



ADP New Supervisor Guide for Time and Attendance

ADP has introduced its new and improved Workforce Now version 8 and we now have an all-inclusive guide for supervisors. The information contained in the user guide should be sufficient to familiarize you with this product enhancement and allow you to immediately and effectively manage your staffs' time and attendance information.

To see the new guide for time and attendance, please click on the attached Word Document labeled **ADP Time and Attendance Supervisor Guide**.

If you have any questions, please contact Michelle Scribner at mscribner@sjcme.edu or x7738.

Applying for Tuition Benefits at SJC and at Other Colleges

If you have a son or daughter who may want to take advantage of our Tuition Benefits for attendance here at Saint Joseph's or at 500+ other colleges for next year, you should plan to attend our informational meeting!

This important informational meeting will be held on Friday, September 18th at 2:00 PM in the Sister Mary Kneeland Dining Room (SMKDR). We will discuss our tuition remission and our tuition exchange benefit plans. The entire application process will be reviewed including forms. Please attend and learn about the important deadlines and have your questions answered.

If your son/daughter will be renewing their application for the 2016 - 2017 academic year, all application material needs to be **returned to Human Resources by October 16, 2015**.

VALIC Transition Information

Your VALIC financial advisors are here to help! Whether you have a few questions about the transition process or are new to the idea of retirement planning, Rick Esten will be available to meet with you one-on-one. To schedule an appointment with your financial advisor, [click here](#).

Appointments with Rick are available on the following dates: September 1, 3, 9, 14, 22, 24 & 29.

Employee Recognition

Thank you to all who participated and attended the Annual Employee Recognition Event. You can view photos from the event on the **S** drive in HR/Employee Recognition 2015 photos.

Be Well

SJC will be hosting a 12 week CIGNA Weight Management program starting in September. A professional health advocate will come on campus to provide information you can use to start living a healthier life. Topics include:

- The ideal number of calories to cut and burn for weight loss
- Simple ways to work exercise into your daily routine
- Healthy eating choices – at home or at a restaurant
- Understanding the mental and physical benefits of weight management
- Creating a healthy support system

You do not need to be a member of CIGNA to participate in this program. All employees and spouses are invited!

Dates: Wednesdays
September 16th –
December 9th excluding
November 25

Time: 12:00pm-1:00pm

Location: Alford Center
Hall of Fame room

Sign up at:

<https://www.cignasurveys.vovici.net/se.ashx?s=04BD76CC3F8F0C27>

For questions please
contact Jenna Chase at
jchase@sjcme.edu

New College Performance Standards

The following eight College Performance Standards are included in every position description for ALL staff positions. Please note the addition of four new standards along with four existing standards that help support the College's vision and values.

Existing Standards:

- **Ensures the safety of self** by identifying hazards in the working environment, using and insisting on the use of proper ergonomic methods, complying and insisting on the compliance to College safety policies and procedures, reporting potential hazards, and promptly reporting work related injuries.
- **Contributes to the ongoing culture of the College** by supporting its mission and values.
- **Consistently works collaboratively** with co-workers within the department and across the campus by maintaining a positive problem solving attitude, listening and respecting the competing demands of others and working toward the best solution for the College.
- **Performs other duties to support the College** as assigned.

New Standards:

- **Commitment to sustainable practices** such as recycling, limited use of paper and electricity; composting; health and wellness, etc.
- **Attends and provides assistance at campus community events** such as commencement, athletic games, sustainability festivals, academic lecture programs, etc.
- **Maintains regular in-person attendance** (essential of most positions).
- **Committed to service excellence** by providing superior service on a consistent basis to our primary customers - the students, as well as other internal customers including, Faculty, Staff, Trustees, and Alumni, along with prospective students, families, guests, vendors and members of the local community.

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
- Respect - Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.
- Faith

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

Your HSA is moving to HSA Bank

The administration of your Cigna Choice Fund® HSA is moving to a new bank. Today, your HSA is serviced by JPMorgan Chase (Chase). In the coming months, the administration of your account will move over to HSA Bank.

HSA Bank is one of the nation's leading HSA administrators, and offers great new ways to help you manage your account. This is good news for you since there will be many great new benefits with HSA Bank. And, it won't require any work on your part!

The transition date from JP Morgan to HSA Bank for Saint Joseph's College is October 24, 2015. It will happen automatically – there's nothing you need to do.

To learn more about what you can expect, read through the [easy-to-follow moving guide](#).

If you have any questions, please contact Heidi Jacques

Chris Herren Presents *Rebound*

Please join us for an inspiring presentation featuring former NBA professional basketball player, Chris Herren. Chris broke scoring records, was recruited by top colleges, featured in Sports Illustrated and became the focus of the acclaimed book, *Fall River Dreams*. Herren was drafted by the Denver Nuggets in 1999 and was traded to the Boston Celtics after his rookie season, but lost his career to substance abuse.

Alcohol and drug-free since August 1, 2008, Chris refocused his life to put his sobriety and family above all else. He shares his harrowing story of abuse and recovery in his memoir, *Basketball Junkie*, as well as in numerous interviews throughout the Emmy nominated ESPN Film documentary *Unguarded*. Chris wants to share his tale of descent into addiction, his miraculous recovery and his new life mission: to share his story with audiences in the hopes of reaching at least one person and making a difference in their life.

Please join us tonight, Monday, August 31st at 7:00pm in the Alford Center Gymnasium to learn about Chris's inspiring story.



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
[hjacob@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

Safety First

Hello and welcome back to campus. Granted, most of us were present for a majority of the summer, but in the spirit of the students coming back, this installment of "Safety First" will focus primarily on reminders of policies and procedures to make it as easy and seamless on our staff as we try to make it for the students.

- Firstly, parking decals are very important ensuring that the proper persons are parking in the proper locations so as to avoid unnecessary travel and inconvenience. Your decals note what areas you are (and are not) permitted to be parked in. In order to obtain this, please go to campus safety with your vehicles registration and your license. Also, just as we ask students to not park in faculty/staff areas, we ask faculty/staff to avoid parking in residence hall areas for student ease and safety.
- Please remember that the speed limit on the campus is 15 mph. please DO NOT exceed this limit for any reason. Also note that on Saint Joseph's property, pedestrians ALWAYS have right-of-way. Campus Safety wants to always keep our people as safe and secure as possible. We staff our dispatch and safety office 24/7. So, if for any reason, you notice suspicious circumstances, would like an escort to and from you vehicle, need an unlock, have safety questions please contact our department.
- As a level of professional integration and process, Campus Safety Director Ian MacEachen and Assistant Director Joe Washuk can provide instruction services upon request to any professors that would like a special topics course given to their students relative to safety, security, law enforcement and other related topics. Safety Officer Zachary Chopchinski can also provide instruction on O.S.H.A., environmental safety, ergonomics, regulatory agencies and other similar topics.
- Finally, in an effort to produce a more safety compliant and organized workplace, this coming year will see fire and emergency drills that not only involve students, but faculty and staff. These drills will be completed in not only residence halls, but also in academic and support buildings as well. We will be working with Standish fire to provide the most effective process to our students/employees.

Thank you for your help in assuring the safety and compliance of our campus. It is with your efforts that we continue to make this the safest, most prepared campus/place to work in the state.

If you have any questions, please contact Campus Safety Officer Zachary Chopchinski at zchopchinski@sjcme.edu.