



Student Hires:

All Students as new hires or rehires must be processed through HR before they begin working in accordance with the Immigration Reform I9 requirements.

Payroll Reminders:

1. As of July 7th Earned Time can be requested online and approved by the supervisor.
2. When looking at the time card, make sure to scroll all the way down to ensure there is a green checkmark on each day and to view the full two week pay cycle.
3. When supervisors elect to delegate timecard approval to their backup, please select permissions for your delegate to enter time off requests. Select the employee name and the start date then go to permissions and my team, from which you can choose time off requests.
4. The employee can make changes to his/her own demographic information, tax information and direct deposit information via the portal. Payroll will receive a notice of these changes for verification purposes.

Blood Borne Pathogens Policy

Policy: The College is committed to protecting employee safety and health. The Exposure Control Plan protects workers against potential exposure to blood borne pathogens in accordance with OSHA standard 29CFR 1910 1030, "Occupational Exposure to Blood Borne Pathogens".

Procedure: The Exposure Control Plan (ECP) includes a determination of employee exposure, implementation of universal precautions, use of engineering and work practice controls, providing personal protective equipment, ensuring housekeeping procedures, offering Hepatitis B Vaccination (see Hepatitis B Policy) as well as post-exposure evaluation with follow-up, training and appropriate record keeping.

The Exposure Control Plan is available online and a hard copy will be provided to any employee within 15 days of the employee's request.

Employees (including student employees) hired into the following positions must complete Blood Borne Pathogen training upon new hire and annually thereafter by September 30th of each calendar year:

- Alford Center Desk Staff
- Aquatics Staff
- Athletic Trainers
- Pearson's Café Staff
- Clinical Nursing Faculty
- Health and Wellness Center Staff
- Housekeeping Staff
- Security Staff
- Team Managers and Coaches

Training will consist of an online informational power point to be reviewed by the employee followed by a brief quiz. Quizzes shall be turned in to Human Resources for proper evaluation and documentation.

Competencies less than 70 percent will be asked to review the presentation and re-take the quiz.

For those employees noted above; failure to comply with the Blood Borne Pathogen Policy may result in disciplinary action.

Hepatitis B Vaccination Program Policy

Policy: In an effort to protect employees from the possibility of Hepatitis B infection, Saint Joseph's College has implemented a vaccination program. The vaccination program consists of a series of three inoculations over a six-month time period.

Procedure: The Hepatitis B vaccine will be made available after the employee has received the training required by OSHA standards and within 10 working days of initial assignment to all employees who have occupational exposure.

If an employee has previously received the complete Hepatitis B vaccination series or undergone antibody testing, which has revealed that the employee is immune; documentation must be provided to the Health and Wellness Center. If the vaccine is contraindicated for medical reasons, a physician note documenting such should be provided to the Health and Wellness Center.

Laughter is the Best Medicine.

Ever wonder if there is any truth to the saying that “laughter is the best medicine”? While definitive research into the potential health benefits of laughter hasn’t really been done yet, a positive attitude and a good old fashioned belly laugh certainly don’t seem to be hurting. According to the Mayo Clinic: “Whether you’re guiltily guffawing at an episode of “South Park” or quietly giggling at the latest New Yorker cartoon, laughing does you good. Laughter is a great form of stress relief, and that’s no joke.” And they even credit getting in a good laugh with all of the below physical benefits:

Stimulation of organs:

Laughter enhances your intake of oxygen-rich air, stimulates your heart, lungs and muscles, and increases the endorphins released by your brain

Activation and relief of your stress response:

A rollicking laugh fires up and then cools down your stress response and increases your heart rate and blood pressure. The result? A good, relaxed feeling.

Soothed tension:

Laughter can also stimulate circulation and aid muscle relaxation, both of which help reduce some of the physical symptoms of stress

Employees hired into the following positions will be offered the Hepatitis B vaccination series at no cost:

- Alford Center Desk Staff
- Aquatics Staff
- Athletic Trainers
- Pearson’s Café employees
- Clinical Nursing Faculty
- Health and Wellness Center Staff
- Housekeeping Staff
- Security Staff
- Team Managers and Coaches

Employees hired into one of these positions, will have their names forwarded to the Health and Wellness Center, for review of their immunization status immediately after hired.

