WESTIN HOTELS

Homefront

For Westin Hotels & Resorts Corporate Office Employees

January 26, 1987

THEY'VE CALLED IT QUITS

A 12-gum salute to all twelve graduates of the Smoke Stoppers class. They are to be commended for their decision to call it quits and opt for a new life of improved personal health. They are also to be tolerated - at least for a little while - for their occasional flashes of edginess that may flare up during this initial transition period of nicotine deprival.

In support of their continuing efforts are some follow-up classes to help reinforce their new habits and, presumably, to help them ease off on one newly acquired one--furious gum chewing. Congratulations to all! If others of you have any questions or want information about smoking cessation, call Jane Jontz (x6534).

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ALSO CALLING IT QUITS

February 1st is the first day of the rest of Westin offices "Thank you for not smoking" life. Such message reminders will be displayed in all office reception areas. Tent cards with similar messages will appear in all rest rooms and on Harry's on Sixth. However, for you die hards (ahem!), a designated smoking area with ash trays will be provided in Harry's.

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OVERHEARD IN THE ELEVATOR

One raspy throated cougher to another: "What's the sense in living in this pure air paradise of our Pacific Northwest if you spend most of your day breathing stale recirculated air in the office. Some of it's so bad it puts L.A. smog to shame!" Hmmmm.

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DEDUCT AND PARK

Maybe you are not aware of this benefit, but if you wish you can sign up for payroll deductions for your monthly parking fee at The Westin Building Garage. Fees are deducted a month in advance and may be taken out monthly or semi- monthly. Get authorization forms from HR-7. Drop by the reception desk or call Louise on 5055. Completed forms should be turned in to Ernie Reid at the garage.

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CAN'T FIND 'EM? TRY 11

Out in the field a transfer usually means from one hotel to another. At our corporate offices, it usually means from one floor to another. There's probably very few of us that haven't experienced such a tranfer at one time or another.

Most recent transfers have been to newly acquired space--formerly the offices of Alexander and Alexander--on the 11th floor. Moving up from floor 9 was Paul Matteucci's Internal Audit group and from floor 8 it was Hotel EDP headed by Teri Hewson. Moving down from 13 were Hotel Management vice presidents Lou Martinelli and Peter Smith with Lois Webb and Vicki Caldwell.

HOW DOES FEB. 13 GRAB YA?

The date for the Westin ski trip has been changed from January 31 to Saturday, February 21. Says Westski organizer Paul Byker, the new date is firm! Firm! Firm! (Unless it's changed). If Feb. 21 sounds OK and you are planning to go, Paul requests that you confirm that with him the week of February 9. (You can't get a hold of him earlier because he's taking a couple of weeks off and popping off to Europe for a bit of Swiss Alps skiing, don't you know.) And if you have not already indicated your interest in joining the group and would like to, you can drop him a note to that effect (MKT-13) or contact him by phone when he returns to the office on the ninth.

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THE LITTLE THINGS

A couple of reminders and clarifyers:

. The new 1987 IRS Form W-4 withholding allowance certificates have been distributed to all employees. If you haven't received yours, check with your supervisor. As stated in the instructions, the form should be completed as soon as possible. Forward to Tracy McKee in payroll, EAS-6.

. Personal Performance Reviews--the completed originals should be turned in to Tom Moore, Employee Relations Department no later than February 15. However, since Feb. 15 is a Sunday, the more practical turn in deadline is Friday, the 13th. Please contact Tracy Brown (x5058) if you need additional forms.

. A report of some missing personal belongings brings another reminder from Warren Sakai to lock up your purses, wallets or whatever valuables you've left behind when you leave your area.

. And finally, this reminder--as though you needed it--that Saturday, February 14 is Valentines Day. Barb at Plantes and Fleurs in the lobby advises that you get your Valentine's Day bouquet orders in soon, particularly if you might be requesting some special arrangements.

(We'll return after this message.)

You're never too old to quit blowing smoke.

No matter how long or how much you've smoked, it's not too late to stop. Because the sooner you put down your last cigarette, the sooner your body will begin to return to its normal, healthy state.

American Heart Association
WE'RE FIGHTING FOR YOUR LIFE

PEOPLE

A Westin welcome to: Carla Kroeze, clerk IV; Emily Dexter, financial systems analyst; Cynthia Burford, accountant; Kathryn Briggs, financial systems analyst, all in Corporate Accounting.

Jonathan Inge, systems analyst, Hotel EDP; Michael Mogan, associate general council, Legal; Christopher Swift, marketing systems analyst, Marketing; Jennifer Finke, analyst/programmer, Corporate MIS.

Moving around: Mark Zimmerman, EDP supervisor, The Westin St. Francis to supervisor, front office operations, Rooms Division; Brent Ramsey, front office manager, The Westin La Paloma to supervisor, front office operations, Rooms Division; Robert Manning, F&B cost controller, The Westin Hotel Utah to beverage systems trainer, Corporate F&B.

Cat Regan, secretary, F&B Division to financial systems analyst, Corporate Accounting; Diane Taniguchi, secretary, Technical Services to project assistant, Corporate Marketing.