



Communicator

NOVEMBER 2010

Annual Enrollment Goes Online!

Fall is the time of year when we are able to review and make changes to our benefit elections that will be in effect during the following year. This year we will make elections for Medical and Dental Insurance as well as your Healthcare and Dependent Care Reimbursement Accounts for 2011 online through the Garnet Gateway.

Online enrollment will open on Monday, November 8th, and will close at midnight on Monday, November 22nd. No online changes are allowed after the 22nd; it is important that you make your elections within this designated time frame.

The Annual Enrollment feature is accessed through the Employee Menu on the Garnet Gateway. When you open the annual enrollment window, you will see links that will allow you to view your 2011 Benefit Statement, Frequently Asked Questions, the 2011 Annual Enrollment Web Site and a tutorial where you can view how the online enrollment process works.

The following is a summary of what you can do via online enrollment:

Medical/Dental Elections

- Continue your present medical and dental elections
- Stop participation in your current plan and choose a new one
- Change coverage levels and add or delete a dependent by printing out a Dependent Coverage Change Form and sending to HR
- Apply for the Health Insurance Contribution Credit (HICC) by printing out the form and sending it along with the required documentation to HR

Reimbursement Accts

- Make a new Healthcare Reimbursement Account contribution election
- Make a new Dependent care Reimbursement Account contribution election
- Apply for the Dependent Care Subsidy by printing out the Dependent Care Subsidy Form and sending to HR

Life Insurance/Accidental Death & Dismemberment (AD&D)

- View your 2011 Life or AD&D coverage amounts and costs on your 2011 Benefit Statement
- View any Dependent Life or AD&D coverage amounts and costs on your 2011 Benefit Statement
- Contact HR if you want to make any changes to

yours or your dependents' Life or AD&D coverage

Remember that your children under age 26 regardless of marital or full-time student status are eligible to be covered under your Medical, Dental or Life Insurance effective January 1, 2011. You need only make the necessary change in coverage levels and complete and send in the Dependent Coverage Change form to HR.

Look for detailed information on your 2011 benefit options in the 2011 Benefits Enrollment Guide and on the Annual Enrollment Web site. There will also be information on: open lab sessions at Libbey Forum for help with online enrollment, enrollment informational meeting schedule for 2011 and the Benefits Fair to be held in Chase Lounge from 10:00am to 1:00 pm on Tuesday, November 9th.

Please take the opportunity this fall to review your benefit choices and make the elections that are right for you in 2011.

INSIDE THIS ISSUE

DIY Safely	2
Dates of Interest in November	2
Getting Off to a Good Start	3
5 Common Headache Triggers	3
Notes from BCSA	3
Being Thankful—Receiving Thanks	4



DIY Safely

It's a lot easier to do home repairs and maintenance today given the array of power tools for homeowners to choose from. You can even get tools in gender specific colors if you are sensitive to that sort of detail. It's important to remember that availability doesn't necessarily mean the tools are safe for those who don't have experience working with them. Let's review a few cardinal rules to keep in mind as you set out to do those fall chores.

One estimate citing industrial accidents indicated that 8% of accidents involved unsafe use of cordless tools. Many power tools are now available in cordless versions. It's risky to use the wrong tool for the job; if you don't have the tool you need, don't attempt the job.

The following suggestions may seem glaringly obvious, but emergency room statistics indicate pointing out the obvious may be necessary. Don't walk or run with your finger on triggers. Be sure tools are always attended when children or pets are around. Use manufac-

turer's recommended batteries and chargers. Check your power tools for loose or damaged parts and have repaired if necessary. Beware of attachments such as drills bits, saw blades and grinding wheels that get hot during use. Also, know what you are cutting or drilling into as there may be wires or pipes in the path of your saw or drill.

At the risk of being too graphic, a few examples may help drive this message home. The most common tool accidents involve injuries to fingers. Almost half of all finger amputations in this country are the result of power tool injuries, usually involving saws, most often impacting the index or middle fingers. 55% of these injuries occur at home!

According to OSHA, a significant number of power tool injuries occur when people change blades or bits without disconnecting the tool from its power source. Think safety when you are carrying a power tool.

If you are into retro equipment, you may still be using power tools with

cords and may require the addition of an extension cord. The U.S. Consumer Product Safety Commission indicates there are up to 4,000 hospital emergency room visits each year due to use or misuse of extension cords. A few important thoughts on this added hazard:

Use extension cords only when necessary. Use polarized cords for polarized tools; these have one blade larger than the other on the plug. Beware of dangling cords from work surfaces. Check cords for fraying or exposed wires as these symptoms are an invitation to electrical shock. Use a heavy duty cord when operating a power tool, preferably with its own overload protection and ground fault interrupter to protect against shock in wet environments.

And, finally, wear the recommended safety equipment. Power tools make all sorts of things fly, don't make it easy for those things to get in your eyes or under your skin.

New Staff

Colleen Cox, *Senior Associate Director of Employee & Alumni Relations*, Bates College Career Center

Nina Emmi, *Annual Giving Coordinator*, Advancement

Mike Fortin, *Plumber*, Physical Plant

Laurie Griesinger, *Research Assistant*, Environmental Studies

Mary Honegger, *Communications Officer*, Security

Genevieve Leslie, *Assistant Director Alumni & Parent Programs—Reunion*, Advancement

Anecia O'Carroll, *Assistant Director Alumni & Parent Programs—Multicultural Engagement*, Advancement

Yung Szal, *Sanitation Worker*, Dining Services



Dates of Interest in November

11th	Monthly and Bi-Weekly Pay Date
25th	Bi-Weekly Pay Date

Getting Off to a Good Start

Many things can affect the mood you bring to work. You may have a long commute. You may have a tense relationship with a roommate or family member. Or, you may leave for work when it's dark outside, so you don't have sunshine and blue skies to lift your spirits. In situations like these, you can still arrive at work in a good mood if you plan ahead.

