

HR MATTERS



Data compiled from the HRA will help the Wellness Committee plan future programs, screenings and wellness activities. Participation takes about 5 minutes and is anonymous and confidential!



Wellness Committee Offers Second Annual Health Risk Assessment

Paul Gallo, Director of Exercise Science and Wellness

The Wellness Committee has launched the second annual Health Risk Assessment (HRA) for all faculty and staff to complete between Wednesday, March 1 and Friday, May 5, 2017. To access the HRA, employees can visit the NCC Wellness Committee web page at <https://norwalk.edu/healthwellness/wellness-committee>.

Voluntary completion of this questionnaire will take no longer than five to six minutes, and all results are anonymous and confidential. The Wellness Committee strongly recommends that all employees have their most recent bloodwork results from their last annual physical with them when completing the HRA. In the event that an employee does not have access to this information, the HRA can still be completed by selecting the "I do not know" option for questions 9-11 on the survey. We request that employees answer all questions to the best of their knowledge. If you wish to share your results, please print your HRA prior to submitting it and bring a copy to the Pitney Bowes Foundation Wellness Center.

HRA administration is part of most workplace wellness programs in corporate, academic, and medical settings. The primary purpose of this type of questionnaire is to identify risk factors of an individual or group of people that are associated with increased prevalence of chronic disease (*U.S. Center for Disease Control 2013*). The Wellness Committee plans to use data compiled from this questionnaire to assist with future programming, screenings, and wellness activities, as well as to follow up on the data collected from last year's HRA.

Last year's HRA summary report is also available on the Wellness Committee web page. Major findings from this report helped structure this year's Wellness Series to focus on low back care, stress management, heart health, and the importance of cholesterol checks.

In order to continue our quality programming, the Wellness Committee is counting on as many of our faculty and staff as possible to complete the 2017 HRA.

Taxman Time

Colleen Osborne, Human Resources Assistant

"Let me tell you how it will be...I'm the taxman, yeah, I'm the taxman." —George Harrison

It's tax season. So as April 18th approaches (we get a few extra days this year!) be sure to have your 2016 W-2/W-2c form from NCC. If you are enrolled in direct deposit and are an active employee with access to the Core-CT self-service website, your forms are available in your Core-CT account online.

Why the transition to electronic forms instead of mailed forms, you may ask? The state saved nearly \$20,000 last year on printing and mailing due to employees switching to

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electronic forms, and continued savings benefit everyone. You also have continuous access to your paycheck advices and W-2 forms at your convenience online, if you need to access them for any reason, such as for a loan application.

Now that you have filed your taxes, you may want to update your withholding codes or amounts. How do you find your current withholding status or number of allowances? It is right on your pay advice! Check the Tax Data box located on the right side of the advice, above the actual tax amounts deducted for that paycheck.

TAX DATA:	Federal	CT State
Marital Status:	Married	CT Code T
Allowances:	2	0
Addl. Pct.:		
Addl. Amt.:		

If you do want to update your information, 2017 CT W-4 forms and 2017 federal W-4 forms are available in the Human Resources office for you, as well as on our web page under Forms at <https://norwalk.edu/hr/forms>. Once complete, please submit to Payroll for processing.

Taking Advantage of the Health Enhancement Program—What's Holding You Back?

Kimberly Bryant-Smith, Human Resources Assistant

The State of Connecticut's Health Enhancement Program (HEP) for benefits-eligible employees offers lower health insurance premiums and deductibles in return for compliance with an annual schedule of free preventive care. HEP's goal for employees is to help them get healthy, stay healthy, and save money on health care. HEP's goal for the state budget is to save money long term by focusing on prevention. It's a win-win program, so most people choose to enroll.



When you enroll, you don't have to meet the annual requirements until the first calendar year in which you are enrolled in HEP on January 1. After that, you have until December 31 to comply. You can track your progress on the HEP website at cthep.com.

HEP makes sense and it sounds easy—until you're scrambling to make doctor's appointments in December, or until you're hit with an extra deduction from your paycheck because you've fallen behind on your checkups. We all know prevention is better than cure, so what's holding us back?

Busy people have trouble prioritizing preventive care. A 2015 survey conducted by digital health platform Zocdoc found that 80% of Americans, and 93% of millennials, have delayed or skipped preventive care—even when insurance would have covered it. Respondents cited conflicts with work as the top reason for forgoing preventive care. Caregivers from all generations are just as likely as millennials to delay preventive care, prioritizing preventive care for their children and pets above their own care.

Health insurance is confusing. Another 2015 survey conducted by the nonprofit FAIR Health found that millennials, who have high debt and low income compared with older generations, often forgo free preventive services because they don't realize the cost will be

Identifying the first small step you need to take, and scheduling a time to take that step, can start a stalled project.

covered or because they fear additional charges. Health insurance's complexity discourages people from figuring out how to use their coverage until they get sick. Consequently, both millennials and gen-Xers are more likely to turn to urgent care clinics with evening or weekend hours—or to self-treat via WebMD—than to establish a relationship with a primary care provider whose office would remind them to schedule a checkup.

Healthcare avoidance is a common maladaptive coping strategy. Avoidance coping solves few problems, but is used to escape stressors that bring up bad memories or are embarrassing or physically unpleasant. In the back of your mind, you might prefer to avoid the paper outfit and chilly examination table, even if you understand the importance of preventive care.

