



October 13, 2011

Human Resources Report



Mark Your Calendars!

Flu Vaccinations Available On Campus

Protect Yourself, Your Family, and Others

October 18, 2011 9am - 11am in W305B
Or

October 20, 2011 2:30pm - 4pm in W305B

[Click here to sign up and receive form to complete prior to event](#)

No cost with Uniform Medical (administered by Regence BlueShield) or Group Health Insurance. Check for additional insurances accepted for no charge.

\$30 cash or check only with no insurance coverage.

- Vaccine contains protection from H1N1 and the other 2 strains common last year.
- GetAFluShot.com uses only licensed nurses, RNs & LPNs, to administer ALL immunizations.
- All vaccines used are approved & licensed by the FDA.

www.GetAFluShot.com/WASstate

Ergonomics Workshop

Oct 13, 2011 at 3 pm in W305B
By Diane Lee of Labor & Industries

Do you or your employees want help to be more comfortable in computer workstations?

- How to adjust your chair and computer workstation to fit
- Where to best position key items such as: keyboard, monitor, mouse, document holder, etc.
- To identify things that make a workstation fit a person poorly that may cause problems
- About adjustment features to consider when selecting chairs and keyboard trays

[Click here to sign up for Ergonomics workshop](#)

***BYOC-Bring the chair you normally use at work and a pen to the session!**

Job Openings

- ◆ **Building Equipment Mechanic-** Interviews in Progress
- ◆ **Director Title III Activity II;** Closes 10/13/11
- ◆ **Early Childhood Specialist II; 2 positions;** Closes 10/14/11
- ◆ **Instructional Technology Specialist-eLearning Designer;** Closes 10/28/11
- ◆ [Part Time Faculty Job Listings](#)

Combined Fund Drive

The Combined Fund Drive allows you and other State Employees the opportunity to give to over 2800 of charitable organizations including Lake Washington College Foundation on p. 57 of the CFD Guide. Your favorite charities are likely included.

Three options are available:

- One time donation by check
- One time payroll deduction
- Monthly payroll deduction

[Click here if you need a form or Charity Guide listing charities](#) or stop by HR (E215). Guides are also available in the Faculty & Staff Copy Room.

Return completed forms to E215

All current deductions will continue if you do not complete a new form.

Do NOT go online to donate if you wish to pay by payroll deduction. The system does not currently work for colleges. Payroll will not receive the information.

➤ **HR Tip- Reporting Leave related to inclement weather-** You must make up missed work time or report it as leave, as authorized by your supervisor.

- Administrator - May use accrued vacation time
- Professional -Technical - May use up to 3 days as emergency leave each year, use accrued vacation time, or leave without pay.
- Classified - May take up to 5 days as emergency leave each year, use accrued vacation time, or leave without pay.
- Custodial/Maintenance - May use up to three days as emergency leave each year or use accrued vacation time or leave without pay.
Food Service - May use up to 3 days as emergency leave each year, accrued vacation time, or leave without pay.
- Faculty - Faculty may take up to 3 contracted days as emergency leave each year or make arrangements with their dean to cover the curriculum at a later date.

IMPORTANT: If you cannot report to work for any reason, you must:

1. Notify your supervisor as soon as possible.
2. Submit a Personnel Leave Request form and an Exception Time Report to your supervisor.
 - a. Report emergency leave as “EML”; deducts from accrued sick leave.
 - b. Pre-approved leaves (vacation, personal, FMLA, etc.) are reported as such; you may not change them after the fact.
 - c. If you call in sick on a day you’re scheduled to work, you must report that day as sick leave.

- **Mental Health Tips-** Don’t get “stuck” at work:
- Do something different; refresh your brain- inspire creativity by talking to someone new, getting up from your desk and taking a quick walk
 - Take 5 minutes at the end of the day to organize your desk to start the next day off right.

➤ **Payroll Tip- Open Enrollment -** The Public Employees Benefits Board (PEBB) Program’s annual open enrollment is November 1-30, 2011. You can find information about new medical plan choices as well as changes to your PEBB coverage next year, in the *For Your Benefit* newsletter. Read it now at:
<http://www.pebb.hca.wa.gov/documents/empoct2011.pdf>

➤ **HR Tip – Prepare for Winter Weather -** Inclement weather or other emergency situations may hinder your ability to get to work safely, result in class cancellation, or suspended College operations. Please plan for these situations by:

- Install snow tires or put chains in vehicle
- Look for alternate travel routes
- Update department phone trees
- Subscribe to www.schoolreport.org
- Subscribe to the LWIT Emergency Alert System <http://www.lwtech.edu/alerts>

➤ **EAP Tips & Useful Information-**
[October Frontline Employee Newsletter](#)

In this month’s issue:

- Overcoming Parkinson’s Law
- Denial and Cost of Clutter
- Increasing Risk of Childhood Stroke
- Tricks for Motivating Yourself
- Recognizing Gang Activity in Your Child
- Keep Conflicts from Coming Home
- Rediscover Your Living Room

[October Frontline Supervisor Newsletter](#)

[EAP Resiliency Project Adapting to a Changing World - Your Empty Nest Is No Longer Empty: Adult Children Moving Back Home](#)

Welcome to **Mark Summers!** Mark was selected as Head Custodian in Facilities & Operations. His first day in this position is 10/20/11.

Welcome to **Mihaela Patilea!** Mihaela was selected as Food Service Technician for Food Services. Her first day in this position is 10/17/11.

On Campus Events

Musical Comedy-Brian O'Sullivan - TODAY at Noon in the LWIT East Mall Come for the Laughs. Stay for the music. Brian explores pop culture with hilarious observations about Everyday life.

Off Campus

16th Annual Washington State Faculty and Staff of Color Conference - Oct 26 - 28, 2011 in Vancouver, WA at the Vancouver Conference Center For us, just as for the students we serve, diversity in Washington higher education provides many challenging opportunities. This conference explores ways of engaging the resources of our institutions so that all of us can enjoy success in our daily work and careers. Conference highlights include: Dynamic keynotes, a variety of engaging workshops, and networking with faculty and staff from across the state. Visit the FSOCC website for a detailed overview of the 2011 conference agenda and to register today!

<http://apps.sbctc.edu/FSOCC/default.aspx>

The conference hotel is the Vancouver Hilton. Conference rates will be available until October 11, 2011 or block has filled. To reserve your room visit:

http://www.hilton.com/en/hi/groups/personalized/P/PDXVAHH-FSC-20111025/index.jhtml?WT.mc_id=POG



Festival - CroatiaFest Oct 23, 2011 at Seattle Center House, Fisher Pavilion Join in folkdance lessons and a dance party, learn the arts of Croatian cuisine and wine tasting and purchase your favorite ethnic crafts and products. CroatiaFest celebrates the vitality and distinctiveness of this Eastern European treasure. Acclaimed dance ensembles and musicians, intricate costumes, art exhibits, foods, tourist information and historical displays showcase Croatia's rich past and dynamic present. Presented by the CroatiaFest Committee.

[College Council Information, Agendas, & Minutes](#)

Do you know the correct way to use state resources and avoid costly mistakes? [Test your Knowledge of State Ethics](#)

See a video on fire extinguisher operation. Find a First Aid Kit on campus. Download your own copy of the LWTC Emergency Procedures Handbook. [Emergency Procedures & Safety](#)