

HR NEWS

September 2005

FROM THE DESK OF MARK KENNEDY

On June 27, Kate Accivatti joined the Human Resources staff as the HR Services Supervisor. As the Chief HR Officer, one of my long-term goals has been to structure HR so that designated representatives can provide service to assigned employee groups. While we have moved toward that goal in the past, the resignation of Jennifer Britton created the opportunity for us to fully implement this concept. HR is now structured along three general lines:

HR Operations/Services

Kate, Susan Praski and Sylvia Green will provide service directly to supervisors and employees, primarily in the areas of compensation and benefits administration. They will also provide support to me in labor relations, will be assigned to process faculty semester contracts by academic area, and serve as the in-house experts for various areas of Human Resources. The functional workload of this unit will be divided among these three employees, and Kate will have supervisory responsibility for this group, as well.

Staffing

Sharon Ewles and Cindy Sanders will continue to be focused on our hiring processes. Cindy is also our initial customer service representative who will be able to help you with routine needs such as forms, basic benefits questions, etc.

HR Systems & Research

Brenda Phillips and Ken Arthur will provide research and systems development for HR and will maintain our HR systems. They currently perform operational functions which will be transferred over time to the HR Operations/Services group.

This transition will take approximately three years to complete. We will share more information about it with you in the weeks and months to come.

HR Services Assignments:

- **Kate Accivatti** – ProTech, PSO, Exempt Mgr
- **Susan Praski** – Faculty, M&O
- **Sylvia Green** – S&M, Secretarial/Clerical, Other Employees

HARASSMENT IS A SERIOUS MATTER

The College is committed to providing a work environment that is free of discrimination and unlawful harassment. All members of the College community are responsible for knowing and understanding the College's policies concerning harassment, which can be found in the HR section of the College web site. Faculty and staff who have any questions about the policy should contact their immediate supervisor. Supervisors and all

others who need assistance in understanding, interpreting or applying the policy should contact HR.

Any employee who wants to report an incident of unlawful harassment should promptly report the matter to his or her supervisor, Human Resources, or any member of management. Any employee can raise concerns or make a report without fear of reprisal.

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Upcoming College Holiday Closings

- **September 5, 2005**
Labor Day
- **November 24-25, 2005**
Thanksgiving Holiday
- **December 22, 2005**
Last day of work before Winter Break
- **January 3, 2006**
Staff Return from Winter Break
- **January 16, 2006**
Martin Luther King Day

PROTECTING YOUR PRIVACY



The news is full of information about identity theft. Some of these problems occur because of the widespread use of the Social Security number for identification.

You might not be aware that each of us has a unique identification number in connection with our employment at the College. Some people call this number

the College ID number, and others refer to it as the Datatel ID number. It is known as the Datatel ID because this number is automatically assigned to you when you are added to the Datatel system. (Datatel is the integrated data and software system used college-wide for things such as payroll, accounting, registration, etc.) It is also called the College ID number because it is printed on your College ID card on the left hand side above your name.

Many college forms ask you to provide your Social Security number. Sometimes this is necessary for tax reporting, payroll, and insurance purposes. Sometimes, however, the Datatel or College ID number can be substituted for the Social Security number.

HR is beginning to review all of the forms it uses to replace the Social Security number field with lines or blanks where you can enter your Datatel or College ID number. Until these forms are replaced and circulated, feel free to simply cross through Social Security number, write in "College ID" or "Datatel ID" and enter your ID number.

When we are assisting you with the completion of forms, we will let you know if the Social Security number is required. If you submit something to us with your Datatel or College ID number and the Social Security number is needed, we will enter it for you on the form.

SUPERVISORS: DO YOU HAVE A NEW OR EXITING EMPLOYEE?

If so, you may want to visit the Human Resources section of the Mott website. Go to the Supervisor Information area and click on New Hire/Employee Exit Checklist. This contains an inventory of items that you should address for both situations and also includes information about how to accept an employee's resignation. If you need help or have questions or suggestions, please contact your HR Services Representative.

REPAYMENT OF WAIVED MOTT TUITION

Full-time employees, their spouses, and eligible dependents may take credit and/or non-credit (Continuing Education) classes at Mott and receive full tuition waiver under the Educational Grant program. Part-time employees in regular positions are also eligible for this benefit, but must pay a portion of the tuition based on the number of hours/weeks worked.

