

Human Resources'

Newsletter June 2010

Employee Verification Tips

If you are needing Verification of Employment have the company call the HR office at 505-566-3215.

If the company needs a form filled out please give them our fax number 505-566-3521.

Please allow us 2-3 business days to complete the form and return back to the business.

We do not give out financial information over the phone. The only way we do give out salary information is on a form with a release signed from the employee.

If you have any questions please feel free to call or email Human Resources.

Open/Switch Enrollment closed

Open/Switch Enrollment closed May 27, 2010

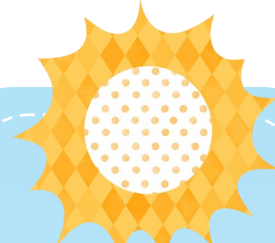
Changes will be effective July 1, 2010

Medical ID cards should be received by July 1, 2010

Reminder:

- ⚙ No cards issued for Delta Dental or Vision (VSP)
- ⚙ If you have a life changing event you have 31 day window to notify Human Resources.

If you have any questions regarding benefits please call Sherrie Biringer at ext. 3446



New summer hours at Mary's Kitchen:

Monday - Friday

Mary's Kitchen:

7:30 a.m. - 1:30 p.m.

C-Store

7:30 a.m. - 3:30 p.m.

Common Grounds:

8 a.m. - 12 p.m.

Cafe Belay

8 a.m. - 12 p.m.

These will be in effect until the beginning of the new fall academic session begins.

Sharing Spotlight

Luke Renner, an instructor with the School of Business, was featured in the May 2010 issue of Majestic Living Magazine.

The article tells how he spent his summer vacation in Berlin at the International Street Performers Festival, performing yo-yo tricks.

We would also like to bring attention to two employees with the School of Humanities: Tony Bennett who was Photographer for the article, and Scott Michlin who is Editor of the Majestic Living Magazine.

Thanks for sharing your story with our community.



Ten ways to make
your workplace or
campus **GREEN**

1. Recycle everything, especially paper!
2. Use your printer wisely
3. Limit the use of disposable cups and plates
4. Limit the use of paper napkins
5. Use compact fluorescent light bulbs
6. Walk, bike, and limit the use of your car
7. Buy green
8. Use refillable binders instead of notebooks
9. Carry a water bottle
10. Buy used clothing

Top Five Ways to Boost Morale at the Office

- ⚙️ Have a friendly competition
- ⚙️ Make Friday “theme day”
- ⚙️ Ask for their input
- ⚙️ Share improvement
- ⚙️ Be creative with memos

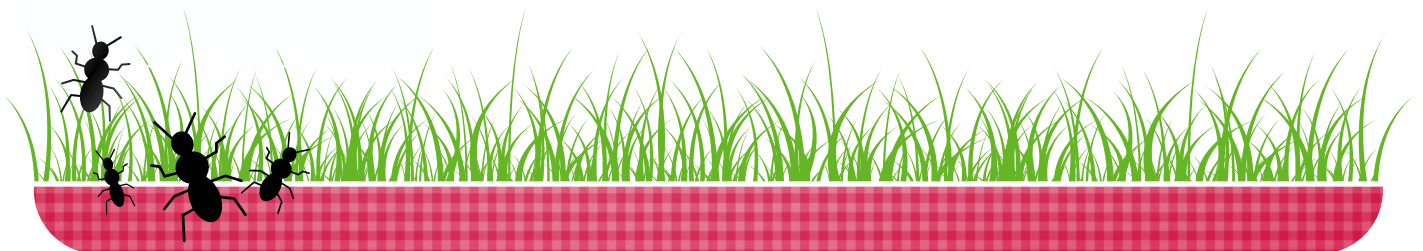
Travel Tips and Ideas

Items to always have on hand when travel-

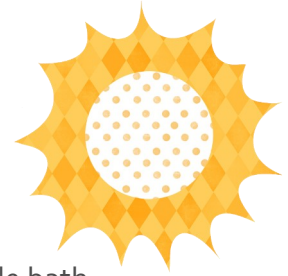
Band-aids	Umbrella
antiseptic hand gel	Camera
Small tissue packs	Tylenol– children’s and adults
Sun screen	Zip lock bags
Dr.’s phone numbers	Keep a photo of you child in your wallet in case they get lost
Paper pencils	Extra copy of birth certificates, photo id, travel reservations, airline tickets.
Sun glasses	
Hats	
Light weight wind breaker	

