

# CTHC Employee Newsletter

October 2009

## 2009 CTHC Holidays

Thanksgiving	Nov. 26 & 27
Christmas Eve	Dec. 24
Christmas	Dec. 25

## Check out the new Employee Page on the CTHC website!

You can view the Personnel Manual, Employee Emergency Guide, current and past employee newsletters, and upcoming events.  
[www.centexhousing.org](http://www.centexhousing.org)

## CURRENT & UPCOMING CONSTRUCTION PROJECTS

- ◆ Friendship House - foundation repair
- ◆ Autumn Leaves/Ratliff roof replacement
- ◆ BHA unit renovation - 34 apartments
- ◆ Frances Graham Hall patio / landscaping improvements
- ◆ Tembell landscaping improvements / exterior lighting
- ◆ Crestview playground and fence
- ◆ Golden Haven patio area
- ◆ Signage - Autumn Leaves/Ratliff/Willow Brook/Frances Graham Hall
- ◆ Raintree playground

## Wellness Board News

### 5 Elements of a Rounded Fitness Routine

1. Aerobic Exercise - also known as cardio or endurance activity - the cornerstone of fitness training. Try walking, jogging, biking, swimming or water aerobics.
2. Muscular Fitness - Strength training at least twice a week increases bone strength and muscular fitness. Use hand-held weights (such as plastic soda bottles filled with water or sand), push-ups, abdominal crunches and leg squats.
3. Stretching - Improves the range of motion of your joints and promotes better posture. May even help relieve stress.
4. Core Stability - The muscles of your abdomen, lower back and pelvis - known as your core muscles - help protect your back and connect upper and lower body movements. Do any exercise that uses the trunk of your body without support, including abdominal crunches.
5. Balance Training - Try standing on one leg for increasing periods of time to improve your overall stability.



## EMPLOYEE SPOTLIGHT

**Autumn Dye**  
Kaleidoscope

Autumn has lived in the Troy area all her life and began working at Kaleidoscope in January 2006. After starting out with the infants, she is now the teacher in the Pre-school 2 classroom. She loves her job and enjoys the four-year-olds because they can talk. Autumn is currently attending Temple College to obtain an associate degree of applied science in child development. Photography is one of Autumn's hobbies, and she also likes going with her family to Port Aransas where they fish and relax. Her favorite activity, however, is watching Nascar races with her father. They have been to Fort Worth and will be traveling to Talladega (Alabama) next month for the first time, where they have pit passes. And who is her favorite driver? "Earnhardt, Jr., even though he hasn't been doing too good lately."



## NEW EMPLOYEES

PLEASE WELCOME THESE RECENTLY HIRED CTHC EMPLOYEES:

MARK BRIGHT - MAINTENANCE  
DAVID DUHR - MAINTENANCE (RE-HIRED)  
CAROL DICKERSON - KALEIDOSCOPE



## 457 VIDEO SERIES

The purpose of National Save for Retirement Week is simply to get **ALL OF US** thinking about what kind of income we will want and need in the future. Even though you are currently depositing money into your regular 401(a), that may not be enough for your retirement plans.

Contributions to the **457 Deferred Compensation Plan** can supplement your future income. ICMA, our retirement plan administrator, has a new video series online that provides answers to frequently asked questions about the 457 Plan. To access the video, go to [www.icmarc.org/library/457dvd](http://www.icmarc.org/library/457dvd).

Some of the advantages to participating in the 457 Plan are:

- You reduce your current income taxes while investing for your retirement
- Your earnings accumulate tax-deferred
- You have complete control of this account and can increase or decrease contributions as you choose

**Planning + Savings = Secure Retirement**



*Sometimes, when you hold out for everything, you walk away with nothing.*

## POLICY REMINDER

### PAYMENT FOR PERSONAL LEAVE

An employee may request payment for personal leave hours in lieu of taking paid time off at the same rate as hours worked providing the employee maintains a balance of 60 hours of accrued personal leave. Hourly employees may request payment for leave in any increment. Salaried employees must buy back leave in eight (8) hour increments. The employee has the responsibility to ensure that the buy back request is made in accordance with established procedures. The request must be approved by the Executive Director.