

Stonehill College HR Newsletter

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Save the Date – Upcoming Events:

Compliance Training
Thursday, November 7th
Location: Alumni Hall, 10:00-11:00

Veteran's Day Observed
Monday, November 11th
Floating Holiday

Compliance Training
Tuesday, November 12th
Location: Alumni Hall, 12:00-1:00

HR Orientation
Tuesday, November 12th
Location: HR Conference Room; Merkert Tracy Suite 150
10:00-11:30

Mission Sponsored New Employee Orientation
Thursday, November 21st
Envisioning The Future, Location: Cleary Dining Room
11:30-1:00

Thanksgiving Day & Day After Thanksgiving Observed
Thursday November 28th &
Friday November 29th
College Closed



Open Enrollment – Flexible Spending Accounts (FSA) November 1 – November 22, 2013

The open enrollment period for the 2014 Flexible Spending Account Plan (FSA) will begin Friday, November 1, 2013 and end on Friday November 22, 2013. Employees who work a minimum of 20 hours per week for a minimum of 39 weeks are eligible to participate. **If you are currently enrolled in a FSA, it is necessary for you to reenroll if you wish to continue next year.**

In case you are unfamiliar with Flexible Spending Accounts, please be advised there are two types: Medical and Dependent Care.

A Medical FSA is an account used to pay up to \$2,500 for eligible health related expenses, for you and your family in the upcoming plan year, that are not covered under any insurance program. Eligible expenses typically include: deductibles, co-payments, prescription drugs, medical, dental, and/or vision services and supplies.

A Dependent Care FSA is an account which offers the opportunity to pay for the first \$5,000 of annual employment related dependent care (child or adult) expenses tax free. *Some eligible expenses include: after-school care, summer day camp and nursery school, to name a few.* Here is some additional information that may be helpful to you as you consider this benefit:

- The plan year is January 1, 2014 through December 31, 2014.
- The maximum medical care reimbursement account election is: \$2,500
- The minimum medical care reimbursement account election is \$200
- The maximum dependent care reimbursement account election is \$5,000
- The minimum dependent care reimbursement account election is \$200

If you have questions regarding flexible spending, please contact Lisa Conroy at x1336 or Kathy Falcone at x1532

Compliance Training – All Employees are Required to Participate

In partnership with the Office of General Counsel, let this serve as a reminder that all employees are required to attend a mandatory compliance training annually. The training sessions will cover the Family Educational Rights and Privacy Act (FERPA), the Massachusetts Data Security law, Work Place Violence, Harassment/Discrimination, and (for those of you who receive a separate notification informing you that you are a Campus Security Authority) the Clery Act. **All trainings must be completed by December 1, 2013.**

Two options are being offered: in-person and on-line. The in-person seminars will be held in Alumni Hall on the following dates:

Thursday November 7th – 10:00 – 11:00*
Tuesday, November 12th – 12:00-1:00*
Wednesday, November 20th – 12:00-1:00*

*Cleary training will be conducted immediately following the general compliance training sessions that are noted above. If you plan to attend one of the live sessions, **please RSVP via the online registration form at: [Compliance Training Registration](#)**

On-line Quick Reference Directory for Campus Addresses & Phone

Recently the Office of Information Technology announced the availability of the on-line quick reference telephone directory. This directory may be found through the Employee Services tab in myHill. The guide may be printed out for your convenience and will be frequently updated to reflect changes.

To ensure that all directory information is up-to-date, employees are asked to maintain their campus address and phone extension. Please follow the instructions below to review and if necessary update your information.

<http://www.stonehill.edu/offices-services/it/support/knowledge-base/updating-campus-addresses-and-phones/>

The College will be sending text alerts should the need arise to close the college due to a weather emergency. To ensure you receive such messages we ask that you also review and if necessary update your cell phone number in employee self-service as well.