Campus Emergency Response

One of the best features of the SJC community is just that, our close-knit community. Communities are comprised of people and people are, by nature, curious beings. We here at SJC are no strangers to this - the arrival of police cruisers, ambulances or other emergency vehicles on the SJC campus usually garners quite a bit of attention, and rather quickly at that! While curiosity is normal, sometimes that curiosity can manifest in ways that make it harder for emergency services personnel (Campus Safety or other community responders) to do their jobs effectively.

Our job, within the Office of Campus Safety, is two-fold when emergency situations arise: firstly, we are often the first responders who will arrive on scene when someone is in distress; and secondly, we are a vital link in the chain of communication that (when necessary) summons additional emergency services to respond in order to ensure the best possible resolution for a given emergency. Campus Security Officers take this responsibility very seriously, and we require the assistance of the SJC community in order to provide the best service possible. Please remember the following in case of an emergency:

- If you are the first or closest observer, ensure your safety first, then call Campus Safety at extension 7911 (893-7911 from a cell phone)
- The Dispatcher that you speak with will ask for details-please answer their questions as quickly and completely as you can. This information will help us to summon and send the correct responders
- Please **do not** call Dispatch to ask what is going on (e.g. when you see an ambulance). There are many things that the Dispatcher cannot comment on (for privacy or security reasons), and your call could take precious seconds away from the Dispatcher receiving crucial information from another person

By observing these three rules as a community, we can ensure the best and most timely response to various emergencies that may arise. In the event of an emergency that will involve a wider segment of our community, you can count on timely alerts and notifications from Campus Safety-these may take many forms, from basic information (FYI) to more crucial evacuation or “shelter in place” orders. Campus Safety will be working with the entire SJC community over the coming year to ensure that you are well-informed about how to respond to campus emergencies.

Thank you in advance for your cooperation! Please feel free to contact the Director of Campus Safety, Ian MacEachen at imaceachen@sjcme.edu (ext. 6687) if you have questions, or for assistance in planning for your needs.

Laughter (con't)

Improved immune system: Negative thoughts manifest into chemical reactions that can affect your body by bringing more stress into your system and decreasing your immunity. In contrast, positive thoughts actually release neuropeptides that help fight stress and potentially more serious illnesses.

Pain relief: Laughter may ease pain by causing the body to produce its own natural painkillers.

Increased personal satisfaction: laughter can also make it easier to cope with difficult situations and connect with other people

Improved mood: Many people experience depression, sometimes due to chronic illnesses, but laughter can help lessen your depression and anxiety.

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

Check out our
website!
<http://www.sjcme.edu/hr/home>

Employee Assistance Program (EAP)

In order to assist our employees in a work/life balance, Saint Joseph's College offers an [Employee Assistance Program](#) through [CIGNA](#). They provide a multitude of options that you can take advantage of, including, online resources, 24x7 telephone assistance, and Face-to-Face meetings or Full-Service Work/Life Counseling Support. Take advantage of this substantial resource by calling 1-888-371-1125 or visit www.cignabehavioral.com (employer ID: [sjcme](#)).

This provides a service level of 24/7 telephonic support as well as Network Provider Referrals.

- Telephonic Consultation
- Crisis Intervention Services
- Community Resources
- Healthy Rewards[®] Discount Program

Full Service Work/Life Support:

Telephone and/or Online Support for:

- Child Care
- Senior Care
- Identity Theft
- Adoption
- Education
- Legal
- Financial
- Relationships
- Workplace Conflict
- Parenting
- Working
- Living
- Balancing
- Web Seminars
- Personal Assessments
- Much, Much More!

If you have any questions regarding Employee Assistant Program, please contact Heidi Jacques at x7756 or [hjacob@sjcme.edu](mailto:hjacques@sjcme.edu).

Be Well

August is National Cataract Awareness Month as well as Children's Eye Health and Safety Month. Did you know there are currently more than 24 million Americans age 40 and older who have cataracts, according to the Vision Problems in the U.S. report from Prevent Blindness America. It is the leading cause of blindness worldwide.

Finding the right eye care professional is important to your eye health and overall wellness. When you see an eye care professional who participates in the Cigna Vision network, you'll get the most out of your coverage, including an exam and other services to help you keep your eyes healthy. You'll also receive additional savings on non-covered services.

When was the last time you went to get your eyes checked? If you haven't done so in a while, why not log into your account at www.mycigna.com and by using the "find a doctor or service" tab you can search for eye doctors. If you need any help navigating the mycigna site please reach out to Jenna Chase at x6627 or jchase@sjcme.edu