

# PAYCHECK NEWS

November 17, 2000

*Staff is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO. Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 503-693-3252, or save your item to I:\Common\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.*

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## **THANK YOU UNITED WAY DONORS!**

*Submitted by Jeri Alcock*

Thanks to everyone who has contributed to United Way. If you have been thinking about donating, it's not too late! Resource Development is accepting pledge forms through November 22. All staff members who submit a pledge form are invited to a complementary pizza lunch at noon on Wednesday, December 13th, in the conference room at the main office. Questions? Call Jeri at 503-693-3254.

## **FREE!—USED BASEBOARD HEATERS**

*Submitted by Joan Swanson*

Free: Twelve used baseboard heaters were donated to the weatherization office. They are all 240 volt heaters, in good shape and come in a variety of sizes from 3' up to 12'. For more information on sizes and wattage, please contact Dave (503-693-3259) or Joan (503-693-3258) in the weatherization office.

## **LOOKING FOR VISTAS**

*Submitted by Catherine Fleischman*

Opening Doors is looking for bilingual women who are interested in working with pregnant women and new moms. We have openings for VISTA volunteers in our Tualatin office. This is a full-time position with a stipend of \$630/month and possibility to earn a \$4,725 educational award. Call Catherine at Opening Doors 503-691-8552.

## **SPRING CLEANING IN DECEMBER—CLOTHING DRIVE FOR NEIGHBORSHARE**

*Submitted by Kristin Ludwig*

Neighborshare and Value Village in Tigard have teamed up to support clients of Neighborshare. Value Village will donate vouchers for clients and some proceeds from clothing and items donated for this fundraising event. The event takes place Saturday December 2, 2000 9am to 5pm at the Value Village 12060 SW Main Street, Tigard, Oregon 97223. Value Village accepts the following items (in addition to clothing):

Sporting equipment	Toys	Bicycles	Small furniture	Mini blinds
Area rugs	Dressers	Kitchen tables	Chairs	Bed Frames
End Tables	Coffee Tables	Craft supplies	Tools	Books
Electric heaters	Paints	Art work	Dishes	Microwave ovens
Cookware	Canning Jars	Linens	Shoes	Jewelry
Small electrical appliances	Fabric threads	Sewing Patterns		

Please bring your loads of donations to the parking lot of Value Village.

## **REMINDER ABOUT REIMBURSEMENTS!**

*Submitted by Cilicia Burrell*

Just a reminder—Please attach receipts for reimbursements as well as parking receipts on the back of the green sheet or mileage sheet. There is a two-week turn around on check requests. After requesting a check, remember to turn in receipts. **SUPERVISORS—make sure** the correct sheet is being used, all accounts are filled in, and have proper signatures (purchases over \$1,000 need to have Jerralynn Ness' signature). If you have any questions, I will be happy to answer them. Cilicia, 503-693-3243.

## COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

*Submitted by Pam Otton*

**Tuesday November 21, 2000, 12:00 noon - 2:00 p.m. Community Action Organization, Hillsboro**

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or are eligible for the Oregon Health Plan, but do not have a family doctor. If you have any questions, please call 503-693-3272.

## MARK YOUR CALENDARS!

*Submitted by Sharon Bosserman-Benson*

**\* Holiday Staff Party \***  
**Friday, December 15th, 3-5 p.m.**  
**\* Hillsboro Office \***

**\* CAO All-Staff Meeting \***  
**Friday, January 5th, 11-5 p.m.**  
**\* Jennings McCall in Forest Grove \***

## SO LONG, CAROL!

*Submitted by Judy Schilling*

Carol Lopez has left her position as Program Assistant for Energy Assistance to work at Intel. Carol has been with CAO for 4 years. We'll miss her dedication, humor and bright smile. Good luck, Carol!

## WELCOME EVERYONE!

*Submitted by Judy Schilling and Marilyn Harrison*

—**SYLVIA CASTELLANO**

New Community Resource Advocate with Energy Assistance and Emergency Services, Sylvia has lots of experience working for social service agencies in Washington County. She's the proud mom of a 10-year old daughter and recently bought her first home. Plus, she's a computer whiz.

—**DAWN KAISER**

New Community Resource Advocate with Energy Assistance, Dawn has worked at PCC's ESL program, has her TESOL certificate and has survived jobs at lumber mills in central Oregon, fisheries in Alaska and restaurants in Portland. She lived in Mexico for one year, and recently returned from a trip to Cuba.

—**SUSAN POWELL**, temporary Data Specialist.

Susan graduated in Sociology from Whitworth College in Spokane where she worked as Resident Assistant, volunteered in Social Services and spent 5 months studying and living in Central America. She recently had her 1st piece of Pizza Schmizza.

—**JODY BURNHAM**, Operations Manager for Head Start.

Jody comes to us from the Southern Oregon Head Start program.

—**ALIX BACH**, Program Assistant for Head Start.

Alix is working alongside Alejandra. She has worked in a variety of interesting environments before joining us.

## VACATION AND SICK TIME

*Submitted by Val Laws*

Due to the delay in providing employees with accurate vacation and sick time accruals, many of you are wondering how you can calculate these accruals on your own. Locate your paystub dated 06/30/00 as well as your most recent paystub. (for those employees laid off prior to this, use the last paystub you received.) After you have located both of these paystubs, you combine the two totals together.

EXAMPLE: 06/30/00 Paystub - Vacation 15.212  
          Current Paystub - Vacation 43.18  
          Totals: 59.392

EXAMPLE: 06/30/00 Paystub - Sick 147.800  
          Current Paystub - Sick (6.60)  
          Totals: 141.20

## EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-\$9.51/hr.	Until filled
Family Advocate	Head Start	\$10.36-\$12.95/hr.	Ongoing
Family Advocate	SAFAH	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Head Start	\$10.36-\$12.95/hr.	Until filled
Program Assistant	Energy & Emergency Asst.	\$8.85-\$13.19/hr.	November 27
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Teacher - School Age Children	A Kid's Domain Gaston	\$10.35-\$12.95/hr.	Until filled