

TRANSITION TIMES

UCSF STANFORD HEALTH CARE

NEWS AND TRANSITION INFORMATION FOR March 30, 1998

Transition Times is a biweekly publication of UCSF Stanford Health Care. The goal is to provide quick, timely updates on current activities, decisions and plans for the employees and physicians working at UCSF Stanford Health Care facilities.

Prizes Offered for Referring Friends

A new program to encourage employees to refer their friends for hard-to-fill jobs at UCSF Stanford will be launched by early May. In initiating the employee referral program, human resources recognizes the critical role employees can play in bringing good people to UCSF Stanford. Employees know their jobs and what the organization expects better than anyone, making them excellent screeners and recruiters. The program theme, "Hot Tickets," offers a number of incentives to employees. For each referral who is interviewed, an employee receives a choice of one of three prizes. For each referral hired, the employee receives a \$2,000 bonus (paid in three installments). Every three months, the names of employees who referred people hired by the organization go into a drawing for additional prizes of tickets to local shows and events - hot tickets!

Among other classifications, jobs eligible for the program include nurses, pharmacists and a number of information technology positions. A complete list of eligible jobs will be distributed when the program starts, along with posters, fliers and "tickets" to fill out to refer your friends to UCSF Stanford.

Managing Your Money

Borrowing from your tax-deferred annuity plan

Effective April 1, employees may borrow up to 50 percent of their account balance from their UCSF Stanford Health Care Tax Deferred Annuity (TDA) Plans. Employees may take loans from accounts they have either at TIAA-CREF, Fidelity or at both. The minimum loan is \$1,000 and the combined maximum loan from both TIAA-CREF and Fidelity is \$50,000. Loan repayment periods range from a minimum of 1 year to a maximum of 5 years (10 years if the loan is for the purchase of a primary residence). For information on interest rates, loan fees, early payoff, or to apply for a loan, call your TDA investment company: TIAA-CREF: 800-842-2776; Fidelity: 800-343-0860. Hardship withdrawals are also available from accounts at TIAA-CREF and Fidelity. For more information, contact your investment company.

Transferring money from prior plans to UCSF Stanford plans

After April 1, employees may request to transfer their account balance currently invested under the LPCH, SHS or UCSF tax-deferred annuity plans to their UCSF Stanford TDA account. Employees with 403(b) plans from other employers may also transfer these account balances to their UCSF Stanford TDA plans.

Before transferring money, call the vendor currently managing your account to obtain information about penalties or "surrender fees" that may be charged for the transfer of your funds. To transfer your money, call the investment company you selected for your UCSF Stanford account (TIAA-CREF or Fidelity). They will send you a form to initiate the transfer and provide you with details on what plans can and cannot be transferred. (TIAA-CREF: 800-842-2776; Fidelity: 800-248-4213 ext.3411).

Changing investment companies

Employees wishing to change investment companies for their TDA accounts may do so after April 1. To change companies for existing account balances (transferring balances), call the new investment company you would like to use. To change investment companies for future contributions, submit a change form in the human resources/benefits office at your site.

Investment companies to mail beneficiary forms

In April, you will be contacted by your TDA investment company to complete their beneficiary designation forms. You will be asked to designate a beneficiary for both the TDA and retirement plans by filling out two separate forms, unless you have already done so.

UCSF Stanford Logo Banners

Dress up your department bulletin board with a UCSF Stanford Health Care logo banner. Long and short versions of the banner (depending on the size of your bulletin board) are now available to all departments until supplies run out. Banners are available in the following locations: UCSF Medical Center Administration (Millberry Union, 5th Floor East); LPCH Administration, from Jerre Bruyn in External Affairs; Candlestick Point from Anne de Schweinitz; Stanford Hospital and Clinics - banners will be distributed to all departments (for extras, contact Maureen Gaspar at 723-7308).

Are You Connected?

In addition to Transition Times, the UCSF Stanford Communications Department publishes a biweekly newsletter called Connections. The publication is not available by e-mail, but can be sent to you through interoffice mail. If you are not receiving the publication or know of other employees who are not, please contact Anne de Schweinitz (anned@ushc.org, 415/514-4622) to arrange to be added to the mailing list. As always, your comments and story suggestions are welcome.

E-mail them to communications@ushc.org or drop them in the mail addressed to Communications Department, 5 Thomas Mellon Circle, Suite 305, San

Francisco, CA 94134 (UCSF Box 1205).

Sleep Awareness Week - March 30-April 5

As part of National Sleep Awareness Week, more than 75 organizations across the nation are holding public events during the week to raise awareness of the benefits of a good night's sleep. Visit the UCSF/Mount Zion Sleep Disorders Center (1600 Divisadero Street, San Francisco) on Thurs., April 2 from 1-3 p.m., or San Francisco Shopping Center (Fifth and Market streets in San Francisco) on April 4 from 10 a.m.-4 p.m. to learn more about your own sleep habits and the consequences of loss of sleep. Take a "Sleep IQ" test, receive a free consultation with a sleep specialist, and learn about sleep disorders, drowsy driving and shift work. For more information, contact Kimberly Trotter at (415) 885-7886.

Reminder: Applications Sought for Scholarship Award

Jacqueline W. Kuhn Scholarship Award

Applications are being solicited for the 1998 Jacqueline W. Kuhn Scholarship Award. The award recognizes a dependent of a UCSF Medical Center employee who demonstrates excellence in academic accomplishments as well as service to the community through volunteer and extracurricular activities. A \$1,000 scholarship will be awarded to help defray a student's educational or living expenses while enrolled as an undergraduate at a campus of the University of California or California State University. Obtain an application form by calling 476-1406. Nominations must be returned to the Jacqueline Kuhn Scholarship Fund Committee, c/o Gemma Rieser, Box 0296 no later than Monday, May 4.

Friends of Nursing 1998 Angela Johns Scholarship Fund

A new scholarship fund has been created by a generous gift from a Stanford Hospital patient's family inspired by the dedication and caring of Angela Johns, a nurse manager in the bone marrow transplant unit.

The scholarship will be awarded during May to a registered nurse with primary practice in oncology nursing at Stanford, currently enrolled in an accredited BNS or MS degree program in a nursing related field.

Monies must be used towards educational expenses. Selection will be based on length of service at Stanford Hospital, number of years in oncology nursing, financial need and a 100 word essay describing how the scholarship will be used. To obtain an application or to find out more, please contact Patrice Koeten-Stuerenberg at (650) 723-5181 or Stanford pager #7020. Applications are due by March 31.

Information about Transition Times and the Communications Hot Line

- Back copies of Transition Times? Call the hot line number listed below.
- UCSF Stanford Health Care Communications Department Hot Line: 415-514-4545
- E-mail: communications@ushc.org. SHS employees on the ALL-IN-ONE e-mail system, use: communications@ushc.org@pmdf@ren.

Electronic Subscription to Transition Times: Contact listserv@listserv.ucsf.edu to receive Transition Times every week by email. In the body of your e-mail include the instruction: **SUBSCRIBE USHCTIME** and your first and last name. This option is available for UCSF staff, and SHS and LPCH staff as well as those in either school of medicine who may be interested in these issues.

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