

# Stonehill College HR Newsletter

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### Human Resources Department:

Pat Anzelmo, HR Generalist  
Lisa Conroy, Assistant Director  
Kathy Falcone, HR Generalist  
Shayla Jordan, HR Assistant  
Lisa O'Donnell, Associate Director  
Maryann Perry, Director  
Lynne Thomas, Administrative Assistant

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## Save the Date

### Upcoming Events:

HR Orientation  
Tuesday, December 10<sup>th</sup>  
Location: HR Merkert Tracy Suite 150  
10:00-11:30

Employee Christmas Party  
Thursday December 19<sup>th</sup> 12:00-2:00

Tuition Credit Applications Due to HR  
Friday December 20<sup>th</sup>

Christmas Eve & Christmas Day holiday(s)  
Tuesday December 24<sup>th</sup> and  
Wednesday December 25<sup>th</sup>

President's Day Off  
Thursday December 26<sup>th</sup>

New Year's Eve and New Year's Day holiday(s)  
Tuesday December 31<sup>st</sup> and Wednesday January 1<sup>st</sup>

Mid-Year Performance Appraisals Due to HR  
Friday January 17<sup>th</sup>



## 2014 IRS Maximum Allowable Employee Contributions

Please be advised the IRS has announced there will be no changes to the maximum allowable employee contribution for 2014. The maximum contributions are:

If you are **under 50** years of age, your 2014 employee contribution limit is **\$17,500**  
If you are **50 or over**, your 2014 employee contribution limit is **\$23,000**

If you would like to increase your contribution, you will need to complete a salary reduction agreement which you can obtain from Human Resources. Once received, simply designate the dollar amount or percentage of your salary that you want to contribute to the plan every pay period and after completion, return your completed form to Human Resources. For additional information or questions about your retirement benefits or the maximum allowable employee contribution, please contact Lisa Conroy, ext. 1336 or Kathy Falcone, ext. 1532.

## Email Etiquette

As you know in today's society so much of our communication (both personal and professional) is done through an electronic means. Unfortunately using an electronic means of communication does not lend itself to voice inflections and actually "hearing" the message the writer intended. In that light, we have posted to the HR website a resource recently created by the Office of Academic Achievement (with the assistance of many colleagues) for students about email etiquette. This tool can certainly be translated and serve as a reminder to all of us offering tips and techniques of communicating by email. Noted below are some of the suggestions:

### Guidelines for Professional E-mail Correspondence

1. Consider whether e-mail is the best mode of communication, rather than a phone call or an in-person conversation.
2. Use informative and accurate subject lines. When the topic changes, change the subject line as well.
3. Use upper and lower case characters appropriately and write clear and concise sentences with correct grammar, spelling, and punctuation.
4. Give considerable thought to whether or not what you write in an email is consistent with what you might say in person.
5. Use common sense when responding to a group e-mail or list by "replying to all." In many cases, the entire group does not need to read your reply. Also, avoid accidentally and embarrassingly broadcasting a personal message intended for an individual in this way.
6. Avoid using emoticons (e.g., a smiley face) in professional messages.
7. Include the original message **after** your reply. Doing so easily puts your response within a context for the recipient without you having to include additional information in your message.
8. Respond to messages within a reasonable time period – typically 24 – 48 hours.
9. Acknowledge receipt. When someone has answered your question or accommodated your request, say thank you.

If you wish to see a more detailed list of guidelines when communicating through email, visit our website at: [Email Etiquette](#)

## Mid-Year Performance Appraisals Due January 17, 2014

At Stonehill, Performance Management is a 3 step process, which includes planning, mid-year monitoring and the final appraisal (along with on-going feedback). It is a shared responsibility of supervisors and employees and is a key component of an employee's professional development.

As a reminder, Mid-Year Appraisal documents are due by Friday, January 17, 2014.

If you wish to send them electronically, send them to: Shayla Jordan, Human Resources [sjordan1@stonehill.edu](mailto:sjordan1@stonehill.edu). Be sure to include the signature page indicating both parties have participated in the appraisal meeting.

The forms and details associated with the process are located on the HR website via this link: [Performance Management](#)

## Tuition Credit Applications for Spring 2014 due December 20<sup>th</sup>

For those employees who are eligible and wish to take advantage of the Tuition Credit benefit, applications for Spring 2014 are due to Human Resources by Friday December 20, 2013. The link for the on-line application is [HR Forms](#). The completed application and additional questions may be routed to Lisa Conroy via [lconroy@stonehill.edu](mailto:lconroy@stonehill.edu) or ext. 1336.

## Touch of Kindness Program Recognition

Stonehill's Employee Recognition Program, A Touch of Kindness, is a program where members of our community recognize each other for their random act of kindness, caring or support.

In November, the following employee was recognized for his kindness: Harry Thibeault

Have you recently observed an act of kindness and caring? Recognize it today at [Employee Recognition](#)

## Supplemental Benefits Reminder- Movie Tickets

**Movie Passes (Seasonal):** The Office of Human Resources will be taking orders for discounted movie tickets. Employees are invited to order movie tickets and they will be purchased at the AAA discounted rate. If you are interested in ordering movie tickets for own enjoyment or to give as gifts, please contact Pat Anzelmo at [panzelmo@stonehill.edu](mailto:panzelmo@stonehill.edu) or ext. 1091 to place your order by Wednesday December 11<sup>th</sup>.

## TIAA-CREF Reminder

Have you reached or soon will reach your one-year anniversary with Stonehill College? If so, please make sure you sign up with Human Resources for the retirement benefit offered to eligible employees. For more information, please click the link below: [Retirement Benefits](#)

If you have questions about your eligibility or the program itself, please contact [Lisa Conroy](#), Assistant Director of HR, ext. 1336

## W4 Forms for 2014

Has your tax filing status (married/single) or exemption allowance (number of dependents) changed? If so, let this serve as a reminder to file an amended W4 for 2014. Forms are available on myHill, Payroll Office or Human Resources Office. Your current filing information is located on your bi-weekly payroll voucher and can be changed anytime throughout the year by filing an amended W4.

## Name Changes/Address Changes

As the Payroll Department will begin to prepare documentation for year-end, please take the time to review the information on your payroll voucher for accuracy. In the event you wish to advise us of a name change, please provide HR or Payroll with the proper documentation by end of day Wednesday, December 11<sup>th</sup> to ensure the information is correct on the year-end tax documents.

In the event you wish to update your address, you may do so on myHill, the Employee Services tab.

## Welcome New Hires 11/01/2013 – 11/30/2013

### Academic Affairs Division

Kim Kosakowski, Circulation Assistant

### Finance Division

David Pereira, HVAC Mechanic

## Farewell to Employees 11/01/2013 – 11/30/2013

### Finance Division

Joe Moreira, Custodian

Michelle Palladini, Campus Police Officer