The number of people with disabilities in the workplace has been rapidly increasing. What usually signals disability is a wheelchair, a hearing aid or white cane, but there are many disabilities that are hidden.

A hidden disability is an umbrella term, which simply means that a person’s impairment or condition is not blatantly obvious or visible. The list of medical conditions that may be regarded as hidden disabilities is extensive and the effects of these conditions can vary between individuals. People with heart disease, liver or kidney disease, multiple sclerosis, epilepsy, cancer, respiratory illness, lupus, and AIDS often look fine but may have the same need of accommodations as people with more obvious disabilities.

Throughout the world, there are millions of people who have some form of mental, emotional or physical disability that can limit their activities to varying degrees. Under the Americans with Disabilities Act, a disability is defined as an impairment that substantially limits one or more major life activities. Major life activities, as defined in the regulation, include functions such as walking, seeing, hearing, speaking, breathing, learning, and working.

CUNY has many policies and procedures that support and provide equal employment opportunities, prevent discrimination, and provide reasonable accommodations to applicants for employment, students, and current employees in a working environment in which individuals are able to realize their full potential as productive members of the college community.
Disabilities in the Workplace
continued from page 1

Requesting an Accommodation
Current Employees
Employees should make an initial request for accommodation to their immediate supervisor(s), and subsequently employees may direct their requests to the Human Resources Director. In either case, consultation between the employees’ supervisors and the Human Resources Director should take place in order to determine whether the requested accommodation, or an alternate accommodation, is appropriate and should be implemented. Appropriate supporting documentation should be provided to the Human Resources Director.

Students
A student should make an initial request for accommodation to the Office of Services for Students with Disabilities, and provide appropriate supporting documentation. More information may be found on their website at: depthome.brooklyn.cuny.edu/disability/index.htm

Requesting up to 12 Weeks of Unpaid Leave
The CUNY Family and Medical Leave Act policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year. To learn more about the policy and to find out if you qualify click below:

Family and Medical Leave
Administrative Procedures
FMLA Certification of Health Care Provider for Family Members <pdf>
FMLA Certification of Health Care Provider for Covered Military Service Members <pdf>
Leave for Breast Cancer/Prostate Cancer/Blood Donation <doc>

How to Donate Your Sick/Annual Time to a Fellow CUNY Employee
The Dedicated Sick Leave Program enables individuals who are employed full-time on an annual salary to donate annual and/or sick leave across campuses and across titles for use as sick leave for eligible employees. Click below to learn more about the program requirement and procedures.

Application to Donate Annual/Sick Leave (pdf)
Application to Receive Dedicated Annual/Sick Leave (pdf)

CUNY Disability Awareness Month
Every April, CUNY celebrates Disability Awareness Month on all its campuses with a series of events, lectures, and performances. This year, CUNY will focus on bringing awareness of disabled members in their own community.

events.cuny.edu/EventDetail.asp?EventId=35694

MS is a chronic, often debilitating disease of the central nervous system. Symptoms may be mild, causing numbness in the limbs or may lead to severe paralysis or loss of vision. The progress, severity and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment give hope for a cure.

We formed a team to walk and fundraise together called the Brooklyn College All Stars. Please take a moment to visit our fundraising webpage and make a donation. You can go to www.walkMSnyc.org and click “Donate” to search for Brooklyn College All Stars, or just click the link below. It’s that easy. If you would like to donate off line please contact Natalie Mason-Kinsey at ext. 4128.

Thank you for your support! We are looking forward to walking with you on April 29.

P.S. If you would like to get more information about the National Multiple Sclerosis Society, how profits from Walk MS are used, or other ways you can get involved in creating a world free of MS, please visit www.nationalMSsociety.org.

Click here to view our team page.

The Office of Human Resource Services would like to remind you to notify our office of any changes to the address that appears on your pay stub. Failure to do so can result in numerous delays and inconveniences including the receipt of your W-2, benefits information, and important correspondence from the College.

