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DURHAM, NORTH CAROLINA

At Luncheon September 18

Upgrade Program Graduates 6



MOVING UP TO BETTER JOBS—These six ladies were the first graduates of Duke's Clerical Upgrade Program. From left are Mrs. Peggy Brandon, Mrs. Glorinda Bass, Mrs. Helen Ruffin, Mrs. Carolyn Rogers, Mrs. Myrtle Washington, and Miss Marian Armstrong. (photo by Dave Hooks)

To four Medical Center employees and two who work on the University campus, September 18 was a very special day.

At a luncheon that day the six women received certificates signifying completion of a six-week clerical upgrade program which qualified them as clerk-typists.

The ladies, who have total of 35 years' service to Duke, were the first to take training under Duke's Affirmative Action Plan, a program aimed at upgrading as many employes as possible throughout the University.

The clerical program consists of classes in typing, office practices, business English, and machine transcription. All six spent 20 hours a week at their regular job and 20 hours taking the courses at the Duke Training and Development Center on Erwin Road.

Two of the women were working in dietetics at the Hospital, one was a ward clerk, and the fourth worked in messenger service. The two University employes both had positions with the Duke Dining Halls.

Since completion of the program, one of the ladies has been promoted to a secretarial job and the others are in the process of interviewing for clerical positions within the University.

The women were chosen from a group of 15 applicants on the basis of their supervisor's evaluation of interest in their work, initiative, motivation, desire to move ahead, and job performance. All are high school graduates—two having earned their diploma equivalent from the Training Center's popular high school completion program.

Two of the six were referred to the clerical upgrade selection committee by the Medical Center's Paths for Employee Progress (PEP) Program directed by Howard Lee and aimed at providing employes an opportunity to advance themselves through education.

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Hospitalization Benefits Increased

Beginning November 1, full-time employes who participate in Duke's hospital insurance plan will receive additional surgical and medical coverage without an increase in cost.

The changes, announced September 24 by University Director of Personnel William R. Linke, effectively increase surgical benefits by one-third and in-hospital medical coverage by two-thirds.

The increases include an entirely new schedule of payments for professional surgical fees plus better coverage for anesthesia fees.

Payments for in-hospital visits of physicians, intensive care, prolonged bedside care by physicians, and in-hospital consultation services were all increased by two-thirds.

If any employe has questions about the new coverage, he should contact the Medical Center Personnel Office, extension 3424.

United Fund to Begin

The 1970 United Fund campaign is scheduled to get underway at the Medical Center next week.

The goal for employe contributions this year is \$81,500, about \$3,000 more than was actually collected in last year's drive at the University.

Employes will be contacted personally by a United Fund representative in each department.