Please be advised that there are certain circumstances where you must repay the College for this tuition waiver. For example, if you or your eligible dependent or spouse do not pass the course, you (the Employee) are obligated to repay the College for the amount of the tuition waiver. (A passing grade is 1.0 or above, Audit, or Satisfactory.) You must also repay the College if you fail to drop a class within the posted full-refund period. This same concept is applicable to non-credit courses; you would be responsible for repaying the College for the same circumstances as if you were a paying customer.

Within the past year or so, we implemented agreements made with each bargaining unit to enable the College to automatically initiate payroll deductions for waived tuition in the event the class or course is not passed. (The same policy is applicable to Exempt employees.) All College employees (faculty and staff) are now covered by text identical to or similar to the following:

Payment to the College by the employee shall be by automatic payroll deduction of equal amounts each pay period over a period of twelve (12) months. The College is specifically authorized to initiate payroll deductions once the charges have been recorded and the employee has been notified of the delinquency. The employee may authorize a repayment period of less than twelve (12) months or may pay the full amount due in a single lump sum. If the repayment obligation has not been fulfilled at the time of the employee's separation from employment, the College is authorized to deduct the full

remaining obligation from the employee's final paycheck. Any remaining balance will be pursued through the College's normal accounts receivable and collections processes.

Because of the federal law on educational records (FERPA), the College cannot disclose grades to anyone other than the student. If you are being charged because your dependent or spouse did not receive a passing grade, you can, of course, discuss this with them without violating FERPA. You also have the option of removing them from eligibility for this benefit. Simply submit a written request to the HR Office to remove your dependent from your Educational Grant because you no longer accept responsibility for payment of any future sums associated with the dependent's enrollment at Mott.

For information on how you can take advantage of the Mott tuition waiver benefit, please review the Tuition Waiver Procedure located on the Policies and Procedures section of the HR website.

JOB APPLICANTS CAN NOW APPLY ON-LINE

Applying for employment at Mott recently became easier thanks to the new on-line application form that was introduced in June. Applicants may now access the on-line application from the Employment Opportunities web page or from a specific job posting found at http://www.mccc.edu/hr/emp_index.shtml.

The on-line system eliminates the need to manually complete a form at the time of interview and allows supplemental documentation to be attached for consideration. Applicants who complete the on-line form will receive an instant acknowledgement and be provided with

details on our hiring process. In addition to being convenient for job seekers, the automated application reduces the amount of labor and costs



associated with manual processing and communicating with applicants.

The application form is part of a new, comprehensive applicant tracking system that was also launched in June. This new system captures and tracks applicant data that is required by our affirmative action plan. We anticipate an increase in the percentage of applicants who self-identify their gender and ethnicity information, and we will now be able to track an applicant's status throughout the selection process, which is a key component of the affirmative action plan.

OPEN ENROLLMENT PROCESS STREAMLINED

Open Enrollment Scheduled for October 17–28, 2005

Open Enrollment packets, which will include information about your current benefits and how to make changes to those elections, will be distributed to employees on October 17. The benefits you elect will be in effect from January 1 through December 31, 2006. Please remember that your elections may not be changed again until the next plan year unless you experience a qualifying event (marriage, birth of a child, etc.)

In the past, a number of employees have asked why they are required to return the Election Form if they plan to keep the same coverage. That question prompted

us to review the Open Enrollment process. As a result, you will not be required to return your Election Form unless you wish to make changes in your elections or there is an error in the information provided. We are piloting this new process and, if successful, we will implement this on an ongoing basis.

It is critical that you carefully review the information provided in your packet to ensure there are no errors and that you are aware of any benefit plan changes. If we do not receive your Election Form by the deadline indicated in your packet, your current coverage will automatically be continued and you will be unable to make any changes unless you experience a qualifying event.

If you do wish to make changes to your current coverage (for example: changing health insurance carriers, canceling coverage, electing cash in lieu of health insurance, adding or removing dependents, etc.) you must return the Election Form to Human Resources. We will then mail you the appropriate insurance forms to complete your change request.

