

# HR Monthly Newsletter

**AUGUST 2024**



*Share a*



**Summer Snapshot!**

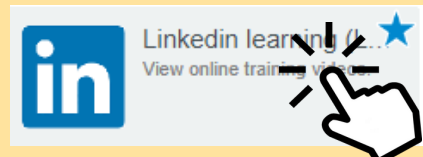
## Summer Snapshots

Got any exciting travel plans this year? Or are you conjuring up some staycation fun? Snap a pic & flaunt your summer shenanigans for a shot at getting in the limelight in an upcoming newsletter.

Email your photos to [balverson@ccsdetroit.edu](mailto:balverson@ccsdetroit.edu).



## Check Out This LinkedIn Learning Course:



### Develop Interpersonal Skills for Inclusive Workplaces

Strong interpersonal skills are a workplace imperative, regardless of your role or level. In this course, professional development manager Sarah-SoonLing Blackburn shows you how to develop interpersonal skills such as self-awareness, dealing with disagreement, and deep listening, while engaging with colleagues one-on-one and in group settings. She goes over how you can strengthen relationships through routines and rituals, as well as how to identify and prioritize interpersonal relationships. This course helps you move toward inclusive actions and build the skills you need to support an inclusive work culture.

Check out these courses and others by navigating to the LinkedIn Learning icon in Access Manager.

**DEADLINE**

This is a friendly reminder that all **2023-2024 Performance Review Self-Evaluations** should have been submitted to Supervisors by **June 30th!**

# 5 Simple Tips for a Better Night's Sleep

Brought to you by ASE

Let these tips assist you in waking up feeling refreshed, motivated, and in control of your day! This is evidence-backed science to enhance your relationships, mental health, and overall well-being.

During sleep, our brains consolidate memories from the day, a process known as "pruning." This helps in storing important memories while discarding others. Dreaming plays a crucial role in organizing where these memories should reside.



**Consistent Routine is Key:** Our bodies thrive on regular sleep schedules aligned with our circadian rhythm, which dictates our sleep-wake cycles. Establishing a nightly wind-down routine, such as enjoying a cup of decaf tea and reading a few pages of a book, allows the mind to unwind and recharge after a busy day. Going to bed and waking up at consistent times most days helps our bodies understand when it's time to sleep.

**Meditation:** Bedtime often brings reflections on unfinished tasks. Practicing brief meditation techniques can help quiet the mind. When intrusive thoughts arise, gently guide your focus back to your breath. Try breathing in for four counts, holding for seven, and exhaling for eight to calm the mind.

**Morning To-Do List:** If worries about tomorrow keep you awake, jot down your tasks before bed. In the morning, you can prioritize and tackle them with a clear mind. Keeping a notebook or notecards by your bedside for quick notes helps in clearing your mind of tomorrow's concerns.

**For Shift Workers and Parents:** Consistently getting 5-6 hours of sleep, even if less than ideal, is better than inconsistent sleep patterns totaling 8-9 hours. Aim for 6-7 hours of sleep for optimal health, as consistency supports our circadian rhythm's natural cycle.

**Morning Light Exposure:** Light exposure influences our circadian rhythm, managed near the brain's optic nerves. Light signals through the eyes help regulate the secretion of melatonin, a hormone crucial for sleep. Exposing yourself to natural morning light, even on cloudy days, signals your brain to wake up by inhibiting melatonin production, ensuring you start the day alert and refreshed.

Prioritizing a consistent sleep routine aligned with your body's natural circadian rhythm is crucial for waking up refreshed and ready to tackle each day. Incorporating relaxation techniques like meditation and organizing tasks beforehand can further support restful sleep and mental well-being. Remember, exposure to morning light helps regulate your internal clock, signaling the transition from sleep to wakefulness. By nurturing these habits, you can enhance not only your sleep quality but also your overall health and productivity.

If you are a Legal Shield member, your membership also includes these great benefits:

- Legal Advice - personal legal issues
- Letters/calls made on your behalf
- Contracts & documents reviewed (up to 15 pages)
- Residential Loan Document Assistance
- Attorneys prepare your Will, your Living Will, and your Health Care Power of Attorney
- Moving Traffic Violations (available 15 days after enrollment)
- Trial Defense including Pre-Trial & Trial
- Uncontested Divorce, Separation, Adoption, and or Name Change Representation (available 90 days after enrollment)
- IRS Audit Assistance
- 25% Preferred Member Discount (Bankruptcy, Criminal Charges, Other Matters, etc.)
- 24/7 Emergency Access for covered situations

If you are not currently a LegalShield member, benefit-eligible employees can enroll during open enrollment for the 2025 plan year. For more information, visit [www.legalshield.com/info/ccsmi](http://www.legalshield.com/info/ccsmi)

## Health Care Flex Spending Account FAQs



If you've elected to participate in the Flex Spending Account for 2024, 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)?** An 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 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/irspdf/p502.pdf>

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**What happens if I don't use all of my FSA money?** The IRS has a "use it or lose it" rule. If you do not use the full amount in your FSA, you may lose any remaining funds.

**If I have an FSA, how do I use it to pay for my medical expenses?** You can pay for services immediately with your BASIC debit card. You can also request a reimbursement with a receipt through the BASIC app.

## Ask Watson!

“Hey, Watson! How can I check how much money I am contributing to my 403b account?”

“Check your paystub! Navigate to the Self-Service icon in Access Manager. From there, click on Employee and then click on Earnings Statement. Reach out to any HR staff member for further help!”

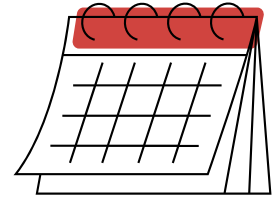


Mark your calendars for this upcoming holiday in September!

**Monday, September 2, 2024 - Labor Day**

Remember to turn your out-of-office messages on for your email and phone. Enjoy your time off!

## Upcoming Holiday



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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