

HR MATTERS

“The NCC Wellness Committee is committed to improving the health and wellness of the campus community by fostering a conducive environment to maximize institutional and individual wellness goals.”

– Wellness Committee Vision Statement



Wellness Initiatives Going Strong

By Therese Marrocco and Paul Gallo, Wellness Committee Co-Chairs

The Wellness Advisory Board is now the Wellness Committee. Different name – same mission. The Wellness Committee will provide appropriate health and wellness guidelines and recommendations to assist with positive and well-informed lifestyle modifications for the NCC campus and associated individuals, while acting as role models.

We have been working for the past several months on rather ambitious projects to move towards improving the health and wellness of the campus community. Some of these initiatives are described below.

Wellness Walks

Starting at the main entrance of the Center for Science, Health and Wellness, walks are being led two days per week (Tuesdays and Thursdays) at 9 a.m. and 12 p.m. each day. These walks are intended to last from 15-30 minutes and are guided by a different NCC community member each time. During guided walks, the leader discusses a topic of interest while you walk our one-mile course, which traverses both the West and East Campuses. This walking route is approved by the City of Norwalk Health Department's NorWalker Program: <http://www.norwalkct.org/index.aspx?NID=707>

We hope you will participate in the Wellness Walks, and we are also looking for volunteers to help lead the walks. If you are interested in walking or wish to engage in social conversation about a topic that interests you, please sign up to be a leader. For more information about the Wellness Walking Course, please contact Nicole Hafner at nhafner@norwalk.edu. To sign up to be a walking guide, please contact Jennifer Lipps at jlipps@norwalk.edu or (203) 857-7148.

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Your Tuesday night dinners could be more delicious and healthy with fresh produce from our farmer's market, held on Tuesdays from 11 a.m. to 3 p.m. through December 2.

Farmer's Market

Farm-fresh produce has come to NCC! As of October 28, Gazy Brothers Farms of nearby Oxford, Connecticut is providing fresh, locally grown vegetables, fruits, and herbs to be purchased by any member of the College community. The weekly farmer's market will take place on Tuesdays from 11 a.m. to 3 p.m. through December 2 and then will be back again in May 2015. The tent is located at the north green of the West Campus next to Richards Avenue. In bad weather, the market will be held indoors in the West Campus Cafeteria. The market accepts cash and check payment only, and reusable bags are appreciated.



Purchasing vegetables at the farmer's market are (from left to right): Ty Griese, Assistant Director of Wellness; Martha Gurvich, NCC Alumna; and Kathleen Hayes, NCC Nursing Professor.

Nutritional Information About Cafeteria Offerings

The Wellness Committee and the Campus Café have partnered to offer nutritional information for all prepared foods in the East and West Cafeterias. This information will encourage consumers to consider healthy food choices when dining in our facilities. Consumers will be informed of serving sizes, total calories per serving, total fat, saturated fat, and sodium content for all food items sold. All nutritional content will be reviewed by dietitians working with the Wellness Committee. The Campus Café menu nutrition chart is available at: <http://www.ncc.commnet.edu/dept/healthwellnesscenter/WAB.asp>

These are the first steps in what we hope will be a long commitment to wellness at NCC. We welcome your suggestions and look forward to hearing from you at pgallo@norwalk.edu or tmarrocco@norwalk.edu.

Changes and New Faces in HR

By Kimberly Bryant-Smith, Assistant to the Director of Human Resources

Back in the spring, the Office of Human Resources and Payroll Services staff bid farewell to our co-worker Jean Walden, Human Resources Specialist, on her transfer to a new position at the State of Connecticut Department of Mental Health and Addiction Services (DMHAS). We miss her cheerful spirit and film-buff movie recommendations, but there's good news, too: some capable people have stepped in to meet the need.