If you need to change your address, please see a staff member in the Office of Human Resource Services located at 1219, 1223 and 1231 Boylan Hall. You may also find the “Basic Personnel and Address” form on the Human Resource Services web site under “Forms and Publications.”
Focus on Environmental Health and Safety: Laboratory Safety

The CUNY Office of Environmental, Health, Safety and Risk Management (EHSRM), in collaboration with the Office of the Vice Chancellor for Research and the campus Environmental Health and Safety Officer (EHSO) Council, have developed a CUNY–wide Laboratory Safety Manual. The goal of this manual is to consolidate existing federal, state, and local regulatory standards regarding laboratory safety that campuses are obligated to follow, as well as to offer valuable “best practices” supported by leading standards-setting organizations and research institutions. The manual addresses such topics as safe chemical use, proper personal protective equipment (PPE), working alone in the laboratory, and other critical laboratory safety issues.

The CUNY Laboratory Safety Manual is not intended to replace existing college policies or laboratory-specific plans, but rather to complement them. Each college must continue to have in place a Chemical Hygiene Plan, as required by the OSHA Lab Standard, 29 CFR 1910.1450, “Occupational Exposure to Hazardous Chemicals in Laboratories.” The ultimate goal of the Laboratory Safety Manual, campus chemical hygiene plans, and other laboratory safety policies is to ensure the health and safety of our faculty, students, and staff by minimizing the chance of injury. An electronic copy of the lab safety manual is available at: www.cuny.edu/about/administration/offices/ehsrm/CUNYLabSafetyManualv220110.pdf.

In addition, the U.S. Chemical Safety Board (CSB) recently released a safety video on the potential hazards associated with conducting research at chemical laboratories and academic institutions. Entitled “Experimenting with Danger,” the 24-minute video focuses on three serious laboratory accidents: the death of a lab research assistant in 2008 in a flash fire at the University of California Los Angeles; a death by accidental poisoning of a Dartmouth College professor in 1997; and a 2010 explosion at Texas Tech University that severely injured a graduate student. In the video, CSB Chairperson Dr. Rafael Moure-Eraso, says, “Research conducted at university laboratories is often on the forefront of technology and innovation. It is important that this research continues and thrives, but it must be done within a strong safety culture where preventing hazards is an important value.” The safety video can be viewed on the CSB web-site at www.csb.gov.

To help promote wellness among all members of our community, Brooklyn College is participating in the CUNY-wide initiative to go tobacco free by the fall of 2012. Until then, smoking will be permitted only in the areas designated here.

As part of the CUNY initiative to improve health on campus, Brooklyn College will become a tobacco-free campus beginning Fall 2012. Prior to Fall 2012, areas on campus have been designated as smoking areas. These four locations can be seen on the map above.

There have been several benefits associated for those who quit smoking. These benefits include: reduced risk of lung cancer, heart attack, shortness of breath, coronary heart disease and stroke.

If you or anyone you know is in need of assistance with quitting, the following resources are available:

- American Cancer Society
- NYC Quits!
- New York State Smoker’s Quit line

Smokers may continue to smoke in areas outside the campus gates, but are asked to please avoid smoking near campus entryways or windows—including those of the Student Center. The proper disposal of all smoking-related waste is also encouraged.

Area bordered by stone partitions north of the West Quad Center entrance.
Area of gravel behind the West Quad Center adjacent to the sidewalk and closest to athletic field light pole.
Sunken area of the courtyard bordered by Ingersoll Hall and Ingersoll Hall Extension.
Area of pavement between the Brooklyn College Library and Whitman Hall nearest the parking lot entrance gate.
Tips for Safe and Healthy Travel for Senior Citizens Offered by CDC

Reaching retirement can be an exciting time and be the perfect opportunity to take those trips that had to be put off due to the time constraints of a full-time job. According to the Centers for Disease Control and Prevention, seniors can safely visit practically any destination with the appropriate preparation. The CDC recommends that seniors follow a few simple tips to make sure that they have safe and pleasant trip.

