

# HR SMART

MILWAUKEE TECHNICAL COLLEGE

Fall 2009

A quarterly newsletter for employees

## Welcome to HR Smart

*HR Smart is a newsletter produced by the Human Resources Division. Its purpose is to make you "smart" (informed) about the decisions you make as they relate*

*to all aspects of your employment at MATC. Comments, feedback, or ideas about future content can be directed to Lynn Fugina, Director of Compensation and Benefits.*

## Issues Affecting You



Jan Loderhose

### Open Enrollment for Flexible Spending Accounts

Open enrollment for MATC's Flexible Spending Account (FSA) for 2010 will be offered this November. Even if you were enrolled in 2009, you must re-enroll in the plan each year, as required by the IRS. Our department uses Groupwise e-mail as the primary method of announcing the enrollment, so check your "All MATC User" e-mails.

A Flex Spending Account is a program governed by the IRS which allows you to use pre-tax dollars to reimburse yourself for qualifying out-of-pocket medical, dental, vision, prescription expenses, or your dependent (elderly parents or children under age 13) daycare expenses. When you elect to enroll in this plan, money is withheld from your paycheck before taxes.

The money withheld is used to reimburse yourself for eligible out-of-pocket costs, such as co-payments and deductibles. More details will be available in the open enrollment materials. Questions can be directed to Jan Loderhose at 414-297-6937 or [loderhoj@matc.edu](mailto:loderhoj@matc.edu)

### Deadlines for Preference Forms/ Letters of Availability

The Letter of Availability **Part-time** Teaching Assignment form for Semester II, 2009-10 was mailed to all part-time instructors October 1.

The mailing also included the availability form for assignments in the Office of Corporate Learning (OCL).

Completed forms must be received by the Labor Relations Office (M262) by 5 p.m. on November 2, 2009.

**Full-time** instructors: Semester I, 2010-11 Preference Form had a return to supervisor/dean deadline of October 15.

You should have also received the Letter of Availability Part-Time Assignment form and the OCL assignment form, as mentioned above.

These last two forms must be returned to the Labor Relations Office (M262) by 5 p.m., November 2, 2009. For questions contact Teresa Scaggs, Labor Relations, at 414-297-7672.

## Human Resources Evening Service Hours

HR is pleased to announce extended office hours. Our office will be open one night per month until 7 p.m. HR staff will be available to assist you with your HR matters by appointment. Call 414-297-7708.

If you do not have an appointment, but need immediate assistance, please contact the staff member listed on the date of their evening hour assignment.

October 22  
Jan (76937) or Marilyn (76974)

November 16  
Julie (76504) or Teresa (77672)

December 10  
Donna (76867) or Liz (77696)

January 27, 2010  
Lynn (76938) or Anne (76610)

# Benefits Q & A



Julie Foley

**Q:** I am a single parent of minor children. May I name my two minor children as beneficiaries of my MATC life insurance policy?

**A:** A good question that few people consider when making that decision. Minor children as beneficiaries creates difficulties in the event of your death while they are still minors. Life insurance payments cannot be paid to minors – the benefits will be held by the insurance company, earning a small amount of interest, until the children reach the age of majority for the state in which they reside. These rules are based on laws, not insurance company practices.

If you want to make sure that your minor children will benefit from your life insurance policy immediately following your death, and you do not want to go through the expense and complexity of creating a legal “trust” with an attorney, there is a simple way to achieve your goal. Have a will prepared naming a legal guardian (someone you fully trust) for your minor children. Then, list the name of that legal guardian as beneficiary of your MATC life insurance policy. Your children will have the financial support of the guardian, who receives your life insurance benefits. As your children reach the age of majority, you can name them as beneficiaries without fear of any delays in payments.

Beneficiary changes require completion of a form that you can get from the Compensation and Benefits department.

*Send your benefits questions to Julie Foley at [foleyj@matc.edu](mailto:foleyj@matc.edu).*

## For Your Information

- The average full-time MATC employee's benefits are valued at more than 40% of his/her pay. This includes all insurance plans, pension, paid time off, Social Security, Worker's Comp., etc.
- Within the MATC PPO health plan, the use of primary care physicians for initial medical treatment increased by 21% between 2008 and 2009 year-to-date. The number of PPO members receiving a “preventive” type of service also increased by 11% during the same time. These are good trends.
- MATC's Coordinator of Employee Wellness/Risk Management has conducted on-site biometric screenings that have identified at least three MATC employees with chronic diseases that previously went undiagnosed. The estimated health plan cost savings as a result of those three is \$100,000.
- There are more than 100 different earnings codes within the Human Resources and Payroll systems to accurately record wages for reporting purposes.
- Nearly every form you request from HR to change address, apply for FMLA, add a new dependent to your health insurance, etc. can be found online. Go [ematc – departments](http://ematc-departments), click on “Human Resources,” then scroll down on the left to “Online forms.” Identify your form, print it, complete it, and turn it in to HR.





