



Kingsborough Community College



Office of Human Resources Newsletter

March 31, 2010
Issue 7

Upcoming Events

Here are a few upcoming events that will take place on campus.

- **Just For The Health Of It Meeting:** April 21, 2010 12:30pm-1:30pm, Room U216, A Celebration of Public Health
- **HRC Financial Planning** April 7, 2010 10am-3:00pm, Terrace Room (V219)
- **NYS Deferred Compensation Meeting:** April 13, 2010 12:00pm-2:00pm, Tapestry Room (A212)

The CUNY Work/Life Program, Corporate Counseling Associates is a free confidential service for you and your family. Services are available 24 hours a day, 7 days a week. You may contact them at 800-833-8707 or visit the web at www.cuny.edu/worklife

Have You Checked Your Pay Stub Lately?

When was the last time you've checked your pay stub? Are all of your deductions accounted for? Is there something missing? It is very important to check your pay stub frequently to ensure all deductions are present. Do you have a TDA with MetLife, TIAA-CREF or HRC? Have you checked your statement to be sure your contributions are in your account? If you find the contributions are not making their way to your account, you need to contact Detrice McPhatter at 6525. There could be a problem with the City Payroll and /or the TDA carrier. The University would need to be notified to correct the situation.

New MetLife Representative For Civil Service Staff

Kingsborough Community College has a new representative for Metlife. His name is Etienne Martinez and he can be reached at 917-865-2418. If you would like to schedule an appointment, you may contact him directly at the number listed above. His designated day for Kingsborough is Friday in the MAC Building Room M303.

Brown Bag Luncheon “Just For The Health Of It”

Listed below are the monthly “Just For The Health Of It” Brown Bag Lunch Meetings. These monthly seminars will consist of speakers from different organizations presenting the topic. Make sure you check your e-mail for the dates and times the meetings will take place.

Just For The Health Of It Calendar

2010 Calendar:

April- The Safety Net “Secret” Revealed: A Celebration of Public Health (Week)

May- Beyond the Blues: How to Recognize and Respond to Your Own and Others’ Depression

June- Take Two and Call Me in the Morning: Safe Medication Use; Label Literacy

How to Retire and/or Resign

After careful consideration, you have made the decision to do it-you're leaving Kingsborough. Now the hard part begins. What steps do I take to make the transition a smooth and painless one. Here's an outline:

1. For Faculty Members: Meet with your chairperson. For Civil Service Staff: Meet with your supervisor

Have a quick conversation with him or her to discuss your intention of leaving. For both: You will also need to do a letter for intention. The letter will need to be given to your chairperson/supervisor with a copy forwarded to Human Resources.

2. Schedule an appointment to speak to the Director of Human Resources. At that time an exit interview will be conducted. You will talk about why you have chosen to leave Kingsborough and your likes and dislikes, if any.

3. Schedule an appointment to discuss your benefits. Contact Detrice McPhatter at ext 6525 to explore your options after Kingsborough. At that time we will talk about medical benefits, pension plans, Tax Deferred Annuity Plans or other options of your interest.

4. Lastly, have a party!! (This is optional, of course)

Once you have narrowed down an exact date of retirement, all necessary paperwork should be submitted to the Office of Human Resources at least 30 days prior.

Empire Blue Cross Blue Shield and GHI CBP Plan

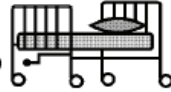
NYC Non-Medicare Eligible Members

REVISED

WHO COVERS WHAT?



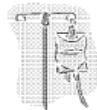
****All Inpatient Facility Services
For Medical Diagnosis (includes Maternity)**



**Inpatient and Outpatient facility charges for Renal Dialysis
(Inpatient would require pre-cert through NYC Healthline)**

**Screening Mammography when a facility
is billing**

**Chemotherapy
(When billed by a hospital)**



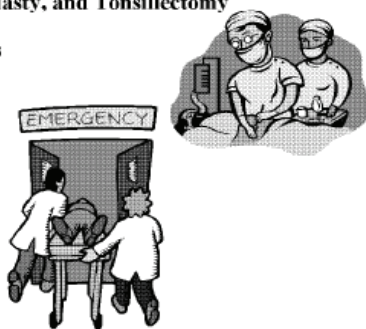
Blood transfusions

**Facility charges for Outpatient Surgical Procedures
such as Biopsy, Angioplasty, and Tonsillectomy**

Air Ambulance charges

****Skilled Nursing**

**Emergency Room
Facility Charges
(includes ER physician,
And non-invasive:
radiologist, pathologist
& cardiologist services)**