All travelers, including senior citizens, should arrange to see a doctor for a pre-travel visit, preferably a month or so before they travel. Seniors should consider their physical limitations when planning a trip. Prior to travel, seniors should obtain available information about their destination that could affect their health, such as the altitude, climate or whether the destination is prone to natural disasters, such as earthquakes and hurricanes.

Vaccines
Before travel, seniors should be up-to-date on routine vaccines, such as measles/mumps/rubella and seasonal flu. More than half of tetanus cases are in people over 65, so seniors should consider getting a tetanus booster before they travel.

Seniors should also receive other vaccines recommended for the countries they are visiting. These vaccines may include vaccines for hepatitis, typhoid, polio, or yellow fever. Recommended vaccines are listed by country on CDC’s destination pages.

Medication
A doctor may prescribe medicine for malaria, altitude illness, or travelers’ diarrhea; seniors should make sure the doctor knows any other medications they take, to watch out for possible drug interactions.

In addition to medicine prescribed specifically for travel, seniors should plan to pack enough regularly taken medicine, such as pills for high blood pressure or diabetes for the duration of the trip, in addition to a few days’ extra in case of travel delays.

Prescription medicine should always be carried in its original container, along with a copy of the prescription. It also should be packed in a carry-on luggage, in case checked luggage gets lost.

Injury Prevention
Injury is the most common cause of preventable death among travelers.

The risk of serious injury can be minimized by following a few commonsense guidelines:
• Always wear a seatbelt.
• Don’t ride in cars after dark in developing countries.
• Avoid small, local planes.
• Don’t travel at night in questionable areas.

Whether you are passenger in a car or in an airplane, remember to occasionally stretch and move your body once to ensure blood flow and avoid muscle stiffness. If you are driving, pull over for short breaks to take a walk and stretch your legs.

In addition, seniors should consider purchasing supplemental travel health insurance in case of injury or illness. While traveling overseas seniors should consider purchasing evacuation insurance, which will pay for emergency transportation to a qualified hospital.

For more information on healthy travel, visit www.cdc.gov/travel.

Tips for Affordable Retirement Travel.
If your retirement dream is to get out and see the world, a tight budget doesn’t have to stop you from realizing your dream.

Do not be shy about revealing your age.

Don’t be afraid to reveal your age to avail of senior discounts. Both AAA and AARP offer discounts on car rentals, lodging, cruises, vacation packages and attractions. Many retail stores also offer discounts to seniors on certain days of the week. Most U.S. airlines offer senior discounts of 10 percent or more but foreign airlines rarely do.

Some hotel chains have senior discount programs, too. Among the most generous are the 50 percent cut at Starwood Hotels (including Sheraton, Four Points, W Hotels and Westin Hotels and Resorts), and the 40 percent discount available through the Hilton Senior Travel Honors Program, which requires a $55 per year membership fee.

Be flexible
If you have the personality to wait until the last minute to book your retiree travel, airlines and hotels cut prices to fill their needs. By avoiding peak times seniors can often take advantage of reduced rates at hotels, restaurants and attractions. Flights on Tuesdays, Wednesdays and Saturday afternoons usually offer the best rates. Most motels and hotels are less expensive Sunday thru Thursday with the exceptions of those in large cities.

Don’t rely totally on the Internet.
Travelocity, Expedia, Hotwire and Orbitz only show the lowest fares among the vendors that opt to be included on their Web sites. Go to the Web sites of airlines and hotels you don’t see on the list, or call them to see how the prices you find compare.

Take a Group Tour
Another way to save is through group travel organized by tour companies, alumni associations, church and retirement community travel groups and other programs. Group tours are much cheaper than independent travel because you are getting a group discount on everything from entrance fees to hotel rooms. Road Scholar is the name for the programs developed and offered by Elderhostel, Inc., the not-for-profit world leader in lifelong learning since 1975. Road Scholar offers 6,500 educational tours in all 50 states and 150 countries. Programs are all-inclusive and have no hidden costs. If you are looking for a special deal you can choose from many budget-friendly programs. For those willing to be flexible there are also last minute options to choose from.

