



## Human Resources' April 2010 Newsletter

### Upcoming Events

- Contracts issued to faculty  
**April 2**
- Resume Workshop  
**April 14 @ 2:00PM**
- New Employee Orientation  
**April 29 & 30**
- Performance Evaluations  
for Support and Professional  
staff Due to HR  
**May 14**
- Contracts issued to  
Professional and Support  
Staff  
**May 28**

### Federal Legislative Action Alert

President Obama signed into law [H.R. 3590](#), the Patient Protection and Affordable Care Act. This sweeping reform law includes many provisions that will impact both employers and employees.

**Employer Requirement** – Penalties would be assessed on employers with 50 or more employees who fail to offer coverage to employees. The penalty would be assessed if even one employee receives a subsidy to purchase coverage through a health insurance exchange. Employers would also incur penalties if the coverage they offer is considered “unaffordable” to the employee or if the health plan has an actuarial value of less than 60 percent or pays less than 60 percent of covered health care expenses.

**Individual Requirement** – The new law requires individuals to purchase health insurance coverage or pay a tax penalty beginning in 2014. The penalty, which is phased in, starts at \$95 or 0.5% of income per individual in 2014 and increases to \$750 or 2% of income in 2016. The penalties for families would be capped at \$2,250. Religious and hardship exemptions are available.

Federal Legislative Action Alert continued on [page 2](#)

## Federal Legislative Action Alert (continued)

**Excise Tax on High - Value Health Plans** (“Cadillac” tax) – Employers offering health plans that exceed a certain cost (the total employee and employer cost) would be subject to an excise tax on the amount above that value. For individual coverage, the threshold would be \$8,500; for family coverage, the threshold would be \$23,000. These thresholds would be indexed at Consumer Price Index plus one percentage point. Certain high-risk provisions would have a higher cost threshold.

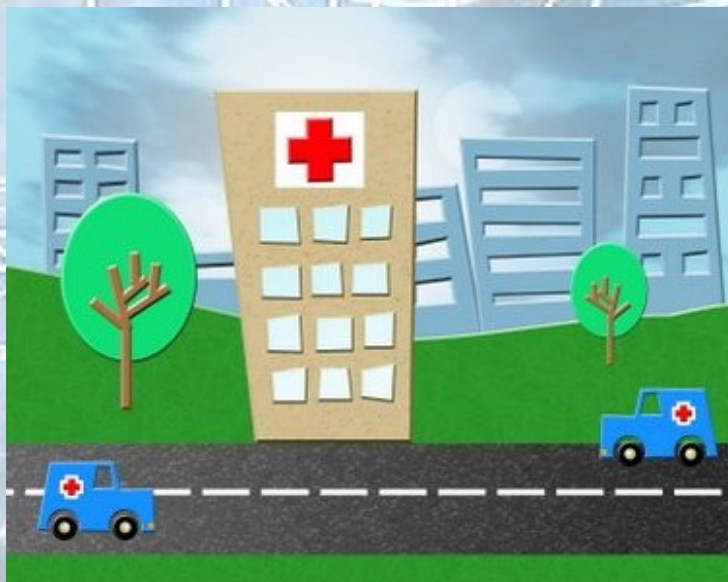
**Insurance Market Reforms** – The new law requires insurance plans to provide coverage to any individual who requests insurance. It also includes a prohibition on pre-existing condition restrictions in the individual and small group health care market. Health insurance premiums would be allowed to vary based only on tobacco use, age, family composition, and geographic location. Large employers that purchase coverage through a health care exchange would be eligible for the above insurance protections. Both self-insured and fully-insured plans are required to provide dependent coverage for children up to age 26. Health plans are also prohibited from establishing annual and lifetime dollar limits on coverage.

**Wellness Programs** – Employers can offer increased incentives or rewards to employees for participation in a wellness program or for meeting certain health status targets beginning in 2014. Rewards or premium reductions up to 30 percent of the cost of coverage are now permissible.

**Free Choice Vouchers** – Employers offering coverage are required to provide “free choice vouchers” to qualified employees to purchase insurance through the exchanges. To be eligible for a voucher, an employee’s contribution under the employer’s plan would be between 8 percent and 9.8 percent of income, and the employee’s income would be at or below 400 percent of the Federal Poverty Level.

**Flexible Spending Accounts (FSAs)** – Contributions to health FSAs would be capped at \$2,500 beginning in 2011 and over-the-counter medicines would only qualify for reimbursement with a doctor’s prescription.

**Medicare Hospital Insurance Tax** – Beginning in 2013, an additional Medicare tax of 0.9 percent is imposed on individuals with income in excess of \$250,000 for joint filers or \$200,000 for single filers.





