

# What's News in HR

## WELCOME



### Introducing New HR Staff

**T**he Human Resources Office has three new additions to its staff.

Jeri Putman started work on January 19<sup>th</sup>. Jeri is the new Assistant HR Director and has responsibility for all day to day operations, including the staffing function, records, and counseling supervisors and employees. Jeri can be reached at x20286.

Amy Shaw is our full-time recruiter and staffing manager, responsible for all activities related to hiring and filling vacancies. Most of her time is spent recruiting and working with managers and interviewing committees. Amy can be reached at x20449.

Katrice Gillens greets visitors to the office and is our initial point of contact for callers. Of course, she does many other things, with special focus on



## ↗ ↘ HAPPY NEW YEAR ↗ ↘

tasks related to the staffing function (scheduling interviews, placing ads, etc.). Katrice can answer most of the routine questions asked by employees and candidates and can direct you to the person in the office with the most expertise for your more specific questions. Katrice can be reached at x20565.

In addition, Alasha Smith-Thomas is temporarily filling in for Dolores Hurley. Alasha can be reached at x20275.

## UPDATES

**T**he College may decide to close the campus during inclement weather. At such times, you can check on whether or not the College is closed by calling (810) 232-8989.

### Optional Retirement Plan

**E**mployees at Mott who participate in the Optional Retirement Plan now have a new benefit – Access to Retiree Health at Group Rates!! This benefit was not previously available to you. Now, at retirement, you can purchase (at your cost) health insurance from Mott. The details of the plan and coverage should be available by June 30, 1999.

## INSIDE

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- ↓ HR Information on Lotus Notes
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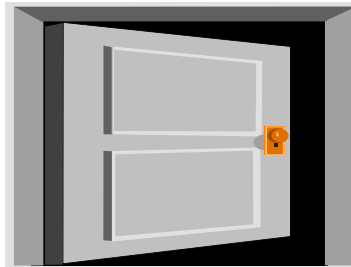
### College-Wide Collaborative Problem Solving Training:

The Human Resources Office has sponsored four sessions of our **Collaborative Problem Solving Training**. A diverse group of employees has attended so far and everyone is very enthusiastic and positive about their experience.

This is a training class that all employees should attend. We have several more sessions scheduled as follows:

February 23 – 25  
 March 16 – 18  
 April 6 – 8  
 May 11 – 13  
 May 18 – 20

Please call Alasha x20275 to reserve a time (be sure to check with your supervisor, first!!). Don't miss your chance to be a part of this exciting and useful training!



### MOTT CAREER OPPORTUNITIES

The Office of Human Resources posts positions as they become available. Anyone interested in learning about job openings at Mott can get the information from a variety of sources.

If you know anyone who is interested in working at Mott, tell them about our Web site where we post all open positions for external candidates: [www.mcc.edu](http://www.mcc.edu).

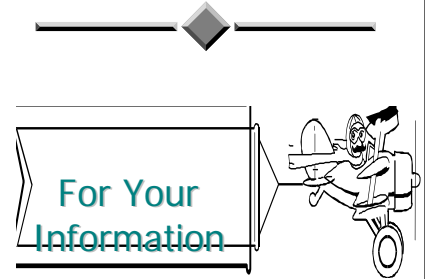
Internal candidates can browse open positions through a Lotus Notes database. Follow these easy directions to add it to your workspace:

- Open Lotus Notes
- File
- Database
- Open
- Server: Notes\_Admin/Mott
- Database: Job Opportunities
- Add Icon, then click done

Then click on the database icon and view a posting by choosing one of the four options.

Faculty positions are also published in the Connection.

Open positions can also be found on the bulletin boards outside Human Resources, CM 1024, and in a book inside the Human Resources Office. If you have any problems accessing the database, call Tammy at x20212.



### HR Lotus Notes Site

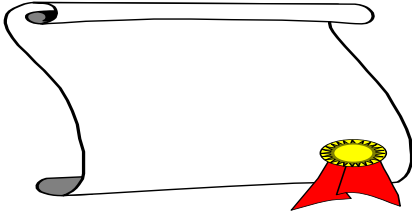
Human Resources now has its monthly reports on Lotus Notes! You can access this information in the following way:

- Open Lotus Notes
- File
- Database
- Open
- Server: Notes\_Admin/Mott
- Database: Human Resources Information
- Add Icon, then click done

This new database will allow you to access the following information:

Benefit Summaries  
 Board H.R. Policies  
 Current Board Report  
 Job Postings  
 Interviewing Assignments  
 H.R. Newsletters  
 Organizational Charts  
 Pay Scales  
 Table of Authorized Positions  
 Current & Potential Vacancies  
 Workforce Composition

The icon will allow you access to the database for viewing at your leisure. If you have any problems accessing the database, call Tammy at x20212.



**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, **or**
- Complete an Application for Admission in Continuing Education, **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).

For additional information, please contact Katrice at 762-0565.



