

# What's News in HR

## INTRODUCTIONS

### Who's Who in HR

**O**ver the past year, there have been a number of staffing changes in the HR Office itself. We'd like to take a quick minute to introduce your HR Staff.

**Mark Kennedy**, Executive Director, is the College's senior HR manager. Mark has been with Mott for 2 years and has extensive prior public and private sector experience in HR, labor relations and finance.

**Tracey McGee and Dolores Hurley** provide administrative support to Mark. Tracey has over 5 years of experience in K-12 and 17 years in operations and administrative support. Dolores has over 17 years of business and customer service experience.

**Patricia Minott** is responsible for day-to-day HR operations. Patricia has over 18 years of HR experience in higher education, the public sector and transportation. She also has a background in counseling and served for 6 years as a union leader.

**Sylvia Clemons** is one of three HR Assistants who make all of the day-to-day operations in HR happen. Sylvia has over



## TEAMWORK SOLUTIONS SUCCESS

20 years of HR experience, primarily in the transportation field.

**Tammy Jakubczak** is our "newest" and "oldest" HR Assistant. Tammy has worked for over 3 years as a student and intern in HR and has over 8 years of business and customer service experience.

**Brenda Phillips** has over 14 years of experience at Volkswagen, where she worked on their HR information system. She has been the key player in helping our office

manage a smooth transition into DATATEL.

**Susan Praski** is the third HR Assistant and has over 6 years of HR experience, primarily in benefits administration at GMI .

## HR TELEPHONE DIRECTORY



### Easy Access to HR Staff

**T**he following lists HR's personnel and their respective phone numbers, should you ever have a need to contact us.

Mark	20596
Tracey	20275
Dolores	20275
Patricia	20286
Sylvia	20266
Tammy	20566
Brenda	25621
Susan	20503

## INSIDE

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- ☒ Other Benefit Information
- ☒ Job Posting Bulletin Board

## Important Employee Information



**FYI**

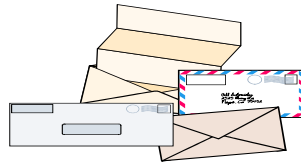
**HIRING ACTIVITY:** During Fiscal Year 96/97 (July of '96 through June of '97), 52 new full-time employees were hired at the College and 44% of these new hires are members of a minority group. Needless to say, this type of recruiting success requires considerable effort from the entire organization - as well as HR staff. Thanks to all who participated in this successful recruiting year!!! And please help all of the new employees feel at home here at Mott.

**JOB EVALUATION COMMITTEES TO START SOON:** HR staff has met with Union leaders from the Pro-Tech, Secretarial/Clerical, and Supervisory/Managerial groups to plan for start-up of the various job evaluation or classification review committees. As a part of this project, job descriptions for all employees will be updated. However, the committees will only consider changes to pay grades if the supervisor or employee requests it in writing. Look for details about the job evaluation process in the next edition of this newsletter.

**NEW LABOR CONTRACTS** should be available soon.

The Faculty contract is being printed and the Secretarial and Pro-Tech contracts are in the final stages of being proofread. When you receive the new contract, please throw away your old contract and place the new one in your notebook.

### MAILING LABEL REQUESTS



We have received numerous requests over the last several months for address labels which are used for various college mailings. In order to serve you better, please submit all such requests to Brenda Phillips by e-mail with the following:

- Type of mailing
- Who should be included (e.g., full- or part-time; specific bargaining units, etc.)
- When labels are needed (Please allow at least three working days.)

Note: Please send sufficient blank labels to complete your request.

**DON'T FORGET TO  
"FALL BACK"**



**Sunday, OCTOBER 26<sup>th</sup>**

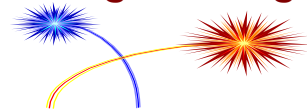
**Preference Points**



The Updated Preference Points Lists for part-time faculty became available in your Division Office for your viewing pleasure on September 17, 1997. The lists "include all points earned through the Spring session and will apply to the selection of classes for the Winter semester" (Faculty Master Contract, Article XI, Section C, Paragraph 6).

If you feel there are any discrepancies in the total number of points, you should notify your Associate Dean. Your Associate Dean will determine the correct number of points and notify Human Resources by memo of any changes, additions or deletions.

### College Closings



Thanksgiving:

Nov. 27 & 28, 1997

Christmas & New Year's:

Dec. 24, 1997

through Jan. 2, 1998  
(return Jan. 5, 1998)

M.L. King Day

January 19, 1998

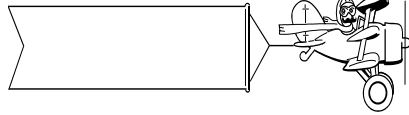
Memorial Day:

May 25, 1998

Independence Day:

July 3, 1998





## Retirement Information

### Optional Retirement Plan Available to Pro-Tech, Exempt Non-Managers:

The Optional Retirement Program (ORP) is now available to full-time Pro-Tech employees and certain full-time Exempt Non-Managers for the first time. You have until October 27, 1997 to make your decision of ORP or MPSERS. Training sessions were hosted recently by HR and presentations were made by Ken Wright of MPSERS and Fernando Ortiz of TIAA/CREF, the provider of our ORP program. Software is available from TIAA/CREF to help you make your decision.