Donna Brooks, formerly Assistant to the Director of Human Resources, is currently serving as Interim Human Resources Specialist. With eight years of experience in NCC's

HR office and a master's degree in counseling from the University of Bridgeport, Donna is well-placed to step into this important role specializing in benefits and retirement counseling and processing, employee orientation, and management of Core-CT payroll data.

Louisa Jones, formerly Administrative Assistant to the Dean of Administration, is currently serving as Interim Assistant to the Director of Human Resources. With seven years of experience across multiple NCC departments and a previous paralegal career, Louisa is a perfect fit for her new role specializing in recruitment and FMLA leave management.

Magdalena Szychowska, formerly Clerk Typist in the Business Office, is currently serving as Interim Assistant to the Director of Human Resources. Maggie is finishing up her bachelor's degree in Human Resources Management at Sacred Heart University and is delighted to have the opportunity to work in her chosen field. She specializes in adjunct dual employment and contract management, as well as the general administrative and troubleshooting responsibilities shared by all three Assistants to the Director of Human Resources.

Please join us in welcoming these three stars to their new roles on campus.



Sick leave and FMLA leave run concurrently, but only FMLA protects your job. If you think you may need FMLA leave, contact us for assistance right away.

Getting a Handle on FMLA

By Louisa J. Jones, Assistant to the Director of Human Resources

Have you heard of FMLA? There is a lot of head-scratching when it comes to FMLA leave. This article will answer some of the basic questions. If you would like to learn more, visit <http://www.dol.gov/whd/fmla/index.htm> for information about federal FMLA leave, and visit <http://das.ct.gov/HR/FMLA-UNDERSTANDING%20FAMILY%20AND%20MEDICAL%20LEAVE%20Rev2013.pdf> for information about family and medical leave for State of Connecticut public sector employees.

What is FMLA?

The Family and Medical Leave Act (FMLA) was enacted by Congress in 1993 to provide eligible employees with job-protected leave for certain family and medical reasons. It was amended in 2009 and 2013 to extend additional leave rights to families of members of the armed forces. Connecticut's statute governing family and medical leaves for public sector employees was enacted in 1988 and amended in May 2009 to include military family caregiver leave.

Am I eligible to take federal FMLA leave or state family/medical leave?

Depending on your situation, you may be eligible for federal leave only, state leave only, both types of leave, or neither type of leave. To be eligible for federal FMLA leave you must have at least 12 months of total service and have worked at least 1,250 hours in the 12 month period before you begin your leave. To qualify for state family/medical leave you must be a permanent employee with the state.

What if I do not want to take FMLA leave because I have accrued sick and vacation time?

If you qualify for FMLA leave, you cannot decline FMLA leave. HR is obliged to designate leave as FMLA and/or state family/medical leave whenever it becomes aware of a qualifying event. It is not up to you to pick and choose when to use FMLA leave, even if you have sick time to use.

When should I let Human Resources know that I will need family or medical leave?

If the leave is foreseeable, then 30 days' advance notice is required. Approximate dates are acceptable. If the leave was unforeseeable, you must provide notice as soon as possible.

Please remember it is your responsibility to follow the normal call-in procedures. Once your eligibility for FMLA leave has been determined, you and your supervisor will be notified.

Your bargaining unit requires you to provide HR with a medical certificate to substantiate a period of absence after five days. If you will be absent from work for a length of time, contact HR to discuss family and medical leave. Not contacting HR can result in an unauthorized leave which will affect your pay.

How much time can I take?

An employee eligible for federal FMLA leave is entitled to a maximum of 12 weeks of leave in a 12 month period. An employee eligible for state family/medical leave is entitled to a maximum of 24 weeks of leave within a two year period. If you are eligible for both state and federal leave, they generally run concurrently, depending on when your accrued sick time runs out.

Am I entitled to a paid or unpaid leave of absence?

Federal FMLA leave is either paid or unpaid depending on your earned accruals. Federal FMLA leave will run concurrently with the use of your accrued sick leave and any other accrued time you may have and choose to use.