Helpful items for a road trip

Frisbee	Lightweight blanket	Snacks
Clean water	Paper towels	Compass



Sunburn Relief and Prevention Tips



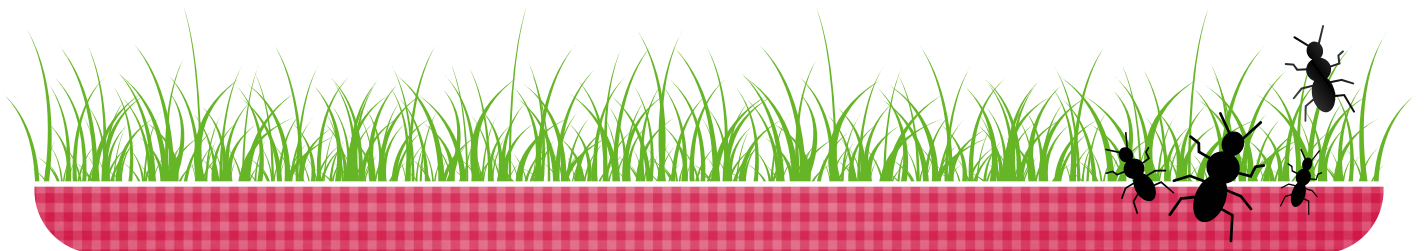
Relief

- ☀ Take a cool bath—not ice cold , but cold (DON'T use bath salts, oil, or bubble bath
- ☀ Do not scrub your skin or shave your skin. Use an extra soft, absorbent 100% cotton towel and pat your skin dry.
- ☀ Use a sunburn remedy containing Aloe Vera.
- ☀ Use a light moisturizer or a dusting of powder to ease chafing and irritation of the skin.
- ☀ Stay out of the sun! If the sunburn is severe or you are blistering, feel faint or nauseous, see a doctor immediately.
- ☀ For severe sunburns take Aspirin or Ibuprofen.

Prevention

- ☀ Reapply sunscreen to exposed areas such as face, upper back, and shoulders every 2 hours when just standing in water, walking on the beach, or playing sports.
- ☀ Carry a beach umbrella to shade yourself whenever you and your family are lying on the beach and not in the water. Make sure your beach umbrella has a reflective undercoating with SPF of at least 35 to fully block out the sun.
- ☀ Cover your legs with a beach blanket while sitting on your beach chair if you do not use a beach umbrella.
- ☀ Wear a sun hat to protect your head, nose and face from being sun burnt if you do not use a beach umbrella.
- ☀ Wear wrap-around sunglasses with UV protection to protect your eyes from the sun's UV light.
- ☀ Use lip balm with sunscreen to protect and prevent your lips from being sun burnt.

"Today you are you, that is truer than true there is no one alive that is youer than you!"



How to Picnic Bug Free

Go natural. Citronella oil can discourage mosquitoes, of course. But did you know that lemon and garlic (oils or fresh) can be used to repel flies, mosquitoes and ants?

Wipe the tablecloth down with plain old white vinegar. Flies don't care for the smell, apparently.

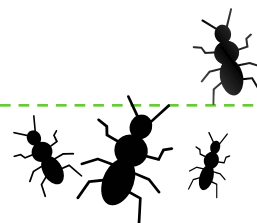
On the other hand, tell Granddad to lay off the Old Spice since mosquitoes appear irresistibly attracted to sweet and/or strongly scented colognes.

Put a lid on it. Once flies catch a whiff of your delicious salads, pies and sodas they'll be buzzing you and your guests till you pack up

and head for home. Hold them off for as long as you can by keeping foods and drinks covered.

Extra-clever tip: wrap a little aluminum foil around the tops of soda cans and cups. Then push a drinking straw through the top. It's guaranteed to keep wasps out of your beverage.

Dark-colored clothing attracts flying insects, so dress yourself and the kids with that in mind and opt for lighter hues. The same rule applies to party decorations as well.



"It just wouldn't be a picnic without the ants"

Dehydration Prevention

Drink plenty of water before, during, and after you are active. This is very important when it's hot out and when you do intense exercise. You can drink water or rehydration drinks.

- ☀ Drink plenty of water before, during, and after exercise.
- ☀ Take a container of water or sports drink with you when you exercise, and try to drink at least every 15 to 20 minutes.
- ☀ Use a sports drink if you will be exercising for longer than 1 hour.

Encourage your child to drink extra fluids or suck on Popsicles. Children between the ages of 4 and 10 should drink at least 6 to 10 glasses of liquids to replace lost fluids.

- ☀ Do not drink coffee, colas, or other drinks that contain caffeine. They increase urine output and make you dehydrate faster.

- ☀ Avoid high-protein diets. If you are on a high-protein diet, make sure that you drink at least 8 to 12 glasses of water each day.

Do not drink alcohol, including beer and wine. They increase dehydration and make it difficult to make good decisions.

- ☀ Do not take salt tablets. Most people get plenty of salt in their diets. Use a sports drink if you are worried about replacing minerals lost through sweating.

- ☀ Stop working outdoors or exercising if you feel dizzy, lightheaded, or very tired.

Wear one layer of lightweight, light-colored clothing when you are working or exercising outdoors. Change into dry clothing as soon as you can if your clothes get soaked with sweat. **Never** exercise in a rubber suit.

