



Change of Date for our Save the Date

Our annual employee recognition event will now be held on Wednesday, August 26, 2015 from 2 – 4pm. Stay tuned for more information and an invitation with RSVP.

Buddy Update:

We have created a task force to assist with the development of our Buddy Program. The task force includes staff members from a variety of different departments across campus. **The members are: Kristine Avery, Samantha Smith, Shelly Davis, Jenna Chase, Liza Dalfonso, Sheila Verrill, Jennifer Veino, Kelley Brague, Jennifer Brayall, Dan Estey, David McCall, Thomas Johnson, and Kathryn Cody.** We have had our first official meeting and plan to meet a few more times before the program is rolled out this fall. If you have any questions about the program, please contact Samantha Smith.

VALIC.com/SJCME is Here!

We are excited to announce that the new Saint Joseph's College Retirement Plan website is now live. We encourage you to visit VALIC.com/SJCME to learn more about planning for a secure future in your retirement.

Just some of the exciting new features of this site include:

- Online enrollment
- Access to important forms, fund information and performance
- Easy to use calculators, financial planning and budgeting tools
- Videos focused on important life events and how to be financial prepared

Saint Joseph's College is dedicated to helping you prepare for the retirement you deserve. If you are eligible we recommend you take a few moments to enroll online. Online enrollment is an easy first step to preparing for your retirement. Should you need some guidance through the enrollment process, see the [Online Enrollment Instructions](#) attachment.

Individual meeting with VALIC financial advisors will continue to be offered through August and September. If you have not scheduled a meeting yet, sign up today ([VALIC - How to Schedule a one-on-one](#)). **Since June 4th, we have had 129 employees meet with our VALIC representatives!**

CIGNA and Anthem Merger

On Friday, July 24th, CIGNA and Anthem announced the agreement to form a premier global health service company, capable of fully responding to the growing market demands for greater choice, access and affordability.

The combination of CIGNA and Anthem brings together the complementary strengths of their respective organizations: Anthem's best-in-class Medicaid capabilities and leading individual presence, with CIGNA's consumer engagement and health advocacy capabilities, premier specialty portfolio and broad geographic U.S. and international presence. As a result of the combination of the two companies, and their complementary products and services, customers will have access to higher quality products, lower prices, and increased choice.

CIGNA will remain separate and independent and will continue on their present, positive path until the government reviews are complete and the combination is approved. The transaction is expected to be completed in the second half of 2016.

For more information regarding the merger, please visit <http://betterhealthcaretogether.com/>.

Be Well

The American Cancer Society's awareness campaign for skin cancer prevention promotes the slogan "Slip! Slop! Slap! and Wrap" which is a catch phrase that reminds people of the 4 key ways they can protect themselves from UV radiation:

- Slip on a shirt
- Slop on sunscreen
- Slap on a hat
- Wrap on sunglasses to protect your eyes and sensitive skin around them

The American Cancer Society also promotes early detection of skin cancer in adults through regular skin self-exams, and an examination for skin cancer should be part of periodic health exams.



Student Hiring

The Academic Year is right around the corner and that means our students will be coming back soon! If you are looking to hire students for the fall semester, we suggest posting the position as soon as possible to start collecting and reviewing applicant information. Remember, all student hires including rehires, need to be processed through HR before they can begin working. If you would like to post a position or have any questions, please contact Samantha Smith at ssmith@sjcme.edu.

Safety First

As the campus is undergoing many changes (departments are moving, new structures are being erected, repairs being made), it is important for your safety to remember how to stay safe in the workplace. One of the key factors (especially regarding those who will be relocated this summer) is to know your way about your work areas and always to be aware of what to do in the unfortunate event of an emergency. Be it an evacuation, medical issue, safety hazard or any circumstance which you feel may result in injury to yourself or others, you should know how and when to take action.

Some tips are:

- Know your evacuation routes.
- Know who to contact in the event of an emergency. For any emergency within the workplace, it is imperative that you notify your supervisor and that Campus Safety also be notified IMMEDIATELY.
- Know where to go once you have left your work area.
- Know what, if any, special circumstances within your workplace may hinder emergency response (i.e. if chemicals are kept in an area, if furniture may be in the way, if you have a medical condition that does not allow for an expeditious response on your end)
- If an alarm activates in your work space, evacuate. DO NOT ASSUME THAT ALL IS WELL! (Campus emails are sent when testing of alarms are planned)
- If safety issues arise for any reason, notify Campus Safety as well as your supervisor IMMEDIATELY. (Campus Safety x6687 or x7911 for emergencies)

The campus has well-rounded plans and procedures to assist any/all departments in the event of an emergency; however, it is up to individual departments (and those who reside within them) to ensure that regular training and knowledge is kept for your specified responses. If you or your department would like extended training on any subjects safety-related to better prepare you in your work space, please contact Campus Safety Officer Zachary Chopchinski at zchopchinski@sjcme.edu for further assistance.

