

Blood Borne Pathogen Training Reminder:

Reminder if you work in one of the following departments: **Alfond Center, Aquatics, Athletic Training, Clinical Nursing Faculty, Health & Wellness Center, Housekeeping, Coaches and Team Managers, Campus Safety**; your annual Blood Borne pathogen training is due. Please visit the Training page found in the Human Resources section of the website to review the training material and complete the quiz. Once the quiz is complete, please send to humanresources@sjcme.edu. This is an annual requirement, if you have already taken the quiz within the last 30 days, you do not need to take it again until next year.

Student Employees:

All Students as new hires or rehires must be processed through HR before they begin working in accordance with the Immigration Reform 19 requirements.

Title IX – Sexual Discrimination, Harassment, Misconduct, and Resolution:

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education. In compliance with Title IX, Saint Joseph's College has an established process in place for handling a Title IX complaint. Additionally, the Title IX Policy has recently been updated to affirm our commitment to provide assistance for individuals whose rights have been violated.

Matthew Goodwin is the designated Title IX Coordinator for the College and he is responsible for monitoring our compliance and working with the Title IX Team on Title IX related complaints and investigations. Matthew Goodwin can be reached at mgoodwin@sjcme.edu or 207-893-6601. The Title IX Policy, the Title IX Policy Appendix, the Title IX brochure and the Title IX training material are included in the mySJC section of the website.

<https://www.sjcme.edu/about-us/departments-and-services/human-resources/title-ix/>

The College is committed to providing a community in which the learning, working and living environments reflect our Core Values. Our goal is to provide a safe environment for all members of our campus community – students, faculty, staff, as well as our visitors.

Safety First: Safety Survey

Saint Joseph's College takes pride in our people and our school. It is in that spirit that we would like to ensure that we are addressing the concerns and needs of the College to more readily secure and prepare our people for emergency situations that may arise. The following is a broad list of threats. Please label them in numerical order (1 being highest threat while 7 being lowest threat) those you feel would present the largest threat and the most harm to yourself or your workspace. A blank section is provided in the event you sense a threat that is not listed here. Please place your name and department on the survey for a drawing of a safety kit provided by Campus Safety and the Safety Officer. If you have already participated in this survey, there is no need to take the survey again. Once completed, please send to Zachary Chopchinski via interoffice mail or send to zchopchinski@sjcme.edu by October 10, 2015.

- Fire _____
- Weather Hazards _____
- Hazardous Chemical/Material Exposure _____
- Accident in Recreational Areas _____
- Coworker Violence _____
- Theft _____
- Other (please explain): _____

Did you know?

GCF LearnFree.org (<http://www.gcflearnfree.org/office>) offers free training resources for many Microsoft Office programs. Click the link to learn more today!

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**
- **Faith** - Rooted in the teachings of Jesus Christ and the Catholic Church, nevertheless, we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities, and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

Electronic Annual Performance Assessments

The Human Resources Office has finalized the FY15 Annual Performance Assessment Tool for staff reviews. Although the form is similar to last year, the content has been enhanced, and we are transitioning to an electronic process.

The College will use the Performance Management feature in ADP Workforce Now for the FY15 performance evaluations as of October 1, 2015. This online tool incorporates individual job descriptions as part of the annual review.

There will be a section of rated questions that will allow both the employee and the manager to rate and comment on performance expectations defined in the "Job Purpose" section of the job description. Additionally, the four (4) "Current" College Performance Standards that have been incorporated in the job descriptions will be included.

The performance rating tier remains as follows:

- Not Meeting Performance Expectations
- Meeting Performance Expectations
- Exceeding Performance Expectations

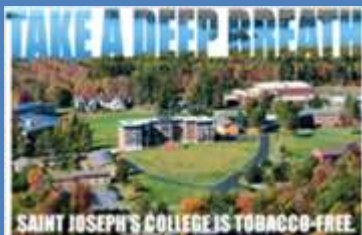
There will also be a section of non-rated questions that will allow the employee and the managers to comment on the following areas:

- The four (4) "New" College Performance Standards
- Demonstration of Core Values
- Challenges and Support Needed
- FY15 Accomplishments
- FY16 Goals

Current job descriptions that HR has on file will be posted on a campus shared drive for both the employee and the manager to access. As part of this process, the employee and the manager should review the position description to determine if any revisions are necessary based on the current job duties. Please contact Heidi Jacques ([hj Jacques@sjcme.edu](mailto:hjacques@sjcme.edu)) in Human Resources if any revisions are necessary.

The annual review process starts with the employee completing a self-assessment which will be forwarded to his/her manager. Once the manager has submitted the review, it will be reviewed by Human Resources prior to being released back to the manager for the purpose of meeting with the employee.

The annual review period will be in effect for a maximum of 60 days beginning on October 1, 2015 through November 30, 2015. An annual review is expected to be completed for all staff with the exception of those in the adaption period.



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>

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Benefit Corner: Tuition Remission Electronic Process

Eligible full time employees and their IRS eligible dependents and/or spouse can take courses at Saint Joseph's College tuition free under our Tuition Remission benefit (see policy below). In an effort to streamline the process, it is now managed electronically through SharePoint. To access the electronic form, simply click on the Application for Tuition Remission link on our **mySJC/HR/BenefitsEnrollment/Tuition Remission** webpage (<https://www.sjcme.edu/mysjc/human-resources/benefit-enrollment/tuition-remission>) and follow the Instructions. The link can be also be found under **mySJC/Human Resources/Forms**. The employee must always fill out the form – not the dependent. The form catches and records the login ID so we know who filled it out. For off-campus employees, make sure you use your full email address in the ID field, just like you now do using Single Sign on (SSO), e.g., employee@sjcme.edu. You will be notified by email of the status of your application throughout the approval process. A memo will be sent to the applicant from HR as notification of final application approval.

Subject: Tuition Remission

Purpose:

To provide financial assistance and serve as a recruitment and retention strategy for qualified employees.

Eligibility:

Employees: Regular full-time administrative staff after six months of full time continuous service or its equivalent in continuous part time service.

IRS Eligible Dependents and Spouses: one year of continuous full time service by sponsoring employee or its equivalent in prior continuous part time service.

Service requirements must be met by the beginning of the semester in which an employee requests tuition remission.

Be Well

Playing Bingo just got healthier! Take the challenge and learn new ways to get on a winning path to better health. Healthy Bingo will run from October 19 - November 13.

This program is great for ALL employees who work on and off campus as you will complete the program on your own time. You do not need to be a member of Cigna to participate.

If you would like to sign up and receive a Healthy Bingo card please email Jenna Chase at jchase@sjcme.edu

Everyone who returns a completed Healthy Bingo card to Jenna Chase by November 20th will be eligible to win a prize.

