

Human Resources
Phone: 207-893-7757
Located 1st Floor
Xavier Hall

Check out our
website!

<http://www.sjcme.edu/hr/home>

Ergonomic Tip

There are challenges when using a mouse that cause some risk factors such as:

Wrist anchoring where your hand is on the mouse and your forearm rests down on the surface below the mouse causing your wrist to bend.

Wrist extension happens when your keyboard surface is too low, too high or too far away bending the wrist in an upper fashion where your forearm is below or above your wrist.

Ulnar/Radial Deviation happens when you use only your wrist to move the mouse from side to side.

Over-pronation happens when you have to extend your arm from the shoulder to mouse.

Whistleblower Policy (New May, 2014)

Purpose: To protect any employee who in good faith reports an activity he/she considers to be illegal or dishonest.

Eligibility: Any employee of Saint Joseph's College.

Policy: If an employee has knowledge of or a concern of any illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Procedure: All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Note: The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Employees with any questions regarding this policy should contact the Director of Human Resources.

(Ergonomic Tip Cont.)

All of these issues can be eliminated if you use a keyboard and mouse platform and pull the platform up close to your abdomen or bring your abdomen closer to your work surface. This allows your elbow to rest at your side at a 90 degree angle and the forearm, wrist and hand are kept straight and parallel to the floor. You should move your hand and forearm as a unit to mouse; not your wrist.

Payroll Reminders

1. If any changes are made to punches, notes should be entered with the reason for the change.
2. Supervisors: Please make sure that summer student worker hours are being charged to department xxxx26.
3. A timesheet is considered approved when it has all green checkmarks. A yellow triangle, red stop sign or blue diamond means something needs to be reviewed or approved. If any line with time entered does not have a green check mark, the timesheet WILL NOT process.

Policy Reminder

SJC is Tobacco Free! Saint Joseph's College is committed to providing a healthy working and learning environment. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco free, and promote a campus culture of Wellness. This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. See the full [policy](#) on our website.

Thank you, Thank You, Thank YOU!

Another Academic Year is behind us and now is the time to reflect about what a successful year it was. Thank you to all who have contributed to the success of our students throughout the year and all those who worked and volunteered their services during Commencement Weekend! It is truly a special time of year for many people in the campus community and most importantly the graduating class of 2014. We look forward to continued success in future years. On to 2015!

Wellness

A new 6 week program called *Maintain Don't Gain* will be starting June 2nd!! *Maintain Don't Gain* is designed to help you practice healthy habits that will guide you toward effective, long-term weight management and ultimately, a healthier lifestyle. It's all about taking a closer look at the choices you make every day and learning to find balance within all aspects of your life. Staff and faculty members who work on or off campus can participate! This program is done on your own time and is a great way to kick off the summer by establishing healthy habits. If you would like to sign up for this program, please email Jenna Chase at jchase@sjcme.edu.

Benefit Information

The CIGNA Vision coverage is available as part of your enrollment in a CIGNA Health Plan. With CIGNA Vision, members can access quality vision care, including a comprehensive vision and eye-health exam. Benefits may include coverage for glasses and/or contact lenses. Members can visit in-network or out-of-network providers - it's all about care.

As part of the CIGNA Vision coverage, members can log into [myCIGNA](#) and click the Vision Benefits link on the Medical Main Page. This provides you with the details of your vision coverage including information about frequency of care and details about costs and billing through CIGNA Vision Providers and Non-CIGNA Vision Providers.

You can access this and other important information regarding our Vision Benefit on our website at <http://www.sjcme.edu/hr/Vision-Benefit>.

For any benefit related questions, please contact Heidi at x7756 or [hjacob@sjcme.edu](mailto:hjacques@sjcme.edu).