Our Core Values

are at the heart of our core existence and should be visible in our daily interactions. They are:

- **Excellence**
- **Integrity**
- **Community**
- **Compassion**
- **Justice** - Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.
- **Respect**
- **Faith**

Imagine
with all
your mind.
Believe
with all
your heart.
Achieve
with all
your might.

CIGNA VitaMin Tip of the Month

BUG OFF: Take the sting out of bug bites

Bees buzzing. Ticks crawling. Mosquitoes swarming. Don't let these unwelcome guests ruin your outdoor fun. Here are some helpful tips that can keep you and your family safe from unwanted bug bites and stings.

Bee stings

For a serious allergic reaction to bee or wasp stings, use an epinephrine auto-injector (if available) and call 911 right away. For other not so serious stings, act quickly to minimize pain and swelling.

- Try to remove the stinger by scraping it off with a fingernail or firm edge, such as a credit card.
- Wash the area with soap and water.
- Apply an ice pack or a cold, wet washcloth.
- Soothe itching with an oral antihistamine or apply a corticosteroid cream or calamine lotion.

Tick bites

Do you live in an area where ticks are a problem or plan to travel to places known to have a high volume of ticks? The following steps can help reduce your risk of getting Lyme disease or other tick-borne diseases.

- Wear long pants tucked into your socks, a long-sleeve shirt and a hat.
- Apply an insect repellent with DEET to your skin and clothing. Products containing oil of lemon eucalyptus, a natural compound, also offer non-chemical protection. Always read product directions before applying on children.
- Stay on the trails. Avoid walking through thick woods and long grass.
- Check for ticks on people and pets after being outdoors. Ticks can be very small (about the size of a poppy seed) so it's important to search carefully. Bathe or shower as soon as possible after coming in from outdoors.
- If you find a tick, remove it with tweezers and use antiseptic on the bite area. It's unlikely that you'll get Lyme disease if a tick has been attached to skin for less than 48 hours.
- If you have difficulty with a tick, contact your health professional as soon as possible

Mosquito bites

Protect yourself by using the right repellent. According to the Environmental Protection Agency (EPA), products containing the following active ingredients work best for repelling mosquitoes, and are considered safe when used as directed on the label.

- DEET (spray, wipes, foam and lotion formula)
- Picaridin (spray and cream formula)
- IR3535 (lotion and lotion spray)
- Oil of lemon eucalyptus (lotion and pump spray)
- Para-methane-diol (spray or towelettes)



Policy Update: Weapons in the Workplace

Purpose:

To ensure that Saint Joseph's College maintains a safe workplace for all employees, the College prohibits the possession or use of any dangerous weapons or material on College property.

Eligibility:

All Saint Joseph's College Faculty and Staff

Policy:

Faculty and Staff members are prohibited from possessing any dangerous weapon or material on College property or at any other location they may be required to be as part of their employment. In accordance with Maine State law, an employee may keep a firearm in the employee's vehicle as long as the vehicle is locked and the firearm is not visible.

College property is defined as all College-owned buildings and surrounding areas such as sidewalks, walkways, forested areas, paths, open fields and parking lots. Dangerous weapons or materials include, but are not limited to: firearms, knives, fireworks, explosives, martial arts equipment, BB guns, pellet guns, paintball guns, and any other item that might be considered dangerous or could cause harm. The College reserves the right to require the removal from College property any item or material it considers dangerous or potentially dangerous.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Benefits Corner

Recordkeeping and Your HSA

Those with a Health Savings Account (HSA), and corresponding High Deductible Health Plan (HDHP), are ultimately responsible for proving how the account is used because it is individually owned. If you have an HSA, you must keep proper records of your expenses.

An HSA can be used for a wide range of health care services within the limits established by law.

For more information and to read the entire article please see [HSA Recordkeeping](#) in the attachments.

Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of their Face-to-Face Assistance or their Full-Service Work/Life Support. For more information, please visit our website: <http://www.sjcme.edu/hr/EmployeeAssistance>

Kristine A. Avery SPHR
Director of Human Resources
PHONE 207-893-7755
kavery@sjcme.edu

Heidi Jacques
Assistant Director of Human Resources
PHONE 207-893-7756
[hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)

Jackie Cattabriga
HRIS Analyst
PHONE 207-893-7758
jcattabriga@sjcme.edu

Samantha Smith
HR Representative
PHONE 207-893-7753
ssmith@sjcme.edu

Linda Quigley
Data Entry Assistant
PHONE 207-893-7780
lquigley@sjcme.edu