February is American Heart Month. The first Friday of the month, February 1st is National Wear Red Day, so show some spirit and support by wearing red!!
Beneficial Information From Your Benefits Office....

Part –Time/Hourly Faculty Benefits  Open Enrollment  Spring 2019

Open Enrollment begins February 5, 2019, ends on March 8, 2019.

RE-ENROLLMENT IS REQUIRED and is not automatic. You may elect to keep your current benefits, but you must complete the Current Enrollees with No Changes to Current Elections form. Re-enroll/enroll between February 5, 2019 and March 8, 2019 for coverage effective March 1, 2019 through August 31, 2019.

February is Low Vision Awareness Month.

Low vision is an impairment that can’t be corrected by eyeglasses, contact lenses, medication, or surgery. Vision rehabilitation helps people with vision loss to maximize their remaining vision. Learn more at http://nei.nih.gov.

New Employee Benefits Orientation

Benefit orientations are held every Tuesday at 2 pm in the District Benefits Office. No appointments required unless this day/time do not work for you.
Beneficial Information From Your Benefits Office....

Benefits Health Fair

The Benefits Office will be holding its next Health Fair Thursday February 7, 2019 at the District Office from 12-4 pm. The theme is Heart Healthy. There will be vendors from Kaiser, CoreSource, UHC Vision, VSP, and Pension Dynamics onsite to answer any questions that you may have. All are welcome to attend. We strongly advise Part-time/ Hourly Faculty to come with any questions, or concerns as it will be during Open Enrollment for Part-time/Hourly health benefits and FSA. Once again Open enrollment for Part-time/Hourly Faculty is February 5, 2019 through March 8, 2019.

There will also be representatives onsite from Provident Credit Union, and the American Heart Association (after all, it is American Heart Awareness Month).

Also, we will have a prize raffle every hour at half past the hour (12:30, 1:30, 2:30, 3;30). Hope to see you all there!!
City of Oakland Minimum

Effective January 1, 2019, the minimum wage for the City of Oakland increased to $13.80 per hour. Please note this change when initiating Electronic Personnel Action Forms (ePAF) for student employees hired for Laney College, Merritt College, College of Alameda, and the District Administrative Center.
All faculty members that are interested in submitting documents for column advancement should do so within the first four (4) weeks of the Spring 2019 semester. The required documents include the Column Advancement Request form approved by the Staff Development Officer and an official sealed transcript. HR will not process any documents received after the first four weeks until the following semester.

http://web.peralta.edu/staff-development/2018/09/11/column-advancement-requests/
A Word from Employee Relations & Diversity Programs/

Risk & Safety Programs

***District Diversity Committee***

We are looking for individuals to serve on the District Diversity Committee. Faculty, Staff and Administrators are encouraged to join.

If you would be interested in serving on the District Diversity Committee please contact Royl L. Roberts, Interim Director of Employee Relations & Diversity Programs at rlroberts@peralta.edu. All responses due by February 8th.
A regular stretching routine will reward you in many ways. Stretching helps protect and strengthen the muscles and joints and supports mobility as we age. The key: knowing how and when to stretch properly.

The primary benefit of stretching is to increase and maintain flexibility — vital whether putting on your shoes or preparing for vigorous exercise or sports. Flexibility declines as we age, resulting in short, tight muscles and increased risk of injuries and balance issues that contribute to falls. Stretching and other flexibility exercises, including yoga and tai chi, can provide several benefits, including:

- Improved range of motion.
- Reduced pain, stiffness and stress.
- Enhanced muscular and joint function.
- Reduced risk of injury.
- Increased blood flow and circulation.

Ready to begin a stretching routine? First, talk with your health care provider if you have joint or back problems, feel pain when you stretch or are recovering from an injury. Here are some basic guidelines:

1. **Don’t stretch a cold muscle.** Doing so before exercise may impair your performance or limit protection from injury. Stretch after a 5- to 10-minute warm-up or after your main exercise is completed.

2. **Work the major muscle groups.** The American College of Sports Medicine recommends stretching at least 2 days each week, focusing on muscles susceptible to stiffness: hamstrings, hip flexors, calves and chest. It’s beneficial to do sport-specific stretches involving those muscles most used in your activity.

3. **Stretch slowly and smoothly** without bouncing to reduce muscle tightness. You should feel tension but not pain; if you feel pain, you’ve pushed too far.

4. **Exercise caution.** If you’ve suffered a strain or an injury in the past, discuss this with your provider who may advise that you initially work with a physical therapist.