Celebrating Diversity: Native American Heritage Month- November



Events in the Area:

Sunday November 17th, Mass Center for N.A. Awareness: Nat'l Native Am. Heritage Day Pow-Wow, Bridgewater State University, MA 617-642-1683

Saturday, November 23rd, Dighton Indian Council: Native American, Craft & Elder's Food Drive Fund Raiser, Taunton Elks, 119 High St. Taunton, MA 508-880-9507

Wednesday, Nov 27th – Saturday November 30th, Federation of Old Plimoth Indian Tribes: 14th Annual First People's Pavilion Cultural Festival, Water Street, Pilgrim Memorial Park, Plymouth, MA (NT) 508-295-8193

Numerous events are happening throughout the month of November to celebrate Native American Heritage at Plimoth Plantation, Plymouth MA. The month's calendar of events can be found at:

<http://www.plimoth.org/calendar>

Lee Denim Day® Success– Stonehill Employees Contributed Over \$1,000 This Year

The Office of Human Resources would like to thank everyone for their involvement in this year's Lee National Denim Day®, held on October 25th. We are excited to enter into our 6th year of this partnership and are very optimistic about the future growth of the program. Over the past 6 years we have raised hundreds of dollars to support American Cancer Society® discover new ways to prevent, find and cure breast cancer; we couldn't do it without your support! We are happy to share that this year there were 110 Faculty and Staff who contributed a total of \$1,183, more than doubling our goal (\$500).

Lee National Denim Day® is a fundraiser created by Lee® Jeans where millions of participants donate money in exchange for wearing jeans to work. Since its inception in 1996, Lee National Denim Day® participants have raised more than \$89 million for the fight against breast cancer. Thank you again everyone and congratulations!

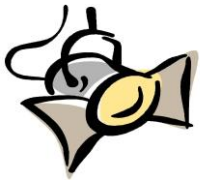
Affordable Care Act – aka ObamaCare Information

Minimum Coverage Requirements under the Affordable Care Act (a.k.a. "ObamaCare")

As you are probably aware, there has been a lot of discussion in the news lately in regards to 'minimal coverage' for employer sponsored health insurance plans now required by the Affordable Care Act. According to this legislation, employer sponsored health insurance plans must meet minimal coverage requirements across all 50 states as of January 1, 2014. Some examples of the essential health benefits included in minimal coverage include but are not limited to preventive care, childhood immunizations, adult vaccinations, medical screenings, mammograms, colonoscopies, wellness visits for women, gestational diabetes screening, breastfeeding support and supplies, domestic violence screening and counseling. Massachusetts has had a similar minimal coverage requirement since 2007 when Massachusetts Health Reform went into effect and to which all Massachusetts employers have had to adhere.

If you are currently covered by either the HMO Plan or the PPO Plan offered by Stonehill College, please rest assured that our coverage meets this minimal coverage requirement under the Affordable Care Act and that you may continue to remain on our plan without any interruptions in that coverage.

If you have any questions, please call Lisa Conroy at 508-565-1336.



Spotlight On: Artur Amaral, Custodian of Merkert-Tracy Hall

Story by Pat Anzelmo



A recent photo of Artur and his wife, Maria celebrating their son's wedding day.

This month's "Employee Spotlight" focuses on Artur Amaral, custodian for the Facilities Department. In every school building there are people who work behind the scenes to make the school a wonderful place. Artur is one of those people.

I personally have had the pleasure of working with Artur in the Student Union and currently the Merkert Tracy Building. When the Human Resources Department moved from the Student Union Building to the Merkert Tracy, he willingly went above and beyond to assist us in the move, always with a smile and never a complaint. He is very responsible and attentive to the needs of the students and staff. There is always a kind word from him and he is cordial and friendly to everyone he meets.

Artur was born in Portugal and spent his childhood on the Portuguese archipelago, the Azores. At the age of 21, he joined the Portuguese military where he specialized in nursing. During this time, Portuguese territories in Africa (such as Angola and Mozambique) along with the islands such as Cape Verde, were beginning to fight for their independence. After one year of training he went to Guinea, a Portuguese province in Africa at the time. Artur stated to me, "It was bad luck there". I was shot in the left femur and the bullet pierced my artery. I was the fifth guy to get that". Artur's injury would have resulted in the amputation of his leg; however the technology saved him and repaired his damaged artery with a synthetic one. He was then sent back to Lisbon, the capital of Portugal, where he spent the next four years in rehabilitation. After rehab, he decided to move to the United States in search of a better life.

