Human Resources/Payroll/Business Office

The English Building — 46 Park Place East, Winsted

Please stop in to see us. Our doors are always open, and we’re here to answer your questions, point you in the right direction, or let you know when the next campus event is!

Contact Info:

**Human Resources Office, 1st Floor**
Wendy Bovia, Director of Human Resources
wbovia@nwcc.edu - 860-738-6325
Erin Ransford, Human Resources Associate
eransford@nwcc.edu - 860-738-6324

**Payroll Office, 2nd Floor**
Peggy Hayes, Payroll Officer
mhayes@nwcc.edu - 860-738-6412

**Business Office, 2nd Floor**
Kim Dragan, Director of Financial and Administrative Services
kdragan@nwcc.edu - 860-738-6418
Robin Orlomoski, Fiscal/Administrative Officer
rorlomoski@nwcc.edu - 860-738-6416

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August 2017
### BI-WEEKLY PAY DATES FALL 2017

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Classes begin August 29, 2017. All paychecks will be mailed and will no longer be placed in on-campus mailboxes.

### BI-WEEKLY PAY DATES SPRING 2018

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Classes begin January 17, 2018.

### $$$ Direct Deposit Information $$$

Direct deposit enables you to avoid the inconvenience of manually depositing a check each pay period. It also protects against the loss or theft of checks. Payments made via direct deposit are timely and reliable and the funds from direct deposit payments are accessible earlier than the funds from checks. Although many financial institutions have their own direct deposit forms, you must complete a [Direct Deposit Authorization Form](#) in order to establish a direct deposit at NCCC. Forms and instructions available on the NCCC website.
Adjuncts may seek a tuition waiver on a space-available basis on the following terms: tuition and fees will be waived for one course per academic semester.

Starting Fall 2017 semester, members may apply the cash value of their community college tuition/fee waiver to any of the Connecticut State Universities. Waiver does not include courses at Charter Oak State College. The waiver may be used by the employee, spouse, or dependent children during a semester when the adjunct is actually teaching.

If a course assigned to the adjunct is cancelled after a space available tuition waiver has been granted, the waiver may still be used.

Please contact the HR Office for a tuition waiver form.

Eligibility for health insurance under CGS Section 5-259c means teaching nine (9) or more credits in the aggregate, per semester, at multiple units of public higher education, for example teaching at one or more of the 12 Connecticut Community Colleges and one or more of the Connecticut State Universities, teaching at one or more of the 12 Connecticut Community Colleges and UCONN, or teaching at one or more of the Connecticut State Universities and UCONN.

Eligible adjunct faculty will be required to pay the entire cost of the premium for such coverage through the standard benefits billing process.

Bills must be paid on time; failure to do so will result in forfeiture of the entire reimbursement for that semester. Payroll deduction for the premiums is not permissible.

Employees who sign up for the program must pay the insurance premiums themselves. At the end of the semester, the Comptroller’s Office will reimburse them for the state’s share for the qualifying months. The state’s share of the premium will depend on the healthcare plan and the class of coverage (individual, family, etc.) that you choose. You must pay the full premium amount on time each month or risk losing the reimbursement for that semester.

When you initially sign up, reimbursement begins the first day of the second month immediately following the hire date. If your start date is in August, you will receive the state’s share for October, November, and December.

Reimbursement is for whole months only and is for the Fall and Spring semesters only.

If your start date is in January, this will be February, March, April, and May. If you qualify the following fall, with an August start date, reimbursement will start in September and continue through December.

Visit our website for more information: www.nwcc.edu
Library 101

Located in the Learning Resource Center adjacent to Founders Hall, the library provides a comfortable place for study and research.

Regular Hours (subject to change)
Monday-Tuesday: 8:30 am - 8:00 pm
Wednesday-Friday: 8:30 am-4:30 pm

New to campus? Feel free to stop by the library and introduce yourself to our friendly staff:

Jeremy Withnell, Library Associate
Ann Marie Hyres, Library Associate
Mami Kajiyama-Bequillard, Library Assistant

Supporting Student Achievement
Information Literacy Instruction

For years the library has been supporting academic achievement on campus by providing Information Literacy Instruction.