The Human Resources team is happy to assist you with your benefit selections during the Open Enrollment period. Please contact your HR Services Representative at any time if you have questions or need assistance.

TIPS ON PLANNING FOR RETIREMENT

1. Contact MPSERS or TIAA-CREF one year prior to your anticipated retirement date to discuss the timeframe for processing your request. If you are enrolled in MPSERS, you should do this no less than four months in advance. Allow more time if you have any special considerations, such as the purchase of prior service time from another system.
2. Ask when your first retirement check will be processed. There is often a delay between the effective date of your retirement and when you receive your first check.
3. Submit a letter of resignation to your supervisor (with a copy to HR),

indicating your decision to retire and your anticipated retirement date. Check the language of your collective bargaining agreement or employment agreement to determine the minimum amount of advance notice required. If you are in a position to do so, give enough notice so the College can plan and recruit for your replacement. If possible, an effort will be made to provide a period of transition so you can orient the new employee to the job.

4. Contact your HR Services Representative to schedule an exit interview.

Long Term Care Insurance

Mott retirees can now purchase Long Term Care Insurance (LTC) upon retirement. This insurance provides financial assistance over an extended period of time due to a chronic illness or disability. It will assist with services within a variety of settings, such as a nursing home, the insured's home, adult day care, or group living arrangements. The LTC benefit can also assist with support services.

This benefit can only be purchased after retirement, and will be made available directly from National Insurance Services.

For more information, contact National Insurance Services at 1-800-810-6537 or talk to your HR Services Representative.

Our Mission:

We are solution providers. Our mission is to generate comprehensive, systemic solutions to the HR problems, issues and questions of the organization's management and employees.

Our Vision:

To become so efficient, highly skilled and well organized that we can provide coordinated, quality service and solutions to our customers that exceed their expectations.

Our Goals:

- Continuous improvement
- Superior customer service
- Fiscal stewardship and resource maximization to help the organization get the most from the dollars and resources that we have.

JOB EVALUATION

If you are a part of the S&M, ProTech, or Secretarial/Clerical groups, you are probably aware that we have completed the installation phase of job evaluation and are now in the maintenance phase. In the maintenance phase, only new or changed jobs will be considered by the committee. Requests for evaluation must be accompanied by both a job description and modified questionnaire and must be submitted to HR for initial processing. To expedite the processing of requests, the three job evaluation committees have established a regular date each month for meetings.

HR staff have the following job description and job evaluation assignments:

Exempt Staff — Sharon Ewles
Exempt Managers — Mark Kennedy
M&O — Ken Arthur
ProTech — Sharon Ewles
Secretarial/Clerical — Brenda Phillips
S&M — Mark Kennedy
Other Employees — Ken Arthur

MANAGING LEAVES OF ABSENCE

Here are some important things to remember when requesting or granting a leave of absence:

Employee Requesting the Leave:

- Notify your supervisor as soon as possible when you anticipate requesting a leave. A leave of absence is necessary if you will be off work for five or more days.
- Notify Human Resources immediately after discussing this with your supervisor.
- Gather any documentation requested by HR and return it in a timely manner.
- Provide regular updates to your supervisor and HR regarding your return to work.
- If a release from your doctor is required to return to work, provide this documentation to your supervisor immediately upon your return. Contact HR prior to your return to notify us of any job-related restrictions.

Supervisor Approving the Leave:

- Refer to your "Leave of Absence Procedures for Supervisors" manual for assistance with the leave process.
- If you know or suspect that an employee will be off work for five or more days, notify Human Resources and instruct the employee to notify Human Resources, as well.
- If an employee requests a leave of absence, you may preliminarily approve or deny the request. Be sure to document your approval or denial in writing and notify HR of your response to the employee's request.
- When you receive a 3-part form from HR, review it for accuracy and notify HR of any errors or changes. Sign the form and forward it to your Vice President.
- Notify Human Resources when the employee has exhausted all paid leave banks.

- Update HR regarding the employee's return to work date.
- Forward copies of any documents you receive (doctor's notes, insurance forms, etc.) from the employee to Human Resources.

We will be happy to provide guidance at any time during the leave process. Please communicate any known or potential leaves of absence to your HR Services Representative as soon as possible so that we may assist you.

Browse the HR website for lots of interesting and valuable information