****Outpatient cardiac rehabilitation
(when billed by a hospital)**



Pre-surgical testing in the hospital



Radiation therapy

**Private Duty Nursing – (Needs to be precerted
through Coordinated Care–GHI Medical Benefit)**

**All Mammography codes when billed by a
Medical Provider**

**Mammography Unilateral and Bilateral when a
facility is billing**

**Outpatient Diagnostic
Testing (when billed by
a Hospital or physician)**

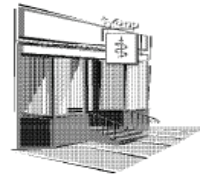


**ECG or EKG
Holter monitoring**



**Home Health Care (Requires pre-cert
through Coordinated Care – GHI Hospital
Benefit)**

Clinic visit



**Inpatient/Outpatient Facility Charges for
Psychiatric and Substance Abuse – (GHI Hospital
Benefit)**

Physician visit



**** Must be pre-authorized and approved by NYC Healthline (1-800-521-9574)**



Are Your Kids Thinking About a Summer Job?

The time to start looking is now

The Center for Labor Market Studies at Northeastern University issued a report in October that stated teens were the nation's most underutilized group of U.S. workers. The reason? As the economy has declined, employers have been able to recruit much more experienced workers into entry-level jobs once populated by teens.

That's bad news for high school and college students who need to cover an increasing range of expenses. So that means to get the best summer work opportunities, teens need to start searching right away and it might be good to pick up some skills as well.

Parents can gently guide their child through this process while reinforcing the importance of smart money management once the first paycheck arrives.

Here are key steps in getting your child ready for the working world:

Put your child to work at home: Some believe that kids should never be given an allowance; they should receive money in exchange only for chores. That's obviously a family decision, but there are plenty of kids who do work around the house in exchange for money or special privileges. It's a good way to get kids thinking about the value of a dollar as long as parents don't exceed their pay limits whenever a child has a special want or need. After all, real jobs don't offer extra cash when a teen overspends; parents should avoid it as well.

Talk to your kids about jobs they'd like to try: This is obviously a discussion about skills and likes and dislikes, but it's also an opportunity to discuss

how work is valued in a monetary sense. If your child wants to work part-time in a fast-food joint, that's fine, but if he or she is a whiz on the computer (hardware and software repair experts can make good money) or if your child is good at teaching particular subjects, it might be worthwhile to help your child research what his or her special skills might earn in the marketplace. Parents and their children can also do some general research about teen work, work rules and safety by visiting the U.S. Occupational Safety & Health Administration's Teen Workers website at <http://www.osha.gov/SLTC/teenworkers/index.html>.

Teach your kids to look for work like an adult: It's never too early to learn the specific challenges in finding a job. Get your kids to learn how to read both print and Internet want ads while doing research on salary averages for those positions so they're paid

fairly. Anything you've ever done to check out a future employer, teach those skills to your teen. Also, encourage your teen to talk to family members, teachers and community leaders you trust about job options nearby—it's never too early to learn how to network. Most importantly, get them the right help so they can write their first resume.

Encourage self-employment: Many kids start their working life babysitting or mowing lawns. As mentioned above, if your child demonstrates a certain skill or activity that might turn into a career, give your child all the encouragement he or she needs to develop it into a summer job and if applicable, an educational goal. That skill your child develops at 14 or 15 might be a gateway to a college scholarship at 18. Also, don't fail to mention the benefit of working summer internships in your child's chosen interests when he or she gets to college.

Encourage your kids to save or invest part of their paycheck: A child may be working for a number of reasons—spending money, help financing college, paying for a car and maintenance are a few. But encourage your teen to reserve part of his or her after-school earnings for specific goals and help your teen open checking accounts and appropriate

savings vehicles to get him or her in the lifetime habit of saving part of a paycheck each week.

Take your kids to work: Kids learn by example. Taking them to work allows them to observe a particular work setting, its purpose and the way you and your co-workers operate in it. If you like your job, your child will see that, and it will help him or her understand that work is not just about money. If you dislike your work no matter how much it pays, your child won't miss that either—and that's a valuable lesson as well.