The Road Scholar Travel Assistance Plan, which is automatically included in the cost of programs, provides peace of mind by ensuring you will be cared for in the unlikely case of a medical emergency. When looking for a program you can search by location, interest, activity level.

Sign up for House Exchanges
Home exchange simply means that you and your family agree with a family from a different area to live in each other’s homes during your vacation. Several programs facilitate the exchange of your home with the homes of other vacationers, thereby eliminating the cost of lodging. Intervac is a program that charges an annual membership of $99.99 and has domestic as well as international listings including countries such as Germany, Spain, England, France, Sweden and Canada. Another service is HomeExchange.com which charges a $119.40 fee for unlimited membership for one year. Read more: 5 tips to affordable retirement travel

Tips for Safe and Healthy Travel by Senior Citizens Offered by CDC
Road Scholar Programs
Pension Benefits for Adjuncts, Continuing Education and Clip Teachers

**ADJUNCTS:** All adjuncts are eligible to join the NYC Teachers’ Retirement System (TRS) and Tax-Deferred Annuity programs from their first semester at CUNY. You can get application forms from the Human Resources Office at your campus, or the TRS website. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjuncts, and you can always call the Director of Pension and Welfare Benefits at the PSC at 212.354.1252.

**CONTINUING EDUCATION TEACHERS:** If you want to join a tax deferred annuity program (TDA), you have a choice of providers. For advice about possible pension eligibility and annuities. For the Spring 2012 semester, TIAA-CREF financial consultants are available to discuss how to help you achieve your financial goals by investing in financial solutions such as mutual funds, brokerage, life insurance and annuities. For the Spring 2012 semester, TIAA-CREF will be on campus in the Library, Room O36 (Lower Level) on the following dates and times:
- **Wed, Mar 14, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Thu, Mar 22, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Wed, Apr 11, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Tue, Apr 17, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Wed, May 9, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Thu, May 17, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Wed, Jun 6, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)
- **Wed, Jun 20, 2012** 9:15 a.m.–5:15 p.m. Library, Room O36 (Lower Level)

To schedule an appointment, please call Marc Adamek at 1.800.492.3553 ext 28674 or email him at madamek1@metlife.com.

**TIAA-CREF Visits**
TIAA-CREF offers individual counseling sessions, at no additional cost to you, where you can discuss your personal financial situation with an experienced TIAA-CREF financial consultant on a confidential basis. The financial consultants are available to discuss how to help you achieve your financial goals by investing in financial solutions such as mutual funds, brokerage, life insurance and annuities. For the Spring 2012 semester, TIAA-CREF will be on campus in the Library, Room O36 (Lower Level) on the following dates and times:
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To schedule an appointment, please call Marc Adamek at 1.800.492.3553 ext 28674 or email him at madamek1@metlife.com.

**MetLife Visits**
Marc Adamek of MetLife will be on campus on Thursdays from 10:30 a.m. to 2:30 p.m. in the Classified Lounge located room 2122 Boylan Hall. Th, Mar 8, 2012 10:30 a.m.–2:30 p.m. Classified Lounge, 2nd Fl, Boylan Hall
Thu, Apr 19, 2012 10:30 a.m.–2:30 p.m. Classified Lounge, 2nd Fl, Boylan Hall
Thu, May 17, 2012 10:30 a.m.–2:30 p.m. Classified Lounge, 2nd Fl, Boylan Hall
Thu, Jun 14, 2012 10:30 a.m.–2:30 p.m. Classified Lounge, 2nd Fl, Boylan Hall

To schedule an appointment, please call Marc Adamek at 1.800.492.3553 ext 28674 or email him at madamek1@metlife.com.

**WageWorks**
Congress has not acted to extend the monthly allowable transit benefit that was increased as a part of The American Recovery and Reinvestment Act of 2009. The Transit Benefit extension was not included in the Temporary Payroll Tax Cut Continuation Act of 2011 which extended the payroll tax cut for 2 months and was signed into law by the President. As a result, the limit for monthly transit benefits effective January 1, 2012 is $125. The limit for monthly parking benefits effective January 1, 2012 is $240.

