

PAYCHECK NEWS

December 29, 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.

ALL STAFF DAY!

Submitted by Winnie Althizer, HR Director

Just wanted to remind everyone that ALL STAFF is on Friday, January 5th and I wanted you to know that if you don't come this year you will be missing a GREAT session. Kay Sohl will be facilitating a discussion to get staff's input on how things are going at CAO (internal environmental scan) and what changes have occurred in the community (external environmental scan) to provide input to the board. In addition our keynote speaker will be Rebecca Sinclair with an uplifting message on laughter and humor in our lives. So please be sure that you've marked your calendars for ALL STAFF on Friday, January 5, 2001 at Jennings McCall, 2300 Masonic Way, Forest Grove, OR. We start at 11:00 am. See you there!

REST IN PEACE LOU MASTELA

Submitted by Winnie Althizer, HR Director

It is with deep regret that I must tell you that Lou Mastela passed away on December 24th from lung cancer. When we said good-bye to Lou in November it was his desire that everyone believe he was retiring. He had learned in September that he had lung cancer. It was his wish to leave on a positive note and without announcing that he was sick. I first met Lou while helping him leave the company so I didn't know him very well. But in the short time I've been here, the one thing I've learned is that when you mention Lou's name at CAO the first thing people will tell you about him was that he was the nicest person and always had a ready smile for you. He was highly respected for his professionalism and gracious warmth that he brought to his job. I know that a lot of you and the children will miss him greatly. Lou was a very private person and his wishes were carried out with a private, family memorial service on Wednesday, December 27th. His widow has asked that flowers not be sent. If you would like to send a card to his widow, I will be taking some papers to her next week and will be happy to take your cards as well.

HR FORM CHANGES

Submitted by Winnie Althizer, HR Director

As of the first of the year we are bringing out "new models" of some forms. One that will affect all employees is a new Internal Application form. This is a single page and on ivory paper. External applicants will continue to use the current 4 page application form. When you see a job posting in which you are interested, just give the reception desk (503-693-3200) a call to obtain one of the Internal forms. Job Description and Job Postings will also be sporting a new look for 2001.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Althizer

| <u>POSITION</u> | <u>DEPT</u> | <u>SALARY</u> | <u>CLOSING DATE</u> |
|--------------------------------|---------------------------|---------------------|---------------------|
| Assistant Teacher | Head Start | \$7.61-\$9.51/hr. | Ongoing |
| Bus Driver | Head Start Transportation | \$8.34-\$10.42 | Until filled |
| Family Advocate SAFAH | Neighborshare Tigard | \$10.36-\$12.95/hr. | Until filled |
| HS Family Services Coordinator | Head Start | \$12.20-\$14.36/hr. | Until filled |
| Program Assistant | Energy & Emergency Asst. | \$8.85-\$13.19/hr. | Until filled |
| Shelter Resident Assistant | Family & Comm. Resources | \$6.83-\$8.54/hr. | Ongoing |
| Lead Teacher/Home Visitor | Head Start | \$10.09-\$12.62/hr. | Ongoing |