Anne Sheridan  
and her assistant

# Health Risk Assessment Survey Results

This year, 225 MATC employees completed the online Health Risk Assessment (HRA). Our summary report listed our top three health risks for the participants:

1. Body weight (46.7%)
2. Stress (29.3%)
3. Blood pressure (28.4%)

High blood pressure can lead to stroke, heart attack, kidney failure and circulatory problems. Reducing weight and daily stress can help lower blood pressure. MATC offers programs and workshops addressing each of these risks.

## Key Screening Dates Set

Employee cholesterol, glucose and blood pressure screenings are available by appointment. Contact Anne Sheridan, RN, 414-297-6610 (76610) or sheridaa@matc.edu for an appointment during these campus visits:

Campus	Date	A.M. Time	Room
Oak Creek	11/05/09	7:30 - 11	A202
Milwaukee	11/10/09	7 - 11	A202
Mequon	10/22/09	7 - 11	A200E
Mequon	11/17/09	8:15 - 11	M204
West Allis	10/28/09	7:45 - 11	104
West Allis	11/16/09	7 - 11	104

## 2009 Step it Up Team Walking Challenge

We have 37 teams in this year's competition that ends November 13. It's a beneficial event. Walking every day is a great way to reduce stress, lose weight and lower blood pressure (coincidentally the top three health risks for HRA survey participants).

Team Captains: Turn in your teams' computerized tally sheets to Anne Sheridan (M254, Downtown Milwaukee Campus) by November 16.

## "PINK: This Month's Hot Color"

October marks National Breast Cancer Awareness Month. At MATC, we will display our own awareness through "Wear Pink to Work" Day. Please participate in Breast Cancer Awareness Month by wearing pink to work on Wednesday, October 28. If pink clothing isn't your "thing," you can wear a pink breast cancer pin or ribbon to indicate your awareness and support.

The American Cancer Society recommends yearly mammograms for women age 40 and older, yet only about half of women aged 40 and older follow this guidance. Men also have the potential for breast cancer. Find out more by visiting the website link: [http://www.cancer.org/docroot/CRI/CRI\\_2\\_3x.asp?dt=5](http://www.cancer.org/docroot/CRI/CRI_2_3x.asp?dt=5)

Be in the pink on Wednesday, Oct. 28 in honor of those you know who have been affected by this disease.



Questions or ideas about MATC's Wellness Program activities can be directed to Anne Sheridan, Coordinator, Employee Wellness/Risk Management.

# In Memoriam

Retirees	Date of Death
William Doetze	4/2/2009
Renata Luttrupp	4/5/2009
Dorothy Prokupek	4/11/2009
Julius Brice	5/6/2009
Estelle Hoffman	5/12/2009
John Raymer	5/15/2009
Florence Gleiss	6/12/2009
Richard Neumann	7/5/2009
Blanche Partain	7/26/2009
Alice Synan	8/3/2009
Irene Smentek	8/11/2009
<b>Active Employee</b>	
Patricia Kenney	8/9/2009



# Your "Smart" Calendar

Look for this calendar to appear in every "HR Smart" issue, including dates and activities important to you.

## Oct. 22:

HR office open until 7 p.m.

## Dec. 10:

HR office open until 7 p.m.

## Nov. 2: Deadline

Return of Part-time Assignment Letter of Availability and OCL Availability. Forms to Labor Relations Dept. (Teresa Scaggs)

## Dec. 22:

Non-student contact day

## Dec. 23:

First day of winter recess – no classes

## Dec. 24 and 25:

College closed for holiday

## Dec. 31 and Jan. 1:

College closed for holiday

## Nov. 9 - 25:

Open enrollment for MATC Flexible Spending Accounts (Health Care and Dependent Care)

## Jan. 15:

Last day of winter recess

## Nov. 16:

- 1.) HR office open until 7 p.m.
- 2.) Deadline: Return of "Step It Up" Walking Challenge team tally sheets to Wellness Department (Anne Sheridan)

## Jan. 18:

College closed for MLK Jr. Holiday

## Nov. 25: Deadline

MATC Flexible Spending Account Forms due to Compensation and Benefits Department

## Jan. 27:

- 1.) HR office open until 7 p.m.
- 2.) Deadline: Salary Reclassification application for spring semester due to Certification Office (Liz Pancorbo)

## Nov. 26 and 27:

College closed for Thanksgiving holiday