

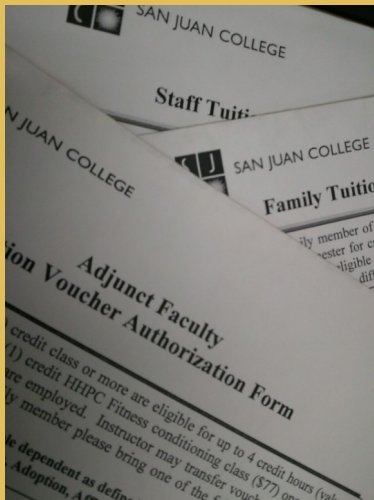
Human Resource Newsletter

Tuition Waiver Reminder

Staff and Family Tuition waivers need to have supervisors signatures, department name, department account number and Human Resources' signature before they are taken to the Business Office.

If you have any questions on this procedure please call Human Resources at ext. 3215.

*** Adjuncts don't require supervisor signature.**



New Recruitment Applicant Tracking System

We are in the process of piloting our new recruitment system. Please keep an eye out for the training dates for supervisors and interview committee members.

*** Hiring Managers will need to attend one of the upcoming trainings in November.**

*“Sometimes the questions are complicated
and the answers are simple.”*

~Dr. Seuss



SAN JUAN COLLEGE
Human Resources

**ALL ABOARD!
Cruising to a Better health!**

2011 Wellness Fair



Wednesday, November 2nd

10am - 2pm

9000 rooms

Free Mammogram and Flu Shots
BlueCross BlueShield, Lovelace,
Presbyterian, Medco, Delta Den-
tal, VSP, and community Vendors.

Come join the fun for a chance to
win one of our many Door Prizes!



Excess Leave

*If you have received a notice
in July that you have excess
leave you will need to use your
hours before October 31st.*

*If you feel you and your
supervisor can not work this out
by the end of this month please
email Stacey Allen to request
an extension at
allens@sanjuancollege.edu.*

**Upcoming
Holidays**

Fall Break - Faculty ONLY
October 20th - 21st

Thanksgiving Break
November 23rd - 25th

Winter Break
December 19th - January 1st 2012

**Happy
Holidays**

HR Survey Review

We have received your comments and concerns from the HR survey that was sent out earlier this fiscal year. We are in the process of reviewing the survey and will share with you how we plan to respond at a later date. We would like to thank everyone who took the time to fill out our survey. Your input is very valuable to our department.



Flex Spending

- **Reminder: check your 2011 balance**
Use it or lose it!
- **Open Enrollment for 2012 Flex Spending in November**

HR Staff Changes

Kim is leaving HR to join the Community Learning Center as an Administrative Assistant.

If you have any questions please contact the following:

Savana Bradley - Payroll questions - Ext 3429

Valerie Wheeler - General HR questions - Ext 3208

Jeannie Malandro - Recruitment questions - Ext 3272

✿ *“Smiling is infectious, You can catch it like the flu. Someone smiled at me today, and I started smiling too.”*

~Author Unknown