



CANNED ACHE
MY HIGH
SAW FEW

Change of Status

MADGAB
Find the hearts. Say
the words out loud to find
out what the hearts are
really trying to say.
For answers
[click here!](#)



You have a
**31 day
window**

To make changes to add or drop due to marriage, divorce, adoption, death, or change of job status.

Call Sherrie Biringer ext. 3446 for change form.

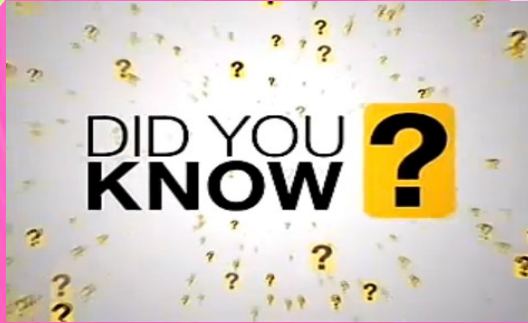
VOWEL HINT
I'M STAY

UPCOMING EVENTS

- February 2, 2010 HR Forum at CFCD at 5:30pm
- "Getting Your Ducks in a Row" NM Retirement Board February 6, 2010 at 8:30am-12:30pm at Piedra Vista High School.
- The College will be closed February 15, 2010 for President's Day
- February 26, 2010 HR Forum at School of Energy at 8:30am

EYE PILLOW
FIZZ SIGH

AISLE ME
CHEW HAVE
WEIGHT



- Elephants are the only mammals that can't jump.
- Mario, of Super Mario Bros. fame, appeared in the 1981 arcade game, Donkey Kong. His original name was Jumpman, but was changed to Mario to honor the Nintendo of America's landlord, Mario Segali.
- American car horns beep in the tone of F.
- A car that shifts manually gets 2 miles more per gallon of gas than a car with automatic shift.
- In the average lifetime, a person will walk the equivalent of 5 times around the equator.
- There are twice as many kangaroos in Australia as there are people. The kangaroo population is estimated at about 40 million.
- The average person spends about 2 years on the phone in a lifetime.
- Kansas state law requires pedestrians crossing the highways at night to wear tail lights.
- It is impossible to lick your elbow.
- $111,111,111 \times 111,111,111 = 12,345,678,987,654,321$
- There are 10 parts of the human body that can be spelled with just 3 letters
- "Stewardesses" is the longest word that is typed with only the left hand.
- An ostrich's eye is bigger than its brain.

OUT ACHE
ARROW VIEW

EIGHT WEAN
GULL ANY
SIZE

Safety Tip

Most of us are very experienced walkers. After all, we've been walking almost all of our lives. So why is it that simply putting one foot in front of the other to get from place to place results in so many injuries? After all, slips, trips and falls are a major cause of injuries, both at work and away from work.

Here are some things you can do to reduce your risk of slipping, tripping or falling. You can adapt many of the principals of defensive driving and apply them to walking. Silly as it may sound, being a "defensive walker" can help you safely navigate many of the hazards lurking all around you!

- Scan your "road" for existing and potential hazards. Just as you do when you are driving, be aware of others, expect them to get in your way, and have an out when they do.
- Slow down to negotiate turns, corners, ice, obstacles, limited visibility and heavy traffic.
- Make sure you have adequate "tread." Some experts believe up to half of all slips and falls could be prevented through proper footwear alone!
- Use a detour whenever possible to avoid ice or wet surfaces.
- Realize that there are hazards involved in going "off road." A shortcut across the lawn or through the rocks may not be the best choice.
- Keep your mind focused on what you are doing

For full article from Clara Archuleta please [click here.](#)

EYE BEND REAM
ENOUGH FEW

Payroll Tips

REMEMBER: Employee signatures are not to be provided on any form for payment until all required approvals have been obtained.

Requests for payment should be submitted no later than the broadcasted deadline date each payroll period. To view the payroll deadline calendar for 2010 click the link below.

[Payroll Deadline Calendar](#)

Any new employee being hired on a temporary basis, must complete the San Juan College New Hire Packet. This packet is available in Human Resources. Any contract for employment submitted without the required paperwork can delay payment.

For questions or concerns contact Savana Bradley at x3429 or Brian Steen at x3516.

PEA CUB WHO
ICY HUE

Sick Bank

Open Enrollment for the Sick leave Bank is February 1-28, 2010. Faculty employed after September 15, 2009 who wish to participate will need to submit an application to join. *Regular continuing status faculty have been automatically enrolled for this year. No need to apply.*

For more information on policy and forms please [click here](#).



Twelve Tips for Team Building: How to Build Successful Work Teams

People in every workplace talk about building the team, working as a team, and my team, but few understand how to create the experience of team work or how to develop an effective team.

Twelve C's for Team Building

1. Clear Expectations
2. Context
3. Commitment
4. Competence
5. Charter
6. Control
7. Collaboration
8. Communication
9. Creative Innovation
10. Consequences
11. Coordination
12. Cultural Change

For full article please go to

http://humanresources.about.com/od/involvementteams/a/twelve_tip_team.htm

TON
LOVE LOVE