

Human Resources



Help to Enhance the Mott Family!

Did you know that the majority of applicants who respond to our employment ads do not meet the minimum requirements for the job? As you can imagine, this bogs down the hiring process at the College and wastes precious time.

Help us to avoid extended recruiting periods and dealing with hundreds of unqualified applicants by referring someone who you believe is **qualified** for an open position at Mott today! All you need to do is tell your family member, friend or acquaintance to review the appropriate opening using the following resources:

- The MCC Web Site – **www.mcc.edu**
- The HR Job Posting Board/Book – **Cur-tice-Mott Room 1024**

We appreciate your help in finding qualified candidates who may become members of the Mott family!

Check Out Our Improved Lotus Notes Site

Have you visited the HR Lotus Notes site lately? If so, you may have noticed that we've made some improvements:

- An updated look and feel
- Links to benefit provider websites
- Information grouped by bargaining unit or employee group
- Employee Assistance Program (EAP) information
- Articles of interest to supervisors

- HR contact information

And, of course, you can still access HR forms and monthly reports, labor contracts, benefit summaries, and much more!

To add the HR site to your Lotus Notes workspace, follow these simple steps:

1. Open Lotus Notes
2. Select File, Database, Open
3. Select the "Notes_Apps/Mott" server

4. Scroll down and select the "Human Resources Information" database
5. Click on "Bookmark"



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Holiday Closings

All dates are subject to change due to registration needs

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|-----------------------------------|--------------------------------------|
| September 2, 2002 | Labor Day |
| November 28 & 29, 2002 | Thanksgiving Day |
| December 20, 2002 | Last day of work before Winter break |
| January 2, 2003 | Return to work |

WebAdvisor

WebAdvisor is a self-use web-enabled system. In its currently enabled module, it is a replacement of the Student Access System (SAS).

WebAdvisor has many advantages over SAS including:

- Ability to pay by credit card on line
- Enhanced schedule search features
- Address change screen
- Enhanced transcript and grades features
- Express registration
- ADA compliant
- Ability to view non-credit schedule
- Email confirmation of registration

- or drop activity
- Ensures speed and accuracy by being directly linked with Datatel
- Students can use all portions of the system even if they are not eligible to register

Who can use WebAdvisor?

The initial set up for WebAdvisor includes students that have taken any class since Fall 2000 (2001/2). For all other students a login can be obtained by following the steps outlined in the "Sign up for WebAdvisor" screen. New students will be able to obtain a login the

day after their first registration activity.

The Future of WebAdvisor
WebAdvisor can be expanded for faculty and other administrative uses. Any Datatel application can be customized and web enabled to be a WebAdvisor self-serve item.



Benefits

Benefits Task Force Update:

Both insurance programs that the Benefits Task Force designed have been very successful in saving money while increasing the employee's level of coverage.

The **Vision Reimbursement Program** was a huge success this year

with an overall savings of \$21,483.21. The participating employee groups will split \$10,741.60. The Vision Reimbursement Program has saved a total of \$27,499.50 since it began in April of 2000.

The new **Set-Seg Dental Program** also had a successful first year. The new dental program has generated a total savings of \$9,581.80, while increasing the level of dental

coverage. The participating employee groups will split \$4,790.90.

Confidence Builder: In a new study, older adults who exercised three times a week not only became more fit, they perceived themselves as stronger and more attractive, and showed improved self-esteem.

(Source: National Institute on Aging)

Mott Tuition Benefit:

Free or reduced Mott tuition is available to Mott Faculty and Staff and spouses and dependent children, up to age 25 (as defined by the Internal Revenue Code). In order to use the grant, you **must**:

- Complete an Application for Admission in the Admissions Office (for credit classes), or in Continuing Education (for non-credit classes) **and**
- Complete the Educational Grant Waiver & Information Form and deliver to Human Resources.

The grant only covers tuition and related service fees. It **does not** cover books, fitness fees, electronic kits, class supplies, etc.

This benefit is for both credit and non-credit courses, with coverage as follows:

- **Full-Time Faculty & Staff:** Free
- **Part-Time & Adjunct Faculty:** Equal to the number of credits taught for two years, minus those used.
- **Part-Time Staff:** Depends on your bargaining unit—usually prorated based on the number of hours worked.

If a passing grade is not received, or the class is dropped after the specified drop period, the employee is responsible for the **full** amount of his/her costs and any costs incurred by the spouse and/or dependent(s).

Please note that Human Resources is not able to place anyone in a tuition waiver sponsorship until they have been admitted to the College. If you register for a class and have not

completed the tuition waiver form, your class will be dropped for non-payment after two business days.

If a passing grade is not received, or the class is dropped after the specified drop period, the employee is responsible for the **full** amount of his/her costs and any costs incurred by the spouse and/or dependent(s).

For additional information, please contact the Office of Human Resources at 762-0565



Supervisors Corner

Making New Employees Feel At Home

We all know that first impressions are difficult to change. Some studies have shown that an employee's first few days on the job is a key indicator of their satisfaction with and success and tenure in the new organization. Mott is currently hiring a large number of new employees. As a supervisor, your efforts are critical to helping the new employee feel comfortable and become productive.