State family/medical leave will not start until after you have exhausted all of your own accrued sick leave. State law specifies that state family/medical leave is unpaid; but depending on the reason for the leave, you may be able to use vacation or other earned accruals while you are on leave.

If you are taking a leave in connection with your own serious illness or serious health condition, you are required to exhaust all accrued sick leave unless your collective bargaining contract states otherwise. If you do not have any accruals, or do not meet the requirements for use of the accruals in accordance with your agency's and collective bargaining agreement's leave policies, you remain entitled to take unpaid federal FMLA and/or state family/medical leave.

Will my insurance benefits continue while out on leave?

You will continue to receive the same insurance benefits as if you were working, whether you are on paid or unpaid leave. The State of Connecticut will continue to pay the same portion of your insurance; however if you are on unpaid leave, you will be billed directly for the portion of the cost that was previously withheld from your paycheck. For any other deductions, such as disability insurance, life insurance, deferred compensation, or credit union loans, you will need to contact the vendor and discuss payment options with them. If you have any questions, please contact me at ljones@norwalk.edu or (203) 857-7301.

Should I notify HR that I intend to return to work after my leave?

Yes, before you start your leave you will need to provide HR with a completed Intent to Return to Work form (FMLA HR3) indicating that you are planning to return to your job. Unless an extension has been agreed and approved in writing by the agency, failure to return to work at the end of the leave period may be treated as a resignation. This is why it is important to provide periodic reports to HR during your leave.

How do I return to work?

On or before the day that you are returning to work, you will need to provide HR with a Fitness for Duty Certification Report signed by your doctor. Without this completed form, you will not be able to return to work.

If you are suddenly faced with having to take time for a medical or family issue, please contact me at ljones@norwalk.edu or (203) 857-7301.



If your marital or parental status changes, contact us right away to update your benefits.

Life Changes? Update Your Information!

You must notify the Office of Human Resources and Payroll Services, submit the required documentation, and sign the required forms to change health benefits within 31 days of a qualifying event. Qualifying events include the following:

- **Marital status** – any event that changes your legal marital status, including marriage, divorce, death of a spouse, and legal separation.
- **Number of dependents** – any event that changes your number of dependents, including birth, death, divorce, adoption, and legal guardianship.
- **Employment status** – any event that changes your employment status, or the employment status of your dependents, resulting in gaining or losing eligibility for coverage.
- **Dependent status** – any event that causes your dependent to become eligible or ineligible for coverage. Note: Your children, including stepchildren and adopted children, are eligible for coverage up to age 26 for medical and age 19 for dental. Children for whom you are legal guardian are eligible for coverage up to age 18 unless proof of continued dependency is provided therefore allowing coverage up to age 26. Disabled children may be covered beyond age 26, with proper documentation from the medical insurance carrier. Changes in your marital status may impact whether an individual qualifies as a dependent; for example, a stepchild is no longer eligible as your dependent in the event of a divorce.
- **Residence** – a significant change in your place of residence that affects your ability to access network providers.

Late notifications may result in the employee having to wait until the next open enrollment period to add eligible dependents. Late notifications, in the case of removing a dependent who is no longer eligible for coverage, shall result in the employee reimbursing the State and paying interest for the ineligible medical and/or dental insurance benefits received; paying the tax on the fair market value of the ineligible medical and/or dental benefits received; as well as being subject to possible disciplinary action.

It is the responsibility of the employee to:

- Cover only eligible dependents;
- Provide timely notification if there is a qualifying event; and
- Submit required documentation at the time of a qualifying event.

Please contact Donna Brooks, Human Resources Specialist, at dbrooks@norwalk.edu or (203) 857-7071 immediately if you have any questions or have had a qualifying event.