**Tax Deferred Purchase**

Our College has been approved by MPSERS to participate in its new benefit program, called TDP (which stands for Tax Deferred Purchase of retirement credit). With this program, employees participating in the School Employees defined benefit retirement program can purchase, at their expense, using pre-tax dollars, certain types of pension service credit. We will publish full details in the next several days, but if you need immediate assistance, please contact Susan Praski at x20503.



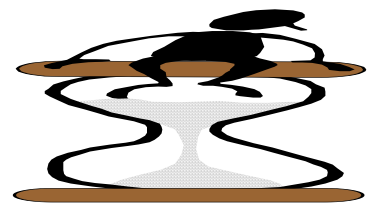
**Changes to Various Benefit Ceilings**

	98	99
403(b):	\$10,000	\$10,000
SS Taxable Wage Base:	\$68,400	\$72,600
OASDI Deductions:		
SS	6.2%	6.2%
Medicare	1.45%	1.45%

For the 403(b), \$10,000 per year is the maximum allowable contribution to your tax sheltered annuity.

The social security taxable wage base has increased by \$4,200 per year. This means you are taxed, for social security purposes, on the first \$72,600 paid to you in wages.

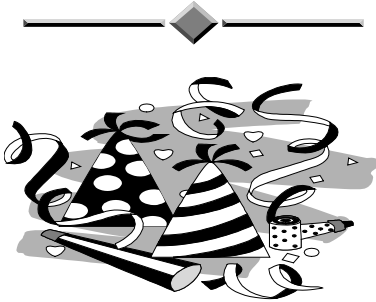
The OASDI portion of taxes consists of social security and medicare. In total, both you and the College pay 7.65% of wages paid. However, for social security, you only pay based on the first \$72,600 of wages. The medicare rate is charged against all wages; there is no ceiling.



**OPEN ENROLLMENT**

All open enrollment changes are effective January 1, 1999. If you have changed any of your insurance carriers, you should

receive your new insurance cards by mid February. If you need to use your insurance and you have not received your cards, call Susan at x20503. Thank you to everyone who returned the open enrollment forms. If you have not returned your forms, please do so even if you didn't make any changes. If you are unable to locate your forms, please call Susan at x20503 and she will get you new ones.



## HEALTH FAIR

We would like to thank everyone who helped make the Second Annual Health Fair a success. The winners and their gifts are as follows:

Vasu Seshadri Pen & Pencil Set  
 Kathy Suski Citizens Hat  
 Don Landeryou Mott Shirt  
 Melinda Reeves  
 Bath & Body Works Gift Basket  
 Sherry Bradish  
 McLaren Wellness Shirt  
 Marie Luckner Planner  
 Joanne Niedecken  
 A Citizens Coin Bank  
 Richard Thompson  
 \$25 Gift Certificate to Meijers from Snitko

Jan Richards  
 75<sup>th</sup> Anniversary Sweatshirt  
 Germaine Simon  
 Mr. Bulky Candy Jar

Mary Lou Sullivan  
 Bath & Body Works  
 Gift Basket

Lynette Fandrei  
 Diet Workshop Gift  
 Basket

Tracy Wenzel Citizens Hat

Jared Terrell  
 Bath & Body Works  
 Basket

Lynne Reynolds  
 \$20 Gift Certificate for  
 Applewood

David Roach Citizen's Umbrella  
 and the grand prize winner was...

Cynthia Farlin  
 \$250.00 Gift Certificate  
 from Meijers

*Congratulations to all the winners and thanks again to everyone who participated.*

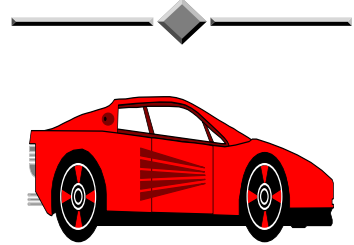


## Employee Assistance Program

As of January 1, 1999 our EAP provider changed its name due to a company merger. Its new name is ValueOptions. This transaction will not result in changes to the services you receive.

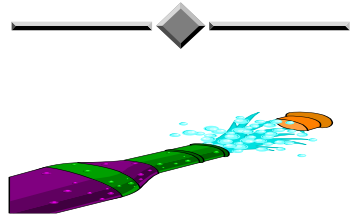
The Flint ValueOptions office has relocated to 1164 Robert T.

Longway (across from the old location). Please use the same telephone number to contact them (235-9550 or 800-230-0151).



## IRS Mileage Rate Change

The IRS mileage rate will continue at 32.5 cents per mile until April 1, 1999. At that time, the rate will become 31 cents per mile.



## Holiday Closings for 1999

May 31, 1999  
 Memorial Day  
 July 2, 1999  
 Independence Day  
 September 6, 1999  
 Labor Day  
 November 25 & 26, 1999  
 Thanksgiving  
 December 23, 1998  
 Winter Break\*  
 January 3, 2000  
 Return to Work

\*Winter Break closing may be changed to accommodate registration.