Prior to the new employee's start date, think about all of the information (organization charts, phone directories, policies and procedures, etc) and tools

the employee will need to do their job. If possible, assemble these in a notebook or package. There are so many little things those of us who have been around for a while forget about. Things like:

- A phone number and training on how to use the phone, including voice mail.
- A computer and an orientation to its features, especially email.
- Walking the person around to help them meet the people they will interact with.
- Parking pass, keys, a college ID,

pager, business cards.

Let the organization know about the new person, perhaps by sending an email to everyone. You're proud of your new employee – let everyone know why you feel that way. What better way to welcome the newest member of our team.

**Emergency School Closing
Number:
(810) 232-8989**

Learn A Lesson From Others

The Flint Journal recently reported on a secretary who used her supervisor's computer access code to falsely report time, thereby stealing thousands of dollars for overtime not worked. This story reinforces the importance of computer security, particularly for supervisors and persons involved with payroll reporting. It also reinforces the importance of supervisory review of payroll records.



Timetable for Key Initiatives

Three key initiatives are in various stages of implementation. First, the job evaluation project conducted for Secretarial, Pro Tech, S&M and Exempt employees is nearly complete and an October 4 release date of the results is being planned. The opportunity to file and have appeals considered will occur during the month of October, with adjustments in pay being implemented approximately November 1. Remember, no one's pay will go down as a result of job evaluation.

Second, supervisors received training

on a pilot evaluation and professional development process that will be formally "rolled out" to staff (i.e., non-faculty) during October.

Third, the Benefits Task Force is in the process of finalizing a set of recommendations for a variety of changes to the benefits program for staff that will encompass both improvements and cost savings. Any change will have to be bargained with union groups before being implemented, but current planning envisions a January 1, 2003 start date for the new programs, if approved

by employee groups.

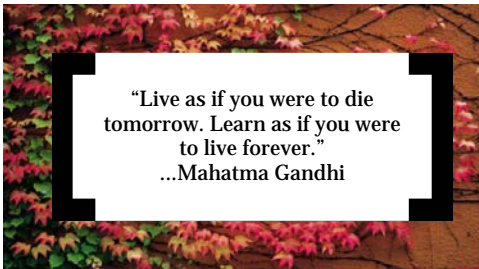


Sexual Harassment Training and Videotapes

To ensure that employees are aware of their rights and responsibilities, all employees at the College are required to attend training on sexual harassment. Special sessions for supervisors and faculty have been conducted in the past. Special sessions have also been arranged for custodial/third shift workers. Future sessions are as follows:

Custodians	August 23, 2002	5:00 PM – 7:00 PM	Genesee Room
Supervisors	December 3, 2002	2:00 PM – 4:00 PM	Genesee Room
Staff/Student			
Workers	February 6, 2003	2:30 PM – 4:00 PM	Ballroom

You must attend one session every year. **We have videotapes available in Human Resources for Staff who were unable to attend any of the previous sessions.** We do not have a Supervisors tape available at this time, but we will have it available after the December session.



Contact HR When...

- An employee is absent for five consecutive working days for reasons other than vacation. Once HR has been informed, we can notify the employee of any benefits to which they are entitled under their collective bargaining agreement. A delay in notifying HR could result in a delay in receiving benefits.
- Name change
- Birth of a child
- Death
- Divorce
- Marriage
- Change of address
- Any kind of leave

Contact us in any of these cases and we will be happy to advise you on what needs to be done.



Repeat Offenders Beware

By Dan Vartanian

In the 12-month period ending December 2001, more than 18,386 license plates were confiscated and another 5,275 vehicles were immobilized under Michigan's repeat offender laws. The law defines repeat offenders as drivers with two or more alcohol-related driving convictions or three or more additional suspensions for driving on a suspended or revoked drivers license. The numbers of confiscations and immobilized vehicles demonstrate the magnitude of the risk repeat offenders create for law-abiding citizens traveling our roadways.

"The repeat offender laws are having a tremendous impact on identifying repeat offenders and getting them off the road," said Governor John Engler, the Michigan representative on the

national NETS board, Employers that have company-owned vehicles on the driving history of the operators."

These laws are designed to separate repeat offenders from other motorists through license plate confiscation, mandatory vehicle immobilization, ignition interlock and possible vehicle forfeiture.

The Michigan Network of employers for traffic Safety (NETS) has developed a new employer-based education program entitled, "The Laws Have Changed" to help employers and employees understand the state's tough repeat offender laws. The Repeat Offender Kit is available to employers at no charge.

Businesses could be dramatically affected if employees are driving

company-owned vehicles at the time of arrest or have their drivers license suspended or revoked. The impact on employees could also be detrimental if they are unable to drive to or from work or in the course of their jobs.

For information on conducting Motor Vehicle Record Searches on your company's drivers, contact Kathy Tenjeras at ktenjeras@aseonline.org or call (248)223-8012.