Prepare yourself to deal with their mistakes and failures: Your child may have rough times on the job; he or she might lose a job or fail to get paid. Don't fight your child's battles, but be ready to offer advice that will encourage your child to work well with people, always seek out better opportunities and ensure proper value for his or her work. Money lessons are not always about money.

*Financial Planning Association® (FPA®). 2009.
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Had any Life Changes?

Did you get married? Divorced? Had any children? Has your spouse passed away? Maybe you need to make some changes to your beneficiary information with the pension system, union or life insurance. If so, come by the benefits office in P203 to update your records. Do not allow your hard earned money to go to your estate instead of your loved ones.

Submission Of Time Sheets

It is very important to turn in all timesheets on time to ensure you receive a paycheck. Below is the schedule for submitting timesheets.

HEO's: Must submit timesheets within the first week of the following month.

Civil Service Staff: Timesheets are due on Monday by 12pm.

It is the supervisor's responsibility to ensure that all timesheets are submitted to the Office of Human Resources on Monday by 12noon.



Strengthening Activities & Older Adults

Muscle-strengthening activities can provide numerous health benefits, particularly as you grow older.

No matter your age, regular physical activity is one of the most important things you can do for your health. And if you're an older adult (65 years of age or older), regular physical activity is essential for healthy aging. To get the health benefits of physical activity, not only do you need to do aerobic activities that make you breathe harder and your heart beat faster, but you also need to do strengthening activities to make your muscles stronger.

Benefits of Muscle-Strengthening Activities

As people age, they lose muscle. Muscle-strengthening activities can build muscle tissue and help slow the rate of age-related muscle loss. In addition, strengthening activities can maintain the strength of your bones and improve your balance, coordination, and mobility. Older adults who participate in moderate-intensity muscle-strengthening and balance activities are less likely to have falls.

When to Check with Your Doctor

Doing an activity that requires moderate effort is safe for most people, regardless of age. However, if you have a health condition such as heart disease, arthritis, or diabetes be sure to talk with your doctor about the types and amounts of physical activity that are right for you.

Tips for Getting Started

- Choose activities that work all seven major muscle groups of your body (legs, hips, back, chest, abdomen, shoulders, and arms), such as lifting weights, working with resistance bands, doing exercises that use your body weight for resistance (such as push-ups and sit-ups), or yoga.

- Try to do 8-12 repetitions per strengthening activity. A repetition is one complete movement of an activity, like lifting a weight or doing one sit-up. To develop muscle strength and endurance, the number of strengthening activities needs to be done to the point where it's hard for you to do another repetition without help.
- Strive to increase the weight that you currently lift when it becomes too easy. Muscles are strengthened by progressively increasing the weight you lift over time. When you can lift the weight 8-12 times easily, it may be time to increase the amount of weight at your next session.
- You can do muscle-strengthening activities in a number of settings, in your home or a gym.

Staying Safe and Avoiding Injury

Muscle strengthening is generally safe for everyone. Here are some things you can do to stay safe while strengthening your muscles:

- If you haven't been active in a while, start slowly and build up.
- Choose muscle-strengthening activities that are appropriate for your fitness level.
- Maintain good posture when performing all activities.
- When picking weights up from the floor (or putting them down), use your legs—not your back.
- See a health care provider if you have a health condition.

Centers for Disease Control and Prevention. (Updated 2009, August 10). Strengthening activities and older adults. Retrieved September 10, 2009, from <http://www.cdc.gov>

**Kingsborough
Community College**

Office of Human Resources

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Just a friendly reminder to return all time sheets to the Human Resources office each Monday morning. Make sure they are filled-in completely. Don't forget your signature as well as your supervisor's.

Visit us on the Web at
Kingsborough.edu

Tell Us Your Ideas

The Office of Human Resources is committed to providing quality service, responsiveness and sensitivity to the faculty, staff and students of the College Community. In order to further this mission, our office is planning to continue growth in the area of service and responsiveness. However, we need you to assist us in accomplishing our goal. This is your opportunity to assist us in developing the Newsletter to suit your interest and needs. Please write or e-mail us ideas and suggestions outlining subjects of interest to you that we can focus on in future issues.