You may contact Fernando at 1-800-842-2044, or Ken at (517) 322-6038 for an individual consultation or Susan Praski in HR at 20503 for a copy of the software.



**REMEMBER - THIS IS A ONE-TIME, IRREVOCABLE DECISION AND THE ONLY CORRECT DECISION IS THE ONE THAT'S BEST FOR YOU!!**

### MPSERS WEB PAGE:

The Retirement System can now be reached via the Internet at <http://www.michigan.state.mi.us/orshome/mpsers>



### TAX SHELTERED

**ANNUITIES:** You may visit prospective vendors in the time slots shown below:

#### Monday, November 3, 1997

8:00 am	Merrill-Lynch
10:00 am	TIAA-CREFF
12:30 pm	American Express
2:30 pm	VALIC

#### Thursday, November 6, 1997

8:00 am	Security First
10:00 am	Fidelity
12:30 pm	Paine-Webber
2:30 pm	Mass Mutual

For more information, contact accounting at x 20235.

### PLANNING ON RETIRING

**SOON?** If so, you should know that getting your first check is a time consuming process. From the time you give MPSERS all your paperwork, it takes 60-90 days to receive your first check.

So please, if you're thinking of retiring and need that check, plan ahead. MPSERS has nearly doubled the number of new applications it processes in a year and has lost about ten percent of its staff!!

### MPSERS Outreach Program:



In cooperation with the Intermediate School Districts, MPSERS is sending a Retirement System representative to selected

sites. The visitation will include a Pre-Retirement Informational Seminar and an opportunity for pre-scheduled individual counseling appointments.

The visitations are scheduled such that these retirement services will be available at least twice a year within 50 miles of a member's home.

Caro	2/23/98
Bad Axe	11/17/97
Saginaw	5/12/98
Bay City	12/15/97
Lansing	11/10/97
	2/18/98
	5/19/98
Ann Arbor	3/16/98
Lapeer	2/25/98
Flint	3/18/98
Port Huron	11/19/97
Corunna	1/28/98
Wayne	4/1/98
Waterford	10/28/97
	1/20/98
	4/30/98

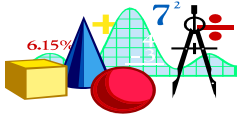
For other locations, phone HR at extension 20565.

### OTHER MPSERS NEWS:

New management at MPSERS is interested in improving the quality of its member communications and is installing a fifteen person Customer Communication Center. These service reps will have the exclusive assignment of answering phone calls, thus freeing other staff to process our paperwork.

**Other Benefit Information**

## LEAVE BANK AUDIT COMPLETED



After many hours of checking, comparing and calculating, your leave bank balances (vacation, sick, personal business and comp time) have been entered in the new Datatel system. With the exception of a few part-time employees (who will be completed by the next payroll), these totals should have appeared on your last pay stub.

If you disagree with any of the balances reported or have further questions, please contact Susan Praski at x20503. The deadline for resolving any discrepancies is January 8, 1998.

## Just for the Health of It



Human Resources is sponsoring a Health Fair for all faculty and staff at Mott. The Health Fair will be held on November 4<sup>th</sup> in the Ball Room of the Prah Center from 8:30 am until 4:30 pm.

Some of the participants and services include:

- ☞ McLaren Hospital - health evaluations
- ☞ East Michigan Eye Care Center - RC surgery
- ☞ Citizens Bank - living wills and Estate planning
- ☞ NordicTrack - their newest machine
- ☞ Weight Watchers
- ☞ Diet Workshop

We will have drawings for free give-aways throughout the day with a \$250 Grand Prize drawing at 4:30 pm.

So, mark your calendar and be sure to come join the fun on November 4<sup>th</sup>. Just for the Health of It!

## IMPORTANT BENEFIT INFORMATION: IS IT WORTH THE RISK?



It is Fraud if you cover ineligible dependent(s) on your health insurance. According to the IRS, an "Eligible Dependent" is:

- a legal child by birth, adoption or legal guardianship or
- spouse (only one and you must be legally married to that person. You may claim an ex-spouse only if you are required by law and then you must provide Human Resources with the **original legal** documentation).

If it is found that you are claiming ineligible dependent(s):

- You will be responsible for repaying any claims paid by the insurance company(ies) for the ineligible dependent(s)
- You will be responsible for reimbursing Mott for any additional costs incurred for the ineligible dependent(s)
- Your insurance policy could be canceled
- And the insurance company can prosecute you for Fraud.

**COMING SOON:  
OPEN ENROLLMENT**



Open enrollment will be held October 27 through November 7, 1997 and any changes will have an effective date of January 1, 1998. All carriers will be on campus between these dates. The carriers will have time slots for individuals to speak with them one on one and they will also have group informational sessions in Room 6 of the Prah Center. Human Resources will be mailing Open Enrollment packets to all full-time employees in mid-October. These packets will consist of an election form, information about available health plans, emergency forms and forms to update life insurance beneficiaries and retirement beneficiaries.

## Job Posting Bulletin Boards

**To Better Serve Our Customers**, we will only post jobs on Mondays effective Monday, November 3, 1997. This way, you only need to check the board once a week for new openings.