

Elizabethtown Community  
& Technical College

Office of Human  
Resources  
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## ECTC Health and Wellness Fair

On March 9, 2007 ECTC will host a Health and Wellness Fair for all Faculty, Staff and Students on campus. The fair will feature the Hardin Memorial Hospital WOW mobile, wellness vendors and guest speaker, Jamie Lucas.

The Hardin Memorial Wow Mobile will be located in front of the administration building from 9:00 am-2:00 pm. The following screenings will be offered:

- Total Cholesterol (fingerstick) \$ 5.00
- Body Fat Monitory/Scale \$ 2.00
- Blood Glucose-no charge
- Body Mass Index (BMI)-no charge

Wellness vendors will have booths in the Administration Building, room 112 from 9:00 am - 2:00 pm to discuss wellness topics, and give away items. The following vendors will be on campus: Hardin County Cooperative Extension Office, Sign up for "Get Fit ECTC" Wellness Program, Dermascan (skin analysis)Owsley Family Chiropractic, Green Apple Foods, PNC Bank- Financial Wellness, Any Time Fitness, Etown Swim and Fitness, Energy Fitness Center, Hardin Memorial Hospital- Nutrition News and more, Kentucky Cancer-Stop Smoking, Breast and Prostrate Cancer Information, Hardin County Health Center-Effectiveness of Obesity, Arbonne International, Kentuckiana Chiropractic Wellness Center-Massage Therapists

Jamie Lucas Elizabethtown's "Biggest Loser" Celebrity will be on campus in room 257 Academic Technical Building, 1:00 pm-2:00pm to discuss how he achieved his weight loss and experiences being on the national television show "Biggest Loser".

## Annual Performance Appraisal Preparation

It is time to begin preparation for the completion of the faculty and staff performance appraisals for FY 2006-2007. Completed 2006-2007 faculty and staff performance appraisals are due in the Office of Human Resources by March 30, 2007. KCTCS guidelines are found in the KCTCS Human Resources Policy Handbook # 2.5. Performance Planning Documents are found at <http://www.kctcs.edu/employee/humanresourcespolicies.htm>.

College guidelines and forms on Merit criteria can be found on our college website-  
<http://www.elizabethtown.kctcs.edu/facstaff/hr/olforms/olforms.htm>.

We have purchased portfolio holders for faculty and staff, if you would like one please contract Kris Wood or Patti Donahue.

## GET FIT! ECTC 2007



The Get Fit Elizabethtown Community and Technical College program will begin on March 19 and will run through April 30, 2007. The program will operate on an “Honor System”. Free classes will be offered by the Hardin County extension office on campus. Participants can join as individuals or in teams. The cost is \$8 per person or \$25 for a team of five.

The program is six weeks long. Participants will receive a pedometer to measure their steps and a T-shirt at the start of the session. Additionally, incentives will be offered each week to motivate participants. Weekly newsletters with healthy recipes and tips also are included. Liz Kingsland from Hardin County Cooperative Extension Office will be on campus in room 112 on March 9, 2007 to provide sign up materials and more.

## Family Medical Leave

### What is Family Medical Leave?

The Family Medical Leave Act of 1993 (FMLA) provides eligible employees with up to 12 calendar weeks of unpaid job-protected leave during a 12 month period for use in the event of approved family and/or personal medical conditions as defined under the law. During an approved Family Medical Leave, available paid leave, if applicable, shall be substituted for unpaid leave.

To be eligible for FMLA benefits, an employee must work for a covered employer; have worked for the employer for a total of at least 12 months; have worked at least 1,250 hours over the previous 12 months; and work at a location where at least 50 employees are employed by the employer within 75 miles.

KCTCS guidelines on Family Medical Leave are found in KCTCS Administrative Policy and Procedures, policy # 2.14.2.2. Please contact Kris Wood for assistance with Family Medical Leave.

## Access Your FSA and/or HRA Accounts Online

You can view your account balances, check claims/reimbursement status, and view claims detail.

1. Go to <http://www.chard-snyder.com>
2. Click on ‘Participates’
3. Click on ‘Account Services’
4. Choose click here to access your account
5. Choose click here to access your FSA, HRA and/or Smart Commuter Card
6. Enter required login ID information. If you do not know your information call (800) 982-7715.



## Celebrations

### Congratulations! Years of Service Anniversaries.



#### March

Peggy Hoskinson- March 1, 1976  
Edward Harris-March 1, 1995  
Bernie Davenport-March 1, 2000  
Carol Brown- March 1, 2002  
Carla Davis- March 1, 2006  
Margaret Thornton- March 16, 2006

#### April

Ann Thompson- April 1, 1976  
Sonia Ware-April 26, 1979  
Dennis Thompson- April 6, 1981  
Sue French-April 16, 1984  
Sean O'Neal-April 1, 1997  
Betsy Ball- April 7, 1997  
Gregory Shultz-April 17, 2006

#### May

Gwyn Sutherland- May 13, 1985  
Johnny Owens-May 9, 1989  
Rhonda Thompson- May 1, 1994  
Tracy Tollefson-May 2, 1994  
Brenda Beale-May 16, 1997  
Adam Huddleston-May 3, 1999  
Rebecca Perkins-May 7, 2001  
Laura Lamb-May 7, 2001  
Anita Sonner-May 7, 2001  
Leon Curry-May 10, 2002  
Marilyn Oldham-May 10, 2002  
Amy Jones-May 16, 2005  
Melanie Lowe- May 16, 2006

## Birthday Celebrations

### Happy Birthday!

#### March

Sarah Jones-3/2  
Melvin Bailey-3/6  
Pam Harper-3/6  
Janice Crawford-3/7  
Kathy Shofner-3/7  
Michael Hazzard-3/16  
Kirk Poteet-3/16  
Beth Towell-3/17  
Amanda Dunnagan-3/18  
Beth England-3/20  
Donna Lassanske- 3/23

Jason Fuller-3/23  
Keith Johnson-3/23  
Pem Buck-3/24  
Jared Spalding-3/24  
David Buck-3/26  
Carla Allen- 3/26  
Carl Cantrell-3/27  
Mary Jo King-3/28  
Sue French-3/29  
Julie Coy-3/30  
Rhonda Thompson -3/31



## Birthday Celebrations

### Happy Birthday!

#### April

Pamela Hamm-4/2  
Cynthia Sanders 4/3  
Wanda Poteat 4/4  
Peggy Hoskinson 4/7  
Brent Doty 4/7

Susie Swink 4/10  
Dee Carr-4/16  
Harry Newby 4/16  
Sonia Ware 4/17  
Rene Guarneros-Mata 4/30

#### May

Amy Jones-5/4  
Khondaker Haque 5/14  
Dalton Jantzen-5/15  
Susan Berry 5/19  
James Vail-5/21  
Autumn Hack-5/23  
Linda Mayhew-5/24  
Bonnie Elder-5/26  
Paul Redmond-5/26  
Martha Wolfe-5/29

Laura Mackeller 5/6  
Chris Lee 5/14  
Sharon Spratt 5/15  
Anita Sonner-5/19  
Tracy Bratcher-5/21  
Doug Cantrell-5/24  
Bryan Smith-5/26  
Sherry Barnes-5/26  
Racques Earles-5/27



## Holidays

Good Friday( ½ day-3.75 hours) Friday, April 6, 2007

Memorial Day Monday, May 28, 2007

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## UK Open Enrollment

Mark your calendar! Open enrollment for Faculty and Staff who have UK benefits will be held at the end of April. More information will be available soon.