

Did you know?

As a supervisor, you can review indirect employee timecards on your team. Follow these simple steps:

- Log into ADP
- My Team – Timecards
- Click the magnifying glass beside the name listed
- The Employee Search box appears showing your direct report employees
- Click the Check box beside **Include Indirect Reports-** The list should automatically expand to show everyone on your whole team.

Please review timecards periodically and have them approved by NOON on Monday after the close of each pay period .

Please Welcome Dr. Lynette Hamlin, Associate Dean for Nursing to our College Community.

2014 Annual Sexual Harassment Statement

To the Saint Joseph's College Community:

Sexual harassment in the workplace is unlawful under both state and federal law and is not tolerated at Saint Joseph's College. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of **physical conduct**, such as unwelcome or offensive touching; **verbal conduct**, such as vulgar remarks, or suggestive comments or jokes; **nonverbal conduct**, such as whistling or leering; or **visual displays**, such as sexually oriented calendars or posters in the workplace. Men, as well as women, may be the victims of sexual harassment.

If you believe that you have been a victim of sexual harassment, it is important that you first report your allegations to your supervisor or to the sexual harassment officer of the College. The sexual harassment officer is Sue Kelly, Title IX Coordinator. You will be requested, but not required, to put your complaints in writing. Your complaint will be investigated promptly and as confidentially as possible. You will be notified of the results of the investigation. In no case will the person you allege to have harassed you be responsible for conducting the investigation.

A charge may also be filed with the Maine Human Rights Commission (MHRC). The charge should state the facts and circumstances underlying the allegation of sexual harassment, and it must be filed within six months of when the harassment occurred.

Once a charge is filed, the MHRC will provide an opportunity for the employer to address the charges. The Commission will also attempt to get the parties to reach a mutually acceptable settlement of the matter. If no agreement can be reached, then MHRC will itself investigate. If MHRC determines that reasonable grounds exist that sexual harassment has occurred, they will attempt conciliation to resolve the problem. If unsuccessful, they may then file a lawsuit in court seeking relief on behalf of the employee. If the MHRC concludes after investigation that no reasonable grounds exist to believe that sexual harassment occurred, it will dismiss the charge. The employee may still file a lawsuit.

It is unlawful for anyone to be punished or penalized for 1) exercising his or her right to be free from sexual harassment; 2) filing a charge in good faith with the MHRC; or 3) testifying in good faith in any matter before the MHRC. The MHRC can be contacted by telephone at (207)624-6050, or by mail at Station 51, State House, Augusta, Maine 04333.

Should you have any questions or need further information about sexual harassment, please contact Sue Kelly at skelly@sjcme.edu or (207)893-7752. You can also find more information on the Human Resources [Training](#) or [Title IX](#) pages of the SJC website.

Payroll Tip

Make the ADP Kiosk a quick link on your desktop for quick access to clock time

- Copy link for ADP Kiosk
<https://ezlmisiappdc2f.adp.com/TLMWeb/WebClockingLogin>
- Right click on your desktop screen
- Click "New"
- Select "Shortcut"
- Paste the link in the location field
- Click "Next"
- Name the Shortcut – example: ADP Kiosk
- Click "Finish"
- There should be a new ADP Icon on your desktop

Human Resources
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Check out the website
www.sjcme.edu/hr

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Ergonomics

"Ergonomics" is the science of how the body functions, performs or moves in the workplace. The word *Ergonomics* was developed in the 1940's by an engineer who studied how the body functions, performs or moves while at work but didn't become truly known until the 1970's. In 2006, the Federal Government developed OSHA Standards for Ergonomics, and it wasn't until 2012 that an individual could become a certified ergonomic officer without having a degree in Physical Therapy or Ergonomics. A person with a four-year degree in Ergonomics is called an Ergonomist. To become a Certified Office Ergonomics Evaluator (C.O.E.E.) an individual has to take a 16 hour course and pass a three hour exam.

We are very fortunate here at Saint Joseph's College because the College has been proactive with an ergonomic program for more than fifteen years; long before OSHA Standards required employers to provide ergonomic training and assistance. Please note that an employee does not require or need permission from their supervisor for an ergonomic evaluation. I am available to anyone who needs an evaluation or wants one and I can be reached at Ext. 7754.

I will be sharing some tips and best practices in future newsletters and I look forward to feedback or suggestions at clemieux@sjcme.edu.

TIPS: Sitting:

- Raise or lower the seat of your task chair to ensure that your thighs are parallel to the floor with your feet flat on the floor or on a footrest.
- Adjust the seat pan depth to maintain two inches of clearance between the back of your knees and the front edge of the seat.
- Adjust the backrest height to comfortably fit the small of your back.
- Adjust the recline tension, if necessary, to support varying degrees of recline throughout the day. You want the back of your chair to support your back.
- Lean back and relax in your chair to allow the back rest to support your upper back.

Carlene Lemieux, C.O.E.E.

Be Well

As a child you may have grown up playing the Candy Land board game. We have put our own twist on the game and starting in April are challenging individuals to participate in Wellness Land! Follow the wellness instructions for each day of the month and move around the board while trying to avoid things such as the Chocolate River and Cholesterol Cavern. Sign up with Jenna Chase, jchase@sjcme.edu, to receive your Wellness Land game board. Good Luck and have fun!

Benefit Information

How to be reimbursed for nonmedical expenses from my HRA, Health Reimbursement Account:

Currently all HRA accounts are set with an Automatic Claim Forwarding feature. This means all qualified medical expenses are paid directly from your HRA account when claims are submitted. For vision and dental claims, you will need to submit eligible claims to CIGNA via a claim form for reimbursement. The form can be found on either our [HR website](#) under the HRA benefit or on the [CIGNA website](#) under CIGNA Choice Fund HRA/FSA Claim Forms.

Please contact Heidi Jacques at x7756 about your SJC Employee benefit questions.