



The
HUMAN RESOURCES
Newsletter

July - September 2011 |

New Insurance Cards

If you have made a change to your insurance during open enrollment you should be expecting your insurance cards in the mail. If you don't have them by mid-July please contact Sherrie Biringer @ 3446

LOOKING FOR A FEW GOOD ADJUNCTS

Help us spread the word!

- Dental Hygiene Instructors
- PTA Instructor
- Diesel Instructor
- Nursing Instructor
- Database/Computer Science Instructor
- Intro to Biology Instructor

And many more...

Submit all applications to HR

Service Awards

Please keep an eye out for an email from Sherrie Biringer regarding Service Awards.

If your name is on the list you will be receiving a Service Award. If you think it should be on the list but is not please contact Sherrie to let her know.

**Service Awards will be handed out at
Fall Convocation in August.**

THANKS!

WE WILL BE SENDING OUT YOUR \$750 ONE-TIME NON-RECURRING COMPENSATION PAYMENT MID-JULY.

KEEP AN EYE OUT FOR IT. TO BE ELIGIBLE FOR THIS YOU MUST BE A CURRENT REGULAR STATUS EMPLOYEE AS OF JULY 15TH.

Short Term Disability Change

Risk Management, State of New Mexico has made a change to the Short Term Disability policy.

As of 7/1/11, 7 day waiting changes to 28 day waiting period.

Please check with Sherrie Biringer if you have questions or concerns about this updated policy.

erfb contribution changes

- Employees will now contribute 11.15 %
- San Juan College will now contribute 9.15%

Effective 7/1/11

If you have questions please contact Sherrie Biringer.

Dependent Insurance Extended

Dependents will now be covered up to age 26.

Single or Married

If you have added any dependents they will have insurance cards on the way to the address you provided.

CONGRATULATIONS!

WE HAVE HAD MANY CO-WORKERS HAVE BABIES THE PAST COUPLE OF MONTHS.

HERE ARE THE NAMES AND DEPARTMENTS OF WHERE THEY WORK.

~SAVANA BRADLEY - HUMAN RESOURCES-GIRL ~ALVINA BEGAY - PURCHASING-GIRL

~MELISSA MARTIN - STUDENT ACTIVITIES-GIRL ~ADELA BOB - FINANCIAL AID-BOY

IF YOU ARE NOT ON THIS LIST AND HAVE HAD A BABY PLEASE CALL
VALERIE WHEELER TO INFORM HER.

"Today was good. Today was fun.

Tomorrow is another one." *- Dr. Seuss*

Sympathy & Congratulation Flowers

We have a fund to send flowers to employees who have lost an immediate family member had a baby, or who are hospitalized.

Please have your Administrative Assistants contact Valerie Wheeler to send flowers to these people. We only send flowers or plants if we know about it.

It contribute to the **All About Employees Fund** or if you have any questions please contact Valerie Wheeler @ ext.3208

Welcome!!

**We would like to
welcome our new
HR Generalist**

DEBBIE

HERNANDEZ!!

DEPARTMENT SCAVENGER HUNT

Print off the map below. Answer the 9 questions that will lead you to a department. Take the map to that department and receive a sticker from the Administrative Assistant. Once you have at least 7 stickers bring the map to HR for a treat and a chance to win some treasure. This activity will take place the whole month of July 2011. We will announce winners in August 2011.

1. What department houses many trades to learn?
2. What department is critical for the success of online class finals?
3. What department do you call when you have a maintenance issue?
4. What department would you go to receive a great smile?
5. What department would you learn about rocks, numbers, the human body & plants?
6. What department would you go to receive tutoring help for a class?
7. Who would you see to speak with the Vice President of Learning?
8. Where do you go to register for classes like "Crazy for Cupcakes"?
9. Where are the youngest San Juan College students enrolled at?