Recognize what's holding you back and take baby steps. If you want to keep up with your HEP requirements, but you're not actually doing it, you can bridge your intention-behavior gap by using planning skills. Identifying your first needed step and scheduling a time to take that step can start a stalled project.

To get started, visit <http://www.osc.ct.gov/benefits/medical.htm> for links to HEP, Anthem, and UnitedHealth Group. Try making an appointment with yourself to call for a doctor's appointment, or scheduling fifteen minutes a week to research in-network health care providers until you've set up all your annual preventive appointments. You'll be relieved to have completed the task, your department will be able to schedule around your planned absences, and you'll be on the road to effective early treatment of illness, improving your long-term health and well-being.

Learning Online in the FirstNet Employee Training Center

Colleen Osborne, Human Resources Assistant

Connecticut State Colleges and Universities (CSCU) has partnered with FirstNet Learning to roll out a new online training management system. The Employee Training Center is an online training management system for system wide and statewide training for part-time and full-time staff and faculty.

The site will host online trainings and house the policies that employees are required to understand. Available for access on-campus and off-campus, the training center allows you to complete trainings at times that are convenient for you. You can pause and resume trainings at your own speed, as well. Certificates of completion will be available in your Employee Training Center portal, as well as accessible by Human Resources to print for your file.

Available trainings currently include Ethics 101, FERPA for Higher Education, Title IX, and Workplace Violence Prevention.

Questions you may have about the Employee Training Center

Will this online program replace all in-person trainings?

The Employee Training Center will host certain trainings that can be completed online. There will still be trainings that require in-person components, or will be delivered in person because an online version has not yet been developed for the Training Center.

Is this program only for full-time employees?

The Employee Training Center is available for all active full-time and part-time employees. Certain trainings may not be required for all employees or all departments.



How will I know if I have a training to complete?

You will receive an email from Human Resources informing you of your next training to complete and the due date. This information is also accessible in the My Training tab in your Employee Training Center portal, which lists all assigned trainings and completed trainings, along with their due dates.

I work at multiple institutions within the CSCU system. Do I have multiple accounts?

All employees have only one account within the system. Only your primary agency will be able to access your account and assign trainings.

Do I have an account already?

If you are an active employee, you already have an account—no need to register or create one.

HEP Spotlight: March is Colorectal Cancer Awareness Month

There are often no signs or symptoms of colorectal cancer, the fourth most common cancer in the United States. Are you due for a screening?

Colorectal cancer is the fourth most common cancer in the United States and the second leading cause of death from cancer. There are often no signs or symptoms of colorectal cancer. Colorectal cancer affects all racial and ethnic groups. People over age 50 have the highest risk of colorectal cancer. You may also be at higher risk if you are African American, smoke, or have a family history of colorectal cancer.



Everyone can take these healthy steps to help prevent colorectal cancer:

- Get screened starting at age 50.
- Encourage your family members and friends over age 50 to get screened.
- Quit smoking and stay away from secondhand smoke.
- Get plenty of physical activity and eat healthy food.

Are you due for a screening? If you are a benefits-eligible employee enrolled in the State of Connecticut's Health Enhancement Program (HEP), at age 50 you should begin scheduling either a colonoscopy every 10 years or an annual fecal immunochemical test (FIT) or fecal occult blood test (FOBT). March is a good time to schedule an appointment to meet your HEP requirement for the year and protect yourself from colorectal cancer.

Source: Health.gov, Office of Disease Prevention and Health Promotion, U.S. Department of Health and Human Services

Faculty Services Centralization

Therese Marrocco, Chief Operating Officer



Our largest multifunction production copiers will be relocated to Faculty Services on the West Campus (room W109). Faculty Services West continues to be open and staffed Monday–Thursday from 7:30 a.m. to 7:50 p.m. and Saturday from 8 a.m. to 11:50 a.m., closed on Friday. When the move is finalized we are looking to add some hours on Fridays as needed.

Centralizing our production copiers ensures they are monitored by trained staff, as intended by the manufacturer. This change should eliminate overage charges that currently exceed \$20,000 per year—a necessary change in light of next year's anticipated \$1.14 million (4.4%) budget reduction. Basic service for all copiers on campus will continue to be handled by our IT staff.

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As an added benefit, consolidating Faculty Services staff on the West Campus allows us to eliminate duplication of services in favor of consistent centralized Faculty Services staffing covering more of the college's operating hours.

Faculty supplies and a medium-sized multifunction office copier suitable for self-service use will continue to be available to all faculty whenever the college is open in the East Campus adjunct room (East 306) and in the West Campus adjunct room (West 119). Supplies in these rooms are checked each day. For assistance with supplies, please contact Michele Hilton in East 319, extension 76810, or Ora Peart in West 109, extension 77374.

I encourage you to take advantage of the convenient online service provided by our Faculty Services staff. If you are on campus, you can submit your work order on the college's internal Sharepoint website at <http://ncc-portal4/FormServerTemplates/Forms/All%20Forms.aspx>. You can also email your job to [facultyserviceswest@ncc.commnet.edu](mailto: facultyserviceswest@ncc.commnet.edu). Your order will be ready in three days or less and can be delivered to your mailbox or picked up in person in West 109.

Looking Ahead to Open Enrollment

Open enrollment for benefits-eligible employees will take place from May 8 to June 2, 2017. The effective date for changes made during open enrollment will be July 1, 2017.

During open enrollment, you may change medical and/or dental plans, add or drop coverage for your eligible family members, or enroll yourself if you previously waived coverage. You may also enroll in the Health Enhancement Program (HEP), if you have not done so already.