



Congratulations

George Warren on receiving the Father John Tokaz Award at the Athletics Senior Award Dinner held annually. The Father John Tokaz Award is presented annually to the individual within the college community who has displayed extraordinary support of and assistance to the athletic department mission and to the Saint Joseph's College student-athletes. View the article here:

http://www.gomonks.com/information/2014-15/15_awards_rel

Payroll Tips

As many of you know, ADP has a new look. Some new features have been added. If you are still finding that you are having trouble navigating and/or finding things or have any payroll related questions, please contact Michelle Scribner @ ext. 7738.

VALIC Transition Information

Life can get pretty busy, but it's important to take a few moments to plan for your future. Over the next few weeks, Saint Joseph's College will begin making improvements to the retirement plan to make planning for your future a little easier. Beginning July 1, 2015, VALIC will be the exclusive provider for our Saint Joseph's College retirement plan and we will transition the plan from an annuity platform to a lower cost mutual fund platform.

Check your SJC email! The first week of June we will be sending you some very important materials about the upcoming plan changes. These materials will include an overview of the new fund lineup, a fund mapping schedule, important forms, and frequently asked questions.

VALIC financial advisors will be here to help! Whether you have a few questions about the transition process or are new to the idea of retirement planning, Rick Esten and Steve Barnes will be available to meet with you one-on-one. To schedule an appointment with one of these financial advisors, click on the "**Valic - How to schedule a One on One**" attachment. **Appointments with Rick are available on the following dates: June 4, 5, 8, 9, 10, 11, 15, 16 (pm), 19 (am), 23, and 26. Appointments with Steve are available: June 16 (am), 17, 22, and 24.**

If you are an existing **TIAA-CREF participant** with assets in the plan and would like to replicate your existing allocations, your enrollment is required. If no action is taken by June 30, 2015, your future contributions will be directed toward a default Target Date Fund based on your age. If you're interested in scheduling some time with the VALIC financial advisors, they will be available during the dates and times noted above to assist with the transition process.

If you are an existing **VALIC participant** with assets in the plan, the transition of your future contributions to the new mutual platform will be automatic; there is no action or paperwork required on your part. If you would like to consolidate your assets, schedule some time with the VALIC financial advisors. They will be available during the dates and times noted above to assist with the transition process.

A featured plan enhancement is a streamlined selection of over 20 best-in-class mutual fund options and a fixed interest option to maximize your investment diversification. If you're interested in a simplified investment approach, a series of Target Date Funds have also been added to the new mutual fund lineup with target retirement dates through 2055. Target Date Funds offer a convenient way for you to be more aggressively invested when you're younger with an automatic shift to more conservative investments as you near a target retirement date. Whichever investment approach you prefer, the new mutual fund lineup and service offerings can meet your needs. If you'd like to learn more about the upcoming changes and enhancements, you can click on the "**Valic - For more information about upcoming changes and enhancements**" attachment.

If you're not currently contributing toward your retirement, but are interested in taking the first step towards a more secure future, schedule an appointment with one of our Financial Advisors, Rick Esten at (207) 650-0324 or Steve Barnes at (207) 650-4173.

Be Well

Join the RESOLUTION REVOLUTON program and improve your health in just minutes a day!

This is a NEW 6 week program starting on June 22nd!

Every day, try to do the following:

- Eat five servings of fruits and vegetables
- Exercise for at least fifteen minutes
- Sleep for seven hours a night
- Take at least 10 minutes for relaxation

This program is great for employees who work on and off campus because you will do it on your own time! To sign up and receive your tracking sheet contact Jenna Chase at jchase@sjcme.edu.

CIGNA members who complete the program will earn 25 points.



2015 Annual Sexual Harassment Statement

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 a sexual harassment officer of the College. The sexual harassment officer is the Interim 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 the Interim Title IX Coordinator (207)893-7752. You can also find more information on our Human Resources Training or Title IX website. Thank you.

