nineteen hundred and seventy by an amount equal to six per cent thereof.

Section 44. The third sentence of section 3 of said chapter 635, as most recently amended by section 47 of said chapter 766, is hereby further amended by striking out, in lines 3 and 4, the words "nineteen thousand four hundred" and inserting in place thereof the words:- twenty thousand five hundred and sixty-four.