

## Human Resources

by Steve Wapen and Janet Smith

### WELCOME to Our New Employees

#### ADULT PROGRAMS - Abbreviations Key

CLC = Community Learning Center, Willimantic

NLC = Northeast Learning Center, Danielson

- **John Barna**, Security Guard, CLC
- **Michael Brooks**, Teacher, CLC
- **Riley Hodge**, Security Guard, CLC
- **Eric Rivera**, Security Guard, CLC

#### EARLY CHILDHOOD INITIATIVES

- **Sabrina Bowersett**, BHS Assistant Teacher, Vernon

#### K-12 STUDENT SERVICES - Abbreviations Key

ACT = Arts at the Capitol Theater, Willimantic

CDT = Clinical Day Treatment Programs

CTAA = Capitol Theater Arts Academy, Willimantic

QMC = Quinebaug Middle College, Danielson

QVCC = Quinebaug Valley Community College, Danielson

- **Aracely Aguilar**, Instructional Assistant, CDT
- **Jeremiah Altius**, CDL Driver, Hampton Central Office
- **Julia Hinkel**, Instructional Assistant, CDT
- **Valerie Imre**, Instructional Assistant, CDT
- **Samantha Jenkins**, Autism ABA Instructor, CDT
- **Andrew Kyser**, Instructional Assistant, CDT
- **Judith Mezzomo-Perault**, Physical Therapist, Assigned
- **Kathryn Parker**, Autism ABA Instructor, CDT
- **Ashley Pitcher**, Instructional Assistant, CDT
- **Jennifer Plaza**, Special Ed. Instructor, CDT
- **Nina Reardon**, School Counselor, CDT
- **Mullai Srinivasan**, Instructional Assistant, CDT
- **Michelle Tyler**, Instructional Assistant, CDT
- **Katherine Wanner**, Instructional Assistant, CDT

#### ORGANIZATIONAL SUPPORT SERVICES

- **Nicole Cote**, Tutor, E.O. Smith

#### Transportation, Columbia

- **Laurie Blanchette**, Driver Aide
- **Tracy Cowan**, CDL Driver
- **John Hollingsworth**, Van Driver
- **Brendt Nash**, Driver Aide
- **Elijah Ramos**, Van Driver
- **Elisa Rios**, Driver Aide
- **Miguel Saez**, Van Driver

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## Agency Notes



### Faces of EASTCONN

Have you met **Kerin Griffin**? You may not know that Kerin was the key builder and designer of EASTCONN's new website, which launched this spring. Kerin joined EASTCONN in May 2016, and the agency quickly benefited from her expertise in multimedia support and audio/visual design. Kerin manages our day-to-day website efforts through the Marketing & Communications Department, as well as video production and IT product marketing through Technology Solutions. Helping Kerin build our new site were Web Development Team members **Tom Schenking (IT)**, **Cindy Laurendeau** and **Kerry Markey (M&C)**. Got website suggestions? Contact Kerin at [website@eastconn.org](mailto:website@eastconn.org).

*Note: In response to staff suggestions, we will start featuring employee highlights in upcoming Employee Updates. Look for more Faces of EASTCONN in future issues.*



EASTCONN's **Driver Education** program is now accepting students for summer classes and **offering EASTCONN employees a 10% discount**. Driver Education offers highly trained, state-certified driving instructors; training vehicles equipped with the latest safety features; and an updated, user-friendly website, registration and payment process. Visit [www.eastconn.org/drivered](http://www.eastconn.org/drivered) for program information or contact [dskewes@eastconn.org](mailto:dskewes@eastconn.org) for discount details.



EASTCONN held its Annual Meeting in May, attended by about 60 people, including the EASTCONN board. During the meeting, Executive Director Paula M. Colen honored three of EASTCONN's 30-year employees, including Kim Broad (pictured at left), Judy Knowles and Susan Eddy.

**SAVE THE DATE — Thursday, August 24, 2017**  
**All EASTCONN Day: A fun get-together for all employees!**

## Human Resources continued

# ANNIVERSARIES



**Congratulations to those employees with more than five years of service, as of April, May and June 2017!**

### APRIL 2017

27 years ....**Michael Akana**, Director of Facilities  
16 years ....**Dara Bowling**, Coordinator of CTAA  
**John Griggs**, Maintenance Worker  
13 years ....**Suzanne Lapointe**, Accountant  
11 years ....**Meghan Hayes-Garcia**, Case Manager  
**Daniel Ortiz**, CDL Driver  
8 years ....**Linda Merrill**, CDL Driver  
7 years ....**David Spruance**, Behavior Interventionist  
5 years ....**Stacey Batchelder**, BHS Assistant Teacher