In 1978 Artur settled in East Bridgewater. He worked at Stride Rite for five years then moved to CM Printing Company and worked as a pressman. Since he couldn't speak English, he took night classes to learn the language. During this time, he met his wife Maria; they have been married for 32 years. They have two children, Artur Jr., a project manager at Citizens Bank and his daughter, Nilza, a fifth grade teacher for the Brockton Public schools. His daughter is Stonehill alum and his son graduated from Northeastern. He became a very proud granddad for the first time to a baby girl, Annabelle Maria in February. He said "there is no greater joy and happiness life can bring".

Spotlight On: Artur Amaral, Custodian of Merkert-Tracy Hall Continued:

After being laid off from the CM Printing Company where he worked for 16 years, Artur came to Stonehill in November, 2002. He was assigned in the Student Union Building where the football team became familiar with his handy work and truly appreciated all his efforts. The Campus Police Office and Human Resources also reaped the benefits of Artur's work.

According to Artur, when the terrorist attacks of September 11, 2001 occurred, the world changed. It was after that Artur decided to go back to school and learn American history. Shortly thereafter, he became an American citizen. When asked if he missed Portugal, Artur said "My old country was my nest, but the United States has given me so many opportunities, particularly for my children. I am so blessed and a very lucky man to have come to the United States and raise my family here".

Artur is a sports fanatic. "I love all sports! Of course I love all the Boston teams, the Patriots and Red Sox. I also love to watch soccer and my favorite Portuguese soccer team is Benfica" stated Artur. If you want to talk sports just ask Artur. He knows all about the teams and the players. He watches all the games and is a true fan, win or lose.

Artur is one of Stonehill's hidden gems and Stonehill appreciates him for all his hard work and dedication. "What I love most about Stonehill is the family feeling at work. It is great to know that you work every day with people who actually care about you. I have a great job and having such great support from my fellow employees and staff makes it that much better." ~ Artur Amaral

If you'd like to know more about Artur Amaral he can be found during the day taking care of Merkert Tracy Hall. Thank you for all that you do at Stonehill, Artur. The photo below is a recent photo of Artur's son and daughter and their spouses as well as Artur's granddaughter Annabelle.



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 October a number of colleagues were nominated for their act of kindness. The following colleagues have been recognized for their kindness: Craig Almeida, Lisa Conroy, Denise Geggatt, John O'Donnell, and Harry Thibeault.

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

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

Supplemental Benefits Reminder: On-Campus Resources

Each month, we use this space within the newsletter to highlight a supplemental benefit offered to employees as a way to remind you of the many benefits that Stonehill employees are eligible for.

This month we wish to highlight all of the on-campus resources that our employees are invited to take advantage of. These benefits include:

- Bookstore (Follett) Discount,
- Conference & Events Services
- Free Parking
- Free Comprehensive Fitness Center
- Fully Functioning Post Office
- MacPhaidin Library
- Roche Dining Commons and
- Stonehill Summer Camps

For a complete list and the specific benefit that is offered, visit our website: [On Campus Benefits](#)

Welcome New Hires 10/01/2013 – 10/31/2013

Student Affairs Division

Daniel McDowell, Housing Assignments & Assistant Area Coordinator

Farewell to Colleagues 10/01/2013 – 10/31/2013

Academic Affairs Division

Dawn Boynton, Lab Preparer, Chemistry

Finance Division

Jordan Bergevine, Campus Police Officer

Student Affairs Division

Patrick Leahy, Head Ice Hockey Coach

Changes on Campus 10/01/2013 – 10/31/2013

Student Affairs Division

David Borges, Interim Head Ice Hockey Coach

Newsletter Content

The HR Department welcomes comments or suggestions about this newsletter. Please send your feedback to [Lisa O'Donnell](#) or call ext. 1120