Information literacy is being able to recognize when information is needed as well as how to locate, evaluate, and use it effectively. Students who receive Information Literacy instruction are more likely to use a greater variety of sources and less apt to fall back on Google.

Over the past few years, NCCC students and faculty have noted the significant impact of this instruction. One faculty member wrote recently that it really “catapulted her class into action.” (See sidebar).

The standard 75-minute class session is tailored to fit the needs of the subject you’re teaching, the topics your students are interested in, as well as the research assignment(s) they need to complete.

A number of instructors have found that a flexible approach works best. Some even bring their students to the library multiple times during a semester for lessons with distinct objectives. In the past year our librarians have taught mini-lessons on such topics as web-based research and how to cite resources using NoodleTools.

To request Information Literacy Instruction, please contact a librarian.

Visit Our Website:
www.nwcc.edu/current-students/library

Hear what Our Faculty Have to Say about Us!

“Thank you for a wonderful presentation to my class last Friday. It really catapulted the group into action ... I especially liked that you let them wrestle with issues; it really made them think.”

Camilla Thompson, NCCC Adjunct Instructor
NCCC Library: More than Just Books

Here’s a list of things that you might want to know about us:

**DVDs:** We’ve got more than 1,000, including the most extensive collection of foreign language films in NW Connecticut. You can keep them out for two weeks.

**Print magazines:** As a faculty member borrowing privileges, including the ability to check out magazines to read at home. The NCCC Library subscribes to dozens of specialty print periodicals, like Harper’s, Cineaste, and Chronicle of Higher Education.

**Faculty IDs:** The Library issues college identification cards to students, staff, and faculty. The reverse side of the ID serves as your library card. Just bring a driver’s license with you and in five minutes we’ll have your ID ready.

**Item Requests:** Is there a book or DVD you think the library should add to its collection? Let us know!

**Need Something? Let us help!**

You’re busy. So let us remind you of the ways NCCC Librarians can make your life easier:

**Request a Customized Library Research Guide for your class:** Research Guides are mini-websites developed by NCCC librarians to help your students identify and locate scholarly and non-scholarly resources (books, articles, web resources, etc.) on a particular subject or for a particular course (e.g. ENG 101). Research Guides often contain information on library services, research tips, and more.

To see if a class you’re teaching has an assigned Research Guide, visit [http://nwcc.libguides.com/](http://nwcc.libguides.com/)

To request a Research Guide for your course, or for a particular topic, contact Seth Kershner, Public Services Librarian: ext. 86481, skershner@nwcc.edu.

**One-on-One Research Tutorials:** Encourage your students to meet with NCCC Librarians. Faculty have reported seeing students gain confidence in their research skills from these 15-minute consultations.

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**Free Access to The New York Times**

You can now receive FREE and unlimited access to [NewYorkTimes.com](http://NewYorkTimes.com) through the NCCC Library. Set up an account at the Library and receive one full year of digital access to the New York Times, a savings of $300 per year. Visit the library today to activate your account!

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**Our Mission**

The Mission of the Northwestern Library is to fulfill the information needs of the College’s students and staff, to assist in developing the research skills of its students, and to serve as a library resource for the residents of northwest Connecticut.
**PTL SENIORITY POOL**

Part Time Lecturers shall be placed in a seniority pool upon completion of teaching eighteen (18) credits and receiving one satisfactory evaluation during the time he/she taught the eighteen credits. PTLs shall remain in the pool unless they have refused, declined or otherwise not responded to requests to teach for three (3) consecutive semesters (Fall and Spring only).

**DUAL EMPLOYMENT**

If you work for another State of CT agency, including teaching at another Connecticut Community College, UConn, Charter Oak State College, or one of the CT State Universities, please notify the HR Office immediately.

*A Dual Employment Form must be completed by both agencies and be approved PRIOR TO the start of the other assignment.*

The first agency that hired you is considered your “Primary” agency.