Payroll Pointers to Make Your Life Easier

By Paul Mirmina and Mare Christensen

Remember to log into Core-CT every two weeks to view your pay advice

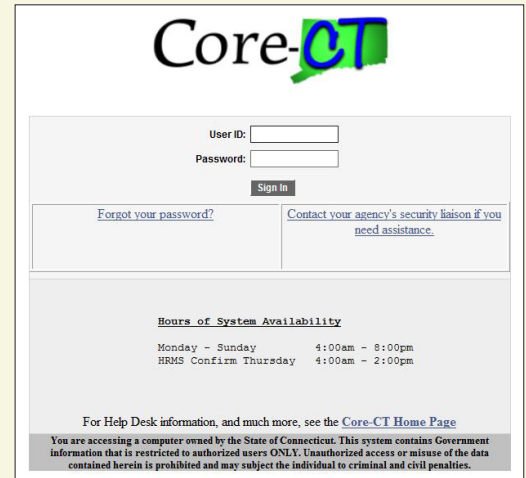
Employees may log in to the Core-CT payroll system to review up to two years of paychecks. New check and direct deposit advice data is updated Thursday of each pay week. If you are a new employee, follow the instructions below for logging in the first time using the default password. It is important that you set up the password help and primary email address information during initial setup. Please be aware that Core-CT passwords expire after 90 days. You will need to reset your password regularly.

(cont'd. on next page)

If you become locked out of the system, need assistance logging into Core-CT, or need your password reset, please contact either Donna Brooks, Human Resources Specialist, at (203) 857-7071 or dbrooks@norwalk.edu, or Paul Mirmina, Payroll Fiscal Administrative Supervisor, at (203) 857-7041 or pmirmina@norwalk.edu to set up an appointment. Please call in advance and remember to bring photo identification for password resets.

Core-CT login instructions

1. Open a browser and go to <http://www.core-ct.state.ct.us>.
2. Click on *Login*.
3. Enter User ID and password.
 - a. **User ID** is your state employee ID which is found on your paystub. This is not your Banner ID, but a six number ID issued by the state's payroll system.
 - b. **Default Password** for new employees is the first four letters of your last name (UPPER CASE) and the last four numbers of your social security number. If your last name is shorter than four letters, use your entire last name only.
 - c. If you have worked for NCC for more than 90 days and you have never logged into Core-CT, your default password has expired and you need your password reset.
4. If you logged in with a default password, you will be prompted that your password has expired. Change your password.
5. You will then be logged into the Core-CT portal home page.
6. Click on *My System Profile*.
 - a. Click on *Change or set up forgotten password help*.
 - b. Select a hint question from dropdown menu and type your response.
 - c. Click OK and continue to *Primary Email Address*.
 - d. Add your email address. This will be the email address used if you need to retrieve a forgotten password.
 - e. Save.



Core-CT

User ID:

Password:

