

HR Monthly Newsletter

FEBRUARY 2023

Healthy Working Relationships

Healthy working relationships all share a few key elements: good communication, healthy boundaries, mutual respect, and support for one another. Positive work relationships help us to be more productive and less stressed!

Trust, openness, and effective communication are the keys to maintaining our emotional health. Think about practicing these tips to encourage positive working relationships:

Self-awareness: Understanding your own unique perspective and your trigger points when engaging with others is a foundation for healthy interactions.

Consider Communication Styles: Think about your own style and consider the style of others before you engage.

Practice Active Listening: Listen to understand, not just to respond. Try reflecting what you hear back to the person you're communicating with to make sure the message was received accurately.

6 Tips to De-Escalate Conflict at Work



1) Don't gossip about it with co-workers



2) Address privately, in person & as soon as possible



3) Maintain a calm & positive demeanor



4) Try to find common ground



5) Use active listening

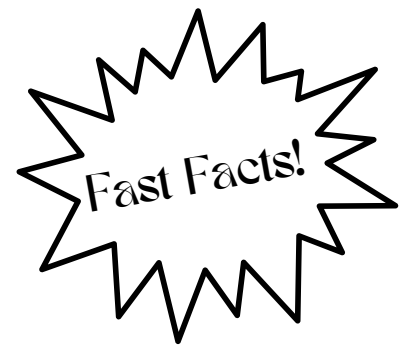


6) Know when to involve your manager

Ask Watson! "Hey, Watson! How can I update my 403b contribution?"



"There's a form for that! The 403b Election Form can be found on the HR Campus Office page. Once you've completed it, email the form to hr@collegeforcreativestudies.edu"



CCS *officially* became a college in 1962 when the Michigan Department of Education authorized the institution to offer a Bachelor of Fine Arts in industrial design.

Did you know..... Full-time CCS employees get discounted rates for Summer Youth and Teen Camps or Pre-College Summer Experience!

One Week Summer Youth & Teen Camps

All FT employees' dependents also get free before and after enrichment, so you can bring your children as early as 8 am and stay as late as 6 pm.

Discounted rate: \$150 per week (\$325 value)

*some teen classes have additional material, model, or transportation fees.

Precollege Summer Experience

All FT employees can send their dependents to Precollege Summer Experience tuition free! This three-week, resident program allows high school students the opportunity to live on campus, earn three college credits, build their portfolios, and see firsthand if CCS is right for them.

Discounted rate: \$1,355 - including room & board, activities, and materials (\$3,595 value)

Follow these steps to enroll:

1. Choose your summer camp(s) by reviewing the attached brochure or visiting ccsclasses.com
2. Contact Brittney Williams or Lisa Poszywak to obtain a voucher. PCS will receive a copy of the voucher for registration.
3. Make a payment to the business office for program costs and any applicable fees

Contact Jane Stewart at jstewart@collegeforcreativestudies.edu with any questions regarding these programs.

Benefits 101

Flex Spending Accounts

If you've elected to participate in the Flex Spending Account for 2023, we want to ensure that you have the tools needed to make the most of this benefit. Keep reading to learn more about your Flex Spending Account benefit!



What is a Flex Spending Account (FSA)?

A FSA is a type of savings account that provides tax advantages. When used, it can be a tax saving tool to effectively pay for qualified out-of-pocket expenses, related to healthcare or dependent care expenses

What are the advantages of having an FSA?

The account allows you to contribute money from your paycheck tax-free. Doing so reduces your taxable income and reduces the amount of payroll taxes you may pay!

What is the difference between a HealthCare FSA and a Dependent Care FSA?

A **Healthcare FSA** is solely used for qualified healthcare costs such as medical, dental, vision and other qualified medical expenses. Qualified expenses may include copayments and deductibles but you cannot pay healthcare premiums with a FSA.

A **Dependent Care FSA** allows for qualified dependent care expense. To qualify you may only use your dependent care FSA for expenses for your child under the age of 13 or an adult who is physically incapable of caring for themselves. Qualified expenses include preschool, nursery, before and after daycare, summer day care.

Use it or lose it - don't let your money go to waste!

The current maximum amount you may roll over into the next plan year is \$610 for Healthcare FSA's. Anything remaining in the account beyond this amount will be lost. Be sure to plan your spending early.

What can I spend this money on? FSA monies can be applied towards medical and dental deductibles, copayments, prescriptions, medical equipment and more! For a complete list of expenses eligible for reimbursement, visit the IRS website at <https://www.irs.gov/pub/irs-pdf/p502.pdf>

Ask an HR Rep: Lisa Poszywak

"Hi Lisa! Do you have any advice on how someone may consider using their FSA dollars?" 

"I use the FSA for ordering my contacts every year. I wear daily contacts so having the FSA helps me avoid a large cost at one time by saving out of my check each pay instead of paying for it out of pocket all at once.

At the end of the year, if you have money leftover, you can look at healthcare products that you may not have considered purchasing before!"



Sgt. Pepper



Eleanor



Penny



Maxwell

Our
Colleagues
at Home



Mabel



Walter



Millie



Jinx

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