

SECRETARIAL TRAINING

UK, in conjunction with the Fayette County Dept. of Adult Education is presenting a new Secretarial Training Program - free of charge. For further information call Marsha Green, 7-1851 or check the notice posted in the staff lounge.

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THE
GREEN
BEA

UNIVERSITY OF KENTUCKY LIBRARIES
NEWSLETTER 10/18/74

BUSINESS ENGLISH

UK Personnel is offering a free course in Business English. Enrollment and registration will take place Monday, October 21 from 12:00 noon til 1:00 p.m. in the Medical Center MN-442. The class will meet beginning that day and each following Monday and Wednesday at the same time and place. For further information call Marsha Green, 7-1851.

END OF PROBATION AND SALARY ADJUSTMENT GUIDELINES

All new staff employees have a 90 day (3 month) probationary period. When an employee successfully completes the probationary period, an increase of 3% above the initial employment pay rate must be given.

When an employee changes positions, the following guidelines will apply:

1. With a promotion the employee will receive at that time at least the end of probation rate for that grade or may receive up to a 10% salary increase.
2. With a lateral transfer the employee will move without an increase in salary and will not be given a salary adjustment at the end of probation, however, and evaluation will be completed.

At the time of reclassification an employee will receive at least the end of probation for the new grade or may receive up to 10% salary increase, whichever is greater. There is no probation period for a reclassification.

Memo from G.B. Miller, Jr., Director of Personnel.

UKLA OFFICERS

The new officers of UK Librarian's Association for the coming year are Evelyn Evans, Chair, and Toni Powell, Secretary-Treasurer.

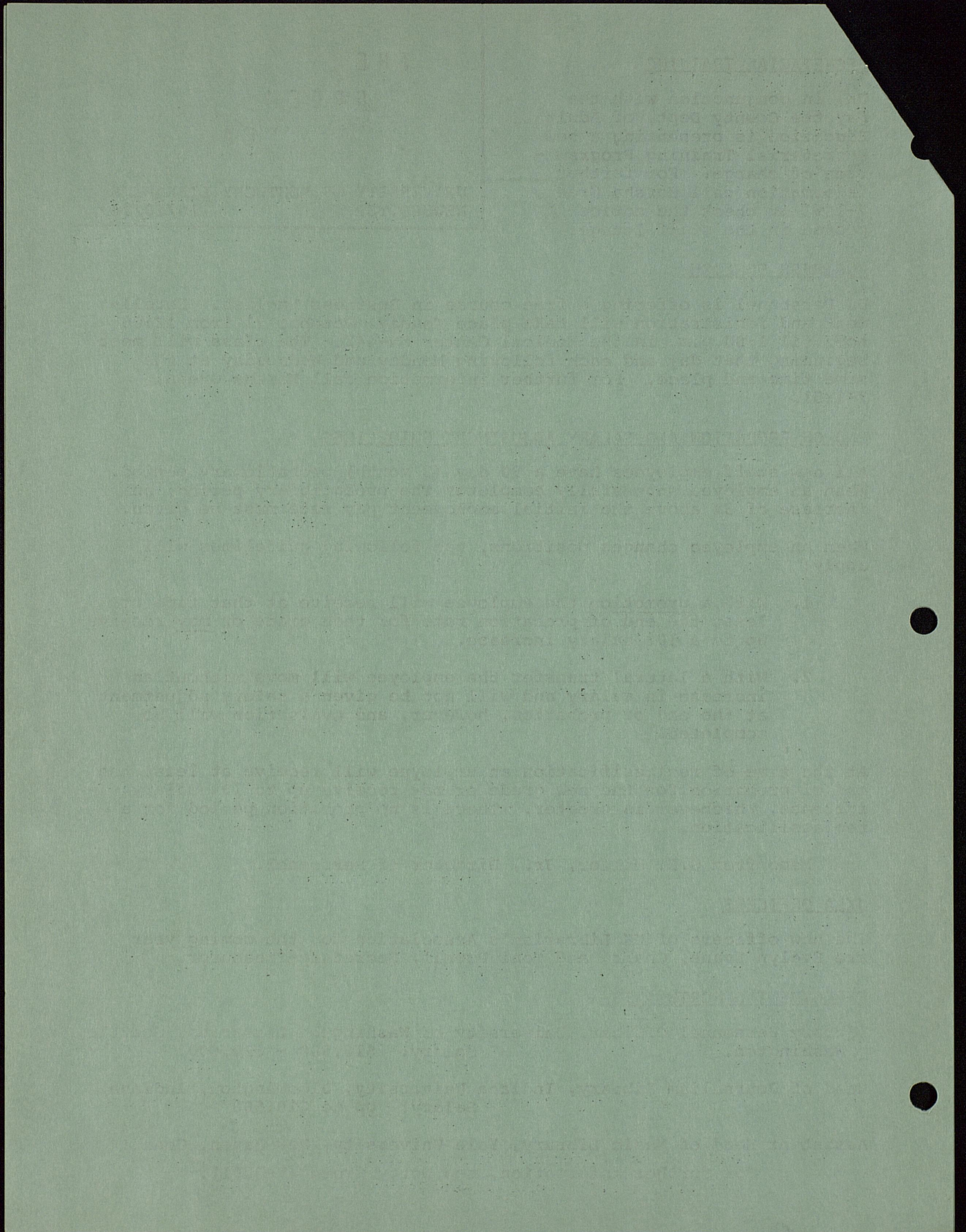
EMPLOYMENT OPPORTUNITIES

Library Personnel Officer, University of Washington Libraries, Seattle, Washington. Salary: \$16,500 - \$20,000

Head of Journalism Library, Indiana University, Bloomington, Indiana. Salary: Up to \$10,500

Assistant Head of Music Library, Yale University, New Haven, Conn.

For further information, see Dotty Green (7-3801).



DIRECTOR'S OFFICE RECORDS

The Director's Office is in the process of updating the records for all library personnel. Please supply the information requested on the form below, clip and return form to the Director's Office at your earliest convenience.

Thank you very much for your cooperation.

NAME _____

DEPARTMENT _____ DEPT. PHONE NO. _____

HOME ADDRESS _____

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