**Discounts for Faculty and Staff**
If you are looking for up to 70% off the face value of tickets to your favorite show, 40% off movie tickets to the latest blockbuster or up to 20% off your wireless carrier’s monthly plan you can visit the Human Resources Discount page to avail of a wide range of exclusive discounts for faculty and staff.

**Check Out Modell’s Brooklyn College Discount**
April 20 to May 17
Employees will receive a 15% discount off all merchandise at any Modell’s store.

In return, Modell will donate 5% of all the money spent by our employees during that period back to the College.
For entertainment, Plum Benefits offers discounts off most Broadway and off Broadway plays between 10% and 40% off regular prices. As an employee you can get access to discounted tickets for live entertainment through CorporateOffers.com www.corporateoffers.com/ offers, these include offers that are up to 70% off the face value of a ticket. For mobile discounts, AT&T is offering all Brooklyn College students an 18% discount and Brooklyn College faculty and staff members receive a 20% discount. Please contact our local AT&T Rep. Wayne Smith — 646.256.8953 or walk in to AT&T’s newest Store at 1610 Flatbush Ave Brooklyn, NY 11210. Verizon Wireless is offering employees 19% off Nationwide Single-Line and Family SharePlan Calling Plans.

Lastly, YMCA www.ymcanyc.org/ of Greater New York offers CUNY staff and students a 20% off in adult and family membership rates and 50% off in initiation fee.

A Letter from the AVP
(continued from page 2)
There are lots of events to look forward to in the coming weeks. On April 18 we have a special seminar for smoking cessation and on May 16 we are happy to present an important session about how to sleep better. The sleep seminar was one that was voted on by the campus community. We have a new neighbor in the junction—Modells—and like a good neighbor they are giving the Brooklyn College community great discounts. Check out the article in this edition. On behalf of the entire staff of Human Resource Services, I wish you a productive spring semester.

Michael T. Hewitt
Assistant Vice President for Human Resource Services
Calendar

Tuesday, March 27
Chairpersons’ Luncheon

Tuesday, April 3
Department Meetings
Faculty Council Meeting in WTA, Room 150 Library

Thursday, April 5
Deadline Observation of Faculty
P&B/CAP
Dean – Chairs Meetings

Friday, April 6
Spring Recess Begins

Monday, April 16
Spring Recess Ends; Classes Resume

Wednesday, April 18
Brown Bag Luncheon – “You Can Be Smoke Free!”

Thursday, April 19
Stated Meeting of the Faculty and State of the College Address

Tuesday, April 24
Chairpersons’ Luncheon

Wednesday, April 25
Administrative Professionals Day

Thursday, April 26
Graduate Deputies Meeting

Tuesday, May 1
Student Evaluation of Faculty Begins

Thursday, May 3
P&B/CAP

Monday, May 7
Triennial Election Week Begins

Tuesday, May 8
Department Meetings
Faculty Council Meeting in WTA, Room 150 Library

Thursday, May 10
Faculty Council Meeting (If Necessary)
Dean-Chairs Meetings

Friday, May 11
Triennial Election Week Ends

Tuesday, May 15
Last Day of Undergraduate Classes
Chairpersons’ Luncheon (If Necessary)

Wednesday, May 16
Chairpersons’ Retreat II
Reading Day
Brown Bag Luncheon – “Sleep: Why it Matters & How to Sleep Better”

Thursday, May 17
Final Examinations Begin
Promotion and Tenure Charge Committee

Wednesday, May 23
Faculty Day

Thursday, May 24
Final Examinations End/
Spring Term Ends

Wednesday, May 30
Master’s Commencement (evening)
Student Evaluation of Faculty Ends

Thursday, May 31
Baccalaureate Commencement

Thursday June 28th
Staff Appreciation Day (Tentative)

Friday, June 29
Deadline Departmental Annual Reports