

HR Monthly Newsletter

MARCH 2024



Plan Your PTO - You Deserve It!

The first quarter of 2024 is coming to a close! Connect with your supervisor about planning and scheduling your PTO for the remainder of the year.

Make sure you're maximizing your downtime and planning those well-deserved breaks. Reach out today to get ahead and ensure you make the most of your time off in the coming months!



2024 PTO accruals & 2023 rollovers are now up to date in Timeclock Plus. Part-time employee accruals will be updated on a regular basis.

Stay Focused: Minimize Workplace Distractions 3 Strategies to Improve Focus

Brought to you by Ulliance

The workplace may bombard us with distractions, but we're not defenseless. Here are actionable steps to fight back and cultivate a focused work style.

1. TAKE CONTROL OF THE TECH TORRENT

Technology is often unavoidable in the workplace, but there are things you can do to minimize its impact.

- Silence the sirens. Use your devices' built-in tools and settings to mute all but the most critical notifications. Browser extensions and focus apps can be powerful allies, temporarily blocking distracting websites during key work periods.
- Batch your browsing. Schedule dedicated times for email and social media, avoiding the constant temptation to multitask and impulsively check notifications. Treat these bursts like "checkpoints," then return to your focused work.
- Create tech-free zones. Establish no-tech zones in your workspace and personal life. Turn off notifications during meetings or leave your phone in another room during dedicated work sessions.



2. CURATE YOUR OWN CALM SPACE

Research shows that environmental factors can significantly impact our focus. Here are ways to optimize your surroundings.

- Declutter your desk. A messy workspace is a mental minefield. Organize your desk, remove unnecessary items, and ensure a clean, clear environment conducive to concentration.
- Optimize for flow. Apply ergonomic principles for comfort and minimize physical distractions. Adjust lighting, temperature, and background noise to create a space that supports your preferred work style.
- Embrace green havens. Studies show greenery boosts focus and reduces stress. Add plants to your workspace or incorporate elements like natural light and calming color palettes.

3. CULTIVATE MENTAL DISCIPLINE

Ultimately, focus is a mental discipline, and there are a number of things you can do to get better at it.

- Mindfulness matters. Integrate mindfulness practices like meditation and deep breathing into your routine. Even short, regular sessions can significantly enhance your ability to focus and stay present.
- Focus rituals. Develop pre-work routines to signal your brain it's time to focus. This could involve light exercise, a brief meditation, or simply setting clear intentions for your work session.
- Single-tasking success. Train yourself to tackle tasks one at a time. Resist the urge to multitask, as it significantly diminishes productivity and focus. Schedule dedicated blocks for specific tasks and avoid context switching whenever possible.

Simple, Speedy, Recipe



Balsamic Chicken Breasts

INGREDIENTS

- 8 boneless, skinless chicken breasts (3 oz. each)
- 2 tbsp extra-virgin olive oil
- 2 tbsp balsamic vinegar
- 2 cloves garlic, minced
- 1 tsp each dried basil and oregano
- ¼ tsp salt

DIRECTIONS

Preheat oven to 425°F. **Place** chicken breasts in a resealable container. **In** small bowl, mix oil, vinegar, garlic, basil, oregano and salt. **Pour** mixture over chicken, stir to coat, cover and refrigerate at least one hour. **Add** chicken to a baking dish. **Bake** 20-22 minutes or until chicken is 165°F. **Serve**.

Makes 4 servings. Per serving: 327 calories | 40g protein | 18g total fat | 4g saturated fat | 8g mono fat | 4g poly fat | 1g carbohydrate | 1g sugar | 0g fiber | 427mg sodium



Benefits 101

Understanding your Medical Bills

Reading a medical bill can feel overwhelming, but learning and understanding the meaning behind common terms can help alleviate some of the confusion. Here are some common terms you may come across:



Adjustments: The amount the provider or facility takes off of the total charges because they have agreed to discount the amount for that particular service.

Allowed amount: The maximum amount your health plan will pay for a covered service. This term may also be called an eligible expense, payment allowance, or negotiated rate.

Coinsurance: This is the percentage of covered health care services a patient is expected to pay after a deductible is met. If a person's insurance plan has a 20% coinsurance, the individual is expected to pay 20% of each medical bill

Copayment: A copay is a fixed dollar amount the patient is expected to pay for health care services. The cost is generally paid at the time of visit, rather than billed later.

Deductible: The amount a patient must pay on covered health care services before an insurer starts contributing. Throughout the year, these payments go towards an annual deductible. Once the deductible is met, patients share the cost with the health insurance company by paying coinsurance and copays until the benefit maximum is reached.

Still have specific questions about your bill? The **USI Benefit Resource Center** is a great resource to help! USI can assist with Benefit plan and policy questions, eligibility and claim problems, assist in finding in network providers and much more! Contact them by emailing BRCMidwest@usi.com or give them a call at **855-874-0829**.

PEACOCK POLL

Watson the Peacock wants to know....

What is the best place to have lunch around the CCS campuses?

Let him know!

<https://forms.gle/yRMnXL5XPMuCx23HA>





Daylight Savings Time

Get ready to spring forward and embrace the sunshine! Daylight Savings Time kicks off on **March 10, 2024**.

While we're excited for longer days and brighter evenings, it's important to emotionally gear up for losing that precious hour of sleep. Remember, it's all in the name of brighter days ahead! Set your clocks forward at 2 a.m. on March 10th.

CCS Perks

Blue Cross Blue Shield and Blue Care Network members can save money on gym memberships and wellness resources!

Through Blue 365, members can access discounts on health & wellness resources through the blue 365 program. Save money on gym memberships, nutrition programs, wellness apps, fitness apparel and more!



Blue365

Visit - <https://www.blue365deals.com/BCBSMI/offers>

We want your feedback!

<https://forms.gle/d5MGAcrc72GwHtxg9>

Be featured in the Employee Spotlight!

<https://forms.gle/d5MGAcrc72GwHtxg9>

How Can We Help?

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