Our Core Values

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

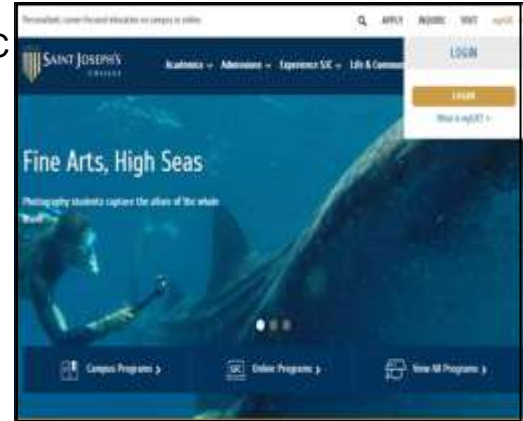
- **Excellence**
- **Integrity**
- **Community -**
Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values, and collaboration. We extend this value of community by reaching out to neighbors and to members of the broader civic and ecclesial communities.
- **Compassion**
- **Justice**
- **Respect**
- **Faith**

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

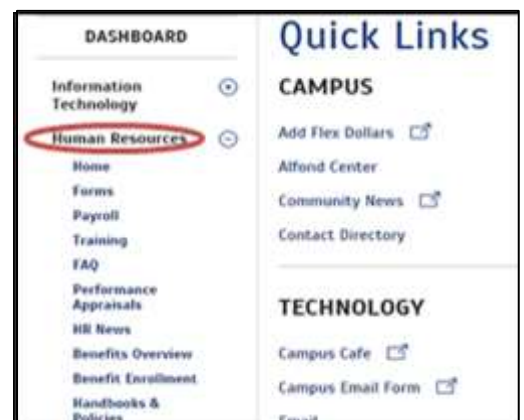
Accessing Human Resources on the New SJC Website

There are multiple ways to access Human Resources from the website; this guide will show you how to access Human Resources and other features like forms, payroll, training, benefit information, and more.

- Start by logging into the new mySJC
- <https://www.sjcme.edu/>
- The SJC homepage is displayed
- In the top right-hand corner of the page, in orange text, click **mySJC**
 - Click the **LOGIN** button to sign into the website (as shown to the right)
- The login page is displayed (as shown below)
- Enter your full email address and password and click the **Sign In** button



- The **mySJC** homepage is displayed
- On the left-hand side of the page, under **DASHBOARD**, various departments are displayed.
- Click the plus sign (+) to the right of the Human Resources tab to see all of the accessible tabs.
- From here, you are now able to access all of the different features covered by HR (Payroll, Training, Benefits Overview, etc.)





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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Safety First

In light of the warmer month approaching, this article's purpose is to remind its readers of an always present threat in the state of Maine when dealing with the outdoors. This is something that we all generally take for granted, for the most part, but should be addressed with caution: ticks. Ticks are currently considered to be second only to mosquitoes as vectors of human infectious diseases in the world. Ticks can carry several devastating diseases that are transmitted via their attachment to our bodies. Here in Maine, the most common ailment illustrated is Lyme's disease. The symptoms of Lyme's disease depend on the stage of the disease. You may first notice symptoms weeks to months after the tick bite. If the disease isn't treated, it may progress from mild symptoms to serious, long-term disabilities.

- In the first stage, you may have a rash at the site of the tick bite. You may also have a lack of energy or a headache and stiff neck. Sometimes people have no symptoms at this stage.
- In the second stage, symptoms may include memory problems and pain and weakness in the arms and legs.
- In the third stage, symptoms may include swelling and pain (like arthritis) in the joints, not being able to control facial muscles, and numbness and tingling in the hands, feet, or back.

To avoid this circumstance, the best measures are preventative. Always wear bug repellent rated for ticks, check yourself and your clothing after being outside, use lint rollers to help gather any ticks on your person, and always cover as much exposed skin as possible. In the event of a tick attachment, there are several steps to be taken.

- Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible.
- Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal.
- After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol, an iodine scrub, or soap and water.
- Dispose of a live tick by submersing it in alcohol, placing it in a sealed bag/container, wrapping tightly in tape, or flushing it down the toilet. Never crush a tick with your fingers.

If you develop a rash or fever within several weeks of removing a tick, see your doctor. Be sure to tell the doctor about your recent tick bite, when the bite occurred, and where you most likely acquired the tick.

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