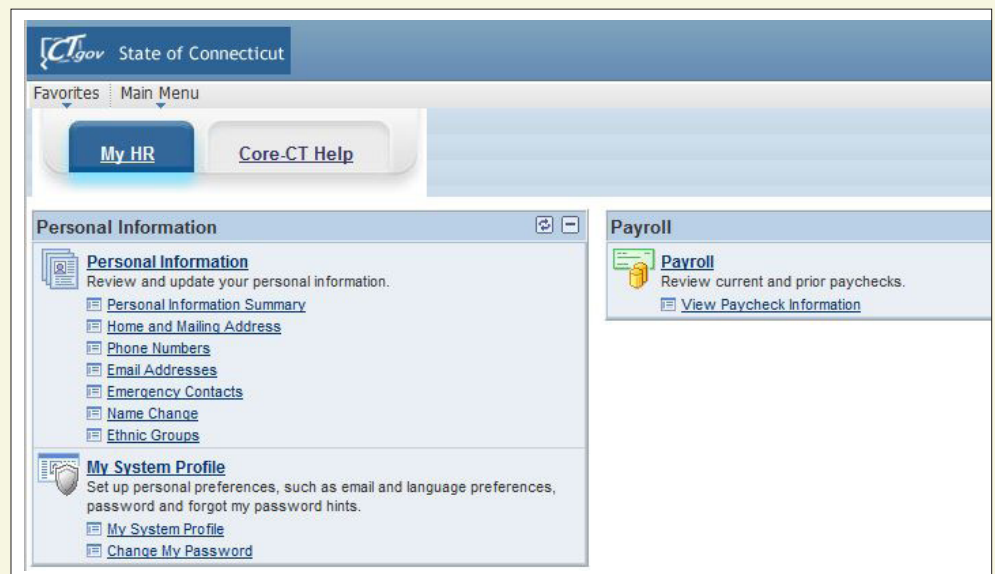
Sign In

[Forgot your password?](#) [Contact your agency's security liaison if you need assistance.](#)

Hours of System Availability

Monday - Sunday	4:00am - 8:00pm
HRMS Confirm Thursday	4:00am - 2:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)
 You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.



CT.gov State of Connecticut

Favorites | Main Menu

My HR **Core-CT Help**

Personal Information

Personal Information
Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Name Change](#)
- [Ethnic Groups](#)

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- [My System Profile](#)
- [Change My Password](#)

Payroll

Payroll
Review current and prior paychecks.

- [View Paycheck Information](#)

Who's Who

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7. To view paychecks:

- a. Click on *View Paycheck Information* under the Payroll menu.
- b. Click on the pay period end date of the paycheck you wish to view.

8. Always sign out. Click on *Sign out* at the upper right corner of the portal home page.

Timesheet reminders for employees and supervisors

Timesheet forms are available on the NCC website under Human Resources. If you need assistance, please contact either Hank Moss, Payroll Clerk, at (203) 857-7129 or hmoss@norwalk.edu, or Mare Christensen, Fiscal Administrative Assistant, at (203) 857-7061 or mchristensen@norwalk.edu.

Timesheets must be received by Payroll no later than noon on Friday following the end of each pay period. This includes all part-time educational assistants and student workers. We advise that timesheets be hand-carried to the Office of Human Resources and Payroll Services to ensure that everyone gets paid on time.

Supervisors who have part-time educational assistants working on shorter contracts are advised to pay special attention that timesheets are handed in on time and filled out correctly to assure timely pay for their staff.

Reminder to supervisors of student workers

Student worker timesheets must be forwarded to Payroll directly from the supervisor, either with the group of timesheets for the department or via inter-department mail. Students should not be allowed to hand-carry their timesheet to Payroll. Hand-carried timesheets will not be accepted from the student.

Paycheck distribution

Paychecks are available in the Office of Human Resources and Payroll Services after 3 p.m. on Thursday before payday, or on Friday morning (payday) until 12 noon. Paychecks not picked up by noon on payday will be mailed to your home address. If you **do not** want your paycheck mailed, you must fill out a Hold Check form in the Office of Human Resources and Payroll Services.

Direct deposit won't get lost in the mail and keeps you from waiting in line

Consider signing up for direct deposit for extra convenience and security. Your money will be available to you on the Thursday before payday at 9 a.m.

Direct deposit forms are available on the NCC website under Human Resources or can be picked up from the Office of Human Resources and Payroll Services, East Campus Room 306, any time during the day, or mailed to you at your request. For more information, please contact either Hank Moss, Payroll Clerk, at (203) 857-7129 or hmoss@norwalk.edu, or Mare Christensen, Fiscal Administrative Assistant, at (203) 857-7061 or mchristensen@norwalk.edu.

If you decide to close or change your bank account, you will need to inform the Office of Human Resources and Payroll Services immediately to avoid having your direct deposit rejected by a closed or invalid account. This will result in a paper check being produced by the State Comptroller, only after the rejected deposit is returned to the State Comptroller's Office in Hartford. Please contact us no fewer than fourteen days prior to the pay date in order to avoid this avoidable event.