## Green Tips for Earth Day and Beyond

- Lower your thermostat. Buy a programmable thermostat.
- Reuse your water bottle. Avoid buying bottled water. In fact, reuse everything at least once, especially plastics.
- Check out your bathroom. Use low-flow faucets, showerheads, and toilets.
- Buy compact fluorescent light bulbs.
- Recycle your newspapers.
- Car pool.
- Ride a bike.
- Walk, jog, or run.
- Go to your local library instead of buying new books.
- Get off junk mail lists.
- Buy products that use recyclable materials whenever possible.
- Bring your own bags to the grocery store.
- Consider buying a fuel-efficient car or a hybrid.
- Go paperless. Consider reading your newspaper and magazine subscriptions online. Switch to electronic banking and credit card payment.
- Limit the length of your showers.
- Don't run the water when brushing your teeth.
- Go paperless at work. Distribute company information and post company material online.

**There are many recycle bins around campus. Please help save our environment by placing your used cans, plastics and paper in correct bins.**



## Allergy Alert Tips

1. Stay indoors early in the morning and on sunny, breezy days, when the pollen levels are highest.
2. Keep windows shut at home and in the car, and run the air conditioner.
3. Avoid outdoor tasks, like mowing the lawn, that can stir up pollens.
4. Wash your hair and change your clothing at night because pollen clings to hair and clothing and can wind up on your pillow and sheets.
5. Clean and service air conditioning units to remove pollen and other trapped allergens.
6. Keep an eye on your family's allergy signs and symptoms; many people assume that they just have a cold and ignore the warning signs that can help them reduce their allergies.
7. For children with dust allergies, avoid stuffed toys; use only washable toys of wood, rubber, metal or plastic.
8. Be prepared before allergy season begins, see your doctor for the most appropriate therapy, such as a nasal steroid spray, so that your treatment plan is ready for the beginning of pollen season.



**Benefit Insurance  
Open Enrollment  
Dates to be Announced**

## **Preventative services**

**Delta Dental  
Oral Exams, X-Rays, and  
Cleanings twice a year**

**FREE!**

**VSP  
Eye Exam \$10 co-pay**

**Did you know...**

**The Microsoft Purchasing Program allows faculty and staff to purchase Microsoft Software at a discount. Click the link below to login.**

<http://old.foundationccc.org/msca/default.aspx>

## April Fools

What did the chewing gum say to the shoe?

**A: I'm Stuck on you**

Why are Teddy Bears never hungry?

**A: Because they are always stuffed**

What do you call a scared Dinosaur?

**A: A nervous Rex**

What kind of car does Luke Skywalker drive?

**A: A Toy-yoda**

Why did the banana go to the doctor?

**A: Because it was not peeling well!**

How can you tell a rabbit's age?

**A: look for the grey hares**

What do you get when you cross a turtle and a porcupine?

**A: A slow poke**

What college did the Easter Bunny graduate from?

**A: John HOPkins**

What does the Easter Bunny order at a Chinese restaurant?

**A: HOP Suey**

### Employee Reminders

Did you know....

You can take your normal lunch break to work out at the HHPC with an extra 30 minutes three times a week. **(Supervisor approval required)**

There are tuition wavier forms in the Human Resources office for 4 credit hours and membership to the HHPC.

There is an Employee Assistance Program (EAP) for short-term counseling more information in the Human Resources office.

*"Tell me and I'll forget; show me and I may remember; involve me and I'll understand."*

*~Chinese proverb*



**APRIL SHOWERS....**

## 25 Office Organizing Tips

1. Clean out each desk drawer, to free up even more valuable storage space.
2. Clear off the top of your desk then wipe off the surface of the desktop.
3. Keep essential items on your desktop (computer and phone).
4. If you work with more than one person create an inbox for each person.
5. Have a master to-do list for each day at your desk.
6. Pre-Sort the mail. To-File. To-Read. To-Contact.
7. Use a variety of containers to organize office supplies, paper clips and pens.
8. Use a variety of desktop or trays to organize papers that come across your desk.
9. Create a separate drawer for personal paperwork, items, etc.
10. Use storage boxes to store dated files.
11. Purchase magazine boxes to store booklets and magazines that you want to keep.
12. Create a file for magazine articles or scan them into your computer.
13. Filing system should be simple, easy and manageable.
14. Color coding your files makes it faster to find information.
15. Do not overstuff folders.
16. Never overload filing drawer.
17. Sub-divide large files with interior file folders.
18. Tab hanging file folders in the front.
19. Return calls in batches leave specific messages and the time you called if the person isn't available.
20. Empty workspace of everything but the project you're working on to cut down on distractions.
21. Keep an assortment of all occasion cards and stamps in your desk.
22. Keep takeout menus from favorite restaurants so you can order ahead and pick up dinner on your way home.
23. When using more than one checking account, color coded checks are an easy way to identify each account.
24. At the end of each project or event, organize paperwork and file or store it.
25. Straighten desk at the end of the day and especially at the end of the week so that you can start each morning with a clear desk.



**Frogs have it made.  
They eat whatever  
bugs them.**

