



News You Can Use

Emory's Recycling Program

Did you know?

Emory recycled 106.35 tons of material in the month of December, and diverted 18.79% of its waste from the landfill. In addition to the efforts on the University level, Emory offers several opportunities for you to get involved with recycling as well.

Recellular

Cell phone, PDA, air cards and cell phone accessory recycling.

Emory is partnering with TGA (www.telecomga.com) of Atlanta, a company that works in conjunction with Recellular to recycle cell phones, PDAs, air cards and cell phone accessories. Each device goes through a "73 – point security scrubbing" to remove all data. Broken devices are fixed, if they can't be fixed, their reusable components are recycled. All money generated from the sale of the materials recovered is donated to Techbridge, an organization providing technology assistance to nonprofits (www.techbridge.org).

Recyclemania

Emory will be competing again this year, along with 254 other college and universities, in the 10-week recycling and waste reduction competition called Recyclemania (www.recyclemaniacs.org). Recyclemania begins January 18th and ends March 28th.

If you are interested in getting your department involved in these or other recycling opportunities, please contact Claire Wall via email at claire.wall@emory.edu or phone 404-712-8921.

Claire can help you get more containers and signage, better labels, and basic recycling and waste reduction informational materials. Staff is also available for informational sessions on how to recycle at Emory or how to reduce office waste.

Procurement Shares Ways to...



You can make a difference! Take sustainability to a higher level and make the "right decision" before printing your documents. Before you click the "Print" button, keep in mind the three "R" tips, Reduce, Reuse, Recycle, and follow these conservation guidelines:

- Reduce paper use – use only recycled paper if you must print

- Place Recycle Bins near copiers, printers and a small recycle container next to your trash container – see the difference at the end of the day
- Reuse paper products – use for scrap sheets or printing draft copies
- Utilize your copier – print one copy of your document to your Printer and use your copier for additional copies
- Spell check your documents - review twice before you print
- Print on both sides of the paper when possible – set your printer to duplex print
- Do not print emails – only print when necessary. Instead, file emails on your computer
- Modify font and margin settings – use smaller font size and reduce margins to reduce print pages
- Use technology instead of paper – share your newsletters and reports electronically
- Use fax transmission stickers – instead of cover pages
- Eliminate title pages and page separators

Emory Procurement Marketplace
"Buying in the Marketplace" - www.finance.emory.edu

Wireless Fast Facts

95% of the carbon footprint of a wireless device is produced during manufacturing. Making a new wireless device consumes an estimated 10 gallons of gasoline and emits CO2 equivalent to burning 6 gallons of gasoline.

Only 3% of people recycle their wireless devices. If each of the 3 billion wireless device owners recycled just one device, the carbon emissions saved would be the equivalent of taking 4 million cars off the road.

Resetting your old wireless device before giving it away or selling it on eBay does not erase your data. Sensitive data can easily be extracted using specialized but inexpensive software found on the internet.

Healthcare Flexible Spending Account (FSA)

Have you used up your 2008 Healthcare Flexible Spending Account (FSA) yet? If not, you have until Tuesday, March 31, 2009, to use the money or you lose it.

There are many ways to put this money to good use, such as buying your prescriptions, stocking up on first aid supplies such as bandages and aspirin, visit a physician or dentist, or purchase contacts or eyeglasses. You have until Friday, May 15, 2009 to submit claims for your Healthcare FSA.

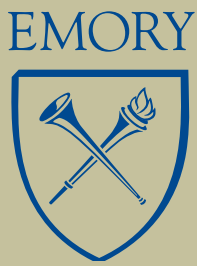
There is no grace period for the Dependent Day Care Flexible Spending Account (FSA). Expenses must have been incurred by Wednesday, December 31, 2008. You have until Tuesday, March 31, 2009, to submit your claims for your Dependent Day Care FSA.

It starts with *Sparkfly* in '09!

It is an exciting time at Sparkfly; this year you can expect even more opportunity to save.

There's a great offer for you RIGHT NOW! Activate your Sparkfly card before February 10, 2009 and you are entered to win great prizes from Sparkfly valued up to \$2,000.

Those currently registered are already entered to win.