- Get enough sleep. Sleep deprivation is one of the most common causes of

mood swings.

- Eat a healthy breakfast. Food can have a strong effect on your moods.
- Eliminate hectic morning routines. Take steps to develop a manageable morning routine for yourself and your household.
- Establish family routines to prepare for the morning rush. If you have children, help them get organized the night before.
- Avoid arguments with the people you live with before

leaving for work. Tensions at home can spill over into the workplace.

- Make your commute more pleasant. Allow enough time for the trip so that a traffic jam or delay doesn't ruin your mood.
- Keep breakfast snacks available as a backup. If your commute doesn't always allow you to eat breakfast at home, keep healthy snacks in your purse or car or at your office.

~Elizabeth Bakken, B.A., M.A.

5 Common Headache Triggers

Headache sufferers spend more than \$4 billion a year on over-the-counter pain relievers. But prevention costs you nothing. Here are five leading headache culprits to watch out for.

Stress

Frayed nerves are a frequent cause of "tension" headaches and may also trigger migraines. Ideas: Take 30 minutes a day just to dream, meditate or otherwise relax.

Diet

Certain foods contain substances that can trigger headache pain. Examples: caffeine,

red wine, processed meats, chocolate, cheese, citrus fruits, lentils, snow peas and monosodium glutamate (MSG).

Eye Strain

Concentrating on one object for a long time (such as a computer screen) can cause temporary head pain. Suggestions: Take occasional "eye breaks" by looking out a window --- consider an eye exam to see if a vision problem may be a factor.

Sitting

Staying seated for long periods, especially if you are constantly on the phone or

hunched over, can tighten muscles and lead to tension headaches. Self-defense: shift position, stretch once an hour, stand during phone conversations and take a lunchtime walk.

Sleep

Too little or, surprisingly, even too much sleep can bring on headaches. Best: control your brain's "clock" by going to bed and getting up at the same time each day - even on weekends.

Source: *Top Health, The Health Promotion and Wellness Newsletter (October)*



Notes from BCSA

Greetings from the Bates College Staff Association Steering Committee! Each month in the HR Communicator, we post information regarding current BCSA happenings or issues relating to staff. We want to encourage you to vote for your

Steering Committee representative – Election boxes are located in Cutten, Ladd Library, New Commons, and Pettengill Hall. Thanks to the Publicity and Events Committee for a wonderful Trash to Treasure and Pizza Party! The P&E

Committee is working on more fun BCSA events in the future! Don't forget to take advantage of the online suggestion tool to submit your thoughts or ideas. www.bates.edu/x153947.xml We really want to hear from you!

Being Thankful—Receiving Thanks

The Lewiston Fire Department would like to take this opportunity to thank Bates College for donating the use of the single family home, located at 30 Vale St.

The Fire Department was able to provide its firefighters with ladder, search and rescue, and power saw ventilation training using this building. This training was both realistic and valuable to our firefighters and otherwise would not have been available without the generosity of Bates College.

Additionally, we would like to thank Jim Guzelian of Bates College for his hard work and for making this training possible.

Bates College continues to support the Fire Department and it is greatly appreciated.

Sincerely,
Paul M. LeClair
Lewiston Fire Department

Thank you for your donation of \$341.75. Your generous support for our work with the animals means more than words can say.

Your commitment allows us to provide an improved quality of life for the animals in our care, while we work to find them permanent homes. For this we are most grateful.

Thanks again for your caring.

Kind regards,
Donna
**Greater Androscoggin
Humane Society**



Thank you to Bates College for the generous \$300 donation to SeniorsPlus. It is so very much appreciated. I can assure [you] that these funds will be issued to assist seniors and adults with disabilities in the Androscoggin County area.

Your thoughtfulness is so generous. It is people like you that make such a difference.

Again, thanks so much for thinking about the older and disabled adults in your community.

Sincerely,
Betsy Sawyer-Manter
SeniorsPlus

On behalf of our patients and families, thank you for your donation of \$107.51 for the Dempsey Challenge.

Any person whose life has been touched by cancer—either their own or a loved one’s—understands the enormous stress it can cause. The emotional, financial, social and spiritual stress of living with a potentially life-threatening illness can be overwhelming. The Patrick Dempsey Center for Cancer Hope and Healing is dedicated to helping people deal with the stress of cancer by offering high-quality education, support and wellness services. This is possible because of your support.

We are sincerely grateful to you for your generosity and caring. You are truly making a difference in the lives of many people. Thank you.

Sincerely,
Kathy Becvar
Patrick Dempsey Center for Cancer Hope and Healing

The above thank you letters referencing cash donations were received for the collective donations of employees during the 2010 Staff Enrichment Week.

Thank you to our employees for supporting the important work of these non-profits in our community!

Random Thought

I hate it when I miss the call by the last ring, but when I immediately call back, it rings nine times and goes to voicemail.
What'd you do after I didn't answer? Drop the phone and run away?