**RETIRED MEMBERS OF CT TEACHERS’ RETIREMENT BOARD**

In accordance with C.G.S. 10-183v, a retired member may be reemployed in a CT public school teaching assignment and receive no more than 45% of the *maximum full-time annual salary rate* for the assigned position. CT public school teaching service is defined as employment in a position for which certification issued by the CT State Department of Education is required or employment as a member of the professional staff of the State Department of Education or any of the public state colleges or universities. **Any retired member who receives salary in excess of such amount (during a school year) is required by statute to reimburse the CT Teachers’ Retirement Board (CTRB) for the excess salary.** Notice of such employment shall be sent by the employer and employee to the CTRB at the time of hire and at the end of the assignment. The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the same school system with similar training and experience for the same type of service.

*Maximum salary level for teachers and/or administrators is the highest rate of pay within the collective bargaining agreement; for superintendents, it is the salary that would be used to advertise the position; for teaching at any of the public state colleges or universities the limit is based on the credentials of the retiree. If someone has earned their doctorate degree, the earnings limit would be based on 45% of the maximum salary for a professor; for all other retired rehires the earnings limit would be based on 45% of the associate professor pay scale.*

**ARE YOU RETIRED FROM CONNECTICUT STATE SERVICE?**

Connecticut General Statutes (CGS) Section 5-164a, CGS Section 5-192v and the collective bargaining agreement between the State and the State Employees Bargaining Agent Coalition effective July 1, 1997 (SEBAC V) address both the temporary and permanent reemployment of retired State Employees Retirement System (SERS) and Alternate Retirement Program (ARP) members.

Pursuant to these statutory provisions, temporarily reemployed SERS Tier I, Tier II, Tier IIA and ARP retirees may work a maximum of 120 days in a calendar year without engaging the pension suspension provisions of SERS; a SERS or ARP retiree reemployed in a state teaching position may work up to 45.97% of a full-time teaching schedule without engaging the pension suspension provisions of SERS.

**Please be sure to inform the HR Office if you are a Retired State of Connecticut employee!**
Board of Regents (BOR) Policies

Policy on Consensual Relationships

The Board of Regents for Higher Education of the Connecticut State Colleges and Universities respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution’s educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

Policy Regarding Reporting Suspected Abuse or Neglect of a Child

The Board of Regents for Higher Education of the Connecticut State Colleges and Universities accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, collectively referred to as “mandatory reporters” who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families (DCF) within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child. The BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their Director who must then inform the College President or his/her designee.

All including Adjunct Faculty are required to complete the Department of Children and Families Mandated Reporter Training online prior to the end of their first semester of employment. Compliance with training will be monitored by the Human Resources Office.

For a complete copy of these policies, please visit the BOR website at: http://www.ct.edu/hr/policies
Or the College website at: http://www.nwcc.edu/about-nccc/human-resources/employee-policies
myCommNet Alert is our notification system that delivers critical information in the event of an emergency, including weather-related class cancellations/delays. The system delivers emergency messages through text messaging over cell phones. Enrollment in myCommNet Alert is free*, voluntary, quick & easy.

To create your account on myCommNet Alert, log onto: http://my.commnet.edu

*Text message costs will follow your calling plan’s terms for text messages.

Inclement Weather Notification System

Information on weather closings/delays will be broadcast to employees on the following radio and television stations: WZBG FM (Litchfield), WVIT (Channel 30), WFSB (Channel 3) and WTNH (Channel 8). Public service announcements in the media utilize codes that primarily affect public schools (elementary, high schools) and as such may not correspond to the College’s operational hours.

The College's SNOW LINE will also carry storm-related closing/delay information 860-738-6464

College closings and delays will also be posted on the college website at www.nwcc.edu

If you have enrolled in myCommNet Alert, you will also receive text notifications of college closings/delays. (Text message costs will follow your calling plan’s terms for text messages.)

Continuing Notice of Nondiscrimination

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or prior criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, RGonzalez@nwcc.edu