News You Can Use

Emory's Summer Pre-College Program for High School Students

This summer, Emory College of Arts and Sciences is pleased to offer the 2009 Pre-College Program for high school students. The Pre-College Program allows talented rising high school juniors and seniors to experience Emory's distinctive academic and residential community.

Students may enhance their academic portfolio and earn college credit in six-week undergraduate courses, or enroll in two-week non-credit courses for personal enrichment. All classes are taught by committed Emory faculty who enjoy teaching and guiding prospective college students.

The Pre-College experience can be transformational. Summer can be both fun and academically focused. It can be a summer your high school student won't forget!

- **Six-week credit courses:**

Biology · Economics · Mathematics · Film Studies · Languages · Theater Studies · Social Sciences · Visual Arts

- **Two-week non-credit courses:**

- Nanomaterials: From Electronics to Medicine
- Topics in Neuroscience & Neuroscience for Animal Lovers
- Public Health Career Opportunities and Practices
- A Novel Approach to the Study of Human Behavior
- Shakespeare in Performance
- Spectacular Soundtracks: Music in Movies
- Contemporary Non-Fiction Literature
- Modern Dance Technique
- Pre-AP Music Theory
- The Magic of Photography

- **Four-week non-credit ESL and TOEFL Prep: Advanced Academic Language for non-native Speakers**

To learn more about this exciting summer program and the admission requirements, visit www.college.emory.edu/pre-college.

If you have any questions, email the Pre-College Program at summerprograms@emory.edu, or call 404-727-0671.

The Emory Courtesy Scholarship may apply for those who qualify and can earn credit.

Emory Temporary Services (ETS)

Need a proven partner to help you fill a temporary position or bring in additional help for a project? Emory Temporary Services (ETS) provides cost effective staffing solutions that will help you and your department succeed.

ETS offers:

- Dedicated Emory resources on campus
- Knowledge of the Emory culture
- Cost effective solutions
- Candidate sourcing including background and reference checks and new hire processing
- 24-hour return call policy
- Internal payroll services

Request your temporary staff through ETS today!

Contact us:

Visit: www.ets.emory.edu
Email: ets@emory.edu
Call: 404-727-7590

Parking Permit Expiration and Fees

Emory will not increase its parking fees in February 2009 as previously planned. Below are some important facts to remember:

- The annual parking fee will remain fixed at \$630 for a general permit and \$1,500 for a reserved permit through August 31, 2009.
- Carpool and vanpool parking fee structures will also remain unchanged through that date.
- Registration for employee parking will shift from January 31 to August 31.
- Parking permit holders paying for their permit through payroll deduction will be able to continue to display their current hangtag without penalty until the August 2009 renewal.
- Current payroll deductions will continue through August 31 at the same monthly amount.
- If you do not wish to continue parking on campus beyond January 31, 2009, please return your permit to Parking Services in order to stop payroll deduction.

For questions about the change in the renewal period, please call 404-727-PARK or email parking@emory.edu.

REMEMBER - Emory offers many commute alternatives and encourages you to consider one of the many options available to Emory employees. Options include:

- Carpool
- Vanpool
- Public transit
- Park and Ride service
- Bike and walk programs

Transportation Services can help you determine which option might be right for you. For more information and specific details, visit www.transportation.emory.edu or call 404-727-1829.

Awards of Distinction 2009

Take a few minutes and nominate a co-worker who through their initiative, innovation and leadership has helped further our vision as a “*destination university*”. The recognized honorees will be invited to a dinner hosted by President Wagner and receive a \$1,000 award.

All nominations must be sent to Del King, Associate Vice President, Human Resources, 3rd Floor, MS 1599-001-1AP, 1599 Clifton Road, or via fax to 404-727-2746. **Nominations must be received by close of business on Friday, February 20, 2009.**

If you have questions, please contact Kay Manning via e-mail at kay.manning@emory.edu or via phone at 404-727-7550.

Visit www.hr.emory.edu/AOD for eligibility requirements and additional information.

VITA Program

Volunteer Income Tax Assistance

- Free tax preparation is available if your household income was less than \$42,000 in 2008
- Don't pay for filing, loans or Rapid Refund
- VITA e-filing gets your cash fast! (7 - 10 days)
- Convenient Main Campus Location

Visit www.hr.emory.edu/freetaxes for IRS Eligibility Criteria and the appointment phone number, days and times.