### MAY 2017

8 years ....**Nancy Davis**, External Diploma Program Instructor  
7 years ....**Teresa Gochros**, Early Intervention Associate  
6 years ....**Lori Garrity**, Autism ABA Instructor  
5 years ....**John Vitale**, Consultant  
5 years ....**Yaritza Gonzalez**, Van Driver

### JUNE 2017

16 years ....**Tina Kramer**, Assistant to Adult Programs/Finance  
9 years ....**Richard Tariff**, Director of Adult Programs  
8 year .....**Valerie Ennis**, Instructional Assistant  
6 years ....**Aime Dallaire**, Van Driver



### Open Enrollment for Health Insurance

Please note that EASTCONN's 2017 Open Enrollment period will run from June 5 through June 23. For eligible employees enrolled in EASTCONN's HRA plan, your applicable \$2,000 or \$4,000 deductible begins again on July 1, 2017, for the 2017-2018 school year. Remember, after June 30, 2017, please pay any of your unpaid medical bills from the 2016-2017 school year with a paper claim form, not with your Benny card. A change to the plan: for ER visits not resulting in hospital admittance, the plan will pay all costs after the first \$150 in ER visit costs are incurred. As always, call the Human Resources Department at 860-455-1554 if you have any questions.



## Technology Solutions

### Stop and Think Before You Click that Link!

The internet ranks amongst the greatest achievements of human kind, but using it has its risks. Undoubtedly, you've heard of "malware," software intentionally designed to destroy your data, hold it for ransom, or flat-out take over your computer. There are a variety of more specific names you may have heard, as well: virus, Trojan horse, ransomware and others. How exactly each works varies, but how they infect your devices is very predictable. They usually 'attack' through web links and email attachments. So, let's take steps to minimize our risk to exposure. The IT staff recommend you take the following steps to protect your files:

#### WHAT YOU SHOULD DO:

- Be sure to copy your files to the file server. The file server is backed up regularly, your PC is not.
- If you do not have access to a file server, back up your critical files on a flash drive.

- If you notice anything odd about your files, especially if you can't open them, shut down your computer and contact IT immediately.

#### WHAT YOU SHOULDN'T DO:

- Never open an email attachment from an unknown sender.
- Never click on a link in a message from an unknown sender.
- Do not open an attachment from someone you do not know unless you're expecting it.
- Do not click on a link from someone you know unless you're expecting it.
- Do not download files from unknown sites.
- Do not copy files from your personal devices to EASTCONN devices.

In the meantime, IT is constantly working to provide software security updates to all EASTCONN computers. If you get an alert saying your computer is going to be updated, let it run.

*Remember! A little extra caution can protect you, your co-workers and the entire agency from computer viruses and malware.*



## Finance Office Notes

by Barb Reeves

**TIME SHEET SUBMISSION** – Final 2016-2017 hourly time sheets, either Time Clock Plus or EASTCONN Self Service (ESS) users, normally submitted as programs close, must be submitted no later than Friday, June 23, 2017, by 12:00 p.m. to Human Resources. Estimate the hours that you plan to work through June 30, 2017. Changes to these estimated hours must be received in Human Resources no later than noon on Monday, June 26, 2017. If you are required to complete a salaried time sheet, please submit all time sheets for 2016-2017, no later than Friday, July 7, 2017.

**FINAL PAYROLL DELIVERY** – Friday, June 16, 2017, will be the last payroll delivery to sites. Special delivery lists must be submitted by Wednesday, June 7, 2017, to Aaron Lucas.

**DIRECT DEPOSIT** – You are encouraged to enroll in direct deposit so you can enjoy the benefit of having your funds consistently made available to you without the burden of making a trip to your bank to cash your paycheck. Applications for direct deposit can be found on the EASTCONN website.

**REQUISITIONS** – All requisitions must be entered into the MUNIS system by Friday, June 16, 2017. Anyone needing to process a requisition after this date MUST contact Sharlene.

**MILEAGE FORMS** – Please submit June mileage forms before leaving for summer break. All June mileage forms must be in by Monday, July 17, 2017, in order to be paid from 2016/17's budget.

**PETTY CASH FORMS** – All receipts, together with any remaining funds, should be submitted to Suzanne Lapointe in the Finance Office by Friday, June 16, 2017.

**FINAL 2016/2017 PAYMENT TO VENDORS** – All purchase orders (pink copy together with vendor packing slips) must be received in the Finance Office no later than Friday, July 21, 2017, to be paid from the 2016/2017 budget. It will not be possible for us to write checks in the 2016-2017 database after July 28, 2017. Books will remain open for ADJUSTMENTS ONLY after July 21, 2017.

**REVENUE INVOICES** – All billing information should be submitted to support staff as soon as possible to ensure billing arrives in the Finance Office by Friday, June 16, 2017.